



CITY OF CAMBRIDGE

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CAMBRIDGE, MASS.

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

November 26, 1982

TO: ALL DEPARTMENT HEADS
SUPERINTENDENT OF SCHOOLS

FROM: Robert W. Healy *Robert W. Healy*
City Manager

RE: SELECTION PROCESS FOR DESIGN SERVICES

Chapter 579 of the Acts of 1980 (the Ward Commission Legislation) places new obligations on the City relative to the awarding of design contracts.

The attached material is to be considered as official City of Cambridge policy in this respect, and is to be followed in the award of all contracts for design services in the fields of architecture, landscape architecture and engineering.

This policy takes effect immediately.

PROCEDURE FOR DESIGNER SELECTION:

A. Purpose

1. To provide Cambridge with design services of the highest possible quality.
2. To provide opportunities for firms which have their offices in Cambridge or in which a majority of principals have their residences in Cambridge, unless there is a clear advantage to be gained in using a firm not meeting the above description.
3. To seek out small or new firms which are not well known but have the ability to perform high quality services.
4. To comply with the purpose and intent of Chapter 579 of the Acts of 1980.

B. Designer Selection Committee

1. City Manager or representative.
2. Assistant City Manager for Community Development or representative.
3. Commissioner of Public Works or representative.

B. Cont.

4. Chairman of Arts Council or representative.(Currently Paul E. Dietrich).
5. Informed public member and Cambridge resident.(Currently Robert Campbell).
- 5a. In cases having a strong technical or engineering orientation, Robert Campbell or Paul Dietrich will be replaced by a registered professional engineer to be named by the City Manager.
6. Representative of User Agency/Department.
7. In certain appropriate situations as determined by the City Manager, a non-voting representative of the affected neighborhood may be added.

C. Projects to be handled by selection process.

1. All building projects, including landscape work, for which the services of an architect, landscape architect or engineer are required, estimated to have a construction cost of \$10,000 or more.
2. In the case of unusual circumstances, the following standards will apply.
 - a. Although sub surface drainage and water supply work do not fall under the jurisdiction of Chapter 579, the appropriate department will keep the Selection Committee informed of its activities.
 - b. In the case of work to be done by a private developer on a public building, the City has a legitimate interest in the quality of design and construction and the full selection process is to be followed as part of the developer selection.
 - c. In the case of feasibility studies, master plans or programs, the designed for such studies, etc. is not eligible to do the design services for that project. The designer may perform continued or extended services only if the Designer Selection Committee is given a written statement of the reasons therefor, and approves, stating reasons in the public record, prior to the appointment.

D. Procedure

1. As a minimum, the Agency or Department requiring service advertises in the Central Register and the Chronicle.
2. Committee screens applications and narrows finalists to not less than four nor more than six.
3. Finalists to be interviewed by full committee.
4. Committee makes recommendation to the City Manager.

E. Procedure (Small Projects)

1. Projects estimated to have a construction cost between \$10,000 and \$100,000 shall be handled in the same fashion but with a smaller Committee consisting of the Public Works representative, either Robert Campbell or Paul Dietrich, and the representative of the User Department.

In cases having a strong technical or engineering orientation, Campbell/Dietrich will be replaced by a registered professional engineer to benamed by the City Manager.

S-752

Comm. from Robert W. Healy, City Manager
Re: selection process for design services.

In City Council,

December 13, 1982