



Commonwealth of Massachusetts

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Jennifer D. Maddox, Acting Undersecretary

DESIGNER SELECTION COMMITTEE

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Phone 617.573.1182
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Designer Selection Committee AE-4 Master File Brochure Instructions

Please submit one (1) copy of this form and all supplementary materials and update every twelve months. Computer generated forms are allowed provided they do not substantially deviate from the DSC format. Additional space may be added to the sections of the form as needed to respond to individual questions.

Purpose:

The policy of the Department of Housing & Community Development, working through its Designer Selection Committee (DSC), in assisting Local Housing Authorities in acquiring architectural, engineering, and related professional services is to encourage firms lawfully engaged in the practice of those professions to submit annually a statement of qualification and performance data. The DSC AE-4 Master File Brochure is provided for that purpose. Interested design firms (including new, small, woman and /or minority firms) should complete and file a MFB in order to be considered for projects under the jurisdiction of the DSC. Applicants may supplement the required material with their printed brochure, including pictures and illustrations and any other information that the applicant deems essential to be representative of his or her capabilities. All material shall become property of the Department, may be disposed of without notification and shall be considered public information. A yearly updated copy of this form must be on file with the DSC in order to be considered for specific project applications. Note that this form is based on the Federal Form 254 but it is different in several respects. *DO NOT USE THE FEDERAL STANDARD FORM 254.*

Instructions for Filing (Numbers below correspond to numbers contained on the MFB):

1. Type accurate and complete name of submitting firm, its address, zip code, telephone and email address.
2. Provide date the firm was established under the name shown in question 1.
3. Show date on which MFB is prepared. All information submitted must be current and accurate as of this date.



4. Enter type of ownership, or legal structure, of firm (individual, sole proprietor, partnership, LLP, LLC, dba, corporation {public, private, professional}, joint venture, etc.) Note: If applicant is a joint venture, the information required in this application shall be required for each joint venturer, as well as for the joint venture itself. Check appropriate boxes indicating if firm is (A) SDO Certified minority business enterprise (MBE); (B) SDO Certified woman business enterprise (WBE); (C) SDO Certified minority woman business enterprise (M/WBE), (D) SDO Certified Service Disabled Veteran Owned Business Enterprise (SDVOBE); or (E) SDO Certified Veteran Owned Business Enterprise (VBE).
5. If present firm is the successor to, or outgrowth of, one or more predecessor firms, show name(s) of former entity (ies) and the year(s) of their original establishment.
6. List names and titles of all firm partners and officers, including the chief executive officer. Provide the registration number and status of each such person in every jurisdiction in which such person has ever been registered as an architect, landscape architect, or engineer. Include NCARB or other appropriate national certification number and specify discipline. Use additional lines if necessary.
7. If a corporation, LLC, LLP or other entity other than a partnership, provide the names of all members of the Board of Directors. Provide the registration number and status of each such person in every jurisdiction in which such person has ever been registered as an architect, landscape architect, or engineer. Include discipline. Use additional lines if necessary.
8. Ownership Interest: Provide the names, addressees, % of ownership and Massachusetts registration number (if registered) of all persons with any ownership interest in the firm. If the firm is a publicly traded corporation, provide detailed information sufficient to demonstrate that a majority of the stock ownership is held by Massachusetts registered architects, landscape architects, or engineers. Provide the registration number and status of each such person in every jurisdiction in which such person has ever been registered as an architect, landscape architect, or engineer. Include NCARB or other appropriate national certification number and specify discipline. Use additional lines if necessary.

(NOTE: Massachusetts General Laws Chapter 7C Section 44 requires that in order for a corporation, sole proprietorship, or joint stock company to be eligible for work through the DSC the chief executive officer be a registered architect, landscape architect or engineer. Additionally, a majority of the directors or holders of the majority of the stock must be registered. Additionally, the person to be in charge of the project must be registered in the discipline required for the project. "Registered" means registered in the Commonwealth of Massachusetts.)

9. Show total number of employees on full time payroll, by discipline in the submitting office. (Average number employed throughout the preceding 6-month period) Show numbers of employees with Massachusetts' registrations in brackets. While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as "administrative". Write in any additional disciplines—sociologists, biologists, etc. and number of people in each discipline in blank spaces.
10. Using chart (below) insert appropriate index number to indicate range of professional service fees received for each calendar year for last five years, most recent year first. Fee summaries should be broken down to reflect the fees received each year for work performed (a) directly for a public agency or as a sub to another professional performing work directly for a public agency and (b) all other domestic and foreign work.

Ranges of Professional Services Fees INDEX

- | | |
|-----------------------------|--------------------------------|
| 1. Less than \$100,000 | 5. \$1 million to \$2 million |
| 2. \$100,000 to \$250,000 | 6. \$2 million to \$5 million |
| 3. \$250,000 to \$500,000 | 7. \$5 million to \$10 million |
| 4. \$500,000 to \$1 million | 8. \$10 million or greater |

11. Select and enter, in numerical sequence, **not more than fifteen** (15) "Experience Profile Code" numbers from the listing which most accurately reflect applicant's demonstrated technical capabilities and project experience. **Carefully review list.** (It is recognized that

some profile codes may be part of other services or projects contained on the list; firms are encouraged to select profile codes that best indicate type and scope of services provided on past projects.) For each code number, show total number of projects and gross fees (in thousands) received for profile projects performed by applicant during past five years. If applicant has one or more capabilities not included on list, insert same in blank spaces at end of list.

12. Using the “Experience Profile Code” numbers entered in item 11, give details of public agency projects within the past five years. (The non-public work will be listed in question #13.) After each profile code number in items 12 & 13 show: (a) whether applicant was “P” the prime professional, “C” a consultant, or “JV” part of a joint venture on that particular project. New firms, in existence less than five (5) years, may use the symbol “IE” to indicate “Individual Experience” as opposed to firm experience; (b) indicate the phases of the work for which applicant was responsible: (study (ST), schematics (SD), design development (DD), construction documents (CD), construction (CN); (c) provide name and location of the specific project, including the name of the principal-in-charge and/or project manager; (d) give name and address of the owner of that project (if government agency indicate responsible officer) and contact name and phone number; (e) show the estimated construction / project cost (or other applicable cost) for that portion of the project for which the firm was primarily responsible (where no construction was involved, show approximate cost of firm’s work); and (e) state the year that work on that particular project was, or will be, completed. Use additional rows as needed to document all current projects.
13. Give details of non-public projects within the past five years using the same system as outlined in item 12 above.
14. Document the applicant’s current liability insurance coverage and status.
15. The completed DHCD AE-4 Master File Brochure should be signed by a principal of the firm, preferably the chief executive officer.

Note: The members of the Designer Selection Committee are engaged in an on-going search for experienced and qualified design professionals to perform work on various projects for Local Housing Authorities. New firms, or recently reorganized or amalgamated firms, are eligible and encouraged to seek work from the Local Housing Authorities in connection with performance of projects for which they are qualified. The selection process depends to some extent on the content of the Master File Brochure that is on file with the Designer Selection Committee. The Designer Selection Committee encourages the applicant to include graphic examples of their work including plans, exterior and interior photographs, and renderings. Some applicants have provided the Committee with this data and the Committee utilizes this resource in the evaluation process. There are some applicants who have not submitted this material, and they suffer when compared against applicants that provide a complete file.

The Designer Selection Committee further advises that the Master File Brochure conveys information about the firm to members on the Committee who may be unfamiliar with the applicant’s work. Complete and detailed information can only enhance an applicant’s candidacy.

Questions on the form dealing with personnel or experience may be answered by citing experience and capabilities of individuals in the firm based on performance and responsibility while in the employ of others. In so doing, notation of this fact should be clearly made on the form.

Submit File Brochures to: Designer Selection Committee
Department of Housing and Community Development
100 Cambridge Street, Suite 300
Boston MA 02114-2023
Attn: Joyce Taylor
T 617.573.1182 F 617.573.1335
Email: joyce.m.taylor@state.ma.us



Presentations:

Design firms may wish to personally present information about their firm to the DSC in an informational presentation. Presentations are scheduled on a pre-arranged basis months in advance by contacting Joyce Taylor, DSC Coordinator, at 617.573.1182.

Dept of Housing & Community Development DHCD FORM AE-4 Master File Brochure	1 Firm Name (or if not an entity, individual's name), and Business Address Telephone No.: Email:		2. Year Applicant Firm Established:	3. Date Prepared:																																																																
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		5. Former company name(s), if any, and year(s) established:																																																																		
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10. Summary of Professional Services Fees Received: (insert Index number)					Ranges of Professional Services Fees			
Last 5 Years (most recent year first)					INDEX			
20__ 20__ 20__ 20__ 20__					1. Less than \$100,000 5. \$1 million to \$2 million			
					2. \$100,000 to \$250,000 6. \$2 million to \$5 million			
					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; Nav aids; 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 Systems (<i>Rural; Mobile Intercom, ; Etc.</i>)	
007	Artic Facilities	043	Heating, Ventilating, Air Conditioning	071	Nuclear Facilities; Nuclear Shielding	106	Testing & Inspection Services	
008	Auditoriums and 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	
014A	Civil Engineering	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	
018	Communication Systems; TV; Microwave	050A	Housing - Residential Mental Health	082	Postal Facilities		Design	
019	Computer Facilities; Computer Service	050B	Housing - Resid. Mental Ret./Group Home	083	Power Generation, Transmission, Distribution	117	Zoning; Land Use Studies	
020	Conservation and Resource Management	050C	Housing - Elderly	084	Prisons & Correctional Facilities	201		
021	Construction Management	050D	Housing - Assisted Living	084A	Correctional Facilities - Minimum Security	202		
022	Corrosion Control; Cathodic Protection; Electrolysis	051	Hydraulics and Pneumatics	084B	Correctional Facilities - Medium Security	203		
023	Cost Estimating	052	Industrial Buildings; Manufacturing Plants	084C	Correctional Facilities - Maximum Security	204		
024	Dams (<i>Concrete; Arch</i>)	053	Industrial Processes; Quality Control	084D	Correctional Facilities - Youth Detention	205		
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	055A	Facilities Management	085	Product, Machine & Equipment Design			
028	Ecological & Archeological Investigations	056	Irrigation; Drainage	086	Radar; Sonar; Radio & Radar Telescopes			
029	Educational Facilities; Classrooms	057	Judicial and Courtroom Facilities	088	Recreation Facilities (<i>Parks, Marinas, Etc.</i>)			
029A	Educational Facilities; Higher Ed	058	Laboratories; Medical Research Facilities	088A	Recreation Facilities - Ice Rinks			
029B	Educational Facilities; Secondary Ed	058A	Laboratories; Commercial	088B	Recreation Facilities - Senior/Community Centers			
029C	Educational Facilities; Elementary Ed	058B	Laboratories; Higher Ed Research Sciences	088C	Park Support Facilities (<i>Bath House; Visitor Center</i>)			
029D	Educational Facilities; Child Day Care	058C	Laboratories; Heavy Equipment	089	Rehabilitation (<i>Buildings; Structures; Facilities</i>)			
030A	Electrical Engineering	058D	Laboratories; Pathology, Medical Examiner	090	Resource Recovery; Recycling			
031	Elevators; Escalators; People Movers	059	Laboratories; Crime Investigation	091	Radio Frequency Systems & Shieldings			
032	Energy Conservation; New Energy Sources	060	Landscape Architecture	092	Rivers; Canals; Waterways; Flood Control			
032A	Sustainable Design	061	Libraries; Museums; Galleries	093	Safety Engineering; Accident Studies, OSHA Studies			
033	Environmental Impact Studies, Assessments or Statements	062	Lighting (Interiors; Display; Theatre, Etc.)	094	Security Systems; Intruder & Smoke Detection			
034	Fallout Shelters; Blast-Resistant Design	063	Lighting (<i>Exteriors</i>)	095	Seismic Designs and Studies			
035	Field Houses; Gyms; Stadiums	064	Materials Handling Systems; Conveyors; Sorters	096	Sewage Collection, Treatment and Disposal			
036	Fire Protection		Metallurgy	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.			6.			11.		
2.			7.			12.		
3.			8.			13.		
4.			9.			14.		
5.			10.			15.		

12. List all Public projects within the past 5 years for which Applicant has performed, or has entered into a contract to perform any design services. (Add/subtract rows as needed)

Profile Code	Role P, C, JV or IE	Responsible for Phase(s) ST SC DD CD CN	Project Name, Location & Principal-in-Charge	Owner Name & Address (Include Contact name and phone number)	Project Cost (in thousands)	Completion Date (Actual or Estimated)
			1.			
			2.			
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			4.			
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			12.			
			13.			
			14.			
			15.			



13. List all Non-Public projects within the past 5 years for which Applicant has performed, or has entered into a contract to perform any design services. (Add/subtract rows as needed)

Profile Code	Role P, C, JV or IE	Responsible for Phase(s) ST SC DD CD CN	Project Name, Location & Principal-in-Charge	Owner Name & Address (Include Contact name and phone number)	Project Cost (in thousands)	Completion Date (Actual or Estimated)
			1.			
			2.			
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			10.			
			11.			
			12.			
			13.			
			14.			
			15.			
			16.			

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

Submitted by
(Signature)

Print Name and Title

Date
