



CITY OF HAVERHILL
Request for Qualifications
Design Services – Citizen Center Improvements

RFQ007.10

RFQ Due Date: Monday, August 31, 2009, 2:00 P.M.

City of Haverhill Purchasing Department
City Hall, Room 105
Four Summer Street
Haverhill, MA 01830-5875

Telephone: (978) 374-2309
Facsimile: (978) 521-4348
Purchasing@cityofhaverhill.com

Addendum 1
RFQ007.10
Design Services – Citizens Center Improvements

The City of Haverhill has updated the Design Services – Citizens Center Improvements RFQ007.10. The details are listed below:

1. Scope of Services

- Delete the first paragraph and replace with the following: “The Awarding Authority is seeking a firm or group of firms to provide comprehensive plans and specifications for the design for energy efficiency measures at the Haverhill Citizens Center. These measures are to include but not limited to the building envelope, lighting, HVAC and kitchen equipment”. Designer services will include complete design services: site investigation, schematic design, design development, construction documents, independent cost estimating, bidding, public representation, construction administration and supervision, state, and all other code compliance and building commissioning and close-out. Work will be completed as funding becomes available.

Robert J. DeFusco
Purchasing Director
City of Haverhill
978-420-3606
rdefusco@cityofhaverhill.com

REQUEST FOR QUALIFICATIONS

RFQ007.10

Introduction

Qualifications submittals are hereby being solicited by the City of Haverhill from registered architects and/or qualified engineers to provide plans and specifications for energy efficiency measures at the Haverhill Citizens Center. These measures are to include but not limited to the building envelope, lighting, HVAC and kitchen equipment. The successful firm shall work within the guidelines of the local utility companies to ensure all efficiency measures qualify for any available utility incentives.

Description of Existing Conditions

The Haverhill Citizens Center building envelope is experiencing significant leakage and the exterior of the building is in a deteriorated state.

Project Schedule

Pre-Submission Site Survey/Walkthrough	August 10, 2009 @ 10:00AM
Question Submittals	August 13, 2009 @ 2:00 PM
Qualifications Due	August 31, 2009 @ 2:00 PM
Interviews (if needed)	September 8 – 11, 2009
Notification of Award	September 14, 2009
Submit Design Proposal	October 13, 2009

Scope Of Services

The Awarding Authority is seeking a firm or group of firms to provide comprehensive plans and specifications for the design of a compliant sprinkler system, lighting, ventilation and security for the Merrimack Street Parking Garage. Designer services will include complete design services: site investigation, schematic design, design development, construction documents, independent cost estimating, bidding, public representation, construction administration and supervision, state, and all other code compliance and building commissioning and close-out. Work will be completed as funding becomes available.

The preliminary design phase shall include evaluating alternative designs, preparing preliminary design documents, necessary field inspection and survey for design purposes, and project cost estimates.

The final design phase shall include conducting a survey for design, preparing final drawings and specifications, preparing bid documents, filing applications for permits and approvals from applicable governmental authorities, and preparing revised project cost estimates.

Bid phase services shall include assisting the City in issuing addenda, and assisting City in evaluating bids.

Construction phase services shall include general administration of the construction contract, providing resident project representative, site visits, reviewing shop drawings, construction progress meetings; reviewing and processing periodic payment requests; reviewing requests for change orders; processing change orders; preparing as-built drawings; keeping daily project logs; and maintaining project records.

General Information and Proposal Submission Requirements

- A. Qualifications are to be submitted by 2:00 p.m., Monday, August 31, 2009, at which time they will be publicly opened. Postmarks will not be considered. Qualifications submitted on any other form will not be accepted as valid Qualifications.

- B. Three (3) copies of the sealed Qualifications as well as a copy in a PDF file format on a CD or diskette must be received at City of Haverhill, City Hall, Robert J. DeFusco C.P.M., Purchasing Department, Room #105, 4 Summer Street, Haverhill, Massachusetts 01830 until the time indicated on the advertisement.
- C. Questions concerning this RFQ must be submitted in writing to: Robert J. DeFusco, email rdefusco@cityofhaverhill.com, before 2:00 PM on Thursday, August 13, 2009. Question may be delivered, mailed, emailed or faxed. Written responses will be mailed, emailed or faxed to all Designers on record as having picked up the RFQ.
- D. The City may cancel this RFQ, or reject in whole or in part any and all Qualifications, if the City determines that the cancellation or rejection serves the best interests of the City of Haverhill.
- E. Each Designer must complete and submit the Standard Designer Application Form for Municipalities And Public Agencies not within DSB Jurisdiction 2005. See Appendix A.
- F. Each Designer will sign and submit the Certification Statement. See Appendix B.
- G. A proposal must be signed as follow: 1) if the Designer is an individual, by her/him personally; 2) if the Designer is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the Designer is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.
- H. Designers must bear all costs associated with their submittals including preparation, copying, postage, and delivery costs. The City will not be responsible for any costs or expenses incurred by Designers responding to this RFQ.
- I. The City shall be under no obligation to return any Qualifications or materials submitted by an Designer in response to this RFQ.

Additional Contract Terms & Conditions:

- A. The contract shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts. The proposal must comply with all Federal, State, and municipal laws, ordinances, rules and/or regulations.
- B. The successful Designer will not be permitted to assign or underlet the contract, nor assign either legal or equitably, any monies hereunder, or its claim thereto, without the previous written consent of the City. By submission of a proposal the successful Designer agrees to ensure that the work is assigned to the personnel and subcontractors identified in the RFQ. In no event will the successful Designer be allowed to replace personnel or subcontractors identified in the proposal unless the City Engineer makes a prior determination that the qualifications of the replacement are equal to or exceed those of the individual or subcontractor being replaced.
- C. All words, signatures and figures submitted on the proposal shall be in ink. Qualifications which are conditional, obscure or which contain additions not called for, erasures, alterations or irregularities, or any prices which contain abnormally high or low amounts for any item, may be rejected as informal. More than one proposal from the same Designer will not be considered.
- D. The selected Designer will be required to sign a contract with the City of Haverhill in which he/she accepts responsibility for the performance of services as stated in the submitted proposal and be prepared to commence work immediately upon execution of the signed contract.
- E. A Notice of Acceptance of the Proposal will be mailed or furnished to the successful Designer within forty-five (45) days of the proposal opening. A City Contract and / or a Purchase Order will follow the written Notice of Award.
- F. The selected Designer must meet all State guidelines for Minority and Women-Owned business participation in the design function. As part of its submission for the proposal, prospective Bidders must state how they plan to meet these targets.
- G. The selected Designer is required to provide Errors and Omissions Insurance on all design work other than planning studies. [M.G.L. c. 7, §38H(f)], Liability insurance and must be willing to name the City of Haverhill as an additional insured. The minimum amount of Errors and Omission Insurance is 10 percent of the estimated construction cost or \$1 million, whichever is less. The Awarding Authority may choose to increase this requirement.
- H. Designers are prohibited from communicating directly with any employee of the City except as specified in this RFQ, and no other individual City employee is authorized to provide any information or respond to any question or inquiry concerning this RFQ. Violation of these conditions will be considered sufficient cause by the City to reject a Designer's proposal.

- I. The City shall have unlimited rights, for the benefit of the City, in all drawings, designs, specifications, notes and other work developed in the performance of this contract, including the right to use same on any other City projects without additional cost to the City; and with respect thereto the Designer agrees and hereby grants to the City an irrevocable royalty-free license to all such data which he may cover by copyright and to all designs as to which he may assert any rights or establish any claim under any patent or copyright laws. The Designer shall not be responsible for changes made in the documents without the Designer's authorization, nor for the Division's use of the documents on projects other than the Project, unless this is a contract for design services for a master plan or prototype.
- J. All Qualifications and related documents submitted in response to this RFQ are subject to the Massachusetts Freedom of Information Law, M.G.L. Chapter 66, Section 10 and to Chapter 4, Section 7, subsection 26, regarding public access to such documents. Statements or endorsements made by the Designer which are inconsistent with those statutes will be disregarded.

Engineering Selection

The selection committee, using the criteria set forth hereinafter, will review submittals received in response to this RFQ. A maximum of three (3) firms will be selected as finalists for interview. The Selection Committee will rank the three finalists in order of qualification. The contract will be awarded to the highest-ranked firm that successfully negotiates an agreement with the City.

The highest ranked firm shall submit a fee proposal upon request by the City. If an agreement is not reached within a reasonable period of time the City will initiate negotiations with the next highest ranked firm.

Fee

The fee for this project will not exceed \$20,000. The City will negotiate the fee after selecting the designer.

Proposal Requirements

Failure to submit qualifications in accordance with the instructions in this RFQ may disqualify a firm from any further consideration in the evaluation process. The City reserves the right to reject any and all submittals that fail to meet any material term, condition, or requirement of procedure. Each copy of the submittal shall contain the following information:

1. Project title and location.
2. Name of firm, type of organization (Proprietorship, Partnership, Corporation, etc.), principal business of this firm and principal specializations, address, year established, and location of principal office. Include resumes for all key personnel, including subcontractor's personnel, detailing their professional background, qualifications, experience, education, certifications, registrations, etc.
3. Name, title, and telephone number of principal to contact.
4. Key persons including subcontractors, specialists, and individuals in your firm to be assigned to this project (list names, titles, Massachusetts professional registration numbers, disciplines, and project roles). Include resumes for all key personnel (particularly the designer's proposed project manager, senior staff, and subconsultants), including subcontractor's personnel, detailing their professional background, qualifications, experience, education, certifications, registrations, etc.
5. Resumes will identify the person, company name and address, and the person's area of responsibility. The person's experience in the particular field should be specifically outlined. Educational and professional qualifications must be identified. Other pertinent information may be provided. References should be provided.
6. List, by discipline, the average number of full time personnel employed throughout the preceding 6 month period in your firm's local office. Indicate the total number in each discipline and the number holding Massachusetts Professional Engineer Registration.
7. Recent projects best illustrating current qualifications for this project. List projects by name, location, description of project, description of your firm's scope of work, project cost, start date, completion date, and client's representative and telephone number. Indicate individuals on your firm's staff who were involved in each project.
8. Additional information or description of resources supporting your firm's qualifications for this project. List names and titles of all partners and directors. Include percent stock, Massachusetts registration number, and discipline.
9. List five (5) references for projects in similar size and nature to the work described in the Scope of Services. with names and telephone contact information.

10. Estimated time for your firm to perform scope of services as publicly advertised.
11. Professional liability insurance. List name of company, aggregate amount, policy number, and expiration date.
12. List all work currently being performed. Include project name, location, description of project, description of your firm's scope of work, project cost, start date, completion date, and client's representative and telephone number.

Comparative Criteria for Selection of Finalists

Submittals received in response to this RFQ will be reviewed using the criteria set forth hereinafter.

- A. Prior Similar Experience
 - Firm's experience on similar projects best illustrating current qualifications for this project.
- B. Past Performance on Public and Private Projects
 - Quality, clarity, completeness, and accuracy of contract documents and design contract.
 - Effectiveness of meeting established program requirements and functions within allotted budget.
 - Accuracy of cost estimates including assessment of contractors' requisitions for payment and change order Qualifications.
 - Management ability to meet schedules including submission of design and contract documents and; processing of shop drawings, contractors' requisitions and change orders.
 - Coordination, management and working relationship with contractors and subcontractors.
- C. Financial Stability
 - Depth of firm with respect to size and complexity of the project.
 - Submit a statement from an independent certified public accountant (CPA) stating that he/she has examined the applicant's internal auditing controls. Said CPA shall prepare a most recent annual audited or sworn to balance sheet and income statement prepared according to Generally Accepted Accounting Principles (GAAP) in accordance with M.G.L. Chapter 7, Section 38(3).
- D. Identity and Qualifications of the Consultants Who Will Work with the Applicants on the Project.
 - Identity, background, experience, and qualifications of the persons and subcontractors who will work on this project.
 - Involvement of persons assigned to this project in projects listed as firm's experience
- E. Any other Criteria
 - The ability of the applicant to undertake and complete the project in the time frame established by the RFQ.
 - Current workload with other public and private projects that may affect the ability to meet deadlines.
 - All evaluation criteria will be used to review the qualifications of persons or firms who will be employed by the designer. The City reserves the right to reject the use of any consultant or subcontractor and require the successful applicant to substitute a consultant or subcontractor reasonably acceptable to the City.

Appendix A

Standard Designer Application Form for Municipalities And Public Agencies not within DSB Jurisdiction 2005

Appendix B Certifications

I. CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this proposal or proposal has been made and submitted in good faith and without collusion or fraud with any other person. 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 or individuals.

Signature of individual submitting proposal or proposal

Name of Business

II. TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. Chapter 62C, Sec. 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the City relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of individual submitting proposal or proposal

Name of Business

III. OTHER STATUTORY REQUIREMENTS

- Certification that the designer or construction manager has not given, offered or agreed to give any person, corporation or other entity any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of the contract for design services;
- Certification that no consultant to or subcontractor for the designer or construction manager has given, offered or agreed to give any gift, contribution, or offer of employment to the designer or construction manager, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the designer or construction manager;
- Certification that no person, corporation or other entity, other than a bona fide full-time employee of the designer or construction manager, has been retained or hired by the designer or construction manager to solicit for or in any way assist the designer or construction manager in obtaining the contract for design services upon an agreement or understanding that such person, corporation, or other entity be paid a fee or other consideration contingent upon the award of the contract to the designer; and
- Certification with respect to contracts which exceed \$10,000 or which are for the design of a building for which the budgeted or estimated construction costs exceed \$100,000 that the designer has internal accounting controls as required by M.G.L. c. 30, §39R(c) and that the designer has filed and will continue to file an audited financial statement as required by M.G.L. c. 30, §39R(d).
- Certification in writing that he or she has complied with state tax laws, reporting of employees and contractors, and withholding and remitting of child support. [M.G.L. c. 62C, §49A]



Design Services – Citizen Center Improvements

RFP007.10

(For information only: This contract will be completed by the City at time of award.)

This agreement is made and entered into this ___th day of ____, 2009 by and between the CITY OF HAVERHILL (“the CITY”), a municipal corporation and existing under the laws of the Commonwealth of Massachusetts, and _____, a corporation duly organized and existing under the laws of the Commonwealth/or as a D/B/A duly registered at: _____ (“The CONTRACTOR”).

ADDRESS:

TELEPHONE AND FACSIMILE NUMBER:

ARTICLE I. DEFINITION: “THIS CONTRACT” as used herein shall mean that these Articles of Agreement and “the qualification documents,” which include without limitation, the instructions to Designer, the Contractor’s qualifications or proposal, the specification, terms and conditions, requirements, the applicable addenda, any final documents representing negotiated terms, and all documents and forms submitted with the Contractor’s proposal or proposal

ARTICLE II. SCOPE: The Designer will provide comprehensive plans and specifications to provide plans and specifications for energy efficiency measures at the Haverhill Citizens Center-. Designer services will include complete design services: site investigation, schematic design, design development, construction documents, independent cost estimating, bidding, public representation, construction administration and supervision, state, and all other code compliance and building commissioning and close-out.

ARTICLE III. KEY PERSONNEL: The names and time commitment of the staff committed to the project on a full-time basis is outlined in Appendix A – Key Personnel.). No substitutions may be made without the City’s written approval.

ARTICLE IV. DURATION. The Contractor shall commence the performance of THIS CONTRACT on or as soon thereafter as this agreement is fully executed and end on _____.

ARTICLE V. TERMS. The CONTRACTOR agrees to furnish and deliver services, to the CITY in accordance with the proposal documents of _____ (qualification opening date).

TOTAL CONTRACT VALUE: \$ _____ U.S. Dollars.

ARTICLE VI. PAYMENT. The CITY agrees to pay to the CONTRACTOR the sum set forth in the Contractor’s proposal. Payments will be linked progress, such as the completion of designated milestones. The cost of redesign if the plans are unsatisfactory or if the construction bids exceed either the cost estimate or the available appropriation will be negotiated in final contract. In addition, the designer will not receive any extra payments for additional work that should have reasonably been anticipated by the designer.

ARTICLE VII. TERMINATION. The following shall constitute events of default under THIS CONTRACT requiring immediate termination: a) any material misrepresentation made by the CONTRACTOR, b) any failure by the CONTRACTOR to perform any of its obligations under THIS CONTRACT including, without limitation, the following: (i) failure to commence performance of THIS CONTRACT at the time specified in THIS CONTRACT due to a reason or circumstance within the Contractor’s reasonable control, (ii) failure to commence performance of THIS CONTRACT with sufficient personnel and equipment or with sufficient material to ensure the completion of THIS CONTRACT within the specified time due to a reason or circumstance within the Contractor’s reasonable control, (iii) failure to commence performance of THIS CONTRACT in a manner reasonably satisfactory to the CITY, (iv) failure to promptly re-perform with reasonable time the services that were rejected by the CITY as erroneous or unsatisfactory, (v) discontinuance of the services for reasons not beyond the Contractor’s reasonable control, (vi) failure to comply with a material term of THIS CONTRACT, including without limitation, the provision of insurance and nondiscrimination, and (vii) any other acts specifically stated in THIS CONTRACT as constituting a basis for termination of THIS CONTRACT.

ARTICLE VIII. DAMAGES. From any sums due to the CONTRACTOR for materials, supplies or equipment delivered, the CITY may keep for its own the whole or any part of the amount for expenses, losses and damages as directed by the Purchasing Agent, incurred by the CITY as a consequence of purchasing materials, supplies or equipment as a result of any event of default, failure, omission or mistake of the CONTRACTOR in furnishing or delivering materials, supplies or equipment as provided in THIS CONTRACT.

ARTICLE IX. ERRORS AND OMISSION INSURANCE. The minimum amount of required insurance is 10 percent of the estimated construction cost or \$1 million, whichever is less. The awarding authority may choose to increase this requirement. The designer must provide the City with a certificate of insurance coverage prior to contract award.

ARTICLE X. RIGHT TO USE DOCUMENTS. The City shall have unlimited rights, for the benefit of the City, in all drawings, designs, specifications, notes and other work developed in the performance of this contract, including the right to use same on any other City projects without additional cost to the City; and with respect thereto the Designer agrees and hereby grants to the City an irrevocable royalty-free license to all such data which he may cover by copyright and to all designs as to which he may assert any rights or establish any claim under any patent or copyright laws. The Designer shall not be responsible for changes made in the documents without the Designer's authorization, nor for the Division's use of the documents on projects other than the Project, unless this is a contract for design services for a master plan or prototype.

ARTICLE XI. CONFLICT. In the event there is a conflict between these Articles and the proposal documents, the proposal documents: _____, shall supercede these Articles.

ARTICLE XII. FUNDING, GOVERNING LAWS AND ORDINANCES. THIS CONTRACT is made subject to: the availability of funds, all the laws of the Commonwealth of Massachusetts and the ordinances of the CITY, and if any such clause thereof does not conform to such laws or ordinances, such clause shall be void (the remainder of THIS CONTRACT shall not be affected) and such law or ordinance shall be operative in lieu thereof.

ARTICLE XIII. EQUAL OPPORTUNITY. The CONTRACTOR in the performance of all work under THIS CONTRACT will not discriminate on the grounds of race, color, sex, age, religious creed, disability, national origin or ancestry, sexual orientation, marital status, family status, military status, or source of income in the employment practices or in the selection or retention of subcontractors, and in the procurement of materials and rental equipment. The CITY may cancel, terminate or suspend the contract in whole or in part for any violation of this Article.

ARTICLE XIV. ASSIGNABILITY. The CONTRACTOR shall not assign, sell, subcontract or transfer any interest in THIS CONTRACT without prior written consent of the CITY. This AGREEMENT and any document referenced and incorporated herein or attached represent the ENTIRE CONTRACT and shall only be modified by written addendum between the Parties.

IN WITNESS WHEREOF, the parties have hereto and to two other identical instruments set their hands and seals the day first above written.

Approved as to Form:

City of Haverhill:

William D. Cox, Jr.
City Solicitor

James J. Fiorentini
Mayor

Witness

Robert J. DeFusco C.P.M.
Purchasing Director

FOR THE CONTRACTOR:

By: _____

Jeffrey Dill
Facilities Director

Corporate Secretary: Certified as to Availability of Funding

Charles Benevento
Director of Finance & City Auditor

Appendix A
Key Personnel

Title	Name	Phone
Project Manager		
Senior Staff		
Sub-consultants		

Commonwealth of Massachusetts
Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction 2005

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:	3e. Name Of Proposed Project Manager: For Study: (if applicable) For Design: (if applicable)
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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:
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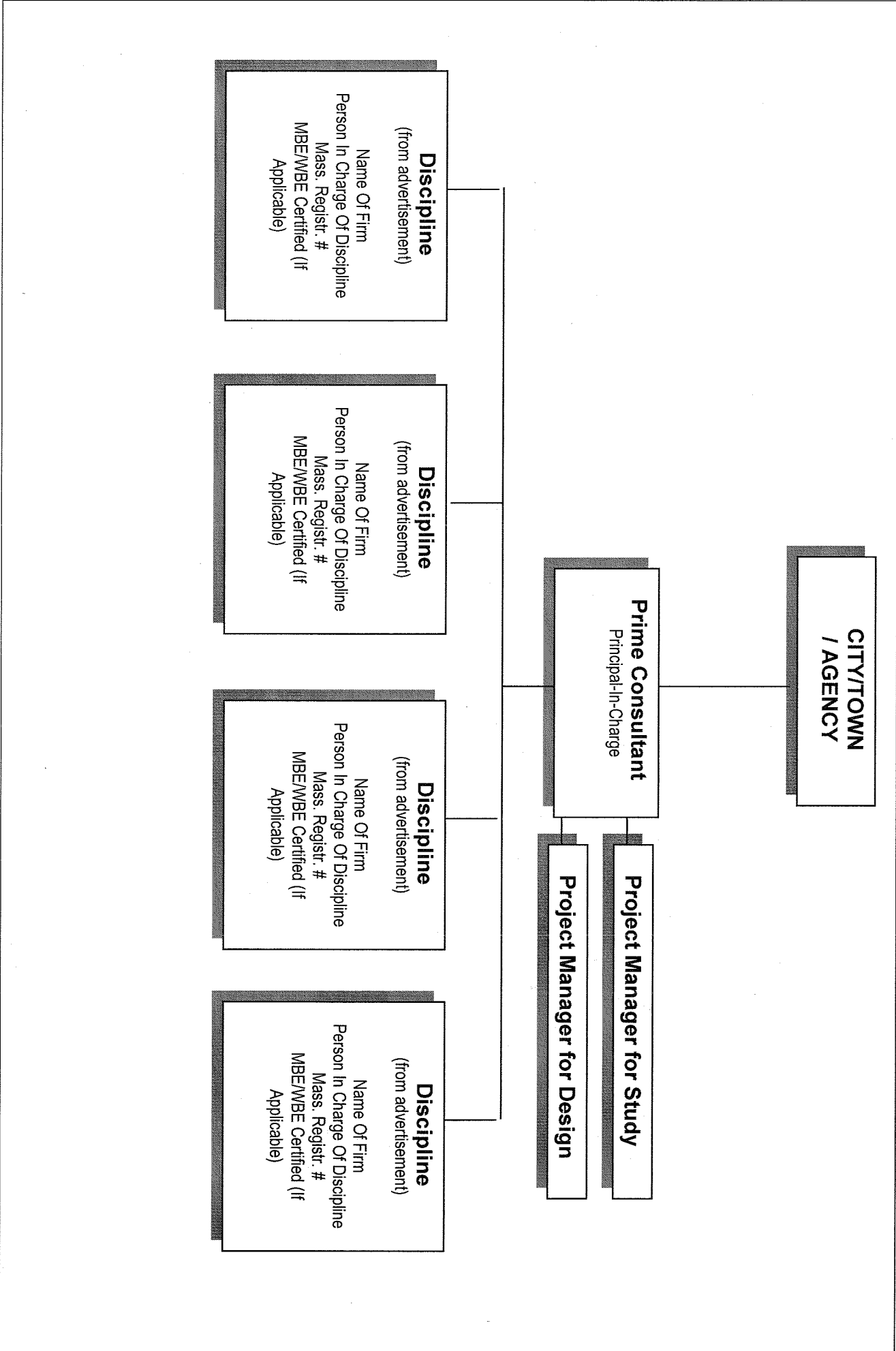
3c. Federal ID #:	3g. Name And Address Of Parent Company, If Any:
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3d. Name And Title Of Principal-In-Charge Of The Project (MA Registration Required): Email Address: Telephone No.:	3h. Check Below If Your Firm Is Either: (1) SOMWBA Certified Minority Business Enterprise (MBE) <input type="checkbox"/> (2) SOMWBA Certified Woman Business Enterprise (WBE) <input type="checkbox"/> (3) SOMWBA Certified Minority Woman Business Enterprise (M/WBE) <input type="checkbox"/>
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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-collapse: collapse;"> <tr> <td style="width: 30%;">Admin. Personnel</td> <td style="width: 10%;">()</td> <td style="width: 10%;">Ecologists</td> <td style="width: 10%;">()</td> <td style="width: 10%;">Licensed Site Profs.</td> <td style="width: 10%;">()</td> <td style="width: 10%;">Other</td> <td style="width: 10%;">()</td> </tr> <tr> <td>Architects</td> <td>()</td> <td>Electrical Engrs.</td> <td>()</td> <td>Mechanical Engrs.</td> <td>()</td> <td></td> <td>()</td> </tr> <tr> <td>Acoustical Engrs.</td> <td>()</td> <td>Environmental Engrs.</td> <td>()</td> <td>Planners: Urban /Reg.</td> <td>()</td> <td></td> <td>()</td> </tr> <tr> <td>Civil Engrs.</td> <td>()</td> <td>Fire Protection Engrs.</td> <td>()</td> <td>Specification Writers</td> <td>()</td> <td></td> <td>()</td> </tr> <tr> <td>Code Specialists</td> <td>()</td> <td>Geotech. Engrs.</td> <td>()</td> <td>Structural Engrs.</td> <td>()</td> <td></td> <td>()</td> </tr> <tr> <td>Construction Inspectors</td> <td>()</td> <td>Industrial Hygienists</td> <td>()</td> <td>Surveyors</td> <td>()</td> <td></td> <td>()</td> </tr> <tr> <td>Cost Estimators</td> <td>()</td> <td>Interior Designers</td> <td>()</td> <td></td> <td>()</td> <td></td> <td>()</td> </tr> <tr> <td>Drafters</td> <td>()</td> <td>Landscape Architects</td> <td>()</td> <td></td> <td>()</td> <td style="text-align: center;">Total</td> <td>()</td> </tr> </table>	Admin. Personnel	()	Ecologists	()	Licensed Site Profs.	()	Other	()	Architects	()	Electrical Engrs.	()	Mechanical Engrs.	()		()	Acoustical Engrs.	()	Environmental Engrs.	()	Planners: Urban /Reg.	()		()	Civil Engrs.	()	Fire Protection Engrs.	()	Specification Writers	()		()	Code Specialists	()	Geotech. Engrs.	()	Structural Engrs.	()		()	Construction Inspectors	()	Industrial Hygienists	()	Surveyors	()		()	Cost Estimators	()	Interior Designers	()		()		()	Drafters	()	Landscape Architects	()		()	Total	()
Admin. Personnel	()	Ecologists	()	Licensed Site Profs.	()	Other	()																																																										
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Drafters	()	Landscape Architects	()		()	Total	()																																																										

5. Has this Joint-Venture previously worked together? Yes 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:



<p>7. Brief Resume Of ONLY Those Prime Applicant And Sub-Consultant Personnel Requested In The Advertisement. Confine Responses To The Space Provided On The Form And Limit Resumes To ONE Person Per Discipline Requested In The Advertisement. 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.</p>	
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="display: flex; justify-content: space-between;"> <div>MBE <input type="checkbox"/></div> <div>WBE <input type="checkbox"/></div> </div>	c. Name And Address Of Office In Which Individual Identified In 7a Resides: <div style="display: flex; justify-content: space-between;"> <div>MBE <input type="checkbox"/></div> <div>WBE <input type="checkbox"/></div> </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.

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 (Actual, Or Estimated If Not Completed)	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 REQUIRED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.**

11. Professional Liability Insurance:

Name of Company	Aggregate Amount	Policy Number	Expiration Date

12. Provide A List Of All Projects On Which Monies Were Paid By You, Or On Your Behalf, As A Result Of Professional Liability Claims Occurring Within The Last 7 Years And In Excess Of \$50,000 Per Incident. Please Include Project, Client Names And Explanation. (Attach Separate Sheet If Necessary); **PLEASE ANSWER "YES" or "NO". IF "YES" PLEASE GIVE DETAILS.**

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 7, Section 38A1/2 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 _____ (Signature) _____ Printed Name and Title _____ Date _____