



CITY OF EVERETT

REQUEST FOR QUALIFICATIONS

**FOR DESIGN SERVICES
FOR 121 VINE STREET, EVERETT, MA PROJECT**

RESPONSES DUE NO LATER THAN 2:00 PM,
TUESDAY, AUGUST 5, 2025.

City of Everett

Request for Qualifications for Design Services for the 121 Vine Street, Everett, MA Project

The City of Everett is seeking proposals for design services for a reconstruction project at 121 Vine St., Everett, MA 02149, herein referred to as "the Property."

Design services are being procured pursuant to M.G.L. Chapter 7, Designer Services. A briefing session will be held at 121 Vine St., Everett, MA 02149 on Wednesday, July 23, 2025 at 10:00 a.m.

The Property

The property housed the School Department Administration staff offices. A sprinkler pipe burst in the attic back in February of 2025 causing significant damage to a quarter of the building. ServePro came in and performed water mitigation services which included; removing all standing water and drying out all surfaces. Once the moisture was removed, all damaged areas had the walls, ceilings and floors ripped down to the studs. In addition, all electrical in the affected areas was immediately shut off and removed. Currently the building is mostly vacant.

1. Project Overview

The City of Everett is seeking a qualified architectural firm to provide comprehensive architectural services for the design and reconstruction of 121 Vine Street, Everett, MA. The selected firm will be responsible for all phases of design, documentation, permitting, and construction administration related to the redevelopment of the building into a modern, code-compliant facility. There is a preliminary construction cost estimated at \$500,000-\$700,000.

2. Scope of Services

A. Pre-Design & Existing Conditions Assessment

- Conduct site visit(s) to assess the existing conditions of the structure.
- Review available documentation, surveys, and drawings.
- Coordinate hazardous materials survey (e.g., asbestos, lead paint) with environmental consultants, if applicable.
- Prepare an Existing Conditions Report summarizing findings and recommendations.
- Identify zoning, building code, and ADA compliance constraints.

B. Programming

- Conduct meetings with stakeholders to determine space needs and desired functions.
- Develop a space program outlining square footage and adjacency requirements.
- Provide preliminary options for site utilization and building configuration.

C. Schematic Design

- Develop conceptual design options for review and feedback.
- Provide preliminary floor plans, elevations, and site plan.
- Evaluate design solutions for functionality, sustainability, and code compliance.
- Conduct cost estimation in collaboration with a professional cost estimator.

D. Design Development

- Refine the selected schematic design into a more detailed plan.
- Coordinate with structural, MEP, and civil consultants.
- Develop outline specifications for key systems and materials.
- Prepare a more detailed project cost estimate.

E. Construction Documents

- Prepare full architectural and engineering construction documents suitable for bidding and permitting.
- Include detailed drawings, specifications, schedules, and code analysis.
- Coordinate all consultant disciplines into a complete bid set.
- Assist in filing for all necessary building permits and approvals.

F. Bidding and Negotiation

- Assist the Owner with prequalification of contractors (if needed).
- Issue bid documents and respond to RFIs during the bidding process.
- Attend pre-bid meetings and prepare addenda as required.
- Assist in evaluating bids and making recommendations for award.

G. Construction Administration

- Conduct regular site visits to observe construction progress and compliance with design intent.
- Review submittals, shop drawings, and RFIs.
- Participate in construction meetings and issue field reports.
- Evaluate change orders and assist with schedule monitoring.
- Review contractor payment applications and recommend for approval.
- Conduct substantial and final completion inspections.

H. Closeout & Post-Occupancy

- Prepare a punch list and monitor completion.
 - Ensure delivery of as-built drawings and warranty documentation.
 - Conduct post-occupancy evaluation with stakeholders.
 - Provide limited support during the warranty period as needed.
-

3. Deliverables

- Existing Conditions Report
 - Schematic Design Report & Renderings
 - Full Construction Document Set (Stamped)
 - Cost Estimates at Schematic and Design Development Phases
 - Permit and Bid Documents
 - Submittal Review Logs and Site Visit Reports
 - Record Drawings (As-Builts)
-

4. Schedule

- Anticipated Project Start: August 18, 2025
 - Estimated Completion of Construction Documents: September 9, 2025
 - Target Construction Start: October 1, 2025
 - Final Completion: March 30, 2026
-

5. Exclusions (If Any)

- Geotechnical engineering (unless coordinated separately)
 - Environmental remediation services
 - Furniture, Fixtures & Equipment (FFE) procurement
 - Construction testing and inspections (to be handled by third party)
-

Proposal Format

The proposal document should consist of the following four sections to facilitate reference by the evaluation team.

- 1. **Methodology**
 - Describe the methodology that your team will use to accomplish the services outlined in this document.
- 2. **Team**
 - Describe proposed organizational structure and working relationships to provide architectural services to meet the demands as outlined in Scope of Work.
 - Identify key members of your project team and describe their roles on the project.
- 3. **Firm Experience**
 - Provide highlights of the firm’s experience.
- 4. **Compensation**
 - Services: The Designer shall agree to provide the services for a not-to-exceed fee of \$200,000.

Instructions for Submitting Proposals

The submittal must be formatted as a single bound volume. Provide five (5) hard copies, and one (1) one electronic copy on a flash drive. All proposals must be submitted in a sealed package clearly labeled with the following:

TITLE: Qualifications for Design Services for 121 Vine St., Everett, MA Project
FROM: Name and address of proposer(s)
TO: City of Everett
Monica Ford, Interim Chief Procurement Officer
484 Broadway, Rm 15, Everett, MA 02149
DUE: August 5, 2025 on or before 2:00pm

Please address questions to:

Monica Ford, Interim Procurement Officer
484 Broadway
Everett, MA 02149
Monica.ford@ci.everett.ma.us
617-394-2315

I. INSTRUCTIONS TO PROPOSERS

1. The City may cancel this RFQ, in whole or in part, or may reject all proposals submitted in response, or may procure only some goods and/or services outlined in this RFQ whenever such action is determined to be fiscally advantageous to the City or if it is otherwise in the best interest of the City.
2. The City may request that supplementary information be furnished to assure the City that a proposer has the technical competence, the business organization, and the financial resources adequate to successfully perform the necessary work.
3. Questions/clarifications rising from these documents shall be submitted to the Purchasing Agent in writing.
4. Each proposer shall acknowledge receipt of any and all addendum issued.
5. The Proposer's attention is directed to the fact that all applicable Federal laws, state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over providing student food services shall apply to the contract throughout, and they shall be deemed to be including in the contract the same as though herein written out in full.
6. Services provided by the successful proposer shall be rendered through the City's standard contract for management services; the successful proposer will not be considered an employee of the City and will not receive any benefits of an employee.
7. The successful proposer must save, keep, hold harmless and fully indemnify the City and its officers or agents from all damages or claims for damages, costs, or expenses in law or equity that may at any time arise or be set up for any infringement of patent rights, copyright, or trademark of any person or persons in consequence of the use by the City of items supplied under its proposal.

1. Evaluation Criteria

All Respondents must demonstrate that they have significant experience, knowledge and abilities with respect to MA Renovations of buildings.

The Owner will evaluate Responses based on criteria that shall include, but not be limited to, the following:

1. Past performance of the Respondent with regard to public construction projects across the Commonwealth, as evidenced by :
 - a. Documented performance on previous projects including the project dollar value, number and percentage completed on time.
2. Thorough knowledge of the Massachusetts State Building Code and all other pertinent codes and regulations related to successful completion of the project.
3. Thorough knowledge of Commonwealth of Massachusetts construction procurement laws, regulations, policies and procedures, as amended by the Construction Reform laws.
4. Key personnel: Provide an organizational chart that shows the interrelationship of key personnel to be provided by the Respondent for this project and that identifies the individuals and associated firms (if any) who will fill the key roles identified by the Respondent.
5. Proposed approach to this project which will minimize project management costs while assuring high quality standards of performance in meeting redesign and construction goals and objectives for completion of the project within budget and on time, giving maximum value for funds expended.

The Owner reserves the right to consider any other relevant criteria that it may deem appropriate, within its sole discretion, and such other relevant criteria as the Owner may request. The Owner may or may not, within its sole discretion, seek additional information from Respondents.

The selected Respondent(s) will be required to execute a Contract for Design Services with the Owner. Prior to execution of the Contract for Design Services with the Owner, the selected Respondent will be required to submit to the Owner a certificate of insurance that meets the requirements set forth in the Contract for Design Services.

II. SELECTION PROCESS

Selection Process

1. The City of Everett will be responsible for reviewing responses.
2. Identified reviewers must rank the Responses to this RFQ and must short-list a minimum of three Responses. These Respondents may be invited to make presentations.
3. The City of Everett plans to negotiate the fee, not to exceed \$200,000.00 based on the scope of the project, schedule and services being provided.
4. The City of Everett will commence fee negotiations with the first-ranked selection. The Owner will negotiate the fee for services dependent upon an evaluation of the level of effort required, job complexity, specialized knowledge required, estimated construction cost, comparison with past project fees, and other considerations
5. If the City of Everett is unable to negotiate a contract with the first-ranked selection, the City of Everett will then commence negotiations with its second-ranked selection and so on, until a contract is successfully negotiated and approved by the City of Everett.

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):																																																																																																				
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Admin. Personnel</td> <td style="width: 10%;">_____</td> <td style="width: 10%;">(_____)</td> <td style="width: 25%;">Ecologists</td> <td style="width: 10%;">_____</td> <td style="width: 10%;">(_____)</td> <td style="width: 25%;">Licensed Site Profs.</td> <td style="width: 10%;">_____</td> <td style="width: 10%;">(_____)</td> <td style="width: 25%;">Other</td> <td style="width: 10%;">_____</td> <td style="width: 10%;">(_____)</td> </tr> <tr> <td>Architects</td> <td>_____</td> <td>(_____)</td> <td>Electrical Engrs.</td> <td>_____</td> <td>(_____)</td> <td>Mechanical Engrs.</td> <td>_____</td> <td>(_____)</td> <td></td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Acoustical Engrs.</td> <td>_____</td> <td>(_____)</td> <td>Environmental</td> <td>_____</td> <td>(_____)</td> <td>Planners: Urban./Reg.</td> <td>_____</td> <td>(_____)</td> <td></td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Civil Engrs.</td> <td>_____</td> <td>(_____)</td> <td>Fire Protection</td> <td>_____</td> <td>(_____)</td> <td>Specification Writers</td> <td>_____</td> <td>(_____)</td> <td></td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Code Specialists</td> <td>_____</td> <td>(_____)</td> <td>Geotech. Engrs.</td> <td>_____</td> <td>(_____)</td> <td>Structural Engrs.</td> <td>_____</td> <td>(_____)</td> <td></td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Construction Inspectors</td> <td>_____</td> <td>(_____)</td> <td>Industrial</td> <td>_____</td> <td>(_____)</td> <td>Surveyors</td> <td>_____</td> <td>(_____)</td> <td></td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Cost Estimators</td> <td>_____</td> <td>(_____)</td> <td>Interior Designers</td> <td>_____</td> <td>(_____)</td> <td></td> <td>_____</td> <td>(_____)</td> <td></td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Drafters</td> <td>_____</td> <td>(_____)</td> <td>Landscape</td> <td>_____</td> <td>(_____)</td> <td></td> <td>_____</td> <td>(_____)</td> <td>Total</td> <td>_____</td> <td>(_____)</td> </tr> </table>					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	_____	(_____)
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 /

**Prime
Consultant**

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 ONLY 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> <th style="width: 15%;">Name</th> <th style="width: 15%;">Title</th> <th style="width: 15%;">MA Reg #</th> <th style="width: 15%;">Status/Discipline</th> <th style="width: 15%;">Name</th> <th style="width: 15%;">Title</th> <th style="width: 15%;">MA Reg #</th> <th style="width: 15%;">Status/Discipline</th> </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.			
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: <table style="width: 100%; border: none;"> <tr> <th style="width: 15%;">Name</th> <th style="width: 15%;">Title</th> <th style="width: 15%;">MA Reg #</th> <th style="width: 15%;">Status/Discipline</th> <th style="width: 15%;">Name</th> <th style="width: 15%;">Title</th> <th style="width: 15%;">MA Reg #</th> <th style="width: 15%;">Status/Discipline</th> </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.			
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): <table style="width: 100%; border: none;"> <tr> <th style="width: 20%;">Name And Title</th> <th style="width: 15%;">% Ownership</th> <th style="width: 15%;">MA. Reg.#</th> <th style="width: 15%;">Status/Discipline</th> <th style="width: 20%;">Name And Title</th> <th style="width: 15%;">% Ownership</th> <th style="width: 15%;">MA. Reg.#</th> <th style="width: 15%;">Status/Discipline</th> </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.			
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. <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 _____																																

NON-COLLUSION FORM AND TAX COMPLIANCE FORM

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 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. The undersigned certifies that no representations made by any City officials, employees, entity, or group of individuals other than the Purchasing Agent of the City of Everett was relied upon in the making of this bid

_____, _____
(Signature of person signing bid or proposal) Date

(Name of business)

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, & 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

_____, _____
Signature of person submitting bid or proposal Date

Name of business