If you have printed this bid from the City of Quincy's Website or through an email, it is your responsibility to check for addenda at www.quincyma.gov before you turn in your proposal. “Please send an acknowledgment that you have printed out this bid via email to; kimtrillcott@quincyma.gov” The City of Quincy will not be responsible for any bids received omitting any addenda acknowledgement.

Thank you
City of Quincy, Massachusetts
Thomas P. Koch, Mayor

Request for Qualifications

Engineering Design Services
Ross Area Parking Garage

Proposals due November 21, 2019 @ 11:00 am
Late Proposals Shall be Rejected

Please Deliver Response/ Submission and Required Copies to:

Kathryn Logan, 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
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 submits 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.
# REFERENCE LIST

All vendors are to fill out the following reference form, and submit it with the bid package.

<table>
<thead>
<tr>
<th>Reference #</th>
<th>Name</th>
<th>Address</th>
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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)
Request for Qualifications (RFQ)
Engineering Design Services for the Ross Area Parking Garage Project
City of Quincy, Massachusetts

In accordance with M.G.L. Chapter 7, the City of Quincy, is soliciting proposals from qualified firms and teams to provide professional design services necessary to support the planning, programming, and future construction of a new “Ross Area Parking Garage” development.

Scope of service includes but is not necessarily limited to the following activities:

- Preliminary engineering/feasibility study
- Design Development for a new parking facility.
- Plans and Specifications for the new Ross Area Project
- Construction phase services and Commissioning services

Engineering design services shall be conducted in accordance with M.G.L. Chapter 7 and the City of Quincy design guidelines, requirements, and specifications, and shall be closely coordinated with the design and construction of the Ross Area Parking Garage Project to be located between McGrath Highway and Granite Street, bounded by Hancock Street and the Burgin Parkway. A detailed scope of work is contained in this RFQ.

Request for Qualifications will be received at the office of the Purchasing Department; City Hall, 1305 Hancock Street; Quincy, MA 02169, until November 21, 2019 at 11:00 AM. Late responses will be rejected.

Copies of the Request for Qualifications will be available on November 7th, 2019 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, or you can visit the purchasing Department's website at http://www.quincyma.gov/

The City of Quincy shall determine the selected Firm/Team by December 15, 2019. 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. The City intends to award contracts in phases subject to appropriation.

Proposals shall be in accordance with any and all M.G.L. Chapter 7, all Federal, State and City of Quincy regulations in relation to Equal Employment Opportunity, OSHA, 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.

Thomas P. Koch
Mayor
Kathryn R. Logan
Purchasing Agent

Quincy Sun
November 7, 2019
Central Register
November 6, 2019
Request for Qualifications (RFQ)
Engineering Design Services
Ross Area Parking Garage
City of Quincy, Massachusetts

INTRODUCTION

In accordance with M.G.L. Chapter 7C §§ 44-58, the City of Quincy is soliciting proposals from qualified firms and teams to provide professional planning and design services (“Design Services”) for the design, engineering, layout, public procurement support, construction phase engineering and commissioning of a new garage with an expected capacity of greater than 1,000 spaces. The garage will be located in Downtown Quincy between the Honorable Mayor Walter J. Hannon Parkway and the General’s Bridge (currently under construction) along the MBTA tracks in Quincy, Massachusetts.

The complete scope of service considered under this RFQ is expected to include, but is not necessarily limited to, the following activities:

• Preparation of planning, permitting, schematic design and design development plans for a new garage;
• Preparation of detailed public procurement construction plans and specifications for the new garage;
• Public bidding and support for a M.G.L Chapter 149 or 149A procurement cycle;
• Construction phase engineering / designer services;
• Commissioning services; and
• All associated designer services typical of projects of this nature

Request for Qualifications will be received at the office of the Purchasing Department; City Hall, 1305 Hancock Street; Quincy, MA 02169, until November 21, 2019 at 11:00 AM. Late responses will be rejected.

Copies of the Request for Qualifications will be available on November 6, 2019 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, or you can visit the purchasing Department's website at http://www.quincyma.gov

The City of Quincy’s selection team shall complete evaluation of each Firm/Team by December 13, 2019 and recommend the firm/team rated most advantageous, in accordance with the evaluation criteria specified in the RFQ, to the Purchasing Officer and Mayor of Quincy. 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. The City intends to award the contract in phases, subject to appropriation, with the Programming, Permitting and Schematic Design Phase being the first.

Proposals shall be in accordance with any and all M.G.L. Chapter 7C §§ 44-58, all Federal, State and City of Quincy regulations in relation to Equal Employment Opportunity, OSHA, 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 responses 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.

PROPOSAL PROCEDURES

This Request for Qualifications (RFQ) sets forth criteria to be used by the City of Quincy, in conjunction with its Department of Planning and Community Development, Traffic Parking, Alarm & Light (TPAL) Department, and Department of Public Works for the selection of a firm /team to provide design and engineering services for an estimated 1,000+ space parking garage. Activities will commence following the selection of the consultant, negotiation of an initial contract, and the issuance of a Notice to Proceed.
FUNDING SOURCES

All funding shall be subject to appropriation and phases shall be contracted as the project and funding evolve. In the event that the funding from any source is eliminated or decreased, the City of Quincy reserves the right to terminate the contract or amend it accordingly.

PROJECT BACKGROUND/OVERVIEW

The City of Quincy is completing its first decade of urban renewal activities in the Downtown and is embarking on the redevelopment of the next “block,” commonly called the Ross Area. The City intends to design and construct an estimated 1,000+ space parking garage located between the Honorable Mayor Walter J. Hannon Parkway, and the General’s Bridge (currently under construction) along the MBTA tracks. The intent of the garage is to provide parking for area retail, businesses, and medical offices, with connectivity to multiple blocks.

The City of Quincy is seeking the services of a qualified interdisciplinary design team (the “Design Team”) to provide professional planning and design services for a new Ross Area Parking Garage. The selected firm / team will work with the City and their existing Downtown consultants to develop concepts, designs and eventually deliver a new garage.

The selected firm / team will be responsible for bringing the garage from concept design & programming through construction and commissioning including assistance with the public procurement cycle, and construction administration services. The Design Team will assist the City in determining the most effective construction delivery method, including but not limited to M.G.L. Chapter 149 versus M.G.L. Chapter 149A.

Team Members

Each Proposer team is expected to consist of a parking and garage specialist design firm, as the lead designer and prime consultant, with other team members as necessary to provide the required expertise and experience with parking garages described below. The lead designer will have demonstrated successful experience as the leader of architectural, engineering and consulting teams. The lead designer will also be able to demonstrate relative experience and a vision for creating unique places that define a user experience and provide connectivity to area amenities.

All Proposers must have specific experience and expertise designing parking garages and ground floor retail space for lease to unidentified, third-party tenants. If the lead designer does not have in-house expertise designing parking garages and / or experience designing functional and marketable retail spaces, the Proposer must affiliate with and identify in their proposal other firms with such required expertise.

It is anticipated that certain key subconsultants will be added to the Design Team after the RFQ selection process, either during the negotiation of the contract or during the performance of the scope of services. In each case, the prime consultant will propose one or more subconsultants to the City, and the City and their team will jointly select such subconsultant. The Design Team will most likely require in-house capabilities or subconsultants to provide the following services:

- Parking facilities and garage management systems consulting
- Parking demand analysis
- Structural engineering
- Traffic / transportation engineering
- MEP / FP engineering
- Geotechnical engineering
- Civil Engineering
- Sustainability consulting
- Code analysis and consulting
- Electrical & Lighting design
- Signage and wayfinding design
- Cost estimating
- M.G.L. Chapter 149 / 149A Procurement
The City has already retained civil engineering, environmental engineering, and landscape architect services for the General's Bridge and greater Ross Area. The Design Team shall coordinate with this existing team for integration of the Garage site with the surrounding area.

**SCOPE OF SERVICES**

A suggested framework for a future Scope of Services (not exclusive) is listed below for consideration in preparing RFQ responses.

**Programming, Permitting and Schematic Design**

- Meet with the City’s Team to obtain details of the assignment and pertinent information including pending development proposals for this portion of the Downtown.
- Review and suggest a range of size and program, including descriptions of key functional categories, including opportunities and challenges for the City to consider, such as shares parking models.
- The selected Design Team will prepare up to three (3) differing schematic design plan layouts and garage styles for both the City's consideration and public review and input, including:
  - Site plan with garage sited on a provided existing condition plan;
  - Floor plans;
  - Elevations;
  - Exterior perspectives;
  - Preliminary estimate of probable construction cost.
- Integrate the design of sustainable development and/or renewable energy features into the garage. Evaluate the feasibility of designing the Garage as a “zero-net-energy” building. Include in the design the ability to add or upgrade renewable energy features to the Garage in the future.
- Attend and participate in meetings with the City, prospective development partners and any required public meetings. Prepare plans, drawings, and presentations necessary for these meetings.
- Review the City's current MEPA approvals and perform a comparative analysis about additional permitting requirements. Outline other local, state and federal permitting requirements and strategies for the proposed concepts.

**Design Development Building Plans**

- Advance the conceptual schematic plans for the preferred concept to include budget, constructability, parking level of service, ease of conversion into another use, efficiency with existing City parking systems, and urban design considerations.
- Prepare design development documents based upon approved schematic design plans and engineering drawings for the preferred option. The design development plan set will include elevations, sections, floor plans, fixture schedules, materials schedules, MEP drawings, sustainable features, and other drawings and information required for state and local permitting. Also provide any necessary technical specifications and back up as needed and as typical and appropriate for design development and permitting documents.
- Refine the estimate of construction costs for the Garage based upon the design development documents. If required, revise scope, size, quality, and features of the garage to ensure compatibility between budget and design.
- Attend and participate in meetings with the City and general public. Prepare plans, drawings, and presentations necessary for these meetings.
Construction Documents, Procurement, and Award

- Prepare the construction set of drawings and specifications based upon the approved design development documents. These plans shall include sufficient plans, drawings, and technical specifications, and shop drawings to allow the City to properly procure a builder pursuant to M.G.L. Chapter 149/149A procurement. The construction plans are to be sealed by the Massachusetts licensed professional applicable to each building component or system discipline.

- Assist the City and its consultants in answering all questions posed during the procurement process.

- Assist the City and its consultants in reviewing and analyzing respondent’s proposals.

- If necessary, assist the City and its consultants to revise scope, size, quality, and features of the garage to ensure compatibility between budget and design.

Construction Administration

- Services to be determined prior to commencing this phase

Commissioning services

- Services to be determined prior to commencing this phase

FEES FOR SERVICES

The City will request a price proposal from the selected firm / team whose qualifications package has been deemed the most advantageous in accordance with the evaluation criteria specified in the RFQ. If the City and the Respondent with the top-ranked qualifications package cannot come to a mutually satisfactory agreement on pricing, the City will negotiate pricing with the Respondent offering the next most advantageous qualifications statement. The City will continue negotiating with ranked Respondents until a contract is successfully negotiated.

Project fees will be negotiated at each phase work. Hourly rates will also be required should all parties agree to expand any or all of the Scope of Services proposed as it relates to the current project. 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 estimated project budget for the Programming, Permitting and Schematic Design Phase is $100,000. This will be the first contract negotiated.

A “Fee Envelope” shall not be submitted with this RFQ.

PROPOSAL REQUIREMENTS

One (1) original, Five (5) copies, and a complete PDF Version on a thumb drive shall be submitted in a single sealed envelope / wrapped package and marked; "Ross Area Parking Garage Design Services" to the Purchasing Department, City Hall, 1305 Hancock Street, Quincy, MA 02169, for review by the selection committee. The proposal must include:

1. A comprehensive Statement of Qualifications (SOQ) Narrative that contains the following:
   a) Firm or Team History
   b) Organizational chart of team members using the Commonwealth of Mass. Standard DSB(form-(attached); resumes for up to five (5) discipline leads and/or key subconsultants. Resumes should be no more than two pages each.
   c) Project Approach/Work Plan: Provide a detailed description of your team’s approach to the Programming, Permitting and Schematic Design Phase and the Design Development Phase. Typical approaches for the other phases may be included in a concise manner.
   d) Client references with name, addresses, and telephone numbers, especially for clients for whom the vendor has performed work for on a project of similar complexity, especially those recent projects which includes parking programming, urban design and construction, and parking garages.
e) Sample submissions or Past Work write-ups which concisely describe the previous projects, the team for said projects, and have clear relevance to the services being solicited under the RFQ. The submissions must be relevant, recent, and credible.

f) Any other information deemed relevant to the project, and which the firm / team believes will further the competitiveness of the proposal, including work samples from similar completed projects.

2. Required Forms and Documentation
a) Commercial/General/Worker’s Comp. Liability Insurance coverage which may be provided through primary and excess or umbrella liability policies for limits at a minimum, the lesser of $1 million or 10% of the project’s estimated cost of construction, naming the “City of Quincy” additional insured.

b) Certificate of Non-Conclusion Form

c) Signature Authorization Form

d) Tax Compliance Certificate

e) Commonwealth of Mass-"Standard Designer Application form for Municipalities and Public Agencies"

3. Proposal are limited to 40 pages (20 double sided sheets), inclusive of all required forms and documentation.

Minimum Qualifications of Firm/Team

Respondents must be firms / teams employing a person or persons that meet the following minimum criteria:

- Members who hold Bachelor’s or Master’s degrees in Engineering, Architecture, and key support disciplines, with at least ten years full-time experience in an area relevant to the project;
- Members who hold current licenses and registrations by the Commonwealth of Massachusetts as an architect and /or professional engineers specific to the project discipline(s) engaged;
- Has experience carrying out planning and design projects of similar scope and complexity; more specifically experience in parking programming, urban design and construction, and parking garages.
- Has an integrated team, inclusive of SOMWBA certified team members.

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

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 the week of December 2, 2019.

- Breadth and depth of prior experience carrying out programming, planning, design and construction;
- Demonstrated understanding of the City of Quincy’s Downtown Redevelopment initiative;
- Demonstrated understanding of the Massachusetts public procurement guidelines and requirements;
- Excellent communication, graphic design, and presentation skills;
- Professional and educational credentials/qualifications above and beyond minimum qualifications;
- The ability to commence work on an immediate basis; and
- Strength and credibility of professional references.

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 7C §§ 44-58, each criterion shall be rated as follows:

- "Highly Advantageous" (response excels on the specific criterion)
- "Advantageous" (response meets evaluation standard for the criterion)
- "Not Advantageous" (response does not fully meet the evaluation criterion or leaves a question or issue not fully addressed)
- "Unacceptable" (response does not address the elements of this criterion)
Committee Members are responsible for independently ranking each proposal in accordance with the point system below:

1. Experience and Qualifications of Respondent Team  
   40 Points Maximum
2. Quality of Past Work / References  
   30 Points Maximum
3. Project Approach/Work Plan with prosed Scope of Services  
   20 Points Maximum
4. Communication, Presentation, and Quality of Respondent Package  
   10 Points Maximum

Total Points  
100 Points Maximum

The purpose of this document is to clarify the ranking system used for all proposals pursuant to the Request for Qualifications (RFQ) and selection under M.G.L. Chapter 7C. Copies of firm/applicant rankings will be kept on file.

1: Experience and Qualifications of Respondent Team (40 Points Maximum)

Breadth and depth of prior experience carrying out a project of similar complexity, especially those recent projects (within the last 5 years) which includes parking programming, urban design and construction, and parking garages. A demonstrated understanding of Massachusetts public bidding guidelines and requirements, specifically under MGL Chapter 149 or 149A. Meets minimum qualifications as stated in "Qualifications of Firm/Team."

**Highly Advantageous (40-points):** The proposal indicates evidence that the Firm/Team has substantial in-house "areas of expertise" necessary to complete this project or that the, firm/team has made prior arrangements for sub-consultants in areas for which in-house services are unavailable, inclusive of SOMWBA certified team members. The proposal team meets or exceeds the qualifications as stated in “Qualifications of Firm/team” and has demonstrated experience with five (5) or more MGL Chapter 149 and 149A projects of similar size and scope within the last five years.

**Advantageous: (25-points):** The proposal indicates evidence that the firm/team has some in-house "areas of expertise" necessary to complete this project or that the, firm/team has made prior arrangements for sub-consultants in areas for which in-house services are unavailable. The proposal team meets the qualifications as stated in “Qualifications of Firm/Team” and has demonstrated experience with at least one (1) but less than three (3) or more MGL Chapter 149 or 149A projects of similar size and scope within the last five years.

**Not Advantageous (10-points):** The proposal indicates evidence that the firm/team has few in-house "areas of expertise" necessary to complete this project and/or the, firm/team has not made prior arrangements for sub-consultants in many areas for which in-house services are unavailable. The proposal team meets the qualifications as stated in “Qualifications of Firm/Team” and has demonstrated experience with at least one (1) MGL Chapter 149 project of similar size and scope within the last five years.

**Unacceptable (0-points):** The proposal indicates no evidence that the firm/team has any in-house "areas of expertise" necessary to complete this project. The proposal team does not meet all of the qualifications as stated in “Qualifications of Firm/Team” and has demonstrated less than the minimum requested relevant experience with MGL Chapter 149 projects of similar size and scope within the last five years.

2: Quality of Past Work / References (30 Points Maximum)

The firm/team shall demonstrate previous quality of past work as evidenced by sample submissions, and the strength and credibility of client references, all of which may be verified by a telephone and/or an in-person interview.

**Highly Advantageous (30-points):** Five (5) or more sample submissions, for projects lead and completed in the past 5 years, by the firm/team are written clearly and fully cover the relevant subject matter, having clear relevance to the services being solicited under the RFQ. The sample submissions are client references are relevant, recent, and credible.

**Advantageous: (20-points):** At least three (3) sample submissions, for projects lead and completed in the past 5 years, by the firm/team are written clearly and fully cover the relevant subject matter, having clear relevance to the services being solicited under the RFQ. The sample submissions are client references are relevant, recent, and credible.

**Not Advantageous (10-points):** Many of the sample submissions submitted by the firm/team are unclear, incomplete, or have little relevance to the services being solicited under the RFQ. At least one (1) relevant sample submissions have been provided. Few client references are included or are not credible.
Unacceptable (0-points): None of the sample submissions submitted by the firm/team are clear and complete and/or have relevance to the services being solicited under the RFQ. Client references are either not included or are not credible.

3: Project Approach/Work Plan with prosed Scope of Services (20 Points Maximum)
The firm/team shall concisely demonstrate a Project Approach / Project Work Plan demonstrating their understanding and ability to commence and execute the necessary programming, permitting, schematic design, design development, and procurement tasks for expeditiously complete the City’s project.

Highly Advantageous (20-points): The proposal details the key tasks, possible durations, and adjacency of key milestones for each phase from Programming to Procurement, assuming a January 6, 2020 start date, including a concise description of each key task in a future workplan. Quincy specific tasks and understanding for the Programming, Permitting and Schematic Design Phase is clearly demonstrated.

Advantageous: (14-points): The proposal lists the typical tasks, possible durations, and adjacency of typical milestones for each phases, assuming a January 6, 2020 start date, including a general description of tasks in a future workplan. General City of Quincy redevelopment and construction knowledge and understanding is demonstrated.

Not Advantageous (8-points): The proposal lists general project approached for projects of this nature, without clear, accurate or relevant milestones.

Unacceptable (0-points): The proposal lists fully generic approaches to public design and construction.

4: Communication, Presentation, and Quality of Respondent Package (10 Points Maximum)
Excellent communication, graphic design and presentation skills.

Highly Advantageous (10-points): The written and graphic response submitted by the firm/team is clear and complete, fully covers the relevant subject matter, and excels with respect to graphics, formats, and/or writing style.

Advantageous: (8-points): The written and graphic response submitted by the firm/team is clear and complete, and fully covers the relevant subject matter.

Not Advantageous (4-points): The written and graphic response submitted by the firm/team is either unclear or incomplete in several sections.

Unacceptable (0-points): The written and graphic response submitted by the firm/team is both unclear and incomplete in a majority of sections.

SUBMISSIONS
Proposals should be addressed to: Purchasing Department; City Hall; 1305 Hancock Street; Quincy, MA 02169. The final date for submission of proposals is Thursday, November 21, 2019 at 11:00 AM. All late Proposals will be rejected.

RFQ Questions
All questions regarding this bid should be directed to kimtrillcott@quincyma.gov or to the attention of Kathryn R. Logan, Purchasing Agent through fax: 617-376-1074. Questions will be accepted until November 15, 2019 at 12:00 PM.
1. Project Name/Location For Which Firm Is Filing:

2. Project #

This space for use by Awarding Authority only.

3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:

3. Name Of Proposed Project Manager:
   For Study: (if applicable)
   For Design: (if applicable)

3b. Date Present and Predecessor Firms Were Established:

3c. Federal ID #:

3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required):

3e. Email Address:

3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:

3g. Name and Address Of Parent Company, If Any:

4. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):

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<thead>
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<th>Discipline</th>
<th>Total</th>
<th>(MA Registrations)</th>
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<tbody>
<tr>
<td>Admin. Personnel</td>
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<td>Architects</td>
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<td>Acoustical Engrs.</td>
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<td>Civil Engrs.</td>
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<td>Code Specialists</td>
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<td>Construction Inspectors</td>
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<td>Cost Estimators</td>
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<td>Drafters</td>
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<td>Ecologists</td>
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<tr>
<td>Electrical Engrs.</td>
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<td>Environmental</td>
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<td>Fire Protection</td>
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<td>Geotech. Engrs.</td>
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<tr>
<td>Industrial</td>
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<tr>
<td>Interior Designers</td>
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<td>Landscape</td>
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<tr>
<td>Licensed Site Prof.</td>
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<tr>
<td>Mechanical Engrs.</td>
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<tr>
<td>Planners: Urban./Reg.</td>
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<td>Specification Writers</td>
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<tr>
<td>Structural Engrs.</td>
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<tr>
<td>Surveyors</td>
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</tbody>
</table>

5. Has this Joint-Venture previously worked together?  
☑ Yes  ☐ No
6. **ONLY** List 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:

- **CITY / TOWN / AGENCY**
  - Prime Consultant
    - Principal-In-Charge
      - Project Manager for Study
      - Project Manager for Design

- **Discipline** (from advertisement)
  - Name Of Firm
  - Person In Charge Of Discipline
  - Mass. Registr. #
  - MBE/WBE Certified (If Applicable)

- **Discipline** (from advertisement)
  - Name Of Firm
  - Person In Charge Of Discipline
  - Mass. Registr. #
  - MBE/WBE Certified (If Applicable)

- **Discipline** (from advertisement)
  - Name Of Firm
  - Person In Charge Of Discipline
  - Mass. Registr. #
  - MBE/WBE Certified (If Applicable)

- **Discipline** (from advertisement)
  - Name Of Firm
  - Person In Charge Of Discipline
  - Mass. Registr. #
  - MBE/WBE Certified (If Applicable)
7. **Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. Include Resumes of Project Managers.** 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>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>a.</strong> Name and Title Within Firm:</td>
<td><strong>a.</strong> Name and Title Within Firm:</td>
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<tr>
<td><strong>b.</strong> Project Assignment:</td>
<td><strong>b.</strong> Project Assignment:</td>
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<tr>
<td><strong>c.</strong> Name and Address Of Office In Which Individual Identified In 7a Resides:</td>
<td><strong>c.</strong> Name and Address Of Office In Which Individual Identified In 7a Resides:</td>
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<tr>
<td>MBE</td>
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<td>WBE</td>
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<td>SDVOBE</td>
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<td>VBE</td>
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<td><strong>d.</strong> Years Experience: With This Firm: _____ With Other Firms: _____</td>
<td><strong>d.</strong> Years Experience: With This Firm: _____ With Other Firms: _____</td>
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<td><strong>e.</strong> Education: Degree(s) /Year/Specialization</td>
<td><strong>e.</strong> Education: Degree(s) /Year/Specialization</td>
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<td><strong>f.</strong> Active Registration: Year First Registered/Discipline/Mass Registration Number</td>
<td><strong>f.</strong> Active Registration: Year First Registered/Discipline/Mass Registration Number</td>
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<tr>
<td><strong>g.</strong> Current Work Assignments and Availability For This Project:</td>
<td><strong>g.</strong> Current Work Assignments and Availability For This Project:</td>
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<td><strong>h.</strong> Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):</td>
<td><strong>h.</strong> Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):</td>
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<tr>
<th></th>
<th>Project Name And Location Principal-In-Charge</th>
<th>b. Brief Description Of Project And Services (Include Reference To Relevant Experience)</th>
<th>C. Client’s Name, Address And Phone Number (Include Name Of Contact Person)</th>
<th>d. Completion Date (Actual Or Estimated)</th>
<th>e. Project Cost (In Thousands)</th>
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</table>
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) |
| (1) | | | | |
| (2) | | | | |
| (3) | | | | |
| (4) | | | | |
| (5) | | | | |
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.

<table>
<thead>
<tr>
<th># of Total Projects:</th>
<th># of Active Projects:</th>
<th>Total Construction Cost (In Thousands) of Active Projects (excluding studies):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role P, C, JV *</td>
<td>Phases St., Sch., D.D., C.D., A.C.*</td>
<td>Project Name, Location and Principal-In-Charge</td>
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<td>Awarding Authority (Include Contact Name and Phone Number)</td>
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</table>

* 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 ½” X 11” Supplementary Sheets Will Be Accepted. **APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.**

    Be Specific – No Boiler Plate

11. Professional Liability Insurance:

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

13. Name Of Sole Proprietor Or Names Of All Firm Partners and Officers:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>MA Reg #</th>
<th>Status/Discipline</th>
<th>Name</th>
<th>Title</th>
<th>MA Reg #</th>
<th>Status/Discipline</th>
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14. If Corporation, Provide Names Of All Members Of The Board Of Directors:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>MA Reg #</th>
<th>Status/Discipline</th>
<th>Name</th>
<th>Title</th>
<th>MA Reg #</th>
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15. Names Of All Owners (Stocks Or Other Ownership):

<table>
<thead>
<tr>
<th>Name And Title</th>
<th>% Ownership</th>
<th>MA. Reg.#</th>
<th>Status/Discipline</th>
<th>Name And Title</th>
<th>% Ownership</th>
<th>MA. Reg.#</th>
<th>Status/Discipline</th>
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16. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a “Designer”, as that term is defined in Chapter 7C, Section 44 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted by

(Signature) ____________________________________________________________

Printed Name and Title ________________________________________________

Date ______________

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