

Design Procurement: Navigating the Designer Selection Network: The New Municipality Portal

A Presentation to the MAPPO Community of Public Purchasing Officials
Resources for Designer Procurement – Overview of the Designer Selection Network for Municipalities to Advertise, Receive Applications, Review Applications, and perform Legislate Evaluations
02.11.2026 MAPPO Business Meeting.



Designer Selection Board
Commonwealth of Massachusetts



DSB Mission & Board - MGL Chapter 7C

The DSB is an independent agency under A&F and was established as an autonomous 11-person board to ensure complete compliance with the intent and spirit of Designer Selection Law and related statutes.

- **Ensure that Commonwealth obtains the most qualified designer** for each of its building projects.
- **Maintain public confidence** in designer selections.
- **Provide consistency** in design service procurement methods.
- **Encourage broad-based participation** in public design work.
- **Provide safeguards** to maintain the integrity of the system of procuring design services.



Appointed by the Governor

- Three (3) registered Architects – **one opening**
- Three (3) registered Engineers – **one upcoming opening**
- Two (2) representatives of the Public who are not registered architects, engineers, or licensed contractors – **one opening**

Appointed by the building-related professional societies

- A registered Architect by the American Institute of Architects
- A registered Engineer by ACEC-MA
- A general contractor by the Associated General Contractors

Municipal and Public Agency Requirements for Designer Procurement

Municipalities and Public Agencies - [M.G.L. c. 7C, §§ 44-58](#) Particularly Section 54



- Any **building** project over \$300k in construction cost and more than \$30k in fee to follow c. 7C for Design Service
- What Constitutes design services: 7C, § 44
 - work done by an architect or engineer for a building project that includes master plans, feasibility and other studies, surveys, soil tests, cost estimates and programming;
 - preparation of drawings, plans, and specifications; and
 - supervision or administration of a construction contract; and construction management and scheduling.
- Hire an OPM if your project is over \$1.5M – this is also a QBS service and needs to be procured prior to the designer for the project

Mentimeter – Data Collection

Have you ever done a design procurement?



menti.com
9962 9915

Waiting for participants

Municipalities and Public Agencies – Written Procedures Highlights



1 — Who is procuring – Advertise in CR/Newspaper & bulletin board

DSN

2 — Who is the Approving Body

- meet the conflict-of-interest requirements – take the course.
- A committee or agreed upon staff – quite a bit of flexibility

3 — What was your process

DSN

4 — Rank 3 and Advertising the outcome in CR

DSN

5 — Keep Records

DSN

6 — Designer Evaluations

DSN

Mentimeter – Data Collection 2

What are some of the issues you face while doing a design procurement?

Open Response



menti.com
9962 9915

Waiting for participants

How Can the Designer Selection Network Support You with Designer Procurement?

Webpage Specifically for Municipalities and Public Agencies

For Municipalities and Public Agencies

M.G.L. C. 7C §54. The board shall publish guidelines to assist public agencies not within the board's jurisdiction with the designer selection procedure, including a model application form.

[Designer Selection Network \(Legislated Designer Evaluations and Designer Procurement Services\)](#)

[Model Designer Selection Procedures for Municipalities and Other Local Public Agencies \(IG\)](#)

[Request for Designer Service Advertisement Template](#)

[Guidelines for the Calculation of Designer Fees](#)


[Standard Designer Application Form for Municipalities and Public Agencies Not Within DSB Jurisdiction](#)

[Design Contract Requirements](#)


[The Municipal Construction Affirmative Marketing Program](#)



Contact Us

 Online

infodsb@mass.gov

 Address

1 Ashburton Place, Boston, MA 02108

[Directions >](#)

Mentimeter – Data Collection 3

Where did you get your designer procurement template?

Open Response



menti.com
9962 9915

Waiting for participants

Between you and me

Where did you get your designer procurement template?

*Do your documents meet the Department of Justice
Accessibility guidelines for the
April 24, 2026, Deadline?*

Write a Request for Qualifications – The Design Advertisement Contract

Write a Qualification Based Advertisement for Design Services

- Fee expectations of either set fee or Negotiated – suggest setting a fee for a study and negotiating the rest of the design
- Background and Scope
- Evaluation Criteria that the committee will use for selection
 - Project type experience
 - Proactive work in sustainability, resiliency, healthy building environments, & Accessibility
 - Diversity focus statement
- List of the design disciplines needed
- Financial Audit Requirements
- Insurance Requirements
- Ask for references for past experience
- Includes a copy of the standard selection Application form published by the DSB
- MBE/WBE/VBESDOVBE goals if you are receiving any Commonwealth funding. – SDO will provide



Request for Qualifications – Public Notice DSB Template

Table of Contents

- Public Notice of Designer Selection
- Solicitation Information
- Table of Contents
- Project Background
- Project Overview
- Project Phases and Deliverables
- Application Evaluation
- Supporting Documents
- Designer Guidelines and Procedure Requirements
- Contract Requirements
- Conditions for Application
- Applicants, Please Note

Public Notice of Designer Selection

Name of Municipality

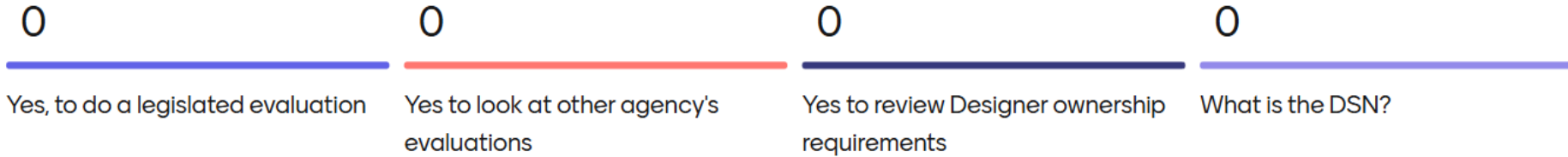
Street Address | Township, MA | zip

Email: insert email | insert webpage

Advertisement Notice Date:	Month day, Year	
Application Submission Deadline:	Month day, Year	At 2:00 PM
Project Number:	[Municipality's project number]	
Project Title:	[Name of Project]	
Project Location:	[City]	
Awarding Public Agency:	[Name]	
Estimated Construction Cost:	[\$[Estimated Cost]	
Study Fee:	[<u>\$XX,XXX</u> , or Range of Fees to be Negotiated]	
Schematic Design Fee:	[<u>\$XX,XXX</u> , or Range of Fees to be Negotiated]	
Final Design Fee:	[<u>\$XX,XXX</u> , or Range of Fees to be Negotiated, or to be Negotiated]	
Project Type:	[Renovation/New Construction/Master Plan/Feasibility Study/Study Investigation/Facility Condition Assessment]	

Mentimeter – Data Collection 4

Have you ever used the Designer Selection Network (DSN)?



menti.com
9962 9915

Waiting for participants

Overview of the Designer Selection Network

Common Content Across All Agencies

- Notification and Listing of Public Notices of Design Projects
- Designer and Subconsultant Database
- Design Firm Public Project Information
- Firm MBE/WBE/VBE/SDVOBE Marketing Information
- Applications submitted following DSN format
- Applications Reviewed and Record Awards
- Legislated Evaluations done by Agencies & OPMs
- References not indemnified
- Document Repository: Paperwork Reduction
- Notifications on presentations and other Designer Selection updates



The Designer Selection Network – Public Agency Sign Up

Commonwealth of Massachusetts Designer Selection Network

Sign In

[Reset Password](#)

[Sign In](#)

New Registration

New users must register for an account

[Register](#)

References

Need to submit a reference for a firm?

[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.



The Designer Selection Network – Public Agency Sign Up 2



Designer Selection Network *

ENROLL AS A NEW USER

Please select one:

Designer/OPM

Public Agencies/Municipalities

The Designer Selection Network – Public Agency Sign Up 3



Designer Selection Network *

ENROLL AS A NEW USER

NOTE: If your agency is not listed below, contact the DSB office: Claire Hester (claire.hester@mass.gov) or Roberto Melendez (roberto.melendez@mass.gov).

Agency Name:

 *

Continue

- ACCENTURE INFRASTRUCTURE AND CAPITAL PROJECTS, LLC
- ACCENTURE LLP
- Acton Housing Authority

The Designer Selection Network – Public Agency Sign Up 4



Designer Selection Network

ENROLL AS A NEW USER

Please enter in all required fields (*)

The LOGIN and PASSWORD will be used to access the website.

FULL LEGAL FIRM NAME	<input type="text" value="AEOLUS ARCHITECTURE AND DESIGN"/>
FEIN	<input type="text" value="NA"/>
FIRST NAME	<input type="text"/> *
LAST NAME	<input type="text"/> *
EMAIL / LOGIN	<input type="text"/> *
PASSWORD	<input type="password"/> *
	Password Parameters: Minimum 8 characters in length, 1 capital, 1 numeric, 1 special character required.
CONFIRM PASSWORD	<input type="password"/> *
	Password Parameters: Minimum 8 characters in length, 1 capital, 1 numeric, 1 special character required.

Please confirm all the information is correct

The Designer Selection Network – Public Agency Dashboard

Business Name	User Full Name	Email	System Role
DSB MEMBER	Muni-Simone Early	cmysimone@state.ma.gov	Municipalities



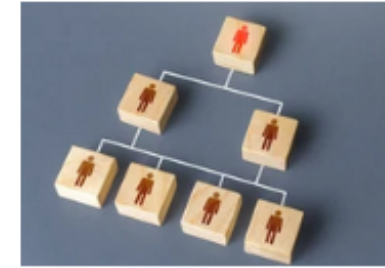
Firm Information



Public Notices & Applications



Evaluations & References



Administration

Firm Profiles
Registration & Disclosure

View Public Notices
Submit a Public Notice
 Review Applications
 Applications in PDF
 Completed Reviews & Applications

Evaluation management

Design firms and consultants can register to become part of a statewide designer database, review and apply for new project listings, search for other firms or applications, check their firm's public record for accuracy and receive references from a firm's non-public entity clients.

Massachusetts state agencies and municipalities can use this system to search for designers and consultants for their projects, to review applications, and to enter statutorily required evaluations.

Submit a Public Notice

- Submit an Advertisement to be Distributed to the Designers in the System
- Same info as the Central Register plus a bit more for your evaluation.
- Select whether to only advertise to the designers with a link to your own platform
Or
- Receive Applications in the system
- Attach your Request for Qualifications Document – any document you want to use
- If not DSN – then Application form Provide by DSB on Webpage
- The information from the form will be archive in the system to populate your evaluation information.

PREPARER:

PREPARER EMAIL:

PUBLIC NOTICE ADVERTISEMENT DATE:

LAST DATE FOR FILING APPLICATION IS: At 02:00 PM

PROJECT NUMBER:

PROJECT TITLE:

PROJECT LOCATION:

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

CONTRACT TYPE: Single Project/Single Prime Consultant House Doctor/multiple Prime consultants and multiple projects

PRIME FIRM REQUIRED:

REQUIRED SUB CONSULTANTS DISCIPLINES: Please enter the total number of required disciplines, including the prime (Max 18)

USER PUBLIC AUTHORITY TYPE:

USER PUBLIC AUTHORITY NAME:

Awarding Authority is the same as User Authority Yes

AWARDING AUTHORITY TYPE:

AWARDING AUTHORITY NAME:

AWARDING AUTHORITY PROJECT MANAGER:

AWARDING AUTHORITY PROJECT MANAGER EMAIL:

IS AFFIRMATIVE MARKETING REQUIRED? YES NO
Enter either a dollar amount or 'To Be Negotiated' (note: specifying a dollar amount can help expedite negotiations)

FEE FOR STUDY PHASE:

FEE FOR FINAL DESIGN PHASE:

ESTIMATED TOTAL CONSTRUCTION PROJECT COST:

PROJECT SUMMARY:

APPLICATIONS TO BE SUBMITTED TO: Designer Selection Network on standardized application form
 User Agency Platform

NOTE: Attach the Project Details on the right. It's format MUST be a PDF type. [Click here to attach a file](#)

Notification to Designers

- Your Town/Agency Name in the subject line
- Brief info about the project
- The User Department Name in the Description if different from Town Name
- Designer signs in to their account and views the notice –
- Will either be Directed to your platform
Or
- Complete the Application in the system

****Town of Essex - New Public Notice(s) - PROJECT NO.057120****

EA Early, Simone A. (DCP)
To: Early, Simone A. (DCP)

Thu 2/5/2026 1:21 PM

Commonwealth of Massachusetts Designer Selection Network Notification

Hello Design Consultants,

Firms are advised that the PROJECT NO. 057120 Town of Essex is available and accepting applications starting 07/30/2025.

This Public Notice can be found in The Designer Selection Network Portal ([Click Here](#)), within the Public Notice Search.

Brief Summary:

- PROJECT NO.: 057120
- Project Title: Replace Windows, Balcony Doors, and Common Area & Unit Electric Baseboard Heating
- User Agency: Department of Public Works
- Prime Service: Architect

APPLICATION DEADLINE DATE: 08/20/2025

Thank You.

Designer's View of Projects



Designer Selection Board Commonwealth of Massachusetts

View Public Notices

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

Show Filters

PROJECT TITLE	Project NO.	NOTICE DATE	DEADLINE DATE	PRIME SERVICE	USER AGENCY	
Bishop Eid - Renovation-Modernization of 54 Units – Federalization	095200	12/31/2025	2/18/2026	Architect	Department of Housing and Community Development	VIEW
2051-11 Vault Transformer Replacement	035530	12/31/2025	2/18/2026	Engineer	Department of Housing and Community Development	VIEW
Corky Row - Renovation-Modernization of 24 Units - Federalization	095201	12/31/2025	2/18/2026	Architect	Department of Housing and Community Development	VIEW
Windows, Siding & Trim Replacement	298056	12/31/2025	1/21/2026	Architect	Department of Housing and Community Development	VIEW
SUST Heating System Electrification	071081	12/31/2025	1/21/2026	Engineer	Department of Housing and Community Development	VIEW
Owner's Project Manager Services (OPM Services)	DSBA-55	12/10/2025	1/7/2026	Other	Middlesex Community College Benjamin	VIEW



Designer's View of Projects 2



Designer Selection Board

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

www.mass.gov/dsb

Telephone: (617) 727-4046

Public Notice Project Summary

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

PUBLIC NOTICE DATE:	4/16/2025	
LAST DATE FOR FILING APPLICATION IS:	5/7/2025	02:00 PM
PROJECT NUMBER:	DSBA-38	
PROJECT TITLE:	Study and Design of Science Lab Renovations and Modernization	
PROJECT LOCATION:	Amherst, MA and Newton, MA	
CONTRACT TYPE:	House Doctor	
PRIME FIRM REQUIRED:	Architect	
USER AGENCY:	U/Mass Amherst	
AWARDING AGENCY:	U/Mass Amherst	
PROJECT SUMMARY:	UMass Amherst seeks Science Laboratory House Doctors to develop academically-based laboratory design and renovation projects throughout existing buildings on the two UMass Amherst campuses. The consultant will provide programming and planning studies, cost estimates, final design services, construction contract administration (including construction site visits, punchlist management, and final acceptance) in conformance with the University's design standards and guidelines.	

[Continue](#)



Designers Submit Applications

Instead of using the word doc form on the webpage, use the system application form –

- Designers can store previous project information and pull it into their applications – Disclosure Statement
- Saves the designers time so they are not recreating the same information on the word document
- Select Subconsultants
- Complete project Information
- Attach relevant evaluations or references collected in the system to assist you in your review of the firm.
- At the submittal time no further applications are accepted

Designer Selection Board Disclosures
 1 Ashburton Place, Room 1018A, 10th Floor, Boston, MA 02108 www.mass.gov/dsb Telephone: (617

NAVIGATION BAR

Instructions | Public Notice Search | Project Summary | **Registration & Disclosure** | Sub Consultant(s) Setup | Application | Evaluations | References | Sub

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

Welcome, here you will be able to review 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):

<u>Designer:</u> <input checked="" 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"/> Programmer
<u>Diversity:</u> <input checked="" type="checkbox"/> Woman Owned (WBE)	<input 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):
AABDesign

Firm Contact Information

Firm Logo

Name of business	Website	FEIN	
AEOLUS ARCHITECTURE AND DESIGN	http://aeolusdesign.com	123456789	
Contact Person	Contact Email Address	Phone	Ext.
Penelope Foussekis	pfoussekis@autocene.com	(403) 835-8992	220
Second Contact Person	Second Contact Email Address	Phone	Ext.
Penry	penry@acgovsolutions.com	4038358992	202
Main Office Address	City	State	Zip
112 Derry Street SW	Boston	Massachusetts	10001
Secondary Office Address	City	State	Zip
123 Street Ave.	Houston	Massachusetts	76453

Designers Submit Applications 2

Instead of using the word doc form on the webpage, use the system application form –

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- Saves the designers time so they are not recreating the same information on the word document
- Select Subconsultants
- Complete project Information
- Attach relevant evaluations or references collected in the system to assist you in your review of the firm.
- At the submittal time no further applications are accepted

Designer Selection Board
1 Ashburton Place, Room 101BA, 10th Floor, Boston, MA 02108
www.mass.gov/dsb

Project Setup Page for SU
Telepl

NAVIGATION BAR

Instructions Public Notice Search Project Summary Registration & Disclosure Sub Consultant(s) Setup Application Evaluations References

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	Study and Design of Science Lab Renovations and Modernization	25-10	
AWARDING AGENCY	PROJECT APPLICATION NUMBER	USER AGENCY	
U/Mass Amherst	25-10-AEOLUS ARCHITECTURE AND DESIGN	U/Mass Amherst	
CONTACT PERSON	CONTACT EMAIL ADDRESS	CONTACT PHONE	DUE DATE FOR SUB CO
Penelope Foussekis	pfoussekis@autocene.com	(403) 835-8992	4/17/2025

Please enter the information below and click on send request. Firms will receive a request for participation: Looking to See the Status of yo

REQUIRED DISCIPLINES	FIRM NAME	CONTACT EMAIL ADDRESS
Planner: Laboratory	Prime Firm? Sub-Consultant?	
Structural Engineer	Prime Firm? Sub-Consultant?	
Mechanical Engineer (M/P)	Prime Firm? Sub-Consultant?	
Fire Protection Engineer	Prime Firm? Sub-Consultant?	
Electrical Engineer	Prime Firm? Sub-Consultant?	
Planner: Certified Industrial Hygienist	Prime Firm? Sub-Consultant?	
Specifications Consultant	Prime Firm? Sub-Consultant?	
Cost Estimator (independent consultant required)	Prime Firm? Sub-Consultant?	
MA Building Code Consultant	Prime Firm? Sub-Consultant?	
Environmental Professional	Prime Firm? Sub-Consultant?	

Add Row Delete Row

<< Back

Designers Submit Applications 3

Instead of using the word doc form on the webpage, use the system application form –

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- Saves the designers time so they are not recreating the same information on the word document
- Select Subconsultants
- Complete project Information
- Attach relevant evaluations or references collected in the system to assist you in your review of the firm.
- At the submittal time no further applications are accepted

Designer Selection Board Application
1 Ashburton Place, Room 1018A, 10th Floor, Boston, MA 02108 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 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	Awarding Agency		
Study and Design of Science Lab Renovations and Modernization	U/Mass Amherst		
DSB List Number	Project Number	Project Location	Project Application Number
25-10	DSBA-38	Amherst, MA and Newton, MA	25-10-AEOLUS ARCHITECTURE AND DESIGN

Prime Firm Contact Information

Name of Business	Contact Email Address	
AEOLUS ARCHITECTURE AND DESIGN	pfoussekis@autocene.com	
Project Manager, Study	Project Manager, Design	Principal-in-Charge
*	*	*
Project Manager Email, Study	Project Manager Email, Design	Principal-in-Charge Email
*	*	*

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

Team Composition (Please click the button on the right after you have started receiving the acceptance(s) from your consultants) **Load Subs Response**


Discipline	Team Lead	Firm Name	SDO CERT	Mass. Reg#	Invitation Status
Architect	Penelope Foussekis	AEOLUS ARCHITECTURE AND DESIGN	WBE	*	PRIME
Planner: Laboratory	*	*	*	*	*
Structural Engineer	*	*	*	*	*
Mechanical Engineer (M/P)	*	*	*	*	*
Fire Protection Engineer	*	*	*	*	*
Electrical Engineer	*	*	*	*	*
Planner: Certified Industrial ...	*	*	*	*	*
Specifications Consultant	*	*	*	*	*
Cost Estimator (independe ...	*	*	*	*	*
MA Building Code Consulta...	*	*	*	*	*
Environmental Professional	*	*	*	*	*

NOTE: PLEASE UPLOAD ONE SINGLE PDF DOCUMENT FOR RESUMES, EXPERIENCE & CRITERIA RESPONSE.

Designers Submit Applications 4

Instead of using the word doc form on the webpage, use the system application form –

- Designers can store previous project information and pull it into their applications – Disclosure Statement
- Saves the designers time so they are not recreating the same information on the word document
- Select Subconsultants
- Complete project Information
- Attach relevant evaluations or references collected in the system to assist you in your review of the firm.
- At the submittal time no further applications are accepted



Designer Selection Board
 1 Ashburton Place, Room 1018A, 10th Floor, Boston, MA 02108
www.mass.gov/dsb

Evaluation(s) Selection
 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

FILTER BY [Refresh Filters](#)

FROM: TO:

You can select and include a maximum of five (5) Evaluations.

STUDY EVALUATIONS						
DSB NUMBER	PROJECT NUMBER	TASK PROJECT NO.	DATE SUBMITTED	DESIGNER FIRM	EVALUATOR	
19-99	2019-ABC		11/10/2020	AEOLUS ARCHITECTURE AND DESIGN	Penelope Foussekis	View Study
	DCPENERGY20	test 13	9/23/2020	AEOLUS ARCHITECTURE AND DESIGN	Vikram	View Study
	DCPDHE20	Project 1 7899		AEOLUS ARCHITECTURE AND DESIGN	Vikram	View Study
	DCP1649-HD1	12-3456		AEOLUS ARCHITECTURE AND DESIGN	Vikram	View Study
	Test Project			AEOLUS ARCHITECTURE AND DESIGN	Vikram	View Study
19-39	CCCC2020-1019	test		AEOLUS ARCHITECTURE AND DESIGN	Penelope Foussekis	View Study
19-99	2019-ABC		1/14/2020	AEOLUS ARCHITECTURE AND DESIGN	manager 1	View Study
	Test-Project-001			AEOLUS ARCHITECTURE AND DESIGN	Hazel Lobos	View Study

DESIGN EVALUATIONS						
DSB NUMBER	PROJECT NUMBER	TASK PROJECT NO.	DATE SUBMITTED	DESIGNER FIRM	EVALUATOR	
	33	test 8.0	9/23/2020	AEOLUS ARCHITECTURE AND DESIGN	Vikram	View Design
	DCPENERGY20	test 4.0	9/23/2020	AEOLUS ARCHITECTURE AND DESIGN	Vikram	View Design
	Test-Project-001			AEOLUS ARCHITECTURE AND DESIGN	Hazel Lobos	View Design

CONSTRUCTION EVALUATIONS						
DSB NUMBER	PROJECT NUMBER	TASK PROJECT NO.	DATE SUBMITTED	DESIGNER FIRM	EVALUATOR	
	DCPENERGY20	test 12	9/23/2020	AEOLUS ARCHITECTURE AND DESIGN	Vikram	View Construction

Designers Submit Applications 5

Instead of using the word doc form on the webpage, use the system application form –

- Designers can store previous project information and pull it into their applications – Disclosure Statement
- Saves the designers time so they are not recreating the same information on the word document
- Select Subconsultants
- Complete project Information
- Attach relevant evaluations or re collected in the system to assist review of the firm.
- At the submittal time no further applications are accepted

Designer Selection Board Submission
1 Ashburton Place, Room 1018A, 10th Floor, Boston, MA 02108 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

PENDING: MISSING INFORMATION IS OBSERVED UNDER PRIME FIRM CONTACT INFORMATION. *
**Please click on option 5 in the navigation bar to navigate to Application view and then fill in the missing information.*

PENDING: AFFIRMATIVE MARKETING IS SELECTED. ELIGIBLE FIRMS MUST SELECT AT LEAST ONE MBE * , WITHIN THE SDO AREA.
**Please click on option 5 in the navigation bar to navigate to Application view and then complete the requirement.*

PENDING: MISSING INFORMATION IS OBSERVED UNDER TEAM COMPOSITION. *
**Please click on option 5 in the navigation bar to navigate to Application view and then fill in the missing information.*

PENDING: PLEASE UPLOAD ONE SINGLE PDF DOCUMENT FOR RESUMES, EXPERIENCE & CRITERIA RESPONSE. *
**Please click on option 5 in the navigation bar to navigate to Application view and then upload the document.*

PENDING: APPLICATION CERTIFICATION IS MISSING. *
**Please click on option 5 in the navigation bar to navigate to Application view and then certify.*

PENDING: BELOW SUB-CONSULTANT PROJECT ACCEPTANCE IS MISSING.
has not yet accepted to participate as a **Planner: Laboratory** in the project. Please follow up with the consultant and ask to accept the project acceptance invitation, for you to submit your proposal. *

PENDING: BELOW SUB-CONSULTANT PROJECT ACCEPTANCE IS MISSING.
has not yet accepted to participate as a **MA Building Code Consultant** in the project. Please follow up with the consultant and ask to accept the project acceptance invitation, for you to submit your proposal. *

**Please click on option 5 in the navigation bar to navigate to Application view and then click on 'Load Subs Response' to retrieve updated acceptance.*

PENDING: BELOW SUB-CONSULTANT PROJECT ACCEPTANCE IS MISSING.
has not yet accepted to participate as a **Environmental Professional** in the project. Please follow up with the consultant and ask to accept the project acceptance invitation, for you to submit your proposal. *

**Please click on option 5 in the navigation bar to navigate to Application view and then click on 'Load Subs Response' to retrieve updated acceptance.*

PLEASE MAKE A SELECTION BELOW (MANDATORY) AND CLICK ON SUBMIT.

FINAL SUBMISSION TO DESIGNER SELECTION BOARD
 CREATE PDF FOR REVIEW

The Designer Selection Network – Public Agency Dashboard - Applications

Business Name	User Full Name	Email	System Role
DSB MEMBER	Muni-Simone Early	cmysimone@state.ma.gov	Municipalities



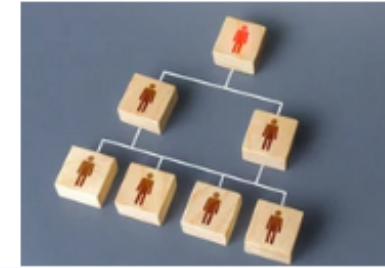
Firm Information



Public Notices & Applications



Evaluations & References



Administration

Firm Profiles
Registration & Disclosure

View Public Notices
Submit a Public Notice
Review Applications
Applications in PDF
Completed Reviews & Applications

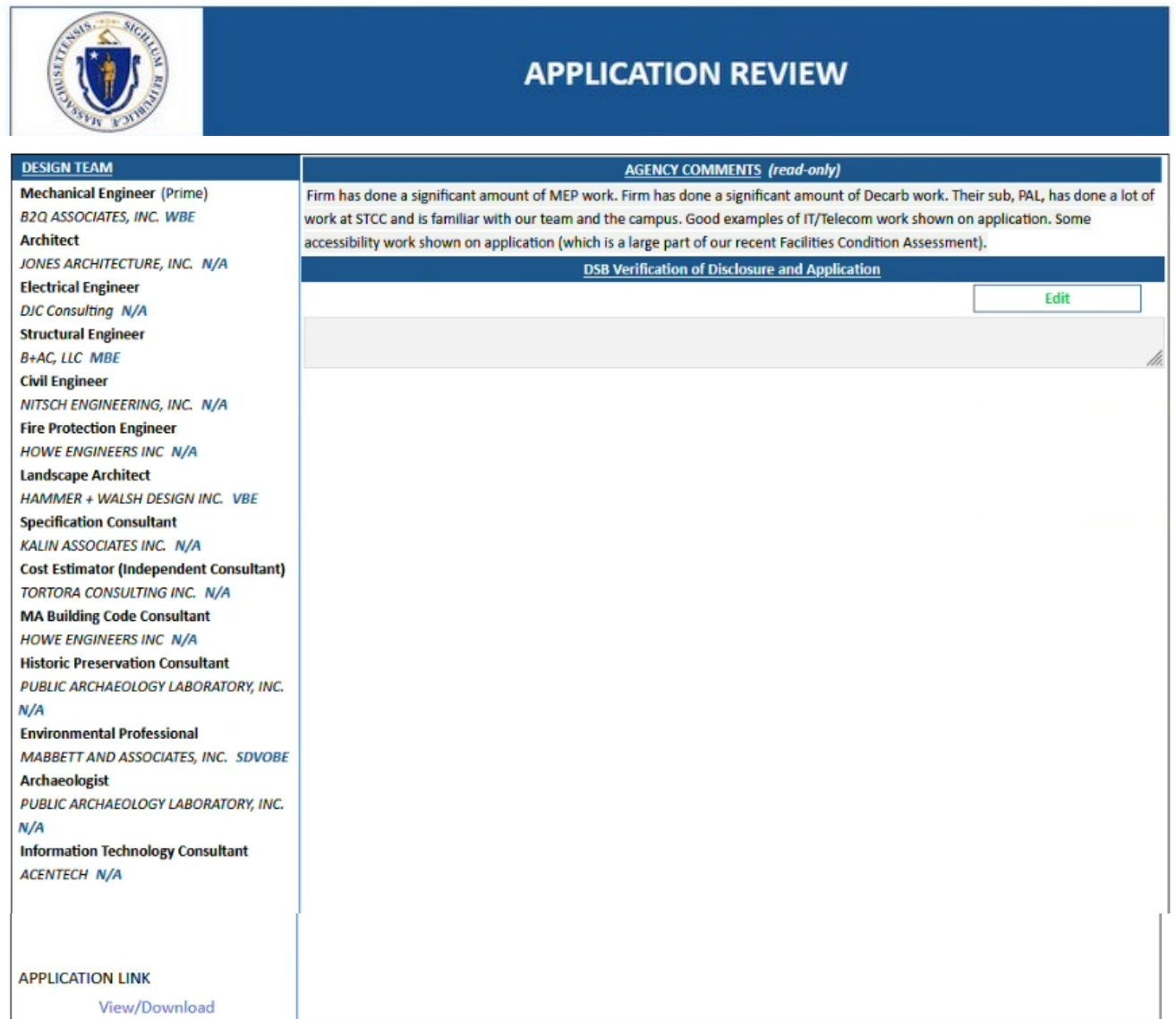
Evaluation management

Design firms and consultants can register to become part of a statewide designer database, review and apply for new project listings, search for other firms or applications, check their firm's public record for accuracy and receive references from a firm's non-public entity clients.

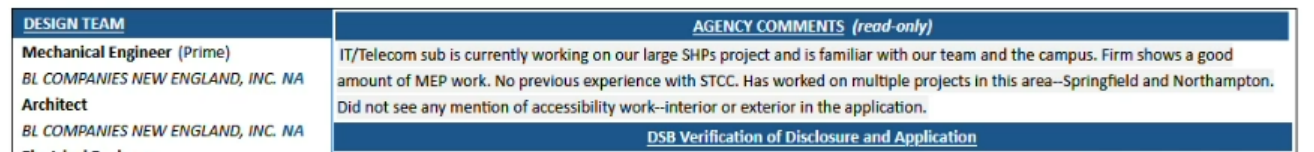
Massachusetts state agencies and municipalities can use this system to search for designers and consultants for their projects, to review applications, and to enter statutorily required evaluations.

Review Applications

- Allows the agency to focus on the critical items for selection
- Shows Prime and Subs
- Shows SDO Certification
- Links you to their applications
- Comment in the system and print full review for the review committee
- Application Review Form – archived in the system



The screenshot displays the 'APPLICATION REVIEW' interface. On the left, under the 'DESIGN TEAM' header, a list of roles and firms is shown: Mechanical Engineer (Prime) B2Q ASSOCIATES, INC. WBE; Architect JONES ARCHITECTURE, INC. N/A; Electrical Engineer DJC Consulting N/A; Structural Engineer B+AG, LLC MBE; Civil Engineer NITSCH ENGINEERING, INC. N/A; Fire Protection Engineer HOWE ENGINEERS INC N/A; Landscape Architect HAMMER + WALSH DESIGN INC. VBE; Specification Consultant KALIN ASSOCIATES INC. N/A; Cost Estimator (Independent Consultant) TORTORA CONSULTING INC. N/A; MA Building Code Consultant HOWE ENGINEERS INC N/A; Historic Preservation Consultant PUBLIC ARCHAEOLOGY LABORATORY, INC. N/A; Environmental Professional MABBETT AND ASSOCIATES, INC. SDVOBE; Archaeologist PUBLIC ARCHAEOLOGY LABORATORY, INC. N/A; Information Technology Consultant ACENTECH N/A. At the bottom of this list is an 'APPLICATION LINK' with a 'View/Download' button. On the right, under the 'AGENCY COMMENTS (read-only)' header, a text box contains the following comment: 'Firm has done a significant amount of MEP work. Firm has done a significant amount of Decarb work. Their sub, PAL, has done a lot of work at STCC and is familiar with our team and the campus. Good examples of IT/Telecom work shown on application. Some accessibility work shown on application (which is a large part of our recent Facilities Condition Assessment)'. Below the comment is a 'DSB Verification of Disclosure and Application' section with an 'Edit' button.



This screenshot shows a different application review entry. The 'DESIGN TEAM' list includes: Mechanical Engineer (Prime) BL COMPANIES NEW ENGLAND, INC. NA; Architect BL COMPANIES NEW ENGLAND, INC. NA. The 'AGENCY COMMENTS (read-only)' section contains the comment: 'IT/Telecom sub is currently working on our large SHPs project and is familiar with our team and the campus. Firm shows a good amount of MEP work. No previous experience with STCC. Has worked on multiple projects in this area--Springfield and Northampton. Did not see any mention of accessibility work--interior or exterior in the application.' Below the comment is the 'DSB Verification of Disclosure and Application' section.

The Designer Selection Network – Public Agency Dashboard - Disclosure

Business Name	User Full Name	Email	System Role
DSB MEMBER	Muni-Simone Early	cmunsi@702200@gmail.com	Municipalities



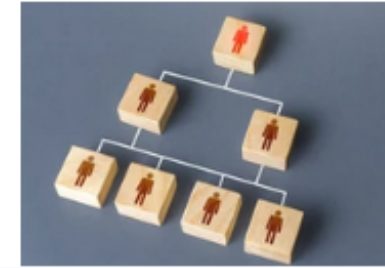
Firm Information



Public Notices & Applications



Evaluations & References



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The Designer Selection Network – Disclosure Statements

- Contact info
- Disciplines and Certification
- Does the firms meet the definition of designer as defined by the legislation
 - Licensed in MA
 - Ownership in MA

Designer:	Architect		
Diversity:	Woman Owned (WBE)		
Discipline(s):	Civil Engineer, Land Surveyor,		
Former Name (if any) :	AA&Design		
Firm Contact Information			
			
Name of Business	Website		
AEOLUS ARCHITECTURE AND DESIGN	http://aeolusdesign.com		
Contact Person	Contact Email Address	Phone	Ext.
Penelope Foussekis	pfoussekis@autocene.com	(403) 835-8992	220
Second Contact Person	Second Contact Email Address	Phone	Ext.
Penny	penny@acgovsolutions.com	4038358992	202
Main Office Address	City	State	Zip
112 Derry Street SW	Boston	Massachusetts	10001
Secondary Office Address	City	State	Zip
123 Street Ave.	Houston	Massachusetts	76453
# of Employees, Total	# of Employees, Mass.	# Mass. Reg. Architects	# Mass. Reg. Engineers
250	100	50	100
Firm Ownership			

The Designer Selection Network – Disclosure Statements 2

- Contact info
- Disciplines and Certification
- Does the firms meet the definition of designer as defined by the legislation
 - Licensed in MA
 - Ownership in MA

For Corporations, to apply for a project as a prime consultant, the CEO must be a registered Designer in MA and either the majority of directors or the majority of the stock ownership must be registered Designers in MA. List all stock ownership of 5% or more. CEO may appear in more than one category.

CORPORATION		✓ CEO meets	✗ Stock Ownership meets	✓ Directors meet	✓ Is eligible to apply as prime		
CHIEF EXECUTIVE OFFICER							
Name	Title	Address	License Type	License #	Status	State	
Penny Foussekis	CEO	112 Derry Street SW	Architect	124560	Current	Massachusetts	
			Chemical	112233	Expired	Colorado	
			Industrial	2156	Expired	California	
			Civil	20200515	Current	California	
					Current	Massachusetts	
STOCK OWNERSHIP							
Name	Title	Address	Ownership %	License Type	License #	Status	State
Ezra Barron	Vice President		12	Landscape	9756402	Expired	Massachusetts
				Architect	111111	Current	Hawaii
				Mechanical			
DIRECTORS							
Name	Title	Address	License Type	License #	Status	State	
Arken Zavala	Executive	112 Derry Street SW	Electrical	451234	Expired	Massachusetts	
			Electrical	33333	Expired	Colorado	
Firm Experience							

Mentimeter – Data Collection 5

Where do you archive procurement docs, i.e. Applications, the Advertisement?



menti.com
9962 9915

Waiting for participants

The Designer Selection Network – Public Agency Dashboard – Completed Apps

Business Name	User Full Name	Email	System Role
DSB MEMBER	Muni-Simone Early	cmunsi@702200@gmail.com	Municipalities



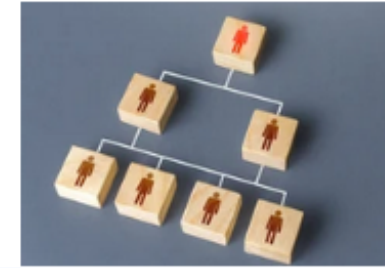
Firm Information



Public Notices & Applications



Evaluations & References



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Completed Applications

FILTER BY

Clear Filters

PROJECT NUMBER

USER AGENCY

DUE DATE

PROJECT NUMBER

PROJECT TITLE

USER AGENCY

DSBA-55

Owner's Project Manager Services (OPM Services)

Middlesex Community College

Select

0002

Benjamin Franklin Classical Charter Public School Interior Space Improvements

Benjamin Franklin Classical
Charter Public School

Select

SDC2602

Barnstable County Sheriff - Regional E911 Communications Center

Barnstable County Sheriff's Office

Select

MIL2601

Barnes Air National Guard Base Aircraft Shelter Project

Massachusetts Air National
Guard

Select

Feasibility, Master Planning and the Study and Design for General Building

Massachusetts Development

The Designer Selection Network – Public Agency Dashboard - Evaluations

Business Name	User Full Name	Email	System Role
DSB MEMBER	Muni-Simone Early	cmysimone@state.ma.gov	Municipalities



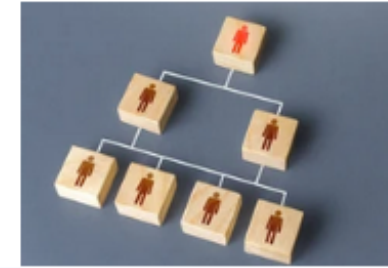
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Welcome to Evaluation Management

Here, you can view your submitted evaluations, manage pending ones, and start new evaluations as needed. *

2 action(s) is waiting for you.

Evaluation Detail List	Evaluation Pending Actions	New Evaluation	Request an Evaluation	Search Evaluation	Generate Excel
--	--	--------------------------------	---------------------------------------	-----------------------------------	--------------------------------

Project # / Task #	OPM/PM Info.	Supervisor Info.	Design Firm PM Info.	Contact Person	Status	Evaluation
DSBA-33 546546546	Aeolus Foussekis pfoussekis@autocene.com	Penny penniempf@hotmail.com	Penny penniempf@hotmail.com	Penelope Foussekis fvtracking@gmail.com	Pending	Construction
Firm Name AEOLUS ARCHITECTURE AND DESIGN		Public Notice Name Study and Design for General Building Renovations Repair and Upgrades				
Workflow Information		Submitted Date 6/2/2025				
Evaluation has been sent to the Supervisor - Waiting for Response						
★ VIEW DETAILS						
DSBA-30 33	Simone Early simone.a.early@mass.gov	simone early simone.a.early@mass.gov	Simone Early simone.a.early@mass.gov	Penelope Foussekis fvtracking@gmail.com	Pending	Study
Firm Name AEOLUS ARCHITECTURE AND DESIGN		Public Notice Name Study and Design for General Building Renovations Repair and Upgrades				
Workflow Information		Submitted Date 5/1/2025				
Evaluation has been sent to the Supervisor - Waiting for Response						
★ VIEW DETAILS						
DSBA-22 AUT1254613	Aeolus Foussekis pfoussekis@autocene.com	Penny 1 penniempf@hotmail.com	Penny 2 penny@acgovsolutions.com	Penelope Foussekis fvtracking@gmail.com	Pending	Study
Firm Name		Public Notice Name				



[Back](#)

- Scroll to select your project from the list below, or key word search for it here.
- If your project was not advertised through the Designer Selection Network and you have not previously done an evaluation for that project, then select Add New Project to input project information for your project.
- Project specific task numbers/names can be added to the evaluation in the next window.
- Click here to watch a video on how to complete this process.

PUBLIC NOTICE INFORMATION

DSB LIST NUMBER

PROJECT NAME

PROJECT NUMBER

AWARDING AGENCY NAME

USER AGENCY NAME

SEARCH

RESET

ADD NEW PROJECT

View Amount

Next >

25 / 681

DSB LIST NUMBER	PROJECT NUMBER	PROJECT NAME	AWARDING AGENCY NAME	USER AGENCY NAME	
26-02	DSBA-56	Study and Design for General Building Renovations Repair and Upgrades	Hampden Sheriff's Office	Hampden Sheriff's Office	SELECT
26-01	DPH2601	Tewksbury Hospital Saunders Building - Roof Replacement Phase II	Division of Capital Asset Management & Maintenance (DCAMM)	Department of Public Health	SELECT
25-38	DSBA-55	Owner's Project Manager Services (OPM Services)	Middlesex Community College	Middlesex Community College	SELECT
25-37	0002	Benjamin Franklin	Benjamin Franklin	Benjamin Franklin	SELECT

Evaluations 3



Back	Verify the information below on selected Project, Design Firm and proceed. *	Change Public Notice for Evaluation
SELECTED PUBLIC NOTICE INFORMATION		
PUBLIC NOTICE NAME	DESIGN FIRM NAME	
DCR Emmons Horrigan O'Neil (EHO) Memorial Rink Renovations	AEOLUS ARCHITECTURE AND DESIGN	
PROJECT NUMBER / TASK NUMBER	DSB LIST NUMBER	
DCRRINKMCI	25-16	
PROJECT LOCATION	PROJECT PHASE	
Charlestown MA	Design	
AWARDING AGENCY NAME	USER AGENCY NAME	
Department of Conservation and Recreation (DCR)	Department of Conservation and Recreation (DCR)	
TYPE OF FACILITY		
Select...		
PRIME SERVICE REQUESTED	CONTRACT TYPE	

! Help us Improve !

Key Take Aways



DSB Online Resources

Webpage is always an available resource for:
Public Agency specific topics,
Designer topics and questions, and
Upcoming and Past Presentations.

[Designer Selection Board | Mass.gov](https://www.mass.gov/info-details/designer-selection-board)



The Designer Selection Network

Register in the Designer Selection Network to:
Receive update,
Review Design Firms,
Advertise your projects,
Receive applications, and
Do your legislated evaluations.

[Login - Designer Selection Network](#)



Designer Selection Board Resource

Design procurement info:
Requirements for Designer Selection
Writing a good Advertisement,
How to use our systems, and Process.
Excellent Assistance

DSB Contact for questions on Process/DSN assistance:
Infodsb@mass.gov

If you have questions about Designer Selection, please contact the DSB Infodsb@mass.gov

Mentimeter – Data Collection 6

Please have the DSB contact me about the Designer Selection Network

Provide Suggestions that have occurred to you today to make your use of the system even better

Name, Agency, Email, and Suggestions



menti.com
9136 2655

Waiting for participants

If you have questions about Designer Selection, please contact the DSB Infodsb@mass.gov