

**TOWN OF MONTAGUE
REQUEST FOR QUALIFICATIONS (RFQ)**



OWNER'S PROJECT MANAGER SERVICES
For the Planning and Design of the Montague Public Libraries
Main Branch
Under the direction of the Library Building Steering Committee

February 26, 2025

Issued by: Montague Selectboard

Submissions Due: March 26, 2025, 10:00 AM

Submit Responses to:

Chris Nolan-Zeller, Assistant Town Administrator
Montague Library OPM
Selectboard Office
Town of Montague
1 Avenue A
Turners Falls MA 01376

The Town of Montague is an equal opportunity employer and does not discriminate on the basis of age, gender, race or disability. SOMWBA certified vendors are strongly encouraged to apply.

A Respondent with disabilities or hardships that seeks reasonable accommodations, which may include the receipt of RFQ information and/or addenda and/or modifications in an alternative format, must communicate such requests in writing to the contact person below, and reasonable accommodation will be made by agreement with the contact by the Town of Montague.

The Town of Montague does not discriminate on the basis of race, color, national origin, sex, age, disability, or gender with respect to admission to, access to, or operation of its programs, services or activities. If you require an accessibility or language accommodation, please contact Chris Nolan-Zeller at 413-863-3200 x109 or chrisn@montague-ma.gov.

REQUEST FOR QUALIFICATIONS (RFQ)
TOWN OF MONTAGUE
OWNER’S PROJECT MANAGER
CONSTRUCTION/RENOVATION OF THE MONTAGUE PUBLIC LIBRARY MAIN BRANCH

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I. LEGAL NOTICE

REQUEST FOR QUALIFICATIONS (RFQ) - TOWN OF MONTAGUE

OWNER'S PROJECT MANAGER

CONSTRUCTION/RENOVATION OF THE MONTAGUE PUBLIC LIBRARIES MAIN BRANCH

The Town of Montague, MA, acting through its Selectboard, will receive Responses from qualified individuals, partnerships, or firms for Owner's Project Manager (OPM) Services for the planning and completion of the Massachusetts Public Library Construction Program (MPLCP) Level of Design of a renovated or new public library. OPM services will commence immediately after contract award. Planning and design is required to be completed by December 31, 2025.

Any future design development, including preparation of construction documents, will be dependent upon Town approval, and the receipt of a Construction Grant from the MA Board of Library Commissioners. While it is anticipated that the same OPM individual or firm might oversee both the planning/design and construction phases of the project, the requested proposal here shall cover only the planning & design phase. Upon completion of the planning & design phase the Owner reserves the right, but is not obligated, to move into the construction phase of the project with the same Project Management firm.

RFQ documents are available at the Selectboard office, Montague Town Hall, 1 Avenue A, Turners Falls, MA 01376, or by sending an email to chrisn@montague-ma.gov.

Notice of this RFQ is published in the *Central Register* (which is a weekly publication of the Office of the Secretary of State), on the Operational Services Division's COMMBUYS website (<https://www.commbuys.com/bso/>), *The Montague Reporter* (a weekly newspaper of general circulation), *The Greenfield Recorder* (a daily newspaper of general circulation), and posted on the Town website (<https://www.montague-ma.gov/BIDS>).

This is not a price competition. Selection will be based upon qualifications and experience relative to specified evaluation criteria. The Town will evaluate Responses and negotiate price with the highest ranking Respondent. If negotiations are unsuccessful, the Town may negotiate with the next ranked Respondent, and so on.

A Briefing Session and Site Tour will be held on March 12, 2025 at 10:00 AM in the Carnegie Library, located at 201 Avenue A, Turners Falls, MA 01376, followed by a brief visit to the primary alternative site under consideration, at 38 Avenue A, just south of the Great Falls Discovery Center. Attendance is strongly encouraged, but not mandatory.

Written questions must be submitted to Chris Nolan-Zeller via email at chrisn@montague-ma.gov and should be titled "Montague Public Libraries OPM" by March 17, 2025 at 4:00 PM. Responses to questions and any RFQ addenda are expected to be emailed to applicants on record as having received the RFQ by March 20, 2025.

Bid responses are to be submitted to the Montague Selectboard's Office no later than March 26, 2025, at 10:00 AM. Submittals arriving subsequent to the deadline will NOT be considered. Respondents must submit one original copy of their Response which is unbound, 10 bound copies, and a USB flash drive with all relevant Response files. See further instructions in Section IV.

The Town reserves the right to cancel this bid, to reject any and all responses, to waive informalities, and to make an award as it believes is in the best interest of the Town.

II. BACKGROUND AND SCOPE OF SERVICES

A. Background

The Town of Montague is a community of 8,580 residents located in Franklin County, Massachusetts, with a median household income of \$72,344. Montague is one of just seven municipalities in the Commonwealth selected for immediate funding for the 2023/2024 Massachusetts Public Libraries Construction Program (MPLCP), administered by the Massachusetts Board of Library Commissioners. The grant and local matching support will provide for the design and construction of EITHER a renovation and addition on the existing Carnegie Library, located at 201 Avenue A Turners Falls, Massachusetts; OR a new main library on a vacant Town-owned parcel of land, 38 Avenue A Turners Falls, Massachusetts; OR the relocation of the Carnegie Library to 38 Avenue A Turners Falls, Massachusetts, with renovations and an addition completed on that site.

The Montague Libraries Building Project will be designed in accordance with the Montague Libraries Building Program which specifies 12,540 square feet of assigned spaces and up to 4,180 square feet of unassigned space. The new or improved Library will include spaces for collections, youth programming, community gathering, research, quiet study, and technology use. The design will be accessible, efficient, flexible and beautiful, including everything that the community needs and nothing that it does not. Paying homage to the historic character of Avenue A is vital to the Montague community, as is creating a space that is comfortable and cozy. The new or improved Library building and its grounds will reflect the canal and river setting of the surrounding area. The total projected costs are currently estimated to be between \$14.5 and \$15.6 million dollars.

This project will improve or replace the Carnegie Library, which is the main library in Montague, located in downtown Turners Falls. Two additional library branches serve the villages of Montague Center and Millers Falls respectively; these will remain open.

Opened to the public in 1905, the Carnegie Library was designed by esteemed architects McLean & Wright of Boston. Constructed from yellow Pennsylvania brick to distinguish it from its red-bricked neighbors, the building contains two full stories and a partially finished basement, totaling 7,058 sq ft. The interior is resplendent with oak columns and marble mosaic, a lovely curving staircase, and two green marble fireplaces. By 1915 it was deemed too small to adequately serve the community's needs, but the library has not been expanded since the original construction. That said, upgrades have been made, including a wheelchair ramp installed in 1997, an ERV air exchange system installed in 2020, and a basement renovation completed in 2024. Most areas of the building, including the basement, second

floor, restroom, and DVD and adult book collections are not accessible by wheelchair or walker users. Despite the building's restrictions, the library is well-used and circulation mirrors that of larger towns.

The Montague Selectboard is the contracting authority for this project, but has established a Library Building Steering Committee (LBSC) consisting of nine individuals with diverse expertise to oversee execution of the project. The committee's charge, established January 27, 2025, includes responsibility for supporting and facilitating the planning and design phase and, if approved, the construction phase of the Montague main library building project.

The OPM will be expected to work closely with the LBSC and with the Town Administrator, who is also the Town's Chief Procurement Officer, to ensure a successful project. Note that the LBSC will be deeply engaged in all phases of project execution.

B. SCOPE OF SERVICES

Working on behalf of the Town of Montague, the individual, partnership, or firm (hereafter the firm or the Respondent) serving as OPM shall accept responsibilities consistent with those specified in M.G.L. Chapter 149, Section 44 ½ as set forth in Section 13 of the Acts of 2004, and will serve as an advocate for the Town of Montague throughout the planning & design of a new or improved main library at the MPLCP Level of Design (as defined in 605 CMR 6.02).

The OPM's scope of services includes but is not limited to assisting the Town with the procurement, management, and oversight of the Project Architect or Engineer [hereinafter, Designer]. The OPM shall advise and support selection of the Designer that is best suited to the project. The Town of Montague at its sole discretion may choose to retain the OPM for the construction phase of the project. Should the Town decide to retain the OPM for the construction phase, some fees and terms may be renegotiated, but there will be no rebidding.

Design

The Owner's Project Manager's (OPM) responsibilities shall include, but not be limited to, the following services:

1. Review and discuss with the LBSC the building program developed through the Massachusetts Public Library Construction Program application, assessing its specifications and considering implications for the Designer Selection Process. (Download plan at: [Montague Public Libraries Building Program](#))
2. Develop an overall project plan and schedule for review and approval of the LBSC.
3. Meet with building end-users to gain additional insight into design needs and requirements.
4. Assist the LBSC on development of an Owner's Project Requirement document that describes the town's prioritized goals for the project and adheres to MPLCP guidelines, which will inform the design, construction, and commissioning tasks for the building. Among other requirements,

this document will generally conform to templates of the Building Commissioning Association (BCA) and the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE).

5. In consultation with the Library Director and Town Administrator, organize and manage Designer procurement, and support Designer selection and contract negotiations. Procurement will be consistent with applicable law, including but not limited to the Designer Selection Law (M.G.L c. 7C section 58).
6. Oversee and review in-depth the quality and efficiency of design, as well as the Designer's work schedules and cost estimates.
7. Review the Designer's invoices for services rendered and make recommendations for payment.
8. Over the course of design, identify any emerging conflicts between the schematic design, Owners Project Requirements, and requirements for the MPLCP Level of Design, and make recommendations to the Town and the Designer to resolve them.
9. Review the Designer's final schematic plans, evaluations and specifications for: cost effectiveness, constructability issues, operational efficiency, missing items, coordination, and compliance with the requirements of 605 CMR 6.05 (2)(c) and all other applicable laws and regulations.
10. Attend LBSC and other meetings to which the project is presented to represent the interests of the project, coordinate among vendors and/or stakeholders provide technical information, and otherwise support effective communication. This will also include discussing with public boards the status of the project, and progress relative to schedule and budget, and may be expanded to include other meeting types and purposes as required. The specific expectations will be further discussed and agreed upon with the successful applicant.
11. Act as the Town's Agent during the planning & design phase of the project.
12. Oversee the work of the Designer and complete a Designer Evaluation upon completion of the planning & design phase of the project.
13. In general, provide advice and consultation to the LBSC and the Town with respect to design, value engineering, efficiency of operation, scope of work, cost estimating, and scheduling and coordination of all work under the planning & design phase of the project.

Additional Responsibilities

In addition to tasks specific to phase I, the OPM will be responsible for working with the Library Building Steering Committee (LBSC) and Town staff, scheduling the project, attending meetings and taking

minutes, hosting and posting relevant information on a public-facing web site, organizing files and providing status reports to key constituencies, attending to required record-keeping and management, providing process quality control, coordinating and evaluating vendors over the duration of the project, and providing a final archive of relevant records.

III. QUALIFICATIONS AND EVALUATION

A. Minimum Qualifications

In order to be eligible for selection, each Respondent must certify in its cover letter that the organization and its proposed staff meet the minimum requirements, and provide additional information, detailed below. Any Respondent that fails to meet these minimum requirements will be rejected without further consideration. Each response:

1. Shall name the individual (or individuals) who will serve as the Project Director and/or Project Manager, and indicate the approximate amount of time (in full-time equivalents) that each will devote to the project over its duration. Include resumes for named individuals.
2. Shall guarantee that both the Project Director and/or Project Manager are registered by the Commonwealth of Massachusetts as an architect or professional engineer and have at least five (5) years of experience in the construction of, and supervision of construction and design of, public buildings, or; if not registered as an architect or professional engineer, they must have at least seven (7) years of experience in the construction of, and supervision of construction and design of, public buildings.
3. Shall be accompanied by a completed Standard Designer Application Form for Municipalities and Public Agencies (updated July 2016), a copy of which is attached hereto.
4. Shall be signed as follows: (1) if the respondent is an individual, by her/him personally; (2) if the respondent is a partnership, by the name of the partnership, followed by the signature of each general partner; and (3) if the respondent is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.
5. Shall guarantee that no firm or individual named in the Response is debarred under M.G.L. c.149, §44C or disqualified under M.G.L. c.7C, §47.
6. Shall be complete in all aspects, as described in this RFQ.

B. Distinguishing Qualifications

Further, each Respondent will provide evidence in its Response narrative of the extent to which the organization and its proposed staff meet the following Distinguishing Qualifications. Responses must demonstrate that the Respondent and proposed staff:

1. Demonstrate a clear understanding and ability to meet the needs of the Town of Montague relative to design and construction of a new main Library as described in this RFQ.

2. Have extensive experience acting as Owner's Project Manager, managing design and construction of multiple projects of similar size and scope. Experience with Library Building Projects and public building projects in Massachusetts is preferred.
3. Possess a thorough knowledge of MA Procurement and Public Construction laws, including without limitation, M.G.L. Chapter 149, Section 44A-1/2. Certification by the Massachusetts Certified Public Purchasing Officer Program as administered by the Inspector General of the Commonwealth of Massachusetts is strongly preferred.
4. Possess a thorough knowledge of the Massachusetts State Building Code, Stretch Code, the regulations of the Massachusetts Architectural Access Board, and the Americans with Disabilities Act.
5. Present a well-established track record of effective project execution, including completion of projects either ahead of or on-schedule, and under or on-budget.
6. Demonstrate the institutional capacity (both financial and managerial) to perform OPM services as specified within this RFQ.
7. Have significant experience with the construction of high-performing, energy efficient buildings. Examples may include experience with net-(and near-net) zero design, including "passive" design and construction; radiant-floor heating; strategic ventilation; and non-fossil-fuel energy sources and infrastructure, including geothermal (aka ground-source heat pumps), solar thermal, and air-source heat pumps.

C. Evaluative Criteria

In addition to screening for compliance with minimum requirements, and in accordance with Distinguishing Requirements, responses shall be evaluated relative to the following criteria:

1. Documented experience of the firm serving as OPM for similar public facility building design and construction projects in the last five (5) years, highlighting experience in Massachusetts.
2. Documented experience of the key staff serving in their proposed roles for similar public facility building design and construction projects in the last five (5) years, highlighting experience in Massachusetts.
3. Capacity to undertake a project of this magnitude:
 - a. Documentation that the firm has sufficient capacity to undertake this project in conjunction with other projects that will be ongoing during Montague's design and construction period;
 - b. Documentation that key staff have sufficient time to allocate to this project during Montague's expected design and construction period.

4. Past performance on recent public and private construction projects in Massachusetts:
 - a. Evidence of ability to oversee design and construction within established budget;
 - b. Evidence of ability to oversee design and construction within established schedules.
5. Financial strength of organization:
 - a. Documentation that the firm has the financial resources and stability to undertake a project of this scope and size in conjunction with any other current projects.
6. Identity and qualifications of proposed key staff:
 - a. Documentation that any/all consultants have the required registrations and licenses;
 - b. Documentation of experience by any/all consultants on projects of a similar size, complexity, and cost.
7. Knowledge and experience with the design and construction of high-performing, energy efficient buildings.
8. Strength of ideas and innovative approaches suggested to manage project costs while ensuring high quality design and construction.
9. To allow for the possibility of continuing into the construction phase, commitment to maintaining an on-site presence over the course of construction.
10. Strength of references for relevant projects completed within the past five years.

D. Evaluation Assessment Scale

A simple four-point scale (Excellent, Good, Fair, Poor) will be used to assess the relative merits of each submission that meets the Distinguishing Qualifications and evaluative criteria described above. Minimum Qualifications will be confirmed in a yes/no format. Submissions that do not meet all Minimum Qualifications will not be considered. This four-point scale will be applied to each of the evaluative criteria described above for the purpose of Response ranking, with ratings summed across measures. The Town reserves the right to consider criteria not specified in this RFQ.

Note that The Town of Montague reserves the right to reject any Response in the best interest of the Town. The LBSC reserves the right to consider any additional relevant criteria that it may deem appropriate, within its sole discretion, before determining final rankings. The LBSC may or may not, within its sole discretion, seek additional information from Respondents.

IV. KEY DATES AND SUBMISSION INSTRUCTIONS

A. Key Dates

Bold text = Critical Response Dates	Unbold text = Estimated, at Discretion of Town
Central Register Posting and RFQ Release	2/26/2025
Briefing Session and Site Tour	3/12/2025
Written Question Deadline	3/17/2025
Question Response and Addendum, if necessary	3/20/2025
Deadline for Responses	3/26/2025
Interviews	TBD
Anticipated Award and Contracting	TBD

B. Submission Deadline and Instructions

Respondents must submit one (1) original UNBOUND copy of their Response, ten (10) bound copies, and a USB flash drive with electronic copies of all relevant Response files. These materials should be addressed as follows:

Chris Nolan-Zeller, Assistant Town Administrator
Montague Public Library OPM
Selectboard Office
Town of Montague
1 Avenue A
Turners Falls MA 01376

Responses are due at the Montague Selectboard Office no later than 10:00 AM on Wednesday, March 26, 2025.

All Responses and corresponding forms must be properly signed. Late submissions will not be accepted. It is the responsibility of the Respondent to ensure that its Response is delivered by the deadline. Delivery by email, fax, or other modalities will not be accepted.

Costs associated with the preparation of the Response are the sole responsibility of the proposer. A proposer may correct, modify, or withdraw a Response by written notice received by the Town prior to the time and date set for the Response opening. Response modifications must be submitted in a sealed envelope clearly labeled "Modification No. ____." Each modification must be numbered in sequence, and must reference the original RFQ.

Applicants must complete, sign, and include in the sealed submission:

- ☐ General Information Form
- ☐ Town of Montague Certificate of Corporate Authority
- ☐ Certificate of Non-Collusion
- ☐ Conflict of Interest Statement
- ☐ Certificate of Tax Compliance
- ☐ Suspension and Debarment Certification
- ☐ Standard Designer Application Form for Municipalities and Public Agencies Updated July 2016.

C. Information in Support of Response Development

A Briefing Session and Site Tour will be held on March 12, 2025 at 10:00 AM in the Carnegie Library, located at 201 Avenue A, Turners Falls, MA 01376, followed by a brief visit to the primary alternative site under consideration, at 38 Avenue A, just south of the Great Falls Discovery Center. At this session, LBSC members will describe the project; outline the requirements and service standards that the Town will expect of the owner's project manager; and provide the opportunity for questions and explanations, as well as a walking tour of the building sites. Attendance is strongly encouraged.

An electronic copy of the [Montague Public Libraries Building Program](#) is available for download.

Written questions may be submitted to Chris Nolan-Zeller via email at chrisn@montague-ma.gov and should be titled "Montague Public Libraries OPM" **by March 17, 2025, at 4:00 PM.**

Responses to questions, as well as RFQ addenda, will be e-mailed to all Respondents that are on record as having received this RFQ. For this reason, it is essential that you request your RFQ packet from Chris Nolan-Zeller directly via email request to chrisn@montague-ma.gov.

V. AWARD RECOMMENDATION AND RULE

The Town shall determine the most advantageous Response from a responsible and responsive Firm, taking into account the Evaluative Criteria and a Firm Interview, if necessary. Contract award will be based on satisfactory negotiations of project scope and fee. If unable to negotiate a contract with the first-ranked selection, the Town will then commence negotiation with the second ranked selection, and so on, until a contract is successfully negotiated and approved by the Town.

The Town reserves the right to re-advertise if a fee and/or final scope of work cannot be negotiated with one of the top three ranked firms. The negotiated fee will include all expenses, direct and indirect, related to this project. A final construction cost in excess of the initial construction estimate will not, in and of itself, constitute a justification for an increased OPM fee.

This RFQ and any addenda issued 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 any sub-consultants identified in the response shall take place without the prior written approval of the Town.

VI. ADDITIONAL INFORMATION

1. The Town is an Equal Opportunity employer and encourages responses to RFQ's from Massachusetts certified minority and women-owned businesses.
2. The Town reserves the right to reject any response which, in its judgment, fails to meet the requirements of the RFQ; or which is incomplete, conditional, or obscure; or which contains additions or irregularities; or in which errors occur; or if determined to be in the best interest of the Town to do so.
3. The Town reserves the right to cancel or modify this RFQ, or to reject, in whole or in part, any and all Responses if the Town determines such action serves in its best interests.
4. The Town reserves the right to waive informalities and minor discrepancies.
5. Bidders are not to communicate directly with any employee of the Town of Montague, except as specified in this RFQ, and no other individual employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFQ.
6. All inquiries are to be submitted as per the instructions within this RFQ
7. All responses and information submitted in response to this RFQ are subject to the Massachusetts Public Records Law, M.G.L. c.66, sec 10 and c. 4, section 7(26). Any statements in submitted responses that are inconsistent with the provisions of these statutes shall be disregarded.
8. A Respondent may withdraw or modify their Response prior to the deadline. All Responses submitted must remain valid for 90 days following RFQ deadline. The time for award may be extended for up to 45 additional days by mutual agreement.
9. The Owner is not responsible for, and will not pay for, any costs incurred in preparing a Response to the RFQ, interviewing for the project, negotiating a contract for the project, or any other costs incurred prior to entering a contract with the OPM.
10. All Responses shall become the property of the Town upon receipt. Firms should be aware that any information given to the Town in response to this RFQ or any correspondence between the Firm and the Town may not be deemed to be proprietary or confidential.

GENERAL INFORMATION FORM

SUBMIT THIS FORM AS THE FIRST PAGE OF YOUR RESPONSE
AFTER THE COVER LETTER

Name of Organization: _____

Telephone Number: _____

Years in Business: _____

Organization is (check one):

☐ Corporation ☐ Partnership ☐ Association
☐ Joint Venture ☐ Sole Proprietorship ☐ Public Agency
☐ Quasi-Public Agency ☐ Other: (Explain) _____

Organization's Address:

Name, Title and Telephone Number of the Organization's Authorized Representative:

Email Address of Contact Person

Acknowledgment of received Addenda No(s): _____

If selected, the undersigned, being cognizant of the pages, documents and attachments concerned herewith agrees to provide the Town of Montague with the services described in the Request for Qualifications dated February 26, 2025, and subsequently amended by any Addenda. The Proposer agrees to comply with all Local, Federal, and State requirements. The Proposer hereby affirms that this Proposal is genuine, not a sham or collusive, and is not made in the interest of any person not therein named. The Proposer attests that the firm is financially stable and has included a letter from an auditing firm or other acceptable entity attesting to same.

Authorized Signature:  _____

Date: _____

TOWN OF MONTAGUE, MASSACHUSETTS
CERTIFICATE OF CORPORATE AUTHORITY

The principal, officer, or person to sign below pledges under penalties of perjury, that he or she has been designated by the Owner(s) or the Board of Directors of the below named firm as an authorized representative.

Date: _____

Signature of individual submitting Response: _____

Printed Name of Person signing the Response: _____

Title of Person signing the Response: _____

Name of Business: _____

Business Address: _____

Business Phone: _____

MUST BE SIGNED AND RETURNED WITH RESPONSE

TOWN OF MONTAGUE, MASSACHUSETTS

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that it has not offered, given, or agreed to give, received, accepted, or agreed to accept, any gift, contribution, or any financial incentive whatsoever to or from any person in connection with the contract. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals. Furthermore, the OPM certifies under the penalties of perjury that throughout the duration of the contract, it will not have any financial relationship in connection with the performance of this contract with any materials manufacturer, distributor or vendor. The provisions of this section shall not apply to any stockholder of a corporation the stock of which is listed for sale to the general public with the Securities and Exchange Commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation.

Authorized Signature_____

Printed Name_____

Title_____

Company Name_____

Company Address_____ Zip Code_____

Telephone #_____ Date_____

MUST BE SIGNED AND RETURNED WITH RESPONSE

TOWN OF MONTAGUE, MASSACHUSETTS

CONFLICT OF INTEREST STATEMENT

The applicant hereby certifies that:

1. The applicant has not given, offered, or agreed to give any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of contract for these services.
2. No Consultant to, or subcontractor for the applicant has given, offered, or agreed to any gift, contribution, or offer of employment to the applicant, or to any other person(s), corporation, or entity as an inducement for, or in connection with, the award of the consultant or subcontractor of a contract by the applicant.
3. That no person(s), corporation, or other entity, other than a bona-fide full-time employee of the applicant has been retained or hired to solicit for/or in any way assist the applicant in obtaining the contract for services upon an agreement or understanding that such person(s), corporation, or entity be paid a fee or other compensation contingent upon the award of the contract to the applicant.

Name of Applicant: _____

Address: _____

By: _____ Title: _____

Printed: _____

Date: _____

MUST BE SIGNED AND RETURNED WITH RESPONSE

TOWN OF MONTAGUE, MASSACHUSETTS

CERTIFICATE OF TAX COMPLIANCE

Tax Certification

Pursuant to M.G.L. Chapter 62C, Sec. 49A, and M.G.L. Chapter 151A, Section 19A, the undersigned acting on behalf of the business, certifies under penalty of perjury that, to the best of the undersigned's knowledge and belief, the business is in compliance with all the laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.*

** Signature of Individual

*** Individual's Social Security Number or
Corporate Contractor Federal Identification

By: _____
Corporate Officer

Date: _____

* The provision in the Attestation of relating to child support applies only when the contractor is an individual.

** Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

***Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of M.G.L. Chapter 62C, Section 49A.

MUST BE SIGNED AND RETURNED WITH RESPONSE

DEBARMENT AND SUSPENSION CERTIFICATION

Any person or corporation that fails to date, sign with original signature, and submit the following statement shall not be awarded this contract. In the event of a partnership, each participating individual or organization should complete this form.

The Vendor/Contractor certifies to the best of its knowledge and belief, that it and its principals:

1. Is not presently debarred, suspended, purposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
2. The undersigned certifies under penalties of perjury that the said undersigned is not presently debarred (Chapter 550, Acts of 1991) from doing public construction work in the Commonwealth of Massachusetts under the provisions of Section 29F of Chapter 29 of the General Laws, or any other applicable debarment provisions of any other Chapter of the General Laws, or any Rule or Regulation promulgated thereunder.

Authorized Official's Signature

Date: _____

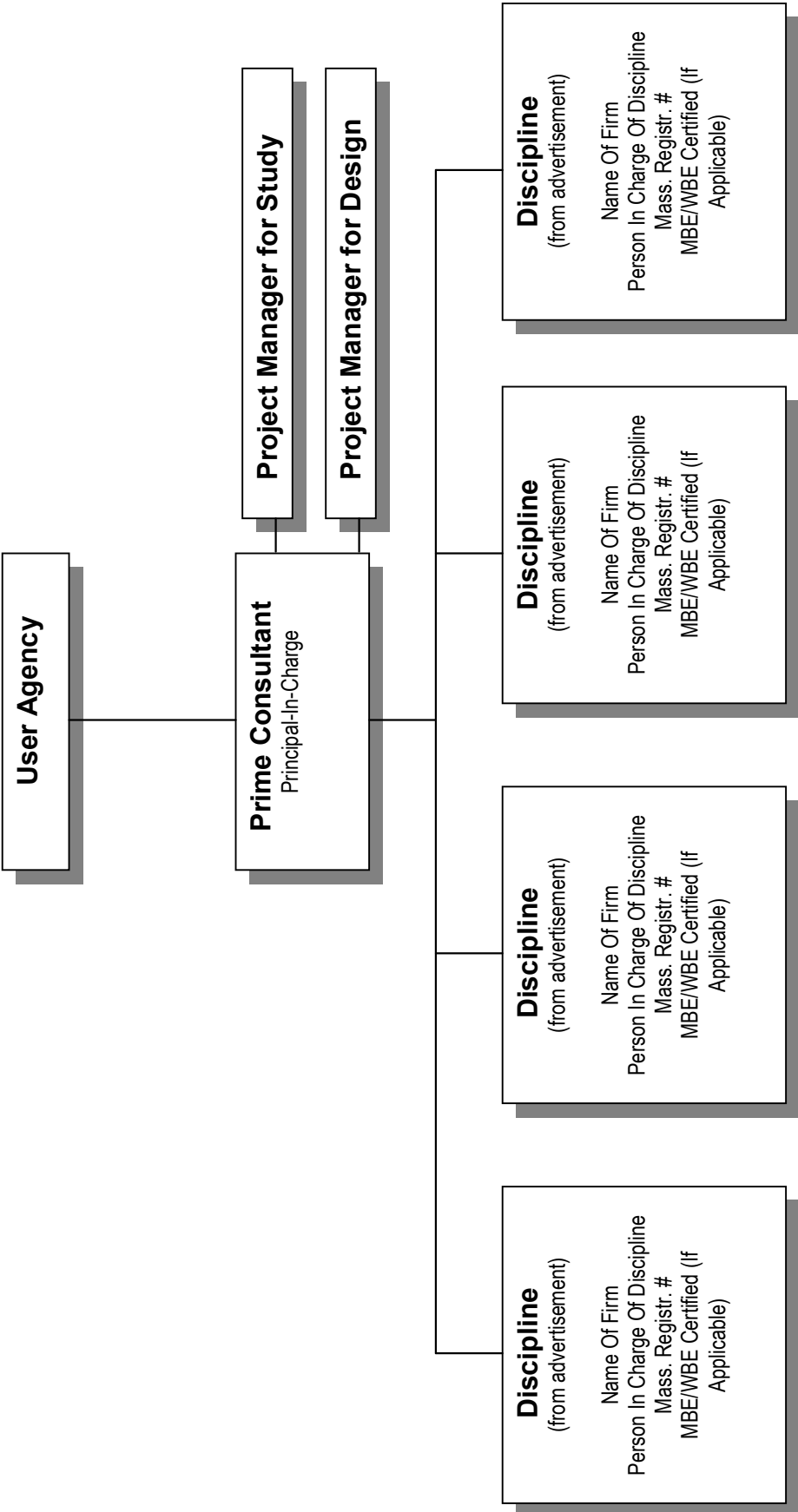
Typed or Printed Name of Person Signing

Company or Corporation

MUST BE SIGNED AND RETURNED WITH RESPONSE

Commonwealth of Massachusetts
DSB Application Form
(Updated July 2016)

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

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include <u>ONLY</u> Work Which Best Illustrates Current Qualifications In The Areas Listed In The DSB Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address and Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs(Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was Responsible.
(1)					
(2)					
(3)					
(4)					
(5)					

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement and They Must Be In The Format Provided.					
Sub-Consultant Name:					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address and Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands) Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.						
# of Total Projects:		# of Active Projects:		Total Construction Cost (In Thousands) of Active Projects (excluding studies):		
Role P, C, JV *	Phases St., Sch., D.D., C.D., A.C. *	Project Name, Location and Principal-In-Charge:	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, or Estimated if Not	Completion Date (Actual or Estimated) (R)Renovation or (N)New	
		1.				
		2.				
		3.				
		4.				
		5.				
		6.				
		7.				
		8.				
		9.				
		10.				

* 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 1/2" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE APPLICATION EVALUATION - PROJECT EXPERIENCE REQUESTED IN THE ADVERTISEMENT.**

Be specific – No Boiler Plate

11.	Professional Liability Insurance:				
	Name of Company	Aggregate Amount	Policy Number	Expiration Date	
12.	Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer YES or NO . If YES, please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).				
13.	Name Of Sole Proprietor Or Names Of All Firm Partners and Officers:				
	Name	Title	MA Reg #	Status/Discipline	Name
	a.				d.
	b.				e.
	c.				f.
14.	If Corporation, Provide Names Of All Members Of The Board Of Directors:				
	Name	Title	MA Reg #	Status/Discipline	Name
	a.				d.
	b.				e.
	c.				f.
15.	Names Of All Owners (Stocks Or Other Ownership):				
	Name and Title	% Ownership	MA Reg #	Status/Discipline	Name and Title
	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

The following forms **MUST** be attached to only **ONE (ORIGINAL Copy) application**: **1. SDO Certification required for MBE/WBE Firms; 2. Sub-Consultant Acknowledgment.**

DSB S-CA	Commonwealth of Massachusetts Designer Selection Board SUB-CONSULTANT ACKNOWLEDGMENT
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Project: _____

Applicant Designer: _____

Sub-consultant: _____

SUB-CONSULTANT ACKNOWLEDGMENT

The sub-consultant named above hereby certifies that it has been notified by the Applicant Designer that it has been nominated to perform work on the Applicant Designer’s team for the above Project, which is under consideration at the Designer Selection Board.

Signature of Sub-Consultant Duly Authorized Representative

Print Name and Title

Date

It is a requirement that all applicants supply this document signed, attached to the Original application, for each of the listed sub-consultants stating that they are aware and agree to being nominated by said applicant designer. Electronic signatures are accepted.