



Request for Qualifications (RFQ)
Architectural and/or Engineering Services
Town of Manchester by the Sea, Massachusetts

NOTICE

The Town of Manchester by the Sea (MBTS), acting through the Department of Public Works, is soliciting Qualifications from Architectural and/or Engineering Firms for the redevelopment of the Masonic Lodge project to include Town Offices and function space. The qualifications-based selection of consultant professional services may include, *but are not limited to*, architectural and engineering professional services for concept designs including planning level cost estimates, design development including cost estimates, final design documents to be bid under MGL Chapter 149, public bid support services, construction administration and construction oversight services, and any other related services or processes contemplated in MGL chapter 7c.

Proposals will be received at the Department of Public Works - Room 6, Town Hall, 10 Central Street, Manchester by the Sea, MA 01944 until **Thursday January 23rd, 2025 at 11:00 am as specified in the RFQ**. Proposals shall be for the attention of Nathan Desrosiers, PE Owner's Project Manager (OPM).

Detailed specifications are available online at the Town of MBTS's website <https://www.manchester.ma.us/629/Bids-Quotes-and-Proposals> and also available at the DPW office Room 6, Town Hall, 10 Central Street, Manchester by the Sea, MA 01944 between the hours of 8:00 AM and 4:00 PM Monday thru Thursday.

All inquiries regarding this bid should be directed to Nathan Desrosiers, PE Town Engineer & OPM by email: desrosiersn@manchester.ma.us. Inquires will be accepted until **Thursday January 16th, 2025**.

The Town of MBTS Department of Public Works shall lead a WBS process that may include shortlisting firms for interviews. A designer fee has not yet been set and will be negotiated with the most Highly Advantageous respondent. The Town of MBTS reserves the right to withdraw the RFQ or reject any and all RFQ responses; and to accept the response deemed to be in the best interest of the Town of MBTS.

Non-responsive and/or unbalanced bids may be rejected.

Gregory T. Federspiel, Town Administrator
Chuck Dam, PE Director of Public Works
Nathan Desrosiers, PE Town Engineer & OPM



Request for Qualifications (RFQ)
Architectural and/or Engineering Services
Town of Manchester by the Sea, Massachusetts

Request for Proposal Conditions and Instructions to Respondents

Introduction & Background

The Town of Manchester by the Sea (MBTS), acting through the Department of Public Works, is soliciting Qualifications and/or Engineering Firms for the redevelopment of the Masonic Lodge to include Town Offices (Council on Aging) and function space. The qualifications-based selection of consultant professional services may include, but are not limited to, architectural and engineering professional services for concept designs, design development, final design documents to be bid under MGL Chapter 149, public bid support services, construction administration and construction oversight services, and any other related services contemplated in MGL Chapter 7C.

The goal of the project is to redevelop the existing Masonic Lodge located at 10 Church St, which was purchased in part by the Town of MBTS, to co-locate Town offices (specifically the Council on Aging), function space/multipurpose room, kitchen, and Masonic Lodge. It is anticipated the redevelopment will require additions to the building to accommodate all of the project needs. A preliminary concept layout plan, used by the Town to garner project support, is attached to this RFQ. Additional refinement of the concept plan is anticipated. The Town and the Mason's will each own their respective units in the new condominium association that will be created through the purchase and redevelopment of the property

Through this solicitation and the resulting contract, the selected proposer (also referred to as Respondent and/or Consultant herein) will provide professional designer services to the Town of MBTS, working for the Department of Public Works, and interacting with the following Town of MBTS Departments: Town Administrator's Office, Council on Aging Dept, Parks and Rec Dept, Inspectional Services, Police & Fire, Planning Dept, and various Town Committees and Boards.

Each of these Departments may be involved with the reviews of various components of the design and construction documents and the construction phase services and inspections associated with the project.

The target schedule is for the design and permitting to be completed within 12 months of design award with bidding and construction to follow. Construction will be contingent upon local appropriation and fundraising efforts.

General Process

The Town of MBTS will engage the most advantageous architect/engineer for the planning, design, construction support, construction services and inspections, and other services as required for a successful and complete project. It is anticipated that these efforts will be sequential and that after each phase, scheduling for the next phase will be reviewed. The Town will be adhering to MGL Chapter 7C Designer Selection Law for this procurement and will use the following criteria, further detailed herein, for rating and ranking respondents:

- Quality and applicability of prior similar experience;
- Past performance on public projects;
- Financial stability;
- Identity and qualifications of the staff and subconsultants who will work on the project;
- Demonstrated technical thoughts about the specifics of the project;
- Quality and professionalism of the RFQ response as an indication of the caliber of the Respondent's work product

General Conditions

This section of the RFQ contains the general conditions and restrictions covering the preparation, submission, and content of RFQ Responses (also referred to as "proposal(s)" or "bid(s)" throughout this document, however this is not a price-based bid selection) and the eventual Professional Services Contract to be awarded.

Uniform Proposals: To enable the Town to perform a fair comparative analysis and evaluation of proposals, it is essential that a uniform format be employed in structuring each proposal. The required proposal format is specified later in this RFQ. The consultant's degree of compliance with the requirements of this RFQ and their clarity in such proposal will be a significant factor in the evaluation of the package. Each proposer must comply with all submission requirements as directed herein. Proposals that are defective, irregular, or not in compliance will be considered unresponsive and will be rejected. Unnecessarily elaborate responses and excess material beyond that requested above may be considered unresponsive or not advantageous.

Proposers' Examination of the Request for Qualifications: Proposers shall examine all information and materials contained in and with this RFQ. Failure to do so shall be at the proposer's risk. By submitting a proposal all proposers certify that they have read and agree to comply with each provision of this RFQ, and the award of contract.

Date of Submission: All proposals must be received in the Department of Public Works - Room 6, Town Hall, 10 Central Street, Manchester by the Sea, MA 01944, by the date and time stated in the advertisement. Late bids will not be accepted and deemed unresponsive.

Independent Contractor: The selected individual(s) or company(s) will be considered an independent contractor(s) to the Town of MBTS and will not be entitled to any benefits provided to regular Town employees. The consultant(s) will be responsible for paying his or her own income and Social Security taxes, as well as any other employment benefits.

Compliance with Regulations: The successful proposer(s) must comply with all applicable federal, state, and local laws and regulations.

Withdrawal of Proposals: Proposals may be withdrawn by written notice received by Nathan Desrosiers of Town of MBTS Department of Public Works prior to the time specified for receipt of proposals.

Proposals Considered Firm: All proposals in response to this RFQ will be considered "firm" and may not be withdrawn for a period of sixty (60) days after the time specified for receipt of proposals. Proposals must be unconditional.

Incurring Costs: The Town shall not be liable for any costs incurred by proposers in preparing, submitting or presenting proposals, or in satisfying and demonstrating requirements. The Town shall not reimburse any costs incurred by proposers in anticipation of being awarded the contract under this RFQ.

Assignment of Contract: A Consultant who is awarded a contract shall not assign, transfer, convey, sublet or otherwise dispose of said contract, or his right, title, obligation, or interest in or to the same, or any part thereof, without previous consent in writing from the Town of MBTS, endorsed on or attached to the contract.

Notice to Proceed and Availability of Funds: Services provided by the successful proposer(s) shall be rendered through a Professional Services Contract based on the requirements and conditions provided in this RFQ. After a contract is approved it shall only become operative upon the delivery to the Consultant of a contract signed by the Town of MBTS. The Consultant must receive in writing, from the applicable department, permission to begin any project assignment or task up to an agreed dollar amount. The Consultant cannot exceed agreed upon amounts without certification as to available funds and the Town shall only be obligated under the contract to the extent of such orders. The Consultant shall prepare separate bills for each individual assignment or task order. If requested, a detailed bill shall be prepared showing a separation of tasks and the number of hours spent on each. All fees will be collected, and the applicable Department will

approve payments for work. No work shall begin until an authorization Notice to Proceed is received from the Director of the applicable Town department.

Availability to meet with MBTS: Proposers shall be available to meet with the Department of Public Works and/or other Town of MBTS Departments within three business days of a request.

Force Majeure: Neither party will be liable to the other for any failure or delay in rendering performance arising out of causes beyond its control and without its fault or negligence. Such causes may include, but not be limited to, acts of God or the public enemy, freight embargoes, and unusually severe weather. Dates or times of performance may be extended to the extent of delays excused by this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.

Requests for Clarification: Any questions regarding this RFQ should be submitted in writing to the Department of Public Works and received no later than the date and time stated in the advertisement. Such questions should be directed to the Town of MBTS's Owner's Project Manager by email to: desrosiersn@manchester.ma.us. All responses will be provided by MBTS's OPM in the form of an addendum. All firms who have requested a copy of this RFQ from the Town of MBTS will receive a copy of all questions raised (if any), and their answers. If it should become necessary to revise any part of this RFP or otherwise provide additional information, the MBTS Department of Public Works will issue an Addendum as well. It is the respondent's sole responsibility to acknowledge all posted addenda.

Proposals are Public Records: All documents submitted in response to this RFQ are deemed public records under Massachusetts General Laws, Chapter 30B, Section 3 and open to public inspection upon request. However, pursuant to M.G.L. C.30B Section 3, all proposals shall remain confidential until the completion of all evaluations pursuant to this RFQ. Notwithstanding the provisions of M.G.L Chapter 4, Section 7, proposals shall remain confidential until completion of the evaluation of all proposals, in accordance with M.G.L. Chapter 30B, Section 6(d).

Rights to Submitted Material: All proposals, responses, inquiries, or correspondence relating to or in reference to this RFQ shall become the irrevocable and sole property of the Town of MBTS unless otherwise specified in this RFQ. The Town of MBTS shall be under no obligation to return any proposals or material submitted by a consultant in response to this RFP unless specified in this RFP.

Price and Technical Proposal Format & Submission Requirements

One (1) unstapled original, one (1) thumb drive (with both price and technical submissions on the drive) and two (2) copies of the technical submission of the proposal including all attachments thereto must be delivered in two separate sealed envelopes. One Marked “Technical Proposal” and one marked “Price Proposal”. On the outside the name and address of the bidder, the name of the bid proposal and the proposal submission date to: Department of Public Works - Room 6, Town Hall, 10 Central Street, Manchester by the Sea, MA 01944 by the date and time stated in the advertisement or as amended via addendum. Postmarked submissions will not be accepted. Overnight deliveries arriving after the due date/time, regardless of payment for early delivery, shall not be accepted.

Price Proposal:

Price proposal shall be in a separate sealed envelope. The outside of the envelope should be marked with “RFQ – Price Proposal for Masonic Lodge Redevelopment Project” and with the Proposer’s name and the date submitted. The provided “Price Proposal Form” first page shall be used. The “Price Proposal Form” second page, which is hourly rates by labor category may be used or substituted with a company created labor rate sheet.

Please note that even with a Price Proposal envelope being included, this is a qualifications based solicitation. Price will only become a factor in review if multiple firms are rated and ranked as equivalently advantageous.

The request for pricing is so that the Town is aware of proposer’s hourly costs for funding, budgeting, and contracting purposes. The Proposer shall submit a listing of hourly billing rates and corresponding estimated number of hours under this assignment for those staff and positions it anticipates assigning to the project. The billing rates shall include all charges to the Town of MBTS including salary, overhead, indirect costs and profit. The rates of all technical personnel who use is anticipated shall be specifically noted for each service on which a proposal is submitted and shall be considered the price proposal page. A hard professional services fee for the yet to be defined scope of services should not be speculated on or included.

Technical (Non-Price) Proposals:

The Technical Proposal, also referred to as the Non-Price Proposal herein, must be in a sealed envelope. The outside of the envelope must be marked with “RFQ- Technical

Proposal for Masonic Lodge Redevelopment Project,” and with the Proposer’s name and the date submitted.

The Technical (Non-Price) Proposal shall generally follow the format identified below, separated by tabbed dividers, labeled as indicated, and contain the information required in the sections where it is requested. If the information is not found in the appropriate section it may be considered missing and therefore non-responsive. All proposals shall include the following elements within each section respectively:

Technical Proposal Format

Tabbed Divider	Section Title & Contents
LOT	Letter of Transmittal: Brief letter of introduction providing a narrative describing the firm and key subcontractors, identification of lead professional(s) and primary contact, acknowledging receipt of Addenda (even if none are issued), and any key information to differentiate the firm on this project.
Section 1	Qualifications of the Firm*
	<p>A) Introduction: Introduction page(s) providing a concise narrative describing the nature, size, background, and qualifications of the firm, names and applicable background of key personnel who will be working on the contract from all firms, including Subcontractors. Identification of lead professionals, identification of home office / production locations, and availability of key staff.</p> <p>B) References: A minimum of five (5) firm or individual references including name, title, agency, address, phone, email, project name and start/completion dates (if applicable). Services to these references must have been delivered within the last three (3) year period. The Reference Form in Section 3A may be used, pre-existing reference sheets may also be used.</p> <p>C) Firm Interests: Names and addresses of all partners, if a partnership; of all officers, directors, and all persons with an ownership interest of more than five (5) percent in the proposal if not a partnership.</p> <p>D) Professional Registrations: The lead Architect/ Engineer supervising the design and submittal reviews shall be either a Professional Engineer (PE) or Licensed Architect and must be registered in Massachusetts. The registration numbers, licenses, certifications and status of each key personnel in every jurisdiction in which such person has ever been registered as a professional engineer, architect, or related profession. A professional structural engineer must be on the team.</p>

	<p>E) Municipal Experience: Previous and on-going experience in similar work by the prime Respondent firm. A brief narrative indicating that your firm has relevant and similar experience with providing municipal design, public bidding, and construction phase services similar to those requested in this RFQ. Include a list of all cities and towns within the Commonwealth for which the applicant has performed or has entered into a contract to perform similar scope of services for design, bidding, and construction phase services within the last three (3) year period. Five (5) of these cities and towns must be listed in Section 1B above.</p>
Section 2	<p>Approach & Scope of Work*</p> <p>A) Provide concise outline of the firm's anticipated Project Approach to working with the Town of MBTS to deliver the expected services. Brief discussion about how Respondent's approach ensures competence and quality in deliverables and the construction oversight. The Approach must communicate how single-point responsibility for all in-house disciplines and all subcontractors will be maintained during cohesive, well-coordinated design and construction phases of the project. Methodologies for construction cost estimating prior to bidding must be clear.</p> <p>B) Proposed Scopes of Work for the design phases, public bidding phase, and construction phase of services. The proposed Scope must demonstrate the capabilities, expertise, and qualifications, should be clearly noted within the proposal. The Scope of Work will form the future basis of a Services Contract.</p> <p>C) Possible Project Timeline and key milestones and Town decision points. This timeline may be in Ghannt chart or milestone list formats.</p> <p>D) Any initial project specific technical matters, thoughts or directions which frame the Approach and Scope of Work. Graphics are acceptable.</p>
Section 3	<p>Documentation & Appendices</p> <p>A) Town of MBTS Forms: Include signed versions of all required forms.</p> <p>B) Documentation/Certificates: Workmen's Compensation Insurance and Professional Liability Insurance for the minimum amount as required by applicable state law.</p> <p>C) Financial Documentation: demonstrate in the form of a sealed balance sheet and income statement for the past three (3) audited years. These documents will remain confidential but will be used to address the MGL Chapter 7C Financial Stability requirements for screening.</p> <p>D) Resumes: Resumes of the principals, lead professionals and key personnel in each field of expertise including any Subconsultants.</p>

	<p>Include resumes of personnel who will work directly with the Town. Reduce resume content to 2 pages each.</p> <p>E) Submit the DSB Form formally known as "Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction," which is available for download from the Massachusetts Designer Selection Board website.</p>
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*If appropriate, indicate subcontracted firm(s) and include applicable information accordingly.

Award/Terms of Contract

The Town of MBTS through a technical selection committee shall review all respondents rated as Qualified, then rank each. This review may include interviews with the lead firm and any key subcontractor firms who will perform key work under this contract. The selection committee, led by the OPM, shall deliver a written recommendation to the Town Administrator for the execution of a contract. The recommendations shall include any conditions to the recommended award which require successful negotiation or revisions to the Scope of Work identified by the selection committee and/or other MBTS officials. The contract will be awarded to, and negotiated with, the recommended respondent upon the completion of evaluation of proposals. The anticipated not to exceed value of this contract shall be \$200,000 to include design, permitting, and bidding. A separate contract assignment for construction phase services including construction administration and resident inspection services during construction will be negotiated at a later date. The Town currently has \$50,000 budgeted for an initial contract to start the design effort. Additional funding will be requested at Spring 2025 Town Meeting to complete the design, permitting, and bidding effort; the Town makes no guarantee these funds will be approved.

Execution of Contract

Upon the award of a Contract, the OPM will prepare a contract. In the event that the successful Consultant(s) fails, neglects or refuses to execute the contract(s) within fourteen (14) days after receiving a letter of award from the Town, the Town may at its option terminate its action in awarding the contract and the selection of the Consultant(s) shall become null and void and of no effect. The Consultants must provide insurance certificates to the Town prior to award of the Contract.

Incorporated by reference into the Professional Services Contract which is to be entered into by the Town and the successful Consultant pursuant to this RFQ shall be:

1. All of the information presented in this RFQ and the consultant's response thereto. Within the Professional Services Contract, the term "proposer" shall be

synonymous with the terms “consultant” and “firm” for any and all provisions therein.

2. An authorized official of the consultant(s) and the Town of MBTS shall execute the contract(s).

Reservation of Rights: The Town of MBTS reserves the right to cancel this RFQ to accept or reject in whole or in part any and all proposals, or to waive any informality in the proposing when it is determined that said cancellation or rejection serves the best interests of the Town. Reasons for cancellation or rejection shall be stated in writing.

Compliance with Laws & Regulations: The selected proposer(s) will be required to review all plans for compliance with federal, state, and local laws, statutes and regulations, and federal law and regulations. The Consultant (s) shall adhere at all times to the highest professional certifications, standards, and guidelines, any and all such laws, statutes and regulations, as applicable to the profession(s).

Billing: All bills for services rendered shall be submitted to the applicable Town Department to the attention of that Department’s Director for approval and payment, and shall state the date(s), hours, and product or matter worked upon. All bills shall be rendered within thirty (30) days of the service having been performed.

Errors and Omissions Insurance: The awarded respondent(s) shall provide and maintain Errors and Omissions Insurance with minimum limits of \$2,000,000 per occurrence/annual aggregate. The policy shall not have a deductible greater than \$50,000.00. Coverage shall be maintained in effect continuously for a period of at least six (6) years from the date of Final Payment by Owner to Respondent.

Severability: The provisions of the Professional Services Contract shall be severable. If any provision is found by a court to be invalid, the remaining provisions shall remain fully effective.

Amendments: The Professional Services Contract may only be amended by the written consent of the Town of MBTS.

Selection Criteria

The Town of MBTS is using the procedures governing the selection of designers for any municipality or local public agency building project as detailed in the state’s designer selection law, M.G.L. c. 7C, §§ 44-58. Expanded local MBTS specific forms and requirements governing the procurement and execution of services have been included

herein. All proposers will receive consideration without regard to race, color, creed, age, sex, religion, or national origin.

Proposals will be scored on the following general scale of qualifications. Each scale will be multiplied by the weighted scaling factor of the scoring category.

- “Highly Advantageous” (10 points x scaling factor) = response excels on the specific criterion,
- “Somewhat Advantageous” (6 points x scaling factor) = response meets evaluation standard for the criterion,
- “Not Advantageous” (2 points x scaling factor) = response does not fully meet the evaluation criterion or leaves a question or issue not fully addressed, or
- “Unacceptable” (0 points) = response does not address the elements of this criterion.

In addition, references beyond those included in the RFQ Response may be checked. A short list of Respondents may be interviewed during the selection process and feedback on the interview will be included in the determination of scores.

1: Overall Qualifications (3X weighted, 30 points max)

Overall qualifications, experience and expertise of the Firm, its Subconsultants, and applicable key staff. Factors for scoring include the quality and applicability of prior similar experience. Reference check feedback is a factor in this category.

Points	Rating	Description
10	Highly Advantageous	The RFQ Response indicates evidence that the firm has substantial in-house experience and expertise in the specific disciplines of the project, relevant staff skill sets or subcontractor team members are included for which in-house services are unavailable. Positive feedback from all references. Demonstrated financial stability of the prime firm.
6	Advantageous	The RFQ Response indicates evidence that the firm has notable in-house experience and expertise in the specific disciplines of the project, relevant staff skill sets, or subcontractor team members are included for which in-house services are unavailable. Positive feedback from a majority of references. Demonstrated financial stability of the prime firm.
2	Not Advantageous	The RFQ Response indicates little or unclear evidence that the firm has in-house experience and expertise or displays limited relevant staff skills or limited subcontractor team members. Positive feedback from a minority of references. Limited documents regarding financial stability of the prime firm.
0	Unacceptable	The RFQ Response does not competently communicate any reliable or verifiable evidence that the firm has in-house experience and expertise relevant to the project. Negative feedback from two or more of the references. No inclusion of documents demonstrating the financial stability of the prime firm.

2: Project Approach (2x weighted, 20 points max)

Respondent's proposed Project Approach is customized to the Town of MBTS Masonic Lodge Redevelopment, and concisely details an understanding of the project.

Demonstrates the methods to communicate, coordinate, and deliver the expected technical services, while maintaining quality, cohesion, and timeline.

Points	Rating	Description
10	Highly Advantageous	Project Approach is customized to MBTS Masonic Lodge Redevelopment project with a demonstrated awareness of the Town and the project elements, Compelling methods for QA/QC, communications, and coordination. Strong plan to drive timeline.
6	Advantageous	Project Approach references general MBTS Masonic Lodge Redevelopment project elements with a general awareness of the Town and the project needs. General content on methods for QA/QC, communications, and coordination. General plan regarding timeline.
2	Not Advantageous	Project Approach is generic with little or no MBTS Masonic Lodge Redevelopment project specific elements. Little to no specific references to QA/QC, timelines, or coordination.
0	Unacceptable	Project approach is vague or omitted

3: Proposed Scope of Work (3x weighted, 30 points max)

Demonstrated knowledge and understanding of all elements of an expected Scope of Work and clear, concise phases and tasks to drive design, efficient bidding cycle, and effective construction phase, including content on the design phases, public bidding phase, and construction phase of services.

Points	Rating	Description
10	Highly Advantageous	Scope of Work is customized to MBTS Masonic Lodge Redevelopment project with logical and efficient phases and tasks that are relevant to the project. Scope addresses all expected project elements, and incorporates milestones for QA/QC, routine communications, and feedback. Scope tasks are relevant to timeline expectations. Applicable and well-thought-out technical content and graphics included.
6	Advantageous	Scope of Work is generally referenced to MBTS Masonic Lodge Redevelopment project with typical phases and tasks that are relevant to the project. Scope addresses most expected project elements, and incorporates some milestones for QA/QC, communications, and feedback. Scope references timeline expectations. Applicable technical content and graphics included.
2	Not Advantageous	Scope of Work is generic and not customized to MBTS Masonic Lodge Redevelopment project, vague phases and/or task descriptions, no reference to timeline, generic content on QA/QC, communications, and client feedback. General technical content or limited graphics included.

0	Unacceptable	Totally generic or omitted Scope of Work, irrelevant phases or tasks, little to no useful content for a future contract. No technical content or graphics included.
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4: Quality of Written RFQ Response (1x weighted, 10 points max)

Quality of RFQ Response in format and presentation. Strong written communication and presentation skills; ability to explain and interpret technical information to a non-technical audience. Inclusion of all required forms and documentation. This category will also demonstrate the Respondents' quality of work, QA/QC system and thorough attention to detail.

Points	Rating	Description
10	Highly Advantageous	The written response submitted by the firm is clear and complete, fully covers the relevant subject matter, and excels with respect to graphics, formats, and/or writing style. All forms and documentation are completed and included.
6	Advantageous	The written response submitted by the firm is clear and complete, and fully covers the relevant subject matter. All forms and documentation are completed and included.
2	Not Advantageous	The written response submitted by the firm is either unclear or incomplete; one or two of the non-statutorily required forms and/or documentation was not included.
0	Unacceptable	The written response submitted by the firm is both unclear and incomplete; majority of the non-statutorily required forms and/or documentation was not included.

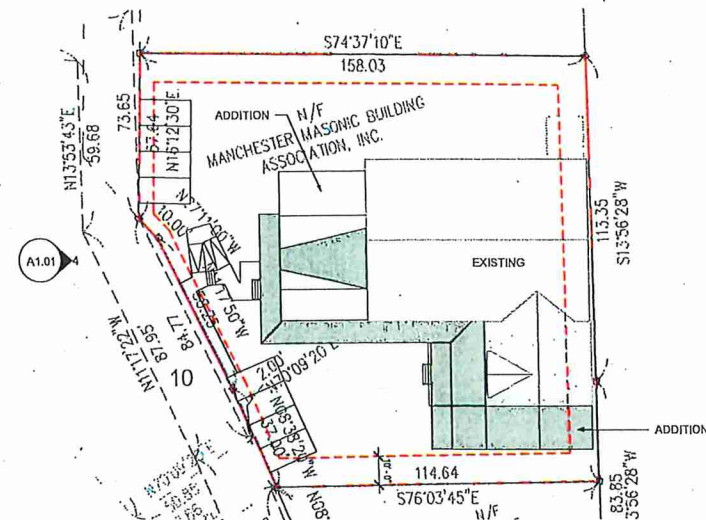
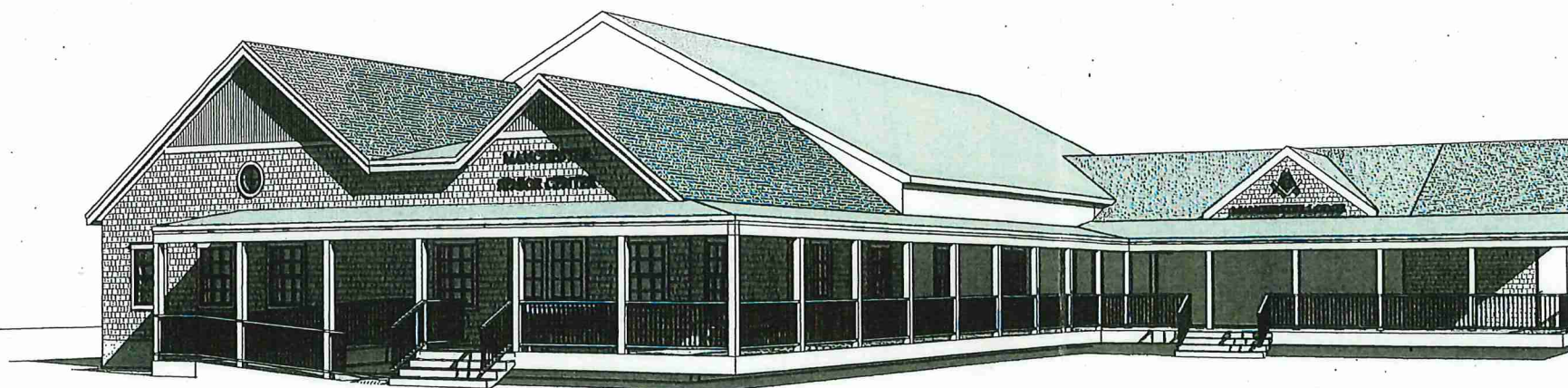
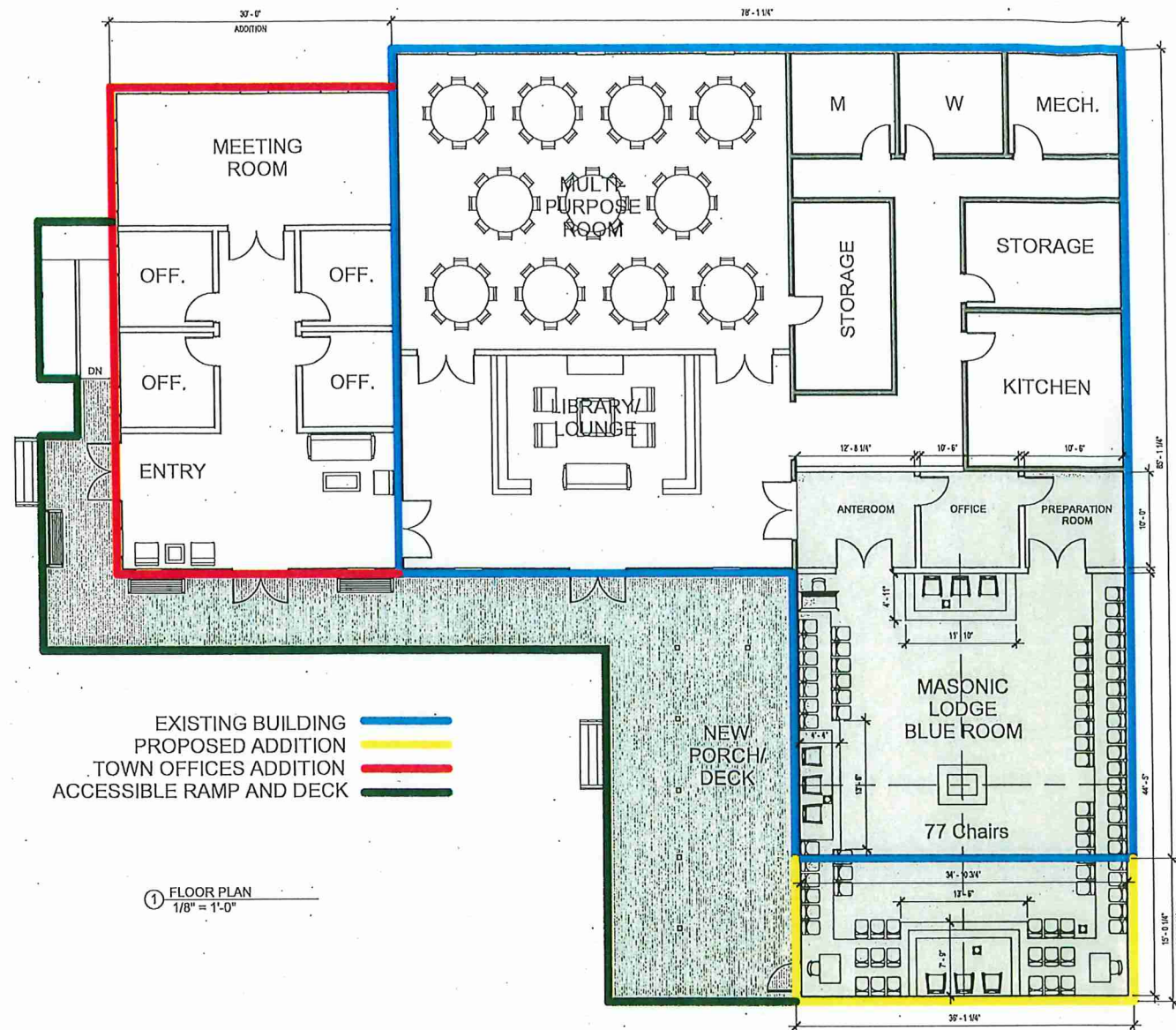
5: Any other relevant input into scoring (up to 10 points)

The Selection Committee will consider any other appropriate proposal content, ideas, or possibilities as value-added criteria which the Town of MBTS may deem relevant for the review and scoring of firms. These points must be aligned with M.G.L. c. 7C, §§ 44-58 and be in the best interest of the Town of MBTS to award.

Forms & Documents

The following pages are the statutorily required forms, Town of MBTS bid forms, and suggested Reference and Price Proposal forms for the Respondent use. As a M.G.L. c. 7C solicitation, the Massachusetts' Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction is required.

Appendix A – Concept Level Plan



GENERAL NOTES

NEW WORK LEGEND

EXISTING WALL TO REMAIN
PROPOSED NEW WALL

Schematic Design
July 16, 2024

architecture planning interiors
17 Elm Street Manchester, MA 01744
781.524.4386 www.olsonlewis.com

OLSON
LEWIS +
ARCHITECTS

Masonic Lodge

Owner
Address

REVISIONS	No.	Description	Date
1	1		

OPTION 2

A1.01

**“Architect or Engineer Services” RFQ
Town of Manchester by the Sea, Massachusetts**

**PRICE PROPOSAL FORM
Provided in a separate, sealed envelope**

Town of Manchester by the Sea
Town Hall – DPW Room 6
10 Central St
MBTS, MA 01944
Attention: DPW, Nathan Desrosiers, PE

BIDDER

Receipt of Addendum No. _____ Acknowledged by: _____

Company Name: _____

Bid Signed By: _____

Title: _____

Date: _____

Address: _____

Telephone #: _____

Email: _____

If you have received this RFQ from either the Town of Manchester by the Sea website or through an email it is your responsibility to check for addenda (<https://www.manchester.ma.us/629/Bids-Quotes-and-Proposals>) before you turn in your bid/ proposal. Town of Manchester by the Sea will not be responsible any bids received omitting addenda acknowledgement.

We submit for your consideration our RFQ Response for architectural / engineering services. We have read the RFQ documents and are submitting our RFQ Response in full compliance with all terms and conditions. We acknowledge receipt of all addendums to the RFQ documents and assume full responsibility to access those addendums from the Town’s website as applicable.

FEE PROPOSAL FORM CONTINUED

We agree to perform the work described in the RFQ based upon the for the following hourly rates. Complete only applicable labor categories. This sheet may be substituted with a company created labor rate sheet.

ONLY complete rates that apply

<u>Design Positions:</u>	<u>Hourly Rate</u>	<u>Estimated Hours</u>
Principal Architect/Engineer	_____	_____
Principal Project Manager	_____	_____
Project Manager	_____	_____
Project Architect	_____	_____
Project Engineers		
Civil	_____	_____
Geotechnical	_____	_____
Environmental	_____	_____
Mechanical	_____	_____
Electrical	_____	_____
Structural	_____	_____
Assistant Architect	_____	_____
Junior Engineer	_____	_____
Technician	_____	_____
Draftsperson	_____	_____
Clerical	_____	_____

<u>Construction Admin Positions:</u>	<u>Hourly Rate</u>	<u>Estimated Hours</u>
Construction Manager	_____	_____
Assistant Manager	_____	_____
Clerk of the Works	_____	_____
Resident Engineer	_____	_____
Resident Project Representative	_____	_____
Field Inspector	_____	_____
Draftsperson	_____	_____
Clerical	_____	_____

Survey Positions:**Hourly Rate****Estimated Hours**

Project Manager

Licensed Land Surveyor

Two-man Survey Crew

Three-man Survey Crew

CADD Services Positions:**Hourly Rate****Estimated Hours**

CADD Engineers

CADD Operator/Technician

CADD Manager

Company Name: _____

Date: _____

“Architect or Engineer Services” RFQ

Town of Manchester by the Sea, Massachusetts

REFERENCE FORM

List the names of five (5) municipal clients that you have provided services to within the last three (3) years. This form may be substituted for pre-existing corporate marketing reference sheet so long as all data exists.

Municipality/District: _____

Contact Name: _____ Phone: _____

Email Address: _____

Project(s)_____

Municipality/District: _____

Contact Name: _____ Phone: _____

Email Address: _____

Project(s)_____

Municipality/District: _____

Contact Name: _____ Phone: _____

Email Address: _____

Project(s)_____

Municipality/District: _____

Contact Name: _____ Phone: _____

Email Address: _____

Project(s)_____

Municipality/District: _____

Contact Name: _____ Phone: _____

Email Address: _____

Project(s)_____

Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)	1. Project Name/Location For Which Firm Is Filing:		2. Project #								
			This space for use by Awarding Authority only.								
3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:		3. Name Of Proposed Project Manager: For Study: (if applicable) For Design: (if applicable)									
3b. Date Present and Predecessor Firms Were Established:		3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:									
3c. Federal ID #:		3g. Name and Address Of Parent Company, If Any:									
3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required): Email Address: _____ Telephone No: _____ Fax No.: _____		3. Check Below If Your Firm Is Either: (1) SDO Certified Minority Business Enterprise (MBE) <input type="checkbox"/> (2) SDO Certified Woman Business Enterprise (WBE) <input type="checkbox"/> (3) SDO Certified Minority Woman Business Enterprise (M/WBE) <input type="checkbox"/> (4) SDO Certified Service Disabled Veteran Owned Business Enterprise (SDVOBE) <input type="checkbox"/> (5) SDO Certified Veteran Owned Business Enterprise (VBE) <input type="checkbox"/>									
4. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):											
Admin. Personnel	_____	(_____)	Ecologists	_____	(_____)	Licensed Site Profs.	_____	(_____)	Other	_____	(_____)
Architects	_____	(_____)	Electrical Engrs.	_____	(_____)	Mechanical Engrs.	_____	(_____)		_____	(_____)
Acoustical Engrs.	_____	(_____)	Environmental	_____	(_____)	Planners: Urban./Reg.	_____	(_____)		_____	(_____)
Civil Engrs.	_____	(_____)	Fire Protection	_____	(_____)	Specification Writers	_____	(_____)		_____	(_____)
Code Specialists	_____	(_____)	Geotech. Engrs.	_____	(_____)	Structural Engrs.	_____	(_____)		_____	(_____)
Construction Inspectors	_____	(_____)	Industrial	_____	(_____)	Surveyors	_____	(_____)		_____	(_____)
Cost Estimators	_____	(_____)	Interior Designers	_____	(_____)		_____	(_____)		_____	(_____)
Drafters	_____	(_____)	Landscape	_____	(_____)		_____	(_____)	Total	_____	(_____)
5. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No											

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

CITY / TOWN / AGENCY

Prime Consultant
Principal-In-Charge

Project Manager for Study

Project Manager for Design

Discipline
(from advertisement)

Name Of Firm
Person In Charge Of Discipline
Mass. Registr. #
MBE/WBE Certified (If
Applicable)

Discipline
(from advertisement)

Name Of Firm
Person In Charge Of Discipline
Mass. Registr. #
MBE/WBE Certified (If
Applicable)

Discipline
(from advertisement)

Name Of Firm
Person In Charge Of Discipline
Mass. Registr. #
MBE/WBE Certified (If
Applicable)

Discipline
(from advertisement)

Name Of Firm
Person In Charge Of Discipline
Mass. Registr. #
MBE/WBE Certified (If
Applicable)

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

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

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

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The 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.			
		11.			
		12.			

* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

10.	Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 ½" X 11" Supplementary Sheets Will Be Accepted. <u>APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.</u>																																
Be Specific – No Boiler Plate																																	
11.	Professional Liability Insurance: <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Name of Company</td> <td style="width: 30%;">Aggregate Amount</td> <td style="width: 30%;">Policy Number</td> <td style="width: 10%;">Expiration Date</td> </tr> </table>	Name of Company	Aggregate Amount	Policy Number	Expiration Date																												
Name of Company	Aggregate Amount	Policy Number	Expiration Date																														
12.	Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer 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: <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> <td style="width: 15%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> </tr> <tr> <td>a.</td> <td></td> <td></td> <td></td> <td>d.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td></td> <td>e.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> <td>f.</td> <td></td> <td></td> <td></td> </tr> </table>	Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
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a.				d.																													
b.				e.																													
c.				f.																													
14.	If Corporation, Provide Names Of All Members Of The Board Of Directors: <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> <td style="width: 15%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> </tr> <tr> <td>a.</td> <td></td> <td></td> <td></td> <td>d.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td></td> <td>e.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> <td>f.</td> <td></td> <td></td> <td></td> </tr> </table>	Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
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15.	Names Of All Owners (Stocks Or Other Ownership): <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Name And Title</td> <td style="width: 15%;">% Ownership</td> <td style="width: 15%;">MA. Reg.#</td> <td style="width: 15%;">Status/Discipline</td> <td style="width: 15%;">Name And Title</td> <td style="width: 15%;">% Ownership</td> <td style="width: 15%;">MA. Reg.#</td> <td style="width: 15%;">Status/Discipline</td> </tr> <tr> <td>a.</td> <td></td> <td></td> <td></td> <td>d.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td></td> <td>e.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> <td>f.</td> <td></td> <td></td> <td></td> </tr> </table>	Name And Title	% Ownership	MA. Reg.#	Status/Discipline	Name And Title	% Ownership	MA. Reg.#	Status/Discipline	a.				d.				b.				e.				c.				f.			
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a.				d.																													
b.				e.																													
c.				f.																													
16.	I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7C, Section 44 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Submitted by (Signature) _____</td> <td style="width: 50%;">Printed Name and Title _____ Date _____</td> </tr> </table>	Submitted by (Signature) _____	Printed Name and Title _____ Date _____																														
Submitted by (Signature) _____	Printed Name and Title _____ Date _____																																

CERTIFICATE OF NON-COLLUSION

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

(Name of person signing bid or proposal)
(Please Print)

(Signature Required)

(Name of Business)

NON-COLLUSION AFFIDAVIT

State of: Massachusetts.

County of _____.

Being first duly sworn deposes and says that:

- A. He/She is _____ of _____, the Bidder that has submitted the attached Bid or Proposal;
- B. He/She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such bid;
- C. Such Bid is genuine and is not a collusive or sham Bid;
- D. Neither the said Bidder nor any of its officers, partners, agents, representatives, employees or parties of interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Owner, or any person interested in the proposed Contract; and
- E. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its officers, partners, agents, representatives, employees or parties of interest, including this affidavit.
- F. The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature

Title

Subscribed and sworn to before me, this _____ day of _____, 2024

_____.

My Commission Expires: _____

CHAPTER 62C. ADMINISTRATIVE PROVISIONS RELATIVE TO STATE TAXATION

Chapter 62C: Section 49A Certification of compliance with tax laws as prerequisite to obtaining license or governmental contract

Section 49A. (a) Any person applying to any department, board, commission, division, authority, district or other agency of the commonwealth or any subdivision of the commonwealth, including a city, town or district, for a right or license to conduct a profession, trade or business, or for the renewal of such right or license, shall certify upon such application, under penalties of perjury, that he has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support. Such right or license shall not be issued or renewed unless such certification is made.

(b) No contract or other agreement for the purposes of providing goods, services or real estate space to any of the foregoing agencies shall be entered into, renewed or extended with any person unless such person certifies in writing, under penalties of perjury, that he had complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(c) Any such agency, which has been notified by the commissioner pursuant to section forty-seven A that a person who holds a license or certificate of authority issued by such agency or who has agreed to furnish goods, services or real estate space to such agency has neglected or refused to file any returns or to pay any tax required under this chapter and that such person has not filed in good faith a pending application for abatement of such tax or a pending petition before the appellate tax board contesting such tax or has been penalized pursuant to section 9 of chapter 62E for failure to comply with the provisions under said chapter 62E relating to reporting of employees and contractors, or has been penalized pursuant to paragraph (3) of subsection (f) of section 12 of chapter 119A for failure to comply with the provisions under said chapter 119A relating to withholding and remitting child support, shall refuse to reissue, renew or extend such license, certificate of authority, contract or agreement until the agency receives a certificate issued by the commissioner that the person is in good standing with respect to any and all returns due and taxes payable to the commissioner as of the date of issuance of said certificate, including all returns and taxes referenced in the initial notification or, if the licensee has been penalized for failure to comply with the provisions relating to reporting of employees and contractors under chapter 62E or withholding and remitting child support under chapter 119A, a certificate issued by the commissioner that the licensee is in compliance with said provisions.

(d) Any person who owns or leases a motor vehicle or trailer that is required to be registered in the commonwealth under chapter 90 and improperly registers the motor vehicle or trailer in another state or misrepresents the place of garaging of the motor vehicle or trailer in another city or town, shall be considered in violation of laws of the commonwealth relating to taxes under chapter 60A, chapter 64H or chapter 64I. The right, license or contract provided for in subsections (a) and (b) shall not be issued or renewed until the person or business entity has paid all taxes due at the time of application for such right, license or contract.

(e) Any person who, for the purpose of evading payment of a tax pursuant to chapters 59 to 64J, inclusive, willfully makes and subscribes any return, form, statement or other document pursuant to subsection (a), (b) or (d) that contains or is verified by a written declaration that is made under the penalties of perjury, and that contains information that he does not believe to be true and correct as to every matter material to his compliance with all laws of the commonwealth relating to taxes, shall be subject to section 73.

TAX COMPLIANCE CERTIFICATE
MASS. GENERAL LAWS, CH. 62C, S:49A(b)

I hereby certify that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding of child support.

Signed under the pains and penalties of perjury.

(1) Individual Contractor

(Contractor's Name and Signature)

Social Security Number

(2) Corporation, Associated
or Partnership

(Contractor's Name)

Federal Tax ID Number, or

Social Security Number

By: _____
(Authorized Signature)

INDEMNITY AGREEMENT

In Consideration of the award of Contract No. _____ by the Town of Manchester by the Sea, hereinafter referred to as INDEMNITEE, to the CONTRACTOR/BIDDER: _____

hereinafter referred to as INDEMNITOR, and for other good and valuable consideration, said INDEMNITOR agrees to hold INDEMNITEE, Town of Manchester by the Sea, and its various departments and employees harmless from any and all liability, loss or damage that INDEMNITEE may suffer as the results of claims, demands, costs, including attorneys fees, or judgement or other actions against it by reason of any and all work done by or on behalf of the INDEMNITOR in connection with the above referenced contract.

INDEMNITOR,

By Duly Authorized Agent

Date: _____

CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of the _____
(Name of Corporation)
held on _____ Directors were present or waived notice, it was voted that
(Date)
_____ of this company, be and hereby is authorized to execute
(Officer and Title)
contracts and bonds in the name and behalf of said company, and affix its Corporate Seal thereto, and such
execution of any contract or bond of obligation in this company's name on its behalf of such
_____ under seal of the company shall be valid and binding upon this company.
(Officer)

A TRUE COPY,

ATTEST:

Place of Business:

I hereby certify that I am the _____ of the _____
(Title) (Name of Corporation)
that _____ is the duly elected _____
(Name of Officer) (Title)

of said company, and the above vote has not been amended or rescinded and remains in full force and effect
as of the date of this contract.

Signature: _____

Name/Title: _____

Date: _____
(Corporate Seal)

COMMONWEALTH OF MASSACHUSETTS

COUNTY, SS.

DATE

Then personally appeared the above named _____ and acknowledged the
foregoing instrument to be his/her free act and deed before me.

Notary Public

My commission expires