

**WELLESLEY FACILITIES MAINTENANCE DEPARTMENT
REQUEST FOR PROPOSALS #WFMD-RFP-FY16-001
WELLESLEY POLICE STATION
ROOFING AND ENVELOPE FEASIBILITY STUDY**

AUTHORITY

Town of Wellesley
Facilities Maintenance Department
40 Kingsbury Street
Wellesley, MA 02481

PROJECT

Perform a *Roofing and Envelope Feasibility Study* at the Wellesley Police Station for the purpose of evaluating replacement and repair options.

Requests for Proposals (RFP)

Available April 8, 2015 at:
Facilities Maintenance Department
40 Kingsbury Street
Wellesley, MA 02481, or online at:

http://www.wellesleyma.gov/pages/wellesleyma_facilities/bids

Estimated Construction Costs

N/A

Study Fee

Not-to-exceed amount of \$35,000

Briefing Session and Tours

April 15, 2015 at Wellesley Police Station
at 1:00 pm

Time Period for Completed Work

See Project Schedule

Specific Designer Services

Architectural/engineering/building
envelope study and design

Scope of Work

Perform architectural/engineering/building
envelope services at the Police Station to
recommend roofing and envelope repairs
or replacements.

Submissions

Deadline:
April 23, 2015 before 11:00 am

Location:
Town of Wellesley FMD Offices
40 Kingsbury Street
Wellesley, MA 02481

Clearly marked:
**“Proposal for Roofing and Envelope
Feasibility Study”**

Contact Information

Joseph F. McDonough, P.E., Project
Manager
Telephone: (781) 446-6210 X5617
Email: jmcdonough@wellesleyma.gov
Facsimile: (781) 446-6207

**WELLESLEY FACILITIES MAINTENANCE DEPARTMENT
REQUEST FOR PROPOSALS #WFMD-RFP-FY16-001
WELLESLEY POLICE STATION
ROOFING AND ENVELOPE FEASIBILITY STUDY**

SECTION I - INTRODUCTION

The Town of Wellesley is seeking Requests for Proposals (RFP's) from qualified registered architects, engineers and/or other qualified responders to provide professional services to study existing roofing and building envelope systems and to recommend repairs or replacements at the Wellesley Police Station.

The project goal is to evaluate and analyze key elements of the existing roofing and building envelope systems for the purpose of identifying repairs, replacement or other improvements to these systems. The Police Station has been plagued with numerous and extensive roofing problems including water infiltration in the form of ice dam leaks, rain leaks and snow entrainment almost since it was built in 1995.

History

The Wellesley Police Station is a 2-story, 21,200 sf building with a full basement, designed by Donham & Sweeney Inc., Architects and built in 1995. It was originally constructed with artificial slate shingles which had to be replaced within a few years due to serviceability problems (cracking, etc). The original gabled roof was also built without snow guards, which were added within the last 10 years to address sliding snow problems. The entire building has a wet pipe sprinkler system which extends into the attic and second floor crawl spaces. The crawl spaces were created in early 2000 when knee walls were added to the eave spaces in the Sally Port wing of the building. The roof's shape and number of dormers creates many valley situations which cause huge icicles/ice dams in the winter months. The many roof slopes also result in an inefficient use of exterior wall space on the second floor inside the building. Circa 2005 a sprinkler pipe located in one of the crawl spaces froze and burst resulting in significant damage to the Station. Electric heat was added to these crawl spaces after this incident, which seemed to coincide with the formation of ice dam leaks in two similar crawl space locations.

In June 2014 repairs were made to the two most significant ice dam leak areas over the crawl spaces. Two separate 70 sq. ft. areas of slates were removed/replaced to allow the installation of waterproofing underlayment in June 2014. Additionally, temperatures were reduced in the eave crawls spaces to about 40° and sprinkler piping was insulated and heat traced. Snow melt cables were also draped across the roof over the crawl spaces. Despite these measures the building experienced an extraordinary number of ice dams and roof leaks during the 2015 winter season. In addition to the two most troublesome leaks over the crawl spaces, leaks occurred throughout many other areas of the building that had resulted in extensive interior damage as well as lost/broken slates, damaged gutters and salt staining on the façade (used to minimize ice damming). The magnitude and extent of these phenomena suggest that there are more significant and fundamental flaws with the original design and construction of the building.

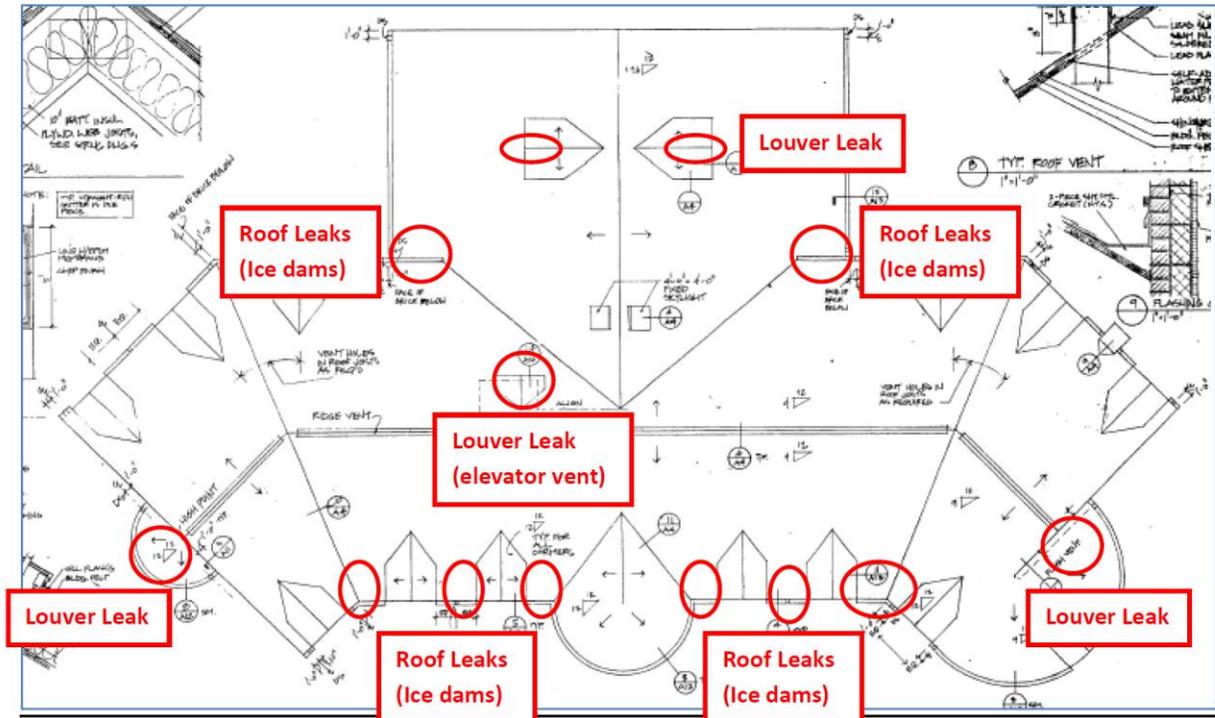
Aside from the ice dams and leaks from rain, the building also has experienced many leaks from "snow entrainment" in which snow is pulled into the building through exterior louvers by mechanical equipment and then melts inside the building.

The basement area has also been plagued by intermittent leaks. The source for two of the leaks appears to be in the vicinity of where the roof downspouts begin to enter the ground, possibly due to deficiencies with the façade, sealant or foundation water/dampproofing. The leaks can be seen inside the building at the level of the first floor framing. Injection repairs were made in the vicinity of the downspouts in the mid 2000's with partial success.

**WELLESLEY FACILITIES MAINTENANCE DEPARTMENT
 REQUEST FOR PROPOSALS #WFMD-RFP-FY16-001
 WELLESLEY POLICE STATION
 ROOFING AND ENVELOPE FEASIBILITY STUDY**

The windows are primarily single-hung aluminum. The WPD has reported significant areas of air infiltration at and around these units. The sealant used for brick masonry and precast façade joints is dried, cracked and separated from the surrounding material in many locations.

Plans and photographs showing the existing conditions are included as follows:

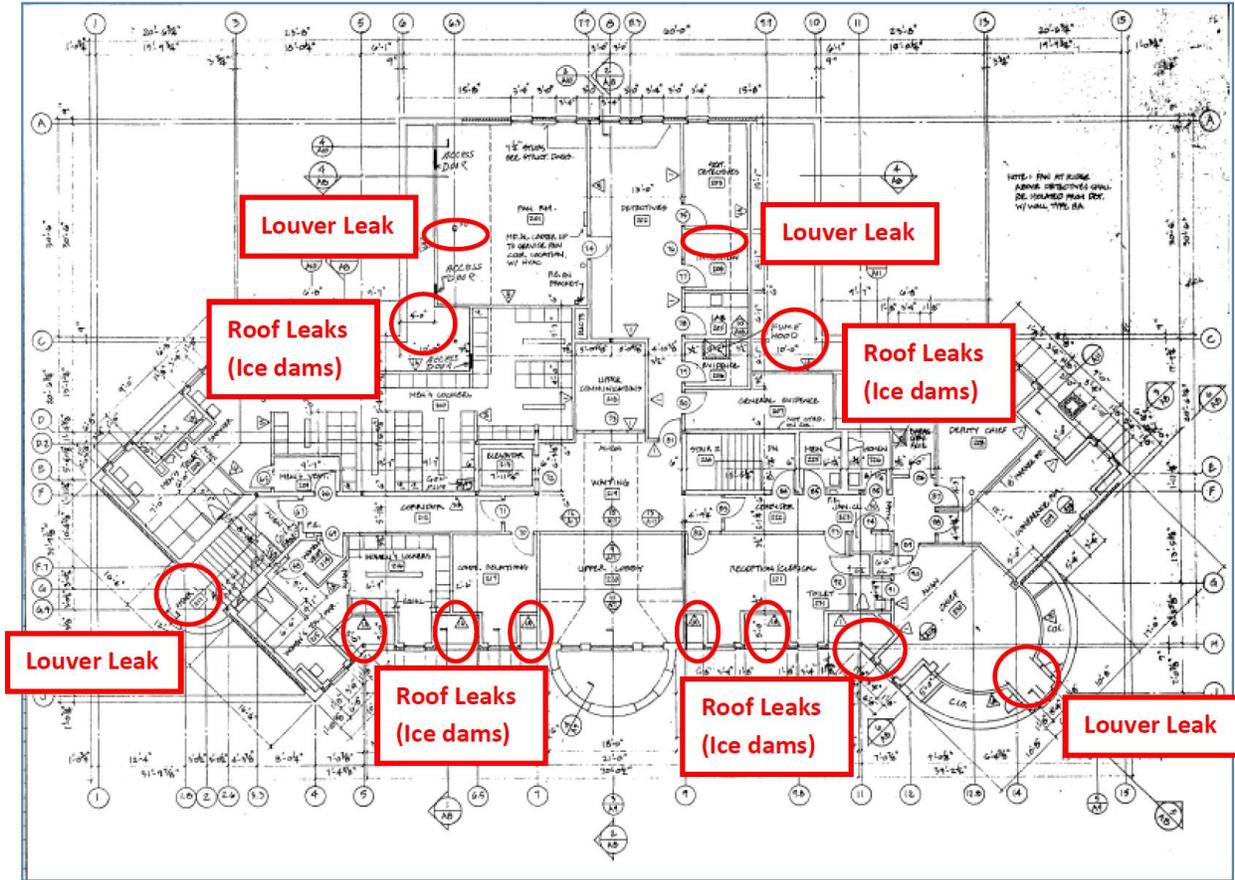


ROOF PLAN

○ = Past Leak Location

BUILDING LEAK LOCATIONS

**WELLESLEY FACILITIES MAINTENANCE DEPARTMENT
REQUEST FOR PROPOSALS #WFMD-RFP-FY16-001
WELLESLEY POLICE STATION
ROOFING AND ENVELOPE FEASIBILITY STUDY**

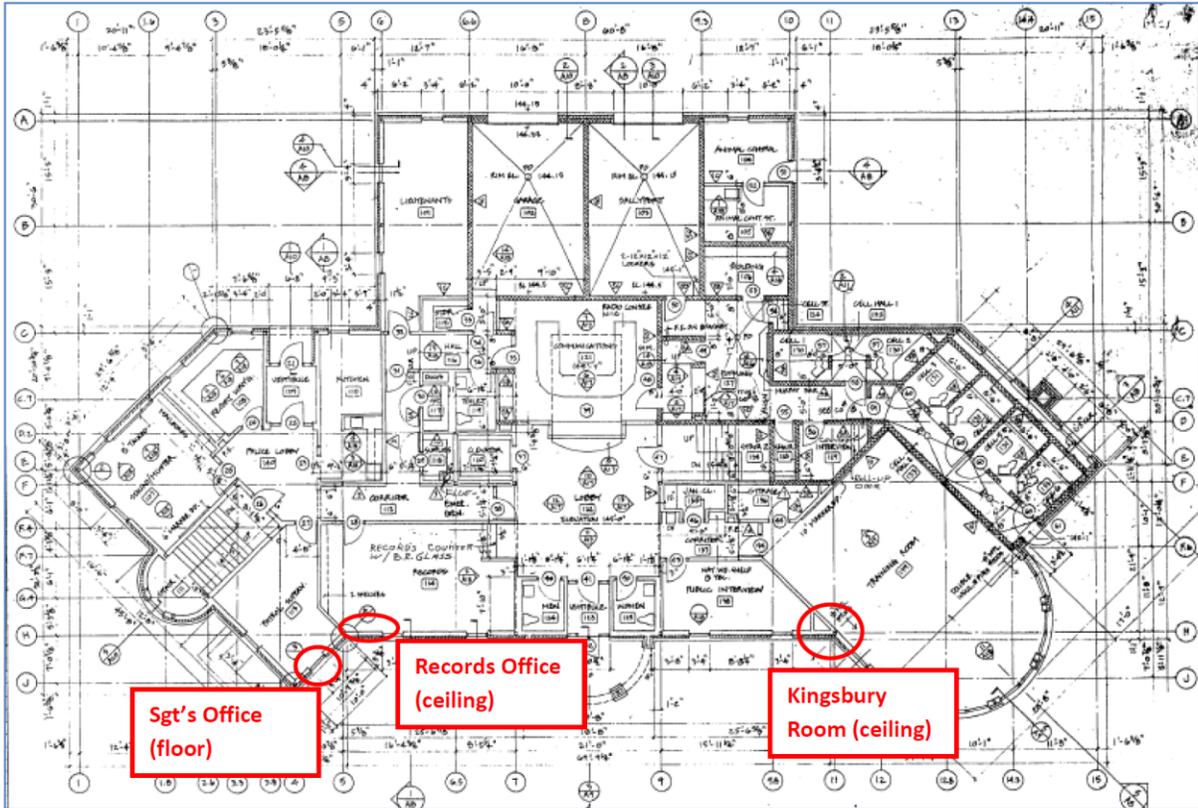


SECOND FLOOR PLAN

 = Past Leak Location

BUILDING LEAK LOCATIONS

**WELLESLEY FACILITIES MAINTENANCE DEPARTMENT
 REQUEST FOR PROPOSALS #WFMD-RFP-FY16-001
 WELLESLEY POLICE STATION
 ROOFING AND ENVELOPE FEASIBILITY STUDY**

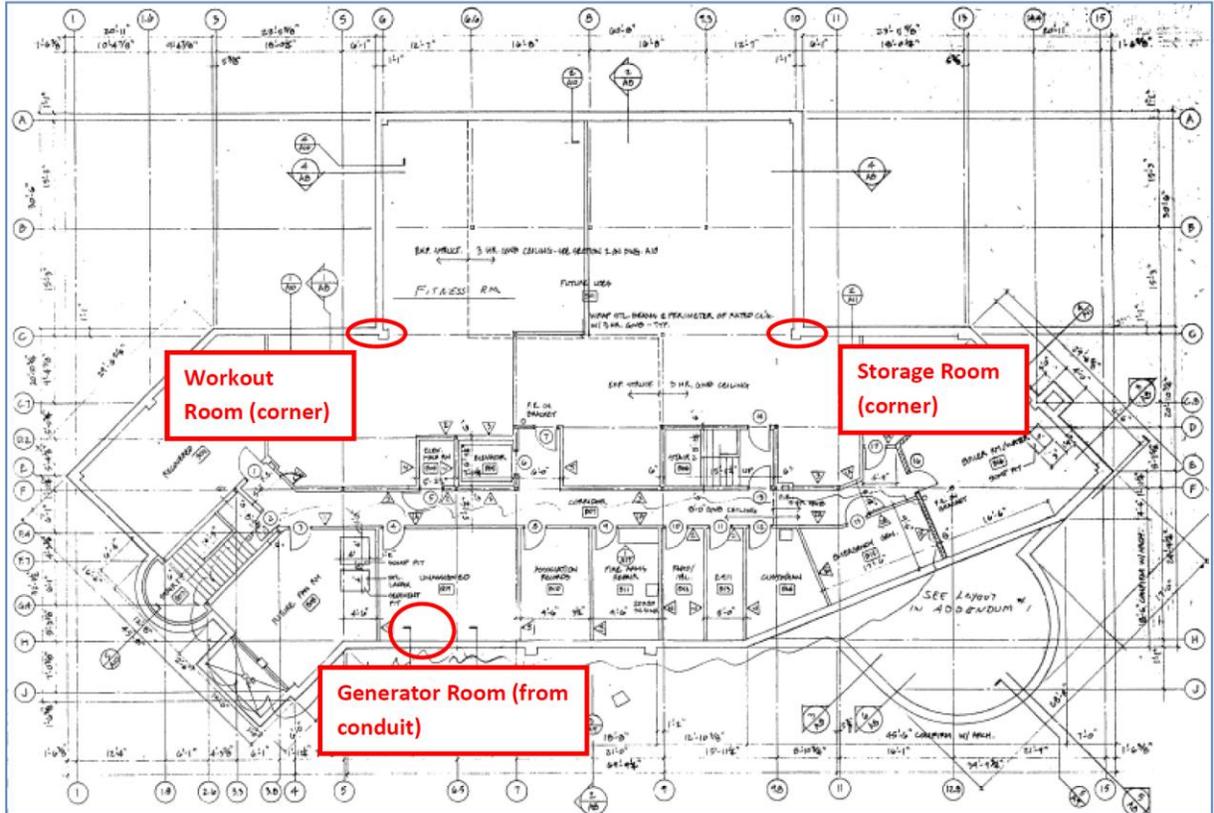


FIRST FLOOR PLAN

○ = Past Leak Location

BUILDING LEAK LOCATIONS

**WELLESLEY FACILITIES MAINTENANCE DEPARTMENT
 REQUEST FOR PROPOSALS #WFMD-RFP-FY16-001
 WELLESLEY POLICE STATION
 ROOFING AND ENVELOPE FEASIBILITY STUDY**



BASEMENT FLOOR PLAN

= Past Leak Location

BUILDING LEAK LOCATIONS

**WELLESLEY FACILITIES MAINTENANCE DEPARTMENT
REQUEST FOR PROPOSALS #WFMD-RFP-FY16-001
WELLESLEY POLICE STATION
ROOFING AND ENVELOPE FEASIBILITY STUDY**



FRONT (SOUTH) ELEVATION



BACK (WEST) ELEVATION



BACK (EAST) ELEVATION

**WELLESLEY FACILITIES MAINTENANCE DEPARTMENT
REQUEST FOR PROPOSALS #WFMD-RFP-FY16-001
WELLESLEY POLICE STATION
ROOFING AND ENVELOPE FEASIBILITY STUDY**



EAVE CRAWL SPACE (WEST SIDE)



EAVE CRAWL SPACE (WEST SIDE)



TYPICAL ROOF UNDERSIDE



JUNE 2014 REPAIRS

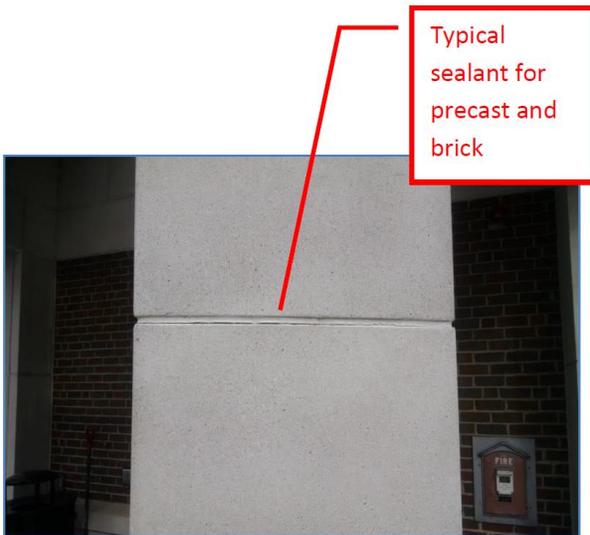
**WELLESLEY FACILITIES MAINTENANCE DEPARTMENT
REQUEST FOR PROPOSALS #WFMD-RFP-FY16-001
WELLESLEY POLICE STATION
ROOFING AND ENVELOPE FEASIBILITY STUDY**



BASEMENT LEAKAGE (ABOVE GYM)



BASEMENT LEAKAGE (IN GYM)



PRECAST AND MASONRY SEALANT



WINDOWS

Possible Causes

**WELLESLEY FACILITIES MAINTENANCE DEPARTMENT
REQUEST FOR PROPOSALS #WFMD-RFP-FY16-001
WELLESLEY POLICE STATION
ROOFING AND ENVELOPE FEASIBILITY STUDY**

The FMD has identified many potential causes for the observed roofing and building envelope failures which the consultant should consider:

1. **Heated Attic Space:** The warm air in the attic needed to prevent sprinkler freezing contributes to excessive snow melt, which when subject to subsequent freezing at the eaves, leads to ice dams.
2. **Lack of Ventilation:** Roof framing configurations and lack of insulation baffles may have prevented cool outside air from moving from eave soffits to ridge soffits. This could be causing the roof decking to be warmer than desired and exacerbating the snow melt problem.
3. **Lack of Waterproofing Underlayment:** Although as-built drawings suggest that a waterproofing underlayment was installed at least at the lower extents of the roof near the gutter (note says “ice shield”), actual roofing work found none to be installed. This lack of a WP underlayment has created a path for water entry during ice dam situations.
4. **Snow and Rain Entrainment:** We believe the air intake louver’s design/configuration, the ductwork configuration and the air intake speed of the air handling equipment that is drawing in fresh air may individually or collectively be contributing to the observed rain and snow entrainment, which causes subsequent melting and leakage into the building.
5. **Failed Sealants and Foundation Waterproofing:** The sealant (caulking) for masonry and precast joints is dried, cracked and separating from its substrate, allowing moisture to infiltrate the façade. Additionally, water in the vicinity of double downspouts off of the Sally Port roof appears to be the source of foundation leakage into the basement in two areas. The existing damproofing or waterproofing may have failed.
6. **Snow Guard and Gutter Design:** While the snow guards may have prevented sliding snow from injuring pedestrians below, they also could be contributing to some of the observed deficiencies by holding large quantities of snow. The locations and details of the gutters, which suffered ice dam damage, also should be evaluated to determine if they are needed and, if so, is the current design/detailing appropriate.

Additionally there are items that, although not necessarily a direct cause of the problems, we believe have contributed to the problems:

1. **Roof Shape:** The “U” shape of the main building in plan-view and the Sally Port wing produce many valleys, which result in areas where significant drainage collects – often leading to the large ice dams.
2. **Number of Dormers:** It appears that the architect desired a more residential look to the station and therefore designed many dormers for windows and louvers. In addition to exacerbating the valley drainage collection problem above, they create more penetrations and wall flashings than would otherwise be needed.

SECTION II – SCOPE OF SERVICES

The Town of Wellesley is seeking Requests for Proposals (RFP’s) from qualified registered architects, engineers and/or other qualified responders to provide professional services, which may include but not be limited to:

Task 1 – EXISTING CONDITIONS INVESTIGATION

1. Meet with Wellesley Police and Facilities Maintenance Department personnel for back ground information, repair history and most problematic areas.

**WELLESLEY FACILITIES MAINTENANCE DEPARTMENT
REQUEST FOR PROPOSALS #WFMD-RFP-FY16-001
WELLESLEY POLICE STATION
ROOFING AND ENVELOPE FEASIBILITY STUDY**

2. Review existing as-built drawings, reports, photographs and other documents provided by the Town.
 - a. Site investigation with particular attention on locations that have had previously identified leaks.
 - i. Visually assess the entire existing roofing system utilizing an aerial lift and staging including: slates, snow guards, flashings, louvers, dormers, fascia, soffit vents, gutters, penetrations, valleys, second floor exterior walls and leaders/downspouts
 - ii. Visually assess interior spaces including: attic, second floor exterior walls, knee walls in crawl spaces, ceilings, insulation, air/vapor barriers, space temperatures, mechanical equipment (for moisture infiltration only)
 - iii. Where visual assessment is not possible, perform exploratory sampling and repair behind walls/partitions and ceilings to ascertain existing conditions.
 - iv. Hazardous materials: identify any suspected construction systems that could contain hazardous materials (i.e. caulking, roofing materials, etc).

Task 2 – BUILDING CODE REVIEW

1. Identify and explain relevant aspects of the Massachusetts State Building Code, Massachusetts Architectural Access Board Regulations and the “Stretch Energy Code”.
2. Prepare a MSBA “Chapter 34” investigation and evaluation report for the preferred option.

Task 3 – SUMMARY OF FINDINGS

Present the results of Task 1 in narrative form with photographs, sketches and other information required to show existing conditions. Indicate any deficiencies found that may preclude their continued use. Identify likely cause(s) of existing or former leaks including ice dams, snow entrainment from mechanical equipment, roof leaks or façade leaks. Comment on adequacy of wall and roof insulation, air/vapor barriers and attic ventilation and temperatures. Discuss benefits and drawbacks of snow guards and gutters. Assessment to include:

1. Roofing
 - a. Slate shingles
 - b. Underlayment and roof sheathing
 - c. Snow guards
 - d. Gutters, downspouts/leaders and underground drainage piping
 - e. Dormers and valleys
 - f. Penetrations and flashings
 - g. Ridge vents
 - h. Fascia boards, soffits and vents
 - i. Louvers and mechanical equipment dormers
 - j. Second floor exterior walls
2. Facade
 - a. Brick/precast
 - b. Sealants
 - c. Windows
3. Interior
 - a. Interior face of exterior wall (GWB/insulation/vapor barrier)
 - b. Knee Walls, Crawl Spaces and Ceilings
 - i. Insulation
 - ii. Air/Vapor barriers

**WELLESLEY FACILITIES MAINTENANCE DEPARTMENT
REQUEST FOR PROPOSALS #WFMD-RFP-FY16-001
WELLESLEY POLICE STATION
ROOFING AND ENVELOPE FEASIBILITY STUDY**

- iii. Attic temperatures
- iv. Wet sprinklers in attic and crawl space
- 4. Miscellaneous
 - a. Façade and foundation leakage into basement (Storage and Workout Rooms)

Task 4 – CONCEPTUAL DESIGN

1. Develop three alternatives to repair or replace the existing roofing system. Include modifications that would be required to interior building systems as well including walls, ceilings, insulation, ventilation systems and air/vapor barriers. For each alternative prepare a plan, narrative and a budgetary level construction costs.
2. Identify a preferred alternative and include the basis for this choice.
3. Discuss construction impacts to the Wellesley Police Station’s day-to-day operations, including building security.
4. Make recommendations for the 2015-2016 winter regarding temporary, minimal cost measures that can be implemented to minimize damage to the building until such time that a permanent solution is in place, such as tarps, or similar protective systems.

Task 5 – PROJECT COSTS AND SCHEDULE

1. Project Costs
 - a. Engage a professional cost estimator to prepare an itemized construction cost for the preferred alternative
 - b. Include soft costs for design, CA, testing, expenses and contingencies to develop a total project cost
2. Project Schedule
 - a. Prepare a schedule for final design and bidding assuming design begins on or about December 1, 2015.
 - b. Identify construction schedule for the preferred alternative assuming a July 1, 2016 start date.

Task 6 – PREPARE REPORT

1. Prepare and submit eight (8) bound copies of the report, including a PDF version. All photographs in the study shall be color.
2. Report shall include an executive summary, summarize the results of the assessment and include at minimum:
 - a. Statement of project goals and objectives
 - b. Description of existing conditions assessment
 - c. Building code review, including Chapter 34 of the MSBC
 - d. Summary of findings
 - e. Conceptual design
 - f. Project costs and schedule

Task 7 – MEETINGS AND PRESENTATIONS

Prepare for and attend meetings with the Town to discuss the progress of the project.

1. Consultant shall meet with the Town approximately every two weeks, and as necessary. There shall also be a Project Kick-Off meeting.
2. Consultant shall attend and present the results of the work at up to three public meetings, including the Board of Selectmen, Permanent Building Committee and Town Meeting at dates to be determined.

**WELLESLEY FACILITIES MAINTENANCE DEPARTMENT
REQUEST FOR PROPOSALS #WFMD-RFP-FY16-001
WELLESLEY POLICE STATION
ROOFING AND ENVELOPE FEASIBILITY STUDY**

FUTURE PHASES – FINAL DESIGN, BIDDING ASSISTANCE AND CONSTRUCTION SERVICES

The Town may, at their discretion, continue with the engineer as the Design Engineer in the preparation of Contract Documents for selected recommendations in accordance with MGL Chapter 149 Public Bidding Laws and subsequently provide Bidding Assistance and Construction Administrative Services to each construction project.

SECTION III – RFP INSTRUCTIONS

There will be a pre-submission briefing and tour for this project on April 15, 2015 at 1:00 pm, at the Wellesley Police Station at 485 Washington Street, Wellesley, Massachusetts 02482.

To be considered for selection interested consultants must ensure eight (8) bound packets and eight (8) CDs containing all the information specified in Section IV of this *Request for Proposals* are to be received by the Wellesley Facilities Maintenance Department, 40 Kingsbury Street, Wellesley, MA 02481 by 11:00 am, April 23, 2015. All packets must clearly identify the contents as “*Proposal for Roofing and Envelope Feasibility Study*”.

All questions pertaining to the general nature of this project, or to the specific requirements of this RFP, must be received in writing and may be addressed to the Project Manager listed in the *Contact Information* on the front page of this RFP.

As required by the Designer Selection Guidelines put forth by the Commonwealth of Massachusetts Designer Selection Board, the following information is provided to potential consultants for the above work.

SECTION IV – SUBMISSION REQUIREMENTS

The following information shall be submitted by each firm in order to be considered for this project:

1. Completion of Standard Designer Application Form (updated May 2014);
 2. Firm Background: A two-page narrative (maximum) of general, brief description of firm including history, size and staff make-up.
 3. Resumes: Key staff and sub-consultants who will work on project, highlighting the proposed project manager and his/her experience on similar projects.
 4. References: The name, title, address and telephone numbers of client contacts of projects outlined in related experience.
 5. Approach: Proposal outlining how the firm would approach/provide the specified Scope of Services;
 6. Preliminary schedule;
 7. A certified statement to support the firm’s financial stability; and
 8. Copies of current insurance certificates. Demonstrated ability to provide professional liability insurance in the amount of \$100,000 for the study phase.
-

**WELLESLEY FACILITIES MAINTENANCE DEPARTMENT
REQUEST FOR PROPOSALS #WFMD-RFP-FY16-001
WELLESLEY POLICE STATION
ROOFING AND ENVELOPE FEASIBILITY STUDY**

SECTION V - SELECTION PROCEDURE

The Facilities Maintenance Department and/or its designees will review all proposals and select at least three finalist firms based on the information provided in the qualifications and the following criteria, as a minimum:

1. Prior similar experience;
2. Past performance on public sector projects;
3. Quality of work;
4. Financial stability;
5. Sufficient capacity to complete the project in a timely manner;
6. Qualifications and registrations of personnel and subconsultants who will work on the project; and
7. Any other criteria that the Town considers to be relevant to the project.

Once the submitted qualifications have been reviewed, the evaluation Committee will select a minimum of three finalist firms for interviews. The Committee will then interview the finalists, at which time firms may be asked to detail their qualifications further; providing additional information and their ideas and approach to the project. The Committee will rank the interviewed finalists and make a recommendation to the Director of Facilities Maintenance Department.

A contract and fee will be negotiated with the selected firm. The maximum amount of the fee shall not exceed \$35,000. The final negotiated contract(s) shall contain all minimum requirements/certifications as outlined in the State's most recent version of the Designer Selection Guidelines – Cities and Towns.

The Town reserves the right to select the firm it feels is most qualified based on the information submitted, to waive any informality and to choose a consultant determined to be able to perform in the best interests of the Town. The Town may, at their discretion, continue with the engineer as the Design Engineer in the preparation of Contract Documents for selected recommendations in accordance with MGL Chapter 149 Public Bidding Laws and subsequently provide Bidding Assistance and Construction Administrative Services to each construction project.

SECTION VI - PROJECT SCHEDULE

The following time schedule is planned, but subject to change:

April 8, 2015	Notice Published in Central Register and RFP Available
April 15, 2015	Project Briefing and Tour at Wellesley Police Station at 1:00 pm
April 17, 2015	Last day for proposer questions by 4:00 pm
April 23, 2015	RFP Submissions Due before 11:00 am
April 30, 2015	Finalists (Top 3) Selected by Committee
May 8, 2015	Finalists Interviewed at Wellesley Police Station – 9:00 am to Noon
June 5, 2015	Award letter issued

**WELLESLEY FACILITIES MAINTENANCE DEPARTMENT
REQUEST FOR PROPOSALS #WFMD-RFP-FY16-001
WELLESLEY POLICE STATION
ROOFING AND ENVELOPE FEASIBILITY STUDY**

June 19, 2015	Contract Executed
July 1, 2015	Notice to Proceed
October 2, 2015	Work Completed

SECTION VII - GUIDELINES FOR PROPOSAL REVIEW COMMITTEE

The Town of Wellesley will determine an appropriate Selection Committee comprised of representatives from various departments, including the Facilities Maintenance Department, Police Department and the Selectmen's Office. Each Committee member is responsible for independently ranking each proposal in accordance with point system below:

- | | |
|--|---------------------------|
| 1. Experience, past performance and qualifications | 40 points maximum |
| 2. Personnel to be utilized on project | 20 points maximum |
| 3. Project Approach | 40 points maximum |
| 4. Supplementary Material | No point for this section |
| 5. Adjustment for Experience with Candidate Firm | |
| a. For a firm with which a contacted reference has had a particularly favorable experience | Add up to 10 points |
| b. For a firm with which a contacted reference has had a particularly negative experience | Deduct up to 20 points |
| c. For a firm with which a contacted reference has had no experience or average to good experience | Make no adjustment |

TOTAL POINT	100 points maximum
--------------------	---------------------------

NOTES

1. Supplementary material is to be considered incidental to categories 1 through 3. The ratings for those categories should reflect any of the supplementary material that is referenced in the direct responses to the items in the Proposal.

**WELLESLEY FACILITIES MAINTENANCE DEPARTMENT
REQUEST FOR PROPOSALS #WFMD-RFP-FY16-001
WELLESLEY POLICE STATION
ROOFING AND ENVELOPE FEASIBILITY STUDY**

SECTION VIII – POST INTERVIEW RATING GUIDELINES

1. Demonstrated knowledge of project scope	25 points maximum
2. Project Approach	25 points maximum
3. Reference Checks	25 points maximum
4. Project Manager	25 points maximum
5. Adjustment for experience with the candidate firm	
a. For a firm with which a contacted reference has had an especially favorable experience	Add up to 5 points
b. For a firm with which a contacted reference has had a particularly negative experience	Deduct up to 20 points
c. For a firm with which a contacted reference has had no experience or average to good experience	Make no adjustment
TOTAL POINT	100 points maximum

SECTION XI—CONTRACTUAL PROVISIONS

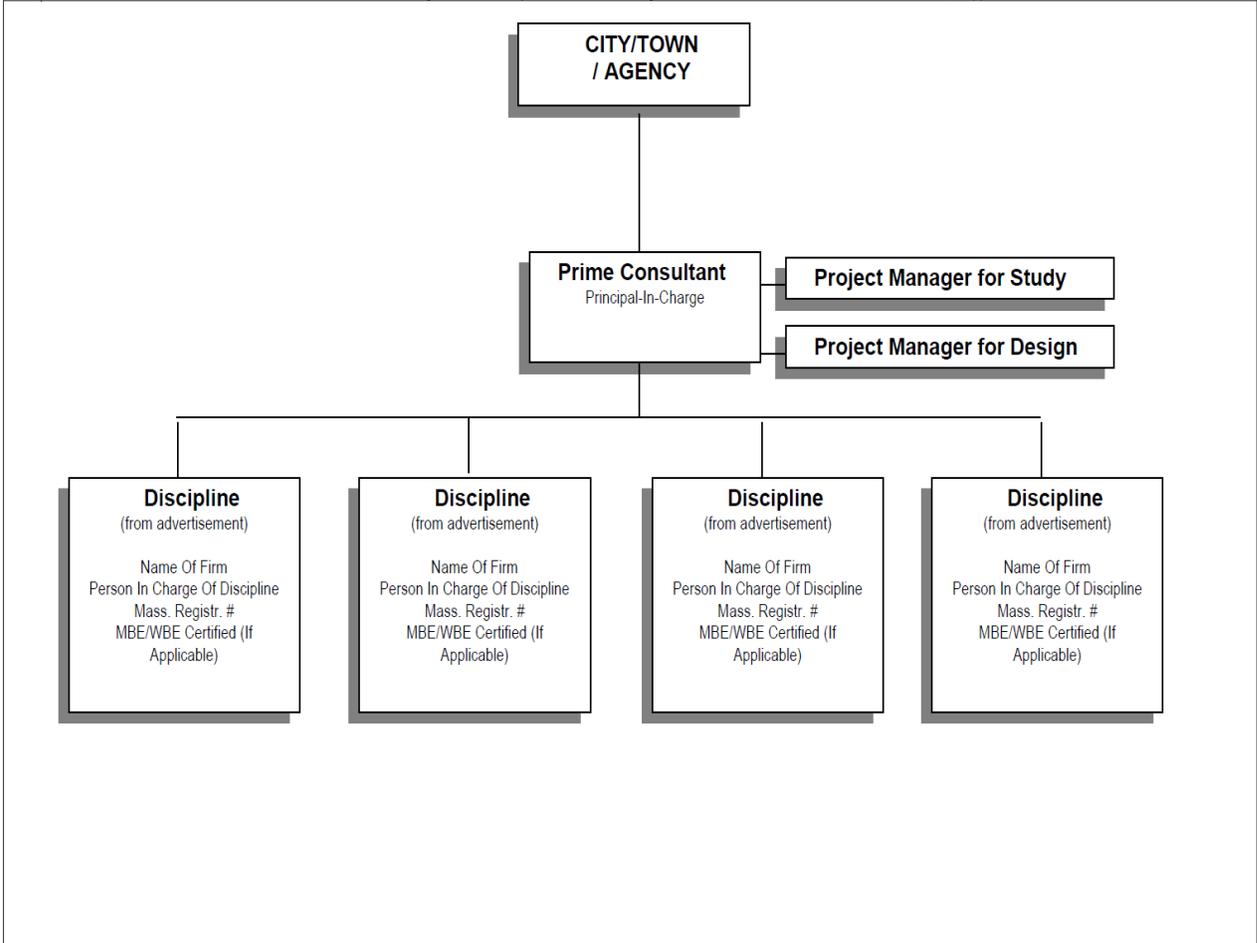
In accordance with M.G.L. c.7C, §§44-58 the following requirements must be included in the design contract relating to non-collusion in the submission of applications, and to financial reports that the designer must file:

- Certification that the designer or construction manager has not given, offered, or agreed to give any person, corporation or other entity any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of the contract for design services;
- Certification that no consultant to or subcontractor for the designer or construction manager has given, offered, or agreed to give any gift, contribution, or offer of employment to the designer or construction manager, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the designer or construction manager;
- Certification that no person, corporation or other entity, other than a bona fide full-time employee of the designer or construction manager, has been retained or hired by the designer or construction manager to solicit for or in any way assist the designer or construction manager in obtaining the contract for design services upon an agreement or understanding that such person, corporation, or other entity be paid a fee or other consideration contingent upon the award of the contract to the designer; and
- Certification with respect to contracts which exceed \$10,000 or which are for the design of a building for which the budgeted or estimated construction costs exceed \$100,000 that the designer has internal accounting controls as required by M.G.L. c.30, §39R(c) and that the designer has filed and will continue to file an audited financial statement as required by M.G.L. c.30, §39R(d).

Note also that any person contracting with a governmental body must certify in writing that he or she has complied with state tax laws, reporting of employees and contractors, and withholding and remitting of child support. [M.G.L. c.62C, §49A]

Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated May 2014)	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:	3e. Name Of Proposed Project Manager: For Study: (if applicable) For Design: (if applicable)		
3b. Date Present and Predecessor Firms Were Established:	3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:		
3c. Federal ID #:	3g. 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.:	3h. Check Below If Your Firm Is Either: (1) SDO Certified Minority Business Enterprise (MBE) <input type="checkbox"/> (2) SDO Certified Woman Business Enterprise (WBE) <input type="checkbox"/> (3) SDO Certified Minority Woman Business Enterprise (M/WBE) <input type="checkbox"/>		
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 _____ (_____)	Ecologists _____ (_____)	Licensed Site Profs. _____ (_____)	Other _____ (_____)
Architects _____ (_____)	Electrical Engrs. _____ (_____)	Mechanical Engrs. _____ (_____)	_____ (_____)
Acoustical Engrs. _____ (_____)	Environmental Engrs. _____ (_____)	Planners: Urban./Reg. _____ (_____)	_____ (_____)
Civil Engrs. _____ (_____)	Fire Protection Engrs. _____ (_____)	Specification Writers _____ (_____)	_____ (_____)
Code Specialists _____ (_____)	Geotech. Engrs. _____ (_____)	Structural Engrs. _____ (_____)	_____ (_____)
Construction Inspectors _____ (_____)	Industrial Hygienists _____ (_____)	Surveyors _____ (_____)	_____ (_____)
Cost Estimators _____ (_____)	Interior Designers _____ (_____)	_____ (_____)	_____ (_____)
Drafters _____ (_____)	Landscape Architects _____ (_____)	_____ (_____)	Total _____ (_____)
5. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> 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:



7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers</u> . 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.	
a. Name and Title Within Firm:	a. Name and Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> </div>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> </div>
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number
g. Current Work Assignments and Availability For This Project:	g. Current Work Assignments and Availability For This Project:
h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include ONLY Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	c. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement.					
Sub-Consultant Name:					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Relevant Experience	c. Client's Name, Address And Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was/Is Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.					
# of Total Projects:		# of Active Projects:		Total Construction Cost (In Thousands) of Active Projects (excluding studies):	
Role P, C, JV *	Phases St., Sch., D.D., C.D., A.C.*	Project Name, Location and Principal-In-Charge	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, Or Estimated If Not	Completion Date (Actual or Estimated) (R)Renovation or (N)New
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			
		11.			
		12.			

* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

10. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 1/2" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE 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:

Name of Company	Aggregate Amount	Policy Number	Expiration Date

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:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

14. If Corporation, Provide Names Of All Members Of The Board Of Directors:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

15. Names Of All Owners (Stocks Or Other Ownership):

Name And Title	% Ownership	MA. Reg.#	Status/Discipline	Name And Title	% Ownership	MA. Reg.#	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

16. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 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 _____ Printed Name and Title _____ Date _____
 (Signature)