



REQUEST FOR QUALIFICATIONS

CITY OF QUINCY, MASSACHUSETTS
PURCHASING DEPARTMENT
1305 HANCOCK STREET, QUINCY, MA 02169

The City of Quincy is seeking Request for Qualifications for:

PUBLIC BUILDINGS

**DESIGNER SERVICES FOR
VARIOUS ROOF LOCATIONS**

JUNE 16, 2011@ 12:00 noon

The City of Quincy, Massachusetts, through its Purchasing dept, pursuant to M.G.L. Ch. 7 Sec.38A1/2-O requests qualifications from registered and qualified firms for architectural and the appropriate engineering design services to prepare plans, details and specifications suitable for bidding and construction purposes. Also provide construction inspection services for various roof repairs and replacement jobs in the City of Quincy.

Detailed specifications are available on-line at the City of Quincy's website, www.quincyma.gov and also available at the office of the Purchasing Agent, Quincy City Hall, 1305 Hancock Street, Quincy, Massachusetts, 02169, between the hours of 8:30^{AM} and 4:30^{PM} for a non-refundable printing charge of \$25.00

Qualifications must be received at the Office of the Purchasing Agent until the time and date stated above. Late qualifications, delivered by mail or in person, will be rejected.

The right is reserved to reject any or all qualifications or to accept any part of an RFQ or the one deemed best for the City and waive any informalities in the bidding if it is in the best interest of the City to do so.

Thomas P. Koch, Mayor

Kathryn R. Hobin, Purchasing Agent

LEGAL: JUNE 1, 2011
LEGAL: JUNE 2, 2011

CENTRAL REGISTER
P.O. # S061611

DEPT. CHARGED: PUBLIC BUILDINGS



CITY OF QUINCY, MASSACHUSETTS
PURCHASING DEPARTMENT, CITY HALL

INFORMATION AND INSTRUCTIONS TO BIDDERS

1. I. INVITING BIDS

2. (a) Sealed bids are invited for furnishing to the City of Quincy, Massachusetts, the described materials,
3. commodities or services all in accordance with the specifications and conditions attached hereto and made a part
4. thereof.

5. (b) Form of proposal to be used and copies of specifications and conditions are available at the Purchasing
6. Agent's office, 1305 Hancock Street.

7. (c) All bids must be filed with the Purchasing Agent of the City of Quincy, Massachusetts, at or before the
8. hour of time set forth in the legal and published advertisement, a copy of which is here attached, also at the definite
9. place so stated, and on the forms furnished by the Purchasing Agent. Each bid shall be accompanied by bid bond
10. or a certified check on, or a treasurer's or cashier's check issued by, a responsible bank or trust company, payable
11. to the City of Quincy, Massachusetts. The amount of such cash or check shall be not less than five percent (5%) of
12. the value of the proposed work, as estimated by the awarding authority, but in no event less than one hundred
13. dollars nor more than fifty thousand dollars. This deposit above mentioned shall be as a guarantee that the bidder
14. will enter into the proposed contract, if awarded to him. This requirement shall become effective unless stated to
15. the contrary or deleted under "Detailed Specifications and Requirements." This certified check will be returned
16. after the awarded contracts have been completely signed and proper delivery made, together with any performance
17. bond if required in the bid form.

18. (d) This proposal is genuine and not collusive or made in the interest of or in behalf of any person not
19. herein named, and that the bidder has not directly, or indirectly, induced or solicited any other bidder to put in a
20. sham bid or any other person, firm or corporation to refrain from bidding, and that the bidder has not in any
21. manner sought by collusion to secure for himself an advantage over any other bidder. Any bid made in violation
22. thereof, shall not be considered. This agreement in detail shall be found under paragraph XVIII (18) entitled
23. "Affidavit and/or Agreement."

24. (e) The successful bidder shall, within ten (10) days after the award, enter into a written contract with
25. said City in accordance with the draft of contract furnished by the City Solicitor for furnishing the described
26. materials, commodities or services and execute as a part of said contract, a satisfactory performance bond in the
27. amount of (100%) one hundred percent of the aggregate amount of the contract unless otherwise stated in the
28. "Detailed Specifications and Requirements," and shall be continued for the faithful performance of the contract
29. and executed by the Contractor and a responsible surety company.

30. (f) The right is reserved to reject any and all bids or to accept any bid or to accept any part of a bid or the
31. one deemed best for the City.

32. II. FORM OF PROPOSAL AND SIGNATURE

33. The proposal must be made on this form provided for that purpose, unless otherwise stated, enclosed in a
34. sealed envelope and plainly marked: "Bid Enclosed - Date: and Time of bid opening, (envelope provided,) and
35. addressed to the Purchasing Agent, 1305 Hancock Street, Quincy, Massachusetts. If the bid is made by an
36. individual it must be signed by the full name of the bidder, whose address must be given; if it is made by a firm -
37. (partnership) - it must be signed with the co-partnership name and by a member of the firm, and the name and
38. residential address of each member of the firm must be given. If made by a corporation it must be signed by the
39. proper officer in the corporate name, and the corporate seal must be attached to such signature. A certificate under
40. oath authorizing the proposal or contract signature as legal and binding upon the corporation must be submitted
41. with the proposal, especially before a contract is issued. No telegraphic or telephonic proposal will be considered
42. or accepted.

43. III. PROPOSALS

44. Blank spaces in the proposal must be properly filled in, using ink, indelible pencil or typewriter. Alterations
45. by erasure or interlineation must be explained or noted in the proposal over the signature of the bidder. Unless
46. otherwise stated bids will be received on one or more or all items, and the bidder may name a lump sum conditional
47. on two or more items being awarded to him. Bidders are invited to be present at the opening of proposals. Bidders
48. must specifically quote on units as shown on specification sheet. In case of error in extension of prices, the unit
49. price will govern.

50. IV. QUANTITIES

51. The quantities given are approximate, meaning more or less and are herein given and attached and are a
52. Part of the bid and/or proposal.

1. V. QUOTATION OFFERED:

2. (a) Firm price bids will be given first consideration. The city desires to have the advantage of any general
3. price decrease effective during the life of the contract, Will you, if the successful bidder, so grant?

4. (b) All quotations must be properly and correctly extended against each unit price offered.

5. (c) Every quotation sheet must be labeled at the bottom right hand section with the bidder's firm name, This
6. identification shall not be considered as a signature.

7. (d) Upon signing and offering his or their bid to the City, it shall be considered that he has seen, read and
8. had in his possession a full and complete bid call, all forms and information pertaining thereto.

9. VI. SAMPLES

10. Whenever samples are required, and so stated in specifications, all samples will be received at sender's risk
11. and expense. However, if samples are used by or retained as City Property, other than those considered as gift or
12. free or so stated in proposal, they will be paid for at the quoted unit price as offered in the proposal. Otherwise, all
13. samples will be returned with postage paid by the City. All samples must be properly marked or tagged with
14. complete identification and to also include: (1) firm name, (2) firm address, (3) catalogue number, and (4) quoted
15. price.

16. VII. PRODUCT

17. (a) The product shall meet the requirements and satisfaction of the City of Quincy and the using and/or
18. ordering department, Bidders must state and identify the product offered, such as manufacturer's name, trade
19. name, brand name and quality under each item on which they bid. If brand names are not given under each item, it
20. shall be considered "NO BID." WE MUST KNOW WHAT HAS BEEN OFFERED.

21. (b) Unless otherwise stated in writing under "Detailed Specifications" all products, material,
22. commodities, supplies or articles herein called for must be brand new, unused and the latest product manufactured
23. in the current year of any name and nature, whenever offered. Used or rebuilt or shopworn materials will not be
24. acceptable, unless otherwise stated in writing by the City.

25. VIII. BRAND NAMES

26. Wherever brand names are given or their particular specifications are mentioned or referred to, it is not the
27. City's intent to limit competition, but merely to indicate to the bidder the general type of commodity to be supplied.
28. The City invites bids on comparable commodities in all cases. All specifications and its basis are: "Or Equal."

29. IX. TERMS

30. The cash discount period shall not be less than twenty (20) days. All prices quoted or offered shall be net
31. and delivered F.O.B. using or ordering department. The cash discount will not be considered for a deciding factor
32. when determining the low bidder.

33. X. DELIVERY

34. All deliveries shall be as required and requested according to the using and/or ordering department. All
35. goods must be delivered in first class condition, if otherwise, they are subject to rejection. All deliveries shall con-
36. form in every respect with all laws applicable to the Federal Government and/or the Commonwealth of
37. Massachusetts and/or the City of Quincy.

38. The contractor shall be responsible for the delivery of the full net weight or count at the point of delivery for
39. which payment is made. Check weighing may be made by the City or any authorized representative at the point of
40. delivery or at any other point the City may elect. All original sworn certificates of weights at origin shall be attached
41. to the contractor's certificate of weight at time and place of delivery. The same shall be surrendered to the City of
42. Quincy.

43. Should the successful bidder fail to make delivery within a reasonable time after receipt of order, the City
44. Reserves the right to make the purchase on such orders at the open market and charge any excess over contract price
45. to the account of the successful bidder, who shall pay the same.

46. XI. TAXES

47. A tax exemption certificate will be issued in lieu of any refundable tax. It is desired that all prices be
48. quoted, exclusive of any tax applicable to this transaction. Such tax or taxes should be itemized and shown as a
49. separate rare item, preferably in dollars and cents, in both the proposal and on the invoices covering deliveries on a
50. contract. If the tax is applicable to this transaction, and is not definitely shown in the bidder's quotation, then such
51. quotation will be considered to be exclusive of such tax.

1. XII. INVOICING

2. Every commodity invoiced must be identified with the item number opposite such commodity shown and
3. Given on our bid form. All unit prices must be shown against each commodity invoiced; if not, invoice will be
4. returned for such information. This information will expedite the payment of all invoices. Invoices which do not
5. carry a cash discount period shall be rendered once a month. All invoices shall be rendered in triplicate to the
6. Purchasing Department, 1305 Hancock Street, Quincy, Massachusetts 02169.

7. XIII. PAYMENTS

8. Complete or partial payment on the contract will be made in approximately thirty days from date of
9. delivery or completion and acceptance, unless otherwise provided for in bidder's proposal or under "Detailed
10. Specifications."

11. XIV. FORCE MAJEURE CLAUSE

12. (a) The contractor will be excused from the performance of the contract in whole or in part, only by reason
13. of the following causes:

14. 1. When such performance is prevented by operation of law.
15. 2. When such performance is prevented by an irresistible super human cause.
16. 3. When such performance is prevented by an act of the public enemies of the Commonwealth of
17. Massachusetts, or of the United States of America, or by strike, mob violence, fire, delay in transportation beyond
18. the control of the contractor, or unavoidable casualty.
19. 4. When such performance is prevented by the inability of the contractor to secure necessary materials,
20. supplies or equipment by reason of:

21. (a) Appropriation or use thereof by the Federal Government; or

22. (b) Regulations imposed by the Federal Government.

23. (b) No other Force Majeure Clause or conditions may pertain to or become a part of this bid; and any
24. changes in the conditions stated herein will cause the bid to be rejected.

25. XV. ERRORS AND OMISSIONS

26. The contractor shall not be allowed to take advantage of any errors and/or omissions in these specifications
27. or in the contractor's specifications submitted with his proposal. Full instructions will always be given when such
28. errors or omissions are discovered.

29. XVI. PATENT RIGHTS

30. The contractor agrees to save, keep, bear harmless and fully indemnify the City and any of its officers or
31. agents from all damages, costs, or expenses in law or equity that may at any time arise or to be set up for any
32. infringement of the patent rights of any person or persons in consequence of the use of the City, or by any of its
33. officers or agents, of articles supplied under this contract, and of which the contractor is not the patentee or
34. assignee, or which the contractor is not lawfully entitled to sell.

35. XVII. DEFINITIONS

36. The following meanings are attached to the defined words when used in these specifications and the
37. contract:

38. (a) The word "City" means The City of Quincy, Massachusetts.

39. (b) The word "Bidder" means the person, firm or corporation submitting a bid on these specifications or
40. any part thereof.

41. (c) The word "Contractor" means the person, firm or corporation with whom the contract is made by
42. carrying out the provisions of these specifications and the contract.

43. (d) The words "Firm Price" shall mean a guarantee against price increase.

44. (e) Additional definitions may appear hereinafter under "Detailed Specifications."

45. XVIII. AFFIDAVIT and/or AGREEMENT

46. In all instances, the Affidavit terms and agreement contained herein shall become a part of the bid, and/or
47. proposal and/or contract in fact and without any reservation or secret evasion whatsoever.

48. The bidder named in the proposal and who has signed the same and who submits herewith to THE CITY
49. OF QUINCY, MASSACHUSETTS, the attached proposal states and agrees:

50. That he, she or they is (are) the person(s) whose name(s) is (are) signed to there hereto attached proposal; that
51. said proposal is genuine; that the same is not sham or collusive; that all statements of fact therein are true; that
52. such proposal was not made in the interest of behalf of any person, partnership, company, association, organization
53. or corporation not therein named or disclosed.

1. Affiant further deposes and says: That the bidder has not directly or indirectly by agreement,
2. communication or conference with anyone attempted to induce action prejudicial to the interest of the public body
3. which is to award the contract, or of any other bidder, or anyone else interested in the proposed contract; that the
4. bidder has not in any manner sought by collusion to secure for himself, itself, themselves, an advantage over any
5. other bidder.

6. Affiant further deposes and says that prior to the public opening and reading of bids the said bidder:

7. (a) did not, directly or indirectly, induce or solicit anyone else to submit a false or sham bid;

8. (b) did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or
9. anyone else would submit a false or sham bid, or that anyone should refrain from bidding or withdraw his bid;

10. (c) did not, in any manner, directly or indirectly, seek by agreement, communication or conference with
11. anyone to raise or fix the bid price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost
12. element of his, its, their price or that of anyone else;

13. (d) did not, directly or indirectly, submit his, its, their bid price or any breakdown thereof, or the
14. contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company,
15. association, organization, bid, depository, or to any member or agent thereof, or to any individual or group of
16. individuals, except to the awarding authority or to any person or persons who have a partnership or other financial
17. interest with said bidder in his, its, their business.

18. Bidder shall strike out words not appropriate to his bid and initial same.

19. XIX. INSURANCE

20. An approved and satisfactory bona fide certificate of insurance in effect, to protect the insured, the con-
21. tractor and the City of Quincy resulting from this agreement, must be submitted to the City of Quincy through the
22. Purchasing Agent before any work of any name or nature can be started. This insurance must cover workmen's
23. compensation, public liability and property damage. The certificate of insurance must clearly state thereon that it
24. is a Certificate of Insurance, name of the insured and his or their address, kind of policies in effect, number of the
25. policy in effect for identification purposes, expiration date of said policy, limits of liability expressed in dollar value
26. for one person, for one accident, also the aggregate for each person and each accident, description of operations or
27. work covered and in what State or Commonwealth. There must also be a statement under signature to the effect
28. that, "in the event of cancellation of the said policies the company will mail notice thereof to the City of Quincy
29. Purchasing Agent, at 1305 Hancock Street, Quincy, Massachusetts at whose request this certificate is issued." This
30. certificate must be properly dated and legally signed by an authorized agent for the insurance company. This
31. certificate must state the name of the insurance company as underwriter and its home office address. All insurance
32. must satisfy all legal requirements as set forth in the laws, rules and regulations of the Commonwealth of
33. Massachusetts.

34. XX. CONTRACT

35. (a) The bidder to whom the award is made will be required to enter into a written contract with the City of
36. Quincy, in the form approved by the City Attorney. All materials or services given or supplied by the Contractor
37. shall conform to the applicable requirements of the City Charter, City Ordinances, or Commonwealth of
38. Massachusetts laws covering Labor, Wages, Insurance, Safety and all other legal requirements of any name or
39. Nature, as well as conforming to the specifications contained herein. In case of default by the Contractor, the City
40. reserves the right to procure the articles or services from other sources and to hold the Contractor responsible for
41. any and all excess costs occasioned by the City thereby.

42. (b) The period to be covered by the contract will be found under "Detailed Specifications."

43. (c) The City makes no guarantee as to the quantities to be delivered under the terms of the contract.

44. (d) The City reserves the right to order small quantities at the quoted prices prior to the execution of the
45. contract, as samples, testing, trial orders otherwise without any liability or commitment on the part of the City
46. whatsoever.

47. (e) Any qualifications or special information can be listed on a separate sheet and attached hereto with
48. signature.

49. (f) Any and all city purchases made as samples, testing, trial orders or of similar nature shall not be
50. considered a breach of contract or give cause for any legal action or litigation.

51. (g) Specifications, conditions, and Information and Instructions to Bidders are here attached and are a
52. part of the bid and/or proposal.

PROPOSAL TO CITY OF QUINCY, MASSACHUSETTS

1. To the Purchasing Agent
2. City of Quincy, Massachusetts

3. Date offered: _____ 20____

4. Gentlemen:

5. The undersigned hereby proposes to furnish the City of Quincy, complete or any part thereof, the listed services,
6. articles, commodities and materials, all in accordance with the attached list, conditions, specifications and the information
7. and Instructions to Bidders made a part hereof.

8. The undersigned furthermore agrees that he will execute the necessary and satisfactory bond together with
9. necessary contract in sextuplicate within ten (10) days from the date when he shall have been notified that his proposal
10. has been accepted in whole or in part by the City of Quincy.

11. The undersigned furthermore agrees that, in case of default in executing such contract, with necessary bond, that
12. the check accompanying this bid, and the money payable thereon, shall be fortified thereby to and remain the property
13. of the City of Quincy.

14. This offer and/or proposal has been given after having had the complete bid call to work from and considered
15. the same.

16. This offer and bid has been made and given all in accordance with Article and Paragraph Number Eighteen
17. (XVIII) and made a part hereof.

18. TERMS:

- 19. (a) The discount period shall not be less than twenty (20) days.
- 20. (b) The City will receive the benefit of any general price decrease effective during the life of the contract.
- 21. (c) The City will be notified of all price decreases.
- 22. (d) This is a *firm price* meaning guarantee against price increase.
- 23. (e) Delivered F.O.B. to using department, as directed.

24. (f) This offer to be accepted on or before _____ 20____

25. Delivery Offered: _____

26. Priority Required: _____

27. Firm Name: _____

28. Signed by: _____
Signature and Title Corporate Seal or E.S.

29. Address: _____

30. Signature of Partners: 1. _____ 2. _____

31. " " " 3. _____ 4. _____

32. Name of Corporation President: _____

33. Name of Corporation Secretary: _____

34. Corporation organized under State of: _____ Date: _____

35. Partner's Residential Address:

36. 1. _____

37. 2. _____

38. 3. _____

39. 4. _____



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.

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, be 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

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 word "person" shall mean any natural person, business, partnership, corporation, union committee, club, or other organization, entity, or group of individuals.

(Name of person signing bid or proposal)
(Please print)

(Signature required)

(Name of business)

CERTIFICATION RELATING TO DEBARMENT AND SUSPENSION

The undersigned contractor certifies to the City of Quincy that neither it nor its principals, officers or any affiliated entities has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction in accordance with the requirements of OMB Circular A-87 and with Executive Order 12549, "Debarment and Suspension."

Furthermore, the contractor certifies that it shall not make any subcontract or permit any subcontract to be made with any party which is debarred or suspended or is otherwise excluded in accordance with said OMB Circular and with Executive Order 12549.

This certification shall be for the benefit of the City of Quincy and its successors and/or assigns and is binding upon the contractor, its successors and assigned.

Executed under seal this _____ day of _____, _____.

Contractor Name
By its duly authorized agent,

Contract Number _____

(Authorized Signature)

INDEMNITY AGREEMENT

In consideration of the award of Contract No. _____.

by the City of Quincy, hereinafter referred to as INDEMNITEE, to the CONTRACTOR/BIDDER:

hereinafter referred to as INDEMNITOR, and for other good and valuable consideration, said INDEMNITOR agrees to hold INDEMNITEE, City of Quincy, and its various department and employees harmless from any and all liability, loss or damage that INDEMNITEE may suffer as the result of claims, demands, costs, including attorneys fees, or judgement or other actions against it by reason of any and all work done by or on behalf of the INDEMNITOR in connection with the above-referenced contract.

INDEMNITOR,

By Duly Authorized Agent

Date: _____.



City of Quincy, Massachusetts
Thomas P. Koch, Mayor

**Request for Qualifications
Designer Services**

**Schools and City Buildings
Roof & Masonry Repairs**

Proposals due June 16, 2011 12:00 pm
Late Proposals Shall be rejected

Please Deliver Response/ Submission and Required Copies to:

Kathryn R. Hobin, Chief Procurement Officer
City of Quincy
Quincy City Hall
1305 Hancock Street
Quincy, MA 02169

The City of Quincy reserves the right to reject all responses/submissions

REQUEST FOR QUALIFICATIONS SCHOOL AND CITY BUILDING ROOFS AND MASONRY REPAIRS QUINCY, MASSACHUSETTS

A. Introduction

Issued in accordance with Massachusetts General Law chapter 7 section 38A½-O, this Request for Qualifications (RFQ) sets forth the procedures and requirements to be employed by the City of Quincy in the selection of a roof and masonry repairs architectural consultant to prepare plans and documents to assist in the planning of the roof and masonry repairs to the schools. Work will include the design and engineering services needed to complete roof and masonry repairs.

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

The selected consultant shall have six weeks from execution of a contract for services to complete the required services.

Consultants must provide a fee proposal for the work described herein.

The cost of services, including fees and expenses, are to be determined.

The Chief Procurement Officer shall appoint a Committee who will evaluate all timely proposals. The Committee shall make a recommendation for award of a contract to the Chief Procurement Officer.

All questions regarding this Request for Qualifications should be directed in writing to Kathryn R. Hobin, Chief Procurement Officer via facsimile to 617-376-1074 and/or email to khobin@quincyma.gov with a copy to ktrillcott@quincyma.gov. All inquiries must be received by 4:00 pm Friday June 10, 2011.

The City of Quincy reserves the right to reject all responses/ submissions/proposals.

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. Project Area

The project areas will be the schools and city buildings listed in Attachment A.

C. Funding Source(s)

Funding shall be provided by the City of Quincy.

D. Project Objectives

See **Attachment A** hereto for Scope of Services

E. Qualifications of the Consultant

Seven (7) copies of the submission in response to this Request for Qualifications including the Fee Proposal Form, Attachment B, must be furnished to the City of Quincy Chief Procurement Officer, Kathryn R. Hobin for review by the selection committee to be appointed by her. The submission in response to this Request for Qualifications shall be sealed in an envelope, which envelope is to be addressed to said Chief Procurement Office at the address detailed below.

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 consultant for purposes of assuming contractual responsibility. If the consultant 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 each individual's and entities' qualifications statement, including academic and professional work experience attesting to it's capacity to properly, professionally and fully perform the work detailed in this Request for Qualifications. Resumes are required for all project personnel.
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 City of Quincy.
4. Consultants must meet the following minimum criteria:
 5. A client reference list, with names, addresses, and telephone numbers for clients for whom the consultant has performed similar roof and masonry repair services in the past.
 6. 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.
 7. Completed Fee Proposal Form, Attachment B.
 8. Evidence of the required insurances.
 9. All information pertaining to the consultant so as to allow the selection committee to review the submission utilizing the Selection Criteria set forth in Section F hereof.

Any submission 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 committee.

F. 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. Submissions shall be evaluated using the following criteria.

Following the rating of all fully responsive submissions, the Selection Committee appointed by the Chief Procurement Officer may choose to interview the top finalists.

- 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.
- Depth of experience with similar projects, and prior experience with other historic building preservation/restoration and rehabilitation projects.
- Identity and qualifications of all project personnel.
- Strength and credibility of client references.
- Demonstrated understanding of the tasks to be performed and products to be created.
- Demonstrated familiarity with buildings of similar construction, period and significance.
- Completeness of submission.
- Current workload and ability to undertake the contract based upon the number and scope of projects for which the consultant is currently under contract.
- Geographical proximity of the consultant to the project site or willingness of the consultant to make site visits.
- Excellence of communication skills.
- Familiarity with the area.
- Interview, if conducted
- Additional criteria that the selection committee considers relevant to the project.

G. 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:

CRITERIA FOR EVALUATION OF PROPOSALS

1. Training/Educational Background:

Training/Educational background appropriate to the project as described in the RFQ of all project personnel, including professional experience above and beyond the minimum qualifications.

<u>Highly Advantageous:</u>	3 points	<u>Not Advantageous:</u>	1 point
<u>Advantageous:</u>	2 points	<u>Unacceptable:</u>	0 points

Highly advantageous: The proposal indicates evidence of training or educational background in a discipline necessary to complete this project of a masters degree in one or more area of expertise in consulting necessary to complete this project.

Advantageous: The proposal indicates evidence of training or educational background in a discipline necessary to complete this project of a bachelor degree and five or more year's actual experience in one or more area of expertise in consulting necessary to complete this project.

Not advantageous: The proposal indicates evidence of training or educational background in discipline necessary to complete this project of only a bachelor degree.

Unacceptable: The proposal indicates evidence of training or educational background in discipline necessary to complete this project of less than a bachelor degree.

2: Experience:

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

<u>Highly Advantageous:</u>	3 points	<u>Not Advantageous:</u>	1 point
<u>Advantageous:</u>	2 points	<u>Unacceptable:</u>	0 points

Highly advantageous: The proposal indicates evidence of experience with similar projects, and prior experience with roof and masonry repair projects of more than fifteen years.

Advantageous: The proposal indicates evidence of experience with similar projects, and prior experience with roof and masonry repair projects of between nine and fifteen years.

Not advantageous: The proposal indicates evidence of experience with similar projects, and prior experience with roof and masonry repair projects of between one and eight years.

Unacceptable: The proposal indicates no evidence of experience with similar projects, and prior experience with roof and masonry repair projects.

3: References:

Strength and credibility of client references.

<u>Highly Advantageous:</u>	3 points	<u>Not Advantageous:</u>	1 point
<u>Advantageous:</u>	2 points	<u>Unacceptable:</u>	0 points

Highly advantageous: The proposal indicates eleven or more strong and credible client references with contact information

Advantageous: The proposal indicates six to ten strong and credible client references with contact information.

Not advantageous: The proposal indicates less than five strong and credible client references with contact information.

Unacceptable: The proposal indicates no strong and credible client references with contact information.

4: 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.

<u>Highly Advantageous:</u>	3 points	<u>Not Advantageous:</u>	1 point
<u>Advantageous:</u>	2 points	<u>Unacceptable:</u>	0 points

Highly advantageous: 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.

Advantageous: 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.

Not advantageous: 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.

Unacceptable: 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.

5: Understanding Scope of Work:

Desirability of approach to project, and demonstrated understanding of roof and masonry repairs.

<u>Highly Advantageous:</u>	3 points	<u>Not Advantageous:</u>	1 point
<u>Advantageous:</u>	2 points	<u>Unacceptable:</u>	0 points

Highly advantageous: The proposal indicates a thorough review and full understanding of the required Scope of Work, and proposes a clear and comprehensive approach.

Advantageous: The proposal indicates sufficient review and understanding of the required Scope of Work, and documents the firm/applicant's proposed approach.

Not advantageous: The proposal indicates incomplete review or a vague understanding of the required Scope of Work.

Unacceptable: The proposal indicates inadequate review or understanding of the required Scope of Work.

6: 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.

<u>Highly Advantageous:</u>	3 points	<u>Not Advantageous:</u>	1 point
<u>Advantageous:</u>	2 points	<u>Unacceptable:</u>	0 points

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.

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.

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.

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.

7: Communication and Presentation:

Excellence of communication and graphic skills.

<u>Highly Advantageous:</u>	3 points	<u>Not Advantageous:</u>	1 point
<u>Advantageous:</u>	2 points	<u>Unacceptable:</u>	0 points

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.

Advantageous: The written and graphic response submitted by the firm/applicant is clear and complete, and fully covers the relevant subject matter.

Not advantageous: The written and graphic response submitted by the firm/applicant is either unclear or incomplete.

Unacceptable: The written and graphic response submitted by the firm/applicant is both unclear and incomplete.

8: Familiarity with area:

Ability to begin work on an immediate basis.

<u>Highly Advantageous:</u>	3 points	<u>Not Advantageous:</u>	1 point
<u>Advantageous:</u>	2 points	<u>Unacceptable:</u>	0 points

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.

Advantageous: The applicant has provided adequate evidence of familiarity with the area, immediate availability and a proposed timeline for project completion.

Not advantageous: The applicant has indicated a vague familiarity with the area or incomplete timeline for availability and/or project completion.

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.

H. Project Fee

The estimated fee established by the City of Quincy is to be determined for the Scope of Services described herein. Submissions must include a completed Attachment B: Fee Proposal Form. Project fee must be provided for the work as described in the form. Fee shown shall include all costs and expenses (copying, mileage, photographs, etc.) to complete the scope of the work defined in Attachment A and the entire Request for Qualification.

The selection committee will select the most overall advantageous proposal.

I. Withdrawals

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

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

The City 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 City.

K. Rejection of Submissions, Modification of Request for Qualifications

The City reserves the right to reject any and all responses if it determines, within its sole discretion that it is in the City's best interest to do so. This Request for Qualifications does not commit the City to select any Respondent, award any contract, pay any costs in preparing a submission, or procure a contract for any services. The City 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.

L. Submissions

Submissions should be addressed to:

**KATHRYN HOBIN, CHIEF PROCUREMENT OFFICER
CITY OF QUINCY
1305 Hancock Street Quincy, MA 02169**

The final date for submission of proposals is **12:00 p.m. on June 16, 2011**

All questions regarding this Request for Qualifications should be directed in writing to Kathryn R. Hobin, Chief Procurement Officer via facsimile to 617-376-1074 and/or email to khobin@quincyma.gov with a copy to ktrillcott@quincyma.gov. All inquiries must be received by 4:00 pm Friday June 10, 2011.

REQUEST FOR QUALIFICATIONS

ATTACHMENT A

SCOPE OF SERVICES AND ADDITIONAL TERMS AND CONDITIONS SCHOOLS AND CITY BUILDINGS

Description of Work:

The City of Quincy, acting through the Office of the Mayor and its Public Buildings Department, desires to make roof and masonry repairs to certain schools and city buildings in the City of Quincy. The request for qualifications seeks responses from those individuals or firms qualified and competent to provide the design and engineering services needed to complete a building survey, current conditions assessment, design and construction documents and preliminary cost estimates pertaining to such work. The selected consultant shall prepare such reports, surveys, plans and documents as are necessary for the City to plan for, undertake the design of, and fund the proposed work. Such work is to include the roof and masonry repairs to certain schools and city buildings.

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)

ATTACHMENT B
REQUEST FOR QUALIFICATIONS
FEE PROPOSAL FORM
SCHOOLS AND CITY BUILDINGS
ROOF AND MASONRY REPAIRS

The undersigned hereby submits a price proposal to perform the services outlined in this Request for Qualifications issued by the City of Quincy pertaining to design and engineering services needed to complete design, costs estimates, construction documents, and construction administration for roof and masonry repairs for certain schools and city buildings.

Total fee proposal, including professional fees and expenses is to be determined. The City of Quincy reserves the right to negotiate the fee of the selected consultant.

Contract term will commence upon selection of a consultant and execution of a contract for services.

The selected consultant shall have six weeks from execution of a contract for services to complete the required services in full.

The CONSULTANT hereby pledges to deliver the complete scope of services detailed in the Request for Qualification, for the rates and charges shown below:

Estimated cost to complete the work herein:

Total Fee Proposed: _____

The parties may later 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 monetary negotiations based on the pricing listed below.

PROFESSIONAL SERVICES, Hourly Rates:

1. _____
Licensed Architect

2. _____
Other Essential Personnel

3. _____
Other essential personnel

CONTRACT FOR PROFESSIONAL SERVICES

THIS CONTRACT made this ____ day of _____, 2011, by and between the City of Quincy, hereinafter called the "City" and _____, doing business as _____ (entity type) located at _____, hereinafter called the "Consultant".

WITNESSETH, that the City and the Consultant, for consideration hereinafter stated, agree as follows:

ARTICLE 1 – THE CONTRACT SUM

The City shall pay the Consultant in current funds for the performance of the work the contract sum not to exceed _____ according to the payment terms detailed in the City's Request for Proposals attached hereto and incorporated by reference herein.

ARTICLE 2 – SCOPE OF WORK

The Consultant shall perform all the work specified in the City's Request for Qualifications relative to the the Schools and City Buildings Roof and Masonry Repairs in the Consultant's proposal dated _____, each of which are attached hereto and by this reference incorporated herein.

ARTICLE 3 – TIME OF PERFORMANCE

The Consultant shall commence work under this CONTRACT upon formal acceptance of the contract by the City. All services shall be performed within six weeks of the formal acceptance of this contract.

ARTICLE 4 – CONTRACT AMENDMENTS

All amendments, change orders or any changes to the provisions specified in this contract can only occur when mutually agreed upon by the City and the Consultant. Further, such amendments, change orders or changes shall be in writing and signed by officials with authority to bind the awarding authority. Additionally, all amendments, change orders and changes shall be approved by the Chief Financial Officer prior to execution by the awarding authority. No amendment, change order or change to the contract provisions shall be made until after the written execution of the amendment, change order or change to the contract by both parties. All amendments, change orders and changes to the contract shall be in accordance with M.G.L. Chapter 30B, Section 13, M.G.L. Chapter 7, § 38A ½ O, and all other Massachusetts Laws and City Ordinances.

ARTICLE 5 – INSURANCE REQUIREMENTS

The Consultant hereby agrees to indemnify and save harmless, the City, its officers, agents and employees, from and against any and all claims arising out of the negligent acts, errors or omissions, property damage, and bodily injury of the Consultant.

The consultant will, at its own expense, maintain and keep in force all insurance required by law for its employees; including Disability, Worker's Compensation, Unemployment, and public liability insurance, at least as herein after set forth so as to protect it and the municipality from claims for personal injury and property damage for the duration of the project.

A comprehensive general liability insurance policy with the following limits of coverage: Bodily Injury, One Million Dollars (\$1,000,000.00) each occurrence, Property Damage, Five Hundred Thousand Dollars (\$500,000.00) each occurrence and One Mill Dollars (\$1,000,000.00) aggregate of all claims per occurrence.

The insurance shall be issued by an insurer who is licensed and authorized to do business in the

Commonwealth of Massachusetts.

The Consultant shall maintain insurance satisfactory to the municipality covering any and all property damage, or bodily harm which may be suffered by reason of neglect of the consultant, its employees or agents during the execution of the project.

ARTICLE 6 – PAYMENT TERMS

The City agrees to pay the consultant upon satisfactory completion according to the payment terms detailed in the City’s Request for Qualifications.

ARTICLE 7 – CONTRACT DOCUMENTS

The following, together with this document form the CONTRACT and all are as fully a part of this contract as if physically attached to the contract or repeated herein.

1. This Contract;
2. Amendments, change orders or other changes mutually agreed upon as above;
3. The City’s Request for Qualifications;
4. The Consultant’s submission in response to the Request for Qualifications;
5. All required certifications;
6. Certificate of corporate vote, if applicable;

ARTICLE 8 – CONTRACT TERMINATION

The City may suspend or terminate this contract by providing the Consultant with ten (10) days written notice for reasons outlined as follows:

1. Failure of the Consultant, for any reason, to fulfill in a timely and proper manner its obligations under this contract.
2. Violation of any of the provisions of the contract by the Consultant.
3. A determination by the City that the Consultant has engaged in fraud, waste, mismanagement, misuse of the funds, or criminal activity with any funds provided by the Contract.

ARTICLE 9 – INDEMNIFICATION

The Consultant shall comply with the requirements of all applicable laws, rules and regulations in connection with the services of the Consultant, and shall exonerate, indemnify and hold harmless the City’s officers, agents, and all employees from said requirements and local taxes and contributions imposed or required under the Social Security, Worker’s Compensation and Income Tax Laws. Further, the Consultant shall exonerate, indemnify and hold harmless the City with respect to any claim , damages, expenses, or attorney’s fees arising from or in connection with the Consultant’s negligent performance of the work performed under this contract. This shall not be construed as a limitation of the Consultant’s liability under the contract or as otherwise provided by law.

ARTICLE 10 – APPLICABLE LAWS, REGULATIONS

The Consultant agrees to comply with other applicable laws, regulations or ordinances affecting the successful completion of this contract. Such laws, regulations, or ordinances included by are not limited to: Prevailing Wage laws, if applicable, Responsible Employer law or Ordinance and Non-discrimination laws. The Consultant shall comply with all applicable laws, ordinances, rules, regulations, and orders pertaining to the protection of work, property, persons and employees.

ARTICLE 11 – ASSIGNMENT SUBJECT TO APPROVAL

No rights or liabilities under the contract shall be assigned or subcontracted without the express written approval of the City.

ARTICLE 12 – TAX COMPLIANCE

The Seller certifies under penalties of perjury that it has filed all state sales tax returns, paid all state taxes and is otherwise in compliance with the laws of the Commonwealth of Massachusetts relating to taxes.

ARTICLE 13 – NON-COLLUSION CERTIFICATION

The Seller certifies under penalties of perjury that this 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.

ARTICLE 14 – SEVERABILITY

If any term or provision of this contract or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of the contract, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby and each term and provision of this contract shall be valid and enforced to the fullest extent permitted by law.

ARTICLE 15 – ENTIRE AGREEMENT

This contract represents the entire agreement of the City and the Consultant with respect to the services as defined in the Request for Qualifications and the Consultant’s submission and supersedes any prior agreements, understandings and representations, whether written or oral.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed in three (3) original copies on the day and year first above written.

FOR THE CITY OF QUINCY

APPROVED AS TO FORM:

By: _____
Thomas P. Koch, Mayor

James S. Timmins, City Solicitor

Department Head

Kathryn R. Hobin, C.P.O.

Certification is herewith given that funds are available for the payments required by the terms of this CONTRACT.

Mark Cavanaugh, Director Municipal Finance

The foregoing draft contract is included for illustrative purposes and should not be deemed to be the final draft.

ATTACHMENT A-SCOPE OF WORK

Montclair Elementary:	New roof and flashing
Wollaston Elementary:	New roof and flashing
R. Sterling Elementary:	New roof and flashing
Lincoln-Hancock Elementary:	New Roof
GOALS Building at NQHS:	New Roof
Broad Meadows Middle:	New Roof and flashing, roof drains
Atlantic Middle:	Flashing and masonry repointing
Parker Elementary:	Repointing masonry, flashing, roof repair
Merrymount Elementary:	Repointing masonry, flashing, lintel replacement
North Quincy High School:	New roof (on original building)
A Della Chiesa ECC:	New Roof
Point Webster Middle:	Flashing
Beechwood Knoll Elementary:	Masonry repairs and repointing
Bernazzani Elementary:	Flashing and coating
City Hall Annex (new wing)	New Roof
Park & Recreation complex:	New roof, added insulation, wood fascia replacement
Coddington Hall:	Repair / Renovate for School Department Administration Use

ATTACHMENT A – SCOPE OF SERVICES (cont.)

ANALYSIS & REPORT

Analyze Existing Conditions
Prepare Existing Conditions, Plans / Elevations
Prepare Analysis of Observations
Meet with Client
Provide Infrared Roof Moisture Surveys

CONSTRUCTION DOCUMENTS

Prepare plans, Details and Specifications

BIDDING

Provide Bid documents
Issue Addenda & Responses to RFI's
Conduct Pre-bid Walk-Through with All Bidders
Meet with client to Present Bid Results to Client

CONSTRUCTION ADMINISTRATION

Lead Construction Kick-Off Meeting
Provide Field Reports
Process Requisitions & Shop Drawings
Provide Punch List and Final Punch List, Final Affidavits and Project Close Out.

PROGRAMMING / FEASIBILITY

Prepare code review
Provide Programming for New Spaces
Provide Review Meeting with Client

EXISTING CONDITIONS

Analyze of Exterior and Interior Existing Conditions
Prepare Existing conditions Plans / Elevations
Review Meeting with Building Engineer

SCHEMATIC DESIGN

Develop Proposed Floor Plans
Code Review
Attend Design Meetings to Review Schematic Design

DESIGN DEVELOPMENT

Develop proposed floor Plans
Code Review
Attend Design Meetings to Review Design Development

CONSTRUCTION DOCUMENTS

Prepare Demolition and Proposed Plans and Elevations, Details and Specifications
Provide Budget Estimates

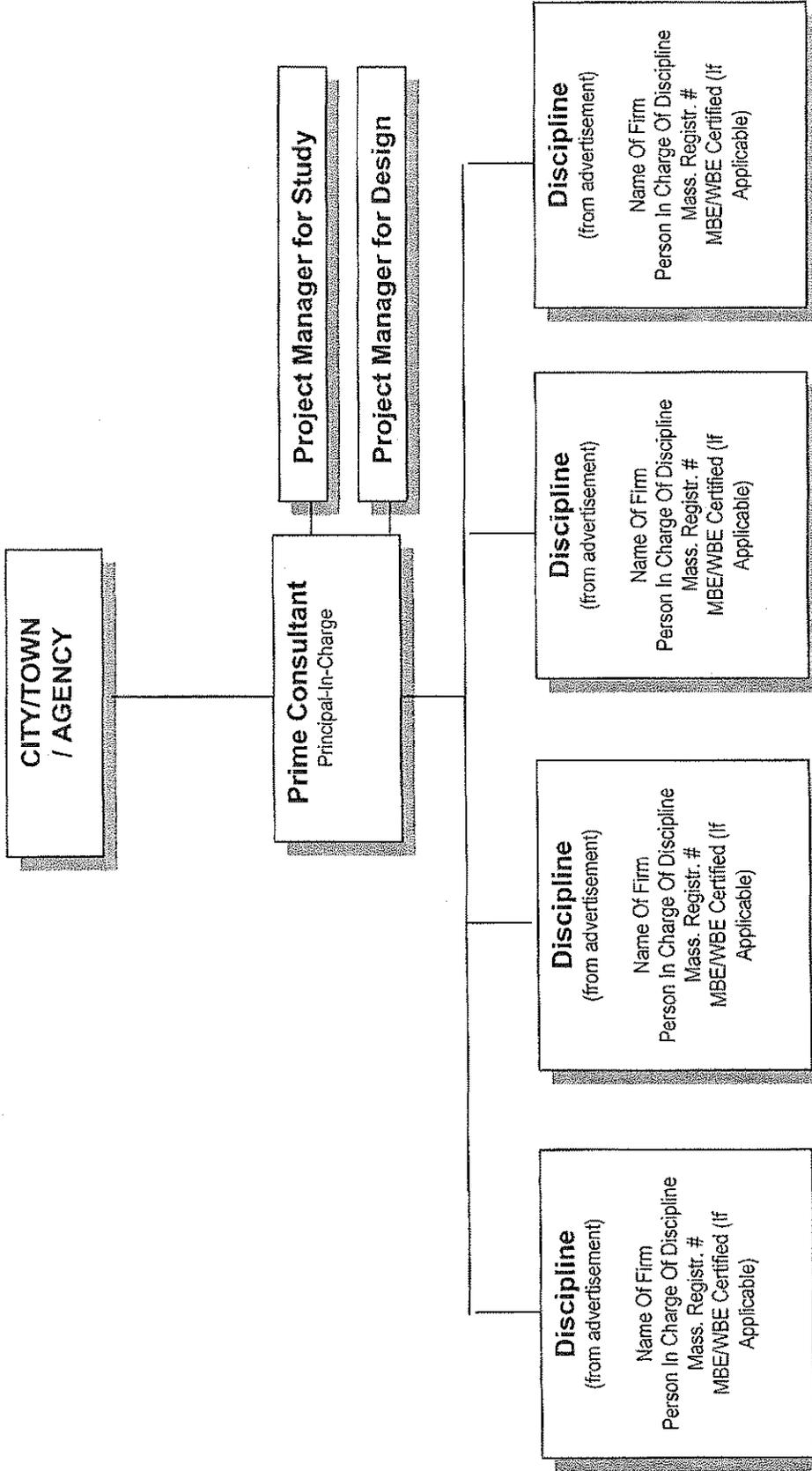
BIDDING

Provide Bid Documents
Issue Addenda & Responses to RFI's
Conduct Pre-Bid Walk Through with All bidders
Meet with Client to Present Bid Results to client

CONSTRUCTION ADMINISTRATION

Lead construction Kick-Off Meeting
Provide Field Reports
Process Requisitions & Shop Drawings
Provide Punch List Final Punch List, Final Affidavits and Project Close-Out

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:	
b. Project Assignment:	
c. Name and Address Of Office In Which Individual Identified In 7a Resides:	MBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/>
d. Years Experience: With This Firm: _____ With Other Firms: _____	
e. Education: Degree(s) /Year/Specialization	
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	
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):	

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 (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 REQUIRED 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

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 5 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 _____ Printed Name and Title _____ Date _____
 (Signature)