ADDENDUM NO. 1

NOTICE is hereby given of the following additional information and clarifications. Changes to the Request for Services (RFS) Document are attached and denoted in red.

Please note the final date for the submission of proposal has been extended. Proposals are due on Thursday October 8, 2020 at 1:00PM.

- The answers below are provided in response to questions and comments submitted by prospective Architectural/Engineering firms/applicants.

  1. The RFS does not mention using the DSB form for municipalities – I presume that is the expected application form?

     Answer: Yes, please use the attached Massachusetts Standard Designer Application Form to be completed with your response.

  2. Will you be requiring either of these documents [SDA/DSB application] for submission?

     Answer: Yes, please use the attached Massachusetts Standard Designer Application Form to be completed with your response.

  3. If so, may we provide supplemental pages outside the form to fulfill the requests for information outlined in the RFS?

     Answer: Yes.

  4. Is there a page limit for the proposal?

     Answer: No.
City of Quincy, Massachusetts
Thomas P. Koch, Mayor

Request for Services

Architectural / Engineering Design Services
Central Fire Station

Proposals due October 84, 2020 @ 1:00 PM
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
INTRODUCTION
In accordance with M.G.L. Chapter 7C §§ 44-58, the City of Quincy is soliciting proposals from qualified individuals and firms to provide professional Architectural/Engineering (A/E) design services necessary to support the design, specification and public procurement for the future construction of a new Central Fire Station building.

Scope of service includes but is not necessarily limited to the following activities:
- Preparation of feasibility study / preliminary engineering concepts
- Environmental documentation / permitting
- Preparation of schematic design and design development plans for a new Central Fire Station building;
- Preparation of construction cost estimate;
- Preparation of construction plans and specifications for the new Central Fire Station building;
- Public bidding and support for a M.G.L Chapter 149 or M.G.L. Chapter 149A procurement cycle;
- Construction phase support (additional services); and
- Commissioning support (additional services).

A/E design services shall be conducted in accordance with M.G.L. Chapter 7C §§ 44-58 and the City of Quincy design guidelines, requirements, and specifications for the design and construction of the Central Fire Station building to be located at 47 Quincy Avenue, Quincy, MA.

Request for Services will be received at the office of the Purchasing Department; City Hall, 1305 Hancock Street; Quincy, MA 02169, until October 81, 2020 at 1:00 PM. Late responses will be rejected.

Copies of the Request for Services will be available on September 10, 2020 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 https://www.quincyma.gov/govt/depts/purchasing/default.htm.

The City of Quincy shall determine the selected Architect/Engineer(s) qualifications package has been deemed the most advantageous in accordance with the evaluation criteria specified in the RFS. The City of Quincy reserves the right to withdraw the Request for Services; 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.

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 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 RFS by formal Addendum.

PROPOSAL PROCEDURES
This Request for Services (RFS) sets forth criteria to be used by the City of Quincy, in conjunction with the Public Buildings Department for the selection of a Massachusetts licensed architectural / engineering firm to provide design and engineering for a new Central Fire Station building. Activities will commence upon selection of the consultant, execution of a contract and the issuance of a Notice to Proceed.
FUNDING SOURCES

All funding shall be subject to appropriation. 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 intends to design and construct a Central Fire Station to be located within the 47 Quincy Avenue parcel. The building is expected to house the current Fire Department Headquarters operations staff and fleet. Headquarters administration is anticipated to be relocated to the new Public Safety Complex at 1 Sea Street, as part of a separate project. The proposed site is located almost directly across the street from the existing Fire Department Headquarters building at 40 Quincy Avenue. The Central Fire Station project may include a minor roadway realignment of Summer Street at the intersection with Water Street. Please see the attached drawings for a concept of the intended space, Attachment A.

Please find below a preliminary Scope of Services (not exclusive) that the City deems necessary in designing the Central Fire Station.

SCOPE OF SERVICES

Programming Sessions

The selected A/E vendor will coordinate meetings with the Owners Project Manager (OPM) and applicable City departments involved in the project, including but not limited to, the Public Buildings Department, the Fire Department, Inspectional Services Department, and the Health Department. Meetings shall take place to discuss the programming needs associated with the Central Fire Station building. From these meetings, schematic design plans and specifications will be required to be developed for selection of the Central Fire Station Building to be advanced. Selected A/E shall work with City of Quincy consultants to obtain necessary site information, including flood zones, wetland protection areas, utility plans, surveys and any other data needed in order to create documents for public bid and construction of the Central Fire Station building.

Schematic Design Plans

The selected A/E vendor will prepare up to three (3) differing schematic design plans layouts and building styles for the City's consideration including:

- Site plan with building sited on an existing conditions plan;
- Floor plans;
- Elevations;
- Exterior perspectives;
- Preliminary estimate of construction and project costs.

Design Development Plans

Upon City consideration of the concept design, the A/E vendor will be required to produce a refined design development plan of the schematic design plan selected. The design development plans will advance the schematic design to include architectural and engineering level of detail for the building program development and City review.

Final Design & Construction Documents

Upon City approval of the Design Development Plans, the A/E vendor will be required to produce construction level plans and specifications for public bidding in Massachusetts. The construction documents will advance the design development plans to include all additional architectural and engineering details for the public bidding and procurement
of the Central Fire Station. The construction plans are to be sealed by the Massachusetts licensed professional applicable to each building component or system discipline. Construction contract documents are to include Bidding and Contract Specifications for the City to bid under M.G.L. Chapter 149, Sections 44A-J or M.G.L Chapter 149A with sealed Sub-Bids required for applicable classes of work as required by law.

Schedule

Contained within this proposal the A/E team shall submit an expedited schedule and benchmarks for the various design deliverables, keeping in mind that the City of Quincy plans on moving forward with this Central Fire Station building project once an A/E team has been selected, approved, and accepted by the City.

ADDITIONAL SERVICES

The following is a partial listing of potentially relevant services that the City may wish to expand upon, which may or may not be included within the scope of this proposal. These services could be provided for mutually agreed upon additional compensation. If these services are necessary or requested by the City, we will negotiate additional fees with the selected Architect/Engineer team.

- Construction Administration; and
- Commissioning Services.

FEES FOR SERVICES

The City will request a pricing proposal from the Respondent whose qualifications package has been deemed the most advantageous in accordance with the evaluation criteria specified in the RFS. 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 RFS. The estimated total construction budget is $7,000,000.

PROPOSAL REQUIREMENTS

Five (5) copies, One (1) original and a complete copy on a thumb drive shall be submitted in a sealed envelope and marked; "Central Fire Station 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) Company History and Experience
   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 project development and delivery.
   d) Subcontracting Plan: Provide a description of your approach to subcontracting portions of the work, if applicable. Explain which scopes of work will be self-performed and which will be subcontracted.
   e) A client reference list, 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 (within the last 5 years) which includes Fire Department buildings. Project experience in Quincy, MA is preferred.
f) Any other information deemed relevant to the project, in which the Architect/Engineering team believes will further the competitiveness of the proposal, including work samples from similar completed projects.

2. Required Forms and Documentation (provided in Attachment B)
   a) Commercial/General/Worker's Comp. Liability Insurance coverage which may be provided through primary and excess or umbrella liability policies for limits of $500,000 general aggregate, and $250,000 per occurrences, names the “City of Quincy” additional insured.
   b) Certificate of Non-Collusion Form
   c) Signature Authorization Form
   d) Tax Compliance Certificate
   d) e) Massachusetts Standard Designer Application Form (DBS Form)

Minimum Qualifications of Firm / Applicant working directly on this project

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

- Holds a Bachelor’s or Master's degree in Architecture, plus at least five years full-time experience in an area relevant to the project;
- Holds a current license and registration by the Commonwealth of Massachusetts as an architect or professional engineer specific to the project discipline(s) engaged;
- Has experience carrying out design projects of similar scope and complexity; more specifically experience in Fire Department programming and building design.

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.

- Breadth and depth of prior experience carrying out planning and design projects for buildings;
- Demonstrated understanding of the Massachusetts public bidding guidelines, requirements, and specifications, specifically under M.G.L Chapter 149 and 149A;
- 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.
- 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" (10 points - response excels on the specific criterion)
- "Advantageous" (8 points - response meets evaluation standard for the criterion)
- "Not Advantageous" (4 points - 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 Services (RFS) 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% Scoring Weight)
Breadth and depth of prior experience carrying out similar design projects within the last five years. A demonstrated understanding of Massachusetts public bidding guidelines, specifically under MGL Chapter 149 and 149A. Meets minimum qualifications as stated in "Qualifications of Firm/Applicant."

Highly Advantageous (10-points): The proposal indicates evidence that the firm/applicant has substantial in-house "areas of expertise" 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. The proposal team meets or exceeds the qualifications as stated in “Qualifications of Firm/Applicant” and has demonstrated experience with several MGL Chapter 149 or 149A projects of similar size and scope within the last five years.

Advantageous: (8-points): The proposal indicates evidence that the firm/applicant has some in-house "areas of expertise" 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. The proposal team meets the qualifications as stated in “Qualifications of Firm/Applicant” and has demonstrated some relevant experience with MGL Chapter 149 or 149A projects of similar size and scope within the last five years.

Not Advantageous (4-points): The proposal indicates evidence that the firm/applicant has few in-house "areas of expertise" necessary to complete this project and / or the, firm/applicant 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/Applicant” and has demonstrated the minimum requested relevant experience with MGL Chapter 149 or 149A projects of similar size and scope within the last five years.

Unacceptable (0-points): The proposal indicates no evidence that the firm/applicant 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/Applicant” and has demonstrated less than the minimum requested relevant experience with MGL Chapter 149 or 149A projects of similar size and scope within the last five years.

2: Proposed Project Schedule, Accessibility and Availability of Selected Team (30% Scoring Weight)
The firm/applicant team shall demonstrate an ability to commence work on an immediate basis if selected and can be readily available to the City of Quincy throughout the design process. The proposed schedule of deliverables has been accelerated to meet the City’s needs for an expedited design project.

Highly Advantageous (10-points): The proposal indicates that all of the firm/applicant’s proposed team can commence work on an immediate basis, if selected. The prime firm/applicant team has an office that is located within 25 miles of the City of Quincy. The proposed schedule of deliverables shows an accelerated timeline.

Advantageous: (8-points): The proposal indicates that some of the firm/applicant’s proposed team can commence work on an immediate basis, if selected. The prime firm/applicant team has an office that is located within 35 miles of the City of Quincy. The proposed schedule of deliverables shows a moderately accelerated timeline.

Not Advantageous (4-points): The proposal indicates that few of the firm/applicant’s proposed team can commence work on an immediate basis, if selected. The prime firm/applicant team has an office that is located within 45 miles of the City of Quincy. The proposed schedule of deliverables shows a timeline with little to no room for acceleration.

Unacceptable (0-points): The proposal indicates that none of the firm/applicant’s proposed team cannot commence work on an immediate basis, if selected. The prime firm/applicant team has an office that is located beyond 45 miles of the City of Quincy. The proposed schedule of deliverables shows a timeline with no room for acceleration.
3 Quality of Past Work / References (20% Scoring Weight)
The firm/applicant 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 (10-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 RFS. The number of sample submissions exceed other firm/applicant submissions and all client references are relevant, recent, and credible.

Advantageous: (8-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 RFS. All client references are relevant and credible.

Not Advantageous (4-points): Many of the sample submissions submitted by the firm/applicant are unclear, incomplete, or have little relevance to the services being solicited under the RFS. Few client references are included or are not credible.

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 RFS. Client references are either not included or are not credible.

4 Communication, Presentation, and Quality of Respondent Package (10% Scoring Weight)
Excellent communication, graphic design and presentation skills.

Highly Advantageous (10-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.

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

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

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

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, October 81, 2020 at 1:00 PM. All late Proposals will be rejected.

RFS Questions
All questions regarding this Request for Services should be directed to Kathryn R. Logan, Purchasing Agent through email: purchasing@quincyma.gov or faxed to: 617-376-1074 and Questions will be accepted until September 25, 2020 at 4:00 PM.

ATTACHMENTS
Attachment A: Concept Drawing
Attachment B: Required Forms
Commonwealth of Massachusetts
Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)

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:  

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):  

   Email Address:  

   Telephone No:  

   Fax No.:  

3e. Name Of Proposed Project Manager:  

   For Study: (if applicable)  

   For Design: (if applicable)

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):  

   Admin. Personnel ( ) ( )  

   Architects ( ) ( )  

   Acoustical Engrs. ( ) ( )  

   Civil Engrs. ( ) ( )  

   Code Specialists ( ) ( )  

   Construction Inspectors ( ) ( )  

   Cost Estimators ( ) ( )  

   Drafters ( ) ( )  

   Ecologists ( ) ( )  

   Electrical Engrs. ( ) ( )  

   Environmental ( ) ( )  

   Fire Protection ( ) ( )  

   Geotech. Engrs. ( ) ( )  

   Industrial ( ) ( )  

   Interior Designers ( ) ( )  

   Landscape ( ) ( )  

   Licensed Site Profs. ( ) ( )  

   Mechanical Engrs. ( ) ( )  

   Planners: Urban./Reg. ( ) ( )  

   Specification Writers ( ) ( )  

   Structural Engrs. ( ) ( )  

   Surveyors ( ) ( )  

   Total ( ) ( )  

5. Has this Joint-Venture previously worked together?  

   Yes  

   No
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

**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.

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<th>a. Name and Title Within Firm:</th>
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<td>Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):</td>
<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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<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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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.

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<tr>
<th>Project Name and Location Principal-In-Charge</th>
<th>Brief Description Of Project and Services (Include Reference To Relevant Experience)</th>
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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.

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* 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>
</tr>
</thead>
</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>
</tr>
</thead>
</table>
   a.       |          |          |                   |
   b.       |          |          |                   |
   c.       |          |          |                   |
   d.       |          |          |                   |
   e.       |          |          |                   |
   f.       |          |          |                   |

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>
</tr>
</thead>
</table>
   a.       |          |          |                   |
   b.       |          |          |                   |
   c.       |          |          |                   |
   d.       |          |          |                   |
   e.       |          |          |                   |
   f.       |          |          |                   |

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>
</tr>
</thead>
</table>
   a.            |             |          |                   |
   b.            |             |          |                   |
   c.            |             |          |                   |
   d.            |             |          |                   |
   e.            |             |          |                   |
   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 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  ____________