



Ruthanne Fuller  
Mayor

City of Newton, Massachusetts  
Office of the Mayor

#491-22

491-22

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October 28, 2022

Honorable City Council  
Newton City Hall  
1000 Commonwealth Avenue  
Newton, MA 02459

2022 OCT 31 AM 9:09

RECEIVED  
Newton City Clerk

To the Honorable City Councilors:

I am pleased to reappoint Visda Saeyan of 7 Marcellus Drive, Newton Centre 02459 as a member of the Urban Design Commission. Her term of office shall expire on December 31, 2025 and her appointment is subject to your confirmation.

Thank you for your attention to this matter.

Warmly,

Ruthanne Fuller  
Mayor



From: VISDA SAEYAN RA,RE  
To: Office of Director of Community Engagement & Inclusion  
City of Newton, Mayor's Office

August 06 2019

Dear Ms. Dana Hansen

I have enclosed a copy of my Resume, Letters of recommendation and Project samples. I welcome the opportunity to get more involved in the City of Newton Community and new Construction projects.

I am a registered senior Architect and a registered Real Estate Agent in the State of Massachusetts. I have over 30 years of experience in architectural design, planning, staff mentoring, construction practice, project management and construction administration. I have worked with different levels of clients and professional teams. I have been involved in the construction of multiple projects of moderate scope and complex large scale, including several award winning projects, both new and renovation projects with demanding schedules. My focus is always on serving and managing the Client to the best and leading by inspiring the project's team.

I have been responsible in addressing complex issues in Institutional buildings; Higher Educational, Medical Schools, Science, Laboratory, Healthcare and K-12 School buildings as well Residential & Multifamily housing, Corporate offices, Commercial projects including food service & Restaurant projects, from inception to completion.

My responsibilities included working directly with the clients and users, conducting project meetings, coordination of all project efforts including; master planning analysis, space planning, strategic planning, design, programming, cost analysis, investigating variances, feasibility studies, managing consultants, construction administration; overseeing construction process and project implementation

As an Architect, I have worked as a Project Manager, Designer and a Planner, working closely & successfully with the facilities department clients, major stake holders, senior executives, commercial & corporate clients, users and consultants, clinical & laboratory department personnel's, various city and state authorities, developers, committees and government institutional clients.

I have held an active role from the early stages of project conception to site selection, zoning and code studies, feasibility & fit test studies, conceptualizing, participating in pre-planning activities, performing field investigation & verifications, cost estimate analysis for all phases of work in controlling time and cost.

My responsibilities included managing the project's planning and leading the design team, the project management including scheduling and coordinating design and construction processes, coordination with all engineering disciplines, the preparation of project schedules, phasing studies and development, space planning, overseeing the design development, delivery of the project Construction Documents, utilizing CAD & Excel, managing & coordination with the Consultants, reviewing the contract, coordination with facility standards, preparing plans for removal of hazardous material, specifying building material, interior finishes, lighting, furniture, landscaping, preparation of evacuation & life safety building maps, validating the project budget and program assumptions at each design phase, preparing total cost estimate based on contractor's pricing. Reporting to the department head in charge, coordinating project completion, construction site inspections, overseeing project close outs and occupancy. In real estate, I have worked with developers, assisting them in the design, construction, and sales or leasing of their properties.

I have been involved in the selection of engineering consultants and other contractual arrangements, proposal writing, negotiations with the contractors, construction bid process. I have worked closely with the client and construction estimators in budget evaluation, in addition to creative cost reduction solutions, participation in owner construction meetings to review construction progress, quality, and schedule compliances. I have worked with the building officials, e.g., BRA, DPH, Inspectional Services, TJC, OSHA, NFPA, and ADA with respect to the guidelines, accessibility provisions & State Building Code requirements in programming, planning, design, construction and occupancy of projects.

I have gained several years of hands on experience and knowledge in listening and working effectively with the Clients and Users to successfully satisfy their needs. I have developed skills to encounter effectively with all levels of the organization and construction. I am experienced and committed to the project delivery through dedication, collaboration, and exceptional design.

Please feel free to contact me by Telephone or Email.

Sincerely

*Visda Saeyan*

[Vsaeayan2@gmail.com](mailto:Vsaeayan2@gmail.com), Tel: 617-467-4501

**Resume of VISDA SAEYAN-Mass Registered Architect, Mass Real Estate Licensed Agent****Tel: 617-467-4501 Address: 7 Marcellus Drive, Newton MA. 02459 E: vsaeyan2@gmail.com**

I am a registered Architect in the State of Massachusetts with over 29 years of experience in architectural practice. I have worked as a Planner, Designer and a Project manager with a focus on the design of Healthcare, Laboratory, Science, Educational, Institutions and Residential buildings. I am also a registered real estate agent experienced in market analysis, negotiations, leasing and sales transactions.

My responsibilities and involvements in projects include understanding of every aspect of the project development from inception & site selection to programming, planning & client /user meetings, project management & scheduling, facility planning & design, fit test analysis, space planning, site design, coordination and management of the consultants; Landscape/ Civil/ MEP/ Structure/Interiors and Coordination with the equipment vendors.

I am experienced in project cost evaluation & analysis, design & development of comprehensive contract documents utilizing CAD, specifying finishes & material, furnishings, equipment, producing schedules, creating innovative design approaches to meet the construction budget, managing the design development & team in compliance with the regulatory building codes, coordinating removal of hazardous material and infection control with the facility offices, construction administration & field inspection, review of bid documents, processing and approval of change order invoices, monitoring construction progress & field reports to project close out & occupancy.

As part of my project involvement at several firms, I have trained & mentored design teams & conducted teaching seminars in architectural design & specialized clinical, laboratory planning, Interior building detailing, overseeing preparation of construction documents & site work. I have developed and aided in development of architectural standards at several architectural firms. I have worked on implementation of LEED on a major medical project.

I have worked with AutoCAD since 1990's and am proficient in AutoCAD 17, Microsoft word, Excel, outlook and dot loop. I have worked w/ Arris and micro station systems and am familiar with Revit, photo shop, power point, Computer Assisted Facilities Management (CAFM) system and Prolog manager.

**EXPERIENCE:**

**Visda Saeyan Architect, Newton MA- Architectural Consulting, 2016-2019**  
**EDE.INC.-Environmental.Design.Engineering,Inc.Senior.Architect-Consultant.2017-2018**  
**Design Studio Architects, New Haven CT-Senior Architect-Consultant 2015-2016**  
**Centre Realty Group- Real Estate Agent-sales & leasing 2015-2017**  
**Salvatore Associates, Senior Architect-Consultant-2003- 2014 Needham, MA**  
**Thomas McGrath Fondran Architects-Consultant- Spring of 2003, Cambridge MA**  
**Shepley Bulfinch Richardson and Abbott- 1997-2003 Boston, MA**  
**Sasaki Associates Inc., Contracted for Consulting for Architects-1996-1997, Watertown, MA**  
**TAMS Consultants Inc., 1995-1996, Boston, MA**  
**GMT Architects Inc. -Consultant-1993-1995, Boston, MA**  
**The Ritchie Organization, 1992-1993 Newton MA**  
**ARCADD Inc., Senior Associate-1990-1992 Newton MA**  
**CMA Architects, Inc. (Conant, McGrath Architects Developers) 1985-1990 Jamaica Plain, MA**

**EDUCATION:**

**Boston Architectural Center Bachelor of Architecture, Professional Degree - 1985**  
**University of Maryland Bachelor of Science in Architecture -1982**  
**Wentworth Institute of Technology Associate Degree in Architectural Technology -1980**

**PROFESSIONAL SUMMARY: Project Architect, Planner, Project Manager & Staff Architect.**

- Site selection studies, master planning, programming, conceptualizing and feasibility studies for a variety of renovation and new projects,
- Project management, including: assisting in preparing Project Scheduling, selecting contractors, evaluation of cost estimates, developing work plan, assist in managing the project budget, Preparing design & construction hours & schedules, Staff supervision
- Proposals, design fees & evaluation of project cost estimates, fee negotiation.
- Client /user meetings, working with Facilities departments in scheduling and coordinating all design and construction processes, Building officials contact, working with BRA & Conservation committees.
- Design Presentation Design & Construction meetings
- Specialized Planning, Architectural & Interior Design, Space Planning,
- Coordination with the engineering disciplines and equipment vendors

- Development of architectural standards,
- Field Investigation & Measurement. Preparation of CADD construction documents,
- CADD and Manual drafting of construction documents, specification writing,
- Supervisory experience and CADD Project Management,
- Project cost estimate evaluation, preparation of cost estimate based on contractor's pricing.
- Preparation of interior schedules,
- Construction Administration and Field Supervision experience, RFI's & Shop drawing review,
- Marketing for privately and publicly funded projects.
- Real estate negotiation and contracts.

**PROFESSIONAL EXPERIENCE:****Visda Saeyan Architect***Commercial & Residential Projects*

Responsible for providing existing condition documents , management of Architectural Project Development, Planning, and Design of construction projects including landscape, accessibility, MEP coordination, Subcontractor selections and construction administration.

**EDE INC.-Environmental Design Engineering, Inc. Senior Architect-Consultant***Government Facilities- Commercial Buildings-and Medical Centers*

Senior Architect, Project Planning & Design, Drafting, Client Contact.

**Design Studio Architects- Senior Architect, Project Architect, Planner***Medical Institution*

Senior Architect-Planner, Project Planning, Programming, Management, Client Contact, Project work plan for Cornell Scott Health Center-New Out Patient & Behavioral Health Center.

**Salvatore Associates- Senior Architect, Project Architect, Planner & Project Manager-***Medical Institution & Medical School buildings, Laboratory Projects, Housing Projects, Hospice Homes, Senior living Centers.*

Senior Architect, Project Planning, Programming, Management, Client Contact, Project work plan, evaluation of cost estimates, Design Presentation, Master planning, feasibility studies, Project Design & Planning, Staff Training & Management, Development of Office CAD detail library, field investigation & measurement, Coordination with Consultants & Equipment vendors, Interior Design, Construction Document preparation on CAD, Shop drawing review, Specification writing, Construction Administration and Site supervision.

**Thomas McGrath, Fondran Architects- Project Architect - Multifamily housing and community building Projects**

Project Design & Planning, Client Contact, Project work plan, Master planning, feasibility studies, Project design, field investigation & measurement, Project Construction Document preparation. Construction Administration and Site supervision.

**SBRA- Project Architect, Planner, Project Manager & Project design Team-***Medical Institution buildings, Laboratory buildings, Higher Education Projects, and Corporate Office buildings.*

Client Contact, Design Presentation, Master planning, feasibility studies, Staff training & Supervision, Project Design & Planning, Contributed to Office CAD detail library, field investigation & measurement, Coordination with Consultants & Equipment vendors, Construction Document preparation on CAD, Shop drawing review, Conducting Seminars, Staff training, Construction Administration and Site supervision.

**Sasaki Associates Inc. & Dyer Brown- Project Architect & Staff Architect-***Educational Facilities, Corporate Bank & Office Projects*

Project Management, Client Contact, Project Design & Planning, field investigation & measurement, Construction Document preparation on CAD, Shop drawing review.

**TAMS Consultants Inc. – Project Architect- Project Manager- Staff Architect-***K-12 Schools, Central Artery, Airport/Aviation, Court house projects.*

Project Design lead, Project Management , Client Contact, Master planning, feasibility studies, Project Design & Planning, CADD staff training for Central Artery Tunnel and substation building, Coordination with Consultants, Shop drawing review, Construction Administration and Site supervision.

**GMT Architects Inc. –Consultant-Boston, MA Project designer- CADD Manager.***Transportation & Tunnel Projects- I-93/I-90 Central Artery /Tunnel Fort Point Channel Crossing-D009B and Head house, Massachusetts Highway*

Project Design & Planning, Project Design & Planning, Client Contact, Coordination with Consultants, Shop drawing review, Construction Administration and Site supervision

Department, Boston MA.. Bank renovation project.

**The Ritchie Organization- Project Architect.-**  
*Medical Institution Projects.*

Client Contact, Design Presentation, Project Design & Planning, Contributed to Office CAD detail library, field investigation & measurement , Coordination with Consultants & Equipment vendors, Construction Document preparation on CAD, Shop drawing review.

**Arcadd Inc. – Associates**  
**Project Architect & Project Manager-**  
*K-12 Schools, Class rooms and cafeteria design- Laboratory projects, VA Hospitals, Commercial kitchen facilities, Business and Post Office Projects.*

Project Management, Client Contact, Design Presentation, Marketing, Preparing Proposals, Design fees & Project Cost estimates, field investigation & measurement, Project Design and Construction Document preparation on CADD, Interior Design, Shop drawing review, Specification writing, Cost estimate, Staff training & Supervision, Contributed to Office CADD detail library, Coordination with Consultants & Equipment vendors, Construction Administration and Site supervision. Project Design & Planning, Project Management, Client Contact, Project work plan, Design fees & Project Cost estimates, Marketing, Preparing Proposals, Master planning, feasibility studies, Development of Project marketing brochures, field investigation & measurement , Project Construction Document preparation, Project Management, Interior Design, Shop drawing review, Specification writing, Cost estimate, Staff training & Supervision. Construction Administration and Site supervision.

**CMA Architects- Project Architect & Project Manager-** *Multifamily housing and community building Projects, Commercial ;Restaurant & Retail buildings, Medical Office buildings.*

**COOP\_ WORK & STUDY (Practice & Academic Study Concurrently):**

**SOEP Bernard Associates-**  
**Architectural Consultant,**1995 Allston, MA  
*Commercial & Business Projects*

Project Design, , field investigation & measurement and Construction Document preparation

**Robert Zarelli Architects, Architectural Consultant**  
*1984 Boston, MA- Commercial & Business Projects*

Project Design and Construction Document preparation

**Karlis Grinbergs- Designer, Staff Architect.**  
1984 To 1985- Brookline MA.  
*Residential Development Projects in Fisher Hill.*

Client contact, Project Design, field investigation/ measurement and Construction Document preparation for marketable & luxury Residential projects.

**Dyer Brown Associates- Designer, Staff Architect.**  
1982 to 1983  
*Commercial & Corporate Projects*

Project Design, Space Planning, and Interior Design, Graphics, and Model Making, field investigation & measurement and Construction Document preparation.

**D. Baugh & Associates- Designer, Staff Architect.**  
1979 & 1981-1982 Boston, MA. *Federal & State, Military Base Projects, Accessibility provisions for K-12 Schools, Chapel & Military Renovation Projects.*

Project Design, field investigation/ measurement and Construction Document preparation Providing handicapped accessibility provisions...



**Environmental Design Engineering, Inc.**

To Whom It May Concern,

I'm been working with Visda Saeyan, as a senior architect consultant, since the year 2016 in some projects for Environmental design Engineering, Inc. These project have ranged from Medical, to laboratory and commercial jobs for both Governmental and private clients.

As an Architect and a project manager, she was involved in site investigation, planning, design, cadd drafting and construction administration. I would say Visda is very talented and she can Organize and manage different tasks with the best ideas and program, to bring a significant data in each project. Visda's passion in teaching as well as learning with other colleagues and collaboration in team working, all together makes for a better presentation and result.

Visda's experience will help her to pursuit her goals and settle a very professional position in the future. She is dedicated, passionate and very caring to each detail and to everyone she works with. She not only cares about her excellent job performance but also her clients and colleagues.

Visda is a very creative thinker with the right architectural skills. She has received the highest recommendation as a project architect and a project manager from EDE, Inc.

I recommend Visda for your organization, and I know that she will make a great effort that everyone will be impressed. Please feel free to contact me if you have any question or concern at [ksafari@edemep.com](mailto:ksafari@edemep.com)

Sincerely,

Kaz A Safari P.E.  
Principal



1185 WASHINGTON STREET, SUITE 4  
W-NEWTON, MA 02465  
TEL. (617) 969-7700 • FAX. (617) 969-7709  
[ede@edemep.com](mailto:ede@edemep.com) • [www.edemep.com](http://www.edemep.com)





**BETH ISRAEL DEACONESS  
MEDICAL CENTER**  
A member of CAREGROUP



A major teaching hospital  
of Harvard Medical School

**Jonathan Edlow, MD.**  
*Associate Chief*

*Department of Emergency Medicine  
Beth Israel Deaconess Medical Center*

October 3, 2001

To Whom It May Concern:

In building a brand new emergency department, I worked very closely with Visda Saeyan approximately over a one and one half-year period. Ms. Saeyan was the point person from Shepley, Bulfinch, Richardson and Abbott, the architectural firm selected by the medical center. Our objective was to design and build an ED that would support a Level I Trauma Center with an annual volume of over 50,000 patients. In addition, there was the issue of faculty offices for 21 faculty members, and the various support for a residency and ancillary staff who number over 150 persons.

This would have been large enough in scope but in addition, we had an extremely short and very tight timeline, as this project had to dovetail in time with several other medical center projects.

Visda was an enormous resource to us. You can imagine that we had some very clear ideas about what we wanted, but as with any such project, there are limitations – space, preexisting structures with which to contend, structural limitations of materials and most importantly, budget issues. Visda not only had a generous command of the former issues but also was able to guide us, by giving us various options from which we could select whenever there were choices.

Also, given the cast of characters, she was very savvy about her interactions with all of the various stakeholders so that the project continued its forward momentum and did not get bogged down at any of the potential pitfalls that existed. Personally speaking, she was a pleasure to work with and added enormously to the final product, which we've been working on for about 3 months now. The ED is an absolute pleasure to work in and its design, in no small part because of Visda's vision, really meets the needs of the patients and the staff.

It is with pleasure that I can recommend her for any future projects.

Sincerely,

  
Jonathan A. Edlow, M.D.



# Lahey CLINIC

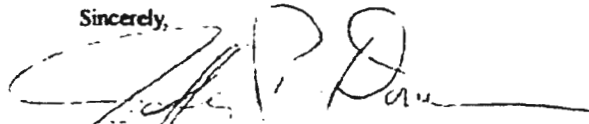
May 6, 2002

To Whom It May Concern:

I am writing a letter of recommendation for Visda Saeyan, with whom I have had the pleasure to work with during the last several months at Lahey Clinic. Visda was the lead architect and designer for our CT Suite and OR projects and did an excellent job working with a variety of clinical and administrative staff in achieving a design acceptable to all parties. Visda displayed creativity and thoroughness during the design planning process and her depth and breadth of knowledge was evident throughout the process. She was very responsive and "doggedly determined" to cover each and every detail that was outstanding.

Visda represented SBRA's firm extremely well and professionally and I would definitely consider her services for future projects. I would be more than happy to discuss this in detail... please feel free to give me a call at 781-744-3485.

Sincerely,



Jeffrey P. Doran  
Sr. Vice President

JPD:gjd

## Salvatore Associates

7 January 13

To whom it may concern,

It is with great pleasure that I take this opportunity to recommend Visda Saeyan. I have known Visda for over 15 years. In that time she has demonstrated an unparalleled commitment to her family and any task that she sets her mind to.

Visda is a registered architect that has direct experience in the planning, design and development of contract documents along with construction administration experience. She has taught, managed and supervised others with varying levels of experience. She has also been instrumental in detailed coordination of architectural and engineering documentation.

Visda has demonstrated a natural aptitude to work as part of a team while bringing her heightened level of focus to bear, when required, to assure that all the details of the project are addressed and then documented appropriately. Visda not only has the analytical skills to define the real problems, she has the creative, rigorous thought process and tools to appropriately address them.

I am very impressed with her relentless curiosity, and creative mind. She has the unique ability to process information very quickly. I believe that Visda would be an invaluable addition to any organization and will ultimately become a leader in advancing interdisciplinary, thoughtful, sustainable, and innovative solutions in whatever areas she may choose to focus in.

Please take the time to seriously consider Visda Saeyan for the available position. Should there be questions or comments or the need for additional information please don't hesitate to contact me.

Sincerely,



Alberto Salvatore, AIA, NCARB, EDAC  
Principal

The logo for CMA Architects, Inc. features the letters "CMA" in a stylized, red, serif font, enclosed within a blue square border.*Architecture**Land Planning**Aerial Imaging*

November 23, 1990

Dear Employer,

It is my pleasure to recommend Ms. Visda Saeyan for a position in your firm as Project Manager. Visda has been a key member of our staff for five years, during which time she has distinguished herself as an outstanding team member in areas of client contact, public presentation, staff management, as well as a full range of design and production skills.

Our firm combines an architectural practice with a small residential real estate development company. Visda has been involved with the design and production of single-family home new construction, housing renovation, multi-family design and condominium units. For the last several years she has been our Project Manager in charge of renovation and new construction projects for the McDonald's Corporation, handling the entire process from meetings with individual store operators, coordination of design schemes with the operator, the New England Regional office, and the Chicago corporation offices. Visda has been a steadying influence in coordinating presentations to public and community organizations such as the Boston Redevelopment Authority, Inspectional Services Department, Boston Landmarks Commission, as well as organizing presentations for community groups.

In-house production has been managed effectively by her, coordinating consultant disciplines and our production staff. Other representative projects she has managed include design and construction administration for a five million dollar medical office renovation/ re-use and extensive design alternatives for an addition to the Ronald McDonald House. She has prepared complete construction specifications for us and taken projects through schematics, design development, working drawings, and construction administration.

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CMA ARCHITECTS, INC.

793 Centre Street

Jamaica Plain, Massachusetts 02130

Peter W. Conant  
Thomas C. Mansfield

(617) 522-1600

Ms. Saeyan is a pleasure to work with. She is well organized, dedicated, and extremely reliable. We regret that the current downturn in our workload does not allow us to continue to utilize her excellent services.

I am sure that you will find her, as we have, to be an invaluable addition to your organization.

Very truly yours,

CMA ARCHITECTS, INC.

  
Peter M. Conant, President

The Ritchie Organization

Architecture  
Planning  
Interior Design  
Engineering

80  
Bridge  
Street  
Newton  
Massachusetts  
02158

617 969 9400  
FAX 332 4889

June 22, 1993

**TO WHOM IT MAY CONCERN:**

Visda Saeyan joined TRO/The Ritchie Organization in June of 1992 as a CADD Architect. Her assignments included roles on a \$10 million dollar Cancer Center and Medical Office Building at Lehigh Valley Hospital, a \$6 million dollar Laboratory and Storage Building at South Shore Hospital, and a \$1.7 million dollar patient/visitor elevator lobby addition at South Shore Hospital.

On each of her assignments Visda contributed through her strong CADD skills, research and problem solving, ability and dedication to meeting project objectives. She worked effectively in coordination of complex equipment issues and displayed strong communication skills.

Visda worked under considerable deadline pressure on her assignments and cheerfully reorganized her personal plans to accommodate project demands on several occasions. Her level of professional commitment is truly exemplary.

Unfortunately, due to a sudden slowdown in the healthcare design market, we were forced to release a number of staff. It is very difficult to release an employee of Visda's quality and character, but the realities of our current business circumstances compelled us to do so. I am sure she will be a valuable addition to any practice.

Very truly yours,

TRO/THE RITCHIE ORGANIZATION



Michael Keweshan  
Director of Operations

MK/lm

Birmingham  
Alabama  
S...  
Florida