

MEMORANDUM

To: All Interested AIA Massachusetts (AIA MA) Members
From: John Nunnari, Executive Director, AIA MA
Date: 10/10/2023
Re: Massachusetts School Building Authority – Designer Selection Panel

What is the Designer Selection Panel?

The Designer Selection Panel (DSP) is made up of 13 appointed members recruited from recommended candidates of the AIA Massachusetts (AIA MA), the American Council of Engineering Companies of Massachusetts (ACEC), the Associated General Contractors of Massachusetts (AGC), the Massachusetts Building Trades Council (MBTC), MSBA staff, independent design professionals, and a member of the public. The DSP also includes 3 members from the local school district for the specific school project under consideration appointed on a project-by-project basis.

What are the duties for DSP Members?

The Commonwealth’s designer selection statutes were enacted to,

“ensure that the commonwealth receives the highest quality design services for all its public building projects; provide for increased confidence in the procedures followed in the procurement of design and design related services; promote consistency in the methods of the procurement of design and design related services for all public building projects in the commonwealth; foster effective broad-based participation in public work within the design professions; provide safeguards for the maintenance of the integrity of the system for procurement of designers’ services within the commonwealth;”

The appointee should be committed to the above as it relates to designer selection for MSBA funded public school projects.

Panel members are expected to be an advocate and a spokesperson for the DSP in coordination with MSBA Executive Director, promote DSP participation by encouraging firms to apply, and use best professional judgment to support MSBA DSP activities.

Professional experience and background expected of the nominee.

The nominee must be a Massachusetts Registered Architect or Registered Architect Emeritus.

Duration of the appointment.

The appointment carries a term of two years with the ability of a second successive two-year term.

Frequency of meetings.

The MSBA DSP meets twice monthly, generally on the first and third Tuesday of each month from 8:30 AM to 12:30 PM (approximately) at the MSBA offices located on 40 Broad Street, Suite 500, Boston, MA. Meetings are open to the public.

Actions typically undertaken at meetings.

Review and discussion of the projects to be undertaken, review and discussion of the design firm applications, interviews with design firms, selection of ranked lists of applicants for each project. The MSBA forwards a ranked list of three designers to the school district and the District negotiates and contracts with the selected firms.

Average preparation time needed above and beyond meeting time.

Three to six hours per meeting.

Compensation.

Panel members are volunteers and are reimbursed for travel expenses.

Any constraints imposed on appointee's professional practice?

The appointee is considered a “*special state employee*” subject to the applicable provisions of MGL c.268A (Conflict of Interest law). Established policy for Panel members is to avoid even the appearance of a conflict of interest. **This means that an appointee's firm is prohibited from providing services on any MSBA funded project, even as a sub-consultant to a prime designer.** Consult the State Ethics Commission for more information (www.mass.gov/Ethics).

Timeline

- Applications accepted through 5pm on Tuesday, November 7, 2023.
- Shortlist submitted to MSBA week of November 13-17.
- MSBA to review and make their selection.
- Positions begin immediately upon notification by MSBA.

To apply

Submit a single pdf file containing a cover letter that expresses your interest and unique qualities, along with a current resume, to jnunnari@architects.org