

Commonwealth of Massachusetts DSB Master File Brochure (Updated July 2016)	1. Firm Name (or if not an entity, individual's name), and Business Address _____		2. Year Present Firm Established: _____	3. Date Prepared: _____	
	Telephone No.: _____		4. Specify type of ownership and check 1, 2 or 3 below, if applicable.		
			<input type="checkbox"/> (1) SDO Certified Minority Business Enterprise (MBE)	<input type="checkbox"/> (2) SDO Certified Woman Business Enterprise (WBE)	
	1a. Submittal is for ___ Parent Company ___ Branch or Subsidiary Office ___		<input type="checkbox"/> (3) SDO Certified Minority Woman Business Enterprise (M/WBE)	<input type="checkbox"/> (4) SDO Certified Service Disabled Veteran Owned Business Enterprise (SDVOBE)	
			<input type="checkbox"/> (5) SDO Certified Veteran Owned Business Enterprise (VBE)		
5. Name of Parent company, if any: _____		5a. Former Company Name(s), if any, and Year(s) Established: _____			

6. Name of Sole Proprietor or Names of All Firm Partners and Officers									
	Name	Title	MA.Reg. #	Status/Discipline		Name	Title	MA.Reg. #	Status/Discipline
a.					d.				
b.					e.				
c.					f.				

7. If Corporation, or Other Entity Other than a Partnership, provide Names of ALL Members of the Board of Directors:									
	Name	Title	MA.Reg. #	Status/Discipline		Name	Title	MA.Reg. #	Status/Discipline
a.					d.				
b.					e.				
c.					f.				

8. Names of All Owners (Stocks or Other Ownership):											
	Name	Title	Ownership	MA Reg. #	Status/Discipline		Name	Title	Ownership	MA Reg. #	Status/Discipline
a.						d.					
b.						e.					
c.						f.					

9. Personnel by Discipline: (List each person only once, by primary function -- average number employed throughout the preceding 6 month period. Indicate both the total numbers in each discipline and, within brackets, the total number holding Massachusetts's registrations.)											
Admin. Personnel	_____	(_____)	Ecologists	_____	(_____)	Licensed Site Profs.	_____	(_____)	Other	_____	(_____)
Architects	_____	(_____)	Electrical Engineers	_____	(_____)	Mechanical Engrs.	_____	(_____)		_____	(_____)
Acoustical Engrs.	_____	(_____)	Environmental Engrs.	_____	(_____)	Planners: Urb./Reg	_____	(_____)		_____	(_____)
Code Specialists	_____	(_____)	Fire Protection Engrs	_____	(_____)	Specification Writers	_____	(_____)		_____	(_____)
Civil Engrs.	_____	(_____)	Geotech. Engrs.	_____	(_____)	Structural Engineers	_____	(_____)		_____	(_____)
Construction Inspectors	_____	(_____)	Industrial Hygienist	_____	(_____)	Surveyors	_____	(_____)		_____	(_____)
Cost Estimators	_____	(_____)	Interior Designers	_____	(_____)		_____	(_____)		_____	(_____)
Drafters	_____	(_____)	Landscape Architects	_____	(_____)		_____	(_____)	Total	_____	(_____)

10. Summary of Professional Services Fees Received: (insert Index number)	Last 5 Years (most recent year first)					Ranges of Professional Services Fees			
	2011	2010	2009	2008	2007	INDEX			
Federal Work	_____	_____	_____	_____	_____	1.	Less than \$100,000	5.	\$1 million to \$2 million
Commonwealth of Massachusetts work	_____	_____	_____	_____	_____	2.	\$100,000 to \$250,000	6.	\$2 million to \$5 million
All other domestic and foreign work	_____	_____	_____	_____	_____	3.	\$250,000 to \$500,000	7.	\$5 million to \$10 million
						4.	\$500,000 to \$1 million	8.	\$10 million or greater

Experience Profile Code Numbers for use with questions 11, 12 and 13

001	Acoustics; Noise Abatement	037	Fisheries; Fish Ladders	065	Microclimatology; Tropical Engineering	100	Special Environments; Clean Rooms, Etc.
002	Aerial Photogrammetry	038	Forestry & Forest Products	066	Military Design Standards	101	Structural Design; Special Structures
003	Agricultural Development; Grain Storage; Farm Mechanization	039	Garages; Vehicle Maintenance Facilities; Parking Decks	067	Mining and Mineralogy	102	Surveying; Platting; Mapping; Flood Plain Studies
004	Air Pollution Control	040	Gas Systems (<i>Propane; Natural, Etc.</i>)	068	Missile Facilities (<i>Silos; Fuels; Transport</i>)	103	Swimming Pools
005	Airports; Navajds; Airport Lighting; Aircraft Fueling	041	Graphic Design	069	Modular Systems Design; Pre-fabricated	104	Storm Water Handling & Facilities
006	Airports; Terminals & Hangars; Freight Handling	042	Harbors; Jetties, Piers, Ship Terminal Facilities Structures or Components	070	Naval Architecture; Off-Shore Platforms	105	Telephone <i>Systems (Rural; Mobile Intercom; ; Etc.)</i>
007	Arctic Facilities	043	Heating, Ventilating, Air Conditioning	071	Nuclear Facilities; Nuclear Shielding	106	Testing & Inspection Services
008	Auditoriums & Theaters	044	Health Systems Planning	072	Office Buildings; Industrial Parks	107	Traffic & Transportation Engineering
009	Automation; Controls; Instrumentation	045	Highrise; Air-Rights-Type Buildings	073	Oceanographic Engineering	108	Towers (Self-Supporting & Guyed Systems)
010	Barracks; Dormitories	046	Highways; Streets; Airfield Paving; Parking Lots	074	Ordnance; Munitions; Special Weapons	109	Tunnels & Subways
011	Bridges	047	Historical Preservation	075	Petroleum Exploration; Refining	110	Urban Renewals; Community Development
012	Cemeteries	048	Hospital and Medical Facilities	076	petroleum and Fuel (<i>Storage and Distribution</i>)	111	Utilities (<i>Gas & Steam</i>)
013	Chemical Processing & Storage	048A	Medical Facilities - Mental Health	077	Pipelines (<i>Cross-Country - Liquid & Gas</i>)	112	Value Analysis; Life-Cycle Costing
014	Churches; Chapels	048B	Medical Facilities - Acute Care	078	Planning (<i>Community, Regional</i>)	113	Warehouses & Depots
015	Codes; Standards; Ordinances	048C	Medical Facilities - Ambulatory Care, Clinics	079	Planning (<i>Site, Installation, and Project</i>)	114	Water Resources; Hydrology; Ground Water
016	Cold Storage; Refrigeration; Fast Freeze	049	Hotels, Motels	080	Plumbing and Piping Design	115	Water Supply; Treatment and Distribution
017	Commercial Building (<i>low rise</i>); Shopping Centers	050	Housing (Residential, Multi-Family; Apartments; Condominiums)	081	Pneumatic Structures, Air-Support Buildings	116	Wind Tunnels; Research/Testing Facilities Design
018	Communication Systems; TV; Microwave	050A	Housing - Residential Mental Health	082	Postal Facilities	117	Zoning; Land Use Studies
019	Computer Facilities; Computer Service	050B	Housing - Resid. Mental Ret. /Group Home	083	Power Generation, Transmission, Distribution	201	_____
020	Conservation and Resource Management	050C	Housing - Elderly	084	Prisons & Correctional Facilities	202	_____
021	Construction Management	050D	Housing - Assisted Living	084A	Correctional Facilities - Minimum Security	203	_____
022	Corrosion Control; Cathodic Protection; Electrolysis	051	Hydraulics and Pneumatics	084B	Correctional Facilities - Medium Security	204	_____
023	Cost Estimating	052	Industrial Buildings; Manufacturing Plants	084C	Correctional Facilities - Maximum Security	205	_____
024	Dams (<i>Concrete; Arch</i>)	053	Industrial Processes; Quality Control	084D	Correctional Facilities - Youth Detention		
025	Dams (<i>Earth; Rock</i>); Dikes; Levees	054	Industrial Waste Treatment	084E	Public Safety Facilities - Police/Fire Stations		
026	Desalination (<i>Process & Facilities</i>)	055	Interior Design; Space Planning	084F	Public Safety Facilities - Training		
027	Dining Halls; Clubs; Restaurants	056	Facilities Management	085	Product, Machine & Equipment Design		
028	Ecological & Archeological Investigations	057	Irrigation; Drainage	086	Radar; Sonar; Radio & Radar Telescopes		
029	Educational Facilities; Classrooms	058	Judicial and Courtroom Facilities	088	Recreation Facilities (<i>Parks, Marinas, Etc.</i>)		
029A	Educational Facilities; Higher Ed	058A	Laboratories; Commercial	088A	Recreation Facilities - Ice Rinks		
029B	Educational Facilities; Secondary Ed	058B	Laboratories; Higher Ed Research Sciences	088B	Recreation Facilities - Senior/Community Centers		
029C	Educational Facilities; Elementary Ed	058C	Laboratories; Heavy Equipment	088C	Park Support Facilities (<i>Bath House; Visitor Center</i>)		
029D	Educational Facilities; Child Day Care	058D	Laboratories; Pathology, Medical Examiner	089	Rehabilitation (<i>Buildings; Structures; Facilities</i>)		
030	Electronics	059	Laboratories; Crime Investigation	090	Resource Recovery; Recycling		
031	Elevators; Escalators; People Movers	060	Landscape Architecture	091	Radio Frequency Systems & Shields		
032	Energy Conservation; New Energy Sources	061	Libraries; Museums; Galleries	092	Rivers; Canals; Waterways; Flood Control		
032A	Sustainable Design	062	Lighting (Interiors; Display; Theatre, Etc.)	093	Safety Engineering; Accident Studies, OSHA Studies		
033	Environmental Impact Studies, Assessments or Statements	063	Lighting (<i>Exteriors</i>)	094	Security Systems; Intruder & Smoke Detection		
034	Fallout Shelters; Blast-Resistant Design	064	Materials Handling Systems; Conveyors; Sorters	095	Seismic Designs and Studies		
035	Field Houses; Gyms; Stadiums		Metallurgy	096	Sewage Collection, Treatment and Disposal		
036	Fire Protection			097	Soils & Geologic Studies; Foundations		
				098	Solar Energy Utilization		
				099	Solid Wastes; Incineration; Land Fill		
				099A	Hazardous materials Abatement		

11. Profile of Firm's Project Experience, Last 5 Years									
	Profile Code	No. of Projects	Total Gross Fees (in thousands)	Profile Code	No. of Projects	Total Gross Fees (in thousands)	Profile Code	No. of Projects	Total Gross Fees (in thousands)
1.				11.			21.		
2.				12.			22.		
3.				13.			23.		
4.				14.			24.		
5.				15.			25.		
6.				16.			26.		
7.				17.			27.		
8.				18.			28.		
9.				19.			29.		
10.				20.			30.		

12. List all current Projects (except for work for the Commonwealth) for which Prime Applicant is performing or is under contract to perform any design services (add/subtract rows as needed).

Profile Code	Role P, C, JV *	Phases St., Sch., D.D., C.D.,A.C. *	Project Name, Location & Principal-in-Charge	Owner Name & Address (Include Contact name and phone number)	Project Cost (in thousands)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
			1.			
			2.			
			3.			
			4.			
			5.			
			6.			
			7.			

			8.			
			9.			
			10.			
			11.			
			12.			
			13.			
			14.			
			15.			
			16.			
			17.			
			18.			
			19.			

13. List all Projects completed within the past 5 years for which Prime Applicant has performed, or has entered into a contract to perform any design services for all public agencies within the Commonwealth (add/subtract rows as needed).

Profile Code	Role P, C, JV	Phases St., Sch., D.D., C.D.,A.C.	Project Name, Location & Principal-in-Charge	Owner Name & Address (Include Contact name and phone number)	Project Cost (in thousands)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
			1.			
			2.			
			3.			
			4.			
			5.			
			6.			
			7.			
			8.			

14. Professional Liability Insurance:
Professional Liability Policy Certificate Number Present Policy Expiration Date Aggregate Amount Payable

15. I certify that all information is submitted under the penalties of perjury and that I am familiar with the Mass. State Building Code and also Mass. General Laws, Chapter 149, Section 44A-44H, Section 44M, and Chapter 30, Section 39M. I also certify that the undersigned is an Authorized Signatory of the Firm and is a Principal or Officer of the Firm.

Submitted by (Signature) _____ Printed Name and Title _____ Date _____

* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract