

HOW TO DO A REFERENCE FOR A DESIGN FIRM APPLYING FOR A PUBLIC BUILDING PROJECT

To apply for a public building project through the Designer Selection Board, Designers are required to have either 3 evaluations by public agencies or references from private entities. Below describes the process to do a reference. The process should take only 3-7 minutes.

To Do a Reference:

1. Go to the application webpage called the Designer Selection Network: [Login - Designer Selection Network](#)
2. Click References on the page:



Commonwealth of Massachusetts Designer Selection Network

Sign In New Registration References

searly_dsb New users must register for an account Need to submit a reference for a firm?

.....

[Reset Password](#)


[Sign In](#) [Register](#) [References](#)

If you intend to submit or complete evaluations, you must have an account.

[Mass.gov Home](#)

Notification January 1, 2023: Portal emails are currently being sent from the following email address: noreply.dsb@autocene.com Please add these emails to your organization's allow list to receive news from The Portal.

3. This will take you to the sign-in-page which requests your email to proceed.


 **Designer Selection Board** [Submit References](#)

1 Ashburton Place, Room 1018A, 10th Floor, Boston, MA 02108 • www.mass.gov/dsb Telephone: (617) 727-4046

Please type in your Email Address and click on Continue [Continue](#)

[Submit](#)

4. On the next page, you will **select** the firm for which you would like to do a reference:

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www.mass.gov/dsb

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FILTER BY ALPHABET **A** ▼

Below is the list of available Firms for adding Reference(s). *

Firm Name	Contact Person	Email Address	
A.POINT.DESIGN, INC.	Richard S. Boccelli Jr., AIA, NCARB	rboccelli@apointdesign.com	Select Firm
ABACUS ARCHITECTS + PLANNERS	David Pollak	dpollak@abacusarchitects.com	Select Firm
ACENTECH	Colleen Anderson	canderson@acentech.com	Select Firm
ACS, LLC	Jay R Mason	Jay@ACSLowell.com	Select Firm
ACTIVITAS, INC.	Jennifer Thornton	jen@activitas.com	Select Firm
ACTWO ARCHITECTS	Andrew Cohen	ac@actwoarch.com	Select Firm
ADVANCED DATA RISK MANAGEMENT, LLC	Spencer Hall	shall@adrm-security.comecurity.com	Select Firm
AECOM USA OF MASSACHUSETTS, INC.	Leslie Sims	leslie.sims@aecom.com	Select Firm
AEOLUS ARCHITECTURE AND DESIGN	Penelope Foussekis	pfoussekis@autocene.com	Select Firm

5. Your selection will take you to the reference questionnaire page. This page will request information about your project, then has a list of performance related scoring, and lastly the ability to add a comment. After completing the questionnaire hit **submit** and you are done.

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AEOLUS ARCHITECTURE AND DESIGN

PROJECT NAME

LOCATION

DSB LIST # (if appl.)

PROJECT TYPE (all that apply)

☐ Master Plan☐ Feasibility Study☐ Facility Conditions Assessment☐ New Construction☐ Alteration/Renovation☐ Repair/Maintenance☐ Restoration/Preservation☐ Addition

FACILITY TYPE

REFERENCE CONTACT NAME

REFERENCE CONTACT EMAIL

REFERENCE CONTACT PHONE

REFERENCE AGENCY NAME

PERFORMANCE SCORES (0-4.0)

4.0 Exceeded Expectations: outstanding performance
3.0 Satisfactory: at standard, satisfactory performance
2.0 Improvement Required: below satisfactory performance
1.0 Unsatisfactory: Unacceptable performance

Rate Designer Performance Related To:

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

OVERALL COMMENTS

Submit

Thank you for taking the time to submit a reference. It is very important to the design firm's success in receiving a project. If you have questions please contact us at infodsb@mass.gov.