



**Boston Public Health Commission**  
Property Management Division  
205 River Street, Mattapan MA 02126

**REQUEST FOR PROPOSALS  
FOR  
DESIGNER & ENGINEERING SERVICES  
HOUSE DR. CONTRACT  
PM-050-2224  
FOR  
FISCAL YEARS 2021, 2022, 2023**

**BOSTON PUBLIC HEALTH COMMISSION**  
205 River Street, Mattapan, MA 02126

***Property Management***  
***P. 617-534-2500***

**August 26, 2021**

This Package Contains:

**The Project**

- Advertisement for Proposals
- Description of Services
- Designer Fees

**Selection Process**

- Designers Minimum Qualifications
- Designer Selection Process
- Designer Selection Criteria
- Applications Statement
- Contract & Attachments

**Required Submissions**

- Application for Designer Services (Pages 1-11)
- Certificate of Non-Collusion Form
- Tax Compliance Certification Form
- Certificate of Authority
- Certificate of Insurance Form
- List of References

## **BOSTON PUBLIC HEALTH COMMISSION**

205 River Street, Mattapan, MA 02126

### **HOUSE DR. CONTRACT**

The Boston Public Health Commission is seeking pre-qualifications of various engineering categories as well as the pre-qualification of professional designers/architects to all be part of a three year term contract. Such contract(s) will allow the BPHC to request consulting services when deemed necessary from any of the awardees of the House Dr. Contract.

### **APPLICATION FOR PROFESSIONAL ENGINEERS & DESIGN SERVICES**

The Boston Public Health Commission will be pre-qualifying a group of competent and experienced engineers and architects to work on the various projects over the next fiscal years. The consulting / professional services will varied and may cover (but not limited to) interior and exterior improvements, such as: window replacements, handicap accessibility, elevators, roof replacements, brick restorations, HVAC modifications, electrical upgrades, structural survey and designs, mechanical systems modifications, Fire Alarm engineering consulting & design, architectural services, plumbing consulting and engineering, etc., as required for all the facilities owned and operated by the Boston Public Health Commission. There may be an emphasis on “green projects” and feasibility studies may be required for such application opportunities. The Boston Public Health Commission reserve the right to terminate services at any time or as is deemed necessary.

### **PROPOSED WORK**

Investigate problematic areas in site infrastructure, architectural, structural and building systems for the Boston Public Health Commission. Recommend detailed repairs and develop cost estimates for such repairs. Assignments may include documenting existing conditions, investigating the nature and severity of the problem and proposing alternate methods of repair for resolution of the problems. Develop the recommended solution which may include pre-schematic design and outline specifications with cost estimates and/or 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.

The selected Architects/Engineers will be expected to inspect each of the locations to determine the specific work required and provide the Boston Public Health Commission with a report prior to preparation of design and bid plans for construction.

Design Services will include, but not be limited to:

1. Assessment of the physical condition as found in specified projects.
2. Development of a Report with written and graphic description, of issues, recommendations and cost estimates for all projects.
3. Development of Construction Implementation Plans; Specifications and all required Bid Documents for the approved work and assistance during the Bid Period, evaluation of bidders and award of a contract for the Construction.
4. Administration of the Contract for Construction, inspection of the work on an on-going basis, through project completion, processing of all Contractor submissions, approval of all Requests for Payment and other Services as required.
5. Project Closeout Documentation and Audit of project.

Copies of the Request for Proposals Applications and Summary of Qualifications may be obtained via the Boston Public Health Commission website at [www.bphc.org/rfp](http://www.bphc.org/rfp) on Monday August 30, 2021 at 10am.

Interested candidates must submit two (2) hard copy and a digital copy via pen drive of the required submission documents before 2:30 PM on September 16, 2021 Boston Public Health Commission, 205 River Street, Mattapan, MA 02126

The Boston Public Health Commission, reserves the right to waive any informalities in proposals submitted and to accept any part thereof, and to reject any and all proposals, or any part of any bid if it be in the interest of the City of Boston to do so.

For the Boston Public Health Commission,

Michelle MacDougall  
Property Management Division

## DESCRIPTION OF SERVICES

The Boston Public Health Commission would like to pre-qualify a group of competent, experienced and responsible professional Engineers and architects to provide the following Services:

Services to include (but are not limited to):

1. Provide field investigations of the existing conditions.
2. Review existing conditions with BPHC maintenance personnel and perform an assessment of physical conditions and the repairs/upgrades needed.
3. Prepare Reports with written and graphic description and analysis of any existing conditions. Make recommendations for remediation of the conditions / issues, including prioritization for immediate and long-term actions with associated cost estimates for Repair/Replacement/Design of same for review by the Boston Public Health Commission.
4. Meet with members of the Boston Public Health Commission as required, to present and discuss the Report/Recommendations, Construction Documentation work and Construction period issues.
5. Upon approval and direction from the Boston Public Health Commission, prepare Construction implementation Plans, Specifications and all required Bid Documents for the approved work and assist the Boston Public Health Commission during the Bid Period, evaluation of bidders and final selection process.
6. Services may include the following: Conduct weekly Project Meetings, inspection of the work on an on-going basis, through project completion, processing of all Contractor submissions, approval of all Requests for Payment, and other Services as may be required.
7. Make all final inspections and prepare all Project Closeout Documentation as required.

## **PROFESSIONAL ENGINEERING / DESIGNER FEES**

Fees for Services will be negotiated and/or competitively bid among pre-qualified professional designers for each determined project.

Costs associated with approved field testing, exploration, or schematic physical design samples which require a contractor and/or purchase of materials, excluding consultant time and Costs associated with Bid Document Reproduction will be paid as direct reimbursable expenses, without markup.

## **SELECTION PROCESS**

### **PROFESSIONAL ENGINEERS / DESIGNER MINIMUM QUALIFICATIONS**

To be eligible for selection, the designer team must meet all the following minimum qualifications:

1. The Designer must be a qualified, Engineer or Architect (within the meaning of M.G.L. Chapter 7, Section 38A) with current Massachusetts Registration, who is not debarred or otherwise prevented from working on Public Projects.
2. The engineer / designer must demonstrate a record of recent, successful experience in the Design, Bidding and Administration of Construction Projects, performed under the Massachusetts Public Bid Laws, for Public Agencies.
3. The engineer / designer must demonstrate a record of satisfactory completion of relevant recent Roof Replacement / Repair Projects, Designed, Bid and Constructed in accordance with Massachusetts Public Bid Laws.
4. The engineer / designer must have professional liability coverage in the amount of \$1,000,000, Workmen's Compensation Insurance and other insurance as defined in the Contract for Services (attached).
5. Meets all other qualifications as set out in Professional Engineer / Designer Service Selection procedures.

## **DESIGNER SELECTION PROCESS**

The selection process for this project is as follows:

1. The Boston Public Health Commission through its Property Management Division will be receiving, reviewing and evaluating Applications/Submittals to determine compliance with the minimum qualifications.
2. Professional engineers will be pre-selected and categorized in the area of expertise.
3. If interviews are deemed necessary, the applicant will be contacted and a convenient date and time will be established for the Interviews, to be attended by Property Management and any other individuals they feel necessary or appropriate for the Selection Process.

## **DESIGNER SELECTION CRITERIA**

In pre-selecting the Engineers / Designers that best fits the needs of the Boston Public Health Commission, the Property Management will consider the criteria below and the relative weight assigned to each criterion:

1. Experience with Projects for Public Agencies and Public Bid Laws. (10 above average, 4 average, 0 below average.)
2. Experience with Green Projects/Environmentally Conscious projects. (12 above average, 5 average, 0 below average.)
3. Experience with Projects directly for the City of Boston (10 above average, 4 average, 0 below average.)
4. Evidence of the firm's overall experience and ability to perform work in a timely manner and within Budget. (10 above average, 5 average, 0 below average.)
5. Qualifications and experience of personnel assigned to this project from beginning to end. (12 above average, 5 average, 0 below average.)
6. Identity, experience and qualifications of Consultants who will work on project. (8 above average, 4 average, 0 below average.)
7. Substance, clarity, organization and comprehensiveness of proposal. (18 above average, 2 average, 0 below average.)
8. References of past performance on similar Projects (20 above average, 10 average, 0 below average.)

## **APPLICATIONS**

An applicant to provide consulting services on a project must file a written application as prescribed by the Property Management Division, BPHC. Every application and statement filed shall be sworn to under penalties of perjury. An applicant determined to have filed materially false information shall be disqualified by the Boston Public Health Commission from further consideration on any project for such time as the BPHC deems appropriate. An applicant, to the extent it deems necessary, shall provide a narrative written proposal of the scope and extent of the services it proposes to provide.

## **AMENDMENTS**

These policies may from time to time be amended by the Property Management Division prior to the advertisement for request for any proposal as the needs of the Boston Public Health Commission or the *General Laws* require.

## **REQUIRED FORMS**

The following forms shall be used in the Engineering / Designer pre-qualification Process. The forms shall be incorporated into and considered part of the policy of the Boston Public Health Commission:

- A. Request for Design Proposals.
- B. Application for Designer Services
- C. Contract with Designer.
- D. Certificate of Insurance Form .
- E. Certificate of Non-Collusion Form
- F. Tax Compliance Certification Form
- G. Certificate of Corporate Vote
- H. List of References





**Boston Public Health Commission  
City of Boston  
OWNER / PROFESSIONAL ENGINEER and DESIGNER CONTRACT**

This CONTRACT made as of (DATE)

by the Boston Public Health Commission, City of Boston, Massachusetts, hereafter referred to as "Owner", and the firm of:

(Name of Engineer/ Designer) hereafter referred to as "Designer", a body corporate organized and existing under the laws of Massachusetts.

**WITNESSETH**

WHEREAS, the Owner desires a study be made and a report prepared concerning feasibility of environmentally sustainable projects, Repair Projects, space modifications, as specified herein, of the Boston Public Health Commission of the City of Boston, and desires that Engineer/Designer should make such study and report to do the work necessary to implement the recommendations of such study.

WHEREAS, Designer desires to make such a study and report and to do the work necessary to implement the recommendations of such study and report;

Now, THEREFORE, in consideration of the promises of each other herein contained, the Owner and Engineer/Designer hereby agree as follows:

**DESIGNER'S SERVICES AND RESPONSIBILITIES:**

**1. STUDY AND REPORT**

- A. All studies and field investigations to be made by Engineer/ Architect will include an evaluation and report on the condition of the existing facilities with recommendations for renovation, repair, treatment, or replacement in accordance with the project and objectives.
- B. Field investigation must be completed as soon thereafter as weather permits.
- C. The Engineer/ Architect will provide all of the staff necessary to conduct the study.
- D. All final reports of any study, that shall include conclusions and recommendations with cost estimates, shall be prepared and two (2) copies submitted to:

**2. IMPLEMENTATION OF WORK**

- A. Implementation of work required of Engineer/ Architect will include preparation of bid documents for implementation of study recommendations to include all contracts, receipt of bids, evaluation of bidders and bids, and preparation of a complete project budget.
- B. A representative or representatives (Principal(s) of Engineer/ Architect shall attend any and all meetings as requested by Owner.
- C. Construction bids must be received at a date to be mutually agreed upon.
- D. The Engineer/ Architect will meet all other requirements as specified in the Contract document.

**3. CONTRACT ADMINISTRATION**

- A. Provide Construction Administration Services during period of repairs and modifications to facilities. (see Contract Attachment 1)

**4. ADDITIONAL SERVICES**

The following services are not included in Basic Services. They shall be provided if authorized or confirmed in writing by the Owner, and they shall be paid by for by the Owner as provided in this agreement, in addition to the compensation for Basic Services.

- A. Preparing to serve or serving as an expert witness in connection with any public hearing, arbitration proceeding or legal proceeding.
- B. Providing any other services not otherwise included in this agreement or not customarily furnished in accordance with generally accepted engineering practice.

**5. OWNER'S RESPONSIBILITIES**

The Boston Public Health Commission, will take such action as appropriate to facilitate the study including, but not limited to, providing access to facilities.

- A. The BPHC/ Owner shall designate, when necessary, a representative authorized to act in the Owner's behalf with respect to the project. The Owner or such authorized representative shall render decisions pertaining thereto promptly, to avoid unreasonable delay in the progress of the Engineering/Designer's services.
- B. The Owner shall furnish information and services and shall render approvals and decisions as expeditiously as necessary for the orderly progress of the Engineering/Designer's services and of the work.

**6. TERMINATION OF SERVICES**

The Boston Public Health Commission may terminate this contract with the Architect/ Engineer by giving a 30-day Notice of Termination.

IN WITNESS WHEREOF the parties have signed and sealed this, and an additional (2) document alike on, the day and year first above written. The legality and form of this Contract is approved in triplicate.

\_\_\_\_\_  
Architect/Engineer

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

For the Boston Public Health  
Commission:



## **CONTRACT ATTACHMENT 1**

### **CONTRACT ADMINISTRATION (for each agreed upon project)**

- A. The Engineer/ Architect shall visit the site(s) at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the Work completed and to determine, in general, if the Work is being performed in a manner indicating that the Work when completed will be in accordance with the Contract Documents.

However, the Engineer/ Architect shall not be required to make exhaustive or continuous on- site inspections to check the quality or quantity of the Work. On the basis of on-site observations as an Architect / Engineer, the Architect / Engineer shall keep the Owner informed of the progress and quality of the Work, and shall endeavor to guard the Owner against defects and deficiencies in the Work. (More extensive site representation may be agreed to as an Additional Service.)

- B. The Engineer/ Architect shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility under the Contract for Construction. The Architect / Engineer shall not be responsible for the Contractor's schedules or failure to carry out the Work in accordance with the Contract Documents. The Architect / Engineer shall not have control over or charge of acts or omissions of the Contractor, Subcontractors, or their agents or employees, or of any other persons performing portions of the Work.
- C. The Engineer/ Architect shall at all times have access to the Work wherever it is in preparation or progress.
- D. Based on the Engineer/ Architect's observations and evaluations of the Contractor's Applications for Payment, the Engineer/ Architect shall review and certify the amounts due the Contractor.
- E. The Engineer/ Architect's certification for payment shall constitute a representation to the Owner, based on the Engineer/ Architect's observations at the site(s) and on the data comprising the Contractor's Application for Payment, that the Work, to the best of the Engineer/ Architect's knowledge, information and belief, has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents. The issuance of a Certificate for Payment shall not be a representation that the Engineer/ Architect has:

1. Made exhaustive or continuous on-site inspections to check the quality or quantity of the Work;
  2. Reviewed construction means, methods, techniques, sequences or procedures;
  3. Reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment;
  4. Ascertained how or for what purpose the Contractor has used the money previously paid on account of the Contract sum.
- F. The Engineer/ Architect shall have authority to reject work which does not conform to the Contract Documents and will have authority to require additional inspection or testing of the Work whenever, in the Engineer/ Architect's reasonable opinion, it is necessary or advisable for the implementation of the intent of the Contract Documents.
- G. The Engineer/ Architect shall review and approve or take other appropriate action upon Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Engineer/ Architect's action shall be taken with such reasonable promptness as to cause no delay. The Engineer/ Architect's approval of a specific item shall not indicate approval of an assembly of which the item is not a component. When professional certification of performance characteristics of materials, systems or equipment is required by the Contract Documents, the Engineer/ Architect shall be entitled to rely upon such certification to establish that the materials, systems or equipment will meet the performance criteria required by the Contract Documents.
- H. The Engineer/ Architect shall prepare Change Orders and Construction Change Directives, with supporting documentation and data if authorized or confirmed in writing by the Owner, for the Owner's approval and execution in accordance with the Contract Documents, and may authorize minor changes in the Work not involving an adjustment in the Contract Sum or an extension of the Contract Time which are not inconsistent with the intent of the Contract Documents.
- I. The Engineer/ Architect shall conduct inspections to determine the dates of substantial completion and final completion and shall issue a final Certificate of Payment.
- J. The Engineer/ Architect shall interpret and decide matters concerning performance of the Owner and Contractor under the requirements of the Contract Documents on written request of either the Owner or the Contractor. The Engineer/ Architect's response to such requests shall be made with reasonable promptness and within any time limits agreed upon. When making such interpretations and initial decisions, the Engineer/ Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show

partiality to either, and shall not be liable for results of interpretations or decisions so rendered in good faith.

**BOSTON PUBLIC HEALTH COMMISSION  
Boston, MA**

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies, under penalties of perjury, that this 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.

PLEASE PRINT

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Name of Person Signing Proposal

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Name of Company or Business

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Signature

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Date

**BOSTON PUBLIC HEALTH COMMISSION  
Boston, MA**

**TAX COMPLIANCE CERTIFICATION FORM**

All providers of goods or services to any agency of the Commonwealth of Massachusetts or of any subdivisions shall be required to attest that he / she is in compliance with all the laws of the Commonwealth of Massachusetts

*"Pursuant to Section 49A of Chapter 62 C of the Massachusetts General Laws,*

*I \_\_\_\_\_ do hereby certify under the penalty of  
(Name & Title) Authorized signatory*

*perjury, that \_\_\_\_\_, Whose principal place of business is  
(Firm or Individual)*

*at: \_\_\_\_\_, has complied with all laws of the  
(Address)*

*Commonwealth of Massachusetts relating to taxes, reporting of employees and  
contractors, and withholding and remitting child support. "*

\_\_\_\_\_  
*(Social Security Number or Federal Identification Number)*

**BOSTON PUBLIC HEALTH COMMISSION  
Boston, MA**

**CERTIFICATE OF LIABILITY COVERAGE**

From Your Insurance Carrier  
The Designer agrees to carry:

1. General Liability Insurance in the amount of one million (\$1,000,000) dollars.
2. Workers Compensation, Statutory Limits, and Employers Liability Insurance in the amount of one hundred thousand (\$100,000) dollars.
3. Automobile Bodily Injury Liability Coverage (\$250,000-\$500,000) and Property Damage Insurance in the amount of one hundred thousand (\$100,000) dollars per vehicle or one million (\$1,000,000) dollars combined single limit of liability.

PLEASE ATTACH HERE



**BOSTON PUBLIC HEALTH COMMISSION**  
**Boston, MA**

**REFERENCES**

(Minimum of 3 similar clients to whom you have provided similar services)

**#1.**

Contact Name Title  
Company / Organization / Phone  
Street  
City State Zip

**#2.**

Contact Name Title  
Company / Organization / Phone  
Street  
City State Zip

**#3.**

Contact Name Title  
Company / Organization / Phone  
Street  
City State Zip

Commonwealth of Massachusetts  DSB Application Form  <b>(Updated July 2016)</b>	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)
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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:
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3c. Federal ID #:	3g. Name and Address Of Parent Company, If Any:
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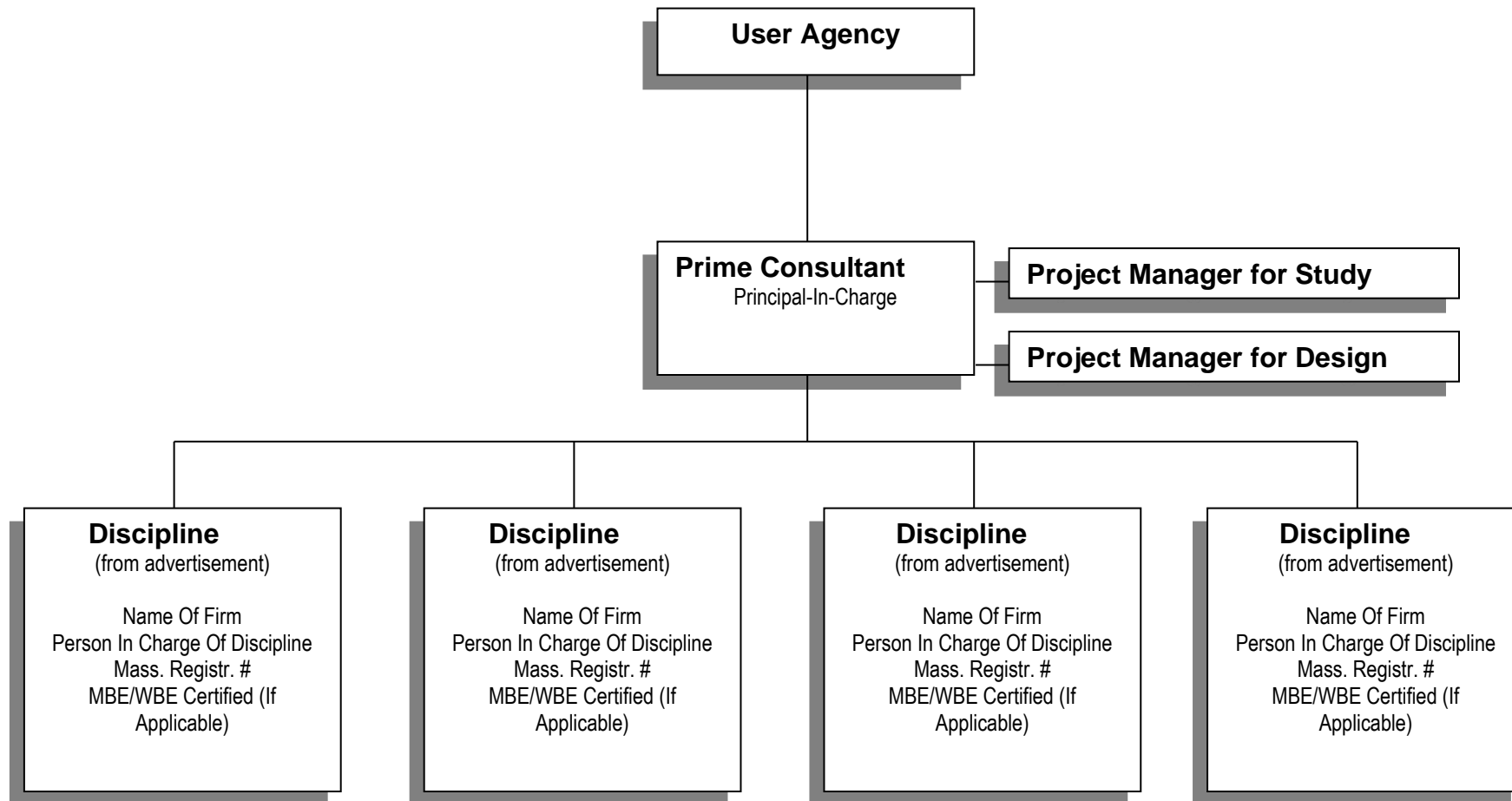
3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required):	3h. Check Below If Your Firm Is Either: (1) SDO Certified Minority Business Enterprise (MBE) <input type="checkbox"/> (2) SDO Certified Woman Business Enterprise (WBE) <input type="checkbox"/> (3) SDO Certified Minority Woman Business Enterprise (M/WBE) <input type="checkbox"/> (4) 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	_____ ( ____ )	Ecologists	_____ ( ____ )	Licensed Site Profs.	_____ ( ____ )	<u>Other</u>	_____ ( ____ )
Architects	_____ ( ____ )	Electrical Engrs.	_____ ( ____ )	Mechanical Engrs.	_____ ( ____ )	_____	_____ ( ____ )
Acoustical Engrs.	_____ ( ____ )	Environmental Engrs.	_____ ( ____ )	Planners: Urban./Reg.	_____ ( ____ )	_____	_____ ( ____ )
Civil Engrs.	_____ ( ____ )	Fire Protection Engrs.	_____ ( ____ )	Specification Writers	_____ ( ____ )	_____	_____ ( ____ )
<b>Code Specialists</b>	_____ ( ____ )	Geotech. Engrs.	_____ ( ____ )	Structural Engrs.	_____ ( ____ )	_____	_____ ( ____ )
Construction	_____ ( ____ )	Industrial Hygienists	_____ ( ____ )	Surveyors	_____ ( ____ )	_____	_____ ( ____ )
Cost Estimators	_____ ( ____ )	Interior Designers	_____ ( ____ )		_____ ( ____ )	_____	_____ ( ____ )
Drafters	_____ ( ____ )	Landscape Architects	_____ ( ____ )		_____ ( ____ )	<b>Total</b>	_____ ( ____ )

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"/>  SDOVBE <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"/>  SDOVBE <input type="checkbox"/>  VBE <input type="checkbox"/> </div>
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number:
g. Current Work Assignments and Availability For This Project:	g. Current Work Assignments and Availability For This Project
h. <b>Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):</b>	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 <b>ONLY</b> 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.

<b># of Total Projects:</b>	<b># of Active Projects:</b>	<b>Total Construction Cost (In Thousands) of Active Projects (excluding studies):</b>
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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.			
		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
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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) \_\_\_\_\_

*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.**