



# Commonwealth of Massachusetts

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*DSB Designer Selection Network Update*

ACEC/AIA – November 20 & 23, 2020

Bill Perkins, P.E., Executive Director

[willard.perkins@mass.gov](mailto:willard.perkins@mass.gov) | 857.204.1422

Designer Selection Board | One Ashburton Place, Room 1018A, Boston, MA 02108

**AUTOCENE**



# Agenda

## Panel

**Moderator Abbie Goodman, Executive Director ACEC/MA**

*Bill Perkins, PE, Executive Director DSB*

*Claire Hester, Administrator, DSB*

*Roberto Melendez, Program Coordinator, DSB*

*John Nunnari, Executive Director AIA-MA*

*Vikram Jalalpuram, Autocene*

*Penny Foussekis, Autocene*

## Firm Profile Discussion

- *Registration and Disclosure*
- *Evaluations and References*
- *Autocene Report*

## Application Discussion

- *Walkthrough of Application Steps*
- *Application Suggestions*

## Public Records

## Events and More Information



# Firm Profile Discussion

- *Registration and Disclosure*
- *Evaluations and References*
- *Autocene Report*



# Registration & Disclosure



## Designer Selection Board

1 Ashburton Place, Room 1018A, 10th Floor, Boston, MA 02108

[www.mass.gov/dsb](http://www.mass.gov/dsb)

Telephone: (617) 727-4046

Please complete the required fields (\*) before submitting.

Edit

Welcome, here you will be able to Register/Update your Firm information below.

If your firm will act as a Sub-Consultant only, then please check below.

☐ I Confirm.

### Firm Type (Check all that apply)

- |                   |  |  |  |
|-------------------|--|--|--|
| <b>Designer:</b>  | <input checked="" type="checkbox"/> Architect                    | <input type="checkbox"/> Landscape Architect                     | <input checked="" type="checkbox"/> Engineer                         |
|                   | <input type="checkbox"/> Interior Designer                       | <input type="checkbox"/> Construction Manager                    | <input type="checkbox"/> Programmer                                  |
| <b>Diversity:</b> | <input checked="" type="checkbox"/> Woman Owned (WBE)            | <input checked="" type="checkbox"/> Minority Owned (MBE)         | <input type="checkbox"/> Veteran Owned (VBE)                         |
|                   | <input type="checkbox"/> Service Disabled Veteran Owned (SDVOBE) | <input type="checkbox"/> Disadvantaged Business Enterprise (DBE) | <input type="checkbox"/> Disability Owned Business Enterprise (DOBE) |
|                   | <input type="checkbox"/> LGBT Business Enterprise (LGBTBE)       | <input type="checkbox"/> Portuguese Business Enterprise (PBE)    | <input type="checkbox"/> Small Business Purchasing Program (SBPP)    |

### Former Name (if any) :

AA&Design

### Firm Contact Information

Firm Logo



Name of Business		Website	FEIN
AEOLUS ARCHITECTURE AND DESIGN		<a href="http://aeolusdesign.com">http://aeolusdesign.com</a>	212020
Contact Person	Contact Email Address	Phone	Ext.
Penny Foussekis	<a href="mailto:pfoussekis@autocene.com">pfoussekis@autocene.com</a>	(403) 456-3035	220
Main Office Address	City	State	Zip
112 Derry Street SW	Boston	Massachusetts	10001
Secondary Office Address	City	State	Zip
123 Street Ave.	Houston	Texas	76453
# of Employees, Total	# of Employees, Mass.	# Mass. Reg. Architects	# Mass. Reg. Engineers
250	100	50	100



# Affirmative Marketing

Included diversity categories (more can be added):

- Minority-Owned Business (MBE)
- Women Owned Business (WBE) Disadvantaged Business Enterprise (DBE)(federal designation)
- Veteran Owned Business (VBE)
- Disability Owned Business Enterprise (DOBE)
- LGBT Business Enterprise (LGBTBE)
- Portuguese Business Enterprise (PBE)

Working with SDO to include CERTAK auto-Certification link



# Evaluations for Prime Firm



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## Evaluation(s) Selection

### NAVIGATION BAR

Instructions	Public Notice Search	Project Summary	Registration & Disclosure	Sub Consultant(s) Setup	Application	Evaluations	References	Submission
i	1	2	3	4	5	6 *	7	8
FILTER BY						Refresh Filters		

FROM:

TO:

6/22/2020

### STUDY EVALUATIONS

DSB NUMBER	PROJECT NUMBER	TASK PROJECT NO.	DATE SUBMITTED	DESIGNER FIRM	STUDY EVALUATOR	
19-39	CCCC2020-1019	test		AEOLUS ARCHITECTURE AND DESIGN	Penelope Foussekis	<a href="#">View Study</a>
19-99	2019-ABC		1/23/2020	AEOLUS ARCHITECTURE AND DESIGN	Penelope Foussekis	<a href="#">View Study</a>
19-99	2019-ABC		1/14/2020	AEOLUS ARCHITECTURE AND DESIGN	manager 1	<a href="#">View Study</a>
	Test-Project-001			AEOLUS ARCHITECTURE AND DESIGN	Hazel Lobos	<a href="#">View Study</a>

### DESIGN EVALUATIONS

DSB NUMBER	PROJECT NUMBER	TASK PROJECT NO.	DATE SUBMITTED	DESIGNER FIRM	STUDY EVALUATOR	
	Test-Project-001			AEOLUS ARCHITECTURE AND DESIGN	Hazel Lobos	<a href="#">View Design</a>

### CONSTRUCTION EVALUATIONS

DSB NUMBER	PROJECT NUMBER	TASK PROJECT NO.	DATE SUBMITTED	DESIGNER FIRM	STUDY EVALUATOR	
	Test-Project-001			AEOLUS ARCHITECTURE AND DESIGN	Hazel Lobos	<a href="#">View Construction</a>



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## Evaluation Report

### PREVIEW OF SELECTED STUDY EVALUATION

Firm Name		Project Name	
AEOLUS ARCHITECTURE AND DESIGN		CBD Testing Facility	
Project Number	DSB List Number	Facility Type	Evaluator
2019-ABC	19-99	State	Penelope Foussekis
Project Location	Project Completion Date	User Agency Name	
		Department of Public Health	83A93E47-4BE8-4EDE-9A26-6CA818B31C67
Project Type			
<input type="checkbox"/> Master Plan	<input checked="" type="checkbox"/> Feasibility Study	<input type="checkbox"/> Facility Conditions Assessment	<input type="checkbox"/> New Construction
<input type="checkbox"/> Alteration/Renovation	<input type="checkbox"/> Repair/Maintenance	<input type="checkbox"/> Restoration/Preservation	<input type="checkbox"/> Addition
Management Score Total	Management Comments		
4	re evaluated - done.		
Quality Score Total	Quality Comments		
4	re evaluated - done.		
Schedule Score Total	Schedule Comments		
4	re evaluated - done.		
Budget Score Total	Budget Comments		
4	re evaluated - done.		
Overall Score	Overall Comments		
4	Firm's performance was excellent per different agencies. When over budget, they took the lead in suggesting strategies for reducing cost – finding creative ways to bring the costs back in line – from incorporating a hybrid of materials to reconfiguring the layout. The entire team was great to work with – they were professional and responsive. I highly recommend them for any future projects.		
Include this Evaluation		Don't Include Evaluation	



# References for Prime & Subconsultant Firms



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## Reference(s) Selection

### NAVIGATION BAR

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FILTER BY

FROM:  TO:

Refresh Filters

REFERENCE NAME	REFERENCE EMAIL	DATE	FACILITY TYPE	AGENCY	SCORE	
Edward Rollington	erollington@kumarylbrary.com	10/1/2019	Public Library	Agency	4	<a href="#">View</a>
Cassie Vanderburg	cvanderburg@uckm.com	10/1/2019	Private School	Agency	3.2	<a href="#">View</a>
Mark Werther	mwerther@woriolehospital.com	10/1/2019	Hospital	Agency	3.5	<a href="#">View</a>



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## Reference Report

Telephone: (617) 727-4046

PROJECT NAME	Kumar Library New Additions		
LOCATION	Boston		
DSB LIST # (if appl.)	845162		
PROJECT TYPE (all that apply)	<input type="checkbox"/> Master Plan <input checked="" type="checkbox"/> Feasibility Study <input checked="" type="checkbox"/> Facility Conditions Assessment <input type="checkbox"/> New Construction <input type="checkbox"/> Alteration/Renovation <input checked="" type="checkbox"/> Repair/Maintenance <input checked="" type="checkbox"/> Restoration/Preservation <input checked="" type="checkbox"/> Addition		
FACILITY TYPE	Public Library		
REFERENCE CONTACT NAME	Edward Rollington		
REFERENCE CONTACT EMAIL	erollington@kumarylbrary.com		
REFERENCE CONTACT PHONE	(123) 456-7890		
REFERENCE AGENCY NAME	Agency		
PERFORMANCE SCORES (0-4.0)	<b>4.0 Exceeded Expectations:</b> outstanding performance <b>3.0 Satisfactory:</b> at standard, satisfactory performance <b>2.0 Improvement Required:</b> below satisfactory performance <b>1.0 Unsatisfactory:</b> Unacceptable performance		
	<b>Designer Performance Related To:</b>		
MANAGEMENT	Communication with stakeholders, responsiveness, contribution to decision-making, project leadership ○ 1 ○ 2 ○ 3 ● 4		
QUALITY	Articulation of scope, coordination, provision of expertise, quality control, plans and presentations ○ 1 ○ 2 ○ 3 ● 4		
SCHEDULE	Scheduling and timely completion of tasks, timeliness of revisions, schedule responsibility and accountability ○ 1 ○ 2 ○ 3 ● 4		
BUDGET	Cost control, accuracy and completeness of estimates, adherence to design fee, invoicing timeliness ○ 1 ○ 2 ○ 3 ● 4		
OVERALL RATING	4		
OVERALL COMMENTS	On behalf of the staff at Kumar Library I would like to express appreciation to Aeolus Architecture And Design for their work with the new Library additions. The construction and design project you completed for us which involved a monumental campus walk, landscape, and central quad space, is one the entire public can take pride in. The project was handled with grace and efficiency.		



# Autocene Report

**AUTOCENE REPORT** **AEOLUS ARCHITECTURE AND DESIGN**

**Firm Contact Information**

Name of Business		Website	
AEOLUS ARCHITECTURE AND DESIGN		http://aeolusad.com	
Former Name		Contact Person	Contact Email Address
A&D/Design		Penny Foussekis	pfoussekis@autocene.com
# of Employees, Total	# of Employees, Mass.	# Mass. Reg. Architects	# Mass. Reg. Engineers
250	100	50	100
Local Office Address	City	State	
112 Cherry Street SW	Boston	Massachusetts	
Secondary Office Address	City	State	
123 Street Ave.	Houston	Texas	

**Firm Type**




Designer: Architect, Engineer,  
Discipline: WBE, MBE,

**Firm Highlights**

The award-winning AEOLUS Architecture & Design prides itself on a great history of design excellence in all of their work from residential to commercial and institutional projects throughout New England. We have either led or been a team member on some of the more prominent public projects in Massachusetts and would be pleased to discuss this great track record with interested firms, agencies and private parties. Currently we are working on a new CBO testing facility for the Massachusetts Department of Public Health and campus-wide improvements to Massachusetts Community College. The award-winning AEOLUS Architecture & Design prides itself on a great history of design excellence in all of their work from residential to commercial and institutional projects throughout New England. We have either led or been a team member on some of the more prominent public projects in Massachusetts and would be pleased to discuss this great track record with interested firms, agencies and private parties. Currently we are working on a new CBO testing facility for the Massachusetts Department of Public Health and campus-wide improvements to Massachusetts Community College.

The award-winning AEOLUS Architecture & Design prides itself on a great history of design excellence in all of their work from residential to commercial and institutional projects throughout New England. We have either led or been a team member on some of the more prominent public projects in Massachusetts and would be pleased to discuss this great track record with interested firms, agencies and private parties.

**Include top 3 project pictures below (Size - Height: 250 px Width: 250 px)**

Town Building	K9 Class Room	University Building
		

**Client References**

Agency - Agency	Comments
Agency - Agency	On behalf of the staff at Kumar Library I would like to express appreciation to Aeolus Architecture And Design for their work with the new Library additions. The construction and design project you completed for us which involved a monumental campus walk, landscape, and central quad space, is one the entire public can take pride in. The project was handled with grace and efficiency.
Agency - Agency	Aeolus Architecture And Design completed the (UCCM) University of Kinross Masson project for: electrical engineering for the renovation and new addition of the 49,000. Nursing building project, including clinical teaching labs, mock emergency rooms, mock clinical exam rooms and mock emergency department. The project was completed in 2015. Laura Ingelwood was our main principle in charge who managed the project in a professional and timely manner.
Agency - Agency	We confirm that Aeolus Architecture And Design has completed the project designed for The Western Orisole Hospital, managed through their contact Paul Brown. We wish to offer the following comments regarding their performance: Careful and perceptive in constructing the building additions according to the instructions of the contract document and design consultations that Mr. Brown offered.

## Purpose:

- “Elevator Pitch” information about a particular firm
- This is what will appear first when a firm is searched
- Firm selects a few references, photos, and provides a narrative
- Can be shared as \*.pdf





# Application Discussion

- *Walkthrough of Application Steps*
- *Application Suggestions*



# Public Notice Search: Process



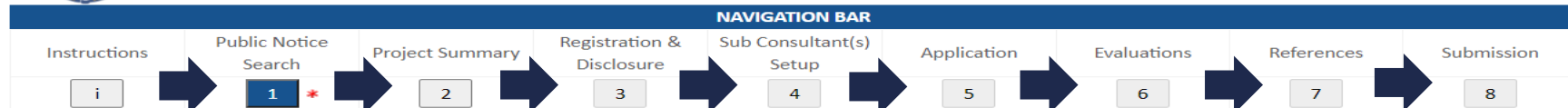
## Designer Selection Board

1 Ashburton Place, Room 1018A, 10th Floor, Boston, MA 02108

[www.mass.gov/dsb](http://www.mass.gov/dsb)

## Public Notice Search

Telephone: (617) 727-4046



Welcome, here you will be able to view all available project postings.

For more information, please click on the Instructions button above, in the navigation bar.

Show Filters

PROJECT TITLE	DSB LIST #	PROJECT NO.	NOTICE DATE	DEADLINE DATE	PRIME SERVICE	AWARDING AGENCY	
Study, Planning, Design, Management & Construction for MEP/F, Building and Site Renovations, Repairs & Upgrades	20-21	2021-05	11/11/2020	12/2/2020	Engineer	Westfield State University	<a href="#">VIEW</a>
Study, Design, Management & Construction for General Building Renovations, Repairs & Upgrades	20-20	2021-006	11/11/2020	12/2/2020	Architect	Westfield State University	<a href="#">VIEW</a>
GLCPS Convent Renovation Project	20-18	CP-DS-2020-001	11/4/2020	12/2/2020	Architect	Global Learning Charter Public School (GLCPS)	<a href="#">VIEW</a>
Study and Design for General Building Renovations, Repairs and Upgrades	20-17	DCR20A/E07	10/7/2020	11/18/2020	Architect	Department of Conservation and Recreation (DCR)	<a href="#">VIEW</a>
Study and Design for Mechanical, Electrical, and Plumbing Renovations, Repairs and Upgrades	20-16	DCPSPT-MEP20	10/7/2020	11/4/2020	Engineer	Division of Capital Asset Management & Maintenance (DCAMM)	<a href="#">VIEW</a>



# Public Notice Search: Project Summary



## Designer Selection Board

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## Public Notice Project Summary

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Telephone: (617) 727-4046

NAVIGATION BAR								
Instructions	Public Notice Search	Project Summary	Registration & Disclosure	Sub Consultant(s) Setup	Application	Evaluations	References	Submission
<a href="#">i</a>	<a href="#">1</a>	<a href="#">2</a> *	<a href="#">3</a>	<a href="#">4</a>	<a href="#">5</a>	<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a>

Please [Click Here](#) to Download and View the **Full Project Listing**

DSB LIST #	20-21
DSB PUBLIC NOTICE DATE:	2020-11-11
LAST DATE FOR FILING APPLICATION IS:	12/2/2020 02:00 PM
PROJECT NUMBER:	2021-05
PROJECT TITLE:	Study, Planning, Design, Management & Construction for MEP/F, Building and Site Renovations, Repairs & Upgrades
PROJECT LOCATION:	Westfield
CONTRACT TYPE:	House Doctor
PRIME FIRM REQUIRED:	Engineer
USER AGENCY:	Westfield State University
AWARDING AGENCY:	Westfield State University
PROJECT SUMMARY:	Westfield State University is seeking the services of House Doctor Engineers to provide a Facility Condition Assessment of its current MEP/F systems and to develop an MEP/F Master Plan that provides a strategic framework for the University's future use. Services desired include evaluation of the existing conditions, determinations & solutions on how they may be repaired, upgraded or modernized, estimation of associated costs, and prioritization of deferred maintenance and capital repair needs. The University additionally seeks House Doctor Engineers for building and site renovations, repairs and upgrades. Services desired may include, but not be limited to: high priority MEP/F repairs & upgrades (determined by the future Master Plan), electrical system testing & upgrades, fire alarm & security systems upgrades, technology system upgrades, elevator upgrades, existing roadway, sidewalk & parking area upgrades, water & sewer upgrades, regulatory & environmental site work, accessibility compliance improvements, retro-commissioning and energy efficiency improvements, and on-call services for emergencies. The University is also looking for project management services on other projects.

[Continue](#)



# Select and Notify Subconsultants



## Designer Selection Board

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## Project Setup Page for Sub Consultants

[www.mass.gov/dsb](http://www.mass.gov/dsb)

Telephone: (617) 727-4046

### NAVIGATION BAR

Instructions	Public Notice Search	Project Summary	Registration & Disclosure	Sub Consultant(s) Setup	Application	Evaluations	References	Submission
i	1	2	3	4 *	5	6	7	8

Please fill up the required fields (\*) as the below information will be sent out to your sub consultant(s) for participation request.

PRIME APPLICANT	PROJECT TITLE	DSB LIST#	
AEOLUS ARCHITECTURE AND DESIGN	CBD Testing Facility	19-99	
AWARDING AGENCY	PROJECT APPLICATION NUMBER	USER AGENCY	
Department of Mental Health	19-99-AEOLUS ARCHITECTURE AND DESIGN	Department of Public Health	
CONTACT PERSON	CONTACT EMAIL ADDRESS	CONTACT PHONE	DUE DATE FOR SUB CONSULTANT
Penny Foussekis	pfoussekis@autocene.com	(403) 456-3035	6/29/2020

Please enter the information below and click on send request. Firms will receive a request for participation:

REQUIRED DISCIPLINES	FIRM NAME	CONTACT EMAIL ADDRESS
Mechanical Engineer	C AUTOCENE, INC.	vjalalpuram@autocene.com
Electrical Engineer	Prime Firm?	Sub-Consultant?
Structural Engineer	Prime Firm?	Sub-Consultant?
Specifications	Prime Firm?	Sub-Consultant?
Cost Estimator	Prime Firm?	Sub-Consultant?
Add Row	Delete Row	



## Designer Selection Board

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[www.mass.gov/dsb](http://www.mass.gov/dsb)

## Notice to Participate

Dear AUTOCENE, INC.,

AEOLUS ARCHITECTURE AND DESIGN intends to submit an application to provide design services to the Massachusetts Designer Selection Board for the following project:

Project Title: CBD Testing Facility

Awarding Agency: Department of Mental Health

User Agency: Department of Public Health

DSB List #: 19-99

We would like to include your firm in the role of: Mechanical Engineer

Please indicate acceptance or rejection of this invitation using the **Click here to take action** button above.

For additional questions or to discuss further, please contact me at [pfoussekis@autocene.com](mailto:pfoussekis@autocene.com).

Thank you in advance for your consideration.

Penny Foussekis  
(403) 456-3035



# Application View



## Designer Selection Board

1 Ashburton Place, Room 1018A, 10th Floor, Boston, MA 02108

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Telephone: (617) 727-4046

## Application

NAVIGATION BAR								
Instructions	Public Notice Search	Project Summary	Registration & Disclosure	Sub Consultant(s) Setup	Application	Evaluations	References	Submission
<input type="button" value="i"/>	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input checked="" type="button" value="5"/> *	<input type="button" value="6"/>	<input type="button" value="7"/>	<input type="button" value="8"/>

Please complete the required fields (\*) and submit under Submission view.

Welcome, here you will be able to Apply/Update your firm information below.

Project Information				
Project Title			Project Application Number	
Study, Planning, Design, Management & Construction for MEP/F, Building and Site Renovations, Repairs & Upgrades			20-21-AEOLUS ARCHITECTURE AND DESIGN	
DSB List Number	Project Number	Project Location	Awarding Agency	
20-21	2021-05	Westfield	Westfield State University	
Prime Firm Contact Information				
Name of Business		Contact Email Address		
AEOLUS ARCHITECTURE AND DESIGN		pfoussekis@autocene.com		
Office Performing Work	City	State	Project Manager, Study	Project Manager, Design
112 Derry Street SW	Boston	Massachusetts	*	*
Principal-in-Charge	# of Employees, Total	# of Employees, Mass	# Mass. Reg. Architects	# Mass. Reg. Engineers
*	250	100	50	100

NOTE: AFFIRMATIVE MARKETING IS SELECTED. ELIGIBLE FIRMS MUST SELECT AT LEAST ONE WBE AND ONE MBE, WITHIN THE REQUIRED DISCIPLINES.

Team Composition				Load Subs Response
Discipline	Team Lead	Firm Name	DBE Status	Mass. Registration #
Mechanical Engineer	Penny Foussekis	AEOLUS ARCHITECTURE AND DESIGN	WBE,MBE	*
Plumbing Engineer	*	*	*	*
Fire Protection Engineer	*	*	*	*
Electrical Engineer	*	*	*	*



# Design Team Application



## 1. Cover Page

### Prime Applicant Name



Project Title		Awarding Agency: XYZ Agency				
DSB List#	DSB Project #	Project Location:	User Agency Name:			
<b>Prime Firm Information</b>						
<u>Headquarter Address</u> Address Line 1 Address Line 2 City, ST ZIP		# MA licensed architects: XX # MA licensed engineers: XX  # Total employees: XX # MA based employees: XX	Principal-in-Charge <b>First Last</b>  Project Manager(s) <b>First Last</b> <b>First Last</b>			
<u>Office Performing the Work</u> Address Line 1 Address Line 2 City, ST ZIP						
<b>Disciplines Provided By Prime</b>		<b>Prime DBE Status</b>				
<input type="checkbox"/> Architect <input type="checkbox"/> Landscape Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Interior Designer <input type="checkbox"/> Construction Manager <input type="checkbox"/> Programming <input type="checkbox"/> Masterplanning		<input type="checkbox"/> Mechanical Engineer <input type="checkbox"/> Electrical Engineer <input type="checkbox"/> Plumbing Engineer <input type="checkbox"/> Fire Protection <input type="checkbox"/> Civil Engineer <input type="checkbox"/> Specifications <input type="checkbox"/> Security  <input type="checkbox"/> Code Consultant <input type="checkbox"/> Historic Preservation <input type="checkbox"/> Other: <input type="checkbox"/> Other: <input type="checkbox"/> Other: <input type="checkbox"/> Other:				
<input type="checkbox"/> Minority Owned Business (MBE) <input type="checkbox"/> Women Owned Business (WBE) <input type="checkbox"/> Veteran Owned Business (VBE)						
<b>Project Activity</b>	<b>Team Composition</b>	<b>Firm Name</b>	<b>Registration</b>	<b>MBE</b>	<b>WBE</b>	<b>VBE</b>
# of Active Projects: XX	Discipline	Firm Name	Registration Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total ECC of Active projects: \$XXX,XXX	Discipline	Firm Name	Registration Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Discipline	Firm Name	Registration Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
# of Active MA State Projects: XX	Discipline	Firm Name	Registration Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total ECC of Active MA Projects: \$XXX,XXX	Discipline	Firm Name	Registration Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Discipline	Firm Name	Registration Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Discipline	Firm Name	Registration Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Discipline	Firm Name	Registration Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Discipline	Firm Name	Registration Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Discipline	Firm Name	Registration Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Discipline	Firm Name	Registration Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Discipline	Firm Name	Registration Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Discipline	Firm Name	Registration Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Commonwealth of Massachusetts  
DSB Application Form

Prime Applicant Name  
Pg. #



# Design Team Application

## 3. Resumes




Firm Name	Discipline Provided (e.g. Architecture)
<b>First Name Last Name</b>  <b>Project Role:</b> XYZ  <b>MA Registration Type and #</b> <b>Architect, 12346575</b>  <b>Years w/ Firm:</b> XYZ <b>Total Years Experience:</b> ZYZ  <b>Additional registrations / certifications:</b> XYZ, XYZ, XYZ  <b>Availability:</b> X%  <b>Applicant Office Address:</b> Address Line 1 Address Line 2 City, ST ZIP	<b>Experience and Qualifications Relevant To The Proposed Project</b>        <b>OMNIBUS NULPA VOLUPTAT AETELIS EUM, OMMOLES TEMPORPERUM IDE ET MAGNIS SOLANT INCIT LIQUIDI GNIMET FUGITAE LIC TORROID MAIOSTIORE, QUIANI OCCURSUM SE ILLACUIT, SEQUE CUM ET MOSAM ET UT EST, OFFICIO QUAS ET ENT DIPIS EAUTENRIA AUT PORESTO EATIOSAM VOLES MA VERENDIS DOLUPTAE EPREICIDIS DELUPTAE MI, ET, UTAS SOLUTATENET ET PRATQUI ATBUS MI, VERO BLACEPU DANDUNTUSAM APE ET, UNT VOLERES ESTIBUS</b>  <b>RUTGERS UNIVERSITY: SCHOOL OF NURSING AND SCIENCE BUILDING</b> Camden, New Jersey Programming and design for 100,000 sf building for the Nursing School in downtown Camden. Facility includes simulation center, teaching labs, and research space as well as active learning classrooms and faculty offices for the Nursing and Science departments.  <b>STOCKTON UNIVERSITY: NEW SCIENCE GATEWAY COMPLEX</b> Galloway, New Jersey 94,000 sf new state-of-the-art Gateway Science Complex for research and instruction in biomedical and health sciences. The building features teaching and research laboratories, faculty offices and multi-use space. The program includes a gross anatomy lab, teaching and research vivarium and roof-top research greenhouse.  <b>GEORGE MASON UNIVERSITY: PETERSON FAMILY HEALTH SCIENCES HALL</b> Fairfax, Virginia New 160,000 sf building includes general university classrooms, medical simulation suites, department offices, research labs and student services. The University intends it to be a campus flagship in terms of sustainability, student accommodation, progressive office planning, and visual design.  <b>KUWAIT UNIVERSITY: HEALTH SCIENCES CAMPUS</b> Kuwait City, Kuwait The 10,000,000 sf Health Sciences Campus is an essential component of the Sabah Al Salem University City-Kuwait University campus. The project is divided into three components: Part 1 addresses the infrastructure and the overall master plan; Part 2 focuses on the educational components of HSC; and Part 3 includes the research building, the hospital, staff housing and mosques.



Commonwealth of Massachusetts  
DSB Application Form

Prime Applicant Name  
Pg. #

## 4. Experience

Firm Name
<b>Principal In Charge, Project Manager, other key team members:</b>  <b>First Last</b> <b>First Last</b> <b>First Last</b>  <b>Date Completed:</b> XX/XX/XXXX  <b>Location:</b> City, State  <b>Construction Cost:</b> \$X,XXX,XXX  <b>Client Contact Info:</b> Name Phone  Address Line 1 Address Line 2 City, ST ZIP     

This 290,000 sf facility provides a range of 21st Century science teaching spaces while upgrading the existing 1970s academic center and adding a greenhouse. With a fully carbon neutral campus, Mount Wachusett is a leader in applied sustainability in higher education. The campus is heated with renewable biomass and two 1.65 MW wind turbines supplying 97% of the annual electric demand. The design matches the campus' dedication to energy performance standards and due to the energy savings earned from the Haley Center renovation, the design does not add to the campus energy load, exceeding the demands of the new science center.

The project includes significant renovation of the outdated building including the science laboratories, multi-purpose rooms, and campus entrance.

- PROJECT RELEVANCE:**
- High performance building
  - Anatomy laboratory
  - Health Science program
  - Industry-leading research labs
  - Flexible, multi-use classrooms



Commonwealth of Massachusetts  
DSB Application Form

Prime Applicant Name  
Pg. #



# Application Suggestions

## Question 1: Self Generated Cover Sheet

- Office: Change from Headquarters to Local Office
- Project Activity: numbers are sourced from Disclosure so make sure it is accurate
- Team Lead: right now does not have to be licensed but could change
- Subconsultant Acknowledgement: Email provides evidence of participation

## Question 2: References and Evaluations

- Add up to five (5) of each that are most appropriate – very important to DSB
- Refer to memo online under Q & A for ways to get into system





# Application Suggestions

## Question 3: Résumé's

- Versions: Single and Three-up versions at your option
- Layout: Overall appearance meant to be standardized except for boxed area

## Question 4: Experience

- Versions: Single and Three-up versions at your option
- Layout: Overall appearance meant to be standardized except for boxed area
- Project Relevance: Make sure they show relevance with evaluation factors



# Application Suggestions

## Question 5: Supplemental Response

- Purpose: Use six (6) pages wisely to bring it all together!
- Team: Explain why you put *this* team together
- Evaluation Factors: Must answer Evaluation Factor questions in public notice
- Diversity Statement: Really important new factor to show diversity approach
- Brochure: This is NOT a place to put boiler plate information about your firm
- Optional: Chart of how team experience fits with project? Unique skills and experience? Table of similar projects?





# Public Records

- *Searches of Viewable Files*
- *Records Request Form*



# Public Records

 MASSACHUSETTS STATE REQUEST FOR PUBLIC RECORDS	
<p>The Massachusetts Public Records Act allows anyone to request public records with no statement of purpose. There are no restrictions on the use of records. Below is the information needed for requesting public records in Massachusetts in compliance with the Public Records Act.</p>	
<b>Requestor Information:</b>	
Request Date	<input type="text" value="11/20/2020"/>
Name	<input type="text" value="Vikram Kumar"/>
Email	<input type="text" value="jvikramk@gmail.com"/>
Name of Business	<input type="text" value="AEOLUS ARCHITECTURE AND DESIGN"/>
Street Address	<input type="text" value="112 Derry Street SW"/>
City	<input type="text" value="Boston"/>
State	<input type="text" value="Massachusetts"/>
Zip	<input type="text" value="10001"/>
<b>Information Requested:</b>	
<p>Describe in detail the information you are requesting. Be as specific as possible. (max 400 characters)</p> <div><p>Hi, Our firm is interested in reviewing the proposals of the designer firms that got awarded for the DSB list #19-09. Thank you.</p></div>	

## Searches:

- Most documents saved 1-6 years will be available by simple search
- Some documents do not need to be saved like rejected applications

## Request Form:

- Hidden firm information linked to form
- Board has not taken action yet
- Broader searches
- Public requests



# Events and More Information

## Upcoming Events

- ACEC/AIA Autocene Training: November 20, 2020 at 10:00 a.m. & November 23, 2020 at 11:00 a.m.  
*Industry event open to everyone in Design Community, focused on current users*
- DSB Small Group Autocene Working Sessions: *Upon request and time availability*
- Bi-weekly public meetings: December 2, 2020 at 8:30 a.m. & December 16, 2020 at 8:30 a.m.  
*Open to public by prior registration via link from DSB office*
- Design Partnership Event: January 7, 2021 10:00 a.m. to Noon (Sponsored by DCAMM/DSB/BSA)  
*Open to everyone in Design Community, this is intended to be a “match-making” event with diverse firms*

## General Information

- Online Q and A: within portal Includes memos and detailed instructions updated regularly
- Notifications within Autocene: new projects, enhancements, additional features, time extensions
- DSB Staff Contacts

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