

January 28, 2014

Designer Selection Panel Meeting Confirmation – Wyman-Hurld Elementary School

Page 2

- All DSP members, including the District representatives, are welcome and encouraged to offer information, make comments and ask questions during the meeting as the DSP considers the applications submitted for the Project.
- At the conclusion of the DSP's discussion of all of the designer applications for the Project, each member of the DSP, including the District representatives, will have an opportunity to vote on the applicants, assigning three (3) points to their first choice, two (2) points to their second choice, and one (1) point to their third choice. After the points are tallied, the DSP then will decide whether to rank the top three choices and authorize the community to begin negotiations to award a contract to the top choice, or to interview the top-ranked firms. Please refer to the attached procedures for more details.

Also attached is an acknowledgement form to be completed by the District representatives to DSP for the Project and returned to the MSBA DSP Administrator, Marie Deslauriers, prior to the meeting on Tuesday, February 11, 2014. By signing this form, the District representatives certify that they have read and understand the terms of the MSBA's Designer Selection Procedures and that they understand that the DSP's meetings are open to the public.

I look forward to working with you further in the selection of a designer for your project. Please feel free to contact me at (617) 720-4466 with any questions.

Sincerely,



Joseph Buckley, P.E.  
Chief Engineer

cc:

Woburn Legislative Delegation  
Mark Donovan, Superintendent, Woburn Public Schools  
Michael Mulrenan, School Committee Member, City of Woburn  
Patrick Saitta, Municipal Building Consultants, Inc.  
Chuck Adam, Municipal Building Consultants, Inc.  
Ron Roberge, MSBA Project Manager  
File 4.3 Feasibility Study Architect (R4)