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June 18, 2019

Mr. Jack Morgan, Chair  
Wellesley Board of Selectmen  
Wellesley Town Hall, Selectmen's Office  
525 Washington Street, Third Floor  
Wellesley, MA 02482

**RE: Designer Selection**  
**Ernest F. Upham Elementary School**  
**MSBA ID: 201703170050**

Dear Mr. Morgan:

On Tuesday, June 18, 2019, the Massachusetts School Building Authority Designer Selection Panel ("DSP") interviewed the finalists for the above-referenced project. The following individuals represented the Town of Wellesley on the DSP:

- Dr. David Lussier, Superintendent of Schools, Wellesley Public Schools
- Sharon Gray, School Building Committee Chair, Wellesley Public Schools
- Steve Gagosian, Design and Construction Manager, Wellesley Facilities Management Dept.

In accordance with the provisions of Massachusetts General Laws, Chapter 7C, Sections 44 through 58, and the MSBA Designer Selection Procedures, the DSP voted unanimously to rank the finalists, in order of qualifications, as follows for the subject project:

1. Symmes Maini & McKee Associates, Inc. (SMMA)
2. HMFH Architects, Inc.
3. Tappè Associates, Inc.

The DSP determined that Symmes Maini & McKee Associates, Inc. possesses the requisite skills and experience for this project, particularly in light of their extensive experience in the design and construction of schools in Massachusetts.

The Town of Wellesley should now take the appropriate local steps necessary to award the contract for designer services to the first-ranked firm and authorize fee and contract negotiations. Please know that the Town of Wellesley must use the MSBA's standard contract for designer services, a copy of which can be downloaded from our website, [MassSchoolBuildings.org](http://MassSchoolBuildings.org).

Before beginning the contract and fee negotiations, however, and in order to remain eligible for the reimbursement of a portion of the designer services fee, please have your Owner's Project Manager contact the MSBA Project Manager for this project, Karl Brown, to discuss the

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MSBA's guidelines. Upon completion of contract and fee negotiations with the first-ranked firm, please forward a copy of the fully executed contract to Kathryn DeCristofaro, Capital Program Manager, at the MSBA.

Sincerely,



Karl Brown, AIA  
Senior Architect

cc: Legislative Delegation  
Meghan Jop, Wellesley Executive Director  
Steve Gagosian, Design and Construction Manager, Wellesley Facilities Management Dept.  
Richard Elliott, Project Manager, Town of Wellesley  
Matt Kelley, Chair, Wellesley School Committee  
Dr. David F. Lussier, Superintendent, Wellesley Public Schools  
Sharon Gray, Chair, Wellesley School Building Committee  
Alex Pitkin, Symmes Maini & McKee Associates, Inc. (SMMA)  
Philip Lewis, HMFH Architects, Inc.  
Charles Hay, Tappè Associates, Inc.  
Timothy Bonfatti, Owner's Project Manager, Compass Project Management, Inc.  
Jeff D'Amico, Owner's Project Manager, Compass Project Management, Inc.  
Karl Brown, MSBA Project Manager  
File: 10.2 Letters (Region 4)