



TOWN OF PLYMOUTH

26 Court Street
Plymouth, Massachusetts 02360

Title	Designer Selection Policy
Established	April 29, 2025
Revision Approval Dates	

1. These procedures govern the selection of designers for any municipality or local public agency building project subject to the State designer selection law, M.G.L. c. 7C, §§ 44-57. Any other local law governing the procurement of services will be inapplicable to these procurements.
2. The Select Board (“Approving Body”) has the authority and jurisdiction to conduct the designer selection process for the Town of Plymouth (“Awarding Authority”). Awards and Approvals of School Department procurements shall remain within the jurisdiction and authority of the Plymouth School Committee, and the School Department is welcome to collaborate with the Town of Plymouth Procurement Department on procurements for building projects as they deem necessary. The Approving Body may delegate any duties described herein to the extent such delegation is permissible by law. The Approving Body hereby delegates the duties and facilitation of the designer selection process to the Chief Procurement Officer of the Town of Plymouth.
3. The Chief Procurement Officer shall designate the individual or group of individuals (hereinafter referred to as “the Committee”) who will conduct the designer selection process. The membership shall include, as appropriate for the project, three (3) members of the Town’s Building Committee and others as deemed appropriate for the project by the Chief Procurement Officer. No member of the Committee shall participate in the selection of a designer for any project if the member, or any of the member’s immediate family:
 - a. Has a direct or indirect financial interest in the award of the design contract to any applicant;
 - b. Is currently employed by, or is a consultant to or under contract to, any applicant;
 - c. Is negotiating or has an arrangement concerning future employment or contracting with any applicant; or
 - d. Has an ownership interest in, or is an officer or director of, any applicant.

4. A Request for Qualifications (RFQ) or Request for Proposals (RFP) for each contract subject to these procedures shall be advertised in a newspaper of general circulation in the locality of the building project, in the *Central Register* published by the Secretary of the Commonwealth, and in any other place required by the Chief Procurement Officer, at least two (2) weeks prior to the deadline for submitting RFQs or RFPs.
5. The advertisement shall contain the following information:
 - a. A description of the project, including the specific designer services sought, the time period within which the project is to be completed, and if available, the estimated construction cost;
 - b. If there is a program for the building project, a statement of when and where the program will be available for inspection by the applicants;
 - c. When and where a briefing session (if any) will be held;
 - d. The qualifications of the required applicants;
 - e. The categories of designers' consultants, if any, for which applicants must list names of consultants they may use;
 - f. Whether the fee has been set or will be negotiated; if the fee has been set, the amount of the fee must be listed in the advertisements;
 - g. When and where the RFQ or RFP can be obtained and the responses must be delivered.
6. The RFQ or RFP shall include the current "Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction". The Application Form may be amended to include additional information on a project-specific basis.
7. The Committee shall evaluate applicants based on the following criteria:
 - a. Prior similar experience;
 - b. Past performance on public and private projects;
 - c. Financial stability;
 - d. Identity and qualifications of the consultants who will work with the applicants on the project; and
 - e. Any other criteria that the Committee considers is relevant to the project.
8. The Committee shall select at least three (3) finalists. Finalists may be required to appear for an interview or provide additional information to the Committee, provided that all finalists are afforded an equal opportunity to do so.
9. The Committee shall rank the finalists in order of qualification and transmit the list of ranked finalists to the Chief Procurement Officer. No person or firm, including applicants' listed consultants, debarred pursuant to M.G.L. 149, § 44C, shall be included as a finalist on the list. The list must be accompanied by a written explanation of the reasons for selection including the recorded vote, if any. The written explanation and recorded vote, if any, shall be public records and shall be maintained in the contract file.
10. If the fee was set prior to the selection process, the Chief Procurement Officer shall select a designer from the list of finalists. If the Chief Procurement Officer selects a designer other

than the one ranked first by the Committee, the Chief Procurement Officer shall file a written justification for the selection with the Committee and maintain a copy in the contract file.

11. If the fee is to be negotiated, the Chief Procurement Officer shall review the list of finalists and may exclude any designer from the list if a written explanation of the exclusion is filed with the Committee and maintained in the contract file. The Awarding Authority shall request a fee proposal from the first ranked designer remaining on the list and begin contract negotiations. If the Awarding Authority is unable to negotiate a satisfactory fee with the first-ranked designer, negotiations shall be terminated and undertaken with the remaining designers, one at a time, in the order in which they were ranked by the Committee until agreement is reached. In no event may a fee be negotiated which is higher than the maximum fee set by the Awarding Authority prior to selection of finalists.
12. If the Awarding Authority is unable to negotiate a satisfactory fee with any of the finalists, the Chief Procurement Officer shall recommend that the Committee select additional finalists.
13. The Chief Procurement Officer may allow a designer who conducted a feasibility study to continue with the design of a project. However, the Chief Procurement Officer may commission, at its discretion, an independent review, by a knowledgeable and competent individual or business doing such work, of the feasibility of the designer's work to insure its reasonableness and adequacy before allowing the designer to continue on the project, *provided* the Awarding Authority otherwise complies with the statutory requirements for selecting a designer under Chapter 7C of the General Laws, including those set forth in M.G.L. c. 7C, § 54(a)(i).
14. Every contract for design services shall include the following:
 - a. Certification that the designer or construction manager has not given, offered, or agreed to give any person, corporation, or other entity any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of the contract for design services;
 - b. Certification that no consultant to, or subcontractor for, the designer or construction manager has given, offered, or agreed to give any gift, contribution, or offer of employment to the designer or construction manager, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the designer or construction manager;
 - c. Certification that no person, corporation, or other entity, other than a bona fide full-time employee of the designer or construction manager, has been retained or hired by the designer or construction manager to solicit for or in any way assist the designer or construction manager in obtaining the contract for design services upon a agreement or understanding that such person, corporation, or other entity be paid a fee or other consideration contingent upon the award of the contract to the designer; and
 - d. Certification that the designer has internal accounting controls as required by M.G.L. c. 30, § 39R(c), and that the designer has filed and will continue to file an audited financial statement as required by M.G.L. c. 30, § 39R(d).

All fees shall be stated in design contracts, and in any subsequent amendments thereto, as a total dollar amount. Contracts may provide for equitable adjustments in the event of changes in scope or services.

15. The Awarding Authority shall not enter into a contract for design services unless the designer has obtained professional liability insurance covering negligent errors, omissions, and acts of the designer or of any person or business entity for whose performance the designer is legally liable arising out of the performance of the contract. The total amount of such insurance shall at a minimum equal the lesser of one million dollars (\$1,000,000) or ten percent (10%) of the project's estimated cost of construction, or such larger amounts as the Awarding Authority may require, for the applicable period of limitations. A designer required by the Awarding Authority to obtain all or a portion of such insurance coverage at its own expense shall furnish a certificate or certificates of insurance coverage to the Awarding Authority prior to the award of the contract.
16. Every contract for design services shall include a provision that the designer or its consultants shall not be compensated for any services involved in preparing changes that are required for additional work that should have been anticipated by the designer in the preparation of bid documents, as reasonably determined by the individual responsible for administering the design contract.
17. In the event of an emergency that precludes the normal use of these designer selection procedures, the Chief Procurement Officer may elect to authorize expedited procedures to address the emergency. The Chief Procurement Officer shall document in writing the reasons for the emergency declaration, the proposed scope of work, the estimated cost of construction, the established fee for the needed design services, and any other relevant information.

The Chief Procurement Officer may select three finalists from any standing list of designers who have applied for projects of a similar nature or may otherwise select three (3) designers to be considered as finalists for the project. The Chief Procurement Officer shall rank the finalists in order of qualification and select the designer for the emergency work.

18. The Chief Procurement Officer shall publish the name of any designer awarded a contract in the *Central Register*.
19. The following records shall be kept by the Awarding Authority:
 - a. All information supplied by or obtained about each applicant;
 - b. All actions taken relating to the project; and
 - c. Any other records related to designer selection.

All records shall be available for inspection by the State Designer Selection Board and other authorized agencies.

20. The Chief Procurement Officer shall evaluate the designer's performance on contracts using the Designer Selection Board evaluation form(s) in accordance with M.G.L. c. 7C, § 48(g), and file completed evaluations with the Board and any other agency names in M.G.L. c. 7C, § 48(g).
21. Nothing in these procedures shall be interpreted to require the establishment of a board or waive or reduce the requirements of any other applicable law or regulation.
22. For any municipal design or construction project *that includes funding provided by the Commonwealth, in whole or in part* (such as reimbursements, grants, and the like), cities and towns must incorporate minority-owned business enterprise and women-owned business enterprise participation goals. If applicable, the Awarding Authority shall take steps to assure that it complies with all Supplier Diversity Office requirements.

Signed By:



Chair, Select Board

Date

5/6/2025



Town Manager

Date

5/6/2025