

## GENERAL INSTRUCTIONS FOR FILING APPLICATIONS

1. As of 07/2016, the application form required for submission to the Designer Selection Board has been updated. The form is as follows: DSB Application Form (Updated July 2016) (included herein). All specific project applications must be submitted on the DSB (Updated July 2016) Application form. Failure to supply above documents will result in rejection of application.
2. Please mail One Original copy of the Master File Brochure to: **Designer Selection Board, One Ashburton Place, Room 1004, Boston, MA 02108**. Electronic copies are not accepted.
3. An electronic copy of the DSB Master File Brochure (Updated July 2016) and the DSB Application Form (Updated July 2016) are available for download from the Web site address: [www.mass.gov/dcam/dsb](http://www.mass.gov/dcam/dsb).
4. Applications should be limited to the application plus a maximum of **3 supplementary pages** (double sided) unless otherwise noted. **Please ensure that the Original copy of the application that contains the sub-consultant acknowledgement and the SDO certifications are clearly marked ORIGINAL**. Computer generated forms are allowed provided they do not substantially deviate from the DSB format. **Submit 16 copies. Please duplicate forms double-sided, if possible, to minimize paper waste.**
5. No cover letters, binders and superfluous material. **Please staple upper right corner, landscape.**
6. DSB recommends that the principal who would be in charge of the project make sure that the form is complete including appropriate signature. Unsigned applications will not be considered.
7. Out of State Prime Firms MUST be registered with the Secretary of State. Please attach (one copy only with Original application) firm's State Registration Certificate – Registered to do business with the Commonwealth of Massachusetts.
8. When citing work performed by the applicant while employed by another firm, make certain said firm is properly identified including the individual's level of responsibility.
9. By including a firm as a sub-consultant the applicant certifies that the listed firm has been advised that it was being included in the applicants team and it has agreed to work on this Project should the team be selected. It is a requirement that all applicants supply a signed DSB SC-A's (Sub-Consultant Acknowledgement). There can be no change in consultants from those named unless approved by DCAMM and reported to the Designer Selection Board (C.7C, §51) It is a requirement that all applicants supply the signed document, attached to the application, by the listed sub-consultants stating that they are aware and agree to being nominated by said applicant. Failure to supply above documents may result in rejection of application.
10. DCAMM contracts require that the Prime and Sub-Consultant personnel must be registered by the Commonwealth of Massachusetts in their respective disciplines and therefore, when applicable, the DSB **requires** registration in the disciplines listed in order to satisfy DCAMM contract requirements.
11. A person may not submit more than one application as a "prime" applicant on the same project. The applications of any such applicant shall be considered disqualified. This rule does not preclude a person applying as a "prime" applicant even though the applicant is also listed as a consultant on one or more other "prime" applications on the same project. For the purposes of this paragraph the term "person" means an individual, corporation, association, partnership or other legal entity.
12. Eligibility requirements are set forth in this Public Notice in item 8(a). Sub-paragraph (iii) of item 8(a) requires: 1) the majority of directors or a majority of the stock ownership to be persons who are Mass. registered architects, landscape architects or engineers; 2) the chief executive officer to be a person who is so registered; and 3) the person to be in charge of the project to be so registered in the discipline required for the project.
13. When the Prime applicant is to fulfill any of the requested consultant roles in the advertisement, then that role shall be defined in the organization chart as the applicant. It should also be referenced in Section 7 (resume) and Section 8 (experience) such that it proves the applicant is skilled in supplying these roles on the project.
14. Current SDO Certification Letters showing that the MBE/WBE is certified in the area of work for which it is listed on the application must be submitted for each and every MBE and WBE firm listed on the application, and must be submitted with the original application.
15. Applicants are advised to apply only for those projects for which they are demonstrably qualified, as it reflects negatively on the applicant's credibility if the firm applies for every job advertised when only marginally qualified.
16. Applications should be mailed to the **Designer Selection Board, One Ashburton Place, Room 1004, Boston, MA 02108**.
17. The Board relies almost exclusively on the information submitted on the applications to arrive at a short list of semi-finalists. Therefore, do not include statements that refer to the Master File Brochure for additional information. The Master File Brochures are usually considered upon request of a DSB member when additional supplementary information is needed.

18. Joint ventures are not encouraged. However, they may be advantageous for complex building types in which the participants have a combination of unique skills with a previous successful record of working together.
19. Current workload with DCAMM, other public agencies and the private sector are taken into consideration, however, usually only after the DSB has narrowed down the original applicants to a short list of qualified semi-finalists. The Board fosters effective broad-based participation in public work within the design professions.

**NOTE** **CMR 810 Publication/Instructions for Designers** (Form 9) was replaced by Designers Procedures Manual available on the Web site: <http://www.mass.gov/anf/docs/dcam/dlforms/designers-procedures-manual-aug08.pdf>