LEGAL NOTICE

REQUEST FOR QUALIFICATIONS

"On-Call" Architectural Design Services

Nashoba Valley Technical School District is seeking qualifications for "On-Call" Architectural Design Services for capital improvement projects. Services will be effective May 10, 2021 through April 30, 2024.

The selected firm(s) shall have demonstrated previous experience in providing specified services to school buildings. A complete RFQ may be obtained, without charge, at Nashoba Valley Technical High School, 100 Littleton Road, Westford, MA 01886 or by contacting the Business Office at drober@nashobatech.net. **Documents will be available after 9:00 AM, March 31, 2021.** Questions about the RFQ shall be directed to drober@nashobatech.net at least seventy-two (72) hours prior to the submission deadline. It is recommended that respondents to this request familiarize themselves with the detailed RFQ.

It is the intent of the Awarding Authority to award a contract within thirty (30) days after receiving the qualifications.

The deadline for submitting qualifications to Nashoba Valley Technical High School, Business Office, 100 Littleton Road, Westford, MA 01886, is 9:00 AM, April 14, 2021.

Nashoba Valley Technical School District
RFQ for "On-Call" Architectural Design Services

I. PROJECT PARAMETERS

Nashoba Valley Technical School District is seeking qualifications from qualified Massachusetts registered architectural firms/individuals to provide professional architectural services associated with school building capital improvement projects on an as-needed basis.

II. CURRENT PROJECT SCOPE AND STATUS

The purpose of this initiative is to develop a long term relationship with one firm for a three-year period, without having to request an RFQ on a project-by-project basis. This ultimately will save time and money for the Nashoba Valley Technical School District. Our objectives are 1) to minimize the learning curve relative to a firm's ability to become familiar with our buildings and 2) to be more responsive to bidding critical projects by eliminating the designer selection RFQ process.

The term of agreement for said services would cover a period of **May 10, 2021 through April 30, 2024**.

The firm selected will execute a Nashoba Valley Technical School District agreement. Individual projects, under this on-call agreement, will be issued as Task Orders covered by Purchase Orders. For each project, the designer will be requested to submit a proposed scope of services and design fee, on a negotiated basis.

See Scope of Services (Section VII) for more detail.

III. REQUEST FOR QUALIFICATIONS INSTRUCTIONS

Qualification Instruction

The requirements set forth in these "RFQ Instructions" shall become an integral part of a subsequent contractual arrangement.

Receipt of Qualifications

Nashoba Valley technical School District will receive sealed qualifications for furnishing "On-Call" Architectural Design Services at the **Nashoba Valley Technical High School, 100 Littleton Road, Westford, MA 01886 no later than 9:00 AM, April 14, 2021**.

No qualifications received after the time established for receiving said qualifications will be considered regardless of the cause for delay in the receipt of any such qualification(s).

Questions concerning this Request for Qualifications must be submitted in writing to: Michelle Shepard, Business Manager, 100 Littleton Road, Westford, MA 01886 or at

mshepard@nashobatech.net. Questions may be delivered, mailed, emailed or faxed. Written responses will be mailed or faxed to all proposers on record as having picked up the RFQ.

Marking of Envelopes

Two (2) copies of the qualification shall be sent to:

Nashoba Valley Technical High School
Business Office
100 Littleton Road
Westford, MA 01886

And be received no later than **9:00 AM, April 14, 2021**

Postmarks will not be considered. It is the sole responsibility of the applicant to be sure that the qualification arrives on time. Qualifications should be clearly marked **"QUALIFICATIONS FOR "On-Call" Architectural Design Services"**.

Qualification Form

All qualifications shall be received and evaluated in conformance with the requirements of Applicable Law.

The Purchasing Agent will refer each Technical Qualification to the Selection Committee, which will determine whether it meets the minimum evaluation criteria set herein. Failure of a qualification to meet a minimum criterion will disqualify the qualification from further consideration. The Board shall state in writing its reason for disqualifying any qualification.

Each proposer shall complete the attached minimum evaluation criteria form identified as Attachment A and MUST INCLUDE WITH QUALIFICATION SUBMITTED BY THE REQUIRED DATE AND TIME.

Plan of Services

A statement and outline of the scope of the firm's services are to be provided.

Experience and References

Qualifications should include similar "on-call" contracts that the firm is currently or has been engaged with during the past five years. Qualifications should include a brief description of such contracts and list a reference contact for each example.

Interpretation of Contract Documents

All interpretations and supplemental instructions will be in the form of written addenda to the specifications, which, if issued, will be mailed or faxed to all proposers on record as having requested the RFQ. Addenda shall be made available to proposers not later than three days

prior to the date fixed for the receipt of qualifications at the Business Office to the attention of Michelle Shepard, Business Manager. Failure of any proposer to receive any such addendum or interpretation shall not relieve any proposer from any obligation under his submission. All addenda as issued shall become part of the contract documents.

Withdrawal of Qualifications

Qualifications may be withdrawn prior to the time of receipt of qualifications, only on written request to the awarding authority. No proposer shall withdraw his qualification within a period of thirty (30) days.

Unexpected Closures

If at the time of the scheduled receipt deadline, the School is closed due to uncontrolled events such as fire, snow, ice, wind, building evacuation, etc. the receipt of qualifications will be postponed to the next normal business day at the time posted in the request for qualifications. Qualifications will be accepted until that date and time.

References and Company Background

The proposer must complete Designer Selection Board (DSB) Application Form (attached) and include with submittal. A downloadable version may be found at www.mass.gov/service-details/dsb-forms.

Rule for Award of Contract

We will award a contract to the proposer offering the most advantageous proposal based on the Evaluation Criteria and, if applicable, interviews with finalists. The Nashoba Valley Technical School District reserves the right to reject all proposals that do not meet the Minimum Qualifications or receive a rating of "Unacceptable" pursuant to the Evaluation Criteria. Prior to executing a contract with the top-ranked proposer, Hourly Billable Rates for the firm/individual will be requested, and subject to negotiation between the parties. In the event negotiations are unsuccessful, the Nashoba Valley Technical School District reserves the right to begin negotiations with the second ranked proposer, and so on, until a contract is successfully negotiated.

Action on the award will be taken within thirty (30) days after receiving the qualifications. The School Purchasing Agent will be the awarding authority and all awards will be made in the best interest of the School. Following positive action by the Superintendent and the School Committee, contracts and purchase orders will be issued accordingly.

Licensing

The contractor shall possess and comply with all required and necessary licenses as may be specified by Federal, State and/or Local authorities, related to the delivery of services referred to in this RFQ.

Insurance Coverage

Within five (5) days after award of this contract, and prior to the commencement or any work activity, the designer shall provide to Nashoba Valley Technical School District certificates from insurers clearly stating that the insurance policies required in the following paragraphs have been issued to the designer. The certificate must be in a form satisfactory to the School. For the duration of this contract, evidence of said coverage shall be filed with the Business Office. Liability policies shall that the Nashoba Valley Technical School District as an additional insured.

Comprehensive General Liability Insurance

The designer shall carry Public Liability Insurance with an insurance company satisfactory to the School. Minimum coverage shall be as follows:

Liability for bodily injury, including accidental death: $500,000 for any one person and subject to the same limit for each person: $1,000,000 on account of one accident.

Liability for property damage: $1,000,000 on account of any one accident and $3,000,000 on account of all accidents.

Automobile Liability Insurance: Procure and maintain during the life of this Contract Comprehensive Automobile Liability Insurance, including all owned, non-owned, and hired automobiles, covering bodily injury, including accidental death, with limits of $1,000,000 per person, $1,000,000 per occurrence and property damage insurance with limits of $1,000,000 per occurrence.

The designer shall not cancel, change or revise any insurance relating to this contract without at least 15 days prior notice Michelle Shepard, Business Manager. Prior to the effective date of any such cancellation, the contractor shall take out new insurance to cover the policies so cancelled and shall provide certificates stating that such insurance is in effect.

The designer agrees to indemnify and hold harmless Nashoba Valley Technical School District, against any and all suits, claims or liabilities of every name, nature or description arising out of or in consequence of the acts of its agents, servants or employees, in the performance of the obligations under this contract or by reason of its failure to fully comply with the terms of this contract, such indemnity to run to the School Officers, Agents, and employees of Nashoba Valley Technical School District.

Good Faith, Fraud and Collusion

The proposer hereby certifies that no officer, agent or employee of the Nashoba Valley Technical School District has a special interest in the RFQ; that the proposer is competing solely on their own behalf without connection with, or obligation to, any undisclosed person or firm; that this qualification is made in good faith without fraud, collusion or connection of any kind with any other bidder for the same work **(See Non-Collusion form). Form must be executed and returned with qualification.**

Acknowledgement of ADA and Section 504

The School acknowledges the existence of the Americans with Disabilities Act (ADA) of 1990, and Section 504 of the Rehabilitation Act of 1973. The rights guaranteed within these Acts shall apply to this contract.

IV. QUALIFICATIONS

All firms must possess the following minimum qualifications:

1. Massachusetts registration.
2. Thorough working knowledge and experience with MGL Chapters 149 and 149A as they pertain to building construction laws, bidding laws, wage rates, OSHA 10 requirements, DCAMM certifications, and legal advertisements.
3. Thorough knowledge of procedures, requirements, and practices of the Commonwealth of Massachusetts, and other agencies related to the design and construction of school buildings.
4. Thorough knowledge of Massachusetts State Building Code and regulations of the Architectural Access Board.
5. Thorough knowledge and experience with preparing bid specifications as they pertain to Chapter 149 building projects and all required forms.
6. Thorough knowledge of and familiarity with requirements of Chapter 579 of the Acts of 1980 (Omnibus Construction Reform Act) and Chapter 484 of the Acts of 1984.
7. Sufficient levels of staff to complete the project.
8. Must have prior to signing the contract:
   A. Professional Liability Insurance (errors and omissions) $1,000,000 with a $100,000 deductible.
   B. Workers Compensation Insurance in accordance with all applicable state laws.
   C. Liability Insurance with $3,000,000 aggregate coverage.

The School shall require a Certificate of Insurance in accordance with the above requirements from an insurance company licensed to do business in the Commonwealth of Massachusetts.

9. Proposer must have a minimum of three (3) years of satisfactory performance under at least three (3) different contracts similar to the proposed contract.

V. SELECTION PROCEDURES

The Selection Committee will review all qualifications and select at least three firms for a short list. The selection of the finalists will be based on the following criteria:

1. Prior similar experience of the firm and the experience and qualifications of the personnel assigned to the project.
2. Past performance on school building capital improvement projects.
3. Financial stability.
4. Completed application form for Designer Services
5. Identity and qualifications of the consultants who will work with the applicant on the project(s).
6. Any other criteria that the Selection Committee considers relevant for the project.
7. Scope of services offered and appropriateness to the needs of the Nashoba Valley Technical School District.
8. Quality of past work and evaluation of past clients.
9. All other criteria as listed in Attachment B.

VI. GENERAL AND SPECIAL PROVISIONS

1. The Selection Committee reserves the right to cancel this Request for Qualifications, or to accept or reject any and all qualifications, waive informalities, and to award contracts as may be in the best public interest of the Nashoba Valley Technical School District.
2. All qualifications become the property of the Nashoba Valley Technical School District.
3. The firm(s) selected shall be expected to comply with all applicable federal and state laws in performance of service.

4. The consideration of all qualifications and subsequent selection of an architectural firm shall be made without regard to race, color, sex, age, handicap, religion, political affiliation, or national origin.
5. The successful firm shall adhere to the provisions of the Fair Employment Practices Law of the Commonwealth of Massachusetts (see Gen. Laws c. 151B).
6. The provisions relating to non-discrimination and affirmative action in employment shall flow through all contracts and sub-contracts that the successful firm may award as a result of this contract.
7. Firms and/or individuals preparing qualifications may be asked to provide additional information and/or may be requested to make a presentation of their qualifications.
8. Qualifications must be unconditional.
9. Selection shall be subject to addition discussions and/or negotiations based on qualifications received.
10. Women and minority-owned businesses are encouraged to apply.
11. No protests regarding the validity or appropriateness of the specifications or of the Request for Qualifications will be considered unless the protest is filed in writing with the Purchasing Agent prior to the closing date for qualifications. Should a protest be rejected or disallowed the protestor may within forty-eight (48) hours (except Saturday, Sunday, and State holidays) appeal this decision in writing to the Selection Committee.

VII. SCOPE OF SERVICES

1. When called upon, the designer shall be immediately available to investigate problematic areas and make recommendations on detailed repairs with cost estimates for such repairs. Assignments may include documenting existing conditions, investigating the nature and severity of the problem, and proposing alternative methods of repair for resolution of the problems. Develop the recommended solution which may include schematic design and outline specifications with cost estimates. Once accepted by NASHOBA VALLEY TECHNICAL SCHOOL DISTRICT, the designer shall prepare construction documents and administer the construction contract for the solution. Consideration in the analysis should include expected remaining useful life, reliability, durability, maintenance, constructability, and life cycle costs.

2. The following table contains a small sample of potential projects and not a guarantee of work to be completed by the Architectural firm. The School reserves the right to add to and delete items from this list.

Samples, not to be taken as actual proposed projects:
a) Door 28 reconstruction
b) Replace sprinkler system
c) Cosmetology Classroom update
d) HVAC Systems

3. Architectural services shall include, but not be limited to:

a) Reports and Observations.

b) Specification preparation; biddable documents, including plans and specifications in accordance with Massachusetts General Laws. This includes general conditions, special conditions, OSHA requirement language, addenda, DCAMM certification language and all other requirements as it pertains to Chapter 149 construction and bidding. (The School will provide the wage rates, sample contract, legal notices and bid dates.)

c) Cost estimates.

d) Testing; field measurements.

e) Calculations and recommendations.

f) Attendance at meetings.

g) Project oversight.

Nashoba Valley Technical School District
RFQ for "On-Call" Architectural Design Services

Attachment A

MINIMUM EVALUATION CRITERIA

Each applicant shall indicate his/her agreement with each of the following questions as part of their submission. **THIS MUST BE SUBMITTED WITH QUALIFICATIONS.**

To merit further consideration of a qualification by the Selection Committee the applicant must indicate "yes" and comply, where appropriate, with each statement below.

1. Has the Designer conformed in all material respects to the submission requirements as set forth in the RFQ? YES ___ NO ___

2. Has the Designer the experience to prepare studies, project cost estimates, bid documents and provide project administrative services? YES ___ NO ___

3. Has the Designer read this Request for Qualifications and understood their role? YES ___ NO ___

4. Has the Designer a minimum of three years experience in the design and renovation of school buildings in Massachusetts? YES ___ NO ___

5. Has the Designer knowledge of, and experience in, legal and administrative requirements, procedures, and practices related to the design, funding, and construction of Massachusetts public school building projects including the State Building Code, regulations of the Architectural Access Board, and Massachusetts public bidding and procurement laws? YES ___ NO ___

6. Does the Designer possess all necessary current licenses and registrations within the firm, to qualify under Massachusetts law to perform the function of the architect? YES ___ NO ___

7. Has the Designer provided a detailed description or at least two (2) recent similar projects on which the designer has performed similar services? YES ___ NO ___

8. Has the Designer been debarred under M.G.L., Chapter 149, Section 44C? YES ___ NO ___

After evaluating the minimum criteria, the remaining qualifications shall be evaluated by the Selection Committee based on the comparative evaluation criteria specified in Attachment B.

In analyzing responses to the evaluation criteria, the Selection Committee shall consider the qualifications of the applicant and make any investigations deemed relevant to the selection process. Attributes of services proposed, investigations into qualifications, project team, prior relevant experience, past performance, ability to meet project time schedules, and responsibility of the applicant may also be considered. The Selection Committee will confirm claims of past experience and may request finalists to attend an interview to further explain or clarify their summary statement of qualifications or other elements of their qualifications.

Attachment B

COMPARATIVE CRITERIA

Qualifications will be evaluated by the Selection Committee on the basis of submission requirements and the following ranking criteria in addition to those listed in "Selection Procedure":

1. Relevant experience of proposer and/or proposed project staff:

Highly Advantageous: The proposer has at least five (5) years of experience consulting with school districts on projects of similar size and scope to this project.

Advantageous: The proposer has at least three (3) years of experience consulting with school districts on projects of similar size and scope to this project.

Not Advantageous: The proposer has less than three (3) years of experience consulting with school districts on projects of similar size and scope to this project.

2. Proposer's demonstrated ability to complete projects on a timely basis:

Highly Advantageous: All five of the proposer's references indicate that the projects were completed on schedule or with minimal, insignificant delays.

Advantageous: Only one of the proposer's references indicate that the project was completed with substantial delays attributable to the proposer.

Not Advantageous: Two of the proposer's references indicate that the project was completed with substantial delays attributable to the proposer.

Unacceptable: Three or more of the proposer's references indicate that the project was completed with substantial delays attributable to the proposer.

3. Evaluation of the proposed plan:

Highly Advantageous: The qualification contains a clear and comprehensive plan that addresses all of the project objectives stated in the RFQ.

Advantageous: The qualification contains a clear plan that addresses most of the project objectives stated in the RFQ.

Not Advantageous: The qualification does not contain a clear plan that addresses most of the project objectives stated in the RFQ.

4. Prior Experience with School Building Capital Improvement Projects:

Highly Advantageous: Awarded contracts by a Town, City or School district in Massachusetts to provide architectural building design services during the past five years.

Advantageous: Awarded contracts by a Town, City or school district in Massachusetts to provide architectural building services during the past three years.

Not Advantageous: Has no experience with design services for school building capital improvement projects.

Unacceptable: Qualification does not meet the specified criteria.

5. Qualifications will be rated on these criteria as follows:

Highly Advantageous: Qualification excels on specified criteria.

Advantageous: Qualification fully meets the evaluation standard, which has been specified.

Not Advantageous: Qualification does not fully meet the evaluation standard, is incomplete or unclear, or both.

Unacceptable: Qualification does not meet the specified criteria.

COMPARATIVE EVALUATION CRITERIA

Nashoba Valley Technical School District places a premium on the applicant's approach to the project and the ability to present a program of services which complies with the required Project Scope in a manner which is clear, concise and complete with respect to required activities. Nashoba Valley Technical School District will find it unacceptable if such a program of services is not included, or is included in an incomplete manner.

Qualifications that address required items, but only in general or vague terms that do not adequately represent tasks to be performed, will be given the rating of "Not Advantageous". Qualifications which address all required items in an adequate manner but are unclear in some respects which leave questions on the part of the Selection Committee as to key aspects of the manner in which tasks will be performed, will be given the rating of "Advantageous". Qualifications, which excel in all respects in clearly and concisely addressing all required elements of the Scope of Services shall be given the rating of "Highly Advantageous".

Tax Compliance Certification

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signed under the pains and penalties of perjury.

_____
Signature of person submitting bid or proposal

_____
Printed name of person submitting bid or proposal

_____
Name of business

Nashoba Valley Technical School District
RFQ for “On-Call” Architectural Design Services

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)

_____

(Title)

_____

(Name of Business)

_____

(Date)

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

Cat. No. 10231X Form **W-9** (Rev. 10-2018)

Commonwealth of Massachusetts
DSB Application Form
(Updated July 2016)

1. Project Name/Location for Which Firm is Filing:

2a. DSB # Item #

2b. Mass. State Project #

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.:

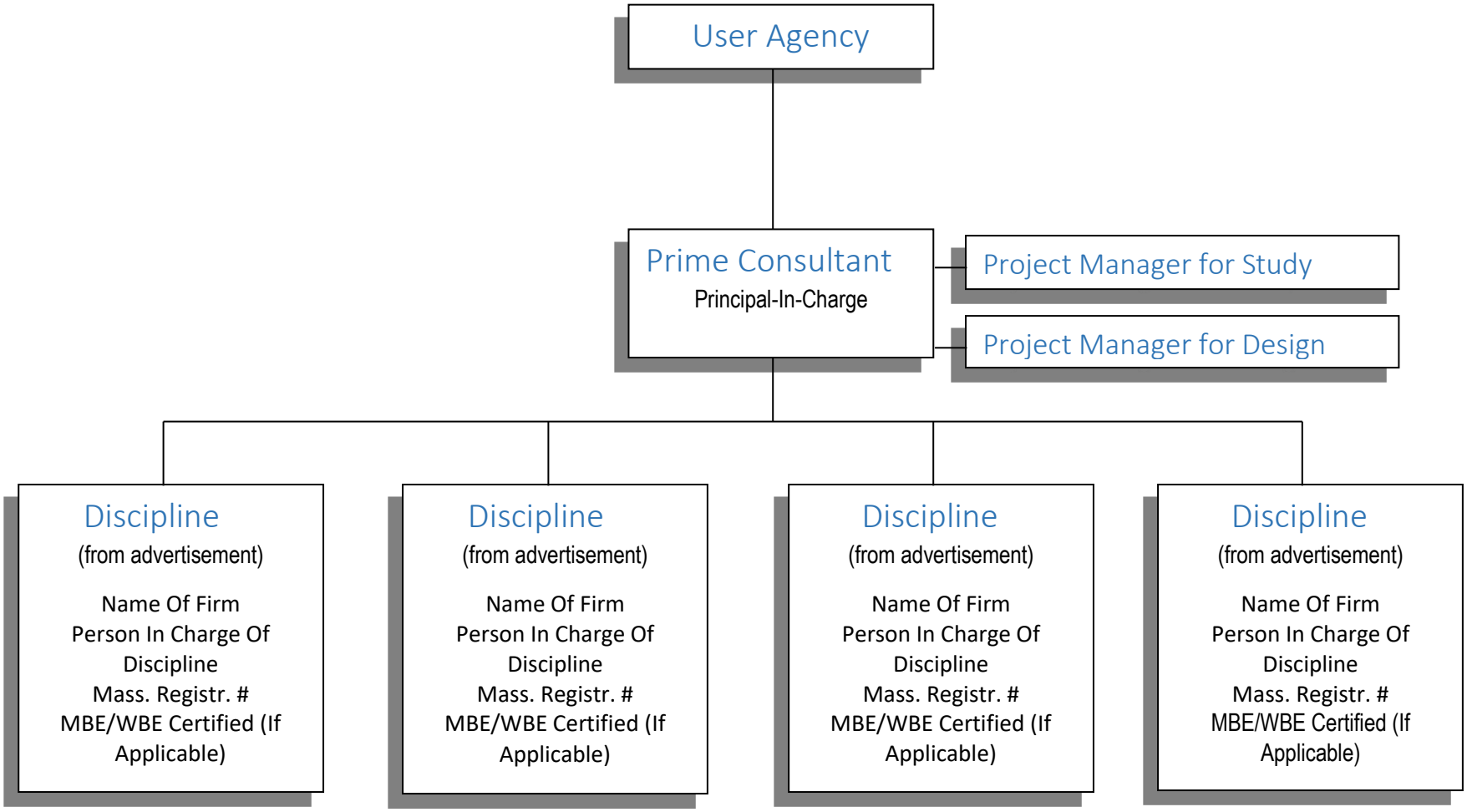
3h. Check Below If Your Firm Is Either:
(1) SDO Certified Minority Business Enterprise (MBE) ❑
(2) SDO Certified Woman Business Enterprise (WBE) ❑
(3) SDO Certified Minority Woman Business Enterprise (M/WBE) ❑
(4) SDO Certified Service Disabled Veteran Owned Business Enterprise (SDVOBE) ❑
(5) SDO Certified Veteran Owned Business Enterprise (VBE) ❑

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	____	(___)	Industrial Hygienists	____	(___)	Surveyors	____	(___)	____	____	(___)
Cost Estimators	____	(___)	Interior Designers	____	(___)		____	(___)	____	____	(___)
Drafters	____	(___)	Landscape Architects	____	(___)		____	(___)	Total	____	(___)

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. Include Resumes of Project Managers. Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.	
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: MBE ❑ WBE ❑ SDOVBE ❑ VBE ❑	c. Name and Address Of Office In Which Individual Identified In 7a Resides: MBE ❑ WBE ❑ SDOVBE ❑ VBE ❑
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 Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience and Qualification 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 DSB 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 Areas Of Experience Listed In DSB Advertisement)	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 and They Must Be In The Format Provided.					
Sub-Consultant Name:						
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	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)					

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.			

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

10. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 ½" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE APPLICATION EVALUATION - PROJECT 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 (Signature) _____ Printed Name and Title _____ Date _____

The following forms MUST be attached to only ONE (ORIGINAL Copy) application: 1. SDO Certification required for MBE/WBE Firms; 2. Sub-Consultant Acknowledgment.

DSB S-CA	Commonwealth of Massachusetts **Designer Selection Board SUB-CONSULTANT ACKNOWLEDGMENT**

Project: _____

Applicant Designer: _____

Sub-consultant: _____

SUB-CONSULTANT ACKNOWLEDGMENT

The sub-consultant named above hereby certifies that it has been notified by the Applicant Designer that it has been nominated to perform work on the Applicant Designer's team for the above Project, which is under consideration at the Designer Selection Board.

_____

Signature of Sub-Consultant Duly Authorized Representative

_____

Print Name and Title

_____

Date

It is a requirement that all applicants supply this document signed, attached to the Original application, for each of the listed sub-consultants stating that they are aware and agree to being nominated by said applicant designer. Electronic signatures are accepted.