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| --- | --- | --- | --- | --- | --- | --- |
| Commonwealth of Massachusetts **DSB Master File Brochure** (Updated July 2016) | 1. | Firm Name (or if not an entity, individual’s name), and Business Address | 2. | Year Present Firm Established: | 3. | Date Prepared: |
|  |  |  |  |  |  |
| 4. | Specify type of ownership and check 1, 2 or 3 below, if applicable. |
|  |
| Telephone No.:  |  | ❑ | (1) | SDO Certified Minority Business Enterprise (MBE) |
| 1a. | Submittal is for |  |  Parent Company |  |  Branch or Subsidiary Office  |  |  | ❑ | (2) | SDO Certified Woman Business Enterprise (WBE) |
|  |  |  | ❑ | (3) | SDO Certified Minority Woman Business Enterprise (M/WBE)  |
|  | 1b. | Federal ID#: |  | ❑ | (4) | SDO Certified Service Disabled Veteran Owned Business Enterprise (SDVOBE) |
|  |  |  |  | ❑ | (5) | SDO Certified Veteran Owned Business Enterprise (VBE) |
| 5. | Name of Parent company, if any: | 5a. | Former Company Name(s), if any, and Year(s) Established: |
|  |  |  |  |
| 6. | Name of Sole Proprietor or Names of **All** Firm Partners and Officers |
|  | Name | Title | MA.Reg. # |  | Status/Discipline |  | Name | Title | MA.Reg. # |  | Status/Discipline |
| a. |  |  |  |  |  |  d. |  |  |  |  |  |
| b. |  |  |  |  |  |  e. |  |  |  |  |  |
| c. |  |  |  |  |  |  f. |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| 7. | If Corporation, or Other Entity Other than a Partnership, provide Names of **ALL** Members of the Board of Directors: |
|  | Name | Title | MA.Reg. # |  | Status/Discipline |  | Name | Title | MA.Reg. # |  | Status/Discipline |
| a. |  |  |  |  |  |  d. |  |  |  |  |  |
| b. |  |  |  |  |  |  e. |  |  |  |  |  |
| c. |  |  |  |  |  |  f. |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| 8. | Names of **All** Owners (Stocks or Other Ownership): |
|  | Name Title | Ownership | MA Reg. # | Status/Discipline |  | Name Title | Ownership | MA Reg. # | Status/Discipline |
| a. |  |  |  |  |  d. |  |  |  |  |
| b. |  |  |  |  |  e. |  |  |  |  |
| c. |  |  |  |  |  f. |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| 9. | Personnel by Discipline: (List each person only once, by primary function -- average number employed throughout the preceding 6 month period. Indicate both the total numbers in each discipline and, within brackets, the total number holding Massachusetts's registrations.). |
| Admin. Personnel |  |  | ( |  | ) | Ecologists |  |  | ( |  | ) | Licensed Site Profs. |  |  | ( |  | ) | Other |  |  | ( |  | ) |
| Architects |  |  | ( |  | ) | Electrical Engineers |  |  | ( |  | ) | Mechanical Engrs. |  |  | ( |  | ) |  |  |  | ( |  | ) |
| Acoustical Engrs. |  |  | ( |  | ) | Environmental Engrs. Specialist |  |  | ( |  | ) | Planners: Urb./Reg |  |  | ( |  | ) |  |  |  | ( |  | ) |
| Code Specialists |  |  | ( |  | ) | Fire Protection Engrs |  |  | ( |  | ) | Specification Writers |  |  | ( |  | ) |  |  |  | ( |  | ) |
| Civil Engrs. |  |  | ( |  | ) | Geotech. Engrs. |  |  | ( |  | ) | Structural Engineers |  |  | ( |  | ) |  |  |  | ( |  | ) |
| Construction Inspectors |  |  | ( |  | ) | Industrial Hygienist |  |  | ( |  | ) | Surveyors |  |  | ( |  | ) |  |  |  | ( |  | ) |
| Cost Estimators |  |  | ( |  | ) | Interior Designers |  |  | ( |  | ) |  |  |  | ( |  | ) |  |  |  | ( |  | ) |
| Drafters |  |  | ( |  | ) | Landscape Architects |  |  | ( |  | ) |  |  |  | ( |  | ) | Total  |  |  | ( |  | ) |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 10. | Summary of Professional Services Fees Received: | Ranges of Professional Services Fees |
|  | (insert Index number) | Last 5 Years (most recent year first) | INDEX |
|  | 2011 |  | 2010 |  | 2009 |  | 2008 |  | 2007 |  | 1. | Less than $100,000 | 5. | $1 million to $2 million |
| Federal Work |  |  |  |  |  |  |  |  |  |  | 2. | $100,000 to $250,000 | 6. | $2 million to $5 million |
| Commonwealth of Massachusetts work  |  |  |  |  |  |  |  |  |  |  | 3. | $250,000 to $500,000 | 7. | $5 million to $10 million |
| All other domestic and foreign work |  |  |  |  |  |  |  |  |  |  | 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; | 039  | Garages; Vehicle Maintenance Facilities; | 067 | Mining and Mineralogy | 102 | Surveying; Platting; Mapping; Flood Plain |  |
|  | Farm Mechanization |  | Parking Decks  | 068 | Missile Facilities *(Silos; Fuels; Transport)* |  | Studies |  |
| 004 | Air Pollution Control | 040 | Gas Systems *(Propane; Natural, Etc.)* | 069 | Modular Systems Design; Pre-fabricated | 103 | Swimming Pools |  |
| 005 | Airports; Navaids; Airport Lighting; | 041 | Graphic Design |  |  | 104 | Storm Water Handling & Facilities |  |
|  | Aircraft Fueling | 042 | Harbors; Jetties, Piers, Ship Terminal Facilities | 070 | Naval Architecture; Off-Shore Platforms | 105 | Telephone *Systems (Rural; Mobile* |  |
| 006 | Airports; Terminals & Hangars; Freight  |  | Structures or Components  | 071 | Nuclear Facilities; Nuclear Shielding |  | *Intercom, ; Etc.)* |  |
|  | Handling | 043 | Heating, Ventilating, Air Conditioning | 072 | Office Buildings; Industrial Parks | 106 | Testing & Inspection Services  |  |
| 007 | Arctic Facilities | 044 | Health Systems Planning | 073 | Oceanographic Engineering | 107 | Traffic & Transportation Engineering |  |
| 008 | Auditoriums & Theaters | 045 | Highrise; Air-Rights-Type Buildings | 074 | Ordnance; Munitions; Special Weapons | 108 | Towers (Self-Supporitng & Guyed Systems) |  |
| 009 | Automation; Controls; Instrumentation | 046 | Highways; Streets; Airfield Paving; Parking Lots | 075 | Petroleum Exploration; Refining | 109 | Tunnels & Subways |  |
| 010 | Barracks; Dormitories | 047 | Historical Preservation | 076 | petroleum and Fuel *(Storage and Distribution)* | 110 | Urban Renewals; Community Development |  |
| 011 | Bridges | 048 | Hospital and Medical Facilities | 077 | Pipelines *(Cross-Country - Liquid & Gas)* | 111 | Utilities *(Gas & Steam)* |  |
| 012 | Cemeteries | 048A | Medical Facilities - Mental Health | 078 | Planning *(Community, Regional* | 112 | Value Analysis; Life-Cycle Costing |  |
| 013 | Chemical Processing & Storage | 048B | Medical Facilities - Acute Care | 079 | Planning *(Site, Installation, and Project)* | 113 | Warehouses & Depots |  |
| 014 | Churches; Chapels | 048C | Medical Facilities - Ambulatory Care, Clinics | 080 | Plumbing and Piping Design | 114 | Water Resources; Hydrology; Ground Water |  |
| 015 | Codes; Standards; Ordinances | 049 | Hotels, Motels | 081 | Pneumatic Structures, Air-Support Buildings | 115 | Water Supply; Treatment and Distribution |  |
| 016 | Cold Storage; Refrigeration; Fast Freeze | 050 | Housing (Residential, Multi-Family; | 082 | Postal Facilities | 116 | Wind Tunnels; Research/Testing Facilities |  |
| 017 | Commercial Building *(low rise);* Shopping |  | Apartments; Condominiums) | 083 | Power Generation, Transmission, Distribution |  | Design |  |
|  | Centers  | 050A | Housing - Residential Mental Health | 084 | Prisons & Correctional Facilities | 117 | Zoning; Land Use Studies |  |
| 018 | Communication Systems; TV; Microwave | 050B | Housing - Resid. Mental Ret. /Group Home | 084A | Correctional Facilities - Minimum Security | 201 |  |  |
| 019 | Computer Facilities; Computer Service | 050C | Housing - Elderly | 084B | Correctional Facilities - Medium Security | 202 |  |  |
| 020 | Conservation and Resource Management | 050D | Housing - Assisted Living | 084C | Correctional Facilities - Maximum Security | 203 |  |  |
| 021 | Construction Management | 051 | Hydraulics and Pneumatics | 084D | Correctional Facilities - Youth Detention | 204 |  |  |
| 022 | Corrosion Control; Cathodic Protection; | 052 | Industrial Buildings; Manufacturing Plants | 084E | Public Safety Facilities - Police/Fire Stations | 205 |  |  |
|  | Electrolysis  | 053 | Industrial Processes; Quality Control | 084F | Public Safety Facilities – Training |  |  |  |
| 023 | Cost Estimating | 054 | Industrial Waste Treatment | 085 | Product, Machine & Equipment Design |  |  |  |
| 024 | Dams *(Concrete; Arch)* | 055 | Interior Design; Space Planning | 086 | Radar; Sonar; Radio & Radar Telescopes |  |  |  |
| 025 | Dams *(Earth; Rock);* Dikes; Levees | 055A | Facilities Management | 088 | Recreation Facilities *( Parks, Marinas, Etc.)* |  |  |  |
| 026 | Desalination *(Process & Facilities)* | 056 | Irrigation; Drainage | 088A | Recreation Facilities - Ice Rinks |  |  |  |
| 027 | Dining Halls; Clubs; Restaurants | 057 | Judicial and Courtroom Facilities | 088B | Recreation Facilities - Senior/Community Centers |  |  |  |
| 028 | Ecological & Archeological Investigations | 058 | Laboratories; Medical Research Facilities | 088C | Park Support Facilities *(Bath House; Visitor Center)* |  |  |  |
| 029 | Educational Facilities; Classrooms | 058A | Laboratories; Commercial | 089 | Rehabilitation *(Buildings; Structures; Facilities)* |  |  |  |
| 029A | Educational Facilities; Higher Ed | 058B | Laboratories; Higher Ed Research Sciences | 090 | Resource Recovery; Recycling |  |  |  |
| 029B | Educational Facilities; Secondary Ed | 058B | Laboratories; Heavy Equipment | 091 | Radio Frequency Systems & Shieldings |  |  |  |
| 029C | Educational Facilities; Elementary Ed | 058C | Laboratories; Pathology, Medical Examiner | 092 | Rivers; Canals; Waterways; Flood Control |  |  |  |
| 029D | Educational Facilities; Child Day Care | 058D | Laboratories; Crime Investigation | 093 | Safety Engineering; Accident Studies, OSHA Studies |  |  |  |
| 030 | Electronics | 059 | Landscape Architecture | 094 | Security Systems; Intruder & Smoke Detection |  |  |  |
| 031 | Elevators; Escalators; People Movers | 060 | Libraries; Museums; Galleries | 095 | Seismic Designs and Studies |  |  |  |
| 032 | Energy Conservation; New Energy Sources | 061 | Lighting (Interiors; Display; Theatre, Etc.) | 096 | Sewage Collection, Treatment and Disposal |  |  |  |
| 032A | Sustainable Design  | 062 | Lighting *(Exteriors)* | 097 | Soils & Geologic Studies; Foundations |  |  |  |
| 033 | Environmental Impact Studies, | 063 | Materials Handling Systems; Conveyors; | 098 | Solar Energy Utilization |  |  |  |
|  | Assessments or Statements |  | Sorters | 099 | Solid Wastes; Incineration; Land Fill |  |  |  |
| 034 | Fallout Shelters; Blast-Resistant Design | 064 | Metallurgy | 099A | Hazardous materials Abatement |  |  |  |
| 035 | Field Houses; Gyms; Stadiums |  |  |  |  |  |  |  |
| 036 | Fire Protection |  |  |  |  |  |  |  |

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| --- | --- |
| 11. | Profile of Firm’s Project Experience, Last 5 Years |
|  | Profile Code | No. of Projects | Total Gross Fees(in thousands) |  | Profile Code | No. of Projects | Total Gross Fees(in thousands) |  | Profile Code | No. of Projects | Total Gross Fees(in thousands) |
| 1. |  |  |  | 11. |  |  |  | 21. |  |  |  |
| 2. |  |  |  | 12. |  |  |  | 22. |  |  |  |
| 3. |  |  |  | 13. |  |  |  | 23. |  |  |  |
| 4. |  |  |  | 14. |  |  |  | 24. |  |  |  |
| 5. |  |  |  | 15. |  |  |  | 25. |  |  |  |
| 6. |  |  |  | 16. |  |  |  | 26. |  |  |  |
| 7. |  |  |  | 17. |  |  |  | 27. |  |  |  |
| 8. |  |  |  | 18. |  |  |  | 28. |  |  |  |
| 9. |  |  |  | 19. |  |  |  | 29. |  |  |  |
| 10. |  |  |  | 20. |  |  |  | 30. |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| 12. | List all current Projects (except for work for the Commonwealth) for which Prime Applicant is performing or is under contract to perform any design services (add/subtract rows as needed).  |
| ProfileCode | RoleP, C, JV\* | PhasesSt., Sch., D.D., C.D.,A.C. \* | Project Name, Location & Principal-in-Charge | Owner Name & Address (Include Contact name and phone number) | Project Cost (in thousands) | Completion Date (Actual or Estimated)(R)Renovation or (N)New |
|  |  |  | 1. |  |  |  |  |
|  |  |  | 2. |  |  |  |  |
|  |  |  | 3. |  |  |  |  |
|  |  |  | 4. |  |  |  |  |
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|  |  |  | 11. |  |  |  |  |
|  |  |  | 12. |  |  |  |  |
|  |  |  | 13. |  |  |  |  |
|  |  |  | 14. |  |  |  |  |
|  |  |  | 15. |  |  |  |  |
|  |  |  | 16. |  |  |  |  |
|  |  |  | 17. |  |  |  |  |
|  |  |  | 18. |  |  |  |  |
|  |  |  | 19. |  |  |  |  |

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| 13. | List all Projects completed within the past 5 years for which Prime Applicant has performed, or has entered into a contract to perform any design services for all public agencies within theCommonwealth (add/subtract rows as needed). |
| ProfileCode | RoleP, C, JV | PhasesSt., Sch., D.D., C.D.,A.C. | Project Name, Location & Principal-in-Charge | Owner Name & Address (Include Contact name and phone number) | Project Cost (in thousands) | Completion Date (Actual or Estimated)(R)Renovation or (N)New |
|  |  |  | 1. |  |  |  |  |
|  |  |  | 2. |  |  |  |  |
|  |  |  | 3. |  |  |  |  |
|  |  |  | 4. |  |  |  |  |
|  |  |  | 5. |  |  |  |  |
|  |  |  | 6. |  |  |  |  |
|  |  |  | 7. |  |  |  |  |
|  |  |  | 8. |  |  |  |  |
| 14. | Professional Liability Insurance: |
|  | Professional Liability Policy Certificate Number | Present Policy Expiration Date | Aggregate Amount Payable |
|  |  |  |  |
| 15. | I certify that all information is submitted under the penalties of perjury and that I am familiar with the Mass. State Building Code and also Mass. General Laws, Chapter 149, Section 44A-44H, Section 44M, and Chapter 30, Section 39M. I also certify that the undersigned is an Authorized Signatory of the Firm and is a Principal or Officer of the Firm. |
|  | Submitted by (Signature) |  | Printed Name and Title |  | Date |  |  |
|  |  |

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