

**Request for Qualifications**  
**(RFQ)**  
**FINAL LANDSCAPE DESIGN SERVICES**  
**FOR ADAMS GREEN PARK PROJECT**  
Quincy, Massachusetts



In accordance with **M.G.L. Chapter 30B**, The City of Quincy acting on behalf of the Planning Department, is soliciting proposals for **Final Landscape Design for Services Adams Green**, Quincy, Massachusetts. To provide professional landscape architectural design expertise to the community to develop Adams Green in a way that will expand the public realm between the Quincy Center MBTA Station, United First Parish Church, the Old City Hall and the Hancock cemetery, including a critical pedestrian and tourism link between the MBTA Quincy Center Station, the downtown revitalization areas and the various unique historical resources. Work with the City to **complete the 100% landscape architectural design drawings, bidding and construction administration** for this new signature public park as the heart of Quincy Center.

Request for Qualifications **submittals** will be received at the office of the Purchasing Department; City Hall, 1305 Hancock Street; Quincy, MA 02169, until **Thursday, February 16, 2012 at 11:00 a.m.** **Late responses will be rejected.**

Copies of the Request for Qualifications will be available on **January 16, 2012** and may be obtained from the Purchasing Department; City Hall, 1305 Hancock Street; Quincy, MA 02169, or by calling (617) 376-1060, between 9 AM and 4 PM, Monday through Friday.

The City of Quincy shall determine the selected consultant. The City of Quincy reserves the right to withdraw the Request for Qualifications; to reject any and all proposals; and to accept any proposal deemed to be in the best interest of the City of Quincy.

Bids shall be in accordance with any and all **M.G.L. Chapter 30B, Chapter 149 as amended, and Chapter 30, Sections 39A, 39B and 39F-R, if applicable.** All Federal, State and City of Quincy regulations in relation to Equal Employment Opportunity, OSHA, Employment of Quincy Residents and subject to the minimum wage rates set under the Massachusetts Prevailing Wage Law Chapter 149, §26. The City reserves the right to waive any informality in or to reject any or all bids when such an action is deemed in the best interests of the City.

The City of Quincy reserves the sole right to amend this RFQ by formal Addendum.

*If you have printed this bid from the City of Quincy Website or through an email, it is your responsibility to check for addenda at [www.quincyma.gov](http://www.quincyma.gov) before you turn in your proposal.*

*“Please send an acknowledgment that you printed out this bid, to: [ktrillcott@quincyma.gov](mailto:ktrillcott@quincyma.gov)”*

*The City of Quincy will not be responsible any bids received omitting addenda acknowledgement.*

*Thank you*

## **Proposal Procedures**

This Request for Qualifications (RFQ) sets forth the procedures and requirements to be employed by the City of Quincy, Department of Planning and Community Development in the selection of a landscape architectural consultant to provide professional design services for **Final Design for a new signature public park in Quincy Center.**

Activities will commence upon selection of a consultant and issuance of a notice to proceed by the Planning Director.

## **Funding Source(s)**

Funding shall be provided by The City of Quincy and **Gateway City Parks Program Grant** from the Commonwealth of Massachusetts Executive Office **Energy & Environmental Affairs.**

## **Project Background**

The City of Quincy has undertaken a significant effort to redevelop its downtown over the past several years and has used a comprehensive community-based planning process to develop **Guidelines** for this revitalization. One of the goals of the City's overall redevelopment strategy is the creation and enhancement of public spaces throughout the new downtown redevelopment area, with an emphasis on the promotion of lively, walkable streets.

"Adams Green" represents the heart of the new Quincy Center, recreating a park in the location of the original town green and reinvigorating the historic center of the City. The park will be used by the public for a multitude of events from ceremonial historic re-enactments to country craft fairs. This new space is an important component of downtown revitalization for Quincy, and as a significant final piece in what is already a nationally recognized historic site.

Elements incorporated into the design of the park may include, but not be limited to, a National Parks Service information center, a ceremonial gathering space and approach to the church entrance, vehicular, handicap and safety access throughout the park and to the contiguous historic Church of the Presidents and Old City Hall. Also include park amenities such as furnishings, lighting, plantings, decorative pavements, fencing, public artworks, bike access and storage and limited handicap and/or temporary parking spaces.

The project area consists of 37,000 square feet of existing roadway that will be converted into a new park to form a continuous connection between the historic Quincy City Hall, Hancock Cemetery and the United First Parish Church. Of unique historic importance, the crypt of the Church is an unusual and nationally significant location. It is the final resting place for two Presidents, John Adams and John Quincy Adams, and their wives Abigail Adams and Louisa Catherine Adams. In addition, the park will link to the Quincy MBTA Rail/Bus Station on the north of the site, to the Hancock

Cemetery on the west, the downtown shopping district to the south and to other surrounding nearby historic features.

### **Project Area and Objectives**

This project is structured to provide professional landscape architectural expertise to the community. Specific project goals are to provide final landscape design services, including, but not be limited to for the following:

- a) a National Parks Service information center and trolley stop
- b) a gathering space suitable for large crowds and events, and a ceremonial approach to the church entrance
- c) vehicular, handicap and safety access to the new park, Church of the Presidents, Old City Hall, new City Hall and the MBTA Station
- d) park amenities such as furnishings, lighting, plantings, decorative pavements, fencing, public artworks, bike storage and limited handicap and/or temporary parking spaces.
- e) coordination with neighboring properties and stakeholders
- f) recognition of and input into contiguous necessary roadway realignments

### **Location/Context**

The project site is situated between United First Parish Church, Hancock Cemetery, and Old City Hall and is adjacent to the MBTA's Quincy Center Rail/Bus station. It is also adjacent to the Presidents Place Office Building, present location of the Adams National Park Visitor Center.

- Land use to the **north** of the project site includes professional office, retail and other commercial uses along Hancock Street. Three residential high rise complexes, a mix of multi-family and single-family housing stock, and The "Old House", site of the Adams Presidential home, can all be found approximately 2,500 feet to the north.
- To the **east**, on Coddington Street are Quincy College, Quincy High School, the Thomas Crane Public Library, the YMCA, and a 200-unit residential building behind President's Place.
- To the **south** are varied commercial uses along Hancock Street: Stop & Shop/Giant Supermarket Company headquarters is located here in a ten-story office building and the historic 8-story Granite Trust building.
- To the **west**, the MBTA subway/Commuter rail lines run below grade next to the six-lane Burgin Parkway behind City Hall.

## **Completion of Final Design and Construction Plans**

The parties may agree to expand the Scope of Services to be provided by the Consultant upon completion of the Scope as herein outlined. Any additions or extensions of the contract will be the subject of future negotiations.

### **Scope Outline:**

Provide professional landscape architectural design expertise to the community to complete the Adams Green landscape design in a way that will expand the public realm between the Quincy Center MBTA Station, United First Parish Church, the Old City Hall and the Hancock cemetery, including a critical pedestrian and tourism link between the MBTA Quincy Center Station, the downtown revitalization areas and the various unique historical resources.

Work with the City to design this new signature public park as the heart of Quincy Center and to advance the existing 25% design drawings to 100% complete, as described below.

### **Project goals:**

Specific project goals are to provide final design services, including, but not be limited to for the following:

- a) a National Parks Service information center and trolley stop
- b) a gathering space suitable for large crowds and events, and a ceremonial approach to the church entrance
- c) vehicular, handicap and safety access to the new park, City Hall and the MBTA Station
- d) park amenities such as furnishings, lighting, plantings, decorative pavements, fencing, public artworks, bike storage and limited handicap and/or temporary parking spaces.
- e) coordination with neighboring properties and stakeholders
- f) recognition of and input into contiguous necessary roadway realignments

Based on these assumptions, the selected consultant will be required to perform the following tasks for public participation and preparation of 100% design and construction plans.

### **Procedure**

Working with survey base information prepared by Howard Stein Hudson, the City of Quincy or the designated development partner, review and confirm the available data from the City of Quincy.

Consultant will review a topographic survey of the area completed as part of the Massachusetts Department of Transportation Adams Green Transportation Improvement Project.

1. Consultant will review **all materials available to date from DOT contract with Howard Stein Hudson & City of Quincy**.
2. Design services shall be conducted in accordance with the Massachusetts Department of Transportation (MassDOT) Project Development and Design Guide and the Adams Green Final Schematic Design (Halvorson Design Partnership), July 2010, and coordinated with the New Quincy Center Redevelopment project.
3. Consultant office staff will make use of the above-mentioned research and survey tasks to **prepare a suitable plan of the entire project area, drawn at a reasonable scale with 1' contours and spot grades**. The plan will be drawn in English units and will comply with the current Mass Highway Total Station AutoCAD Base Plan Services standards. The final plans will be delivered in hardcopy and electronic versions.
4. Deliver electronic formats to <http://www.quincyma.gov/government/planning/rfq.cfm>, or as required by the client.

**Proposed Schedule**

<b>RFQ submittals For Services due</b>	<b>February 2012</b>
<b>Phase I Design Development</b>	<b>July 2012 – December 2012</b>
<b>Phase II Final Design</b>	<b>Jan 2013 – June 2013</b>
<b>Phase III Bidding Assistance</b>	<b>July 2013 – August 2013</b>
<b>Phase IV: Contract &amp; Construction Administration</b>	<b>September 2013 - March 2015</b>

**Phase I –Design Development:** (July 2012 through December 2012) The objectives of this phase of work for the consulting design team are as follows:

- Review, with the City and other interested parties, the Park **Design Development Alternatives presented at the 25% public meeting**, and to consider a further detailed approach to the design and landscape character. During the discussion the team will review the 25% plan graphics, image boards and support sketches.
- Prepare a **Refined Design Development Scheme** based on input from the City, and other interested parties. The scheme will consist of more detailed plan graphics, image boards, support sketches and budget allocations of essential elements to aid in establishing priorities and decision making.

- Finalize the **Refined Design Development Scheme** as the **Preferred Park Design Plan** based on the review and on budget priorities. In addition the City will make sure that during this process:
  1. The **Preferred Park Design Plan** will be reviewed and coordinated with City Departments and the abutting MassDOT funded project, the TSCP feasibility study for a future project that concerns the reorganization of the existing MBTA parking lot and garage.
  2. The **Preferred Park Design Plan** will be coordinated with the abutting Church yard, Hancock Cemetery, Old City Hall, New City Hall Monroe Building and MBTA Station/ Lot.
- Once the **Preferred Park Design Plan**, is accepted, use this scheme to prepare Draft Specifications, Cost Estimate and a Constructability Review in the next Phase. Any necessary changes will be made before Final Design begins.
- Prepare for and attend various stakeholder meetings as required throughout the design process. The City will manage the co-ordination and communication with consulting design team, other City Departments, abutting neighbors, interested parties such as the National Park Service, and other stakeholders.

**Phase II –Final Design:** January 2013 through June 2013

- Based on the **Preferred Park Design Plan** developed in Phase 1, prepare **Final Design Progress Drawings**, Draft Project Manual including Specifications and Cost Estimate. These will be used both for design team coordination and for further review by the City.
  - Documents may consist of the following depending on the scope and nature of the project: erosion and sedimentation control plans; construction phasing plans; site preparation and demolition plans and details; civil engineering utility drawings and details including BMP stormwater treatment, storage and infiltration details; landscape materials, layout, grading, planting, and irrigation plans; site furnishing details; details of essential site elements; architectural plans and details; structural engineering plans and details, electrical engineering plans and details.
  - Illustrative drawings maybe developed to convey design refinements of essential elements including three dimensional visualizations and illustrative perspectives.
  - Meet with the City to review and approve the **75% Final Progress Drawings**.
- Once the City has reviewed and approved the **75% Final Design Progress Drawings**, prepare **100% Final Design Drawings and Project Manual** including Specifications and itemized Cost Estimate for bidding.

- Prepare for and attend various stakeholder meetings as required throughout the process. The City will manage the co-ordination and communication with consulting design team, other City Departments, abutting neighbors, interested parties such as the National Park Service, and other stakeholders.

**Phase III – Bidding Assistance:** July 2013 through August 2013

During this phase the City will ask the design team to:

- Use the **100% Final Design Drawings and Project Manual** to co-ordinate and provide the following:
  - a. Prepare the **Bid Documents** consisting of the Construction Drawings and Project Manual and coordinate with the City. Assist the City with printing Bid Documents; issuing Bid Advertisement, attending Pre Bid Conference, preparing and issuing addenda as required, attending Bid Opening and preparing and distributing bid tabulation.
  - b. Following Bid Opening, assist the City, as requested with: review of drawings for any adjustments related to construction documents or estimates, review of bids and filed sub-bids as appropriate; review of contractor and filed sub-bid contractor qualifications; and make recommendation to City about contractor and sub-bid contractor selection.
  - c. Assist the City, as requested, with questions and issues related during bid review and evaluation process up to the date of Contract Award / Notice to Proceed.

**Phase IV – Contract & Construction Administration:**

September 2013 through March 2015

During this phase the City will ask the design team to:

- Work collaboratively with the City’s Clerk of the Works, who will serve as a full time on-site superintendent overseeing construction and providing overall construction coordination.
- Review and comment on the Contractor’s project schedule and intermediate milestones
- Review Submittals for conformance with the design concept and the Construction Documents;
- Assist the City’s Clerk of the Works in the preparation of responses to Requests for Information;
- Assist the City’s Clerk of the Works in the preparation of Construction Change Orders as required;
- Select plant materials at the nursery sources;
- Attend at construction meetings as requested by the City;
- Assist the City’s Clerk of the Works with review and comment to the Contractor’s project payment requisitions;
- Perform site visits at intervals appropriate to the stage of construction to be familiar with the progress and quality of the work and provide written field reports after each site visit;
- Review and comment on construction meeting notes prepared by others;

- Perform a final construction inspection and prepare a final punch list;
- Assist the City's Clerk of the Works with review and comment to the Contractor's prepared As Built Drawings.

### **Qualifications of Consultant working directly on this project**

Consultants must meet the following minimum criteria:

- 1) A Bachelor's or Master's degree in Landscape Architecture, plus at least five years full-time experience in an area relevant to the project;
- 2) Registration in Massachusetts as a Landscape Architect, and,
- 3) Completed work of similar scope, size and significance in an historic urban public setting.

Any proposal that fails to include all of the above information will be rejected as unresponsive, and will not be afforded a complete review by the evaluation team.

### **Materials to be provided**

The RFQ support materials are provided by the Planning Department by typing into the protected website link as follows:

<http://www.quincyma.gov/government/planning/rfq.cfm>

Once the consultant is chosen, they will be provided with the additional survey and engineering information listed under Procedure in the Scope of Services.

### **Proposal Requirements**

Five (5) copies of the proposal shall be submitted in a sealed envelope and marked "**FINAL LANDSCAPE DESIGN SERVICES FOR ADAMS GREENPARK PROJECT**" to the Purchasing Department, City Hall, 1305 Hancock Street, Quincy, MA 02169, for review by the selection committee. The submittals must include:

1. A plan of services detailing how the proposer will accomplish the items listed under the Scope of Services.
2. 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 City. Provide graphics and writing samples for review.
3. 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

consultant for purposes of assuming contractual responsibility. If the consultant intends to sub-contract any of the other work required in the scope of services, the sub-contractor must be identified.

4. An applicant qualifications statement, including academic and professional work experience attesting to capacity to perform the required work program. Resumes are required for all project personnel.

5. A client reference list, with names, addresses, and telephone numbers, especially for clients for whom the consultant has performed similar services in the past. Provide references from a minimum of three clients.

6. Any other information deemed relevant to the project, and which the consultant believes will further the competitiveness of the proposal, including work samples from similar completed projects.

7. Proof of insurance must be provided in response to the Request for Qualifications. The selected bidder will be required to provide the following certificates of insurance, with the City of Quincy named as Additional Insured, endorsed to waive the insurer's rights of subrogation against the City and containing language that the insurance shall not be canceled, materially changed or non-renewed without at least thirty (30) days advance written notice to the City for the following types of coverage:

- Worker's Compensation for the payment of compensation and the furnishing of other benefits under Chapter 152 of the General Laws of Massachusetts (The Worker's Compensation Act) to all employees of the contractor who are subject to the provisions of Chapter 152 of the General Laws of Massachusetts.
- Commercial General Liability Insurance coverage which may be provided through primary and excess or umbrella liability policies for limits of \$500,000 general aggregate, and \$250,000 per occurrence.

8. Certificate of Non-Collusion

9. Signature Authorization

10. Tax Compliance Certificate

### **Project Fee (for completion of project as described)**

The City of Quincy has established a fixed fee of **ONE MILLION FOUR HUNDRED THOUSAND DOLLARS (\$1,400,000.00)** for the Scope of Services described herein. Consultants must complete Fee Proposal Form. Project fees must be provided for each of the four (4) phases of work as described in the form. Hourly rates will also be required should all parties agree to expand any or all of the Scope of Services proposed. Fees shown shall include all costs and expenses (copying, mileage, photographs, etc.) to complete the scope of work defined in Scope of Services of this RFQ. The selection committee will select the most overall advantageous proposal.

### **Selection Criteria**

The selection process will include an evaluation procedure based on the criteria identified below. Finalists may be required to appear for an interview.

- Depth of experience with similar projects, and prior experience with public or private, fixed-term and fixed-fee contracts.
- Strength and credibility of client references.
- Professional qualifications of the competitor (training/educational background appropriate to the project described herein) and all project personnel, including professional experience above and beyond the minimum qualifications outlined in Section J. Provide a list of any awards won for similar work.
- Desirability of approach to project, and demonstrated understanding of the community’s historic and cultural resource protection needs.
- Excellence of communication skills.
- Familiarity with the area.

**Comparative Evaluation Criteria (Selection Criteria)**

Comparative Evaluation Criteria will be applied uniformly to all proposals. In accordance with the provisions of **M.G.L. Chapter 30B**, each criterion shall be rated as follows:

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

The purpose of this document is to clarify the ranking system used for all proposals pursuant to the Request for Qualifications (RFQ) and **said M.G.L. Chapter 30B**. Copies of firm/applicant rankings will be kept on file.

**1: Overall Experience**

Depth of experience with similar projects, and prior experience with public or private, fixed-term and fixed-fee contracts.

<b>Points</b>	<b>Rating</b>	<b>Description</b>
<b>0</b>	<b>Unacceptable</b>	The proposal indicates no evidence of “areas of expertise” in consulting necessary to complete this project.
<b>1</b>	<b>Not Advantageous</b>	The proposal indicates evidence of one “area of expertise” in consulting necessary to complete this project.
<b>2</b>	<b>Advantageous</b>	The proposal indicates evidence of more than one “area of expertise” in consulting necessary to complete this project.
<b>3</b>	<b>Highly Advantageous</b>	The proposal indicates evidence that the firm/applicant has substantial in-house “areas of expertise” in consulting necessary to complete this project or that the firm/applicant has made prior arrangements for Sub consultants in areas for which in-house services are unavailable.

**2: Qualifications**

Professional qualifications of the competitor (training/educational background appropriate to the project described herein) and all project personnel, including professional experience above and beyond the minimum qualifications outlined in “**Qualifications of Consultant**”.

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

**3: Understanding Scope of Work**

Desirability of approach to project, and demonstrated understanding of the community’s plan for Quincy Center Revitalization and its historic and cultural needs.

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

**4: Quality of Past Work**

Prior successful experience with municipalities providing consulting services for similar cities and towns. Quality of past consulting services as evidenced by sample submissions, lists of awards won for similar work and by references. Strength and credibility of client references is important.

<b>Points</b>	<b>Rating</b>	<b>Description</b>
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 of 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 also excel with respect to quality, graphics, formats, and/or writing style.

**5: Communication and Presentation**

Excellence of communication and graphic skills.

<b>Points</b>	<b>Rating</b>	<b>Description</b>
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.

**6: Familiarity with area**

Ability to begin work on an immediate basis.

<b>Points</b>	<b>Rating</b>	<b>Description</b>
0	Unacceptable	The applicant has provided no evidence of familiarity with the area or for availability to begin work and/or ability to ensure project completion.
1	Not Advantageous	The applicant has indicated a vague familiarity with the area or incomplete timeline for availability and/or project completion.
2	Advantageous	The applicant has provided adequate evidence of familiarity with the area, immediate availability and a proposed timeline for project completion.
3	Highly Advantageous	The applicant has provided evidence of familiarity with the area and of immediate availability and has proposed a timeline for project completion which is ambitious and timely in nature.

### **Submissions**

Proposals should be addressed to:

Purchasing Department; City Hall; 1305 Hancock Street; Quincy, MA 02169

The final date for submission of proposals is **February 16, 2012 at 11am.** Late Proposals Will Be Rejected.

**NOTE:** All questions regarding this RFQ should be directed to **Kathryn Hobin**, Purchasing Agent through fax: 617-376-1074 and email: [khobinl@quincyma.gov](mailto:khobinl@quincyma.gov) and cc: to [ktrillcott@quincyma.gov](mailto:ktrillcott@quincyma.gov) Questions will be accepted until **February 8, 2012 at 4:00 p.m.**

**FEE PROPOSAL FORM**

The undersigned hereby submits a price proposal to perform the services outlined in the Request for:  
**Final Landscape Design Services for Adams Green Park Project, Quincy Massachusetts.**

The **CONSULTANT** hereby pledges to deliver the complete scope of services required, for the rates and charges shown below:

Cost to complete the project:

Phase I: \_\_\_\_\_

Phase II: \_\_\_\_\_

Phase III: \_\_\_\_\_

Phase IV: \_\_\_\_\_

**TOTAL COST: \$1,400,000.00**

**PROFESSIONAL SERVICES, Hourly Rates:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**CONSULTANT INFORMATION**

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Signature: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_

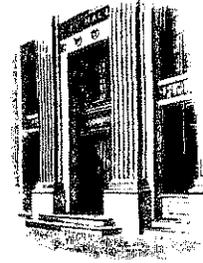
E-Mail Address: \_\_\_\_\_

Bidder acknowledges receipt of \_\_\_\_\_ Addendum (a).

\_\_\_\_\_  
(Signature)



*City of Quincy*  
City Hall  
1305 Hancock Street  
Quincy, Massachusetts 02169  
*Purchasing Department*



THOMAS P. KOCH  
Mayor

Kathryn R. Hobin  
Purchasing Agent  
Phone: (617) 376-1060  
Fax: (617) 376-1074

*Certificate of Non-Collusion*

The undersigned certifies under penalties of perjury that this bid 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 work "person" shall mean any natural person, business, partnership, corporation, union committee, club or other organization, entity or group of individuals.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, Town & Zip: \_\_\_\_\_

Email #: \_\_\_\_\_

Name of Business: \_\_\_\_\_



*CITY OF QUINCY*  
*Purchasing Department*  
1305 Hancock Street, Quincy, MA 02169

Phone: 376-1060

Fax: 376-1074

## TAX COMPLIANCE CERTIFICATE

MASS. GENERAL LAWS, CH. 62C, S: 49A(b)

I hereby certify that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding of child support.

Signed under the pains and penalties of perjury.

(1) Individual Contractor

\_\_\_\_\_  
(Contractor's Name and Signature)

Social Security Number

(2) Corporation, Association  
or Partnership

\_\_\_\_\_  
(Contractor's Name)

Federal Tax ID Number, or  
Social Security Number

By:

\_\_\_\_\_  
(Authorized Signature)

Note to Contractor: Please sign at (1) or (2), whichever applies.

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## CHAPTER 62C. ADMINISTRATIVE PROVISIONS RELATIVE TO STATE TAXATION

### Chapter 62C: Section 49A Certification of compliance with tax laws as prerequisite to obtaining license or governmental contract

Section 49A. (a) Any person applying to any department, board, commission, division, authority, district or other agency of the commonwealth or any subdivision of the commonwealth, including a city, town or district, for a right or license to conduct a profession, trade or business, or for the renewal of such right or license, shall certify upon such application, under penalties of perjury, that he has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support. Such right or license shall not be issued or renewed unless such certification is made.

(b) No contract or other agreement for the purposes of providing goods, services or real estate space to any of the foregoing agencies shall be entered into, renewed or extended with any person unless such person certifies in writing, under penalties of perjury, that he had complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(c) Any such agency, which has been notified by the commissioner pursuant to section forty-seven A that a person who holds a license or certificate of authority issued by such agency or who has agreed to furnish goods, services or real estate space to such agency has neglected or refused to file any returns or to pay any tax required under this chapter and that such person has not filed in good faith a pending application for abatement of such tax or a pending petition before the appellate tax board contesting such tax or has been penalized pursuant to section 9 of chapter 62E for failure to comply with the provisions under said chapter 62E relating to reporting of employees and contractors, or has been penalized pursuant to paragraph (3) of subsection (f) of section 12 of chapter 119A for failure to comply with the provisions under said chapter 119A relating to withholding and remitting child support, shall refuse to reissue, renew or extend such license, certificate of authority, contract or agreement until the agency receives a certificate issued by the commissioner that the person is in good standing with respect to any and all returns due and taxes payable to the commissioner as of the date of issuance of said certificate, including all returns and taxes referenced in the initial notification or, if the licensee has been penalized for failure to comply with the provisions relating to reporting of employees and contractors under chapter 62E or withholding and remitting child support under chapter 119A, a certificate issued by the commissioner that the licensee is in compliance with said provisions.

(d) Any person who owns or leases a motor vehicle or trailer that is required to be registered in the commonwealth under chapter 90 and improperly registers the motor vehicle or trailer in another state or misrepresents the place of garaging of the motor vehicle or trailer in another city or town, shall be considered in violation of laws of the commonwealth relating to taxes under chapter 60A, chapter 64H or chapter 64I. The right, license or contract provided for in subsections (a) and (b) shall not be issued or renewed until the person or business entity has paid all taxes due at the time of application for such right, license or contract.

(e) Any person who, for the purpose of evading payment of a tax pursuant to chapters 59 to 64J, inclusive, willfully makes and subscribes any return, form, statement or other document pursuant to subsection (a), (b) or (d) that contains or is verified by a written declaration that is made under the penalties of perjury, and that contains information that he does not believe to be true and correct as to every matter material to his compliance with all laws of the commonwealth relating to taxes, shall be subject to section 73.



CITY OF QUINCY  
Purchasing Department  
1305 Hancock Street, Quincy, MA 02169

Phone: 376-1060

Fax: 376-1074

**SIGNATURE AUTHORIZATION**

At a duly authorized meeting of the Board of Directors of the

\_\_\_\_\_  
(NAME OF CORPORATION)

held on \_\_\_\_\_, at which all the Directors were present or waived notice, it was  
(DATE)

VOTED, that:

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(OFFICER)

of this company, he and he/she 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 or obligation in this Company's name on its behalf by such \_\_\_\_\_ under seal of the Company, shall be valid  
(OFFICER)

and binding upon this Company. It was further voted that the City of Quincy may rely on such authorization of future Contracts until notified to the contrary.

A true copy,

ATTEST: \_\_\_\_\_  
(CLERK'S SIGNATURE)

PLACE OF BUSINESS: \_\_\_\_\_

DATE OF THIS CONTRACT: \_\_\_\_\_

I hereby certify that I am the Clerk of the:

\_\_\_\_\_ that \_\_\_\_\_ is the  
(COMPANY) (NAME)

duly elected \_\_\_\_\_ of said Company, and that the above VOTE has not been  
(TITLE)

amended or rescinded and remains in full force and effect as of the date of this Contract.

\_\_\_\_\_ CORPORATE SEAL