

**City of Lowell
Purchasing Department
City Hall
375 Merrimack Street, Room 60
Lowell, Massachusetts 01852**

**Project Name: Owner's Project Management Services for
Lowell High School**

**RFS No.: 16-60
Date: February 3, 2016
Buyer: P. Michael Vaughn
Tel. No.: 978-674-4110
Fax No.: 978-970-4114
Email: pmvaughn@lowellma.gov**

Introduction

The City of Lowell, ("Owner") is seeking the services of a qualified "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 Lowell High School in Lowell ("School") , Massachusetts ("Project").

The Owner is requesting the services of an Owner's Project Manager 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 City of Lowell, 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 \$142,000,000 to \$190,000,000 depending upon the solution that is agreed upon by the Owner and the MSBA and that is ultimately approved by a vote of the MSBA Board of Directors.

DUE DATE

Sealed Responses to the Requests for Services for Owner's Project Manager Services must be clearly labeled "RFS 16-60 Owner's Project Management Services for Lowell High School and delivered to: **February 17, 2016** at City Hall in the Purchasing Department, Room 60, 375 Merrimack Street, Lowell, MA 01852, at **11:00 AM**, EST/EDST, for the work described herein. RESPONDENTS ARE REQUIRED TO SUBMIT A COMPLETE RESPONSE INCLUDING ALL REQUIRED CERTIFICATION (ATTACHED) FORMS CONTAINED IN THIS PACKAGE. DO NOT REMOVE PAGES.

INFORMATIONAL MEETING AND SITE INSPECTION

A voluntary informational meeting and site inspection will be held: February 9, 2016. The Meeting will be held at Lowell City Hall in the Mayor's Reception Room, 2nd Floor, 375 Merrimack Street, Lowell, MA 01852, at 10:00 AM, EST/EDST with the site inspection immediately following.

CLARIFICATION REQUESTS

Any request for clarification must be submitted in writing (email is acceptable) to the attention of Chief Procurement Officer, P. Michael Vaughn at City Hall in the Purchasing Department, Room 60, 375 Merrimack Street, Lowell, MA 01852 no later than February 10, 2016 at 5pm.

Should the City make changes to any specification, stipulation, requirement, or procedure, notification will be made to all Respondents in the form of written Addenda. No officer, agent, or employee of the City is authorized to amend any provision contained in this RFS, unless such amendment is issued as an Addendum and sent to all Respondents in accordance with this Section (Clarification Requests). Respondent is required to acknowledge all addenda. (Attached is addenda form).

1. Background

Lowell, incorporated in 1826, is the fourth-largest city in the Commonwealth of Massachusetts, with an estimated population of over 108,000. The City has a total area of 14.5 square miles and eight distinct neighborhoods: the Acre, Back Central, Belvidere, Centralville, Downtown, Highlands, Pawtucketville, and South Lowell.

The City of Lowell conducted a collaborative analysis with the Massachusetts School Building Authority of enrollment projections and space capacity needs for the proposed Lowell High School Project. The City hereby acknowledges and agrees that the design shall be based on an enrollment of no more than 3,520 students in grades 9 -12. The MSBA shall determine the square feet per student space allowance and total square footage for a high school serving 3,520 students in grades 9 – 12. Lowell High School is listed on the National and State Registers of Historic Places through its inclusion within both the Lowell National Historical Park & Preservation District and the City Hall Historic District. This applies to the two buildings on Kirk Street including Colburn Hall (1892) and an addition built between 1920-1922. The 1981 section of Lowell High School is not within either district, nor would be eligible for listing and is not historically significant. Three nearby buildings also associated with the high school, the former Lowell Trade School (1900) at 68 John Street, the Lowell High School Annex (1939) at 55 French Street as well as the powerhouse and associated smokestack on French Street are also listed on the National and State Registers of Historic Places through their inclusion within both the Lowell National Historical Park & Preservation District and the City Hall Historic District.

2. Project Description, Objectives and Scope of Services

On or about April 10, 2014, the Owner submitted a Statement of Interest (Attachment A) to the MSBA for Lowell High 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 November 18, 2015 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 Lowell High School facilities are comprised of multiple buildings, the original 1892 was added to in 1922 and renovated in 1971 and 1997 (minor). The 1980 facility was also renovated in 1997. These two buildings, the 1892/1922 and the 1980, are connected by two enclosed, glazed bridges which span across the canal and park below. The Freshman Academy, a completely separate structure, built in 1900, added on in 1939 and renovated in 1986 is one block away. It is anticipated that the feasibility study will review the problems identified in the Statement of Interest at Lowell High School. Prevention of severe overcrowding expected to result from increased

enrollments. Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.

Project Objectives under consideration by the Owner include:

- Identification of community concerns that may impact study options;
- Review of the existing Lowell Public Schools Comprehensive Facilities Assessment – OMR Architects 2014;
- Review of School Department policies and objectives;
- Identification of specific milestone requirements and/or constraints of the District – e.g. City votes, classroom size, enrollment;
- Life cycle costs of operating the School as it relates to future operational budgets;
- Renovation vs. new construction;
- Northeast Collaborative for High Performance Schools (“NE-CHPS”) criteria or US Green Building Council’s LEED for Schools (“LEED-S”) Rating System;
- CM-at-Risk Delivery Method.

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 B 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; | 10- 12 months |
| 3. Construction Phase. | 24 - 36 months |

4. Minimum Requirements and Evaluation Criteria:

Minimum Requirements:

In order to be eligible for selection, each Respondent must certify in its cover letter 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, will be rejected without further consideration.

Each Respondent must designate an individual who will serve as the Project Director. The Project Director must be certified in the Massachusetts Certified Public Purchasing Officer Program 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 5

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 7 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 Responses based on criteria that shall include, but not be limited to, the following:

Respondents may receive up to a total of 100 pts. Point values will be assigned as follows:

- 1) Past performance of the Respondent, if any, with regard to public, private, DOE funded and MSBA-funded school projects across the Commonwealth, as evidenced by (max 20 pts)
 - 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; (max 10 pts)
 - b) Satisfactory working relationship with designers, contractors, Owner, the MSBA and local officials. (max 10 pts)
- 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. (max 5 pts)
- 3) Thorough knowledge of Commonwealth construction procurement laws, regulations, policies and procedures, as amended by the 2004 Construction Reform laws. Particularly knowledge and experience with the CM-At-Risk Procurement methodology. (max 5 pts)
- 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 650,000 square feet or renovation of 630,000 square feet; proposed project management systems; effective information management; and examples of problem solving approaches to resolving issues that impact time and cost. (max 15 pts)
- 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. (max 10 pts)

- 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. (max 10 pts)
- 7) Identify the Respondent's current and projected workload for projects estimated to cost in excess of \$1.5 million. (max 5 pts)
- 8) Familiarity with NE-CHPS 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. (max 10 pts)
- 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. (10 pts)
- 10) Knowledge of the purpose and practices of the services of Building Commissioning Consultants. (max 5 pts)
- 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. (max 5 pts)

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 and reference checks.

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 Request for Services, 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 Subconsultants 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

Process

- 1) The School Building Subcommittee and the Chief Procurement Officer will be responsible for initial review of the responses. The responses will be evaluated to determine if they meet the minimum evaluation criteria. Failure to meet the minimum evaluation criteria will disqualify the response from further consideration. Responses that meet the minimum evaluation criteria will be further evaluated by the minimum requirements and evaluation criteria contained within. All scoring will be documented in writing.
- 2) The School Building Subcommittee (the "subcommittee") - Brian Curley, Robert Healy, William Samaras, Brian Martin, and George Tsapatsaris and will rank the Responses based on the weighted evaluation criteria identified in the RFS and will short-list a minimum of three Responses.
- 3) A minimum of three of the highest ranking responses will be brought before the School Building Subcommittee for interviews. The School Building Committee: Kevin Murphy, Rodney Elliott, Edward Kennedy, Salah Khelfaoui, Brian Martin, Robert Healy, Conor Baldwin, William Samaras, Jim Cook, Brian Curley, Rady Mom, Steve Gendron, George Tsapatsaris, David Beati and P. Michael Vaughn.
- 4) The City will include an agenda with the interview invitation letter that describes the interview process. Interviewees will be ranked on the following categories: key personnel, experience with past and similar projects, references from past school building projects and answers to specific questions asked by the Subcommittee.
- 5) The Owner will commence fee negotiations with the first-ranked selection.
 - a. The Owner will require the hourly rates and role for all proposed professional personnel assigned to the project. Pricing will be assessed to determine if it is consistent with other parts of the submission. The owner will consider fee structures from similar projects from other awarded contracts to add knowledge during negotiations.
- 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) First-ranked selection will be submitted to the MSBA for its approval.
- 8) The first-ranked selection 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 City of Lowell reserves the right to re-advertise if less than three responses are received or to re-advertise if fee negotiations fail.

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

- 02/03/16 Advertise RFS in Central Register of the Commonwealth of Massachusetts and the Lowell Sun newspaper
- 02/09/16 Informational meeting and site visit
- 02/10/16 Last day for clarification requests from Respondents
- 02/17/16 Responses due
- 02/24/16 Respondents short-listed
- 03/01/16 Interview short-listed Respondents
- 03/03/16 Negotiate with selected Respondent
- 03/09/16 Final selection submitted to the MSBA for review and approval
- 04/04/16 MSBA OPM Review Panel Meeting

Requests for Services may be obtained from:
Chief Procurement Officer, P. Michael Vaughn
Lowell City Hall, 375 Merrimack Street, Purchasing Department, Room 60
Lowell, MA. 01852
Telephone: 978-674-4110
Email: pmvaughn@lowellma.gov
On or after: February 3, 2016 at 9:00am

Any questions concerning this Request for Services must be submitted in writing (email is acceptable) to the attention of:
Chief Procurement Officer, P. Michael Vaughn
Lowell City Hall, 375 Merrimack Street, Purchasing Department, Room 60
Lowell, MA. 01852
By close of business February 10, 2016 (5pm).

Sealed Responses to the Requests for Services for Owner's Project Manager Services must be clearly labeled "Owner's Project Management Services for (Lowell High School)" and delivered to

Chief Procurement Officer, P. Michael Vaughn
Lowell City Hall, 375 Merrimack Street, Purchasing Department, Room 60
Lowell, MA. 01852
Telephone: 978-674-4110

No later than (February 17, 2016 at 11:00 am). 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)¹ hard copies and one (1) original of the response to this Request for Services and one electronic version in PDF format on CD. 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 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 RFS16-60
 - b. An acknowledgement that the Respondent has read the Request for Services. Respondent shall note any exceptions to the RFS in its cover letter.
 - c. An acknowledgement that the Respondent has read the Standard Contract. Respondent shall note any exceptions to the Standard Contract in its cover letter.
 - d. A specific statement regarding compliance with the minimum requirements identified in Item 4 of this Request for Services 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 MCCPO certification. (A copy of the MCCPO 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 3 - 8½"x 11" pages, double-sided.

¹ *The District should determine the number of copies required for its selection committee and other local representatives as needed. Please include two additional copies to be sent to the MSBA as part of the approval documentation required.*

Certifications: Conflict of Interest, Acknowledgement of Addenda, Affidavit of Non-Collusion, State and Local Requirements and Certificate of Authority

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 Owner's Project Manager 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 Request for Services is:

Chief Procurement Officer, P. Michael Vaughn
375 Merrimack Street, Purchasing Department, Room 60, Lowell, MA. 01852
Telephone: 978-674-4110
Facsimile: 978-970-4114
Email: pmvaughn@lowellma.gov

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 Owner's Project Manager 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 - May 2008

CONFLICT OF INTEREST CERTIFICATION

The undersigned hereby certifies that the Bidder shall comply with Massachusetts Conflict of Interest Laws, G.L. c. 268A and with the City's Conflict of Interest terms stated in Article 33 of these Contract Documents.

BIDDER'S NAME: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

DATE: _____



ACKNOWLEDGEMENT OF ADDENDA

The Bidder acknowledges all addenda.

ADDENDA NUMBER

DATE ISSUED

AFFIDAVIT OF NON-COLLUSION

It shall be understood that any bid submitted to the City is made without collusion with any other bidder submitting a bid on the same commodity/service, and is in all respects fair and without fraud.

STATE OF: _____ Date: _____

COUNTY OF: _____ S.S.: _____

The undersigned being duly sworn, deposes and says that he/she is the

(Sole Owner; Partner, President, Treasurer,
or Other Duty Authorized Official of a Corporation)

of _____
(Name of Firm as Appearing in Submitted Proposal)

and works in _____
(City/Town)

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

(Signature and Title of Person Making Affidavit)

Sworn to before me this _____ day of _____, 20 ____

Notary Public: _____ My commission expires: _____

STATE AND LOCAL REQUIREMENTS

IN WITNESS WHEREOF, the undersigned certifies, under the pains and penalties of perjury that:

1. It is in compliance with all of the provisions, and shall remain in compliance with the provisions for the life of any Contract resulting from this solicitation. That the bidder is qualified to perform any such Contract and possess, or shall obtain, all requisite licenses and permits to complete performance; shall maintain all unemployment, workers' compensation, professional and personal liability insurance policies sufficient to cover its performance under any such Contract; and shall comply with relevant prevailing wage rates and unemployment laws.
2. To the best of its knowledge and belief has paid all local taxes, tax titles, utilities, motor vehicle excise taxes, water and wastewater bills to the City of Lowell as required by law.
3. To the best of its knowledge and belief has filed all State tax returns and paid all State taxes required by law, and has complied with reporting of employees and contractors, and withholding and remitting of child support (MGL c.62C, s.49A).
4. Pursuant to MGL c.30B s.10 (or c.30 s.39M), this bid or proposal has been made in good faith and without collusion or fraud with any other person. As used in this paragraph, "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Signature of Person Signing Bid or Proposal

BY: Corporate Officer (Type/Print)

Corporate Name (Full Business Name)

BY: Corporate Officer (Sign)

Social Security or Federal Tax ID#
Business (DBA)

State of Incorporation/City of
Registration

Approval of a contract, or other agreement, will not be granted unless the applicant signs this certification form. You're Social Security number or Federal Tax Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine weather you have met tax filing or tax payment obligations. The City of Lowell is required to furnish a list to the DOR at the end of its fiscal year, showing the vendors to whom more than \$5,000 is paid during the twelve months, ending June 30. Providers who fail to correct their non-filing or delinquency, will not have a contract or other agreement issued or extended. This request is made under the authority of Massachusetts General Laws, c.62C, s.49A.

CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of (insert name of corporation)

Held _____ at which all the Directors

Were _____

Present or waived notice, it was voted that _____
(name)

_____ Of this corporation, be it he or she, hereby is (corp. office)

authorized to execute bid documents, contracts and bonds in the name and on (corp. office)

behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any bid

document or contract or obligation in this corporation's name on its behalf under seal of the

corporation, shall be valid and binding upon this corporation.

ATTEST: _____
(Clerk or secretary)

Place of Business: _____

I hereby certify that I am the clerk/secretary of the _____
(Name of Corporation)

And that _____
(Name)

is the duly elected _____ of said corporation,

and _____
(Corp. office)

that the above vote has not been amended or rescinded and remains in full force and effect as of
the date set forth below.

ATTEST _____
(Clerk or secretary)

Date:*

* This date must be on or before the date of the Contract

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.

Submit: Submit seven (7) hard copies and one (1) original of the response to this Request for Services and one electronic version in PDF format on CD.

Signature of Bidder _____

Print Name and Title _____

Company Name and Address _____

Telephone Number _____

Email Address _____