

**TOWN OF ARLINGTON  
MASSACHUSETTS  
Request for Qualifications  
RFQ #23-49**

The Town of Arlington (hereinafter the “Town”) is seeking sealed proposals from qualified mechanical engineering firms to provide designer services on a fixed-fee project specific basis. The Town will award one (1) contract to a prime consultant for:

**MECHANICAL ENGINEERING DESIGN SERVICES – SCHOOL BUILDINGS HVAC UPGRADES**

The Request for Qualifications will be available for download from the Town’s website [www.ArlingtonMA.gov/Purchasing](http://www.ArlingtonMA.gov/Purchasing) any time after 11:00 a.m. on **August 17, 2023**. Proposals will be received at the Office of the Purchasing Agent, 2nd Floor, Town Hall Annex, 730 Massachusetts Ave., Arlington, Massachusetts, 02476, prior to 10:00 a.m., on **August 31, 2023**.

The following disciplines or areas of expertise may be required to support the prime consultant:

- Electrical/Controls Engineering
- Cost Estimating
- Sustainability/Carbon Reduction
- Utility rebate application management

**STANDARDS:**

1. The Town has a Net Zero Action Plan and Electrification & Air Quality Master Plan available at <https://www.arlingtonma.gov/departments/planning-community-development/projects-plans-reports>. It is the Town’s adopted goal to pursue decarbonization/electrification and sustainable practice standards on projects of all sizes to the greatest extent possible.
2. Energy modeling shall inform the design process through all stages of a project.
3. The Town utilizes an integrated design approach involving input from a broad range of stakeholders.
4. Coordination with respect to maintaining the historic value of buildings is required when a building is classified as Historically Significant.

The Town of Arlington reserves the right to reject any or all proposals, waive any minor informality in the proposal process, and accept the proposal deemed to be in the best interest of the Town.

The design and construction of this project is to be funded, in whole or in part, with **American Rescue Plan Act (ARPA) funds**.

Employees of the selected designer who will be assigned to this project shall be required to pass CORI and SORI background checks.

**Price will not be considered when initially evaluating a proposal. After the finalists have been ranked, the Town will begin price negotiations with the chosen proposer.**

**THERE MUST BE NO MENTION OF THE APPLICANT'S FEE IN THE PROPOSAL. ANY MENTION OF THE FEE WILL SUBJECT THE PROPOSAL TO REJECTION.**

## INSTRUCTIONS TO APPLICANTS

**CONTENTS OF THE PROPOSAL:** Each proposal should (1) contain only pertinent information and requested documentation, (2) demonstrate how the applicant meets the evaluation criteria set forth in the Request for Qualifications, (3) demonstrate the applicant's previous relevant experience, and (4) have a table of contents or easily discernible labeled sections.

Each proposal must contain, at minimum, the following documents: (1) DSB2016-Form 1; and (2) résumés of all persons participating in the Project, including, but not limited to, the principals and consultants. A proposal that does not provide the information and documentation requested may be deemed nonresponsive and therefore rejected, unless the Town determines that such failure constitutes a minor informality.

**SUBMISSION OF THE PROPOSAL:** Two (2) originals marked “#23-49 RFQ for Mechanical Engineering Design Services – School Buildings HVAC Upgrades” must be received at the time and date specified herein. It is the responsibility of the applicant to ensure that delivery is made in a proper and timely fashion. Any proposals received after such time will not be accepted, unless this date and time have been changed by addendum. Delivery to any other office or department does not constitute compliance with this paragraph.

**SITE VISIT:** Interested firms are invited to visit the buildings prior to submitting their proposals, and may do so in the company of Fergal O'Brien on **Thursday, August 24, 2023, at 9:00 a.m. starting at Bishop Elementary School located at 25 Columbia Rd, Arlington.**

**QUESTIONS AND CLARIFICATIONS:** Applicant questions or requests for clarification must be submitted in writing and either emailed to [mdenatale@town.arlington.ma.us](mailto:mdenatale@town.arlington.ma.us) or delivered to Mary Ellen DeNatale, Purchasing Agent, Town of Arlington, 730 Massachusetts Avenue, Arlington, MA 02476, no later than **10:00 a.m. on August 25, 2023.** At the sole discretion of the Purchasing Agent, an addendum will be issued with clarifications or answers to the questions.

**ADDENDA:** Any addenda issued will be posted to the Town's website. It is bidders' responsibility to download any such addenda.

**CORRECTION, MODIFICATION, OR WITHDRAWAL OF PROPOSAL:** Prior to the deadline for receipt of proposals, an applicant may correct, modify, or withdraw its proposal by making the request in writing. All corrections, modifications, or withdrawals must be delivered to the Purchasing Department in a sealed envelope with a notation on the envelope indicating the title of the project, the deadline for the receipt of the proposals and a notation that the envelope contains a correction, modification, or withdrawal of the original proposal submitted for the particular project.

**ADDITIONAL INFORMATION REGARDING THE PROJECT:** Additional information with regard to the project may be attached hereto. Any such information is deemed incorporated herein and made a part hereof.

**DURATION OF PROPOSAL:** A proposal will remain in effect for a period of ninety (90) calendar days from the deadline for submission of proposals, unless it is formally withdrawn according to the procedures set forth herein, a contract is executed, or this RFQ is cancelled, whichever occurs first. The Town reserves the right to reject any and all proposals, or portions thereof.

**SELECTION CRITERIA:** The selection of the finalists will be based, at minimum, on the following criteria: prior similar experience; past performance on public projects; and identity and qualifications of the consultants who will work with the applicant on the project, including professional registration when required.

**SELECTION PROCESS:** All proposals will be reviewed by the Town Manager or his designees. The Town Manager will select a minimum of **three (3)** finalists from among the applicants. The Town Manager may seek additional information from the finalists and may, at his sole discretion, interview the finalists. Applicants chosen for interviews will be notified, either by email or telephone, of the date, time and place for their interviews and any other pertinent information related thereto.

The first ranked finalist will be notified either by email or telephone of the selection and will be asked to submit a fee proposal to the Purchasing Officer. Negotiations will commence thereafter, until an acceptable fee has been reached. In the event negotiations are unsuccessful, the Town will request the second ranked finalist, then, if necessary, the third ranked finalist, to submit a proposal in the same manner as for the first ranked finalist. In the unlikely event negotiations are unsuccessful with the three top finalists, the Town may re-advertise the RFQ or may select additional finalists from the original pool of applicants.

Once successful negotiations have concluded or if the fee has been set, the Town will prepare the contract and submit them to the successful applicant for signature. Upon receipt of the executed contract and all other required documents, the Town will have the contract signed by Town officials.

END OF INSTRUCTIONS TO APPLICANTS

## **SECTION I: SCOPE OF SERVICES**

The Town of Arlington is seeking proposals from qualified engineering firms to provide professional mechanical engineering services, including all activities necessary to study, design, prepare construction documentation and plans, provide bidding support and construction administration services for HVAC equipment/system replacement projects at four (4) Town of Arlington school buildings, including the Bishop Elementary School (25 Columbia Rd.), Dallin Elementary School (185 Florence Ave.), Hardy Elementary School (52 Lake St.) and, Thompson Elementary School (187 Everett St.).

Study work may include but not be limited to investigation and analysis of the existing equipment, understanding space use and layout, reviewing square footage, occupancy and heat loads for system sizing. All design work should consider options to improve energy efficiency and sustainability, as well as fully decarbonize HVAC systems by eliminating fossil fuel use. Decarbonization options should include technologies such as air or ground source heat pump systems that address both heating and cooling needs. For indoor air quality, ASHRAE standards for fresh air should be met and filtration meeting or exceeding the MERV13 standard shall be incorporated where appropriate. When and where feasible, designs should make use of existing building infrastructure, such as ductwork, piping, and wiring. Designs should also incorporate tie in of new equipment to existing Building Management System in accordance with required communications standards (MODBUS, TCP/IP, BACNet etc.) The Town's preferred BMS platform is JCI FX80.

Design and construction drawings, equipment schedules and detailed project specifications, including general conditions, will be prepared on behalf of the Town. It is expected the proposer will prepare construction cost estimates for the Town, as well as anticipated project schedules and duration. During bidding, the proposer is expected to answer bidder questions via addenda and assist with necessary due diligence of apparent low bidders. Construction administration services will be provided in accordance with existing industry standards and best practices and include submittal review and response. The necessary affidavits will be completed. Additional scope of work may be added as needed. Respondents must have experience with resolving engineering issues related to public buildings. Respondents must also have a thorough understanding of State and Federal laws.

Respondents to this proposal should have a demonstrated working knowledge of all aspects of building mechanical systems related to the equipment listed below:

### **Bishop School**

Replace:

- Air Handlers x 5
- Fan Coil Units x 15
- RTU's x 2
- Design Firm Will Provide Specifications for Uni Vents and Fan Coil Units for Future or Add Alternate Project work.

### **Dallin School**

Replace:

- Air Handlers x 4
- Boilers x 3
- Water Heater x 1
- Design Firm Will Provide Specifications for Uni Vents and Fan Coil Units for Future or Add Alternate Project work.

### **Hardy School**

Replace:

- RTU's x 10
- Air Handler for Gym
- Design Firm Will Provide Specifications for Uni Vents and Fan Coil Units for Future or Add Alternate Project work.

### **Thompson School**

Add (AC):

- RTU Serves the Cafeteria
- HRU Upper roof
- RTU Upper roof
- Design Firm Will Provide Specifications for Uni Vents and Fan Coil Units for Future or Add Alternate Project work.

Prospective proposers must demonstrate the ability to provide the services described in this document, must meet all minimum criteria, and must submit a complete proposal.

A contract will be awarded within 90 days of the proposal submission date, unless the award date is extended by consent of all parties concerned.

### **Consultant Project Team**

The proposal must demonstrate that Project Team members have some or all the specific experience outlined in this request. A Team Leader for the Project Team must be designated.

The selected firm or individual should have as part of the team the following disciplines: Mechanical and Electrical Engineering. Additional demonstrable expertise in energy analysis and sustainability is required. Clearly identify if your team includes sub-consultants for any of the disciplines. Other disciplines may be added as needed or requested by the Town.

Each member of the Team must have demonstrated successful experience within his or her discipline. Members of the Project Team who are registered with a professional organization should provide evidence of registration or licensing to practice professionally within the Commonwealth of Massachusetts.

The following services may be required by the Town during the course of its contract with the chosen consultant. The service descriptions provided should not be presumed complete, but rather indicative of those services typically required.

#### **1. DESIGN SERVICES**

- a. General Services: Design work to support HVAC equipment/system replacements.
- b. Project Administration: Develop work plans, schedules with timelines, staff requirements and schedules of meetings with Town staff in support of proposed design project. Support Town staff with facilitation of stakeholder relations and outreach, including preparation of notifications, assistance with meetings.
- c. Field Investigations: Perform field investigations necessary for the design and completion of the proposed project.
- d. Permitting: Identify and/or prepare federal, state and local permits required for the proposed project.

- e. Plans and Specifications: Prepare and provide electronic and hard copies of all plans and specifications as required by the Town.
- f. Meeting Attendance: Attend meetings with Town staff to discuss project progress, results of design work and to obtain direction from Town staff.
- g. Bidding Services: Attend pre-bid conference and prepare written response to questions of potential bidders. Prepare any addenda to bid documents. Assist the Town in evaluating bids and awarding the contract. Assist the Town in preparing documents required by applicable authorities for award of the contract.

## **2. CONSTRUCTION MANAGEMENT SERVICES**

- a. Administration Services: Review schedules, shop drawings and schedule of values prepared by the contractor. Manage pre-construction and construction progress meetings. Prepare all change orders with accompanying backup material. Review payment requests and make recommendations to the Town. Support the Town with applications for state and federal rebates for energy efficiency. Review/verify all certificates and operation and maintenance manuals as required. Prepare record drawings in electronic and hard copy form.
- b. Shop Drawings/ Samples/Requests for information: Administer, review and approve/disapprove, in a timely manner, shop drawings and submittals as provided by the contractor. Receive, review and approve/disapprove, in a timely manner, all samples which are furnished by the contractor. Provide timely responses to requests for information and clarification to contractual requirements in a timely manner as asked by the contractor.
- c. Field Engineering Services: Assist the contractor in understanding the contract documents and check for contractor's compliance with the contract documents. Conduct periodic on-site construction review of the work in progress and determine if work is in conformance with contract. Record and report unsatisfactory work to the Town and notify the contractor in writing of the defective work. Observe and record the results of the testing of any materials or equipment required in the contract. Consider and evaluate suggestions for modifications made by the contractor. Maintain orderly records of all field reports, correspondence, meeting minutes and contract documents. Provide copies of these documents to the Town. Attend weekly construction meetings. Develop a list of observed items requiring correction or completion before recommending the issuance of a Certificate of Substantial Completion. Verify that all items on the list have been completed or corrected by the contractor.

## **3. STATE AND FEDERAL LAW COMPLIANCE**

Research specific current or proposed State and Federal Laws, regulations and guidance documents that may affect the operations of municipal public work. Evaluate existing Town practices and operations to determine compliance with a specific current or proposed State or Federal Law, regulation or guidance documents.

### **Regulations**

The project design must comply with all applicable federal and state laws and Town bylaws and regulations.

### **Project Schedule**

The Town plans to begin work on this project immediately upon award of the design services contract.

## **SECTION II: GENERAL TERMS AND CONDITIONS**

1. The contract for this project will be between the Town and the Engineer and will be administered by the Facilities Department.

2. A proposal will remain in effect for a period of 90 calendar days from the deadline for submission of proposals or until it is formally withdrawn, a contract is executed or this RFQ is canceled, whichever occurs first. The Town reserves the right to reject any and all proposals.
3. The Town will have the option to cancel the contract provided that written notice is given 30 days prior to the effective termination date.
4. Any changes or additions to consultants or personnel named in the application must be submitted in writing and approved by the Town .
5. The Town encourages minority firms to apply, and, if subcontractors are used, encourages the use of minority subcontractors.

### **SECTION III: EVALUATION OF THE PROPOSALS**

1. **Proposals:** Each proposer must submit a written proposal to this RFQ which includes full and clear descriptions of evaluation criteria outlined in Section V. The Town Manager or his designees will evaluate each proposal based on these evaluation criteria.
2. **Price Proposal:** Price will not be considered when initially evaluating a proposal. After the finalists have been ranked, the Town will enter into price negotiations with the first ranked applicant. **DO NOT SUBMIT A PRICE PROPOSAL.**
3. **References:** References will be contacted to determine if the proposer is responsive and responsible. References will be asked about their overall impression of the proposer, quality of work performed, understanding of factors affecting implementation, and the timeliness of the product. The Town reserves the right to use itself as a reference.
4. **Interviews:** The Town Manager may interview the ranked finalists to determine if they are responsive and responsible and meet the needs of the Town. Interviewees should include the Team Leader and additional key personnel who will be working on the project on a day-to-day basis. The Town will not assume any travel costs related to these interviews, if conducted in person.
5. **Award of Contract:** The Town may award a contract to the chosen responsive and responsible proposer. The Town reserves the right to reject any and all proposals if it determines that it is in the best interest of the Town to do so.

### **SECTION IV: PROPOSAL SUBMISSION REQUIREMENTS**

1. Standard Designer Selection Application for Cities and Towns(attached).
2. A list of at least three entities, two of which two must be in the public sector, for which you have provided similar design services. Please include the name and telephone number of the contact person at each, the year of the contract, and the nature of the project. These contacts shall serve as references. It is very important that these references' contact numbers are accurate. If there is no person at the number or no one returns our call, then your firm will be determined not to have the required references. The Town reserves the right to use itself as a reference.
3. Resumes of key staff who will be assigned to this project, with a description of responsibilities. A Team Leader for the project must be identified.
4. A signed Anti Collusion/ Tax Compliance Form

## **SECTION V: EVALUATION CRITERIA**

Evaluation of proposer's qualifications will be based on the following criteria. Responders are encouraged to organize their proposals according to these criteria and address each item clearly and concisely.

1. Experience demonstrated by the proposed project team in designing similar projects as outlined in the scope of services, with particular emphasis on the professional experience that key team members have designing HVAC retrofits for school buildings and those team members' expertise in energy analysis and sustainability.
2. Quality of work as determined by references.
3. Public sector knowledge demonstrated by the project team's project experience, with particular emphasis on the professional experience that individual team members have as prime consultant on public building projects.
4. Professional registrations The relevant personnel on the team have the professional licenses required to execute this project.
5. Capacity and Timeliness as demonstrated by the firm's size and the number and volume of current projects.
6. Responsiveness to Scope of Services The firm's response demonstrates an understanding of the requirements of the project and proposes a strategy for carrying out the work effectively.



**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.

---

Signature of individual submitting bid or proposal

---

Name of business

**THIS NON-COLLUSION FORM MUST BE SIGNED AND SUBMITTED WITH  
THE BID OR PROPOSAL**

**TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. c. 62C, §49A, the undersigned, acting on behalf of the Contractor, certifies under the penalties of perjury that the Contractor is in compliance with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

---

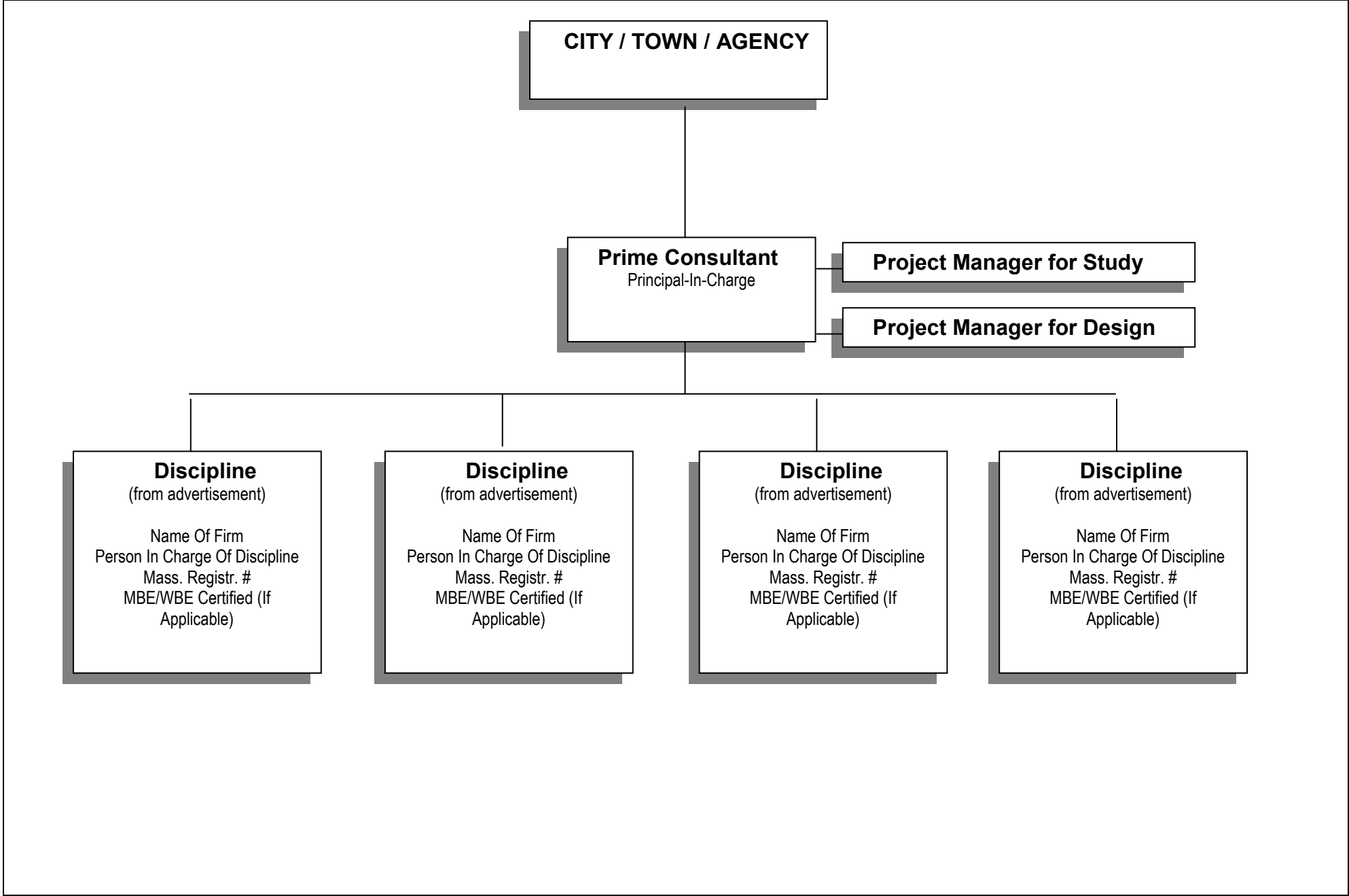
Signature of Individual submitting bid or proposal

---

Name of business

<b>Commonwealth of Massachusetts</b>  <b>Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)</b>	1. Project Name/Location For Which Firm Is Filing:	2. Project #
	This space for use by Awarding Authority only.	
3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:	3. Name Of Proposed Project Manager: For Study: (if applicable) For Design: (if applicable)	
3b. Date Present and Predecessor Firms Were Established:	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.:	3. 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) SDO Certified Service Disabled Veteran Owned Business Enterprise (SDVOBE) <input type="checkbox"/> (5) SDO Certified Veteran Owned Business Enterprise (VBE) <input type="checkbox"/>	
<b>4. Personnel From Prime Firm Included In Question #3a Above</b> 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. _____ ( _____ )
Architects _____ ( _____ )	Electrical Engrs. _____ ( _____ )	Mechanical Engrs. _____ ( _____ )
Acoustical Engrs. _____ ( _____ )	Environmental _____ ( _____ )	Planners: Urban./Reg. _____ ( _____ )
Civil Engrs. _____ ( _____ )	Fire Protection _____ ( _____ )	Specification Writers _____ ( _____ )
Code Specialists _____ ( _____ )	Geotech. Engrs. _____ ( _____ )	Structural Engrs. _____ ( _____ )
Construction Inspectors _____ ( _____ )	Industrial _____ ( _____ )	Surveyors _____ ( _____ )
Cost Estimators _____ ( _____ )	Interior Designers _____ ( _____ )	_____ ( _____ )
Drafters _____ ( _____ )	Landscape _____ ( _____ )	_____ ( _____ )
		Other _____ ( _____ )
		_____ ( _____ )
		_____ ( _____ )
		_____ ( _____ )
		_____ ( _____ )
		_____ ( _____ )
		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"/>  SDVOBE <input type="checkbox"/>  VBE <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"/>  SDVOBE <input type="checkbox"/>  VBE <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 <b>ONLY</b> 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)