



RFQ

Designer Services *Housing & Social Services Center*

For the Project Site of 71 Cherry Street
In partnership with the Margaret Fuller Neighborhood House

Proposals will be received at the Cambridge Redevelopment Authority, 255 Main Street, 8th Floor, Cambridge, Massachusetts 02142 until **4:00 p.m. on May 13, 2019** for furnishing the following to the Cambridge Redevelopment Authority (CRA):

The Cambridge Redevelopment Authority is seeking proposals from qualified design firms to provide a project feasibility study, new housing design, new social services center design, and interior restoration design and overall construction administration for a mixed-use development project located at 71 Cherry Street.

Copies of the Request for Qualifications may be downloaded from the CRA website at www.CambridgeRedevelopment.org/jobs-contracting on and after **April 22, 2019**.

The successful respondent must be an Equal Opportunity Employer. The CRA 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 CRA.

Price will not be considered when initially evaluating a proposal. After the finalists have been ranked, the Cambridge Redevelopment Authority will enter in price negotiations with the respondent.

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

One original and three (3) copies of the proposal and **one electronic copy** marked "Request for Qualifications for Architectural Services for 71 Cherry Street for the Cambridge Redevelopment Authority" must be received by Erica Schwarz, Project Manager, Cambridge Redevelopment Authority, 255 Main Street, 8th Floor, Cambridge, MA 02142 **prior to 4:00 p.m., on Monday, May 13, 2019**. Failure to submit the electronic copy will automatically result in rejection.

Any proposals received after such time will not be accepted, unless the required submission date and time has been changed by addendum. Delivery to any other office or department does not constitute compliance with this paragraph, unless the proposals are received by the CRA by the established deadline. It is the responsibility of the applicant to assure proper and timely delivery.

PROJECT OVERVIEW

Program Overview

The CRA and the Margaret Fuller Neighborhood House (MFNH) have together been exploring options to develop a moderate-scale housing development on an approximately 9,000 square foot surface parking lot owned by MFNH in order to provide revenue for the MFNH, to make improvements to the interior of the historic house structure to better match programmatic goals of the MFNH, and to construct a new community facility to replace the one that is now next door to the historic MFNH structure, potentially utilizing portions of the existing structure onsite. The CRA and the MFNH have entered into a Cooperation Agreement in order to:

- Supply mixed-income housing for the Cambridge community.
- Apply the value of undeveloped land owned by MFNH (Parking Lot) to expand the organization's capacity, and strengthen and grow programs.
- Strengthen MFNH's immediate and long-term financial position and improve its community-serving facilities.

The parties are considering a project with a potential development scope of the following items, collectively considered the Project, and individually referred to as Project Components:

- New construction mixed-income housing (Housing Construction).
- New program facilities, including upgrades to the youth program facility, food pantry facility and related amenities (Facilities Revitalization).
- Improvements to the existing historic house where MFNH administrative offices and other program space are located (Historic House Improvements).

The majority of end users of this project will be members of groups who have been left of the benefits gained by other Cambridge residents as our City has developed over many decades. The Project's building designs should be welcoming and enable a feeling of empowerment among end users.

The CRA invites applications from appropriately qualified and experienced architectural teams (Designer) to provide complete design services for the redevelopment of portions of the MFNH property at 71 Cherry Street (the Project Site). The proposed Project involved new construction, and restoration and renovations of a landmark structure.

The first task of the Designer will be to perform a Feasibility Study of the overall Project, including all three Project Components. Alternative program configuration on the site should be explored. At the completion of the Feasibility Study, the CRA in coordination with the MFNH, will determine Project Components on which to move forward to the next level of design. It is anticipated that the Housing Construction and Facility Revitalization will proceed together, but may also be constructed at different times if design and financial conditions warrant. The renovation work for the Historic House Improvements will need to be carefully coordinated with other work to maintain program continuity.

After the Feasibility Study is complete, the Designer's work may include, but not be limited to:

- Development of Schematic Design through Construction Drawings for one to three structures on the Project Site.
- Attend meetings with CRA staff, including but not limited to CRA financial consultants, the Cambridge Historical Commission and the staff and Board of MFNH.
- Analysis and final design of architectural and functional components of the interior of 71 Cherry Street for the Historic Housing Improvements.

- Construction Administration services including attendance at weekly site meetings, and review of contractor submittals, project schedules, applications for payment and change order proposals.

The chosen Designer will also recommend energy efficient alternatives and the use of resource efficient materials where appropriate and must have LEED (Leadership in Energy & Environmental Design) Accredited Professional certification. They must be familiar with construction methods, working drawings, public bid requirements, and building and public safety/fire codes.

The successful respondent shall be familiar working within public construction and procurement procedures and design for improvements to landmarked buildings.

Site and Existing Building Description

Home to Margaret Fuller until the age of 16, this three-story, Federal-style house at 71 Cherry Street was built in 1807. Fuller was born in 1810, and was considered a prodigy, reading Latin by age six. In 1845 she published *Women in the 19th Century*, which was extremely influential in the feminist movement of the 18th Century. (Source: <https://www.nps.gov/nr/travel/pwwmh/ma59.htm>)

In 1902, the home was reinvented as the MFNH, becoming one of the first settlement houses in the United States, serving the social needs of recent immigrant families in the Port neighborhood of Cambridge, Massachusetts. This was at the height of the industrial revolution, when local factories in and near to Cambridge largely employed recent immigrants. The workers' living conditions, in boarding and tenement houses, were often overcrowded and unhealthy. In keeping with the spirit of the Settlement House movement, MFNH was designed as an outpost of education and culture for these workers.

The mission of the Margaret Fuller House is to strengthen and empower youth, families, and community residents. We work to address the economic, social and political inequities that shape the lives and futures of the Cambridge area residents.

Today, MFNH serves as a nexus of activity for residents of the Port neighborhood and beyond, and provides adult enrichment programs, after-school programs, community outreach, a computer lab, a community library, and a food pantry.

Learn more about MFNH: (<http://www.margaretfullerhouse.org/who-we-are/history-mission/>)

MFNH's administrative offices, community library and computer center are located in the Federal-style house. The pantry is located in the partially finished basement of the house. The after-school center is located in a basement/garden level structure adjacent to the historic home.

MFNH has conducted repairs as needed to the house, but has not made any major renovations in the recent past. The house does not have air conditioning. Other systems may be near the end of their useful life.

The pantry is inadequate in size, forcing MFNH to store some food in another part of the house's basement, and requiring the 16,000 annual pantry customers to navigate around the tight space when they come for groceries. The facility for the after school programs, currently serving youth aged 5 – 12, is inadequate in amenities and in size, given the potential need. The pantry, after-school center and the offices and programs in the house itself are not easily accessible to those with physical disabilities.

The surrounding neighborhood is residential with single and multi-family homes, public parks and commercial buildings in close proximity. See photos and map in Appendix A.

MFNH has started holding community meetings in order to gather input from residents about their goals for any development on the site, as well as to keep residents informed as this project moves forward.

INSTRUCTIONS TO APPLICANTS

Response Content:

Each response should contain only pertinent information and requested documentation, to demonstrate how the applicant meets the minimum qualifications set forth in the Request for Qualifications. The submission should outline the previous relevant experience of the applicant and have a table of contents or easily discernible, labeled sections.

Each response must contain, at minimum, the following items:

- 1. Designer Selection Application for Cities and Towns (Appendix D).**
- 2. A description of a project approach, based on the project overview in this RFQ.**

Please include information about how your team will work with the CRA and MFNH to collect and incorporate client/user feedback.

Please describe how you manage project budgets while meeting program goals during the design phase, and your cost analysis system for evaluating change orders.

- 3. A list of at least three entities for which your firm has conducted similar designs.**

Include at least one project conducted for the public sector as possible. Include at least one project that included childcare or youth program facilities as possible. Include references for projects that your firm or team worked on with the consultants identified for this RFQ response if possible. Identify in your submission if these representative projects were renovation or new construction.

Also, include no less than three personal references of the key members assigned to the project, also from former clients. Such references will be used to determine a respondent's responsibility.

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 as the CRA shall be contacting these references. If there is no person at the number or no one returns our call then your firm be determined not to have these required references.

- 4. Overview of key staff and consultants who will be assigned to this project**

Include resumes and a description of responsibilities of key staff.

Provide resumes or an overview of the experience of consultants or subcontractors expected to work on this project, and short description of the role they will play. Please identify if your consultants or subcontractors are MBE or WBE firms (Minority Business Enterprises or Women Business Enterprises).

- 5. Signed Anti Collusion/ Non-Discrimination and Tax Compliance Forms (Appendix B)**

A response which does not provide the information and documentation outlined above may be deemed nonresponsive and therefore rejected. Failure to answer any question, to complete any form, or to provide the documentation required will be deemed non-responsive and result in an automatic rejection of the response unless the CRA determines that such failure constitutes a minor informality.

SITE VISIT: A site visit, including a tour of current buildings and the surface parking lot will take place on **Friday, May 3, 2019 at 10:00 a.m.** All attendees shall meet at 71 Cherry Street.

QUESTIONS AND CLARIFICATIONS: Any questions or requests for clarification must be submitted in writing and either emailed to eschwarz@cambridgeredevelopment.org. At the sole discretion of the CRA, an addendum will be issued with clarifications or answers to the questions.

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 CRA 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 can be found referenced on the project webpage located at: www.cambridgeredevelopment.org/mfnh. All proposers must be willing to sign the CRA's standard contract.

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

ADDENDA: Potential Responders are encouraged to register their interest in the Design RFQ to the CRA via email (eschwarz@cambridgeredevelopment.org). Any addenda will be emailed to the contact on file and will also be posted on the CRA website. It is the responsibility of the Responders to ensure that they obtain all information pertaining to this RFQ and ensuring that they receive all addenda.

LIVING WAGE REQUIREMENTS: The City of Cambridge has a Living Wage Requirement that establishes minimum hourly rates for all Personnel that work on any City contract. The CRA requires its design contractors to comply with the City policy. The City of Cambridge's Living Wage as of March 1, 2019 is \$16.15 per hour. An overview of the Living Wage Requirements is attached.

SELECTION PROCESS: All responses will be reviewed by the Selection Committee ("the Committee"). The Committee may select up to five (5) applicants to be interviewed. The CRA will notify all applicants of the names of the applicants selected for interviews.

The applicants chosen for interviews will be notified, either by email and/or telephone, of the date, time and place for their interviews and any other pertinent information related thereto.

Within a reasonable period of time after the last interview, the Committee will forward to the CRA Board its recommendation of the architectural design team to be designated as the Designer. The CRA Board may accept or reject the recommendation. The CRA may request that a representative from the recommended design team attend a CRA Board meeting.

The selected applicant will then submit a specific scope proposal along with a fee to the CRA. Negotiations will commence thereafter, until an acceptable fee has been reached. In the event negotiations are unsuccessful, the CRA 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 CRA 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 CRA 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 CRA will have the contract signed by the CRA Board Chair.

EVALUATION CRITERIA

The purpose of information requested in this section is to assist the CRA in evaluating the respondent's overall qualifications, including its methodologies and technical abilities, and previous experience.

1. **A complete response submission.** The RFQ response must include all items outlined in the Instructions to Applicants section.
2. **Relevance of Response and Proposed Approach to the Project Needs.** To what extent does the project approach, including how the Designer will work with the CRA and MFNH to collect and incorporate user/client input, how the Designer balances budget and program needs, and other aspects of the proposed approach align with the stated project needs and goals in this RFQ?
3. **Similar Prior Experience and Design Approach.** We will review experience and qualifications of the respondent's employees who will be working on this project in the design of community facilities, including childcare or youth program facilities, and housing in a dense urban environment. It is preferred for those employees to have completed projects for the public sector as well as for the private sector and to have worked on projects that included childcare or youth program facilities, specifically. The respondent should be able to communicate why it is uniquely qualified for this project.
4. **Quality of Prior Work/Quality of References.** Quality of prior work will be determined by references provided from other projects on which the respondent has worked. It is preferred for references to be able to speak to how the respondent worked with the same consultants proposed in their response to this RFQ. The CRA will place strong consideration on how the respondent managed its team members so that the design was properly coordinated before placed out to bid. The CRA will also seek to understand how the respondent approached prior projects with regard to incorporating community or user input, integrating programming, staying within budget, and managing cost control during the design phase.
5. **Professional registrations.** The firm has the professional licenses required to execute this Project.
6. **Respondent Plus Consultants.** The qualifications and track record of each member of key consultants will be rated. The CRA will also note if consultants or subcontractors are MBE or WBE firms and consider the entire team's alignment with the CRA and City of Cambridge's commitment to MBE and WBE engagement. It is vital that respondent's proposed team members (both employees of the respondent and consultants or subcontractors) are the those who will be working on the project if selected.
7. **Capacity to perform.** The respondent's capacity to undertake this project in a timely manner to meet the CRA's schedule. The availability of each key team member – both direct employees and consultants or other vendors – must be adequate to support project coordination and the design schedule. This evaluation will be based on the size of the firm gauged against the number and size of current projects.

ANTICIPATED SCHEDULE

Advertisement:	Monday, April 22, 2019
Site Visit:	Friday May 3, 2019, 10:00 am at 71 Cherry Street, Cambridge
RFQ due:	Monday, May 13, 2019 by 4:00 pm
Interview of shortlisted firms:	The week of May 20, 2019
Feasibility Study Completion:	August 30, 2019
Start of Schematic Design:	September 2019
Start of Construction:	Dependent on financing sources; influenced by the project scope and phasing that will be identified after completion of feasibility study

GENERAL TERMS AND CONDITIONS

1. The contract for this project will be between the CRA and the Designer.
2. The CRA will have the option to cancel the contract provided that written notice is given 30 days prior to the effective termination date.
3. MBE/WBE Participation. The CRA has adopted the City of Cambridge's commitments to contracting and sub-contracting to Minority and Women Owned Business, as it may be amended from time to time. We strongly encourage the use of MBE/WBE consultants and subcontractors to the extent they are used.

All contractors for design services over \$100,000 shall submit documents to comply with the City of Cambridge and the Commonwealth's requirements for engaging and reporting on the engagement of Minority (MBE) and Women-owned (WBE) business. Detailed documentation of plans to engage MBE/WBE firms will be required by those firms invited to submit bid proposals.

APPENDICES:

- A: Map and photos of site at 71 Cherry Street, Cambridge
- B: Non-Collusion, Non-Discrimination, and Tax/Employment Statements
- C: City of Cambridge Living Wage Requirement
- D: Standard Designer Application for Municipalities and Public Agencies

APPENDIX A: MAP AND PHOTOS OF SITE AT 71 CHERRY STREET, CAMBRIDGE



Historic home at 71 Cherry Street. The roof of the after-school center can be seen on the far right.



View of rear parking lot from corner of Pine and Eaton Streets. The historic home and the above ground entrance to basement/garden level after-school center can be seen in rear.



View of parking lot from back of historic home.



Current room in the after-school center.

APPENDIX B: NON-COLLUSION, NON-DISCRIMINATION, and TAX/EMPLOYMENT STATEMENTS

NON-COLLUSION STATEMENT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the RFQ response, to prevent any person from responding nor to include anyone to refrain from responding, and that this response is made without reference to any other response and without any agreement, understanding or combination with any other person in reference to such response.

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING RFQ FOR THE CRA ARE TRUE AND CORRECT.

Dated this ___ day of _____, _____

Name of Organization,

Title of Person Signing

Signature

NONDISCRIMINATION STATEMENT

The Consultant agrees:

1. The Consultant shall not, in connection with the services under this Contract, discriminate by segregation or otherwise against any employee or applicant for employment on the basis of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law.
2. The Consultant shall provide information and reports requested by the Cambridge Redevelopment Authority pertaining to its obligations hereunder, and will permit access to its facilities and any books, records, accounts or other sources of information which may be determined by the Cambridge Redevelopment Authority to affect the Consultant’s obligations.
3. The Consultant shall comply with all federal and state laws pertaining to civil rights and equal opportunity including executive orders and rules and regulations of appropriate federal and state agencies unless otherwise exempt therein.
4. The Consultant’s non-compliance with the provisions hereof shall constitute a material breach of this Contract, for which the Cambridge Redevelopment Authority may, in its discretion, upon failure to cure said breach within thirty (30) days of written notice thereof, terminate this Contract.
5. The Consultant shall indemnify and save harmless the Cambridge Redevelopment Authority from any claims and demands of third persons resulting from the Consultant’s non-compliance with any provisions hereof, and shall provide the Cambridge Redevelopment Authority with proof of applicable insurance.

Signed (type name): _____

Title: _____

Date: _____

CERTIFICATE OF TAX, EMPLOYMENT SECURITY, AND CHILD CARE COMPLIANCE

Pursuant to Massachusetts General Laws Chapter 62C, §49A and Chapter 151A, §19A(b) and Chapter 521 of the Massachusetts Acts of 1990, as amended by Chapter 329 of the Massachusetts Acts of 1991,

I _____ (Name) whose principal place of business is located at _____ (Address), do hereby certify that:

- A. The above-named Respondent has made all required filings of state taxes, has paid all state taxes required under law, and has no outstanding obligation to the Commonwealth's Department of Revenue.
- B. The above-named Respondent/Employer has complied with all laws of the Commonwealth relating to unemployment compensation contributions and payments in lieu of contributions.
- C. The undersigned hereby certifies that the Respondent/Employer (please check applicable item):
 - 1. _____ employs fewer than fifty (50) full-time employees; or
 - 2. _____ offers either a dependent care assistance program or a cafeteria plan whose benefits include a dependent care assistance program; or
 - 3. _____ offers child care tuition assistance, or on-site or near-site subsidized child care placements.

Signed under the penalties of perjury this _____ day of _____, 201__.

Federal Identification Number: _____

Signed (type name): _____

Title: _____

Date: _____

APPENDIX C: CITY OF CAMBRIDGE LIVING WAGE ORDINANCE

CITY OF CAMBRIDGE LIVING WAGE ORDINANCE FACT SHEET CHAPTER 2.121 OF THE CAMBRIDGE MUNICIPAL CODE

Note: This fact sheet is a summary of several provisions of the Cambridge Living Wage Ordinance, intended to provide an introduction to the matters regulated by the ordinance. All determinations regarding the application of the ordinance to particular individuals or circumstances should be made by reference to the ordinance itself.

Effective date: The Cambridge City Council enacted the Living Wage Ordinance effective July 2, 1999.

Purpose: The purpose of the ordinance is to assure that employees of the City and employees of contractors, subcontractors, and beneficiaries of assistance from the City earn an hourly wage needed to support a family.

Application: The ordinance applies to (a) City employees, (b) employees of contractors and subcontractors who have Service Contracts with the City in amounts over \$10,000, (a Service Contract does not include contracts for the purchase of goods, products, equipment, supplies, or other property, and does not apply to services which are incidental to the delivery of such products, equipment or commodities), and (c) employees of Beneficiaries of Assistance in the form of grants, loans, tax incentives, bond financing, subsidies, or other forms of assistance over \$10,000, received by or through the authority or approval of the City, including but not limited to, c. 121A tax abatements, industrial development bonds, Community Development Block Grant (CDBG) loans or grants, Enterprise Zone designations awarded after the effective date of the ordinance, and the lease of City owned land or buildings below market value.

Covered Employers: The ordinance applies to the City, any contractor or subcontractor on a Service Contract with the City over \$10,000, and any Beneficiary of Assistance over \$10,000.

Covered Employees: The ordinance applies to any person employed by a Covered Employer, and to any person employed by an independent contractor doing business with a Covered Employer, who would directly expend any of his or her time on the activities funded by the service contract or the activities for which the Beneficiary received Assistance.

Living Wage: Effective March 1, 2019 the Living Wage is \$16.15 per hour, subject to annual CPI adjustments each March 1st. Cuts in non-wage benefits prohibited: No Covered Employer may fund any wage increase required by the ordinance by reducing health, insurance, pension, vacation, or other non-wage benefits of any of its employees.

Waivers: The City Manager may grant waivers to the requirements of the ordinance. There are three types of waivers: (a) General Waiver: if the City Solicitor finds that application of the ordinance would violate a specific federal or state statute or regulation; (b) Hardship Waiver: a non-profit employer may apply to the City Manager for a waiver if payment of the Living Wage would cause a substantial hardship; and (c) Chapter 30B Waiver: prior to issuing an invitation to bid for a services contract a

department may ask the City Manager for a Living Wage waiver if it would make the contract inordinately expensive or would result in a significant loss of services.

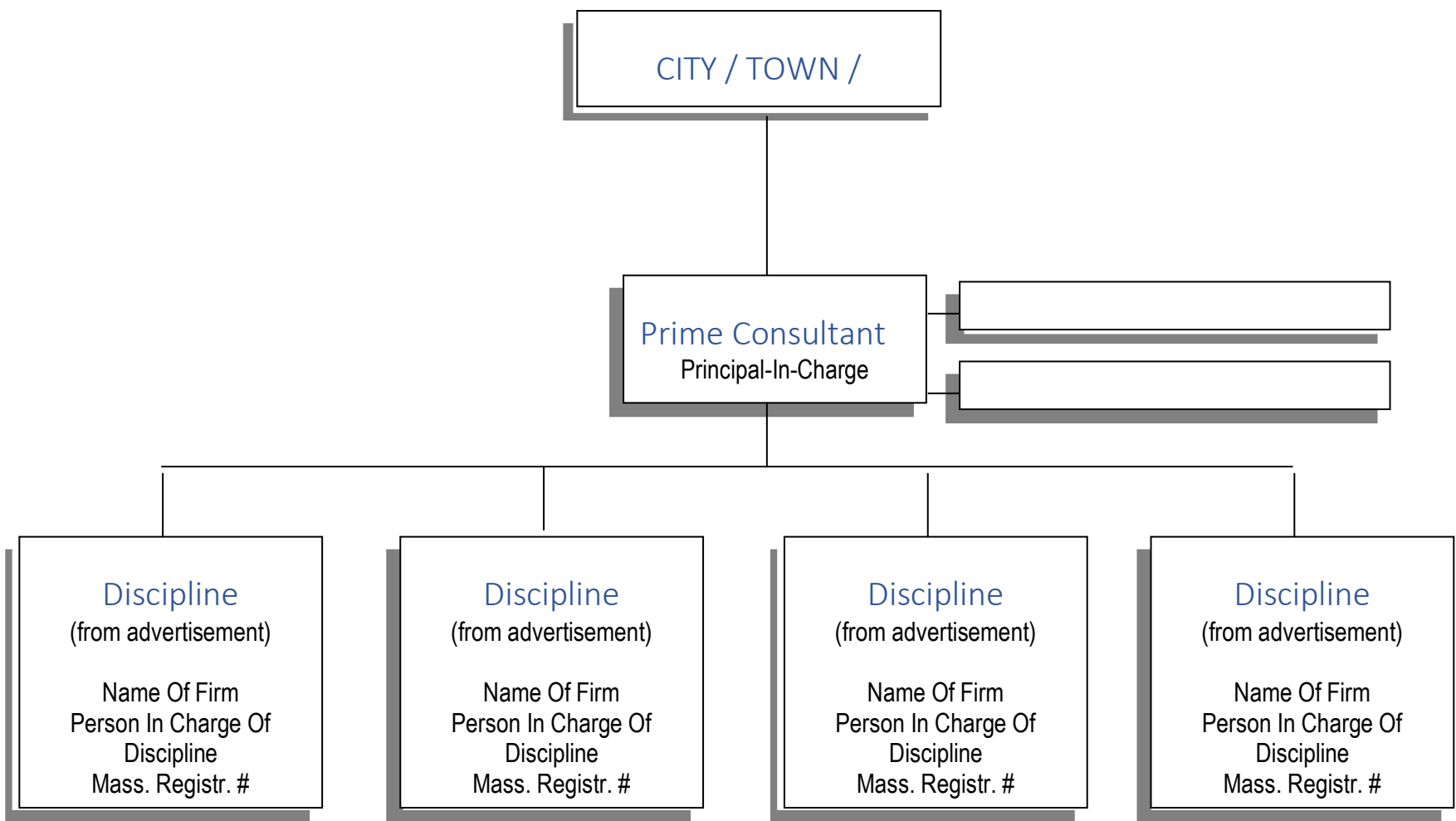
Exceptions: Certain positions are excepted from the ordinance upon certification in an affidavit signed by the principal officer of a Covered Employer that the positions are as follows: (1) youth hired pursuant to a City, state, or federally funded program during the summer or as part of a school to work program or other related seasonal or part-time work; (2) work-study or cooperative educational programs; (3) trainees who are given a stipend or wage as part of a job training program; (4) persons working in recognized supported employment programs that provide workers with additional services such as room and board, case management, counseling, or job coaching; (5) positions where housing is provided by the employer; (6) employees who are exempt from federal or state minimum wage requirements; and (7) individuals employed by the City where such employment is intended primarily to provide a benefit or subsidy to such individuals, although they are paid for work performed.

Notification Requirements: All persons who have signed a service contract with the City or a contract for Assistance are required to forward this Fact Sheet to any person submitting a bid for a subcontract on the contract. All Covered Employers must provide this Fact Sheet to each Covered Employee and must post this Fact Sheet in a conspicuous location visible to all employees.

Appendix D: Commonwealth of MA 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 Work:	3. Name Of Proposed Project Manager: For Study: (if applicable) For (if applicable) Design:	
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"/>	
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 _____ (_____) Cost Estimators _____ (_____) Drafters _____ (_____)	Ecologists _____ (_____) Electrical _____ (_____) Environmenta _____ (_____) Fire _____ (_____) Geotech. _____ (_____) Industrial _____ (_____) Interior _____ (_____) Landscape _____ (_____)	Licensed Site _____ (_____) Mechanical Engrs. _____ (_____) Planners: _____ (_____) Specification _____ (_____) Structural Engrs. _____ (_____) Surveyors _____ (_____) _____ (_____) <u>Total</u> _____ (_____)

5. Has this Joint-Venture previously worked together? Yes No

6. List **ONLY** Those Prime And Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm And Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:



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 _____ With Other Firms: _____ Firm: _____	d. Years Experience: With This _____ With Other Firms: _____ Firm: _____
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):
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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.			
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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 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
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12. Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer **YES** or **NO**. If YES, please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).

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

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)

