

**TOWN OF NORTON
REQUEST FOR QUALIFICATIONS (RFQ)
DESIGNER SERVICES**

NEW TOWN HALL PROJECT



The RFQ Submission Deadline is:

**Date: November 3, 2021
Time: 1:00 PM
Place: Town of Norton
Office of the Town Manager
Town Hall
70 East Main Street
Norton, MA 02766**

REQUEST FOR QUALIFICATIONS (RFQ) DESIGNER SERVICES

NEW TOWN HALL PROJECT

A. Introduction and Scope

Issued in accordance with Massachusetts General Law chapter 7C sections 44-58, this Request for Qualifications (RFQ) sets forth the procedures and requirements to be employed by the Town of Norton and its Designer Selection Committee as the Designer for a new Town Hall project. The selected firm will prepare plans and documents to assist in the planning, design and construction administration for construction of a new Norton Town Hall in Norton. Work will include providing planning services to develop options to meet the operational needs of the Town administration and design services for all phases of the project including programming, Program confirmation, Geotechnical review, Schematic Design, Design Development, Construction Documents, Cost Estimating, Bidding, Construction Administration, Commissioning and Closeout. All duties defined by the Inspector General for a Designer are expected to be included in any executed contracts between the Town and Designer. While the Town reserves the right to contract with the selected firm for all of the referenced project phases, it is the Town's intention to initially contract for the project through the Bidding phase only and then extend through Construction Administration and Closeout contingent upon acceptable bid results.

Activities will commence upon selection of a Designer and issuance of a notice to proceed.

The fee for services will be negotiated with the highest ranked Respondent. The Owner anticipates executing owner-supplied agreement with the selected Designer. That agreement is attached.

The Norton Town Manager is the awarding authority. The Town reserves the right to reject any and all proposals; to waive any defects, informalities, and minor irregularities; to award a contract; or cancel this RFQ if it is in the Town's best interest to do so. The Town of Norton is an EOE/MBE/WBE employer.

Throughout this document, the terms "Request for Qualifications" and "Request for Designer Services" may be used interchangeably. For the purposes of this document and the submissions in response hereto, the terms shall be deemed to be synonymous.

B. Background

The Town has a parcel of town-owned land located at 70-78 East Main Street which will be the future site of the Norton Town Hall. The Town is herein seeking proposals from qualified Design firms.

The project goals include:

- Complete a building that has a life span of fifty (50) years and meets the Department's operational needs now and into the future.
- Design that is in keeping with the scale and look of the Town
- Is of quality construction and systems that will serve the Town well, but is also cost effective to the taxpayer, including consideration of pre-engineered metal buildings as components of the project
- The building is responsibly sustainable
- A commitment to community awareness and input about the project

Based upon the cost of similar Town Hall projects completed recently in our area, we estimate the total construction cost to be approximately \$17.0M.

C. Funding Source

The Town has previously appropriated a total of \$23.290M for the Total Project budget. Designer services are to include programming confirmation, Schematic Design, Design Development, Construction Documents, Construction Administration, Closeout, cost estimating, survey, hazardous materials, geotechnical, land survey, prequalification and any other design services needed for the construction of a new Town Hall.

D. Qualifications of the Consultant

Provide one (1) original copy, eleven (11) hard copies of the proposal in final form and one (1) digital copy via a USB device. The submission in response to this Request for Qualifications shall contain the following:

1. The identity of the individual, partnership or corporation applying for contract award. If the applicant is a partnership or joint venture, the proposal should specify who will act as the lead contact for purposes of assuming contractual responsibility. If the Respondent intends to sub-contract any work required in the scope of services, the sub-contractor must be identified.
2. A description of the consultant's team by name, including the name of individuals to be assigned to this project who are employed by or contracted to any business entity on the team, with a summary of everyone's and entities' qualifications statement, including academic and professional work experience attesting to its capacity to properly and professionally fully perform the work detailed in this Request for Qualifications. Resumes are required for all project personnel. Include a description of the consultant's team's experience as it relates to Town Hall construction projects. If there is no Town Hall Project construction experience, describe how you will assure expert consultants are involved.
3. A description of the consultant's approach to this project: methodology, demonstrated understanding of the community's needs, and the consultant's expectations of assistance and services from the Town of Norton.
4. Consultants must meet the following minimum criteria:
 - Recent experience with at least two (2) Town Hall projects. Additional emphasis placed on projects in Massachusetts.
 - The Designer must be either a MA registered architect and/or MA professional engineer with at least five years of experience in building construction and supervision.
5. A client reference list, with names, addresses, email addresses and telephone numbers for clients for whom the consultant has performed similar design experience in the past.
6. Evidence of the required insurances (Workers' Compensation coverage, General Liability, Excess Liability, Automobile and Professional Liability (E&O).
7. Confirmation that the Designer has not filed for bankruptcy in the last ten (10) years.

8. Submission of all required forms.

Any submission that fails to include all the above information will be rejected as unresponsive and will not be afforded a complete review by the evaluation committee.

E. Selection Criteria

The selection process will include an evaluation procedure based on the criteria identified below. Finalists will be required to appear for an interview. Submissions shall be evaluated using the following criteria by the Designer Selection Committee made up of members of the Norton Permanent Building Committee.

Following the rating of all fully responsive submissions, the Selection Committee appointed by the Town Manager will interview a minimum of three (3) finalists.

Submissions should include the following additional information

1. Provide a list of at least five (5) references (names, current telephone number and current emails)
2. Provide a list and a brief description of similar size and scope of public building projects completed within the past five years period include who in your firm was involved in the project, as well as the primary contact at the owners site name and telephone number. This item is meant to show the depth of experience with similar projects, and prior experience with other Town Hall construction projects. If there is no Town Hall / Town Office experience, please provide other municipal project experience. Please include the total square footage and construction cost of each project.
3. Provide a list of all projects where your firm is currently working, including project cost and estimated completion date.
4. Provide the name and title of all those who will be assigned to this project.
5. Execute and comply with non-collusion statement (See Attachment A)
6. Execute and comply with state tax compliance certification (See Attachment B)
7. Execute a certificate of corporate authority (See Attachment C)
8. Provide a copy of a certificate of insurance indicating the insurance coverage detailed in this RFS.
9. Include a completed Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)

Additional information to include in the submission.

- Training/educational background appropriate to the project as described in the Request for Qualifications of all project personnel, including professional experience above and beyond the minimum qualifications, including sustainability experience.
- Demonstrated understanding of the tasks to be performed and products to be created.
- Completeness of submission.
- Geographical proximity of the consultant to the project site or ability of the consultant to make site visits.
- Desirability of approach to project and demonstrated understanding of the community's needs.
- Communication skills.
- Willingness and availability to participate in community outreach as determined to be necessary by the Town.

- Willingness to explore, propose and implement sustainable/"green" energy systems and finishes into this project.
- Familiarity with the area.
- Interview.
- Any other information deemed relevant to the project, and which the consultant believes will further the competitiveness of the submission, including work samples from similar completed projects.

F. Comparative Evaluation Criteria

Comparative Evaluation Criteria will be applied uniformly to all proposals. Each criterion shall be rated as follows:

- 1) **“Unacceptable”** 0 points - submission does not address the elements of this criterion
- 2) **“Not Advantageous”** 1 point - submission does not fully meet the evaluation criterion or leaves a question or issue not fully addressed
- 3) **“Advantageous”** 2 points - submission meets evaluation standard for the criterion
- 4) **“Highly Advantageous”** 3 points - submission excels on the specific criterion,

to include:

1: Training/Educational Background

Training/educational background appropriate to the project as described in the Request for Qualifications of all project personnel, including professional experience above and beyond the minimum qualifications

Points	Rating	Description
0	Unacceptable	The proposal indicates evidence of training or educational background in discipline necessary to complete this project of less than a bachelor’s degree.
1	Not Advantageous	The proposal indicates evidence of training or educational background in discipline necessary to complete this project of only a bachelor’s degree.
2	Advantageous	The proposal indicates evidence of training or educational background in a discipline necessary to complete this project of a bachelor’s degree and five or more years actual experience in one or more area of expertise in consulting necessary to complete this project.
3	Highly Advantageous	The proposal indicates evidence of training or educational background in a discipline necessary to complete this project of a master’s degree in one or more area of expertise in consulting necessary to complete this project.

2: Long-Term Experience

Depth of experience with similar projects, and prior experience with Town Hall construction projects of all project personnel, including professional experience above and beyond the minimum qualifications outlined in this RFQ.

Points	Rating	Description
0	Unacceptable	The proposal indicates no evidence of experience with similar projects, and no prior experience with other Town Hall projects.
1	Not Advantageous	The proposal indicates evidence of experience with similar projects, and regular, prior experience with other Town Hall projects of between one and eight years.
2	Advantageous	The proposal indicates evidence of experience with similar projects, and regular, prior experience with other Town Hall projects of between nine and fifteen years.
3	Highly Advantageous	The proposal indicates evidence of experience with similar projects, and regular, prior experience with other Town Hall projects of more than fifteen years.

3. Recent Experience

Points	Rating	Description
0	Unacceptable	The proposal indicates no evidence of completed or ongoing experience with Town Hall or projects in the last 24 months
1	Not Advantageous	The proposal indicates evidence of completed or ongoing experience with one (1) Town Hall project in the last 24 months.
2	Advantageous	The proposal indicates evidence of completed or ongoing experience with one (1) Town Hall projects in the last 12 months.
3	Highly Advantageous	The proposal indicates evidence of completed or ongoing experience with two (2) or more Town Hall projects in the last 24 months.

4: References

Strength and credibility of client references.

Points	Rating	Description
0	Unacceptable	The proposal indicates no strong and credible client references with contact information.
1	Not Advantageous	The proposal indicates less than five strong and credible client references with contact information.
2	Advantageous	The proposal indicates five to seven strong and credible client references with contact information.
3	Highly Advantageous	The proposal indicates seven or more strong and credible client references with contact information

5: Qualifications

Professional qualifications of the consultant and all project personnel, including professional experience above and beyond the minimum qualifications outlined in the Request for Qualifications.

Points	Rating	Description
0	Unacceptable	The proposal fails to indicate a well-established Designer/applicant, with proximity or availability of staff to complete work. The proposal provides no evidence that the Designer /applicant is large enough and diverse enough to expedite all work within the Town's schedule.
1	Not Advantageous	The proposal fails to provide evidence of a well-established Designer /applicant, with proximity or availability of staff to complete work. The proposal provides insufficient evidence that the Designer/applicant is either large enough or diverse enough to expedite all work within the Town's schedule.
2	Advantageous	The proposal provides a history of a well-established Designer /applicant, with proximity or availability of staff to complete work. The proposal provides adequate evidence that the Designer /applicant is large enough and/or diverse enough to expedite all work within the Town's schedule.
3	Highly Advantageous	The proposal provides a detailed history of the Designer /applicant indicating a well-established Designer /applicant, with proximity and availability of staff to complete work. The proposal provides evidence that the firm/applicant is both large enough and diverse enough to expedite all work within the Town's schedule.

6: Understanding Scope of Work

Desirability of approach to project and demonstrated understanding of the community and its plan for construction of a new Town Hall Project.

Points	Rating	Description
0	Unacceptable	The proposal indicates inadequate review or understanding of the required Scope of Work.
1	Not Advantageous	The proposal indicates incomplete review or a vague understanding of the required Scope of Work.
2	Advantageous	The proposal indicates sufficient review and understanding of the required Scope of Work and documents the firm/applicant's proposed approach.
3	Highly Advantageous	The proposal indicates a thorough review and full understanding of the required Scope of Work and proposes a clear and comprehensive approach.

7: Quality of Past Work

Prior successful experience with municipalities providing professional Designer services for similar cities and towns. Quality of past consulting services as evidenced by sample submissions, lists of awards won for similar work.

Points	Rating	Description
0	Unacceptable	None of the sample submissions submitted by the firm/applicant are clear and complete and/or have relevance to the services being solicited under the RFQ.
1	Not Advantageous	One or two of the sample submissions submitted by the firm/applicant are unclear, incomplete, or have little relevance to the services being solicited under the RFQ.
2	Advantageous	All the sample submissions submitted by the firm/applicant are written clearly and fully cover the relevant subject matter, having clear relevance to the services being solicited under the RFQ.
3	Highly Advantageous	All sample submissions are written clearly, fully cover the relevant subject matter, and excel with respect to quality, graphics, formats, and/or writing style.

8: Communication and Presentation

Quality of communication and graphic skills.

Points	Rating	Description
0	Unacceptable	The written and graphic response submitted by the firm/applicant is both unclear and incomplete.
1	Not Advantageous	The written and graphic response submitted by the firm/applicant is either unclear or incomplete.
2	Advantageous	The written and graphic response submitted by the firm/applicant is clear and complete, and fully covers the relevant subject matter.
3	Highly Advantageous	The written and graphic response submitted by the firm/applicant is clear and complete, fully covers the relevant subject matter, and excels with respect to graphics, formats, and/or writing style.

G. Project Fee

The Town will enter cost negotiations with the highest-ranked respondent. Should the Town not be able to reach an agreement with the highest-ranked respondent, then the Town will cease negotiations with the highest-ranked respondent and move on to the second highest-ranked respondent.

H. Withdrawals

Respondents may only withdraw a submission when the request to do so is received in writing by the Town Manager prior to the time and date of the proposed opening.

I. Waiver/Cure of Minor Informalities, Errors or Omissions

The Town reserves the right to waive or permit the cure of minor informalities, errors or omissions prior to the selection of a Respondent, and to conduct discussions with any qualified Respondent and to take any measures with respect to this Request for Qualifications in any manner necessary to serve the best interest of the Town.

J. Rejection of Submissions, Modification of Request for Qualifications

The Town reserves the right to reject any and/or all responses if it determines, within its sole discretion, that is in the Town's best interest to do so. This Request for Qualifications does not commit the Town to select any Respondent, award any contract, pay any costs in preparing a submission, or procure a contract for any services. The Town also reserves the right to cancel or modify this Request for Qualifications in part or in its entirety, or to change the Request for Qualification guidelines. A Respondent may not alter the Request for Qualifications or its components.

K. Submissions

Submission Logistics

- Proposals are due by **1:00 PM on Wednesday November 3, 2021**, in hard copy form, at the office of the Town Manager at which time they will be opened and registered by a representative of the Town Manager
- No fax or email submissions will be considered. Late proposals will not be considered.
- Provide one (1) original copy, eleven (11) hard copies of the proposal in final form and one (1) digital copy via a USB device.
- Deliver the hard copy by hand or by delivery service to:

Town of Norton
Office of the Town Manager
70 East Main Street
Norton, MA 02766

- Proposals must be sealed, and the package or envelope clearly labeled with the following:

Designer Services - Norton Town Hall

Respondent's name
Respondent's address

- Modifications must be in writing, sealed and clearly labeled as such, and submitted to the Town Manager, to receive a time and date stamp, prior to the date and hour of deadline. Each modification must be numbered in sequence and must reference the RFQ.
- A proposal may be withdrawn by written request prior to the deadline.
- **There will be an optional briefing session for the project. It will be held on Wednesday, October 27 at 11:00 AM at 70-78 East Main Street in Norton**
- Any questions or Requests for Information regarding this RFQ should be directed to the Town Manager, via email at myunits@nortonmaus.com. All parties who are on record as having received a copy of the RFQ will be notified of any published answers to substantive questions.
- If any changes are made to this RFQ, an addendum will be issued. Addenda will be mailed or emailed to all applicants on record as having received the RFQ.
- All proposals submitted in response to this RFQ shall remain firm for ninety (90) days following the proposal opening. The contract will be awarded within ninety (90) days after the proposal opening. The time for award may be extended for up to forty-five (45) additional days by mutual agreement between the Town Manager/Chief Procurement Officer and the highest ranked applicant, on the basis of the evaluation criteria stated above.

Selection Process

- Based on the ranking of Respondents using the evaluation criteria and process explained above, the Designer Selection Committee (SC) will select at minimum three applicants for interviews. The

Committee will interview the finalists and will rank them in order of qualification and quality of response. The Committee will then make a recommendation to the Town Manager.

- The SC requires that the person(s) who will be the principal contact for the project participate in the interview.
- Following the interviews, the highest-ranking firm will be contacted, and a fee negotiation for the Feasibility Phase will take place between the selected firm and one or more representatives of the Town. This negotiation will determine whether there will be a fixed fee or an hourly fee, and what the amounts will be. Payment for Designer services resulting from this RFQ is subject to available funds. All proposals shall belong to the Town of Norton. The successful applicant shall agree to comply with all applicable federal, state, and local laws in performance of its contract with the Town of Norton. The Town reserves the right to negotiate mutually acceptable amendments to the contract arising from the RFQ and with respect to additional services.
- If a mutually acceptable compensation agreement cannot be worked out between the parties, the Town reserves the right to terminate negotiations with the highest-ranking firm and begin discussions with the next highest finalist.
- The Norton Town Manager is the awarding authority for this project. The Board has assigned the Selection Committee the task of reviewing and making recommendations based on an evaluation of qualified proposals.

Proposed Timeline

October 20, 2021	Advertisement for RFQ published
October 20, 2021	RFQ available after 10:00 AM from the Office of the Town Manager and/or the Town’s website
October 27, 2021	Optional site briefing, 11:00 AM
October 28, 2021	Written question deadline – 3:00 PM
November 3, 2021	Proposals due date – 1:00 PM
November 4-14, 2021	Committee reviews and evaluates proposals
November 15, 2021	Committee meets to short-list respondents
November 23 – December 1, 2021	Interviews (approximate)
December 2-10, 2021	Negotiate with first-ranked firm
December 13, 2021	Kickoff meeting with Designer

L. OTHER INFORMATION

- No member of the Selection Committee, the Select Board, or the Town Manager may have a financial interest with the Designer being considered for the project. Any participant must comply with Massachusetts G.L. 268A.
- The Town of Norton reserves the right to reject any or all proposals or any parts thereof or to solicit new proposals and to award contracts as it deems in the best interest of the Town.

- The Town reserves the right to waive informalities in a proposal and to award a contract in the best interest of the Town.
- The Town will require a Certificate of Non-Collusion, a Tax Certification, a Certificate of Authority, and a Statement on MGL Building Code from the selected firm. (Forms attached.)
- Information contained in the RFQ and successful Respondent's proposal shall be incorporated into and become part of the Contract Agreement.
- The successful Respondent will be required to indemnify, hold harmless, and defend the Town against any and all claims, including attorney's fees, for all damages to life and property that may occur, by the Designer, any subconsultants/subcontractors, or any others under his/her control or influence. Proof of insurance is required indicating coverage for General Liability (\$2,000,000), Automobile Liability (\$1,000,000), Professional Liability (\$2,000,000) and the statutory Workers Compensation insurance requirement per the Commonwealth of Massachusetts, with the Town of Norton named as additional insured is required.
- All proposals must be unconditional and shall be deemed to be public records and will become the property of the Town of Norton.
- The Town of Norton shall not be liable for any costs incurred by proposers in preparing, submitting or presenting proposals, or in satisfying and demonstrating requirements.
- The selected firm shall be expected to comply with all applicable state and federal laws in the performance of services.
- The selection of the successful firm shall be made without regard to race, color, national origin, ancestry, age, gender, religion, physical or mental handicap, or sexual orientation. Women and minority owned businesses are encouraged to apply.
- Purchases of goods and services by the Town of Norton are exempt from the payment of federal and Massachusetts state taxes. Norton's Certificate of Exemption Number will be provided to the successful Respondent.
- The proposals of the three finalists will be forwarded to the Town Manager, or such other person designated by the Town, to negotiate with the top-ranked applicant.
- The Town Manager, or such other person designated by the Town, shall contact the top ranked finalist and request a fee proposal, and upon receipt of such fee proposal, negotiate with such applicant to reach agreement on a reasonable fee for project management services.
- If an agreement cannot be reached with the top-ranked applicant within 15 calendar days, negotiations with such applicant will cease, and negotiations will begin with the next top-ranked applicant, and so on, until agreement on a reasonable fee is reached.
- If the selected Design firm must replace a staff member presented in the RFQ proposal and at the interview, a request must be made to the SC for approval.

END OF RFQ. REQUIRED FORMS AND SAMPLE STANDARD CONTRACT FOLLOW.

NORTON TOWN HALL DESIGN- REQUIRED FORMS

Attachment A

CERTIFICATE OF NON-COLLUSION

The undersigned hereby certifies, on behalf of the named proposer, under penalties of perjury, that this proposal has been made and submitted in good faith and without collusion or fraud with any other person, and that the proposer has not offered, given, or agreed to give, received, accepted, or agreed to accept, any gift, contribution, or any financial incentive whatsoever to or from any person in connection with the contract. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals. Furthermore, the undersigned certifies under the penalties of perjury that throughout the duration of any contract made in connection with the proposal, it will not have any financial relationship with any materials manufacturer, distributor or vendor. The provisions of this section shall not apply to any stockholder of a corporation the stock of which is listed for sale to the general public with the Securities and Exchange Commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation.

Signed

Date

Name and Title

NAME OF PROPOSER: _____

NORTON TOWN HALL - REQUIRED FORMS

Attachment B

TAX CERTIFICATION

Pursuant to M.G.L. Chapter 62C, Sec. 49A, the undersigned, acting on behalf of the Contractor, certifies under the penalties of perjury that the Contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support*.

**Signature of Individual

***Contractor's Social Security Number
Or Corporate Contractor Federal
Identification Number

By: _____
Corporate Officer
(Mandatory, if applicable)

Date: _____

NAME OF CONTRACTOR: _____

NORTON TOWN HALL - REQUIRED FORMS

**CERTIFICATE OF CORPORATE AUTHORITY
(For Corporations/LLC's/LLP's/Entities Only)**

At a duly authorized meeting of the Board of Directors/Members/Partners of the _____
_____ (Name of Entity)
held on _____ (Date) at which all the Directors/Members/Partners were
present or waived notice, it was voted that _____
_____ (Name) _____ (Officer/Title)
of this company be and he hereby is authorized to execute contracts and bonds in the name and
behalf of said company, and affix its Corporate Seal thereto, and such execution of any contract of
obligation in this company's name on its behalf of such _____ under
seal of the _____ (Officer) company, shall be
valid and binding upon this company.

**A TRUE COPY,
ATTEST:**

(Signature/Title)
Place of
Business:

I hereby certify that I am the _____ of the _____
(Title) (Name of Corporation)
that _____ is duly elected _____
(Officer, Name) (Title)
of said company, and the above vote has not been amended or rescinded and remains in full force
and effect as of the date of this contract.

(Signature/Title)

(Typed Name/Title)

_____ (Date)

Subscribed and sworn to before me (Corporate Seal)
If applicable (i.e., not necessary for sole proprietorships or *partnerships*)
this ____ day of _____, 2010

_____ (Notary Seal)
Notary Public

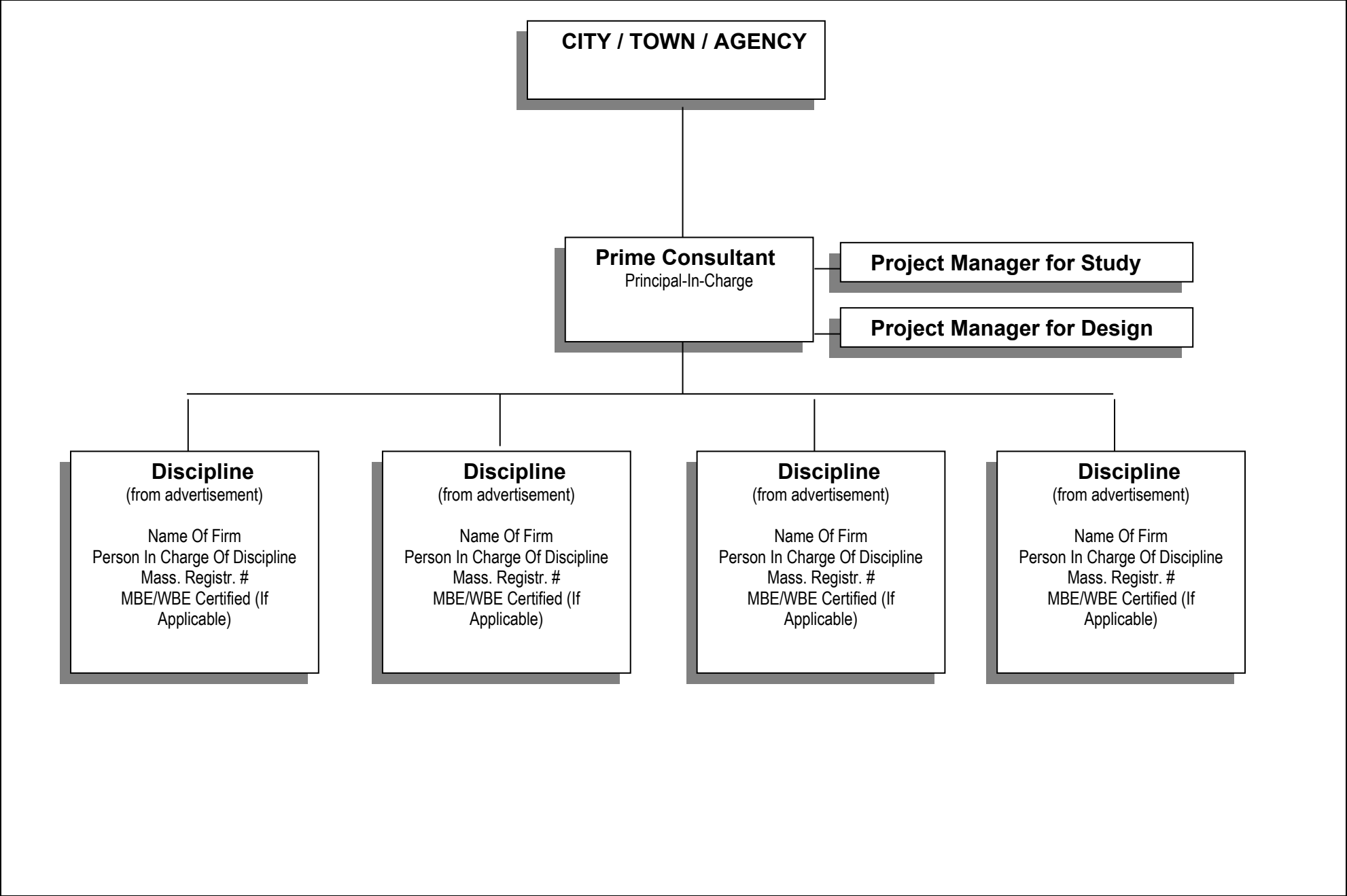
My Commission Expires _____

NORTON TOWN HALL DESIGN - REQUIRED FORMS

STANDARD DESIGNER SELECTION BOARD APPLICATION (2016)

Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)	1. Project Name/Location For Which Firm Is Filing:	2. Project #																																																																																																
	This space for use by Awarding Authority only.																																																																																																	
3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:	3. Name Of Proposed Project Manager: For Study: (if applicable) For Design: (if applicable)																																																																																																	
3b. Date Present and Predecessor Firms Were Established:	3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:																																																																																																	
3c. Federal ID #:	3g. Name and Address Of Parent Company, If Any:																																																																																																	
3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required): Email Address: Telephone No: Fax No.:	3. Check Below If Your Firm Is Either: (1) SDO Certified Minority Business Enterprise (MBE) <input type="checkbox"/> (2) SDO Certified Woman Business Enterprise (WBE) <input type="checkbox"/> (3) SDO Certified Minority Woman Business Enterprise (M/WBE) <input type="checkbox"/> (4) SDO Certified Service Disabled Veteran Owned Business Enterprise (SDVOBE) <input type="checkbox"/> (5) SDO Certified Veteran Owned Business Enterprise (VBE) <input type="checkbox"/>																																																																																																	
4. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):																																																																																																		
<table style="width:100%; border: none;"> <tr> <td style="width:25%;">Admin. Personnel</td> <td style="width:10%;">_____</td> <td style="width:10%;">(_____)</td> <td style="width:25%;">Ecologists</td> <td style="width:10%;">_____</td> <td style="width:10%;">(_____)</td> <td style="width:25%;">Licensed Site Profs.</td> <td style="width:10%;">_____</td> <td style="width:10%;">(_____)</td> <td style="width:25%;">Other</td> <td style="width:10%;">_____</td> <td style="width:10%;">(_____)</td> </tr> <tr> <td>Architects</td> <td>_____</td> <td>(_____)</td> <td>Electrical Engrs.</td> <td>_____</td> <td>(_____)</td> <td>Mechanical Engrs.</td> <td>_____</td> <td>(_____)</td> <td>_____</td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Acoustical Engrs.</td> <td>_____</td> <td>(_____)</td> <td>Environmental</td> <td>_____</td> <td>(_____)</td> <td>Planners: Urban./Reg.</td> <td>_____</td> <td>(_____)</td> <td>_____</td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Civil Engrs.</td> <td>_____</td> <td>(_____)</td> <td>Fire Protection</td> <td>_____</td> <td>(_____)</td> <td>Specification Writers</td> <td>_____</td> <td>(_____)</td> <td>_____</td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Code Specialists</td> <td>_____</td> <td>(_____)</td> <td>Geotech. Engrs.</td> <td>_____</td> <td>(_____)</td> <td>Structural Engrs.</td> <td>_____</td> <td>(_____)</td> <td>_____</td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Construction Inspectors</td> <td>_____</td> <td>(_____)</td> <td>Industrial</td> <td>_____</td> <td>(_____)</td> <td>Surveyors</td> <td>_____</td> <td>(_____)</td> <td>_____</td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Cost Estimators</td> <td>_____</td> <td>(_____)</td> <td>Interior Designers</td> <td>_____</td> <td>(_____)</td> <td>_____</td> <td>_____</td> <td>(_____)</td> <td>_____</td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Drafters</td> <td>_____</td> <td>(_____)</td> <td>Landscape</td> <td>_____</td> <td>(_____)</td> <td>_____</td> <td>_____</td> <td>(_____)</td> <td>Total</td> <td>_____</td> <td>(_____)</td> </tr> </table>			Admin. Personnel	_____	(_____)	Ecologists	_____	(_____)	Licensed Site Profs.	_____	(_____)	Other	_____	(_____)	Architects	_____	(_____)	Electrical Engrs.	_____	(_____)	Mechanical Engrs.	_____	(_____)	_____	_____	(_____)	Acoustical Engrs.	_____	(_____)	Environmental	_____	(_____)	Planners: Urban./Reg.	_____	(_____)	_____	_____	(_____)	Civil Engrs.	_____	(_____)	Fire Protection	_____	(_____)	Specification Writers	_____	(_____)	_____	_____	(_____)	Code Specialists	_____	(_____)	Geotech. Engrs.	_____	(_____)	Structural Engrs.	_____	(_____)	_____	_____	(_____)	Construction Inspectors	_____	(_____)	Industrial	_____	(_____)	Surveyors	_____	(_____)	_____	_____	(_____)	Cost Estimators	_____	(_____)	Interior Designers	_____	(_____)	_____	_____	(_____)	_____	_____	(_____)	Drafters	_____	(_____)	Landscape	_____	(_____)	_____	_____	(_____)	Total	_____	(_____)
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5. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No																																																																																																		

6. List **ONLY** Those Prime And Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm And Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:



7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers</u> . Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.	
a. Name and Title Within Firm:	a. Name and Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOBE <input type="checkbox"/> VBE <input type="checkbox"/> </div>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOBE <input type="checkbox"/> VBE <input type="checkbox"/> </div>
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number
g. Current Work Assignments and Availability For This Project:	g. Current Work Assignments and Availability For This Project:
h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include ONLY Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	c. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement.

Sub-Consultant Name:

a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Relevant Experience	c. Client's Name, Address And Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was/Is Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

9. List All Projects 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.

# of Total Projects:		# of Active Projects:	Total Construction Cost (In Thousands) of Active Projects (excluding studies):		
Role P, C, JV *	Phases St., Sch., D.D., C.D., A.C.*	Project Name, Location and Principal-In-Charge	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, Or Estimated If Not	Completion Date (Actual or Estimated) (R)Renovation or (N)New
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			
		11.			
		12.			

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

10. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 1/2" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.**

Be Specific – No Boiler Plate

11. Professional Liability Insurance:

Name of Company	Aggregate Amount	Policy Number	Expiration Date
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12. Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer **YES** or **NO**. If YES, please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).

13. 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.			

14. If Corporation, 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.			

15. Names Of All Owners (Stocks Or Other Ownership):

Name And Title	% Ownership	MA. Reg.#	Status/Discipline	Name And Title	% Ownership	MA. Reg.#	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

16. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7C, Section 44 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted by _____ Printed Name and Title _____ Date _____
 (Signature)