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
Request for Qualifications (RFQ)
Architectural/Engineering Design Services
Cultural Center for the Arts
City of Quincy, Massachusetts

Deadline: November 21, 2019 @ 11:30 a.m.
Late Proposals will be rejected

Thomas P. Koch
Mayor

Kathryn Logan
Purchasing Agent

All questions regarding this bid should be directed to Kathryn R. Logan, Purchasing Agent through email @: purchasing@quincy.ma Questions will be accepted until November 15, 2019 at 4:00 p.m.
Request for Qualifications (RFQ)
Architectural/Engineering Design Services for: Cultural Center for the Arts
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 “Cultural Center for the Arts” development.

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

- Preliminary engineering/feasibility study
- Design Development
- Plans and Specifications for the Cultural Center for the Arts
- Construction phase services and Commissioning services

Architectural/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 Cultural Center for the Arts. Location to be determined at a different time. 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 11:30 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 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

Advertise
Quincy Sun November 7, 2019
Central Register November 6, 2019

Req No.
S112119
Request for Qualifications
(RFQ)
Architectural/Engineering Design Services
Cultural Center for the Arts
City of Quincy, Massachusetts

In accordance with M.G.L. Chapter 7, the City of Quincy, is soliciting proposals from qualified individuals and firms to provide professional design services necessary to support the future construction of a new Cultural Center for the Arts.

Scope of service could include but is not necessary limited to the following activities:

• Preliminary engineering/ Feasibility study
• Environmental documentation/permitting
• Design Development for a Cultural Center for the Arts.
• Design Plans/ Specifications for a Cultural Center for the Arts
• Development of a scope of work for a Design/Build/Finance/Operate/Maintain project delivery
• Assistance in determining a suitable site and development of the Cultural Center.

Architectural/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 a mixed use cultural center for the arts. 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 11:30 AM Late responses will be rejected.

Copies of the Request for Qualifications will be available on November 7, 2019 and may be obtained from the Purchasing Department; City Hall, 1305 Hancock Street; Quincy, MA 02169 or by calling (617) 376-1060. Between the hours of 9 AM and 4 PM; Monday through Friday or you can visit the purchasing Department's website at www.quincyma.gov.

The City of Quincy shall establish a committee who will determine the selected Architect/Engineer (s). The City of Quincy reserves the right to withdraw the Request for Qualifications; to reject any and all proposals; and to accept any proposal deemed to be in the best interest of the City of Quincy.

Bids shall be in accordance with any and all M.G.L. Chapter 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 (when applicable). 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.

In the event that the funding is eliminated or decreased, the City of Quincy reserves the right to terminate the contract or amend it accordingly.
The Owner is requesting the services of an architectural/engineering design firm which specializes in the design of cultural centers for the arts. The anticipated consultant scope of work will include the following in order to support a future design/build/finance/operate/maintain a future mixed-use cultural arts center. This center will be for the celebration and promotion of all forms of Art, photography, sculptures, performance, still, cinematic, etc. The new facility will be a home for visual art displays and many performing arts such as movies, plays, musicals, musical concerts, orchestral and many more. Our vision is to establish a modern facility which will host quality displays, exhibitions and performances of all artistic forms from local artists as well as visiting artists in Quincy. It will be the selected Architects task to develop a design for the facility in concert with the City of Quincy. The scope of work will entail, but not limited to a preliminary feasibility study, suitable location determination, traffic and parking studies, possible utility upgrades, available grants and funding sources, project delivery framework, the production of design and engineering of bid documents, permitting as well as construction phase services and commissioning services.

1. **Project Design Administration**
   A. Design administrative functions including consultation, meetings and correspondence, and progress review design review meetings with the City of Quincy.

   B. Permitting review and preparation; the consultant shall assist the City of Quincy in advancing required environmental documentation and regulatory permits as appropriate.

   C. If requested by the City of Quincy selected firm will conduct meetings with the public and/or any local agencies to ensure compliance with local laws, statutes, regulations, code, and design standards are being met.

2. **Architectural Design**
   A. Preparation of conceptual and building plans, feasibility, schematic sections, elevations, preliminary selection of building location, systems and materials, and development of estimated dimensions, area, and volumes for the parking facility, ingress and egress plans, illustrating initial and future access requirements.

   B. Provide three dimensional illustrations of the proposed design of the future development showing interior, exterior, and site aesthetics.

3. **Structural Engineering/Design**
   A. Preparation of conceptual building foundation, floor plans, preliminary grading, location of paving for walkways, driveway, parking, and fencing (if applicable).

4. **Mechanical and Electrical Engineering/Design**
   A. Conceptual design, engineering and building plans for all required heating ventilation and air conditioning, plumbing, fire protection, drainage and mechanical systems required for the project.

   B. Conceptual design, engineering and building plans for all required electrical powers service, distribution, lighting, communications, fire detection and security project.

5. **Civil Engineering/Site Circulation**
   A. Site planning including the layout of site features; Structure position, Preliminary grading, Location of paving, if applicable.

   B. Working knowledge of the Massachusetts State Building Code, regulations related to the Americans for Disabilities Act, and other pertinent requirements related to successful completion of this project.

   C. Preparation of a site utility plan,
Throughout the project, the selected designer will:

• Coordinate the work of all designers, engineers and sub-consultants on the designer's project team.
• Coordinate the work of any other consultant(s) retained by the City of Quincy.
• Provide cost analysis of all major components to assist the City of Quincy in its decision making.

Proposal Requirements
One (1) original and Two (2) copies of the proposal and a thumb drive with the complete proposal on it shall be submitted in a sealed envelope and marked “Architectural/Engineering Design Services Cultural Center for the Arts” 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) Company History

   b) Organizational chart of team members, resumes, and percentage involvement that each team member will be committed to the project during the design process.

   c) Project Approach/Work Plan: Provide a detailed description of your team's approach to a “design/build/finance/operate/maintain" project development and delivery. Focus on how your specified approach will affect the proposed Quincy’s Cultural Center for the Arts project. Summarize strategies that your team will use throughout the process to meet the City of Quincy's collective expectations on design quality. Finally, clearly outline how the project team and maintain the design budget and schedule and report to the City of Quincy.

   d) Subcontracting Plan: Provide a description of your approach to subcontracting portions of the work. Explain which scopes of work will be self-performed and which will be subcontracted.

   e) Safety and Security Plan: Summarize your plan to comply with the appropriate the City of Quincy and security measures during the design process.

   f) A client reference list, with name, addresses, and telephone numbers, especially for clients for whom the consultant has performed work for on a project of similar complexity. Provide references from a minimum of three clients.

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

2. Required Forms and Documentation

   a) Worker's Compensation for the payment of compensation and the furnishing of the benefits under Chapter 152 of the General Laws of Massachusetts (The Worker's Compensation Act) to all employees of the contractor who are subject to the provisions of Chapter 152 of the General Laws of Massachusetts.

   b) Commercial General 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.

   c) Certificate of Non Conclusion Form

   d) Signature Authorization Form

   e) Tax Compliance Certificate

Minimum Qualifications of Consultant working directly on this project
Consultants must meet the following minimum criteria:
• A Bachelor's or Master's degree in Civil Engineering, Architecture, Urban Planning, and Landscape Architecture, plus at least five years full-time experience in an area relevant to the project;
• Registration as a Professional Engineer (PE), American Institute of Certified Planners (AICP), and Register Architect, Registered Landscape Architect (RLA);
• Experience carrying out a design project of similar scope and complexity in a historic urban setting.
• Current Licenses in the following disciplines (but not limited to): architecture, engineering studies, planning and environmental studies.
• 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.

Project Fee (for completion of project as described)
Project fees shall be negotiated for each of the phases of work necessary to complete the scope of work defined in the Scope of Services of this RFQ. The negotiated fee shall include all costs and expenses (copying, mileage, photographs, etc.)

Selection Criteria
The selection process will include an evaluation procedure based on the criteria identified below. Please note; finalists will be required to appear for an interview.

• Breadth and depth of prior experience carrying out cultural art center design projects, especially those with complex funding, permitting, and design strategies.
• Breadth and depth of knowledge and prior experience carrying out complex public/private partnerships for large-scale projects.
• Demonstrated understanding of the design guidelines, requirements, and specifications of cultural arts centers.
• Demonstrated ability to help manage a robust public outreach process that includes a wide-range of agencies, stakeholders, and constituencies.
• Demonstrated understanding of Quincy's historic and cultural resource needs.
• Excellent communication, graphic design, and presentation skills.
• Professional and educational credentials/qualifications above and beyond minimum qualifications outlined previously.
• Listing of awards/credentials received for similar design projects.
• The ability to commence work on an immediate basis.
• 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 7, each criterion shall be rated as follows:

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

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

1: Overall Experience
Breadth and depth of prior experience carrying out similar engineering, planning, and design projects, especially those with complex funding and permitting strategies, and managing robust public outreach processes. Further, members of the consultant team shall have prior experience working on Cultural Art projects developments.

Unacceptable (0-points): The proposal indicates no evidence of "areas of expertise" in consulting, necessary to complete this project.

Not Advantageous (1-point): The proposal indicates evidence of one "area of expertise" in consulting necessary to complete this project.

Advantageous: (2-points) The proposal indicates evidence of more than one "area of expertise" in consulting necessary to complete this project.

Highly Advantageous: (3-points) The proposal indicates evidence that the firm/applicant has substantial in-house "areas of expertise" in consulting necessary to complete this project or that the, firm/applicant has made prior arrangements for Sub consultants in areas for which in-house services are unavailable.

2: Qualifications of Professional Staff Employed by the Project Team Firms
Professional qualifications of members of the consultant team (training/educational background appropriate to the project described herein) and all project personnel, including professional experience above and beyond the minimum qualifications outlined in "Qualifications of Consultant. Further, all members of the consultant team shall meet the prequalification in the requisite disciplines have substantial knowledge of procedures, and design standards. Qualifications will be verified by a telephone interview and/or in-person interview by the design selection committee.

Unacceptable (0-points): 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

Not Advantageous: (1-point) 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,

Advantageous: (2-points) 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.

Highly Advantageous: (3-points) The proposal indicates evidence that the firm/applicant has substantial in-house "areas of expertise" in consulting necessary to complete this project or that the, firm/applicant has made prior arrangements for Sub consultants in areas for which in-house services are unavailable.

3: Demonstrated Understanding of Scope of Work
Demonstrated understanding of the scope of work. Consultant's proposal shall be complete and address the various design elements stated in this RFQ. Further, the consultant's proposal shall contain a schedule and benchmarks for the various design deliverables.
Unacceptable (0-points): The proposal indicates inadequate review or understanding of the required Scope of Work.

Not Advantageous (1-point): The proposal indicates incomplete review or a vague understanding of the required Scope of Work.

Advantageous: (2-points) The proposal indicates sufficient review and understanding of the required Scope of Work, and documents the firm/applicant's proposed approach.

Highly Advantageous: (3-points) The proposal indicates a thorough review and full understanding of the required Scope of Work, and proposes a clear and comprehensive approach.

4: Quality of Past Work
Prior experience carrying out Cultural Arts center design projects on behalf of municipalities, especially those projects with complicated funding and permitting strategies. Quality of past consulting as evidenced by sample submissions, and the strength and credibility of client references, all of which will be verified by a telephone and/or an in-person interview.

Unacceptable (0-points): 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.

Not Advantageous (1-point): 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.

Advantageous: (2-points) 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.

Highly Advantageous: (3-points) All sample submissions are written clearly, fully cover the relevant subject matter, and also excel with respect to quality, graphics, formats, and/or writing style.

5: Communication and Presentation
Excellent communication, graphic design and presentation skills

Unacceptable (0-points): The written and graphic response submitted by the firm/applicant is both unclear and incomplete.

Not Advantageous (1-point): The written and graphic response submitted by the firm/applicant is either unclear or incomplete.

Advantageous: (2-points) The written and graphic response submitted by the firm/applicant is clear and complete, and fully covers the relevant subject matter.

Highly Advantageous: (3-points) The written and graphic response submitted by the firm/applicant is clear and complete, fully covers the relevant subject matter, and excels with respect to graphics, formats, and/or writing style.

6: Accessibility and Availability of the Consultant Team
The consultant team shall demonstrate an ability to commence work on an immediate basis, and to be readily Accessible to the City of Quincy throughout the design process.

Unacceptable (0-points): The applicant has provided no evidence of familiarity with the area or for availability to begin work and/or ability to ensure project completion.

Not Advantageous (1-point): The applicant has indicated a vague familiarity with the area or incomplete timeline for availability and/or project completion.

Advantageous: (2-points) The applicant has provided adequate evidence of familiarity with the area, immediate availability and a proposed timeline for project completion.

Highly Advantageous: (3-points) The applicant has provided evidence of familiarity with the area and of immediate availability and has proposed a timeline for project completion which is ambitious and timely in nature.
**Submissions**

Proposals must be delivered by **Thursday, November 21, 2019 at 11:30 a.m.** and should be addressed to: **Purchasing Department; City Hall; 1305 Hancock Street; Quincy, MA 02169**, by **All late Proposals Will Be Rejected.**

**RFQ Questions**

All questions regarding this bid should be directed to; Kathryn R. Logan, Purchasing Agent an email to: **purchasing@quincyma.gov**  **Questions will be accepted until November 15, 2019 at 4:00 p.m.**

---

**CONSULTANT INFORMATION**

Company Name: _________________________ Contact Name: ________________________________________

Street Address: Signature: ____________________________________________________________________

City/State/Zip: Title: __________________________________________________________________________

Telephone: _______________ Fax: _______________ Date: _______________

E-Mail Address: ________________________________________________________________________________

Bidder acknowledges receipt of _______ Addendums (a) ______________________________________________

(Signature)
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)
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:

___________________________ (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
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 64L. 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.
### Commonwealth of Massachusetts

#### Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)

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<th>1. Project Name/Location For Which Firm Is Filing:</th>
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#### 3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:

- **Name of Proposed Project Manager:**
  - For Study: (if applicable)
  - For Design: (if applicable)

#### 3b. Date Present and Predecessor Firms Were Established:

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

#### 3c. Federal ID #:

- **Name and Address Of Parent Company, If Any:**

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

- **Email Address:**
- **Telephone No:**
- **Fax No.:**

#### 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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### 5. Has this Joint-Venture previously worked together?  
- Yes  
- No
6. List **ONLY** Those Prime And Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm And Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:

- City / Town / Agency
  - Prime Consultant
    - Principal-In-Charge
      - Project Manager for Study
      - Project Manager for Design

- Disciplines
  - (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.

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<td>h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>a. 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>
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.

<table>
<thead>
<tr>
<th>Sub-Consultant Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Project Name and Location Principal-In-Charge</td>
<td>b. Brief Description Of Project and Services (Include Reference To Relevant Experience)</td>
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</table>
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.

<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></td>
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<td>Awarding Authority (Include Contact Name and Phone Number)</td>
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</table>

<table>
<thead>
<tr>
<th>Role: P, C, JV *</th>
<th>Phases: St., Sch., D.D., C.D., A.C.*</th>
<th>Project Name, Location and Principal-In-Charge</th>
<th></th>
</tr>
</thead>
<tbody>
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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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</table>

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>
<th>Status/Discipline</th>
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15. **Names Of All Owners (Stocks Or Other Ownership):**

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<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 ..........................