

**CITY OF NEWTON
PURCHASING DEPARTMENT**

CONTRACT FOR PUBLIC BUILDINGS

***REQUEST FOR QUALIFICATIONS:*
ON CALL ARCHITECTURAL AND RELATED SERVICES**

RFP #23-42

Submittal Date: November 17, 2022 at 10:00 a.m.

NOVEMBER 2022

Ruthanne Fuller, Mayor

**CITY OF NEWTON
PURCHASING DEPARTMENT
REQUEST FOR QUALIFICATIONS #23-42**

This City of Newton (City) Request For Qualifications (RFQ) invites sealed statements of qualifications (SOQs) in accordance with M.G.L. c.7C, §§44-58 from a qualified registered architect person or firm for

ON CALL ARCHITECTURAL AND RELATED SERVICES

Architectural services shall be provided on an as-needed basis in conjunction with various City and School Department projects undertaken from time to time.

Statements of Qualifications (SOQs) will be received until: **10:00 a.m., Thursday, November 17, 2022** at the Purchasing Department, Room 108, Newton City Hall, 1000 Commonwealth Ave., Newton, MA 02459. Immediately following the deadline for submission, the City shall prepare and publish a list of all proposals submitted. Documents associated with this RFQ (Contract Documents) will be available online at the City's website: www.newtonma.gov/bids after: **10:00 a.m., November 3, 2022.**

Proposers are responsible for downloading the specifications from the City's web site at www.newtonma.gov/bids . Proposers must email the Purchasing Department (purchasing@newtonma.gov) their Company Name, Address, Email address, Phone & Facsimile number and what bid # (i.e. #23-42) they have downloaded.

SOQs should be responsive to all information requested in the RFQ. Estimated fees for project phases are set forth in the RFQ.

All SOQs shall be submitted as (i) Ten (10) hard copies and (ii) two electronic version in PDF format on CD or thumb drive.

Proposers' attention is directed to the requirements of the City's Supplemental Equal Employment Opportunity, Anti-Discrimination and Affirmative Action Program and also to the Minority/Women Business Enterprise Plan, December 1999, all of which are available on the Purchasing Department's web page. In the event of conflict between any of the above listed policies, the stricter policy shall apply.

All City of Newton bids are available on the City's web site, www.newtonma.gov/bids. It is the sole responsibility of Proposers downloading these bids to ensure they have received any and all addenda prior to the bid opening. Addenda will be available online within the original bid document as well as a separate file. If you download bids from the internet site and would like to make it known that your company has done so, you must email the Purchasing Department (purchasing@newtonma.gov) the Company Name, Address, Email address, Phone & Facsimile number and what bid # (i.e. #23-42) has been downloaded.

The City will reject any and all SOQs in accordance with the above referenced General Laws. In addition, the City reserves the right to waive minor informalities in any or all proposals, or to reject any or all proposals (in whole or in part) if it be in the public interest to do so.

Timely delivery of an SOQ at the location designated shall be the full responsibility of the Bidder. In the event that Newton City Hall is closed on the date or at the time that bids are due, the date and time for receipt of SOQs shall be on the next business day following that the Newton City Hall and the Purchasing Department are open.

In the event that any person wishes to attend a bid opening or pre-bid meeting, accessible and reasonable accommodations will be provided to persons requiring assistance. If you need a reasonable accommodation, please contact the city of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: jfairley@newtonma.gov or (617) 796-1253. For Telecommunications Relay Service, please dial 711.

CITY OF NEWTON



Nicholas Read

Chief Procurement Officer, November 3, 2022

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL & RELATED SERVICES

Enclosed please find the information package which includes the Designer Selection Committee Questionnaire,¹ and a draft contract which is intended to outline the basic scope of services desired by the City of Newton Public Buildings Department in conjunction with “On Call” Architectural, Interior Space Planning and other Related Services.

You are requested to submit complete the Application in full. Concise, succinct proposals would be appreciated. Please submit only that information which you feel pertinent to the work for which you are applying that will assist in the designer selection.

The services sought are not subject to the Designer Selection Law, M.G.L. c. 7C, §§44-58, as they are on call, i.e., provided as needed, and do not relate to an identified public construction project. Such services are also exempt from the Massachusetts Procurement Act. M.G.L. c. 30B, §1(b)(32A). The City shall select one or more designers as provided in Newton City Ordinances §§5-35 through 5-37. (See Attachment D below.) It is the City’s intent to award contracts to multiple firms.

The City and the selected architectural firm (hereinafter called an “architect” or “designer”) shall negotiate fees on a project by project basis at the time project services are requested.

Architects interested in being considered for approval should submit ten (10) copies of the completed Application, and one (1) completed and signed copy of each of the following attached documents: Bidder’s Qualifications and References Form (2 pages); Certificate of Non-Collusion (1 page); Certification of Tax Compliance (1 page); Certificate of Foreign Corporation (if applicable, 1 page); Debarment Letter (1 page); and IRS Form W-9 (1 page); Business Category Information Form (1 page) **no later than 10:00 a.m. on November 17, 2022 to:**

Purchasing Department, Room 108
Newton City Hall,
1000 Commonwealth Avenue
Newton, MA 02459

Immediately following the deadline for SOQs a list will be created of all proposers’ names received and will be posted to the City’s website: www.newtonma.gov/bids.

Questions may be directed to City of Newton Purchasing Department at purchasing@newtonma.gov **no later than Friday, November 11, 2022 at 12:00 p.m. (noon).**

¹ Attachment A, Commonwealth of Massachusetts DSB Application Form ((Updated July 2016), referred to herein as the “Application.”

ARCHITECTURAL & RELATED SERVICES PROJECT INFORMATION PACKAGE

Statement of Objectives

The City, through its Designer Selection Committee, is currently seeking expressions of interest from individuals and firms for professional services for the following work funded through the City's Public Buildings Department.

It is the City's intent to award contracts to as many firms as are deemed highly qualified.

Architectural, Interior Space Planning and other related engineering services to be provided on an "on-call" basis, i.e., as the City requests work at any time as needed. Covered services shall include but not be limited to schematic, contract drawings and document, bidding, inspections, and construction administration for the following types of proposed projects:

BUILDING ENVELOPE, ADDITIONS, RENOVATIONS, LANDSCAPING DESIGN SERVICES, SITE ENGINEERING SERVICES:

- I. Roof replacement at various school and municipal buildings
- II. Window and door replacement at various school and municipal buildings
- III. Masonry and related repairs at various school and municipal buildings
- IV. Misc. Facility repairs/upgrades/renovations, <50,000 sq. ft.: additions and renovations at various school and municipal buildings
- V. New Facility Design
- VI. Facility Sustainability
- VII. Code analysis/review
- VIII. Historic restoration and related work at various school and municipal buildings
- IX. Accessibility related accommodations/upgrades at various school and municipal buildings
- X. Modular Classroom Additions
- X1. Preparation of various trade contract specifications for "On Call" service contracts

SPACE PROGRAMMING; ANALYSIS; FEASIBILITY:

- I. Space planning at various school and municipal buildings
- II. Space Programming at various school and municipal buildings
- III. Facility Physical Assessment Analysis

- IV. Master Planning of Departments/facilities
- V. Feasibility studies for potential projects at various school and municipal buildings

RELATED ENGINEERING SERVICES:

- I. Structural engineering services at various school and municipal buildings
- II. Survey/Civil/Site/Landscape Improvement Projects
- III. MEP/FP Engineering Services at various school and municipal buildings related to or identified in the above list of projects
- IV. Other related Engineering services not shown above but related to various projects

PROJECT DESIGN/CONSTRUCTION UPSET VALUES:

- I. The upset value for the design cost, including all consultants, for each project shall not exceed \$2,750,000 per project
- II. The upset value for all design work performed shall not exceed \$4,000,000 per contract year
- III. The upset value for any Construction Project shall not exceed \$27,500,000 per project

Disclosure

Each proposer's completed Application (*see* Attachment A) submitted in response to this RFQ will be considered the property of the City, and may be utilized as deemed appropriate by the City. Should the proposer desire that certain data within the Application not be utilized for purposes other than as a response to the Application, such data shall be identified on the cover page of the response to the questionnaire. Information submitted in response to this request may become subject to disclosure to the public pursuant to provisions of the Public Records Law, M.G.L.c. 4, §7(26) and the Freedom of Information Act (5 U.S.C. 552).

False Representation

Information must be fully accurate and complete. The penalty for making false statements is prescribed in 18 U.S.C. 1001.

Minority Outreach

Qualified minority individuals and firms are encouraged to submit expressions of interest.

Equal Opportunity Requirements

Proposers are hereby advised that submission of a signed questionnaire in response to this advertisement will be deemed to express the intent to comply in all respects with the following non-discrimination provisions as applicable:

Title VI Civil Rights Act of 1964, as amended.
Title VIII Civil Rights Act of 1968, as amended.
Executive Order 11063 and 11246.

State Tax Requirements

As required by Chapter 233, Acts of 1983, the successful contractor will be required to sign an attest form certifying that all state tax returns have been filed and all state taxes paid. Offerors are advised that submission of a signed questionnaire in response to this advertisement will be deemed to express the offeror's intent to comply with Massachusetts statutes.

CITY OF NEWTON

BIDDER'S QUALIFICATIONS AND REFERENCES FORM

All questions must be answered, and the data given must be clear and comprehensive. Please type or print legibly. If necessary, add additional sheet for starred items. This information will be utilized by the City for purposes of determining bidder responsiveness and responsibility with regard to the requirements and specifications of the Contract.

1. FIRM NAME: _____

2. WHEN ORGANIZED: _____

3. INCORPORATED? ____ YES ____ NO DATE AND STATE OF INCORPORATION: _____

4. IS YOUR BUSINESS A MBE? ____ YES ____ NO WBE? ____ YES ____ NO or MWBE? ____ YES ____ NO

5. LIST ALL CONTRACTS CURRENTLY ON HAND, SHOWING CONTRACT AMOUNT AND ANTICIPATED DATE OF COMPLETION:

6. HAVE YOU EVER FAILED TO COMPLETE A CONTRACT AWARDED TO YOU?

____ YES ____ NO

IF YES, WHERE AND WHY?

7. HAVE YOU EVER DEFAULTED ON A CONTRACT? ____ YES ____ NO

IF YES, PROVIDE DETAILS.

8. LIST YOUR VEHICLES/EQUIPMENT AVAILABLE FOR THIS CONTRACT:

9. IN THE SPACES FOLLOWING, PROVIDE INFORMATION REGARDING CONTRACTS COMPLETED BY YOUR FIRM SIMILAR IN NATURE TO THE PROJECT BEING BID. A MINIMUM OF FOUR (4) CONTRACTS SHALL BE LISTED. PUBLICLY BID CONTRACTS ARE PREFERRED, BUT NOT MANDATORY.

PROJECT NAME: _____

OWNER: _____

CITY/STATE: _____

DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____

PUBLICLY BID? ____ YES ____ NO

TYPE OF WORK?: _____

CONTACT PERSON: _____ TELEPHONE #: _____)

CONTACT PERSON'S RELATION TO PROJECT?: _____

(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

The undersigned certifies that the information contained herein is complete and accurate and hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the City in verification of the recitals comprising this statement of Bidder's qualifications and experience.

DATE: _____ BIDDER: _____

SIGNATURE: _____

PRINTED NAME: _____ TITLE: _____

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee club, or other organization, entity, or group or individuals.

(Signature of individual)

Name of Business

CERTIFICATION OF TAX COMPLIANCE**

Pursuant to M.G.L. c.62C, §49A and requirements of the City, the undersigned acting on behalf of the Contractor certifies under the penalties of perjury that the Contractor is in compliance with all laws of the Commonwealth relating to taxes including payment of all local taxes, fees, assessments, betterments and any other local or municipal charges (unless the Contractor has a pending abatement application or has entered into a payment agreement with the entity to which such charges were owed), reporting of employees and contractors, and withholding and remitting child support.*

Signature of Individual (Mandatory)

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

Print Name: _____

Date: _____

Corporate Name

By: _____
Corporate Officer
(Mandatory, if applicable)

Date: _____

Print Officer Name: _____

* The provision in this Certification relating to child support applies only when the Contractor is an individual.

** Approval of a contract or other agreement will not be granted until the City receives a signed copy of this Certification.

*** Your social security number may 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.

CERTIFICATE OF FOREIGN CORPORATION

The undersigned hereby certifies that it has been duly established, organized, or chartered as a corporation under the laws of:

(Jurisdiction)

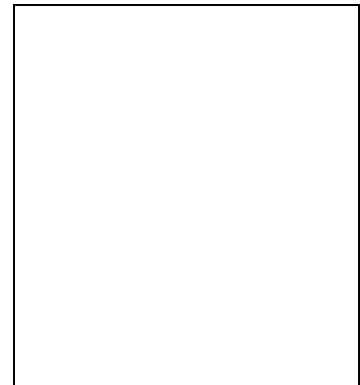
The undersigned further certifies that it has complied with the requirements of M.G.L. c. 30, §39L (if applicable) and with the requirements of M.G.L. c. 156D, §15.03 relative to the registration and operation of foreign corporations within the Commonwealth of Massachusetts.

Name of person signing proposal

Signature of person signing proposal

Name of Business (Please Print or Type)

Affix Corporate Seal here



City of Newton



Mayor
Ruthanne Fuller

Purchasing Department
Nicholas Read *Chief Procurement Officer*
1000 Commonwealth Avenue
Newton Centre, MA 02459-1449
purchasing@newtonma.gov

Telephone
(617) 796-1220
Fax:
(617) 796-1227
TDD/TTY
(617) 796-1089

Date

Vendor

Re: Debarment Letter for Invitation For Bid # _____

As a potential vendor on the above contract, the City requires that you provide a debarment/suspension certification indicating that you are in compliance with the below Federal Executive Order. Certification can be done by completing and signing this form.

Debarment:

Federal Executive Order (E.O.) 12549 "Debarment and Suspension" requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

I hereby certify under pains and penalties of perjury that neither I nor any principal(s) of the Company identified below is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(Name)

(Company)

(Address)

(Address)

PHONE _____ FAX _____
EMAIL _____

Signature

Date

If you have questions, please contact Nicholas Read, Chief Procurement Officer at (617) 796-1220.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number												
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or												
Employer identification number												
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Business Category Information Form*

IFB No. 23-42

On Call Architectural & Related Services

Business Type Categories*	Select All That Apply
MBE: Minority-Owned Business Enterprise	
WBE: Women-Owned Business Enterprise	
VBE: Veteran Business Enterprise	
SDVOBE: Service-Disabled Veteran-Owned Business Enterprises	
DOBE: Disability-Owned Business Enterprise	
LGBTBE: Lesbian, Gay, Bisexual, Transgender Business Enterprise	

*Information is being collected as part of a City initiative to open contract opportunities to underrepresented vendors.

I do not wish to complete this form.

There is no penalty for persons who do not complete this Form, and whether or not the Form is completed will not be taken into consideration in awarding a bid.

I certify that the foregoing information is true and correct.

By: _____

Date:

Table of Contents

Attachment A	DSB Application Form (Updated July 2016) (Signature required)
Attachment B	Architect Scope of Services
Attachment C	Sample Agreement For On Call Architectural and Related Services
	Schedule A Scope of Services
	Schedule B Compensation and Method of Payment
	Schedule C Work Program and Schedule
	Schedule D General Requirements
	Schedule E Professional Service Work Authorization Form
	Schedule F Certificate of Authority
Attachment D	Newton Ordinances Ch. 5 Art. IV: Designer Selection Committee

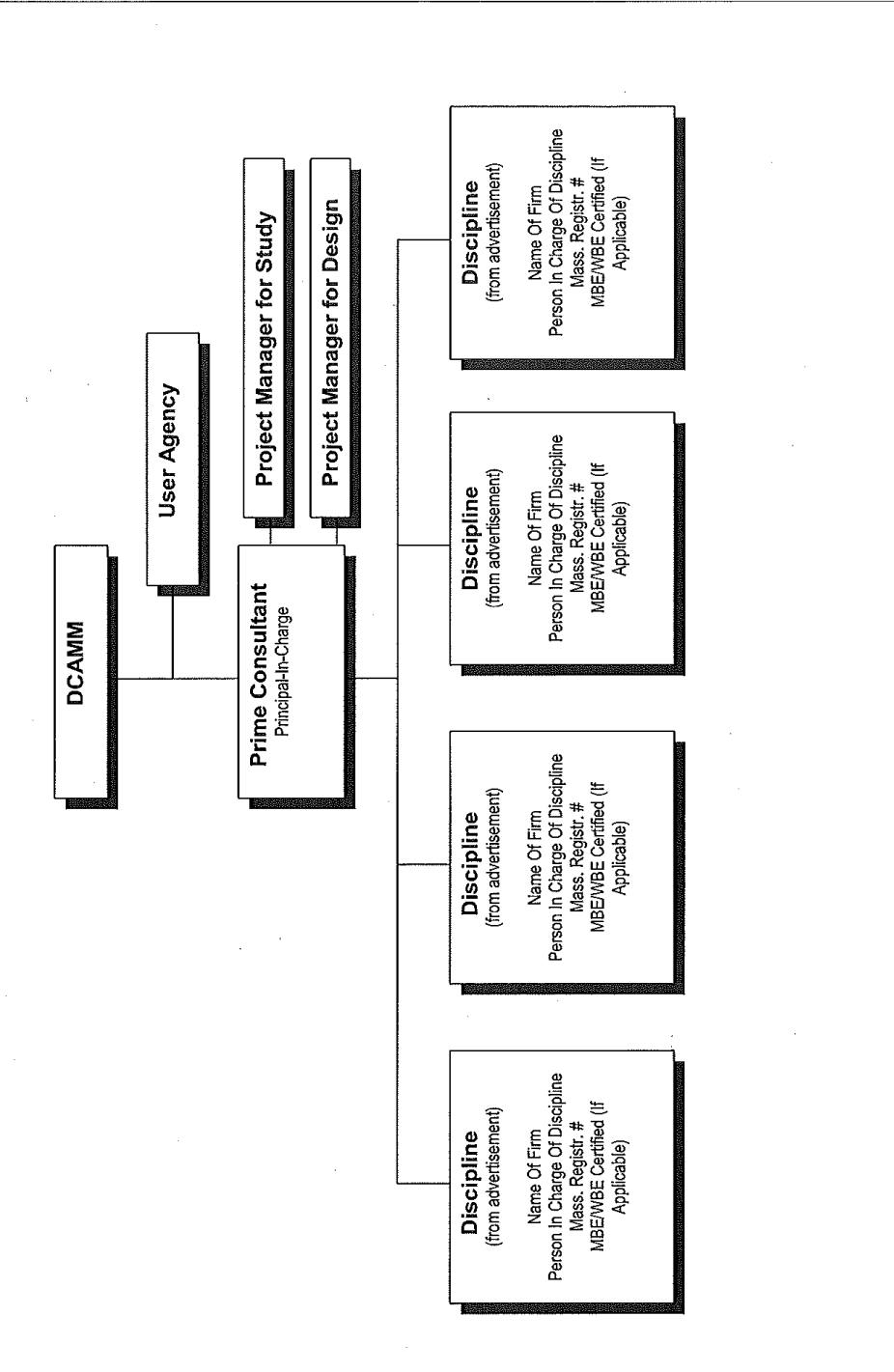
ATTACHMENT A

Commonwealth of Massachusetts DSB Application Form (7/16)

Commonwealth of Massachusetts DSB Application Form (Updated July 2016)	1. Project Name/Location for Which Firm is Filing: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">2a. DSB #</div> <div style="width: 45%;">Item #</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">2b. Mass. State Project #</div> <div style="width: 45%;"></div> </div>																																																																								
3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work: For Study: (if applicable) For Design: (if applicable)	3e. Name Of Proposed Project Manager: 3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:																																																																								
3b. Date Present and Predecessor Firms Were Established:	3g. Name and Address Of Parent Company, If Any:																																																																								
3c. Federal ID #:	3h. Check Below if Your Firm is Either: (1) SDO Certified Minority Business Enterprise (MBE) <input type="checkbox"/> (2) SDO Certified Woman Business Enterprise (WBE) <input type="checkbox"/> (3) SDO Certified Minority Woman Business Enterprise (MWBE) <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"/>																																																																								
3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required): Email Address: Telephone No.: Fax No.:	4. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function — Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):																																																																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Admin. Personnel</td><td style="width: 5%;">()</td><td style="width: 15%;">Ecologists</td><td style="width: 5%;">()</td><td style="width: 15%;">Licensed Site Profs.</td><td style="width: 5%;">()</td><td style="width: 5%;">Other</td><td style="width: 5%;">()</td></tr> <tr> <td>Architects</td><td>()</td><td>Electrical Engrs.</td><td>()</td><td>Mechanical Engrs.</td><td>()</td><td></td><td>()</td></tr> <tr> <td>Acoustical Engrs.</td><td>()</td><td>Environmental Engrs.</td><td>()</td><td>Planners: Urban./Reg.</td><td>()</td><td></td><td>()</td></tr> <tr> <td>Civil Engrs.</td><td>()</td><td>Fire Protection Engrs.</td><td>()</td><td>Specification Writers</td><td>()</td><td></td><td>()</td></tr> <tr> <td>Code Specialists</td><td>()</td><td>Geotech. Engrs.</td><td>()</td><td>Structural Engrs.</td><td>()</td><td></td><td>()</td></tr> <tr> <td>Construction</td><td>()</td><td>Industrial Hygienists</td><td>()</td><td>Surveyors</td><td>()</td><td></td><td>()</td></tr> <tr> <td>Cost Estimators</td><td>()</td><td>Interior Designers</td><td>()</td><td></td><td>()</td><td></td><td>()</td></tr> <tr> <td>Drafters</td><td>()</td><td>Landscape Architects</td><td>()</td><td></td><td>()</td><td></td><td>()</td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td>Total</td><td>()</td></tr> </table>	Admin. Personnel	()	Ecologists	()	Licensed Site Profs.	()	Other	()	Architects	()	Electrical Engrs.	()	Mechanical Engrs.	()		()	Acoustical Engrs.	()	Environmental Engrs.	()	Planners: Urban./Reg.	()		()	Civil Engrs.	()	Fire Protection Engrs.	()	Specification Writers	()		()	Code Specialists	()	Geotech. Engrs.	()	Structural Engrs.	()		()	Construction	()	Industrial Hygienists	()	Surveyors	()		()	Cost Estimators	()	Interior Designers	()		()		()	Drafters	()	Landscape Architects	()		()		()							Total	()	5. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No
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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.



Updated July 2016

<p>7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. Include Resumes of Project Managers. 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: MBE <input type="checkbox"/> MBE WBE <input type="checkbox"/> WBE SDOVBE <input type="checkbox"/> SDOVBE VBE <input type="checkbox"/> VBE
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):

Updated July 2016

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include ONLY 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)					

Updated July 2016

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)						

Updated July 2016

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

Updated July 2016

Be specific – No Boiler Plate

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.**

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	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

14. If Corporation, Provide Names Of All Members Of The Board Of Directors:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

15. Names Of All Owners (Stocks Or Other Ownership):

Name and Title	% Ownership	MA Reg.#	Status/Discipline	Name and Title	% Ownership	MA Reg.#	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

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

Submitted By _____ Printed Name and Title _____ Date _____
 (Signature)

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

Updated July 2016

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

Project: _____

Applicant Designer: _____

Sub-consultant: _____

SUB-CONSULTANT ACKNOWLEDGMENT

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

Signature of Sub-Consultant Duly Authorized Representative

Print Name and Title

Date

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

ATTACHMENT B

ARCHITECT SCOPE OF SERVICES

1. General: Basic Services

The ARCHITECT shall provide one or more of the following types of services at the direction of the City's Public Buildings Commissioner, within thirty (30) days after notification to proceed:

- Preliminary Designs, Investigations and Reports.
- Preparation or review of working drawings, specifications and other construction and bid documents.
- Construction Phase Services.

The City's Public Buildings Commissioner shall send the Architect a Professional Services Authorization form which will outline the specifics of each project including proposed work items, estimated budget and time schedule. A fee for each project will also be determined at that time as per Schedule B. The ARCHITECT shall sign and return the Professional Services Authorization form within fifteen (15) days of receipt.

Where authorized, the ARCHITECT shall perform the Basic Services described below:

A. Existing Conditions Analysis and Survey

The ARCHITECT/INTERIOR SPACE PLANNER shall survey and analyze existing conditions and will prepare the following if requested:

- Plans, sections and details
- Structural Analysis (as it relates to the overall safety of the proposed projects)
- Slides, photos, models or building elevations and interiors components.

B. Preliminary Schematic Recommendations

The ARCHITECT shall prepare for review and approval by the City, whose Agent shall be the Public Buildings Commissioner, assisted by the Design Review Committee, the following:

- a. Preliminary design in schematic form, outlining options for the Project's construction work, to include task list, types of repairs, new work, and related improvements. This shall include drawings and sketches as necessary (see also Work Authorization for details).

- b. Summary report and list of priorities.
- c. Cost estimates associated with options presented with (a) above (all estimates must be done by a certified professional estimating individual or firm).

C. Construction Documents and Final Construction Cost Estimate

Following approval of design by the Public Buildings Commissioner, the ARCHITECT shall prepare and deliver to the Public Buildings Commissioner thirty (30) sets of contract documents necessary for Public bid of the subject work. Such documents shall include (see Work Authorization for number of documents needed for each phase of the work):

- a. Working drawings for architectural, structural, electrical, mechanical, and other branches of work as appropriate.
- b. Complete technical specifications describing materials, workmanship, labor, and performance standards in sufficient detail to permit firm bids.
- c. Complete bidding documents and form, contract terms and conditions, forms of agreement between the Owner and construction contractor, and any special provisions, if appropriate.

In addition, the ARCHITECT shall provide a final construction cost estimate, and such escalation projections as appropriate. If the bid of the lowest eligible and responsive bidder exceeds the established construction budget, the ARCHITECT shall, if instructed by the City revise the scope or quality of the Project for the purposes of bringing the cost estimate within this limit. Such revisions shall be made without additional compensation to the ARCHITECT.

D. Assistant in Bidding and Award of Contract

The ARCHITECT shall assist the Public Buildings Commissioner as follows:

- a. Prior to bid opening
 - Receive all inquiries relating to bidding documents and answer questions
 - Prepare any bid addenda as required
 - Attend any pre-bid conference, if scheduled

- b. At bid opening and following:
 - Attend bid opening
 - Review and evaluate bids, contractor qualifications, and acceptability (both prime and sub), and make recommendations as to contract award.

E. Construction Administration Phase Services (from initiation to completion)

Following the award of the bid, the ARCHITECT shall administer the construction agreement, including the following:

- a. Routine construction administration.
- b. Check, approve and process shop drawings.
- c. Furnish the construction contractor with clarification drawings or written interpretations as needed.
- d. Perform on-site visits weekly during construction and prepare field visit reports (minimum of one (1) visit per week).
- e. Notify the City of any work which fails to conform to construction contract documents, including the failure of the construction contractor to maintain the established time schedule and follow with recommendations to remedy the situation.
- f. Obtain from the construction contractor and deliver to the City occupancy permits, guarantees, and other similar items.
- g. Prepare punch list and issue certificate of substantial completion and final completion.
- h. Review applications for payment, verify quantity and quality of work performed by construction contractor and certify requisitions for payment by the City.
- i. Coordinate with the inspectors having jurisdictions over the work performed.
- j. Determine adequacy of work of final acceptance, and upon approval of the City issue Certificate of Completion.

- k. Attend meeting and dispute conferences as necessary and prepare minutes of such meetings.
- l. Perform post construction visit to evaluate final building condition and review guarantees submitted by contractor.

F. Meetings

As part of services required, and subject to the nature of each project, the ARCHITECT shall be required to meet with the Design Review Committee, various City's technical departments and committees, citizen groups, and state or federal agencies, when required.

ATTACHMENT C

CONTRACT FORMS

The awarded bidder will be required to complete and submit documents substantially similar in form to the Agreement For On Call Architectural & Related Services and related Schedules set forth at pp. 35-47 below.

These forms may need to be modified on account of changed circumstances, and are provided for informational purposes only.

AGREEMENT FOR ON CALL ARCHITECTURAL & RELATED SERVICES

The Agreement made as of _____ by and between _____ hereinafter referred to as the “Architect” and the City of Newton, 1000 Commonwealth Avenue, Newton, Massachusetts, a municipal corporation organized and existing under the laws of the Commonwealth of Massachusetts, acting by and through its Public Buildings Commissioner, but without personal liability to her hereinafter referred to as “The City”.

WITNESSETH THAT:

WHEREAS, the City desires the ARCHITECT to conduct and perform such services;

NOW, THEREFORE, the parties do mutually agree in accordance with this Agreement For Services, which shall consist of the following:

- a. This Agreement For Services: **On Call Architectural & Related Services**
- b. The City's Request for Qualifications #23-42 (RFQ) issued by the Purchasing Department;
- c. The RFQ documents including Specifications, and if included or referenced therein, any Standard Terms and Conditions, Special Conditions, Drawings or Descriptive Materials (collectively referred to herein as the “Project Manual”);
- d. Addenda Number(s) _____;
- e. The Statement of Qualifications submitted by the Architect and accompanying documents and certifications;
- f. Certificate(s) of Insurance and surety bond(s), if any, submitted by the Architect in connection therewith; and
- g. Duly authorized and executed Amendments, Change Orders or Work Orders issued by the City after execution of this Agreement For Services.

GENERAL PROVISIONS

1. Employment of Architect.

The City agrees to engage the services of the ARCHITECT and the ARCHITECT agrees to perform services as set forth in Schedule A, Scope of Services for the compensation as stated within Schedule B, Compensation and Method of Payment both of which schedules are attached hereto and made part hereof, subject to compliance by the ARCHITECT with all the terms and conditions set forth within this Agreement.

2. Scope of Services.

The ARCHITECT shall do, perform, and carry out in a satisfactory, competent and professional manner, as determined reasonably and fairly by the City, the Project described within Schedule A, Scope of Services attached hereto and made a part hereof.

3. Duration

This Agreement shall remain in force from the date of execution of this contract to that shown in Schedule C, Work Program Schedule. Project activities shall be undertaken and completed in such sequence as to ensure compliance with said Schedule C, and further, to ensure expeditious completion in a manner consistent with the purposes of this Agreement.

4. Personnel

(a) The ARCHITECT represents that he has, or will secure at his own expense, all personnel required for the performance of the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the City except as employees of the ARCHITECT. (b) All of the services required hereafter shall be performed by the ARCHITECT or under his supervision, and all personnel engaged in the work shall be fully qualified to perform such services. (c) None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of the City. The written approval of the City shall in no way relieve the ARCHITECT from his responsibility for the professional and technical accuracy of the work furnished.

5. Waiver of Workman's Compensation and Unemployment Compensation Benefits.

It is agreed that the ARCHITECT and ARCHITECT'S employees, agents, or other persons for whose conduct the ARCHITECT is responsible shall not be deemed to be employees of the City and shall file any claim nor bring any action for any Workman' Compensation or unemployment benefits and compensation for which they may otherwise be eligible as a result of work performed pursuant to the terms of this Agreement.

6. Compensation and Method of Payment

The City agrees to pay the ARCHITECT the compensation specified in Schedule B, Compensation and Method of Payment, which is complete compensation for all services rendered and for such reimbursable expenses as authorized, per Paragraph 7, Reimbursable Expenses. Appropriate sums will be paid, subject to receipt of a requisition for payment. Neither the City's review, approval nor acceptance of, any of the services furnished under this Agreement shall be construed to operate as a waiver of any rights under this Agreement or any cause of action arising out of the performance Agreement.

7. Reimbursable Expenses

The City agrees to reimburse the ARCHITECT only for those direct costs incurred by the ARCHITECT pursuant to the performance of work under this Agreement as set forth and authorized within Schedule B, Compensation and Method of Payment. As the City does not pay freight and handling charges, and is also exempt from sales tax, freight and handling charges are not reimbursable by the City.

8. Termination of Agreement for Cause

If for any cause, the ARCHITECT fails to fulfill in a timely manner his obligations under this Agreement, or if the ARCHITECT shall violate any of the covenants, agreements, or stipulations of this Agreement, the City shall thereupon have the right to terminate this Agreement, by giving written notice to the ARCHITECT of such termination. Such notice shall be given not less than five (5) days prior to the effective date of termination. In the event of termination, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the ARCHITECT under this Agreement shall, at the option of the City, become its property, and the ARCHITECT shall be entitled to receive just equitable compensation for any satisfactory work completed on such documents and other materials. Notwithstanding the above, the ARCHITECT shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the Agreement by the ARCHITECT, and the City may withhold any payments to the ARCHITECT for the purposes of set off until such time as the exact amount of damages due to the City from the ARCHITECT is determined.

9. Terminate for Convenience of City

The City may terminate this Agreement at any time by giving written notice to the ARCHITECT of such termination as specifying the effective date of such termination. Such notice shall be given not less than (5) days prior to the effective date of termination. In event of termination for convenience, all finished or unfinished documents and other materials as described in Paragraph 8, above, shall, at the option of the City, become its property.

If the Agreement is terminated for the convenience of the City, the ARCHITECT shall be entitled to payment for services completed. Such compensation set forth in the Work Authorization Form as in reflective of the percentage of work completed thereunder, less payments already made for such services.

10. Changes

The City may, from time to time, require changes in the Scope of Services of the ARCHITECT to be performed hereafter. Such changes, including any increase or decrease in the amount of the ARCHITECT's compensation or any change in the work schedule, which are mutually agreed upon by and between the City and the ARCHITECT, shall be incorporated in written amendments to this Agreement.

11. Incorporation of Non-Discrimination Laws and Regulations

The ARCHITECT, including all approved consultants and subcontractors, shall and hereby agrees, to comply with all laws, ordinances, and duly promulgated regulations applicable to contracts of this nature. In particular, the ARCHITECT agrees to comply with the provisions contained in Schedule D, which is attached hereto and made a part hereto and, with the Mayor's Executive Order No. HRC-X relative to non-discrimination as amplified by the City's Affirmative Action Plan.

12. Assignability

The ARCHITECT shall not assign any interest in this Agreement and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the City thereto.

13. Interest of ARCHITECT

The ARCHITECT covenants that he has neither presently nor shall he during the period of this Agreement have any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. The ARCHITECT further covenants that in the performance of this Agreement, no person having any such interest shall be employed. Conflicts of interest include, but are not limited to: (a) family relationships with officials or employees of the City, (b) instances where the ARCHITECT, during the period covered by the Agreement, was an officer or employee of the City.

14. Findings Confidential

Any reports, information, data, etc., given to or prepared or assembled by the ARCHITECT under this Agreement which the City requests to be kept confidential shall not be made available to any individual or organization by the ARCHITECT without the prior written approval of the Public Buildings Commissioner.

15. Commission Prohibited

The ARCHITECT 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 this agreement. No consultant to or subcontractor for the ARCHITECT has given, offered or agreed to give any gift, contribution or offer or employment to the Architect, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of the contract by the ARCHITECT. No person, corporation or other entity, other than bona fide full-time employee of the ARCHITECT, has been retained or hired by the ARCHITECT in obtaining the Agreement or understanding that such person, corporation or other entity be paid a fee or other consideration contingent upon the award of this Agreement to the ARCHITECT.

For design contracts which exceed Ten Thousand Dollars (\$10,000) or which pertain to a project whose budgeted or estimated construction costs exceeds One Hundred Thousand Dollars (\$100,000), the ARCHITECT shall have internal accounting controls as required by section 39R (C) of C.30 of the Massachusetts General Laws and shall file and shall continue to file an audited financial statement as required by subparagraph (d) of section 39R. of C. 30.

16. Compliance with Applicable Laws

The ARCHITECT shall comply with all applicable laws, ordinances, or codes of the State or local government, in performing any of the work embraced by this Agreement.

ATTACHMENTS. Attached hereto are the following schedules which are incorporated into this Agreement and made a part hereof:

Schedule A	Scope of Services
Schedule B	Compensation and Method of Payment
Schedule C	Work Program and Schedule
Schedule D	General Requirements
Schedule E	Professional Service Work Authorization Form
Schedule F	Certificate of Authority

THIS SPACE INTENTIONALLY LEFT BLANK

SIGNATORIES

IN WITNESS WHEREOF the parties hereto have executed this Agreement in quintuplicate on the day first written above in. No agreement shall exist until this Agreement has been signed by all parties.

ARCHITECT

No City monies are obligated by this Contract until work has been assigned And I further certify that the Mayor, or her designee

Comptroller of Accounts

CITY OF NEWTON

Public Buildings Commissioner

Approved as to legal form and character

Assistant City Solicitor

CONTRACT APPROVED

Mayor OR HER DESIGNEE

SCHEDULE A

SCOPE OF SERVICES

1. General: Basic Services

The ARCHITECT shall provide one or more of the following types of services at the direction of the City's Public Buildings Commissioner, within thirty (30) days after notification to proceed:

- Preliminary Designs, Investigations and Reports.
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- c. Complete bidding documents and form, contract terms and conditions, forms of agreement between the Owner and construction contractor, and any special provisions, if appropriate.

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- c. Furnish the construction contractor with clarification drawings or written interpretations as needed.
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- e. Notify the City of any work which fails to conform to construction contract documents, including the failure of the construction contractor to maintain the established time schedule and follow with recommendations to remedy the situation.
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- g. Prepare punch list and issue certificate of substantial completion and final completion.
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- j. Determine adequacy of work of final acceptance, and upon approval of the City issue Certificate of Completion.

- k. Attend meeting and dispute conferences as necessary and prepare minutes of such meetings.
- l. Perform post construction visit to evaluate final building condition and review guarantees submitted by contractor.

F. Meetings

As part of services required, and subject to the nature of each project, the ARCHITECT shall be required to meet with the Design Review Committee, various City's technical departments and committees, citizen groups, and state or federal agencies, when required.

SCHEDULE B

COMPENSATION AND METHOD OF PAYMENT

I. Method of Determining Compensation

A fee for each Project shall be negotiated based upon the services called for. The City anticipates that each Project fee may be developed based either upon a set, agreed upon figure or based upon time and materials cost. In some Projects, both cost bases may be appropriate and necessary subject to the nature and requirements of the particular Project and the services needed.

II. Billing Rates

On Projects where it is determined by the City and agreed upon by the ARCHITECT that a fee shall be determined based upon time and materials cost, rates of payment shall be based upon the following:

Day rates are based on actual salaries paid to individuals performing work on the Project plus salary costs, overhead and profit.

Range of Cost Per Hour

Principals _____

Professionals _____

III. Payment Schedule

On projects where the City agrees to pay the ARCHITECT a lump sum fee for basic services, which include construction documents and construction administration, the fee is to be divided as follows:

On completion of:	% Paid
Schematic Phase	15%
Design Development	20%
Construction Documents & Final Cost Estimate	30%
Contract Award	10%
Contract Administration	10%
Final Installment (90 calendar days after Certificate of Substantial Completion accepted by the City)	15%

Such requisitions shall be submitted upon completion of work phases detailed above.

IV. Reimbursable Expenses

The City shall pay the ARCHITECT for reimbursable expenses, subject to the approval of the Public Buildings Commissioner, and subject to the identification of such expenses attached to a requisition submitted by the ARCHITECT to the City. Reimbursable expenses shall be those costs incurred for printing construction document for bid, for surveying, for testing, for making of models and renderings and for such specialized sub-consultant services as may be required in the performance for the work within Schedule A Scope of Services, herein and shall be reimbursed to the ARCHITECT at direct cost.

The Letter of Authorization from the City of Newton for each specific Project shall detail each reimbursable expense by line item.

Those excluded reimbursable expenses are: Long Distance Communications, Plotting, Mileage and tolls.

The City shall reimburse the ARCHITECT at their cost plus 5% for approved Consultant & Reimbursable Expenses.

V. Payment

Payment shall be made to the ARCHITECT within thirty (30) days of submission by the ARCHITECT to the City of a detailed requisition for payment describing the basic and extra services performed and identifying reimbursable expenditures incurred during the preceding period. The City shall have the right to review and approve the ARCHITECT'S requisition. Payment shall not be due the ARCHITECT until his requisition has been approved.

Requisitions for Projects billed on a time and materials basis shall include the number of hours worked, the individual who worked these hours, hourly rates, material and overhead costs.

All requisitions submitted shall be accomplished by a detailed time record as well as the appropriate documentation for reimbursable expenses.

SCHEDULE C

WORK PROGRAM AND SCHEDULE

- I. The Agreement shall take effect as of the date of execution and shall terminate one year from the date of the Agreement, with an option of two additional (1) year renewals, should the City of Newton wish to pick up the option.
- II. The Architect shall complete all work requested by the City that is within the Scope of Services set forth in Schedule A, in an expeditious manner subject to periodic reviews and approvals by the City. Where possible, the ARCHITECT shall endeavor to perform the required work in advance of schedule.
- III. Time schedule for specific “on call” Projects will be found in the Letter of Authorization for each specific Project.

SCHEDULE D

GENERAL REQUIREMENTS

The following Articles shall govern all work under of products of this Agreement unless specifically modified elsewhere.

ARTICLE A1. RESPONSIBILITIES OF THE CITY

1.1 Information to be provided to the ARCHITECT

1.1.1 The City shall furnish upon the ARCHITECT'S request all information in its possession necessary to the performance of the services required under this Agreement. It shall make and communicate to the ARCHITECT as promptly as possible its instructions and decision.

1.2 Action by the City

1.2.1. No written communication, notification, directive, approval, consent or acceptance by the City shall in any way relieve the ARCHITECT from his/her professional responsibilities.

1.2.2 The City shall render any modification or any waiver of any term or condition or breach of this Agreement in writing to the ARCHITECT, or it shall notify the ARCHITECT in writing why such approvals are being withheld.

1.3 Waivers

1.3.1. The City shall render any modification or any waiver for any term or condition of breach of this Agreement in writing. Such waivers shall not waive any other term of condition or breach thereof.

ARTICLE A2. RESPONSIBILITIES OF THE ARCHITECT

2.1 Scope

2.1.1. The ARCHITECT shall be responsible for the professional adequacy, technical accuracy and coordination of all of the present data, designs, drawings, specifications, costs, evaluations and estimates, and any other material or work furnished by him or his consultants, or sub-contractors.

2.2 Assignability

2.2.1 The ARCHITECT shall not assign, sublet or transfer any services, obligations, or interest in this Agreement without the prior written consent of the City.

2.3 Professional Insurance and Liability Insurance

- 2.3.1 All Basic Services, Extra Services, including requirements for consultants required for the performance of this Agreement shall be protected by Errors and Omissions Insurance equal to, at a minimum, twice the amount of the ARCHITECT'S fee for Basic Services, provided, that, in any event, coverage shall be no less than ten percent (10%) of the estimated construction cost for a specific Project for the applicable period under the Statute of Limitations. A Certification of such insurance acceptable to the City shall be supplied to the Public Buildings Commissioner, and the City shall be named the Certificate Holder.

In addition, the ARCHITECT shall carry general liability insurance and workmen's compensation insurance and should provide the City with a Certificate of Insurance, acceptable to the City. Such liability insurance shall be in a minimum amount as follows:

General Liability, including Bodily Injury and Property Damage in an aggregate amount of \$500,000 or greater. The General Liability Policy shall include endorsements showing the following types of coverage: Comprehensive Form, Premises Operations, Contractual Insurance, Broad Form Property Damage and Independent Contractor.

The City shall be named the Certificate Holder.

The ARCHITECT'S insurance coverage shall also include valuable papers insurance for the restoration of plans, drawings, field notes and other documents in the event of loss or destruction while in custody of the ARCHITECT in an amount sufficient to cover the cost of restoration.

2.4 Employment of Consultants

- 2.4.1. The Architect may provide services in collaboration with either consultants or qualified associates. It shall be the ARCHITECT'S responsibility to engage and enter into agreement with said consultants to the extent needed, subject to qualifications found elsewhere in this Agreement.

2.5 Meetings

- 2.5.1 The Architect shall attend conferences, meetings and hearings with the City as required in connection with any phase of work.

2.6 Time and Order of Services

- 2.6.1 The Architect shall furnish the documents and provide the services required by this Agreement in the sequence set forth in this Agreement unless waived by the Public Buildings Commissioner. He shall insure prompt and continuous prosecution of the project to the extent of his professional responsibilities.

2.7 Submissions

- 2.7.1 The Architect shall submit the documents and materials required for the complete performance of this Agreement in the amounts and formats described in this Agreement.

2.8 Revisions

2.8.1 The ARCHITECT shall make changes in, or revisions in documents as may be required by the City in order to accomplish the Project in accordance with the work program, or the Construction Budget. Such changes shall be:

- a. within the phase of work as set forth in the Basic Services
- b. on work not yet approved or accepted by the Public Buildings Commissioner or
- c. on work already approved or accepted which requires changes in order to be consistent with changes made in accordance with (a) or (b) above.

2.9 Substantial Changes

2.9.1 The ARCHITECT shall make substantial changes as an Extra Service when required by the Public Buildings Commissioner in writing.

2.10 ARCHITECT'S Certification

2.10.1 It is the ARCHITECT'S responsibility to see that all work submitted meets all applicable regulations, codes and/or professional standards.

ARTICLE A3. TERMS

3.1 Shall Include

3.1.1 Except when used in connection with reimbursable expenses whenever in this Agreement the words "shall include" are used, they shall be construed to mean "shall include, but not be limited to", unless there is specific language to the contrary.

3.2 Enumerations

3.2.1 Whenever in this Agreement there is an enumeration of items, such enumeration is not to be construed as restrictive, but shall include similar and reasonably related items.

3.3 Substantial Changes

3.3.1 The Public Buildings Commissioner shall determine in writing to the Architect if a change is deemed a "substantial change".

3.3.2 Substantial changes are limited to:

- (a) Changes to and revisions on work already approved or accepted by the Public Buildings Commissioner in writing, except as qualified elsewhere in this document; or
- (b) Programmatic changes, revisions, modification, alterations, etc. to any product required by this Agreement shall not be deemed substantial changes unless specifically described as such elsewhere in this document.

ARTICLE A4. DOCUMENTS

All studies and materials prepared under this Agreement shall be the property of the City and the termination of the ARCHITECT'S services, promptly turned over thereto. These items shall include, but not be limited to originals of drawings, specifications, and reports.

ARTICLE A5. NOTICES

Any notice, instruction, or other documents required of the ARCHITECT by the City shall be in writing and shall be deemed to be properly given if delivered or mailed, postage prepaid, to the addresses recited in the Preamble in this Agreement.

**SCHEDULE E
PROFESSIONAL SERVICES WORK AUTHORIZATION FORM**

Control Number _____ Date _____

Time _____

Building Street Address _____

Contact Person _____

Proposed Budget _____ Budget Code _____

=====
Compensation: _____

Fee Type

() Lump Sum _____

() Time and Materials Not to Exceed _____

Reimbursable Expenses Authorized _____

=====
SCOPE OF WORK: _____

Complete Date of Construction _____

=====
The Architect is requested to review the described work and determine a fixed fee or a fee based upon time and material cost as called for and return for authorization. Upon authorization by the Public Buildings Commissioner, the undersigned agrees to Perform its services in accordance with the Professional Services Contract Dated _____

Fee _____

Project Completion Date _____ Signature (Architect/Engineer) _____

=====
You are hereby authorized to proceed with the work described herein this Professional Work Authorization and in accordance with the Professional Services Contract dated _____

Number _____

Signature _____ Date _____

SCHEDULE F

CERTIFICATE OF AUTHORITY - CORPORATE

1. I hereby certify that I am the Clerk/Secretary of _____
(insert full name of Corporation)
2. corporation, and that _____
(insert the name of officer who signed the **contract and bonds.**)
3. is the duly elected _____
(insert the title of the officer in line 2)
4. of said corporation, and that on _____
(insert a date that is **ON OR BEFORE** the date the officer signed the **contract and bonds.**)

at a duly authorized meeting of the Board of Directors of said corporation, at which all the directors were present or waived notice, it was voted that

5. _____ the _____
(insert **name** from line 2) (insert **title** from line 3)

of this corporation be and hereby is authorized to execute contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

6. ATTEST: _____ *AFFIX CORPORATE SEAL HERE*
(Signature of **Clerk or Secretary**)*
7. Name: _____
(Please print or type name in line 6)*
8. Date: _____
(insert a date that is **ON OR AFTER** the date the officer signed the **contract and bonds.**)

* The name and signature inserted in lines 6 & 7 must be that of the Clerk or Secretary of the corporation.

ATTACHMENT D

ARTICLE IV. DESIGNER SELECTION COMMITTEE

Sec. 5-35. Established; purpose. A designer selection committee is hereby established to make recommendations to the mayor whenever an architect is to be engaged by the city for any purpose involving construction, alteration, repair or maintenance of a public building, and the mayor shall consult with this committee and shall select said architect from these recommendations. At least three (3) recommendations shall be offered and the mayor may request three (3) additional recommendations. The designer selection committee shall also oversee the selection process for design services contracts subject to the provisions of section 38K of chapter 7 of the General Laws. The designer selection committee shall not oversee the selection process for design services contracts in any instance where an alternative procurement process inconsistent with this section is prescribed by state or federal laws or regulations. The public buildings commissioner may consult with the designer selection committee regarding procurement of any design services contract not otherwise required to be overseen by the committee pursuant to the provisions of this section. (Rev. Ords. 1973, §2-346; Ord. No. Z-109, 05-07-12) Cross references—Commissions and committees generally, Ch. 2, Art. VII; regulations governing appointment to and service on commissions and committees, § 2-8.

Sec. 5-36. Composition, appointment and compensation of members. When the public facility to be constructed is not under the jurisdiction of the school committee, the designer selection committee shall consist of six (6) members, three (3) of whom shall be appointed by the mayor, and three (3) of whom shall be selected by the board of aldermen. For school facilities, three (3) additional members shall be selected by the school committee. All of the persons serving on this committee shall serve without compensation and shall be residents of the city. (Rev. Ords. 1973, § 2-347)

Sec. 5-37. Terms of members, vacancies, procedures. Members of the designer selection committee shall serve coterminous with the terms of their respective appointing authority. Vacancies in the committee shall be filled by appointment in the same manner by the designated appointing authority as the original appointments for the period of the unexpired term. The committee shall elect a chairman annually and establish rules and procedures. Committee members shall serve at the pleasure of their respective appointing authority. The public buildings department shall provide such assistance to the committee as is necessary for the exercise of the committee's responsibilities. Records of the committee shall be public documents. The committee shall make reports no less than annually to the respective appointing authorities. (Rev. Ords. 1973, § 2-348; Ord. No. 190, 12-20-76; Ord. No. 317, 2-20-79; Ord. No. S-301, 2-1-88) Secs. 5-38—5-53.
Reserved