



TOWN OF ROCHESTER

REQUEST FOR QUALIFICATIONS  
FOR  
A PUBLIC SAFETY FACILITY FEASIBILITY STUDY

Glenn Cannon  
Town Administrator  
Rochester, Massachusetts

July 19, 2022

Briefing Session:

July 28, 2022  
11:00AM  
Rochester Town Hall  
1 Constitution Way, Rochester, MA 02770

RFQ Deadline  
August 18, 2022  
On or before 2:00 PM

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# REQUEST FOR QUALIFICATIONS (RFQ)

## PUBLIC SAFETY FACILITY FEASIBILITY STUDY

### General Information

Deliver sealed proposals for designer services to complete a Feasibility Study for a potential Town of Rochester Public Safety Facility to Glenn Cannon, Town Administrator, 1 Constitution Way, Rochester, MA 02770 and clearly marked: **Feasibility Study Proposals for Rochester Public Safety Facility**. Qualified persons or firms must submit proposals no later than 2:00 p.m. on Thursday, August 18, 2022.

All procedures related to this process are in accordance with Massachusetts General Laws Chapter 7C, Section 44 to 58 inclusive and according to the criteria described herein.

The fee for feasibility study services will be negotiated. (See page 5).

The Request For Qualifications (RFQ) documents will be available by request after 10:00 a.m. on Tuesday, July 19, 2022 from Glenn Cannon, Town Administrator, [gcannon@townofrochester.com](mailto:gcannon@townofrochester.com).

There will be a briefing session on **Thursday, July 28, 2022 at 11:00 a.m. at Rochester Town Hall, 1 Constitution Way, Rochester, MA 02770.** Attendance is strongly encouraged.

Submit one (1) original signed proposal, eight (8) copies and one PDF on USB flash drive of the proposal with all information as required on Page 14-15 (Proposal Requirements) and any supplementary materials, if desired.

***The Town shall reject and return unopened to the sender any and/or all proposals received after the stated deadline date and time. Facsimile of proposals are not permitted. Proposals will not be opened publicly.***

The Awarding Authority for this project is the Town of Rochester's Select Board. As such, it reserves the right to reject any or all proposals and to waive any informalities or irregularities should it deem it to be in the best interests of the Town of Rochester or the Authority.

Questions should be addressed by email to Glenn Cannon, Town Administrator, [gcannon@townofrochester.com](mailto:gcannon@townofrochester.com) no later than 2:00 p.m. on Thursday, August 4, 2022.

# Project Overview

## Purpose

The Town of Rochester (Owner) is seeking the services of an individual or firm (the Designer) as further defined in this Request for Qualifications to conduct a Feasibility Study based on the following alternatives:

- A new combined EMS, Fire and Police Public Safety Building to be located in Rochester, MA. The Designer shall determine the requirements for a new combined EMS, Fire and Police Public Safety facility.
- Alternatively, if separate facilities are appropriate, first determine the adequacy and life span of the existing police and fire stations; determine the requirements for a separate EMS and Fire Department Facility, and a separate Police Station Facility.

The feasibility study shall determine if there are benefits for the Town to proceed with shared Police and Fire Department spaces for training, community rooms, shared mechanicals, storage of vehicles and firefighting apparatus in climate-controlled spaces, and providing a legally code compliant and accessible building using energy efficient heating and cooling systems.

## Intent

The feasibility study will provide a clear analysis of the space needs of the buildings and define a schedule of upgrades and/or replacements.

Firms shall bring a deep understanding of and experience with space need assessments/audits within the public sector and in the public safety field in particular. Recent or current work for municipalities will be considered strongly along with robust experience and professional staff. Each applicant must be licensed and registered by the State of Massachusetts as an architect or professional engineer with a minimum of five years of experience. The Town seeks a firm that is readily availability.

## Background

Rochester is a Town in Plymouth County, Massachusetts, in the United States. Rochester is located in Southeastern Massachusetts, 55 miles south of Boston and 7 miles west of Cape Cod. The population of Rochester is 5,600. It is a residential/agricultural community covering 36 square miles, with approximately 65 miles of roads. The Town of Rochester consists mainly of single-family residential homes on large lots, many acres of farmland and cranberry bogs and forests. There is limited retail, office, commercial and industrial facilities located in several specifically zoned areas.

Fire and EMS protection/services are provided to the Town at the Fire Station (Headquarters) on Pine Street and two Fire Sub-stations. One Police Station provides all protection/services for the Town. Eleven (11) fulltime officers staff the Police Department. The Fire/EMS Department has one fulltime Chief and is staffed by part-time and on-call firefighters and EMS personnel. The Regional Old Colony Communications Center located in Duxbury, MA provide dispatch services.

## General Conditions

1. The FEE for this study may not exceed \$110,000.
  - a. The fee shall be negotiated.
  - b. If the fee cannot be negotiated after a reasonable period of time to an acceptable amount with the top-ranked finalist, the Committee will negotiate the fee with the next highest ranked finalist until an acceptable fee is arrived at.
2. One (1) signed original, eight (8) copies and one PDF on USB flash drive of the proposal shall be submitted with all information as required on Page 14-15 (Proposal Requirements) and must be submitted for the proposal to be accepted for consideration.
3. Submittal of additional information related to the applicant's qualifications and experience to perform the work (letters of reference, samples of project methods utilized for comparable projects, etc.) is highly recommended.
4. Documentation of licensing and registration within the State of Massachusetts, or, other relevant documentation of personnel qualification related to the project(s) is required.
5. All firms or individuals submitting proposals will be notified of the Select Board's final selection.
6. Proposals must be sealed and labeled:
  - a. Feasibility Study Services for Rochester Public Safety Facility  
Glenn Cannon,  
Town Administrator  
1 Constitution Way, Rochester, MA 02770

And submitted no later than August 18, 2022 on or before 2:00 PM.

7. Proposals will not be opened publicly.

## Selection Criteria

1. Be a qualified Designer within the meaning of M.G.L., Chapter 7C, Section 44, employing a Massachusetts registered architect responsible for and being in control of the services to be provided pursuant to the contract.
2. The Massachusetts registered architect responsible for and in control of the services to be provided has successfully completed the Massachusetts Certified Public Purchasing Official Program as administered by the Office of the Inspector General of the Commonwealth of Massachusetts, and must maintain certification every three years thereafter. Proof of certification or registration in the next recertification seminar for which space is available must be provided.
3. Demonstrated history of work with the public sector, especially with public safety buildings.
4. Ability to demonstrate experience in progressive problem solving for projects of a similar size and scope and a demonstrated history of bringing projects of similar scope and scale to completion on time and on budget.
5. Evaluation of project approach including staffing of project and qualifications, value engineering, information management, change order process management, claims avoidance, and other management and administrative systems related to the scope of work.
6. Thorough knowledge of the Massachusetts State Building Code(s), regulations related to the Americans with Disabilities Act (ADA), and all other pertinent codes and regulations related to successful completion of the project.
7. Knowledge of the Massachusetts Public Procurement Construction Process, Laws and regulations (especially M.G.L. Chapter 149 Labor and Industries and 149A, Public Construction Alternative Delivery Methods).
8. Ability to work with a wider range of agents, Contractors, Subcontractors, Consultants, municipal bodies, etc. on behalf of the Awarding Authority in providing information relevant to the progress of the project on a timely basis.
9. If deemed necessary by the Select Board, firms or individuals may be interviewed prior to the final selection. If interviews are conducted, firms or individuals will be notified five (5) business days prior to their scheduled interview. The Awarding Authority reserves the right to determine the number of firms or individuals to be interviewed or if a preliminary round of interviews before the selection of three (3) finalists is decided upon by the Select Board.
10. Evaluation of references for similar projects.

## General and Special Provisions

1. The Select Board as the Awarding Authority reserves the right to reject any and all proposals and to waive any informalities or irregularities as it deems fit in the best interest of the Town of Rochester.
2. All proposals, materials, drawings, plans, etc., submitted for consideration shall be considered public information unless clearly marked as PROPRIETARY by the submitter.
3. The applicant and any sub-consultant of the applicant selected shall be expected to comply with all applicable federal, state, and local rules, regulations, and laws as they apply to the project(s) without limitation including all federal, state, and local building, environmental and safety rules, regulations, and laws in the performance of services.
4. The consideration of all proposals and the subsequent selection of the successful Designer shall be made without regard to race, color, sex, age, handicap, religion, political affiliation or national origin.
5. The successful Designer and all sub-consultants of the successful Designer, shall adhere to the provisions of the Fair Employment Practices Laws of the Commonwealth (Chapter 151B of the Massachusetts General Laws).
6. The successful Designer and all sub-consultants of the successful Designer, shall assure the Awarding Authority that it will carry out the performance of services in full compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 (78 Stat. 252), and, any executive orders of the Governor of the Commonwealth as such may from time to time be amended.
7. It is understood and agreed that it shall be a material breach of any contract resulting from this bid for the contractor to engage in any practice which shall violate any provision of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religion, sex, national origin, ancestry, age, sexual orientation or disability.
8. The contractor shall not be permitted to either assign or underlet the contract, nor assign either legally or equitable any monies hereunder, or its claim thereto without previous written consent of the Awarding Authority. Such consent shall not be unreasonable withheld.
9. The provisions relating to non-discrimination in employment shall flow through all contracts and subcontracts that the successful applicant may receive or award because of this contract on behalf of the Awarding Authority.
10. Insurance Requirements: -
  - a. Professional Liability Insurance of \$1,000,000.
  - b. Professional Liability Insurance umbrella for any and all sub-consultant hired by the Design firm or individual.
  - c. General Liability Insurance with an insurance company qualified to do business in the Commonwealth of Massachusetts providing a limit of liability of not less than \$1,000,000 per occurrence and general aggregate.

- d. Workmen's Compensation Insurance - The contractor shall furnish the Town with certificates of insurance showing that all his/her employees who shall be connected with this work are protected under Workmen's Compensation Insurance Policies.

- 11. The Town of Rochester is to be included as an additional insured under contractor's policies of insurance for claims arising out of the activities of the contractor, or anyone acting in conjunction with the contractor. Prior to the commencement of the work, contractor will cause to be delivered to the Procurement Office, Town of Rochester Certificates of Insurance evidencing the foregoing. The Certificates of Insurance are to provide that the Town of Rochester in care of its Procurement Officer shall be given at least 30 days advance notice of cancellation, intent not to renew, or material change in coverage.
- 12. Bidder hereby agrees to save and hold the Town of Rochester, its agents, servants, and employees, harmless from any and all claims arising out of the activities of contractor, its agents, servants, employees, and invitee or subcontractors.



## Scope of Services

The feasibility study is part of the Town's efforts to evaluate its existing emergency facilities and space needs. Using generally accepted standards and benchmarks for a community of like size and character, to determine if they are adequate in order to provide the level of services necessary for the administration, operation, equipment and training of the Fire/EMS and Police Departments. The consultant shall make facility recommendations for both short and long-term success, viability, stability, improved efficiency and safety for EMS, firefighters, police officers, civilian staff and citizens looking 30 years into the future. The Designer will be responsible for, but not limited to, providing the following services in accordance with the terms and conditions outlined below.

The Town expects confidentiality during the project. No comments to the media or individuals not directly connected to or involved in the study shall be made without express permission of the Town.

## Existing Conditions

1. The Designer shall review all relevant documents including a review of background information that affects the Fire and Police Department such as, but not limited to:
  - a. Community population and demographics
  - b. Residential, commercial, industrial and municipal features of the community
  - c. Current Fire and Police operations, standards, regulations and practices.
2. Initial work will include evaluating four municipally owned buildings, the Police Station on Dexter Lane, the Fire Sub-Station at 200 Ryder Road, the Fire Sub-Station on Neck Road and the Fire/EMS Station at the intersection of Hartley Road and Pine Street.
3. The Designer shall conduct a physical inspection, assessment and documentation of the existing Police Station and Fire Station #1 (4 Pine Street) sites. Assess the two fire sub-stations in order to identify any immediate needs or longer-term issues that might be entered into a maintenance or capital improvement plan.
4. Identification of deficiencies related to accessibility, code, health, and life safety issues.

## Programming/Space Needs Analysis

5. The Designer shall take into consideration a growing population, potential commercial development, changeable demographics and increasing risk factors, to analysis the adequacy of the existing sites while recognizing that future conditions might warrant a change in the site locations that would accommodate a new facility.
6. The Designer shall establish existing department needs (including public access and use) that are practical, cost-effective, can support the programs, and supported by the taxpayers.
7. The Designer shall determine each department's physical needs, including storage and parking (staff, public, deliveries, and visitors), circulation, and square footages for the various spaces will be

determined from which conceptual layouts can be generated.

8. The fire sub-stations located at 200 Ryder Road and Neck Road shall be included in the overall study to identify opportunities during the programming exercise for consolidation, reconfiguration, or other functional improvements.
9. The Designer shall solicit input from the following individuals through either conference calls or personal interviews: Fire and Police Department Command Staff Officers/Members and Elected/appointed officials.
10. The Designer will attend meetings as needed to achieve deliverables, contribute to setting agenda topics and scheduling meeting as appropriate. Additionally, the Designer shall prepare and submit timely minutes of design and project meetings to the Project Steering Committee.
11. The Designer shall determine the space needs of the Fire, and Police Departments and the relevant design criteria. Deliverables: A written report summarizing the space needs of both departments as separate facilities and space needs based on a shared public safety facility including common space needs that potentially could be shared with the community and other municipal departments.
12. Programming is an iterative process with each department that is refined from an initial “wish” list to a realistic needs list for current and future operations. The programming and space needs analysis will be conducted with each department separately, then together, to discuss building access/security, functionality, and the potential for shared spaces in a combined facility scenario.
13. The Designer shall prepare a comprehensive and complete space analysis and submit a program list with function and square footage requirements based on each department needs.
14. For all Police, Fire and EMS programs, the Designer shall submit a program list with each function, square footage requirements and recommended floor plans for each of the following scenarios:
  - a. Combined Public Safety Facility
  - b. Stand-alone Fire/EMS Station
  - c. Stand-alone Police Station

## **Site Assessment**

15. The Designer shall provide a preliminary assessment and evaluation of existing sites to determine the suitability for rehabilitation for the existing Police Station and Fire Department Headquarters.
16. The Designer shall identify both Town owned parcels and private parcels for a combination Police/Fire Department Site and available sites to adequately accommodate a separate Police Department and Fire Department and a Site Analysis Matrix based on the development potential of the sites.
17. The Designer’s site analysis shall include hazardous materials investigation, wetlands verification survey, subsurface soil conditions, storm-water drainage issues, location of utilities, evaluate vehicular access.

## **Response Time Study**

18. The Designer shall conduct a Response Time Study to provide the public with the reassurance that the location of its fire stations, whether remaining at current locations or moving headquarters to a different location, has been determined, by virtue of historical 'run' data and projected growth, to adequately enable an effective response to emergencies.

## **Concept Plans**

19. The Designer shall review with the Project Steering Committee, alternative approaches to design and construction of the alternatives including, but not limited to, phasing of the construction, life cycle operations costs, construction type, and current best practices for environmental concerns such as energy efficiency, sustainable building materials, water conservation, indoor air quality, and local and/or recycled sourcing.
20. The Designer shall review the potential building layout plans with the Project Steering Committee and other Town Officials, as appropriate, to sufficiently show the building(s) being suitable to the site with rendering and elevation drawings.
21. The Designer shall generate conceptual site and building plans including notation of existing infrastructure (utilities) and capacities.
22. The alternatives will include a brief description and basis of design narrative to give sufficient project definition for the cost estimator.

## **Capital Planning**

23. The Designer shall include the following scenarios in the Capital Plan:
  - a. The capital cost to bring the existing building up to modern standards and building code utilizing the current locations.
  - b. A new stand-alone facility for the Fire Station Headquarters at a new as-recommended location.
  - c. A new stand-alone Police Station at a new as-recommended location.
  - d. A new combined public safety facility at a new as-recommended location.
24. Prioritized list of capital improvements needed for properties to continue operations as currently utilized, no building additions improvements or rearrangement of space.
25. The Designer shall generate construction cost estimates from a professional estimator on a square footage basis.
26. The Designer shall summarize the advantages and disadvantages of each alternative to provide greater understanding of the impacts of each alternative.
27. The Designer shall provide value engineering preliminary cost estimate based on similar recent

projects and acceptable construction costs.

28. The Designer shall identify grant and other funding opportunities.

## **The Report**

29. The Designer shall review a DRAFT report with Fire and Police Department Command Staff and appropriate individuals from the Town before the final report is completed.

30. All data, photographs and related information gathered during the review shall be surrendered to and be deemed property of the Town upon payment of final invoice.

31. The final report shall include the following sections:

- a. Executive Summary
- b. Existing Conditions Analysis
- c. Space Needs Assessment
- d. Site Assessment
- e. Response Time Study
- f. Conceptual Plans including estimated capital costs and sequencing plan for budgeting and construction
- g. Capital Plan
- h. Conclusion including setting a timeline and schedule for taking the preferred alternative through the construction process.

32. The Designer shall deliver six (6) bound final report and an electronic copy to the Town in conjunction with an on-site power point presentation (approx. 30-45 minutes in duration) that reviews the key findings of the report that will be presented to elected officials and the Fire and Police Department Command Staff.

## **Public Presentation**

33. The Designer shall generate presentation materials describing the need for the study, the process, findings, and potential steps forward for dissemination and discussion to enhance public awareness, understanding and engagement.

34. The Designer shall present said materials and a draft report to the Project Steering Committee and/or the Select Board and modify the DRAFT report as directed before joining the Committee/Board to present at a public meeting.

35. The designer shall present the project at Public Meetings including the potential to attend a Town Meeting to secure funding.

## Contract Requirements

Every contract for design services awarded under Chapter 7c, Section 44 to 58 inclusive shall include the following:

1. Certification that the Designer has not given, offered or agreed to give any person, corporation or other entity any gift, contribution or offer of employment as an inducement for, or in connection with, the award of the contract for design services;
2. Certification that no consultant to or subcontractor for the Designer has given, offered or agreed to give any gift, contribution or offer of employment to the Designer or construction manager, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the Designer or construction manager;
3. Certification that no person, corporation or other entity, other than a bona fide full time employee of the Designer or construction manager, has been retained or hired by the Designer or construction manager to solicit for or in any way assist the Designer or construction manager in obtaining the contract for design services upon an agreement or understanding that such person, corporation or other entity be paid a fee or other consideration contingent upon the award of the contract to the Designer; and
4. Certification with respect to contracts which exceed ten thousand dollars or which are for the design of a building for which the budgeted or estimated construction costs exceed one hundred thousand dollars that the Designer has internal accounting controls as required by subsection (c) of section thirty-nine R of chapter thirty and that the Designer has filed and will continue to file an audited financial statement as required by subsection (d) of said section thirty-nine R.
5. The awarded Designer shall obtain and maintain professional liability insurance covering negligent errors, omissions and acts of the Designer or of any person or business entity for whose performance the Designer is legally liable, arising out of the performance of the contract. The total amount of such insurance shall not be less than \$1 Million. The awarded Design Firm shall furnish a certificate or certificates of insurance coverage to the Town of Rochester to the award of the contract.
6. All consultants employed by a Designer subject to this paragraph shall obtain and maintain a liability insurance policy covering negligent errors, omissions and acts of such consultant or of any person or business entity for whose performance the consultant is legally liable arising out of the performance of the contract for consultant services. The consultant shall furnish a certificate or certificates of such insurance coverage.

# Proposal Requirements

Persons or firms interested in applying must meet the following requirements:

1. Applications shall be on "Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)" **Applications (One (1) original signed, eight (8) copies and one PDF on USB flash drive of the proposal) must be received on or before 2:00 PM, August 18, 2022.** Applications should be printed double-sided and bound on the long edge, portrait orientation, in order that the pages lie and remain flat when opened. It is recommended that the proposal be laid out in such a manner that the reader does not need to be constantly rotating the proposal.
3. Applications must be accompanied by a concise cover letter that is a maximum of two pages in length. A copy of the cover letter should be attached to each copy of the application. A copy of the MCPPO certification should be attached to the cover letter.
4. Applicants may supplement this proposal with graphic materials and photographs that best demonstrate design capabilities of the team proposed for this project subject to the page limitations as set forth in the Standard Designer Application Form.
5. Proposals shall be addressed to:

Glenn Cannon, Town Administrator, 1 Constitution Way, Rochester, MA 02770

6. Proposals must be clearly identified by marking the package or envelope with the following:

***Feasibility Study Services for Rochester Public Safety Facility***  
"Name of Applicant"

7. All questions regarding this RFQ should be addressed exclusively by email to  
Glenn Cannon, Town Administrator, 1 Constitution Way, Rochester, MA 02770  
[gcannon@townofrochester.com](mailto:gcannon@townofrochester.com)

## 8. Pre-Proposal Meeting

All interested parties should attend a briefing session at the Rochester Town Hall, 1 Constitution Way, Rochester, MA 02770 on Thursday, July 28, 2022 at 11:00am.

## 9. Withdrawal

Applicants may withdraw an application as long as the written request to withdraw is received by the Owner prior to the time and date of the proposal opening.

#### 10. Public Record

All responses and information submitted in response to this RFQ 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.

#### 11. 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 RFQ in any manner necessary to serve the best interest of the Owner and its beneficiaries.

#### 12. Rejection of Responses, Modification of RFQ

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 RFQ 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 RFQ in part or in its entirety, or to change the RFQ guidelines. A Respondent may not alter the RFQ or its components.

ATTACHMENTS:

Attachment A: Standard Designer Application Form for Municipalities and Public Agencies not within Designer Standard Board (DSB) Jurisdiction (Updated July 2016)

<https://www.mass.gov/doc/standard-Designer-application-form-for-municipalities-and-public-agencies-not-within-dsb-jurisdiction/download>



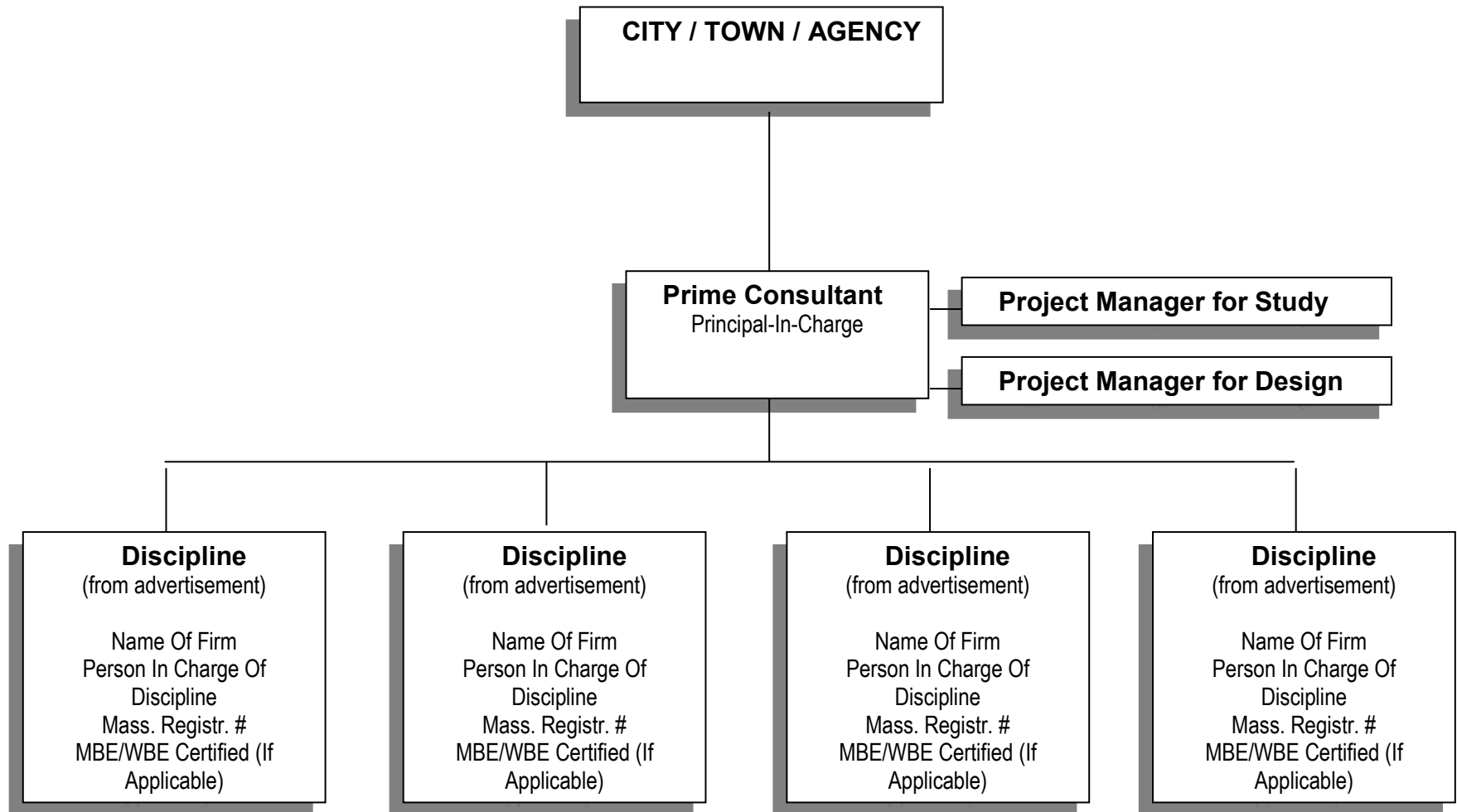
Commonwealth of Massachusetts  Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)	1 Project Name/Location For Which Firm Is Filing: .		2. Project #				
			This space for use by Awarding Authority only.				
3a Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform 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): .  Email Address:  Telephone No: Fax No.:		3. Check Below If Your Firm Is Either: (1) SDO Certified Minority Business Enterprise (MBE) <input type="checkbox"/> (2) SDO Certified Woman Business Enterprise (WBE) <input type="checkbox"/> (3) SDO Certified Minority Woman Business Enterprise (M/WBE) <input type="checkbox"/> (4) SDO Certified Service Disabled Veteran Owned Business Enterprise (SDVOBE) <input type="checkbox"/> (5) SDO Certified Veteran Owned Business Enterprise (VBE) <input type="checkbox"/>					
4. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):							
Admin. Personnel	_____ ( _____ )	Ecologists	_____ ( _____ )	Licensed Site Profs.	_____ ( _____ )	Other	_____ ( _____ )
Architects	_____ ( _____ )	Electrical Engrs.	_____ ( _____ )	Mechanical Engrs.	_____ ( _____ )		_____ ( _____ )
Acoustical Engrs.	_____ ( _____ )	Environmental	_____ ( _____ )	Planners:	_____ ( _____ )		_____ ( _____ )
Civil Engrs.	_____ ( _____ )	Fire Protection	_____ ( _____ )	Specification Writers	_____ ( _____ )		_____ ( _____ )

Code Specialists	_____	( _____ )	Geotech. Engrs.	_____	( _____ )	Structural Engrs.	_____	( _____ )	_____	( _____ )	
Construction	_____	( _____ )	Industrial	_____	( _____ )	Surveyors	_____	( _____ )	_____	( _____ )	
Cost Estimators	_____	( _____ )	Interior	_____	( _____ )		_____	( _____ )	_____	( _____ )	
Drafters	_____	( _____ )	Landscape	_____	( _____ )		_____	( _____ )	Total	_____	( _____ )

5. Has this Joint-Venture previously worked together?

☐ Yes
☐ No

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



<p>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.</p>	
a. Name and Title Within Firm:	a. Name and Title Within Firm:
b. Project Assignment:	b. Project Assignment:
<p>c. Name and Address Of Office In Which Individual Identified In 7a Resides:</p> <p style="text-align: right;">MBE <input type="checkbox"/></p> <p style="text-align: right;">WBE <input type="checkbox"/></p> <p style="text-align: right;">SDVOBE <input type="checkbox"/></p> <p style="text-align: right;">VBE <input type="checkbox"/></p>	<p>c. Name and Address Of Office In Which Individual Identified In 7a Resides:</p> <p style="text-align: right;">MBE <input type="checkbox"/></p> <p style="text-align: right;">WBE <input type="checkbox"/></p> <p style="text-align: right;">SDVOBE <input type="checkbox"/></p> <p style="text-align: right;">VBE <input type="checkbox"/></p>
<p>d. Years Experience: With This Firm: _____ With Other Firms: _____</p>	<p>d. Years Experience: With This Firm: _____ With Other Firms: _____</p>
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number
g. Current Work Assignments and Availability For This Project:	g. Current Work Assignments and Availability For This Project:
h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):

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

# 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	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

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. <b><u>APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.</u></b>																												
<b>Be Specific – No Boiler Plate</b>																													
11.	Professional Liability Insurance:  <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Name of Company</td> <td style="width: 30%;">Aggregate Amount</td> <td style="width: 30%;">Policy Number</td> <td style="width: 10%;">Expiration Date</td> </tr> </table>	Name of Company	Aggregate Amount	Policy Number	Expiration Date																								
Name of Company	Aggregate Amount	Policy Number	Expiration Date																										
12.	Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer <b>YES</b> or <b>NO</b> . 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: <table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 20%;">Name</th> <th style="width: 15%;">Title</th> <th style="width: 15%;">MA Reg #</th> <th style="width: 15%;">Status/Discipline</th> <th style="width: 20%;">Name</th> <th style="width: 15%;">Title</th> <th style="width: 10%;">MA Reg #</th> </tr> </thead> <tbody> <tr> <td>a.</td> <td></td> <td></td> <td></td> <td>d.</td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td></td> <td>e.</td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> <td>f.</td> <td></td> <td></td> </tr> </tbody> </table>	Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	a.				d.			b.				e.			c.				f.		
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a.				d.																									
b.				e.																									
c.				f.																									
14.	If Corporation, Provide Names Of All Members Of The Board Of Directors: <table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 20%;">Name</th> <th style="width: 15%;">Title</th> <th style="width: 15%;">MA Reg #</th> <th style="width: 15%;">Status/Discipline</th> <th style="width: 20%;">Name</th> <th style="width: 15%;">Title</th> <th style="width: 10%;">MA Reg #</th> </tr> </thead> <tbody> <tr> <td>a.</td> <td></td> <td></td> <td></td> <td>d.</td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td></td> <td>e.</td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> <td>f.</td> <td></td> <td></td> </tr> </tbody> </table>	Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	a.				d.			b.				e.			c.				f.		
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c.				f.																									
15.	Names Of All Owners (Stocks Or Other Ownership): <table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 20%;">Name And Title</th> <th style="width: 15%;">% Ownership</th> <th style="width: 15%;">MA. Reg.#</th> <th style="width: 15%;">Status/Discipline</th> <th style="width: 20%;">Name And Title</th> <th style="width: 15%;">% Ownership</th> <th style="width: 10%;">MA. Reg.#</th> </tr> </thead> <tbody> <tr> <td>a.</td> <td></td> <td></td> <td></td> <td>d.</td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td></td> <td>e.</td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> <td>f.</td> <td></td> <td></td> </tr> </tbody> </table>	Name And Title	% Ownership	MA. Reg.#	Status/Discipline	Name And Title	% Ownership	MA. Reg.#	a.				d.			b.				e.			c.				f.		
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a.				d.																									
b.				e.																									
c.				f.																									



16. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7C, Section 44 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted by  
(Signature)

\_\_\_\_\_  
\_\_\_\_\_

Printed Name and  
Title

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_  
\_\_\_\_\_

## Attachment B – Price Proposal Form

The proposed COST for the preparation of a Feasibility Study for a Public Safety Facility, as described in the attached RFQ, including the furnishing of all materials, services, labor, insurance, and other costs incurred in the performance of the contract is:

---

Contact Information: \_\_\_\_\_

## Attachment C – Addenda Acknowledgement

This bid includes Addenda numbered \_\_\_\_\_, and the undersigned has included their cost(s) in this bid.

\_\_\_\_\_  
Signature of Authorize Representative

\_\_\_\_\_  
Name and Title (Print or Type)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

Corporate Seal Here (if applicable)

## Attachment D - CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word 'person' shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

---

Authorized Signature

---

Date

---

Social Security Number  
Or Federal Identification Number

---

Legal Name or Business Entity

Address:

---

---

Corporate Seal Here (if applicable)

## **Attachment E – Standard Hold Harmless and Indemnification Agreement**

\_\_\_\_\_, its officers and members all through the signing of this document by an authorized party or agent, indemnify, hold harmless and defend the Town of Rochester and its agents and employees from all suits and actions, including attorneys' fees and all costs of litigations and judgment of every name and description brought against the Town as a result of loss, damage or injury to person or property by reason of any act by \_\_\_\_\_ its agents, servants or employees.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name and Title (Print or Type)

\_\_\_\_\_  
Date

Corporate Seal Here (if applicable)

## **Attachment F – Certification to Payment of Taxes by Designer**

Pursuant to G.L. c. 62C, §49A, I hereby certify \_\_\_\_\_

that . has complied with all laws of the Commonwealth of Massachusetts relating to the payment of taxes. Signed under the penalties of perjury.

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Name and Title (Print or Type)

\_\_\_\_\_

Date

Corporate Seal Here (if applicable)

## Attachment G – Certificate of Vote (Corporations Only)

At a duly authorized meeting of the Board of Directors of the

\_\_\_\_\_ held on \_\_\_\_\_  
(Name of Corporation) (Date)

it was voted, that

\_\_\_\_\_  
(Name) (Officer)

of this company, be and hereby is authorized to execute contracts and bonds in the name and on behalf of said company, and affix its corporate seal hereto; and such execution of any contract or obligation in this company's name on its behalf by such officer under seal of the company, shall be valid and binding upon this company. I hereby certify that I am the clerk of the above named corporation and that \_\_\_\_\_ is the duly elected officer as above of said company, and that the above vote has not been amended or rescinded and remains in full force and effect as the date of this contract.

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

Corporate Seal Here (if applicable)