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
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)

- Designer:
  - Architect
  - Interior Designer
  - Landscape Architect
- Diversity:
  - Woman Owned (WBE)
  - Service Disabled Veteran Owned (SDVOBE)
  - LGBT Business Enterprise (LGBTBE)
- Minor:
  - Minority Owned (MBE)
  - Minority Owned (MBE)
- Other:
  - Disadvantaged Business Enterprise (DBE)
  - Portuguese Business Enterprise (PBE)
  - Veteran Owned (VBE)
  - Disability Owned Business Enterprise (DOBE)
  - Small Business Purchasing Program (SBPP)

### Former Name (if any):

- AAA&Design

### Firm Contact Information

<table>
<thead>
<tr>
<th>Name of Business</th>
<th>Website</th>
<th>FEIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEOLOUS ARCHITECTURE AND DESIGN</td>
<td><a href="http://aeniusdesign.com">http://aeniusdesign.com</a></td>
<td>212020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Contact Email Address</th>
<th>Phone</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Penny Foussakis</td>
<td><a href="mailto:pfoussakis@aecotocana.com">pfoussakis@aecotocana.com</a></td>
<td>(403)-656-3035</td>
<td>220</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Main Office Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>112 Derry Street SW</td>
<td>Boston</td>
<td>Massachusetts</td>
<td>10001</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Secondary Office Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 Street Ave</td>
<td>Houston</td>
<td>Texas</td>
<td>78453</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>250</td>
<td>100</td>
<td>50</td>
<td>100</td>
</tr>
</tbody>
</table>
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

### DESIGN EVALUATIONS

<table>
<thead>
<tr>
<th>DBS NUMBER</th>
<th>PROJECT NUMBER</th>
<th>TASK PROJECT NO.</th>
<th>DATE SUBMITTED</th>
<th>DESIGNER FIRM</th>
<th>STUDY EVALUATOR</th>
<th>STUDY EVALUATOR</th>
<th>View Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-99</td>
<td>CCCCD0020-1019</td>
<td>test</td>
<td>1/21/2020</td>
<td>AELONUS ARCHITECTURE AND DESIGN</td>
<td>Penelope Fousseks</td>
<td>View Study</td>
<td></td>
</tr>
<tr>
<td>19-99</td>
<td>2019-ABC</td>
<td>1/14/2020</td>
<td>AELONUS ARCHITECTURE AND DESIGN</td>
<td>manager 1</td>
<td>View Study</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19-99</td>
<td>Test-Project-001</td>
<td>AELONUS ARCHITECTURE AND DESIGN</td>
<td>Hazel Lobos</td>
<td>View Study</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CONSTRUCTION EVALUATIONS

<table>
<thead>
<tr>
<th>DBS NUMBER</th>
<th>PROJECT NUMBER</th>
<th>TASK PROJECT NO.</th>
<th>DATE SUBMITTED</th>
<th>DESIGNER FIRM</th>
<th>STUDY EVALUATOR</th>
<th>STUDY EVALUATOR</th>
<th>View Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test-Project-001</td>
<td>AELONUS ARCHITECTURE AND DESIGN</td>
<td>Hazel Lobos</td>
<td>View Construction</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PROJECT INFORMATION

- **Project Name**: AELONUS ARCHITECTURE AND DESIGN
- **Project Number**: DBS List Number
- **Project Completion Date**: 19-99
- **User Agency Name**: Penelope Fousseks
- **Building Type**: CBS Testing Facility
- **Project Completion Date**: 19-99
- **Project Location**: State Department of Public Health
- **Project Location**: 83405-3647

---

## Evaluation Report

**Overview**

- **Project Name**: AELONUS ARCHITECTURE AND DESIGN
- **Project Type**: CBS Testing Facility
- **Project Completion Date**: 19-99
- **User Agency Name**: Penelope Fousseks
- **Building Type**: CBS Testing Facility
- **Project Completion Date**: 19-99
- **Project Location**: State Department of Public Health
- **Project Location**: 83405-3647

**Results**

- **Management Score Total**: 4
- **Quality Score Total**: 4
- **Schedule Score Total**: 4
- **Budget Score Total**: 4
- **Overall Score**: 4

**Comments**

- 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.

**Inclusion**

- Include this Evaluation
- Don't Include Evaluation

---

©2020 Designer Selection Board · www.mass.gov/dsb
<table>
<thead>
<tr>
<th>PROJECT NAME: Kumar Library New Additions</th>
<th>LOCATION: Boston</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBS List #: 045180</td>
<td>PROJECT TYPE: [ ] Master Plan</td>
</tr>
<tr>
<td>[ ] Alteration/Reovation</td>
<td>[ ] Repair/Maintenance</td>
</tr>
<tr>
<td>FACILITY TYPE: Public Library</td>
<td>REFERENCE CONTACT NAME: Edward Rollington</td>
</tr>
<tr>
<td>REFERENCE CONTACT PHONE: (123) 456-7890</td>
<td>REFERENCE AGENCY NAME: Agency</td>
</tr>
</tbody>
</table>

**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

**Designer Performance Related To:**

**MANAGEMENT**
- Communication with stakeholders, responsiveness, contribution to decision-making, project leadership

**QUALITY**
- Articulation of scope, coordination, provision of expertise, quality control, plans and presentations

**SCHEDULE**
- Scheduling and timely completion of tasks, timeliness of revisions, schedule responsibility and accountability

**BUDGET**
- Cost control, accuracy and completeness of estimates, adherence to design fee, invoicing timeliness

**OVERALL RATING:** 4

**OVERALL COMMENTS:**

On behalf of the staff at Kumar Library, I would like to express appreciation to Aedus 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.

**REFERENCES**

<table>
<thead>
<tr>
<th>REFERENCE NAME</th>
<th>REFERENCE EMAIL</th>
<th>DATE</th>
<th>FACILITY TYPE</th>
<th>AGENCY</th>
<th>SCORE</th>
<th>VIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edward Rollington</td>
<td><a href="mailto:erollington@kumlibrary.com">erollington@kumlibrary.com</a></td>
<td>10/1/2019</td>
<td>Public Library</td>
<td>Agency</td>
<td>4.0</td>
<td>View</td>
</tr>
<tr>
<td>Cassie Vanderburg</td>
<td><a href="mailto:cvanderburg@uctm.com">cvanderburg@uctm.com</a></td>
<td>10/1/2019</td>
<td>Private School</td>
<td>Agency</td>
<td>3.2</td>
<td>View</td>
</tr>
<tr>
<td>Mark Werther</td>
<td><a href="mailto:mwether@wrodehospital.com">mwether@wrodehospital.com</a></td>
<td>10/1/2019</td>
<td>Hospital</td>
<td>Agency</td>
<td>3.5</td>
<td>View</td>
</tr>
</tbody>
</table>
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

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.

<table>
<thead>
<tr>
<th>PROJECT TITLE</th>
<th>DSB LIST #</th>
<th>PROJECT NO.</th>
<th>NOTICE DATE</th>
<th>DEADLINE DATE</th>
<th>PRIME SERVICE</th>
<th>AWARDING AGENCY</th>
<th>VIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study and Design for General Building Renovations, Repairs and Upgrades</td>
<td>20-17</td>
<td>DCR20A/E07</td>
<td>10/7/2020</td>
<td>11/18/2020</td>
<td>Architect</td>
<td>Department of Conservation and Recreation (DCR)</td>
<td>VIEW</td>
</tr>
<tr>
<td>Study and Design for Mechanical, Electrical, and Plumbing Renovations, Repairs and Upgrades</td>
<td>20-16</td>
<td>DCPSPT-MEP20</td>
<td>10/7/2020</td>
<td>11/4/2020</td>
<td>Engineer</td>
<td>Division of Capital Asset Management &amp; Maintenance (DCAMMM)</td>
<td>VIEW</td>
</tr>
</tbody>
</table>
Public Notice Search: Project Summary

Please Click Here to Download and View the Full Project Listing

<table>
<thead>
<tr>
<th>DS# List #</th>
<th>20-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSB Public Notice Date:</td>
<td>2020-11-11</td>
</tr>
<tr>
<td>Last Date for Filing Application Is:</td>
<td>12/2/2020 02:00 PM</td>
</tr>
<tr>
<td>Project Number:</td>
<td>2021-05</td>
</tr>
<tr>
<td>Project Title:</td>
<td>Study, Planning, Design, Management &amp; Construction for MEP/F, Building and Site Renovations, Repairs &amp; Upgrades</td>
</tr>
<tr>
<td>Project Location:</td>
<td>Westfield</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>House Doctor</td>
</tr>
<tr>
<td>Prime Firm Required:</td>
<td>Engineer</td>
</tr>
<tr>
<td>User Agency:</td>
<td>Westfield State University</td>
</tr>
<tr>
<td>Awarding Agency:</td>
<td>Westfield State University</td>
</tr>
<tr>
<td>Project Summary:</td>
<td>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 &amp; 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 &amp; upgrades (determined by the future Master Plan), electrical system testing &amp; upgrades, fire alarm &amp; security systems upgrades, technology system upgrades, elevator upgrades, existing roadway, sidewalk &amp; parking area upgrades, water &amp; sewer upgrades, regulatory &amp; 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.</td>
</tr>
</tbody>
</table>

Continue
Select and Notify Subconsultants

Dear AUTOCENE, INC.,

AEOULUS 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 pfousseks@autocene.com.

Thank you in advance for your consideration.

Penny Fouselis
(403) 456-3035
**Designer Selection Board**

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

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

**Application**

**NAVIGATION BAR**

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Public Notice Search</th>
<th>Project Summary</th>
<th>Registration &amp; Disclosure</th>
<th>Sub Consultant(s) Setup</th>
<th>Application</th>
<th>Evaluations</th>
<th>References</th>
<th>Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
</tbody>
</table>

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:**
  - Study, Planning, Design, Management & Construction for MEP/F, Building and Site Renovations, Repairs & Upgrades
- **Project Application Number:** 20-21-AEOLUS ARCHITECTURE AND DESIGN
- **DSB List Number:** 20-21
- **Project Number:** 2021-05
- **Project Location:** Westfield
- **Awarding Agency:** Westfield State University

**Prime Firm Contact Information**

- **Name of Business:** AEOLUS ARCHITECTURE AND DESIGN
- **Contact Email Address:** pfoussekis@autocone.com
- **Office Performing Work:** 112 Derry Street SW
- **City:** Boston
- **State:** Massachusetts
- **Project Manager, Study:**
  - # of Employees, Total: 250
  - # of Employees, Mass: 100
  - # Mass. Reg. Engineers: 100

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

**Team Composition**

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Team Lead</th>
<th>Firm Name</th>
<th>DBE Status</th>
<th>Mass. Registration #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical Engineer</td>
<td>Penny Foussekis</td>
<td>AEOLUS ARCHITECTURE AND DESIGN</td>
<td>WBE, MBE</td>
<td>*</td>
</tr>
<tr>
<td>Plumbing Engineer</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Fire Protection Engineer</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Electrical Engineer</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
</tbody>
</table>
# Design Team Application

## 1. Cover Page

### Prime Applicant Name

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Awarding Agency: XYZ Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSB List #</td>
<td>DSB Project #</td>
</tr>
<tr>
<td></td>
<td>Project Location:</td>
</tr>
<tr>
<td></td>
<td>User Agency Name:</td>
</tr>
</tbody>
</table>

### Prime Firm Information

- **Headquarters Address**: Address Line 1, Address Line 2, City, ST, ZIP
- **Office Performing the Work**: Address Line 1, Address Line 2, City, ST, ZIP

<table>
<thead>
<tr>
<th>Discipline Provided by Prime</th>
<th>Prime DBE Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architect</td>
<td>Minority Owned Business (MBE)</td>
</tr>
<tr>
<td>Landscape Architect</td>
<td>Women-Owned Business (WBE)</td>
</tr>
<tr>
<td>Engineer</td>
<td>Veteran Owned Business (VBE)</td>
</tr>
<tr>
<td>Interior Designer</td>
<td>Other:</td>
</tr>
<tr>
<td>Construction Manager</td>
<td>Other:</td>
</tr>
<tr>
<td>Programming</td>
<td>Other:</td>
</tr>
<tr>
<td>Masterplanning</td>
<td>Other:</td>
</tr>
<tr>
<td>Mechanical Engineer</td>
<td>Code Consultant</td>
</tr>
<tr>
<td>Structural Engineer</td>
<td>Historic Preservation</td>
</tr>
<tr>
<td>Plumbing Engineer</td>
<td>Other:</td>
</tr>
<tr>
<td>Fire Protection</td>
<td>Other:</td>
</tr>
<tr>
<td>Civil Engineer</td>
<td>Other:</td>
</tr>
<tr>
<td>Specifications</td>
<td>Other:</td>
</tr>
<tr>
<td>Security</td>
<td>Other:</td>
</tr>
</tbody>
</table>

### Project Activity

- **# of Active Projects**: XX
- **Total ECC of Active Projects**: $XXXXXX

<table>
<thead>
<tr>
<th>Project Composition</th>
<th>Firm Name</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discipline</td>
<td>Firm Name</td>
<td>Registration Number</td>
</tr>
<tr>
<td>Discipline</td>
<td>Firm Name</td>
<td>Registration Number</td>
</tr>
<tr>
<td>Discipline</td>
<td>Firm Name</td>
<td>Registration Number</td>
</tr>
<tr>
<td>Discipline</td>
<td>Firm Name</td>
<td>Registration Number</td>
</tr>
<tr>
<td>Discipline</td>
<td>Firm Name</td>
<td>Registration Number</td>
</tr>
<tr>
<td>Discipline</td>
<td>Firm Name</td>
<td>Registration Number</td>
</tr>
<tr>
<td>Discipline</td>
<td>Firm Name</td>
<td>Registration Number</td>
</tr>
<tr>
<td>Discipline</td>
<td>Firm Name</td>
<td>Registration Number</td>
</tr>
<tr>
<td>Discipline</td>
<td>Firm Name</td>
<td>Registration Number</td>
</tr>
<tr>
<td>Discipline</td>
<td>Firm Name</td>
<td>Registration Number</td>
</tr>
<tr>
<td>Discipline</td>
<td>Firm Name</td>
<td>Registration Number</td>
</tr>
</tbody>
</table>

Commonwealth of Massachusetts
DSB application Form

Prime Applicant Name

©2020 Designer Selection Board · www.mass.gov/dsb
Design Team Application

3. Resumes

[Image]

Experience and Qualifications Relevant To The Proposed Project

Committed to excellence, a ‘team player’ who enjoys working well with others in a collaborative environment. Excellent organizational and communication skills.

4. Experience

[Image]

Principal In Charge, Project Manager, etc.

Key Team members:

[Images]

Commonwealth of Massachusetts

DDB Application Form

©2020 Designer Selection Board · www.mass.gov/dsb
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

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
  - Bill Perkins, PE, Executive Director DSB  
    willard.perkins@mass.gov  
    (857) 360-3658 cell
  - Claire Hester, Administrator, DSB  
    claire.hester@mass.gov  
    (617) 680-3306 cell
  - Roberto Melendez, Program Coordinator, DSB  
    roberto.melendez@mass.gov  
    (617) 680-2931 cell