

Requirements and Responsibilities of Members of the State Designer Selection Board (DSB)

If you are interested in this opportunity, or have any further questions, **please email a single pdf file containing both a cover letter expressing your interest and current resume** to AIA Massachusetts Executive Director, John Nunnari, at jnunnari@architects.org **by 5:00 p.m. on Wednesday, May 22, 2024**

1. What is the mission of the public body? To whom is it responsible? Enabling legislation?

The missions of the DSB is 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 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.

It's enabling legislation can be found in:

- [M.G.L. c. 7C, §§ 44 - 58](#)

2. What is the size of the commission, agency, etc.?

The DSB consists of eleven members. Eight DSB members are appointed by the Governor:

- three registered architects,
- three registered engineers, and
- two representatives of the public who are not architectural designers, engineers, or construction contractors.

Three additional members are appointed by the building-related professional societies:

- an Architect by the Massachusetts State Association of Architects, (AIA MA)
- an Engineer by the Massachusetts Society for Professional Engineers (MSPE) or its equivalent,
- a General Contractor by the Associated General Contractors (AGC).

3. Professional experience and background expected of the nominee.

Candidates must have an active license, or if unregistered, have at least 10 years' experience as an architect registered by NCARB or hold a certificate of registration as an architect emeritus, be members in good standing in their profession, and have well-rounded experience in building design and construction.

4. Duration of the appointment.

DSB members are appointed for a term of two years and may be reappointed for no more than one successive two-year term.

5. Frequency of meetings.

The DSB averages two meetings per month (typically Wednesdays) which last about four hours each. All meetings are virtual. Meeting schedule can be found [here](#).

6. Actions typically undertaken at meetings.

Jurisdiction over the selection of all designers, programmers, and construction managers performing design services in connection with any building project for all public agencies under the jurisdiction of the Division of Capital Asset Management & Maintenance (DACMM); Jurisdiction over the selection of all designers for Commonwealth Charter Schools; Determine the criteria for selection of finalists for design services. The board shall independently adopt procedures and regulations as necessary to implement the requirements of the statute. Such procedures and regulations may vary according to the class of project; Ensure that applicants for design services are qualified and that they meet all legal requirements for selection; Review written applications from designers and select and rank finalists for appointment by the Commissioner of DCAMM; Disqualify from further consideration any designer, programmer or construction manager who has been determined by the board to have filed materially false information for any project for such time as the board determines is appropriate; Publish guidelines to assist public agencies not within the board's jurisdiction in the establishment of a professional and objective designer selection procedure; Access to all records of all public agencies concerning any applicant, or any project for which the applicant performed any services, for the purpose of verifying information submitted by the applicant, or for the purpose of evaluating the applicant's experience, ability and qualifications.

7. Average preparation time needed above and beyond meeting time.

Two hours per meeting

8. Stipend, if any, and/or expense reimbursements.

At this time, as permitted by Open Meeting Law, all meetings are virtual and remote as extended by Governor Healey until March 31, 2025. Should the law change at that time, parking in the state garage is provided; members are reimbursed for mileage to and from the meetings, and for all necessary expenses incurred in the discharge of their official duties, including travel inside and outside the state.

9. Number of positions to be filled on the Board.

One immediate seat for a Governor's appointee

10. Any constraints imposed on appointee's professional practice.

As with any similar public service, it is extremely important to maintain the integrity of the Board. Members must adhere to the conflict of interest requirements during meetings as defined by Chapter 7C, Section 49, paragraph (e) and should review in advance of the meeting with the State Ethics Commission at 617- 727-0060 for any instances of conflict that might arise. Other requirements may apply.

II. Any potential conflict of interest such as appointee can't be a city employee, can't be a contracted consultant to the city, can't be the architect of record for any project in the neighborhood, etc

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