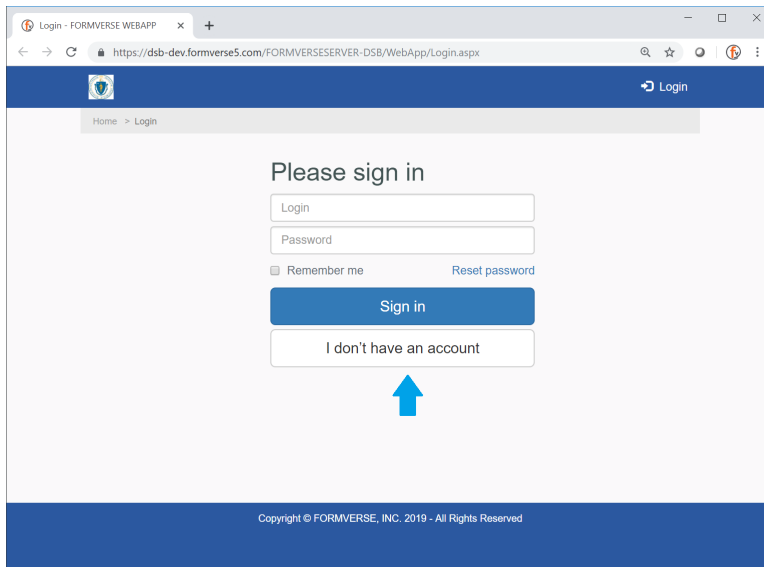


Guide to Designer Evaluation Submission via Autocene

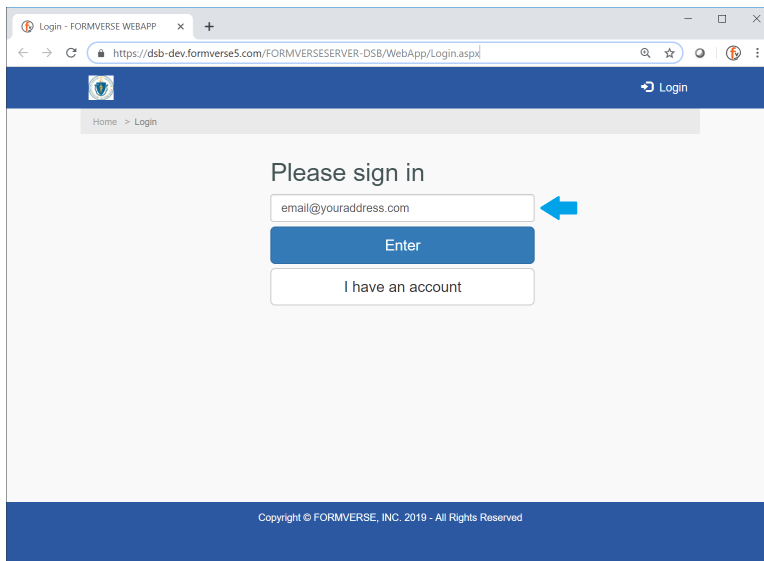
Note: Autocene recommends using the latest version of Google Chrome or MS Edge. We have used Firefox with no issues.

Part One: Add New User (if you are already registered in the Autocene system, skip to part two on page 4)

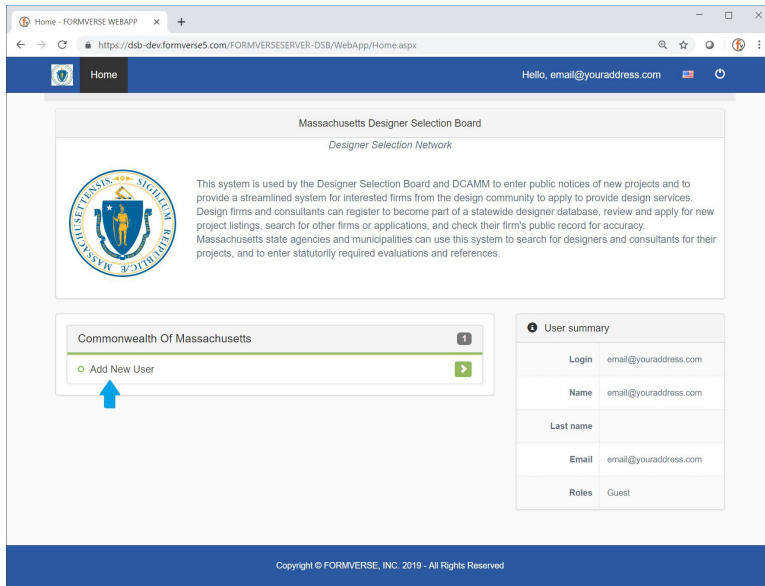
1. Go to <https://dsb-dev.formverse5.com/FORMVERSESESERVER-DSB/WebApp/Login.aspx>
2. Click "I don't have an account"



3. Enter your email address & Enter

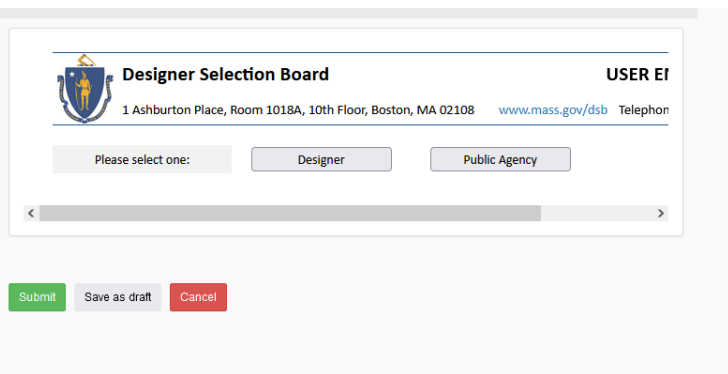


4. You will be given a temporary login – click “Add New User”



5. Choose “Designer” or “Public Agency”

- a. If you are an OPM, you must register as a Designer and contact Claire Hester at the Designer Selection Board (claire.hester@mass.gov) for a role change. A future update will include a third category for OPMs.
- b. If you are a public agency (such as a municipality), check the Public Agency dropdown to see if your agency is already registered. If it is not, you must register as a Designer and contact Claire Hester at the Designer Selection Board (claire.hester@mass.gov) for a role change.



6. Fill in the required information (fields with red asterisks)

- a. If your group does not have a FEIN, enter NA for Not Applicable. Otherwise please enter your FEIN number



Please enter in all required fields (*)

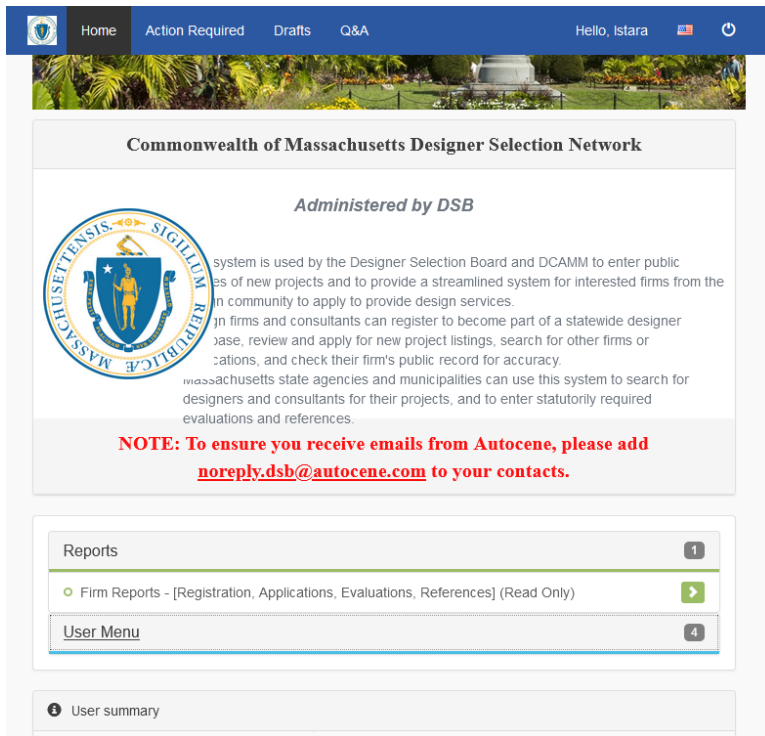
The **USER LOGIN** and **USER PASSWORD** will be used to access the website.

FIRM NAME	<input type="text"/>
FEIN	<input type="text"/>
FIRST NAME	<input type="text"/>
LAST NAME	<input type="text"/>
EMAIL ADDRESS	<input type="text"/>
USER LOGIN	<input type="text"/>
User Logins cannot contain spaces and must be unique for each user.	
USER PASSWORD	<input type="password"/> Password Parameters: Minimum 8 characters in length, 1 capital, 1 numeric, 1 special character required.
CONFIRM PASSWORD	<input type="password"/> Password Parameters: Minimum 8 characters in length, 1 capital, 1 numeric, 1 special character required.
<input type="checkbox"/> Add another User	
<input type="checkbox"/> Please confirm all the information is correct	

7. Your **USER LOGIN** is your username going forward. If you wish to add another user to your organization, you may do so by clicking the Add Another User button. *Please note, **USER LOGINS** for each user must be unique.
8. Confirm your registration details using the checkbox and click "Submit"
9. Logout of the temporary login session
10. Wait for the Designer Selection Board to confirm your registration via email

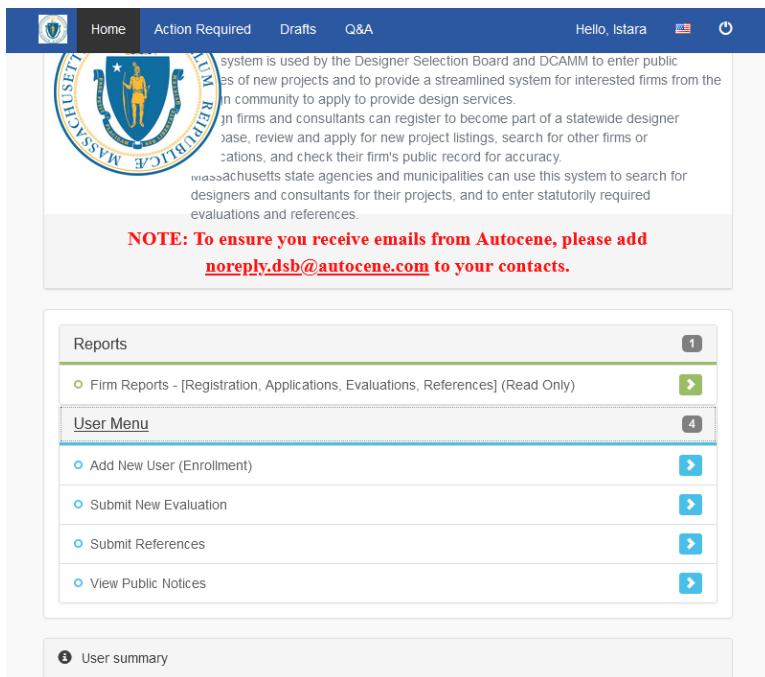
Part Two: Register the Project

1. Go to <https://dsb-dev.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>
2. Log in with your username & password



The screenshot shows the top navigation bar with links for Home, Action Required, Drafts, and Q&A. The user is logged in as 'Hello, Istara'. Below the navigation bar is a banner image of a park. The main content area is titled 'Commonwealth of Massachusetts Designer Selection Network' and 'Administered by DSB'. It features the state seal and a paragraph of text explaining the system's purpose. A red note states: 'NOTE: To ensure you receive emails from Autocene, please add noreply.dsb@autocene.com to your contacts.' Below this is a 'Reports' section with a dropdown menu showing 'Firm Reports - [Registration, Applications, Evaluations, References] (Read Only)'. A 'User Menu' section is also visible with a dropdown menu showing 'User summary'.

3. Click on “User Menu”



This screenshot shows the same website as the previous one, but with the 'User Menu' dropdown expanded. The expanded menu includes the following options: 'Add New User (Enrollment)', 'Submit New Evaluation', 'Submit References', and 'View Public Notices'. Each option has a right-pointing arrow icon. The 'Reports' section remains visible above the 'User Menu'.

4. Click on “Submit New Evaluation”, and then “Continue”

Home Action Required Drafts Q&A Hello, Istara

Designer Selection Board

1 Ashburton Place, Room 1018A, 10th Floor, Boston, MA 02108 www.mass.gov/dsb Telephone: (617) 727-4046

Here you can search for a particular Firm for selected Project *

Hide Filters

Clear Filters

FILTER BY

Firm Name FEIN (VendorIDCode) Contact Email Address State City

Firm Type

Designer: Architect Landscape Architect Engineer
 Interior Designer Construction Manager Programmer

Diversity: Woman Owned (WBE) Minority Owned (MBE) Veteran Owned (VBE)
 Service Disabled Veteran Owned (SDVOBE) Disadvantaged Business Enterprise (DBE) Disability Owned Business Enterprise (DOBE)
 LGBT Business Enterprise (LGBTBE) Portuguese Business Enterprise (PBE) Small Business Purchasing Program (SBPP)

Submit Save as draft Cancel

- Choose a designer name by filling out firm name or checking the relevant boxes and scrolling through the list. **Only projects with registered design firms can be evaluated.** If the project firm is not registered, contact them.

Home Action Required Drafts Q&A Hello, Istara

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Here you can search for a particular Firm for selected Project *

Hide Filters

Clear Filters

FILTER BY

Firm Name FEIN (VendorIDCode) Contact Email Address State City

Firm Type


Designer: Architect Landscape Architect Engineer
 Interior Designer Construction Manager Programmer

Diversity: Woman Owned (WBE) Minority Owned (MBE) Veteran Owned (VBE)
 Service Disabled Veteran Owned (SDVOBE) Disadvantaged Business Enterprise (DBE) Disability Owned Business Enterprise (DOBE)
 LGBT Business Enterprise (LGBTBE) Portuguese Business Enterprise (PBE) Small Business Purchasing Program (SBPP)

Based on your search criteria below is the list of available Firms.

FIRM NAME	CONTACT PERSON	CONTACT EMAIL ADDRESS	FEIN	
A.POINT.DESIGN, INC.	Richard S. Boccelli Jr., AIA, NCARB	rboccelli@apointdesign.com	043583298	Select
ABACUS ARCHITECTS + PLANNERS	David Pollak	dpollak@abacusarchitects.com	043090773	Select
ACS, LLC	Jay R Mason	Jay@ACSLowell.com	465458915	Select
ACTWO ARCHITECTS	Andrew Cohen	ac@actwoarch.com	454060242	Select
AECOM USA OF MASSACHUSETTS, INC.	Leslie Sims	leslie.sims@aecom.com	043133943	Select
AEOLUS ARCHITECTURE AND DESIGN	Penny Foussekis	pfoussekis@autocene.com	123456789	Select
ALARES ARCHITECTS AND ENGINEERS	Donald Maggioli	dmaggioli@alaresllc.com	261321835	Select
AMENTA EMMA ARCHITECTS	Nicole Owens	nowens@amentaemma.com	061138945	Select
AMES AND WHITAKER ARCHITECTS, P.C.	Alan S. Lagocki	al213@amesandwhitaker.com	060864449	Select
ANALOGUE STUDIO	Michelle Blakemore	michelle.b@analoguestudio.com	275105278	Select

- Click "Select" for the firm you want to evaluate



Designer Selection Board

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Evaluations - Public Notice & Design Firm Info.

www.mass.gov/dsb Telephone: (617) 727-4046

[Back](#) **Verify the information below on selected Project, Design Firm and proceed. ***

SELECTED PUBLIC NOTICE INFORMATION	
PROJECT NAME	PROJECT NUMBER
PROJECT LOCATION	PROJECT COMPLETION DATE
AWARDING AGENCY NAME	USER AGENCY NAME
AWARDING AGENCY PROJECT MANAGER	AWARDING AGENCY PROJECT MANAGER'S EMAIL
AWARDING AGENCY PROJECT SUPERVISOR	AWARDING AGENCY PROJECT SUPERVISOR'S EMAIL
TYPE OF FACILITY	PRIME SERVICE REQUESTED
CONTRACT TYPE	
<p>PROJECT TYPE</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 25%;"><input type="checkbox"/> Master Plan</div> <div style="width: 25%;"><input type="checkbox"/> Feasibility Study</div> <div style="width: 25%;"><input type="checkbox"/> Facility Conditions Assessment</div> <div style="width: 25%;"><input type="checkbox"/> New Construction</div> <div style="width: 25%;"><input type="checkbox"/> Alteration/Renovation</div> <div style="width: 25%;"><input type="checkbox"/> Repair/Maintenance</div> <div style="width: 25%;"><input type="checkbox"/> Restoration/Preservation</div> <div style="width: 25%;"><input type="checkbox"/> Addition</div> </div>	
SELECTED DESIGN FIRM INFORMATION	
DESIGN FIRM NAME	FIRM FEIN
A.POINT.DESIGN, INC.	043583298
PROJECT MANAGER	PROJECT MANAGER'S EMAIL
PRINCIPAL-IN-CHARGE	PRINCIPAL-IN-CHARGE'S EMAIL
CONTACT PERSON	CONTACT PERSON'S EMAIL
Richard S. Boccelli Jr., AIA, NCARB	rboccelli@apointdesign.com

Submit
Save as draft
Cancel

- Fill out the project form – all fields with red asterisks are required. The “Awarding Agency” is the municipality (not the MBLC). It’s important that all the emails you enter are unique and correct.



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www.mass.gov/dsb

Telephone: (617) 727-4046

[Back](#)

Verify the information below on selected Project, Design Firm and proceed. *

SELECTED PUBLIC NOTICE INFORMATION

PROJECT NAME	PROJECT NUMBER
Test Library	Town-12345
PROJECT LOCATION	PROJECT COMPLETION DATE
123 Main Street	1/22/2022
AWARDING AGENCY NAME	USER AGENCY NAME
Town Name	
AWARDING AGENCY PROJECT MANAGER	AWARDING AGENCY PROJECT MANAGER'S EMAIL
Bill Jones	bj@email.com
AWARDING AGENCY PROJECT SUPERVISOR	AWARDING AGENCY PROJECT SUPERVISOR'S EMAIL
Amanda Wilson	aw@email.com
TYPE OF FACILITY	Municipal Sub-List:
Municipal	Public Building
PRIME SERVICE REQUESTED	CONTRACT TYPE
Preliminary design	Specific Assignment
PROJECT TYPE	
<input type="checkbox"/> Master Plan	<input type="checkbox"/> Feasibility Study
<input checked="" type="checkbox"/> Alteration/Renovation	<input type="checkbox"/> Repair/Maintenance
<input type="checkbox"/> Facility Conditions Assessment	<input type="checkbox"/> New Construction
<input type="checkbox"/> Restoration/Preservation	<input type="checkbox"/> Addition

SELECTED DESIGN FIRM INFORMATION


DESIGN FIRM NAME	FIRM FEIN
A.POINT.DESIGN, INC.	043583298
PROJECT MANAGER	PROJECT MANAGER'S EMAIL
Jennifer Adams	ja@email.com
PRINCIPAL-IN-CHARGE	PRINCIPAL-IN-CHARGE'S EMAIL
John Hennesy	jh@email.com
CONTACT PERSON	CONTACT PERSON'S EMAIL
Richard S. Boccelli Jr., AIA, NCARB	rboccelli@apointdesign.com

[Continue](#)

Fill in the mandatory fields(*) to proceed

This is the project form with dummy information filled in. Any questions about fields should be directed to Claire Hester (claire.hester@mass.gov) or Roberto Melendez (roberto.melendez@mass.gov) at the Designer Selection Board.

8. Click "Continue"



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Evaluations - Workflow Process

Back
Please take a moment to confirm the below participants who are involved in this workflow process. *

AWARDING AGENCY

PROJECT MANAGER	PROJECT MANAGER'S EMAIL*
Bill Jones	bj@email.com

*Initiator/Project Manager is responsible for filling out an evaluation and sending it for review to the below mentioned Supervisor.

PROJECT SUPERVISOR	PROJECT SUPERVISOR'S EMAIL*
Amanda Wilson	aw@email.com

*Project Manager's Supervisor will be reviewing the Evaluation and taking necessary actions and once approved then it will be forwarded to the Designer firm contacts as mentioned below.

DESIGNER FIRM

PROJECT MANAGER	PROJECT MANAGER'S EMAIL*
Jennifer Adams	ja@email.com

*Designer Firm Project Manager will be responsible to respond to the Evaluation within 30 days of issuance.

PRINCIPAL-IN-CHARGE	PRINCIPAL-IN-CHARGE'S EMAIL*
John Hennesy	jh@email.com

*A copy of the Evaluation will be sent to Designer Firm's PIC as well.

CONTACT PERSON	CONTACT PERSON'S EMAIL*
Richard S. Boccelli Jr., AIA, NCARB	rboccelli@apointdesign.com

*A notification will be sent out to the Firm's preferred contact person about the Evaluation.


Proceed to Evaluation

Fill in the mandatory fields(*) to proceed

Submit Save as draft Cancel

This is the workflow for the evaluation. **Note that the design firm's Principal-In-Charge and the Contact Person will be automatically sent a copy of your evaluation when it is submitted at the end of this process.**

9. Click "Proceed to Evaluation"



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Evaluation

Back
Select the project phase & read the Performance Rating Scale. *

Performance Rating Scale:

Designer Performance Evaluations are designed to provide feedback to designers as they progress through a project so that they can correct any patterns of poor performance. To measure a Designer's performance on a given project, DGAMM and DSB developed a criteria-based assessment that includes **four performance factors**:

A. Management
This evaluation factor reflects the Designer's performance in managing the contract, including:

- Leadership & Cooperative Teamwork
- Communication & Management of Team, Issues and Resources
- Commitment to Customer Satisfaction & Responsiveness to Requests and Inquiries
- Participation & Contribution to Decision Making

B. Quality
This evaluation factor relates to the Designer's attention and concern to delivering a quality service and product, including:

- Knowledge of and Compliance with Chapter 149J149A Requirements & Professional Expertise
- Innovation & Ability to Solve Technical and Construction Problems
- Quality Assurance/Quality Control of Shop Drawings, Submittals, Requests for Information and Requests
- Addenda and Change Orders Related to the Thoroughness of Construction Documents and/or Regulatory Overview

C. Schedule
This evaluation factor reflects the Designer's ability to meet the contract schedule, including:

- Schedule Control & Timely Completion of Tasks and Submission of Deliverables
- Readiness to Respond to Shop Drawings, Submittals, Requests for Information and Requests
- Communication and Promptness of Information for Decision Making
- Responsibility and Accountability for Proposed Project Schedule

D. Budget
This evaluation factor reflects the Designer's adherence to established project budget constraints, including:

- Cost Control of Project Budget; Accuracy of Cost Estimates
- Adherence to the Design Fee within the Scope of the Contract
- Completeness, Accuracy and Timeliness of Invoicing

Continue

This is the introductory screen to the evaluation itself.

10. Click "Continue"

Home Action Required Drafts Q&A Hello, Istara

Designer Selection Board Evaluation Questionnaire

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Back Fill out the below questionnaire and submit. *

PROJECT NAME	DESIGN FIRM NAME	PROJECT NUMBER	TYPE OF EVALUATION
Test Library	A.POINT.DESIGN, INC.	Town-12345	Construction

Hide performing rating scale YES NO

Each of the performance factors carries multiple scenarios to assist a Public Agency Official/Project Manager with measuring a design team's competence. For each scenario, a performance rating scale between 1 and 4 must be used:

- 4 – Exceeded Expectations: outstanding performance**
 - Performance consistently exceeded Agency expectations and always provided exceptional results.
 - Exceptional performance may reflect achievements to the Agency's benefit such as identified cost-savings, innovative options or efficiencies, demonstrated excellence in quality of work and service delivery, and added value to the project.
- 3 – Satisfactory: at standard, satisfactory performance**
 - Performance met contractual requirements.
 - May have had some minor problems; however, satisfactory corrective actions taken by the Designer were highly effective.
 - Problems were not repetitive.
- 2 – Improvement Required: below satisfactory performance**
 - Performance inconsistently met contractual requirements.
 - Extensive minor, and/or recurring non-compliance issues or problems.
- 1 – Unsatisfactory: unacceptable performance**
 - Performance did not meet contractual requirements and recovery did not occur in a timely or cost-effective manner.
 - Serious problems existed and corrective actions have been ineffective.
 - Performance indicates very little or no effort extended to satisfy the minimum contract requirements.

CONSTRUCTION EVALUATIONS - NAVIGATION BUTTONS

Q #1: MANAGEMENT Q #2: QUALITY Q #3: SCHEDULE Q #4: BUDGET REVIEW & SUBMISSION

Question #1: MANAGEMENT

Leadership & Cooperative Teamwork

A. To what degree was the Designer knowledgeable of Agency practices and roles and in control of the services provided to the Agency during Bid, Award, Construction and Project Close-out?

- 4 The Designer was **always** knowledgeable of Agency practices and roles during construction and **outstandingly** managed the project. The Designer **exceptionally** cooperated with all parties and mediated disagreements between Agency personnel, contractor, and building officials **effectively, always** in the best interest of the project.
- 3 The Designer was **routinely** knowledgeable of Agency practices and roles during construction and **effectively** managed the project. **Satisfactory** cooperation with Agency personnel, consultants, and other project stakeholders and **adequate** support during construction.
- 2 The Designer was **not routinely** knowledgeable about Agency administrative requirements and **required guidance** from the Agency to maintain control of the project. **Poor** performance in cooperation with all parties.
- 1 The Designer **did not exhibit** the capacity to adequately manage the project and **failed** to perform the work in accordance with the contract. **Failure** to engage and

This is the beginning of the evaluation form. You must answer each question in each category (Management, Quality, Schedule, and Budget) to go on to the next category. The system calculates the average score for the category as you go. **You can save a draft at any point** and come back to it later. Once you complete all four categories, you can go skip back and forth to make changes. The final screen, Review & Submission, is a single screen with all the questions in all the categories.

11. When you are finished, check the certification checkbox and then click the green "Submit" button.



- 2 The Designer **made multiple requests** for additional services fees for tasks that should have been clarified by him/her at the start of the project when developing the scope and fee.
- 1 The Designer **repeatedly made requests** for additional services fees for work that was within the scope of the contract and **failed** to submit complete deliverables for work.

Completeness, Accuracy and Timeliness of Invoicing

C. How complete, accurate and timely were invoices by the Designer?

- 4 **Consistently** well-reviewed, accurate and timely, invoices by the Designer saved the Agency time in reviewing and processing.
- 3 Invoices were **often** reviewed by the Designer before submission, accurate, and promptly submitted to the Agency.
- 2 Invoices were accurate and on time **for the most part**, but were **sometimes in error**. Agency personnel identified problems and inconsistencies in the invoices and **directed** the Designer to take corrective actions.
- 1 Invoices were **routinely incomplete, inaccurate and/or late**.

SCORE	BUDGET COMMENT
3.6	

Total Evaluation Score:
3.3

Overall Comments on the Designer's Performance

By checking this box, the Public Agency certifies that to the best of the Public Agency's knowledge, the information contained in this evaluation is a true and accurate analysis of the designer or interior designer's performance record on the contract.