

**COUNCIL ON AGING
BOARD OF DIRECTORS MEETING MINUTES 6/21/17**

IN ATTENDANCE: COA Director Lynne Stanton, Dot DiChiara, Ron Mertens, Laurel Puchalski, Frank Sadowski, Anita Wright

GUEST: Kathryn Alesse (has not yet been appointed by BOS - delay in appointments)

CALL TO ORDER Meeting called to order at 9:30 a.m.

MINUTES of 5/17/17 were unanimously approved as written on a motion made by F. Sadowski, seconded by D.DiChiara.

TREASURER'S REPORT (see attached) given by D. DiChiara unanimously approved on a motion made by L. Puchalski, seconded by F. Sadowski.

DIRECTOR'S REPORT (see attached)

SENIOR CENTER INITIATIVE COMMITTEE REPORT given by A. Wright (see attached)

ELECTION OF OFFICERS

The following slate of officers was voted unanimously, as follows:

<u>Position:</u>	<u>Candidate:</u>	<u>Motion Made by:</u>	<u>Seconded by:</u>
Chair	Frank Sadowski	L. Puchalski	A. Wright
Vice Chair	Anita Wright	L. Puchalski	D. DiChiara
Secretary	Laurel Puchalski	R. Mertens	A. Wright
Treasurer	Dot DiChiara	L. Puchalski	A. Wright

MEETING ADJOURNED at 10:40 a.m. on a motion by L. Puchalski, seconded by A. Wright and unanimously approved.

NEXT MEETING: September 20, 2017, 9:30 a.m., Public Safety Building Conference Room

RESPECTFULLY SUBMITTED BY Laurel Puchalski

RECEIVED/POSTED
TOWN CLERK

2017 OCT 30 PM 6:10

TOWN OF GROVELAND

Groveland Council On Aging

Director's Report

June 21, 2017

A very special thank you to Ron Mertens for working on the COA Board for so many years. You've volunteered to help the elders of Groveland in many ways, whenever asked, and often without much notice. You have always been incredibly diligent, kind and compassionate. Nisha and I have appreciated (and always enjoyed) your great sense of humor and willingness to share information and tips for travel destinations. Mostly, we've appreciated your generous support and friendship!

Old Business

- ☞ **Recipe Book Fundraiser** Recipes dribbling in.
- ☞ **Walking Club** participation is growing. ~ 4-7 now.
- ☞ **Men's Breakfast** We will seek a new caterer for the fall "return" season. Perhaps a whole different breakfast approach!
- ☞ **"Life Long Journey" Lunch** Tues., June 13. Director Darlene Sutton will discuss her programs and events at the Tech Center at NECC. Well attended (17 folks).

New Business

- ☞ **Housing** Thurs., June 29 – 7:00-8:30pm Meeting in the Center Meeting Room at Town Hall with Merrimack Valley Planning Commission for a roundtable / info session on housing needs in the Merrimack Valley. I will be attending. COA Board invited. Other participants will be Affordable Housing, Comm Pres., Planning and other community members/groups etc.
- ☞ **July / August Calendars** Included in packet. Town Hall/COA closed Mon., Tues., July 3 & 4 for Independence Day holiday!
- ☞ **Elders** Concerned about two folks. Police involved. Otherwise quiet.
- ☞ **Staff** Our new Outreach worker, Amanda Fisher, has slipped right into the department very well. Immediately able/comfortable w/ "My Senior Center", phone system, computer systems and professional approach with seniors. Has already made 4 home visits and over 50 phone calls! We will have a "Come Meet Amanda" on July 11th at 9:00am. Nisha will be on vacation August 7-11.
- ☞ **SHINE** Quiet at this time of year. May 22nd program "Medicare 101" was well attended. 12 folks.
- ☞ **Van** No issues.
- ☞ **New Van** Acquisition of info / specs on new van purchase continues
- ☞ **FY17 Budget** Expenses ended w/ \$19.77 remaining. Outreach line item excess of \$4,428.80 will go back to town's general fund.
- ☞ **Formula Grant** After purchase of \$123.18 in stamps, grant zeros out.
- ☞ **FY18 Budget** Written update to staff w/ new hourly rates will be distributed next week (following Denise's review / signature). Copies to staff when signed off.
- ☞ **FY18 Grant Applications** New forms not sent out by Exec Office of Elder Affairs (EOEA) yet. Usually submit in July. Annual Report to the state is usually due early September.
- ☞ **Senior Center Initiative** Update from Anita.

Coming Events

- ☞ **Events / Trips** July / August calendars attached.
- ☞ **Panera Bread** As there's often so much bread, we'll be offering to *all* residents on Wed. mornings.
- ☞ **Electrical Safety / Consumer Protection Lunch** Postponed until November. Speaker had a conflict w/ "Terrorism Training in Schools."
- ☞ **Birthday Party** Thurs., July 13 and August 10. BBQ of season (via Chicken Connection)! Entertainment w/ Russ McQueen and Patrick Runne. Both are very popular performers here.

Next COA Board Meeting:

Date: September 20, 2017 Time: 9:30am

Public Safety Building – Conference Room

Council on Aging Treasurer's Monthly Summary for FY2017
May 2017

ITEM	BUDGET	2016						2017						Year to Date Balances	% Left				
		JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE						
PAYROLL																			
Director	\$52,550.00	\$3,020.10	\$4,026.80	\$6,040.20	\$4,026.80	\$4,026.80	\$4,026.80	\$4,026.80	\$4,026.80	\$6,040.20	\$4,026.80	\$4,026.80		\$5,235.10	10.0%				
Office Staff	\$33,400.00	\$1,918.80	\$2,558.40	\$3,837.60	\$2,558.40	\$2,558.40	\$2,558.40	\$2,558.40	\$2,558.40	\$3,837.60	\$2,558.40	\$2,558.40		\$3,338.80	10.0%				
Outreach	\$6,270.00	\$475.20	\$633.60	\$950.40	\$522.72	\$594.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$5,094.08	61.6%				
Van Drivers	\$18,922.00	\$1,087.32	\$1,449.76	\$2,174.64	\$1,449.76	\$1,449.76	\$1,478.85	\$1,226.72	\$1,540.37	\$2,174.64	\$1,519.46	\$1,449.76		\$1,970.96	10.4%				
Payroll Subtotal	\$113,142.00	\$6,501.42	\$8,668.56	\$13,002.84	\$8,557.68	\$8,628.96	\$8,014.05	\$7,811.92	\$8,125.57	\$12,052.44	\$8,104.66	\$8,034.96	\$0.00	\$15,638.94	13.8%				
EXPENSES																			
Bills Payable	\$6,600.00	\$1,257.02	\$32.43	\$485.69	\$2,078.30	\$135.00	\$210.95	\$906.07		\$72.27	\$557.61	\$257.59		\$607.07	9.2%				
Budget Month	\$119,742.00	\$7,758.44	\$8,700.99	\$13,488.53	\$10,635.98	\$8,763.96	\$8,225.00	\$8,717.99	\$8,125.57	\$12,124.71	\$8,662.27	\$8,292.55	\$0.00	\$16,246.01	13.6%				
FORMULA GRANT	\$13,560.00																		
Mail Deposit		\$1,905.46				\$1,000.00			\$1,000.00			\$3,000.00		\$6,905.46					
Postage Cost		\$611.82	\$395.05	\$402.25	\$406.85		\$798.05		\$384.04	\$381.20	\$388.65	\$389.42		\$4,157.33					
Mail Balance		\$1,293.64	\$395.05	\$402.25	\$406.85	\$1,000.00	\$798.05	\$0.00	\$615.96	\$381.20	\$388.65	\$2,610.58	\$0.00	\$2,748.13					
Mail Withdrawal		\$1,000.00			\$1,000.00				\$1,000.00		\$3,000.00			\$6,000.00					
Printing		\$321.00	\$375.97	\$807.89	\$429.00	\$213.00	\$662.40			\$460.00	\$229.00	\$229.00		\$3,727.26					
Outreach		\$190.08	\$491.04	\$760.32	\$443.52	\$190.08								\$2,075.04					
Other Expenses										\$490.00				\$490.00					
Grant Month	\$0.00	\$1,511.08	\$867.01	\$1,568.21	\$1,872.52	\$403.08	\$662.40	\$0.00	\$1,000.00	\$950.00	\$3,229.00	\$229.00		\$12,292.30	9.3%				
REVOLVING ACCOUNT																			
Beginning Balance	\$11,211.93	\$11,211.93	\$11,750.20	\$11,555.14	\$11,572.64	\$12,385.52	\$12,663.48	\$12,886.01	\$12,883.21	\$12,970.51	\$13,017.92	\$12,701.42	\$13,057.06	\$11,211.93					
Taken In		\$886.00	\$200.00	\$748.56	\$1,210.30	\$635.00	\$847.80	\$580.00	\$310.00	\$790.40	\$718.00	\$609.55		\$7,535.61					
Expended		\$347.73	\$395.06	\$731.06	\$397.42	\$357.04	\$625.27	\$582.80	\$222.70	\$742.99	\$1,034.50	\$253.91		\$5,690.48					
Balance	\$11,211.93	\$11,750.20	\$11,555.14	\$11,572.64	\$12,385.52	\$12,663.48	\$12,886.01	\$12,883.21	\$12,970.51	\$13,017.92	\$12,701.42	\$13,057.06	\$13,057.06	\$13,057.06					

John Osborne <josborne3@hotmail.com>

6/19/2017 2:19 PM

RFQ date outline

To Anita Wright <aewrightme@comcast.net> Copy Kevin Cunniff <kfc7995@comcast.net> •
Kermit Cross <kx3235ford@gmail.com> • Kim Jackson <krjackson1@aol.com>

Everyone,

I met with Denise today and we are close to finalizing the RFQ. She has 3 pieces to do. The town has to adopt and approve a state mandated Design Selection Procedures which is for all future building designs in Groveland. Denise is presenting this to the selectmen for their approval ~~tonight~~ ^{6/26/17}. This is hopefully pro forma.

She has to make a decision on whether Town insurance is needed for this project. Finally she has to work on a Town Standard Contract. This can be done in parallel with our putting the RFQ in the Central Register.

Talking this over with her it looks like we will have the RFQ into the Central Register for July 19th and allowing applicants 45 days to respond takes us to Aug 31st. We will plan on the applicants to see the site on Aug ~~29th~~ ^{29th} and 2 of our committee should be there. I hope Kevin can make it with myself.

Interviews should be started after Labor Day and hopefully a suitable architect will be selected by the end of Sept.

The project should take 4 months for completion which takes us up to the beginning of Feb. Which gives us time to gear up for a presentation to be ready for town meeting.

I will be getting our mutually agreed RFQ from Denise shortly and I will submit it for approval by the Building Committee for Tues June 27th at 7.30 p.m. and I hope everyone can make it. Please respond promptly if there is a problem with that date.

John O.

Sent from Outlook

COA
Copy

6/19/2017 5:53 PM

john osborne <josborne3@hotmail.com>

6/19/2017 11:23 PM

RFQ Update

To Anita Wright <aewrightme@comcast.net> • Kevin Cunniff <kfc7995@comcast.net> •
Kermit Cross <kx3235ford@gmail.com> • Kim Jackson <krjackson1@aol.com>

The following is a somewhat modified RFQ that Denise the Financial Director has put together which conforms to the new state requirements for a building design project.

She went over the details and we worked out a reasonable time table to achieve our goal of completing this initial phase. My prior email should have stated the site revue is to be on Aug 21st not the 19th as originally reported. Denise will be seeing the selectmen next week for approval of the Designer Selection

Procedures necessary for all planned building projects and we happen to be the first project in Groveland that must meet these state requirements.

Please look over this modified RFQ and be ready to meet on Tuesday Jun 27th at 7.30 p.m. to hopefully approve this version.

Once approved we will make some minor changes and then advertise the project in the Central Register and advertise in the local newspaper. Additional funds for the advertising will be supplied by the COA special account.

J.Osborne.

Sent from Outlook

-
- Senior Center RFQ.pdf (430 KB)

Town of Groveland
Request for Qualifications (RFQ)
for
Senior Center Preliminary Design Services

I. General Information

The Town of Groveland, Massachusetts, invites qualified applicants to submit proposals to provide Preliminary Design Services for the design of a senior center. All applicants must submit in conformance with this Request for Qualifications (RFQ) documents which are available in the Finance Director's Office at 183 Main Street, Groveland MA; open Mon – Thurs 8:00 am to 4:00 pm. This RFQ shall be governed by the designer selection law, M.G.L. c. 7C, §§44-57. Proposals shall be received by 11:00 a.m. on Thursday, August 31, 2017 in the Finance Director's Office at 183 Main Street, Groveland MA.

The project consists of designing a new Senior Center to be built on land that has access to all utilities and is owned by the Town.

II. Submission Deadline & Instructions

Sealed proposals shall be received by 11:00 a.m. on Thursday, August 31, 2017 in the Finance Director's Office at 183, Main Street, Groveland MA, and must be submitted including the Standard Designer Application Form for Municipalities and Public Agencies (Appendix A). Proposal must be in a sealed envelope marked "SENIOR CENTER PRELIMINARY DESIGN SERVICES FOR GROVELAND" with the applicant's name and address. Applicants must also execute and include in the sealed submission the Certificate of Non-Collusion and Certificate of Tax Compliance included in this RFQ, as required by law. Proposers should provide one (1) signed original bid and five (5) copies of the proposal. The Town reserves the right to accept any proposal in whole or in part, and to reject any and all proposals if it shall be deemed in the best interests of the Town to do so.

A voluntary site visit is scheduled for 10 a.m. on Monday, August 21, 2017 at 181 Main St., Groveland behind the Public Safety building.

The Town intends to negotiate the fee for work with the chosen proposer as lump sum including all direct expenses. The not-to-exceed fee limit is set at thirty-five thousand dollars (\$35,000). The selected designer will execute the Town's Standard Design Contract.

Proposals must be signed as follows either as:

- 1) The bidder is an individual, by her/him personally;
- 2) The bidder is a partnership, by the name of the partnership, followed by the signature of each general partner;
- 3) The bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

III. Questions, Addendum or Proposal Modification

Questions concerning this Request for Qualifications must be submitted in writing to: Denise Dembkoski, Finance Director, 183 Main Street, Groveland MA 01834; ddembkoski@grovelandma.com. Only those inquiries received five or more days prior to the submittal deadline will be considered. Questions may be hand delivered, mailed, or emailed. Written responses will be mailed or emailed to all proposers on record as having received the RFQ.

If any changes are made to this RFQ, an addendum will be issued. Addenda will be emailed, mailed or faxed to all proposers on record as having received the RFQ.

All proposals submitted in response to this RFQ shall remain firm for ninety (90) days following the bid opening. The contract will be awarded within ninety (90) days after the opening. The time for award may be extended for up to forty-five (45) additional days by mutual agreement between the Town and the highest ranked responsive and responsible applicant.

An applicant may correct, modify, or withdraw a proposal by written notice received by the Town prior to the time and date set for the opening. Proposal modifications must be submitted in a sealed envelope "SENIOR CENTER PRELIMINARY DESIGN SERVICES FOR GROVELAND" with the applicant's name and address, and clearly labeled "Modification No. ___." Each modification must be numbered in sequence, and must reference the original RFQ.

After the opening, an applicant may not change any provision of the proposal in a manner prejudicial to the interests of the Town or fair competition. Minor informalities will be waived and the applicant will be allowed to correct them.

IV. Pre-bid Conference

A voluntary pre-bid conference will be held on Monday, August 21, 2017 at the site, located behind 181 Main St., Groveland, MA 01834.

V. Project Background

The Town of Groveland has undertaken an architect driven preliminary design process, which will result in a conceptual plan, and basic cost estimates for a new senior center. The following project should allow the COA to provide the following services:

- Meal and Nutrition programs
- Information and assistance
- Health, fitness and wellness
- Transportation Services
- Public Benefits Counseling
- Employment Assistance
- Volunteer and civic engagement opportunities
- Social and Recreational activities
- Educational and arts programs
- Intergenerational activities
- Programs

After completion of the preliminary design phase Groveland will be looking to place an article on the 2018 Annual town meeting warrant, and related ballot questions on the annual election ballot, asking the town to approve a debt exclusion to borrow the funds needed to complete construction of the senior center and for the remaining design work.

Appendix B shows the contours of the site located at 181 Rear Main Street.

VI. Scope of Services

The final scope of services shall meet all the requirements of M.G.L. 149 and all other applicable laws and regulations.

This preliminary design contract will be subject to negotiation with the Town. The following tasks are such items expected to be included and completed within 120 days in the scope of services:

The applicant, once selected shall produce within one hundred and twenty (120) days a preliminary design to achieve the following:

To design a Senior Center for an anticipated senior use of 500 active participants with an approximate site of 6,900 sq. feet on a $\frac{3}{4}$ acre lot adjacent to the Public Safety Building. The following rooms shall be considered in the structure:

- Offices
 - Director's office
 - Staff offices for outreach worker and program coordinator.
- Reception area
- Large multi-purpose room capable of sub division for showing movies
- Catering kitchen
- Pantry (near outreach office)
- Healthcare office
- Storage areas for chairs etc.
- Rooms for:
 - Lounge/library
 - Exercise
 - Craft/art
 - Shop
- HVAC utility room

The following other items that need to be considered:

Design an attached or non-attached structure for van storage.

Design a building that is compatible with the site drawings supplied while utilizing existing parking areas adjacent to the site.

Provide a report on estimated costs of total construction.

Assist the Town with the evaluation of all options for energy efficiencies (passive solar, solar energy panels, heat pumps, etc.).

Attend meetings with the “COA Building Committee” during this phase.

Advise the Building Committee regarding any issues that may arise requiring resolution. Respond to Requests for Information promptly, and view change order requests and provide the Committee and Town Administrator with recommendations regarding those requests. Assist with value engineering of the project details as needed.

VII. Requirements for Application

1. Each applicant must submit a complete Standard Designer Application Form.
2. Provide a Statement of the scope and type of services proposed for the Project.
3. Provide a proposed work plan and schedule which reflects a possible timetable for completion of the Project. (It is understood that the project timeframes are dependent on town meeting actions.)
4. Certification of Non-Collusion and Tax Attestation Form (Appendix A) must be submitted.

VIII. Minimum Qualifications

Each applicant must demonstrate that it meets the following minimum qualifications:

- A. Minimum of five years experience in the design and renovation of public projects of similar nature for the principals assigned to the project. In documenting this qualification, the applicant should describe the professional background of the firm and the extent of previous experience of firm personnel or consultants to be assigned to the project and identify the anticipated role that each will play in the project.
- B. Knowledge of, and experience in, legal and administrative requirements, procedures, and practices related to the design, funding and construction of Massachusetts public building projects including the State Building Code, regulations of the Architectural Barriers Board and Massachusetts public building and procurement law.
- C. Possess all necessary current licenses and registrations, either within the firm or through independent consultants.
- D. Provide detailed description of at least two recent similar projects on which the Principal Architect has performed similar services, identifying references with the owners of those projects as well as the personnel who worked on them and stating whether those individuals will be assigned to the Project.
- E. Not be debarred under M.G.L. c. 149, §44C or disqualified under M.G.L. c. 7C.

IX. Comparative Criteria

The Awarding Authority will make further review of all Applications found to be responsive and check such references as may be appropriate. This further review will be based upon the following comparative criteria:

- A. Experience designing similar public facilities involving a senior center, in Massachusetts.
- B. Proposed approach to the project that will minimize the Designer costs while ensuring high quality standards and maximize efficiency.
- C. Prior successful experience with similar projects (as determined by references).
- D. Reliability in cost estimating for public sector construction projects including the estimate to low bid price and bid price to final construction cost
- E. Ability to work with town committees, officers, architects, and contractors.
- F. Record of providing contraction administration services for projects that are completed as designed, on time and within budget, and the degree of satisfaction of the owner.
- G. Depth and breadth of experience and qualifications for personnel to be assigned to the Project.
- H. Identity and qualifications of any engineers or other consultants whom the applicant proposes to employ to assist in the Project
- I. Demonstrated capacity of the applicant in terms of staffing and resources to handle the proposed project schedule and deadlines

Based upon the minimum and comparative criteria contained in this RFQ, and in accordance with the Town of Groveland's Designer Selection Procedures, the Town will select at least three proposers to interview as finalists. The finalists will then be ranked and a recommendation will be made to the Awarding Authority for award of the contract. If the Town is unable to negotiate a contract, including the fee, with the top-ranked finalist, the Town will then commence negotiations with the next ranked finalist and so on, until a contract is successfully negotiated, and approved by the Awarding Authority.

Note: The chosen applicant shall be an agent of the Town and as such will be responsible for compliance with all state ethics laws.

X. Certification of Non-Collusion and Tax Attestation Form

- A. All proposers must sign Attachment B, which incorporates both an attestation clause regarding Massachusetts State tax returns and a certificate of non-collusion. This signed form must be submitted with the proposal package. Failure to sign and submit the form is cause for that proposal to be rejected.

XI. Conflict of Interest

- A. The applicant agrees that to the extent that such law is applicable to the duties it is to perform hereunder, it will comply with the provisions of Chapter 286A of the General Laws concerning conflict of interest. The proposer covenants that it presently has no interest and shall not require any interest, direct or indirect, which would conflict in any manner or degree with the performance under the agreement. No employee of the Town of Groveland and no public official who exercises any function or responsibilities in the review or approval of the undertaking or carrying out of this agreement shall participate in any decision relating to this agreement which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly interested or have any financial interest, direct or indirect in this agreement or the proceeds thereof.

XII. Successful Respondent

- A. Copies of all plans and reports created as a result of the scope of services contained in this RFQ shall be provided to the Town in an electronic format acceptable to the Awarding Authority. The Town shall own all rights to any reports, plans and materials produced under this RFQ.
- B. The selected Designer firm shall execute the Town's Standard Design Contract within ten (10) days of the notice of award.
- C. The successful Respondent will be required to provide a certificate of professional liability insurance, at the time of contract execution, indicating minimum coverage of \$1,000,000 per occurrence \$1,000,000 aggregate with the Town of Groveland named as the additional insured.

APPENDIX A

CERTIFICATE OF NON- COLLUSION AND TAXATION ATTESTATION CLAUSE

As required under Chapter 233 and 701 of the Mass. Acts and Resolves of 1983, all bidders must certify to the following, by signing this page in the space indicated below.

1. 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, unity or group or individuals.
2. "Pursuant to M.G.L. Ch. 62C, sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law."

Authorized Officer (Print)

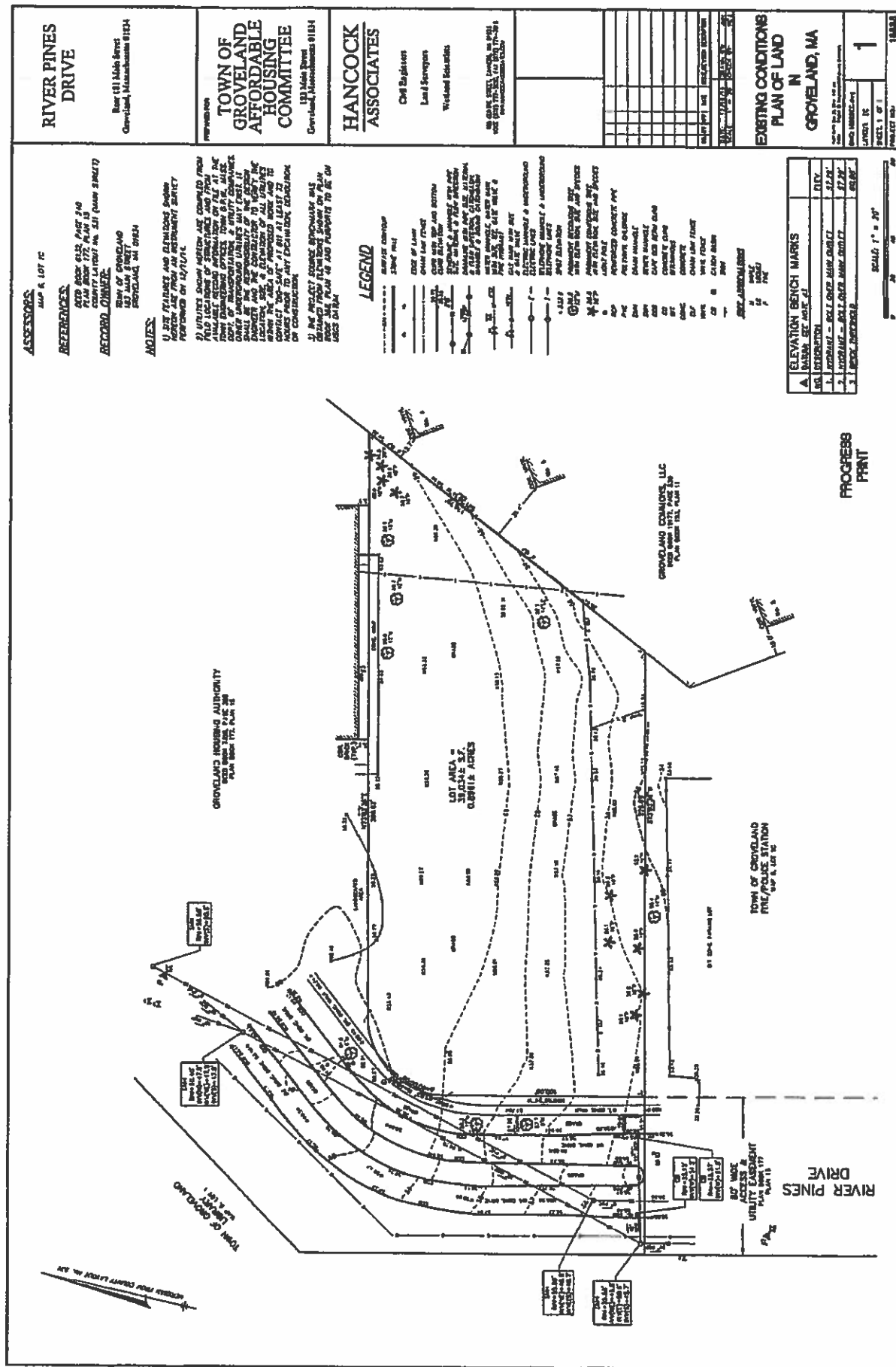
*(Authorized Signature)

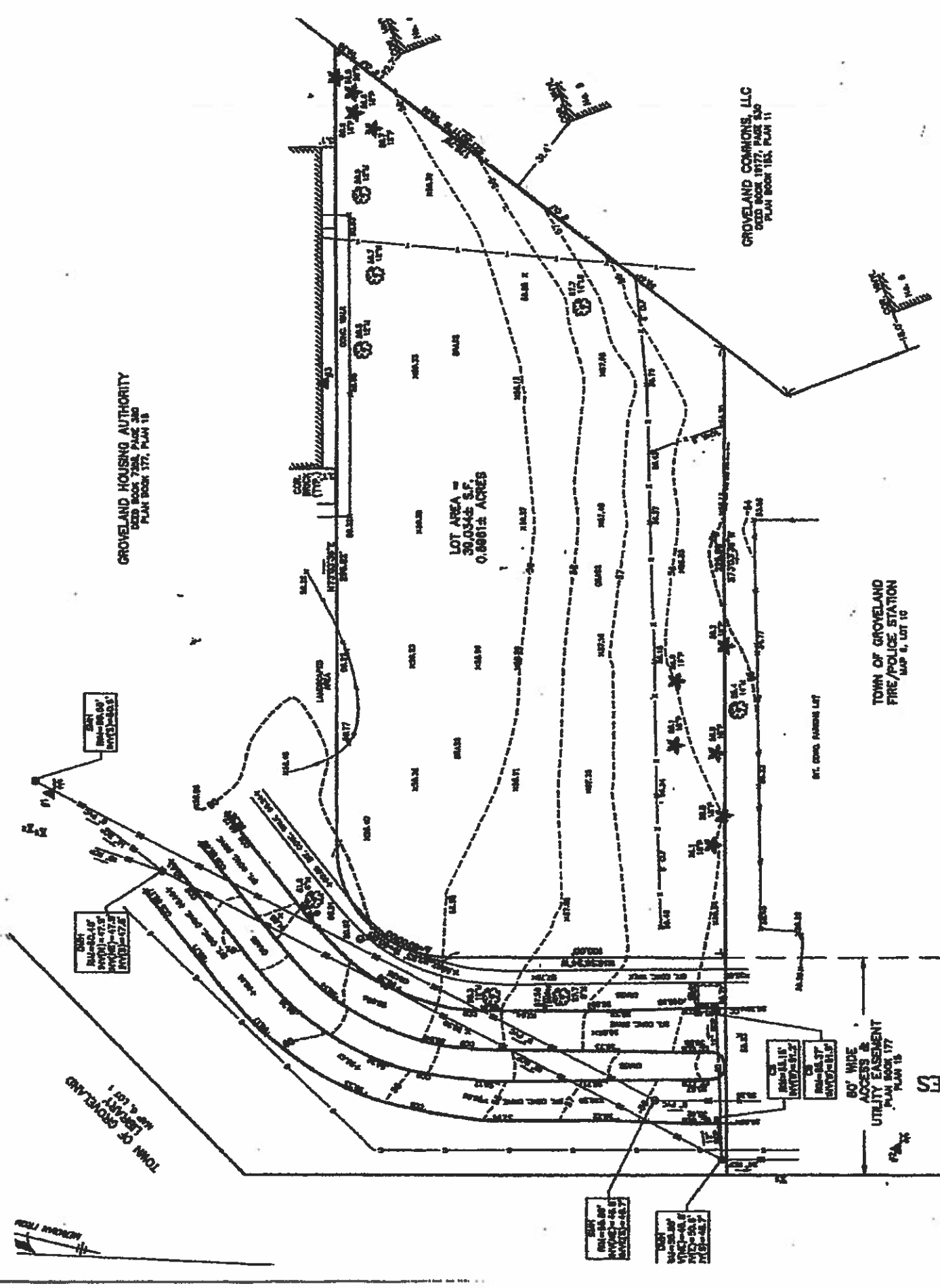
(Name of Business)

(Social Security No. or Federal Identification No.)

*Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause. This does not constitute the legal signature required for the proposal.

APPENDIX B





GROVELAND HOUSING AUTHORITY
DEED BOOK 7264, PAGE 380
PLAN BOOK 177, PLAN 15

GROVELAND COMMONS, LLC
DEED BOOK 1972, PAGE 203
PLAN BOOK 158, PLAN 11

TOWN OF GROVELAND
FIRE/POLICE STATION
MAP 6, LOT 10

LOT AREA =
39,034± S.F.
0.8981± ACRES

POINT
BM=42.18'
HY=47.15'
MY=47.15'
MY=47.15'

POINT
BM=42.18'
HY=47.15'
MY=47.15'
MY=47.15'

80' WIDE ACCESS &
UTILITY EASEMENT
PLAN BOOK 177
PLAN 15

POINT
BM=42.18'
HY=47.15'
MY=47.15'
MY=47.15'

POINT
BM=42.18'
HY=47.15'
MY=47.15'
MY=47.15'

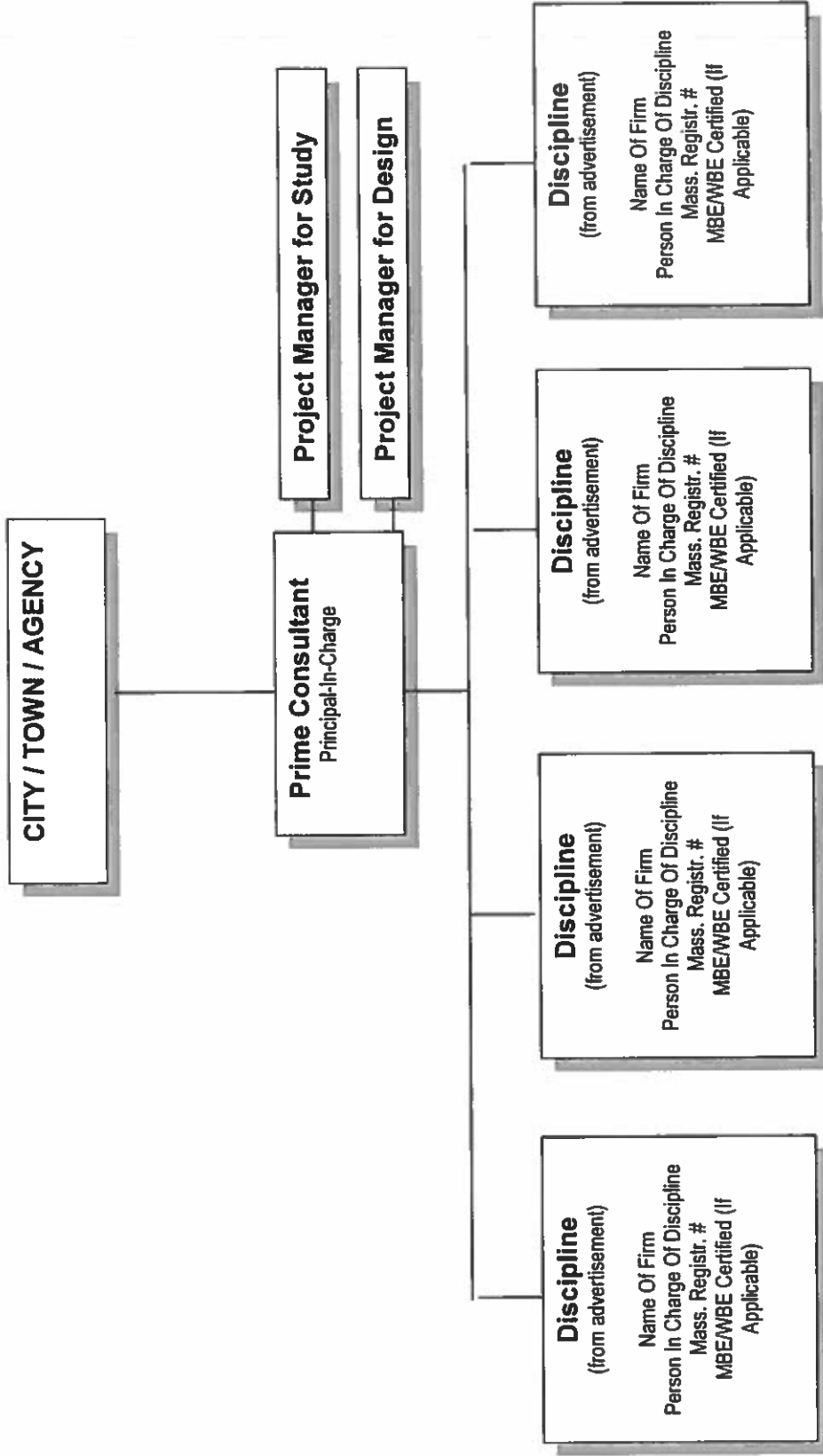
POINT
BM=42.18'
HY=47.15'
MY=47.15'
MY=47.15'

TOWN OF GROVELAND
MAP 6, LOT 1

ES

Commonwealth of Massachusetts		1. Project Name/Location For Which Firm Is Filing:		2. Project #	
Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)				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):				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 (MWBE) <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"/>	
Email Address:					
Telephone No:					
Fax No:					
4. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function - Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):					
Admin. Personnel	()	()	()	()	()
Architects	()	()	()	()	()
Acoustical Engrs.	()	()	()	()	()
Civil Engrs.	()	()	()	()	()
Code Specialists	()	()	()	()	()
Construction Inspectors	()	()	()	()	()
Cost Estimators	()	()	()	()	()
Drafters	()	()	()	()	()
Ecologists	()	()	()	()	()
Electrical Engrs.	()	()	()	()	()
Environmental	()	()	()	()	()
Fire Protection	()	()	()	()	()
Geotech. Engrs.	()	()	()	()	()
Industrial	()	()	()	()	()
Interior Designers	()	()	()	()	()
Landscape	()	()	()	()	()
Licensed Site Profs.	()	()	()	()	()
Mechanical Engrs.	()	()	()	()	()
Planners: Urban./Reg.	()	()	()	()	()
Specification Writers	()	()	()	()	()
Structural Engrs.	()	()	()	()	()
Surveyors	()	()	()	()	()
Total	()	()	()	()	()
5. Has this Joint-Venture previously worked together?		<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:



<p>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.</p>	
a. Name and Title Within Firm:	
b. Project Assignment:	
c. Name and Address Of Office In Which Individual Identified In 7a Resides:	<div> <div> <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOBE <input type="checkbox"/> VBE </div> <div> <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOBE <input type="checkbox"/> VBE </div> </div>
d. Years Experience: With This Firm: _____ With Other Firms: _____	
e. Education: Degree(s) /Year/Specialization	
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	
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):	

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include <u>ONLY</u> 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

<p>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.</p> <p style="text-align: center;">Be Specific – No Boiler Plate</p>					
11. Professional Liability Insurance:		Aggregate Amount		Policy Number	Expiration Date
<p>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).</p>					
13. Name Of Sole Proprietor Or Names Of All Firm Partners and Officers:					
Name	Title	MA Reg #	Status/Discipline	Name	Title
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
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
a.				d.	
b.				e.	
c.				f.	
<p>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.</p>					
Submitted by (Signature)			Printed Name and Title		Date