

Whitman Middle School Project

REQUEST FOR OWNER’S PROJECT MANAGEMENT SERVICES (“OPM RFS”)

1. Introduction

The Whitman-Hanson Regional School District, (“Owner”) is seeking the services of a qualified OPM “Owner’s Project Manager” as defined in Massachusetts General Laws Chapter 149, Section 44A½ and as further defined by the provisions of this RFS, to provide Project Management Services for the design, construction, addition to and /or renovation of the Whitman Middle School, (“School”) in Whitman, Massachusetts (“Project”).

The Owner is requesting the services of an OPM to represent the Owner during the feasibility study and schematic design phases of the project initially. Subject to the approval of the Project by the Massachusetts School Building Authority (the “MSBA”) and further subject to continued funding authorized by the Whitman-Hanson Regional School District, the contract between the Owner and the Owner’s Project Manager may be amended to include continued Project Management Services through design development, construction documents, bid and award, construction and final closeout of the potential Project. A potential approved Project may include a renovation of the existing School, a renovation and addition of the existing School and/or new construction. The estimated total project costs of an approved potential Project may range from \$85,000,000.00 - \$105,000,000.00

2. Background

The Whitman Middle School is one of six buildings within the Whitman-Hanson Regional School District. There are three elementary schools, two middle schools (including WMS), and one regional high school. The integrated preschool, although a DESE recognized separate school, is physically located within the high school also. There is a ten member regional school committee, made up of six members from Whitman and four members from Hanson. This configuration is due to a difference in town populations. Although the Whitman-Hanson Regional School District is a separate entity from the towns, the physical buildings are town property, with the exception of the high school itself. There has always been and continues to be a high level of communication between the school and member towns.

3. Project Description, Objectives and Scope of Services

The Whitman Middle School is a brick and mortar structure that was originally constructed in 1972. The original size of the building was 102,269 gsf. In 2000, the school underwent one major renovation, which increased the overall footprint of the building to 107,980 square feet. The school is situated on 26.42 acres of land located at 100 Corthell Avenue, and is connected to municipal sewage. Twelve acres are multi-purpose athletic fields that are used by the school as well as various Town recreation programs.

The building currently serves students in grades six (6) through eight (8). The Whitman Middle School (WMS) follows a traditional middle school model, with several grade-level content teams of teachers (ELA,

Mathematics, Social Studies, Science, and Special Education) and related arts teachers for the areas of Technology, Music, Art, Physical Education and Social/Emotional Learning. WMS also has a Therapeutic Learning Center dedicated to students who require these services.

On or about April 8, 2019, the Owner submitted a Statement of Interest (Attachment A) to the MSBA for the Whitman Middle School. The MSBA is an independent public authority that administers and funds a program for grants to eligible cities, towns, and regional school districts for school construction and renovation projects. The MSBA’s grant program is discretionary, and no city, town, or regional school district has any entitlement to any funds from the MSBA. At the April 14, 2020 Board of Directors meeting, the MSBA voted to issue an invitation to the Owner to conduct a feasibility study for this Statement of Interest to identify and study possible solutions and, through a collaborative process with the MSBA, reach a mutually-agreed upon solution. The MSBA has not approved a Project and the results of this feasibility study may or may not result in an approved Project. The District currently leases the Whitman Middle School from the Town of Whitman. Although the lease is set to expire in 2048, any approved Project will be required to have an expected useful life of 50 years.

It is anticipated that the feasibility study will review the problems identified in the Statement of Interest at the Whitman Middle School.

As a result of a collaborative analysis with the MSBA and enrollment projections and space capacity needs for the Whitman Middle School, the Whitman-Hanson Regional School District acknowledged and agreed that the design of alternatives, which may be evaluated as a part of the feasibility study for the Whitman Middle School, shall be based in accordance with the following:

Enrollment for Grades 5-8, in one school facility	Enrollment for Grades 6-8, in one school facility
675 Students	515 Students

Due to the ages of the building, the existing conditions of the building are not ideal for overall academic achievement. There is a need to review the existing conditions including, but not specifically limited to, electrical and mechanical system failures; the condition of existing roofs, air handling units, existing boilers, field drainage, classroom temperature regulation, outside pavement, energy use review, storm water management system, and possible cost savings. As a result of an energy performance contract with NORESO in 1987, an energy upgrade was completed, in 1988, to convert the original electric heat and domestic hot water systems to dual fuel forced hot water boilers. These boilers were replaced in 2007 as part of the District capital planning process.

The building structure of the Whitman Middle School is enclosed with the following construction materials: brick veneer masonry backed by CMU (concrete masonry units), wooden soffits, and a PVC roof that overlays three old roof systems. The materials used in the 2000 addition were steel beams and bar joists with metal decking. The existing building exterior is comprised primarily of brick construction with the pre-cast concrete spandrels at window heads and sills. A 3'-0" continuous pre-cast concrete band wraps each of the varied in height buildings to cap the building. The first two courses of brick are set back

approximately 1" from the brick above and edge of foundation below. The pre-cast concrete pieces also include a concrete soffit with a scored in a drip edge. This combines with the continuous thru wall flashing four courses down from the top of the windows on second floor and one -story wing. Only minor work to the existing structure including brick work occurred during the 2000 renovation. The building continues to experience moisture wicking through exterior walls (CMU) throughout the school. During northeast rainstorms the walls in classrooms on the first floor continue to leak and the high wall on the cafeteria leaks onto the lower ceiling outside of the music classrooms.

Project Objectives under consideration by the Owner include:

- Identification of community concerns that may impact study options to develop a project that the educational community embraces;
- To ensure the Whitman Middle School meets current and future educational program needs and code requirements;
- To have a timely and cost-effective completion of the Whitman Middle School project;
- To diminish disruption to the use of the existing facilities during construction;
- To maximize the availability of grants, lessen the life cycle costs of operating the school and incorporate innovative and green design (including but not limited to Massachusetts High Performance Green School Guidelines (NE-CHPS Guidelines) into the project as it relates to future operational budgets;
- The District would like to study options that include an auditorium to host school assemblies with a separate community entrance shared with the gymnasium;
- There are no alternative sites for this building;
- Life cycle costs of operating the School as it relates to future operational budgets;
- Northeast Collaborative for High Performance Schools (NE-CHPS) criteria or US Green Building Council’s LEED for Schools (LEED-v4) Rating System, maximizing the availability of grants, reduce life cycle costs of operating the schools, and maximizing energy efficiency;
- CM-at-Risk Delivery Method; and,
- Identification of specific milestone requirements and/or constraints of the District – e.g. Town votes, swing space, occupancy issues.

The required scope of services is set forth in Article 8 of the standard contract for Owner’s Project Management Services for a Design/Bid/Build project that is attached hereto as Attachment and incorporated by reference herein. If the Owner determines to use a CM-at-Risk delivery method, this contract shall need to be amended and/or substituted. The work is divided into the Project Phases as listed in Attachment A of this contract. The durations of the Phases shown below are estimates only, based on the Owner’s experience. Actual durations may vary depending upon the Project agreed upon by the Owner and the MSBA. The total duration of the Contract is estimated as follows:

- | | |
|-----------------------------------------------------------------|-----------------|
| 1. Feasibility Study/Schematic Design Phase; | 20 - 24 months* |
| 2. Design Development/Construction Documents/Bidding Phase; and | 10 - 12 months* |
| 3. Construction Phase | 24 - 36 months* |

(*These ranges for scheduling timeframes are provided as guidelines only and are based upon schedules established by other Owners.)

Minimum Requirements and Evaluation Criteria:

Minimum Requirements:

In order to be eligible for selection, each Respondent must certify that it meets the following minimum requirements. Any Response that fails to include such certification in its response, demonstrating that these criteria have been met, may be rejected without further consideration.

Each Respondent must designate an individual who will serve as the Project Director. The Project Director shall be certified in the Massachusetts Certified Public Purchasing Officer Program (the “MCPPO”) as administered by the Inspector General of the Commonwealth of Massachusetts and must also meet the following minimum requirements:

- The Project Director shall be a person who is registered by the Commonwealth of Massachusetts as an architect or professional engineer and who has at least five years’ experience in the construction and supervision of construction and design of public buildings;
- or,**
- if not registered as an architect or professional engineer, the Project Director must be a person who has at least seven years’ experience in the construction and supervision of construction and design of public buildings.

Evaluation Criteria:

In addition to the minimum requirements set forth above, all Respondents must demonstrate that they have significant experience, knowledge and abilities with respect to public construction projects, particularly involving the construction and renovation of K-12 schools in Massachusetts. The Owner will evaluate the Responses based on criteria that shall include, but not be limited to, the following:

1. Past performance of the Respondent, if any, with regard to public, private, Department Of Education funded and MSBA-funded school projects across the Commonwealth, as evidenced by:
 - a. Documented performance on previous projects as set forth in Attachment C, including the number of projects managed, project dollar value, number and percentage completed on time, number and dollar value of change orders, average number of projects per project manager per year, number of accidents and safety violations, dollar value of any safety fines, and number and outcome of any legal actions; (20pts)
 - b. Satisfactory working relationship with designers, contractors, Owner, the MSBA and local officials. (10pts)
2. Thorough knowledge of the Massachusetts State Building Code, regulations related to the Americans with Disabilities Act, and all other pertinent codes and regulations related to successful completion of the project. (10pts)
3. Thorough knowledge of Commonwealth construction procurement laws, regulations, policies and procedures, as amended by the 2004 Construction Reform laws. (10pts)
4. Management approach: Describe the Respondent’s approach to providing the level and nature of services required as evidenced by proposed project staffing for a potential (hypothetical) proposed project for new construction of 100,000 square feet or renovation of 150,000 square feet; proposed

project management systems; effective information management; and examples of problem-solving approaches to resolving issues that impact time and cost. (10pts)

5. Key personnel: Provide an organizational chart that shows the interrelationship of key personnel to be provided by the Respondent for this project and that identifies the individuals and associated firms (if any) who will fill the roles of Project Director, Project Representative and any other key roles identified by the Respondent, including but not limited to roles in design review, estimating, cost and schedule control. Specifically, describe the time commitment, experience and references for these key personnel including relevant experience in the supervision of construction of several projects that have been either successfully completed or in process that are similar in type, size, dollar value and complexity to the project being considered. (10pts)
6. Capacity and skills: Identify existing employees by number and area of expertise (e.g. field supervision, cost estimating, schedule analysis, value engineering, constructability review, quality control and safety). Identify any services to be provided by sub-consultants. (10 pts)
7. Identify the Respondent's current and projected workload for projects estimated to cost in excess of \$1.5 million. (10pts)
8. Familiarity with Northeast Collaborative for High Performance Schools criteria or US Green Building Council's LEED for Schools Rating System. Demonstrated experience working on high performance green buildings (if any), green building rating system used (e.g., NE-CHPS or LEED-S), life cycle cost analysis and recommendations to Owners about building materials, finishes etc., ability to assist in grant applications for funding and track Owner documentation for NE-CHPS or LEED-S prerequisites. (5pts)
9. Thorough knowledge and demonstrated experience with life cycle cost analysis, cost estimating and value engineering with actual examples of recommendations and associated benefits to Owners. (5pts)
10. Knowledge of the purpose and practices of the services of Building Commissioning Consultants. (5pts)
11. Financial Stability: Provide current balance sheet and income statement as evidence of the Respondent's financial stability and capacity to support the proposed contract. (5pts)

In order to establish a short-list of Respondents to be interviewed, the Owner will base its initial ranking of Respondents on the above Evaluation Criteria. The Owner will establish its final ranking of the short-listed Respondents after conducting interviews.

The Owner reserves the right to consider any other relevant criteria that it may deem appropriate, within its sole discretion, and such other relevant criteria as the MSBA may request. The Owner may or may not, within its sole discretion, seek additional information from Respondents.

This RFS, any addenda issued by the Owner, and the selected Respondent's response, will become part of the executed contract. The key personnel that the Respondent identifies in its response must be contractually committed for the Project. No substitution or replacement of key personnel or change in the sub-consultants identified in the response shall take place without the prior written approval of the Owner and the MSBA.

The selected Respondent(s) will be required to execute a Contract for Project Management Services with the Owner in the form that is attached hereto as Attachment B and incorporated by reference herein. Prior to execution of the Contract for Project Management Services with the Owner, the selected Respondent will be required to submit to the Owner a certificate of insurance that meets the requirements set forth in the Contract for Project Management Services.

Prior to execution of the Contract for Project Management Services, the fee for services shall be negotiated between the Owner and the selected Respondent to the satisfaction of the Owner, within its sole discretion. The initial fee structure will be negotiated through the Feasibility Study/Schematic Design Phase. The selected Respondent, however, will be required to provide pricing information for all Phases specified in the Contract at the time of fee negotiation

5. Selection Process and Selection Schedule

Selection Process

1. The Owner has appointed a seven person evaluation subcommittee of the Whitman Middle School Building Committee to conduct the initial review of the responses and to recommend no less than three Respondent firms to appear before the Whitman Middle School Building Subcommittee for interviews. The subcommittee consists of:
 - a. John Stanbrook (MCPPO) – Whitman Hanson Regional School District Director of Business and Finance
 - b. Jeffrey Szymaniak – Whitman Hanson Regional School District Superintendent
 - c. Ernest Sandland – Whitman Hanson Regional School District Director of Operations
 - d. Robert Curran – Town of Whitman Building Commissioner
 - e. Lincoln Heineman – Town of Whitman Administrator
 - f. David Codero – Environmental Analyst II State of Massachusetts
 - g. Donald Esson – Multi-site Complex Property Manager
2. The subcommittee will rank the Responses based on an equally weighted evaluation criterion as identified in the RFS. For each of the eleven (11) identified criteria, the reviewers will score each category based on the points as noted in the above evaluation table.
3. The evaluation subcommittee will identify a minimum of three (3) Respondent firms for interviews with the full Whitman Middle School Building Committee, which will consist of a presentation by the selected Respondent firms followed by a series of questions. Prior to the interviews, the evaluation subcommittee will contact a minimum of three (3) references and will conclude reference checks, which will be part of the scoring for each firm. Non-response from a reference does not preclude an interview from taking place. Each Respondent firm selected for an interview **must** have their selected Project Director lead their presentation. Once the interviews are complete, each member of the Whitman Middle School Building Committee will rank the selected Respondent firms according to the total point score of the set list of interview questions. Total available points

will be listed on the set list of questions with a set range for each question. The Whitman Middle School Building Committee will then tally these rankings and agree on the final ranking of the Respondent firms. If the evaluation process does not provide a top ranked finalist due to a tie, a simple roll call vote will be used to break the tie. The results of the tie breaker will be documented in writing and kept in the procurement file.

4. The Owner will negotiate a contract with the top ranked finalist based on the interview rankings. The MSBA OPM contract will be used as a template for the final contract with the OPM.
5. The Owner will commence fee negotiations with the first-ranked firm.
6. If the Owner is unable to negotiate a contract with the first-ranked selection, the Owner will then commence negotiations with its second-ranked selection and so on, until a contract is successfully negotiated and approved by the Owner.
7. The selected firm will be submitted to the MSBA for its approval.
8. The selected firm may be asked to participate in a presentation to the MSBA and/or submit additional documentation, as required by MSBA, as part of the MSBA approval process.
9. The Owner reserves the right to re-advertise if less than three responses are received or to re-advertise if fee negotiations fail.

Selection Schedule The following is a tentative schedule of the selection process, subject to change at the Owner's and MSBA's discretion.

July 14, 2021	RFS appears in Central Register of the Commonwealth of Massachusetts, COMMBUYS, The Patriot Ledger, and the Whitman-Hanson Express
July 21, 2021	Informational meeting/site walk-through 10:00am Whitman Middle School
July 26, 2021	Last day for questions from Respondents by 4:00pm
July 28, 2021	Responses due by 1:00pm
August 4, 2021	Respondents short-listed
August 9-13, 2021	Interview short-listed Respondents
August 16, 2021	Negotiate with selected Respondent
August 18, 2021	Final selection submitted to the MSBA for review and approval
September 13, 2021	Anticipated MSBA OPM Review Panel Meeting
October 4, 2021	Anticipated execution of contract

Requests for Services may be obtained from:

Jeffrey Szymaniak
Superintendent's Office
Whitman Hanson Regional School District
610 Franklin Street
Whitman, MA 02382
bids@whrsd.org
781-618-7412

On or after July 14, 2021, regular business hours are Monday – Friday 8:00PM – 3:00PM

A site visit for prospective bidders will be held on Friday, July 21, 2021 at 10:00AM at the Whitman Middle School, located at 100 Corthell Avenue, Whitman, MA 02382. It is strongly recommended that bidders attend this site visit, but is not a requirement for bid submission. Please report to the front office for check-in at the school building.

Any questions concerning this RFS must be submitted in writing to:

John Stanbrook
Director of Business and Finance
Whitman Hanson Regional School District
610 Franklin Street
Whitman, MA 02382
john.stanbrook@whrsd.org
781-618-7417

by 4:00PM on Monday July 26, 2021

Sealed Responses to the RFS for OPM services must be clearly labeled “Owner’s Project Management Services for the Whitman Middle School” and delivered to:

Jeffrey Szymaniak
Superintendent's Office
Whitman Hanson Regional School District
610 Franklin Street
Whitman, MA 02382
781-618-7412

no later than 1:00PM on Wednesday July 28, 2021.

The Owner assumes no responsibility or liability for late delivery or receipt of Responses. All responses received after the stated submittal date and time will be judged to be unacceptable and will be returned unopened to the sender.

6. Requirements for content of response:

Submit seven (7) hard copies of the response to this RFS and one electronic version in PDF format on CD or USB flash drive. All responses shall be:

- In ink or typewritten;
 - Presented in an organized and clear manner;
 - Must include the required forms in Attachment C;
 - Must include all required Attachments and certifications;
 - Must include the following information:
1. Cover letter shall be a maximum of two pages in length and include:
 - a. An acknowledgement of any addendum issued to the RFS.
 - b. An acknowledgement that the Respondent has read the RFS. Respondent shall note any exceptions to the RFS in its cover letter.
 - c. An acknowledgement that the Respondent has read the Contract for Project Management Services. Respondent shall note any exceptions to the Contract for Project Management Services in its cover letter.
 - d. A specific statement regarding compliance with the minimum requirements identified in Item 4 of this RFS to include identification of registration, number of years of experience and where obtained (as supported by the resume section of Attachment C), as well as the date of the MCPPO certification. (A copy of the MCPPO certification must be attached to the cover letter).
 - e. A description of the Respondent's organization and its history.
 - f. The signature of an individual authorized to negotiate and execute the Contract for Project Management Services, in the form that is attached to the RFS, on behalf of the Respondent.
 - g. The name, title, address, e-mail and telephone number of the contact person who can respond to requests for additional information.
 2. Selection Criteria: The response shall address the Respondent's ability to meet the "Selection Criteria" Section including submittal of additional information as needed. The total length of the Response (including Attachment C only but excluding Attachments A, B and D) may not exceed twenty (20) single-sided numbered pages with a minimum acceptable font size of "12 pt." for all text.

Respondents may supplement this proposal with graphic materials and photographs that best demonstrate its project management capabilities of the team proposed for this project. **Limit this additional information to a maximum of three 8½" x 11" pages, double-sided.**

Required Certifications:

- Certificate of Non-Collusion
- State Tax Certification
- Corporate Vote authorizing Signatory (or equivalent)
- Certificate of Non-discrimination

7. Payment Schedule and Fee Explanation:

The Owner will negotiate the fee for services dependent upon an evaluation of the level of effort required, job complexity, specialized knowledge required, estimated construction cost, comparison with past project fees, and other considerations. As construction cost is but one of several factors, a final construction figure in excess of the initial construction estimate will not, in and of itself, constitute a justification for an increased OPM fee.

8. Other Provisions

A. Public Record

All responses and information submitted in response to this RFS are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10 and c. 4, § 7(26). Any statements in submitted responses that are inconsistent with the provisions of these statutes shall be disregarded.

B. Waiver/Cure of Minor Informalities, Errors and Omissions

The Owner reserves the right to waive or permit cure of minor informalities, errors or omissions prior to the selection of a Respondent, and to conduct discussions with any qualified Respondents and to take any other measures with respect to this RFS in any manner necessary to serve the best interest of the Owner and its beneficiaries.

C. Communications with the Owner

The Owner's Procurement Officer for this RFS is:

John Stanbrook
Director of Business and Finance
Whitman Hanson Regional School District
610 Franklin Street
Whitman, MA 02341
john.stanbrook@whrsd.org
781-618-7417

Respondents that intend to submit a response are prohibited from contacting any of the Owner's staff other than the Procurement Officer. An exception to this rule applies to Respondents that currently do business with the Owner, but any contact made with persons other than the Procurement Officer must be limited to that business, and must not relate to this RFS. In addition, such respondents shall not discuss this RFS with any of the Owner's consultants, legal counsel or other advisors. ***FAILURE TO OBSERVE THIS RULE MAY BE GROUNDS FOR DISQUALIFICATION.***

D. Costs

Neither the Owner nor the MSBA will be liable for any costs incurred by any Respondent in preparing a response to this RFS or for any other costs incurred prior to entering into a Contract with an OPM approved by the MSBA.

E. Withdrawn/Irrevocability of Responses

A Respondent may withdraw and resubmit their response prior to the deadline. No withdrawals or re-submissions will be allowed after the deadline.

F. Rejection of Responses, Modification of RFS

The Owner reserves the right to reject any and all responses if the Owner determines, within its own discretion, that it is in the Owner's best interests to do so. This RFS does not commit the Owner to select any Respondent, award any contract, pay any costs in preparing a response, or procure a contract for any services. The Owner also reserves the right to cancel or modify this RFS in part or in its entirety, or to change the RFS guidelines. A Respondent may not alter the RFS or its components.

G. Subcontracting and Joint Ventures

Respondent's intention to subcontract or partner or joint venture with other firm(s), individual or entity must be clearly described in the response.

H. Validity of Response

Submitted responses must be valid in all respects for a minimum period of ninety (90) days after the submission deadline.

FURTHER INFORMATION

The Owner should include any additional information that is required or that may assist Respondents in responding to the RFS.

ATTACHMENTS:

Attachment A: Statement of Interest

Attachment B: Contract for Owner's Project Management Services

Attachment C: OPM Application Form – March 2017

Attachment D: Required Certifications

- Certificate of Non-Collusion
- State Tax Certification
- Corporate Vote authorizing Signatory (or equivalent)
- Certificate of Non-Discrimination

ATTACHMENT A
STATEMENT OF INTEREST

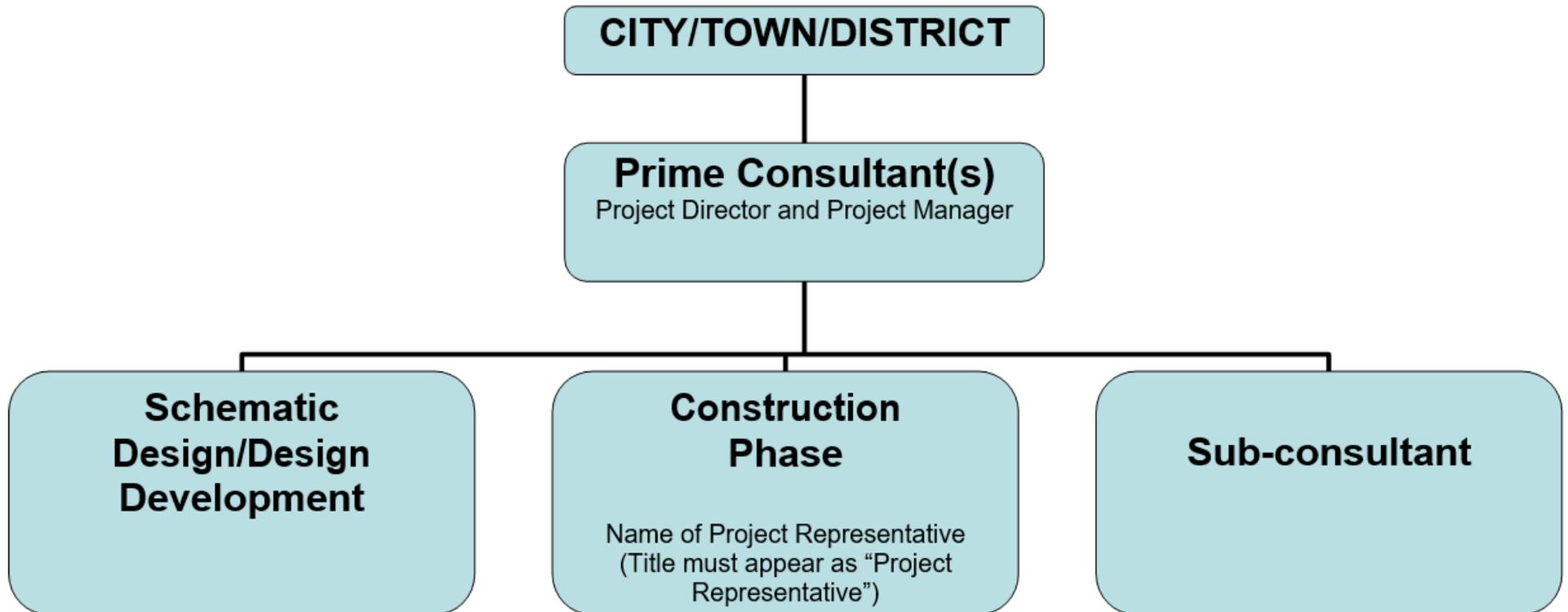
(DISTRICT TO ATTACH)

ATTACHMENT B
MSBA STANDARD CONTRACT
(Design/Bid/Build or CM-at-Risk)

ATTACHMENT C

Owner's Project Manager Application Form – March 2017					
1. Project Name/Location for Which Firm is Filing:					
1a. MSBA Project Number:					
2a. Respondent, Firm (Or Joint-Venture) - Name And Address Of Primary Office To Perform The Work:			2b. Name And Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:		
2e. Federal ID #:			2f. Name of Proposed Project Director:		
3. Personnel from prime firm included in question #2 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):					
Admin Personnel	_____	Cost Estimators	_____	Other	_____
Architects	_____	Electrical Engrs.	_____		_____
Acoustical Engrs.	_____	Environmental Engrs.	_____		_____
Civil Engrs.	_____	Environmental Engrs.	_____		_____
Code Specialists	_____	Licensed Site Profs.	_____		_____
Construction Inspectors	_____	Mechanical Engrs.	_____		_____
				Total	_____
4. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No					

5. List **Only** Those Prime And Sub-Consultant Personnel Identified As Key Personnel In The Response To Request For Services. This Information Should Be Presented Below In The Form Of An Organizational Chart Modified To Fit The Firm's Proposed Management Approach. Include Name Of Firm And Name Of The Person:



7a. **Past performance:** list all completed projects, in excess of \$1.5 million, for which the prime applicant has performed, or has entered into a contract to perform owner's project management services for all public agencies within the commonwealth within the past 10 years.

a) Project name and location / Project director	b) Brief description of project and services (include reference to areas of similar experience)	c) Project dollar value	d) Completion date (actual or estimate)	e) On time (yes or no)	f) Original construction contract value	g) Change orders	h) Number of accidents and safety violations	i) Dollar value of any safety fines	j) Number and outcome of legal actions
(1)									
(2)									
(3)									
(4)									
(5)									

7b. **Past Performance:** Provide the following information for those completed Projects listed above in 7a for which the Prime Applicant has performed, or has entered into a contract to perform Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.

a) Project Name and Location Project Director	b) Original Project Budget	c) Final Project Budget	d) If different, provide reason(s) for variance	e) Original Project Completion	f) Actual Project Completion On Time (Yes or No)	g) If different, provide reason(s) for variance.
(1)						
(2)						
(3)						
(4)						
(5)						

8. **Capacity:** Identify all current/ongoing Work by Prime Applicant, Joint-Venture Members or Sub-consultants. Identify project participants and highlight any work involving the project participants identified in the response.

a) Project Name and Location Project Director	b) Brief Description of Project and Services (Include Reference to Areas of Similar Experience)	c) Original Project Budget	d) Current Project Budget	e) Project Completion Date	f) Current forecast completion date On Time (Yes or No)	g) Original Construction Contract Value	h) Number and dollar value of Change Orders	i) Number and dollar value of claims
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

9. **References:** Provide the following information for completed and current Projects listed above in 7 and 8 for which the Prime Applicant has performed, or has entered into a contract to perform Owner’s Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.

a) Project Name and Location Project Director	b) Client’s Name, Address and Phone Number. Include Name of Contact Person	c) Project Name and Location Project Director	d) Client’s Name, Address and Phone Number. Include Name of Contact Person	e) Project Name and Location Project Director	f) Client’s Name, Address and Phone Number. Include Name of Contact Person
1)		5)		9)	
2)		6)		10)	
3)		7)		11)	
4)		8)		12)	

9. Use this space to provide any additional information or description of resources supporting the qualifications of your firm and that of your sub-consultants. If needed, up to three, double-sided 8 ½” x 11” supplementary sheets will be accepted. **APPLICANTS ARE REQUIRED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED.**

10. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. 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)

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ATTACHMENT D

REQUIRED CERTIFICATIONS

(1 of 4)

TAX CERTIFICATION

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

Social Security Number or
Federal Identification Number

Signature of Individual or Corporate Name

By: _____
Corporate Officer (if applicable)

ATTACHMENT D

REQUIRED CERTIFICATIONS

(2 of 4)

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 certificate, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Name of Business

By_____
Signature of person signing bid or proposal

Dated_____
Date

ATTACHMENT D

REQUIRED CERTIFICATIONS

(3 of 4)

CERTIFICATE AS TO CORPORATE BIDDER

I, _____, the _____
of the Corporation names as Respondent in the foregoing Request for Services (RFS) proposal, and that
_____, who signed as said bidder for Request for Services proposal on
behalf of the corporation was then _____ (Title) of said Corporation, that I know his or her
signature and that his or her signature thereto is genuine and that said response to RFS was duly signed, sealed and
executed for and in behalf of said Corporation by authority of its governing body.

(Corporate Seal)

Signature: _____

Title: _____

Print Name and Title of Signatory

Date: _____

ATTACHMENT D

REQUIRED CERTIFICATIONS

(4 of 4)

CERTIFICATE OF NON-DISCRIMINATION

The undersigned hereby certifies that it will not discriminate against any employee of applicant for employment on the basis of race, color, religious, creed, national origin, sex, status as of veteran, sexual orientation (which shall not include persons whose sexual orientation involves minor children as the sex object), age, genetic information, ancestry, pregnancy, or the handicap of a qualified handicapped person.

Signature: _____

Title: _____

Print Name and Title of Signatory

Date: _____