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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. | |  | | | | | | | |  | | | | | | |  | | | |  | | |  | | | | |
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| 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. | | |  | | | | | | | |  | | | | | | |  | | | |  | | |  | | | | |
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| c. |  | | | | |  | | | | | | | | |  | | | |  | | | | |  | | | | | f. | | |  | | | | | | | |  | | | | | | |  | | | |  | | |  | | | | |
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| 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. | | | |  | | | | | | | | | | |  | | | | |  | | |  | | | | | | |
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| 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). | | | | | | | | | | | | | | | | | |
| Profile  Code | | Role  P, C, JV  \* | Phases  St., 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. |  | | | | |  | | | |  | |  | |
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|  | |  |  | | 4. |  | | | | |  | | | |  | |  | |
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|  | |  |  | | 9. |  | | | | |  | | | |  | |  | |
|  | |  |  | | 10. |  | | | | |  | | | |  | |  | |
|  | |  |  | | 11. |  | | | | |  | | | |  | |  | |
|  | |  |  | | 12. |  | | | | |  | | | |  | |  | |
|  | |  |  | | 13. |  | | | | |  | | | |  | |  | |
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|  | |  |  | | 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 the  Commonwealth (add/subtract rows as needed). | | | | | | | | | | | | | | | |
| Profile  Code | | Role  P, C, JV | Phases  St., 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