

**CITY OF EVERETT**  
**REQUEST FOR SERVICES (RFS)**  
**DESIGN SERVICES**  
**for**  
**EVERETT MIDDLE SCHOOL CONVERSION**  
**EPS-26-21**

548 Broadway Everett, MA 02149

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**EXHIBIT(S)**

**Link to the Following Documents:**

[https://cummingcorporation.sharepoint.com/:f:/s/25-02848.LF/IgAx\\_3O8A8LpSa1Jj8GGkZ4wAdJaytwKdsAOqONlvhljF3g?e=yng3wt](https://cummingcorporation.sharepoint.com/:f:/s/25-02848.LF/IgAx_3O8A8LpSa1Jj8GGkZ4wAdJaytwKdsAOqONlvhljF3g?e=yng3wt)

Exhibit 1 – Mount Vernon Group Study, dated July 22, 2024

Exhibit 2 – State Historic Registry Documents

Exhibit 3 - EHS Hazardous Materials Assessment Report

## I. LEGAL NOTICE

### CITY OF EVERETT REQUEST FOR SERVICES (RFS) DESIGN SERVICES

for

### EVERETT MIDDLE SCHOOL CONVERSION

548 Broadway Everett, MA 02149

The City of Everett (“Owner”) is seeking design services from a qualified firm (“Designer”) to conduct a evaluate future uses for two existing underutilized Buildings in Everett (“Services”), including Old Everett High School and Pope John High School (“Project”) located at 548 Broadway and 888 Broadway Everett, MA 02149, respectively. The scope of work includes a space needs analysis of multiple school grades, academic programs, and administrative offices, to be followed by an alternatives analysis with cost estimation, and selection of a preferred alternative to be used to seek funding. Design work for short term building stabilization efforts may also be sought as part of this project. . This project is subject to the City of Everett's approval and adequate funding authorized by the City. The contract between the Owner and the Designer may be amended to include continued designer services through schematic design, design development, construction contract documents, bidding, award of construction contract, construction administration, and final closeout period of the potential Project.

The RFS will be available on **March 11, 2026**, through the Chief Procurement Officer, Kiara Freeman, [Kiara.freeman@ci.everett.ma.us](mailto:Kiara.freeman@ci.everett.ma.us), and the Owner’s Project Manager, Eileena Long, [Leena.Long@LeftFieldpm.com](mailto:Leena.Long@LeftFieldpm.com)

Questions pertaining to the RFS shall be directed to the Chief Procurement Officer, Kiara Freeman, via email [Kiara.freeman@ci.everett.ma.us](mailto:Kiara.freeman@ci.everett.ma.us) and the Owner’s Project Manager, Leftfield, LLC, c/o Ms. Leena Long via email [Leena.Long@LeftFieldpm.com](mailto:Leena.Long@LeftFieldpm.com) . **Phone calls will not be accepted.**

A briefing session will take place on **March 19, 2026, at 11:00 AM meet at the Broadway Entrance at Pope John High School 888 Broadway, Everett, MA and then will go to the Old Everett High School, 548 Broadway, Everett, MA 02149, meet at the entrance on Broadway.**

Submission of applications shall be submitted no later than **April 1, 2026, 12:00 PM** to Kiara M. Freeman, Chief Procurement Officer, 484 Broadway, Room 14, Everett, MA 02149. Responses submitted by fax or by electronic mail will not be considered.

The terms “City”, “City of Everett”, “Everett Public Schools”, and “Owner” are used interchangeably in this document and shall be considered the same entity.

## II. SCOPE OF SERVICES

The Owner has engaged Leftfield, Inc. (the "Owner's Project Manager" or “OPM”) under a separate agreement to assist the Owner with the Project. The Designer shall fully cooperate with the Project

Manager, including, but not limited to, complying with any instructions that the Project Manager may issue on the Owner's behalf.

## ***INTRODUCTION***

The City of Everett is seeking design services from a qualified firm to analyze the future reuse of two underutilized City-owned buildings (hereby referred to in this RFS as the "subject properties"):

- 1) The former Everett High School, located at 548 Broadway, Everett, MA 02149. This building is currently mostly vacant but houses a limited number of City and School programs on the ground floor and basement level.
- 2) The former Pope John School, located at 888 Broadway, Everett, MA 02149. This building is currently vacant.

The former High School is on the State Historic Registry and was used as a high school until 2007. The building is estimated at 347,000 sf in size, with the oldest portion built in 1924 (approx. 167,000 sf) and the newer addition built in 1974 (approx. 180,000 sf). Extensive work was done during summer 2025 to remediate and repair the roof which has dramatically reduced moisture inside the building. Portions of the building are currently being used for a preschool program, a Wellness Center in the gym, and non-profit services. A small fraction of the space is currently in use; the balance of the building is poor repair. The City is currently soliciting environmental testing services with a goal of remediating the building during summer 2026. The City also intends to engage in additional preventative maintenance such as brick pointing at the same time.

The former Pope John School was built in 1964 and closed in May 2019 and sold to the City of Everett. The school consists of a 5 story academic tower with former lodging for nuns on the upper story (approx. 117,500, sf) and an auditorium/gym/chapel single structure (approx.. 44,500 sf.) The building has not been maintained since it was sold, and is in a state of disrepair with an actively leaking roof. It is currently only used for police training purposes. The City is currently soliciting environmental testing services to evaluate scope of work needed.

- At the same time these two buildings remain underutilized, Everett public schools are experiencing overcrowding conditions in nearly all schools.

In addition to this effort, the City of Everett is in the initial phases of an MSBA core program project to address overcrowding at the current Everett High School, located at 100 Elm Street in Everett, MA. For clarity, the scope of services associated with this Request for Services will be referred to as the "Middle School Conversion Project," and the separate MSBA project will be referred to as the "Everett High School MSBA Project".

With the "Middle School Conversion Feasibility Study", the goal is to identify ways to address overcrowding in the District's five K-8 schools by potentially relocating grades 6, 7, and 8, or some of those grades, to one of the two facilities the City already owns, while also considering whether to consolidate central office operations to improve efficiency and enhance working conditions for administrative staff. This project involves collecting data, exploring space use alternatives, and working with City and District staff to develop a preferred concept to be used to solicit funding. This project also

seeks design services for immediate term projects to stabilize and preserve the buildings and prepare them for future occupancy.

### **Project Coordination**

The Everett High School MSBA Project is working with the MSBA and its Designer Selection Panel to select a Design Team for that Project in parallel with the City of Everett's procurement of the Design Team to conduct the Middle School Conversion Project Feasibility Study ("this project"). The Everett High School MSBA project will study various options to renovate or reconstruct the existing High School, both at the currently occupied High School site (100 Elm Street, Everett, MA) and at other sites. Those options, as they develop, will be shared with this Middle School Conversion Feasibility Study to consider whether any of the user groups being engaged by this project could be housed in the current Everett High School if and only if the MSBA High School Project's Preferred Option is selected to be new, off-site construction.

It is to be assumed that if the MSBA Project's Preferred Option is an on-site renovation or additional/renovation at 100 Elm Street, no user groups that this Feasibility Study will engage will be included in that project. However, if off-site new construction is selected by the MSBA Project, the current facility would be available for future reuse. As such, the schedule for this Feasibility Study is designed to run in parallel to the Everett High School MSBA Projects Preliminary Design Program and Preferred Schematic Report phases. Upon completion of those processes and this Feasibility Study, the City of Everett will be able to determine the best use of the two subject properties listed as 1 and 2 above, in the context of the Preferred Option for the MSBA Project. The tasks below are designed to enable all scenarios to be considered in parallel and to allow final decisions on how all potential future Projects will proceed to be made within the same timeframe.

**The Designer's responsibilities shall include, but not be limited to, the following services:**

#### ***TASK 1 - PROJECT START-UP / PROJECT ADMINISTRATION***

- A. Attend a kick-off meeting with the City officials and the OPM to discuss the goals of the Project and identify a final list of stakeholder groups that need to be engaged to determine potential program options for both subject properties (see Task 2 for a draft list of user groups).
- B. Review all available existing conditions reports and drawings of the two subject properties and attend a walk-through of both Facilities with the OPM and designees from the City.
- C. Develop a work plan to perform all tasks associated with this Request for Services, coordinate the work plan with the OPM, and present it to the Client.
- D. Schedule, prepare agendas, attend, and provide meeting minutes for regular meetings (every 1-2 weeks) with the OPM and City to discuss the initial Tasks and the results of user group meetings as they occur.

## ***TASK 2 – SPACE-NEEDS STUDY***

- A. Prepare space needs survey for all below listed programs/grades/groups. Schedule meetings with all the user groups below to visit their existing spaces and document their space and programmatic need. This list is a draft and shall be finalized in Task 1A above. It is possible that the final list of administrative offices may vary from this draft and/or that more than one meeting with some groups is required:

### **Current Occupants of Old Everett High School (548 Broadway)**

Webster School Extension  
Everett Community Health and Wellness Center  
Eliot Family Resource Center  
Facility Maintenance Garage

### **All 6th, 7th, and 8th Grade Educational Programs and Support Services**

Albert N. Parlin School, 587 Broadway  
Devens School, 121 Vine Street  
George Keverian School, 20 Nichols Street  
Lafayette School, 117 Edith Street  
Madeline English School, 105 Woodville Street  
Sumner G. Whittier School, 337 Broadway

### **Alternative high school and therapeutic day school**

Devens School, 22 Church Street

### **School Administrative and Special Education Offices**

Superintendent's Office, 12 Vine Street  
Human Resources Office (currently in leased space)  
Parent Information Center, 484 Broadway  
Special Education Office, 22 Church Street

- B. Develop a space summary listing the required rooms, square footages, and unique programmatic needs for each user group. Use methods such as adjacency diagrams and room data sheets to capture and present the required user group scope to be considered in subsequent concept design, test-fit, and estimating tasks.

## ***TASK 3 –UPDATED FACILITIES ASSESSMENTS AND CONCEPT PLANNING***

- A. Develop the CAD/BIM model of subject properties to be used to prepare test-fits.
- B. Review existing facilities assessments for the two buildings and update as needed to establish the scope, schedule and cost of potential future renovations needed to make the subject buildings habitable and code compliant for an educational use. Include of all applicable trades including but not limited to: hazardous materials abatement, building foundations, structure, building envelope, mechanical/electrical/plumbing/fire protection systems, AV/Data/Low Voltage systems, security, architecture, vertical transport, and upgrades required by all applicable codes.

- C. Prepare preliminary concepts for how each of the two subject buildings can be used to accommodate the identified user groups. Meet with OPM and Client to discuss merits of each of the concepts. Include preliminary cost estimates for each concept. Work with OPM and Client to narrow concepts to two preferred alternatives with preliminary cost estimates.
- D. Work with the OPM to develop schedules for each alternative from Schematic Design through Design Development, Construction Documents, Bidding, Construction and Closeout.

#### ***TASK 4 – TEST FITS AND COST ESTIMATING***

- A. Once the Client has selected a preferred building and associated programs, prepare and submit at least two test fit plan options to the Owner, including floor plans, elevations, and basic design concepts (renderings if possible) and “base building” modifications to accommodate building and accessibility code requirements (e.g., stairwells, elevators, lobbies, bathrooms, mechanical space, etc.).
- B. Establish final test-fit plans for the preferred alternative, including the user groups included in that alternative. All required code upgrades to building infrastructure, including egress components, bathrooms, stairwells, and elevators, should be shown.
- C. Provide conceptual cost estimate for the preferred alternative based on the final test-fits and updated building facilities assessments/recommendations/narratives.
- D. Summarize all programmatic user group findings, updated facilities assessments, test-fits, and conceptual cost estimates in a final; present the report to the Client.

#### **TASK 5: SHORT TERM BUILDING STABILIZATION EFFORTS**

- A. As assigned, prepare construction plans and specifications for short term improvements to stabilize the buildings and prepare them for future large scale construction efforts. Examples include, but are not limited to, window and door replacement, roof repair/replacement (Pope John only), ADA improvements, and other stabilization work and mechanical systems yet to be determined. These projects will be quoted individually as they arise.

### **III. MINIMUM QUALIFICATIONS AND EVALUATION**

#### **Minimum Qualifications**

In order to be eligible for selection, each Respondent must certify in its cover letter that it meets the minimum requirements detailed below. Any response that fails to include such certification in its response, demonstrating that these criteria have been met, will be rejected without further consideration.

1. Each response shall be accompanied by a completed Standard Designer Board Application Form. <https://www.mass.gov/info-details/for-municipalities-and-public-agencies>

2. Responses shall be signed as follows: (1) if the respondent is an individual, by her/him personally; (2) if the respondent is a partnership, by the name of the partnership, followed by the signature of each general partner; and (3) if the respondent is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.
3. Each Respondent must designate an individual who will serve as the Project Director and Project Manager.
4. The Project Manager shall be a registered architect or professional engineer with at least 10 years' experience in the design and construction of municipal facilities.
5. A thorough knowledge of the Massachusetts State Building Code, Stretch Code, the regulations of the Massachusetts Architectural Access Board, and the Americans with Disabilities.
6. A thorough knowledge of all public bid laws, including, without limitation, M.G.L. Chapter 149, Section 44A-M.
7. Similar work experience (renovations of historic buildings and interior fit-out projects with diverse user groups) is highly preferred.
8. Financial and operational ability to perform services on the project within established budget limits and time schedules.
9. Not be debarred under M.G.L. c.149, §44C or disqualified under M.G.L. c.7C, §47.
10. Describe two separate approaches to staffing the project and developing a work plan based on whether the Design firm for this Project is, or isn't selected as the Designer for the Everett High School MSBA Project. In the event that the Designer has been selected to serve on the (separate) Everett High School MSBA Project, describe any overlap or separation of staffing, teams and approach for this Project. In the event that the Designer is not selected to serve on the (separate) Everett High School MSBA Project, describe how your team will engage with that Project's educational visioning and Feasibility Study design team to ensure that this Project's parallel study of two programmatic options aligns with the goals established for the new (separate) Everett High School MSBA Project.

## **Evaluation**

Responses that meet the minimum criteria above must demonstrate how they will meet the following criteria:

1. Compliance with the minimum qualifications.
2. Proposed approach to this project which will minimize costs while assuring high quality standards of performance in meeting the City goals and objectives for completion of a well-designed building within budget and schedule and giving maximum value for money.

3. Prior Similar Experience
  - a. Documented experience by the firm and key personnel on similar type and size projects in the last five (5) years.
  - b. Documented experiences by the firm and key personnel on public facility projects and construction projects in Massachusetts.
  - c. Provide contact information for this project as possible references.
4. Past Performance on Public Projects
  - a. Documented successful performance on previous projects of similar cost, size, and trades.
  - b. Documented and demonstrated knowledge of the MA State Building Code and all pertinent codes and regulation related to successful and timely completion of the projects.
  - c. Demonstrated knowledge of MA Procurement and Public Construction laws
5. Financial Stability
  - a. Documentation that the firm has the financial resources and stability to undertake a project of this scope and size in conjunction with any other current projects.
6. Demonstrated Capacity and Resources to Undertake a Project of this Magnitude
  - a. Documentation that the firm has sufficient staff and capacity to undertake this project on the identified schedule in conjunction with any other current projects on which they are working.
  - b. Identify current workload of staff assigned to the project.
  - c. Documented and verifiable evidence of meeting timelines for public facility construction projects.
  - d. Description of staffing and approaches to interface with the (separate) Everett High School MSBA Project as described in the Minimum Qualification item #10 above.
7. Identity and Qualifications of Consultants Who Will Work with the Applicant on the Project
  - a. Documentation that any/all consultants have the required registrations and licenses.
  - b. Documentation of experience by any/all consultants on projects of a similar size and cost.

### **Comparative Criteria**

The following ratings will be used to measure the relative merits of each submission which has met the Minimum and Evaluation Criteria described above. Those submissions which do not meet the criteria will be deemed unacceptable and will not be considered for this project. These rankings will be applied to each of the Evaluation section for the purpose of scoring the value of each submission.

Definition of the rankings is as follows:

1. **Highly Advantageous:** That submission which demonstrably meets or exceeds all requirements of the RFS criteria.
2. **Advantageous:** That submission which meets or exceeds a majority of the requirements of the RFS. Vagueness or lack of information may not allow full understanding of the Submitter's description of services, staff qualifications, etc.
3. **Not Advantageous:** That submission which clearly does not meet a majority of the requirements of the RFS criteria.

The City of Everett reserves the right to reject any proposal. The City reserves the right to consider any other relevant criteria that it may deem appropriate, within its sole discretion. The City may or may not, within its sole discretion, seek additional information from Respondents. This RFS, any addenda issued, and the selected Respondent's response, will become part of the executed contract. The key personnel that the Respondent identifies in its response must be contractually committed for the Project. No substitution or replacement of key personnel or change in the Sub-Consultants identified in the response shall take place without the prior written approval of the City.

#### **IV. FEE**

The approach is to complete this study and present findings in December 2026. The designer's fee should not exceed **\$300,000 excluding Task #5 and will be negotiated**. After the project is approved by the City, the Designer's contract may be amended to include design services through construction contract documents, bidding, construction administration during the construction period, and project closeout. If a contract cannot be successfully negotiated with the first-ranked firm, the City will commence negotiations with the second-ranked firm, and so on, until a contract is finalized and approved. The City reserves the right to re-advertise if a fee and/or final scope of work cannot be agreed upon with one of the top three ranked firms. The negotiated fee will include all direct and indirect expenses related to this project, including all subconsultant's fees.

#### **V. SUBMISSION DEADLINE AND INSTRUCTIONS**

Sealed submissions shall include five (5) signed originals, and one (1) submission on a flash drive must be received no later than **April 1, 2026, at 12:00 PM** to Kiara M. Freeman, Chief Procurement Officer, 484 Broadway, Room 14, Everett, MA 02149. Responses submitted by fax or by electronic mail will not be considered. Responses will only be accepted if sent by certified mail (return receipt requested), Federal Express, or similar, or delivered by hand between the hours of 9:00 am and 3:00 pm, Monday through Thursday, and in either case must be sealed and marked:

#### **City of Everett RFS – Design Services – Everett Middle School Conversion**

Applicants must also execute and include in the sealed submission the City of Everett Certificate of Corporate Authority, Certificate of Non-Collusion, Conflict of Interest Statement, Certificate of Tax Compliance, and a DSB Application Form (copies of which are attached) and acknowledgement of any addenda, if applicable.

#### **VI. QUESTIONS, ADDENDUM, OR MODIFICATION**

Questions concerning this RFS must be submitted in writing to:

City of Everett Chief Procurement Officer, Kiara Freeman via [Kiara.Freeman@ci.everett.ma.us](mailto:Kiara.Freeman@ci.everett.ma.us) and the Owner's Project Manager, Leftfield, LLC, c/o Ms. Leena Long via email [Leena.Long@LeftFieldpm.com](mailto:Leena.Long@LeftFieldpm.com). Written responses will be emailed to all applicants on record as having received the RFS.

If any changes are made to this RFS, an addendum will be issued. Addenda will be emailed to all applicants on record as having received the RFS.

An applicant may correct, modify, or withdraw a response by written notice received by the City prior to the time of opening. Modifications must be submitted in a sealed envelope clearly labeled “**Modification No. \_\_\_\_**”. Each modification must be numbered in sequence and must reference the RFS.

After the opening, an applicant may not change any provision of their response in a manner prejudicial to the interests of the City or fair competition. Minor informalities may be waived by the City.

## **VII. ADDITIONAL INFORMATION**

1. The City reserves the right to reject any response which, in its judgment, fails to meet the requirements of the RFS; or which is incomplete, conditional, or obscure; or which contains additions or irregularities; or in which errors occur; or if determined to be in the best interest of the City to do so.
2. The City may cancel this RFS, in whole or in part, at any time whenever such act is deemed in the best interest of the City.
3. The City reserves the right to waive minor discrepancies.
4. No inquiries about this RFS will be entertained after 12:00 PM, March 25, 2026.
5. All responses and information submitted in response to this RFS are subject to the Massachusetts Public Records Law, M.G.L. c.66, sec 10 and c. 4, section 7(26). Any statements in submitted responses that are inconsistent with the provisions of these statutes shall be disregarded.
6. A Respondent may withdraw or modify their proposal prior to the deadline. All proposals submitted must remain valid for 90 days following RFS deadline.
7. The City is not responsible for, and will not pay for, any costs incurred in preparing a Response to the RFS, interviewing for the project, negotiating a contract for the project, or any other costs incurred prior to entering a contract with the Designer.

## **VIII. AWARD**

This is not a price competition, but rather the Owner’s decision will be based upon qualifications and experience with similar projects. The Owner *may* schedule interviews with three, or more, highest scoring firms or individuals. If the Owners determines to not conduct interviews, the Owner will rank the finalists based on consideration of the submission requirements, the comparative evaluation criteria, and the interview (if applicable).

All proposals submitted in response to this RFS shall remain for ninety (90) days following the bid opening. The contract will be awarded within (90) days after the bid opening. The time for award may be extended for up to 45 additional days by mutual agreement.

The Owner will evaluate RFSs and enter negotiations with the highest scoring proposer. If unsuccessful, the City may attempt to negotiate with the second-highest-scoring proposer (and repeat that process) until successful. Upon a successful negotiation, the City will incorporate into its Standard Contract appropriate specifics for this project and submit the contract to the successful respondent for execution. In the event that the selected respondent fails, neglects or refuses to execute the contract within a specified number of days after receiving the Contract from the City, the City may at its option terminate and cancel its action in awarding the contract and the contract shall become null and void and of no effect. If negotiations with one or more of the finalists prove unsuccessful, the City may reject all responses and may choose to re-advertise if deemed in the best interest to do so.

The Owner reserves the right to engage the awarded Design Team for future additional services related to Schematic Design, Design Development, Construction Documents, Permitting, Bidding, Construction Administration and Closeout via a future fee negotiation and contract amendment.

# ATTACHMENT 1

## *Required Certifications*

<p><b>CERTIFICATIONS REQUIRED BY LAW FOR PUBLIC CONSTRUCTION CONTRACTS</b></p>
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You must **COMPLETE** and **SIGN** the following certifications. You must also print, at the bottom of this page, the name of the contractor for whom these certifications are submitted.

### **TAX COMPLIANCE**

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, the undersigned, authorized signatory for the below named contractor, do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

---

### **NON-COLLUSION**

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

---

### **PUBLIC CONTRACTOR DEBARMENT**

The undersigned certifies under penalty of perjury that the below named contractor is not presently debarred from doing public construction work in the commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

---

### **COMPLETE AND SIGN BELOW:**

\_\_\_\_\_  
Authorized Person's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name & Title of Signatory

\_\_\_\_\_  
Name of Contractor

**CERTIFICATE OF CORPORATE AUTHORITY (if applicable):**

I, \_\_\_\_\_ certify that I am the \_\_\_\_\_ of the  
corporation named as Bidder in the Bid included herein, that \_\_\_\_\_, who  
signed said Bid

on behalf of the Bidder was then \_\_\_\_\_ of said corporation, that I know  
his

signature, that his signature thereon is genuine and that said Bid was duly signed, sealed and  
executed for

and in behalf of said corporation by authority of its governing body.

(Corporate Seal)

\_\_\_\_\_  
(Secretary-Clerk)

\_\_\_\_\_  
(Signature of authorized individual submitting proposal)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Name of Proposer)

\_\_\_\_\_  
(Date)

**ATTACHMENT 2**

**CITY OF EVERETT  
DESIGN SERVICES**

**CONTACT FORM  
CITY OF EVERETT PROJECT #  
EPS-26-21**

Please attach one copy of this form to the front of your submission package. This form should be prominently displayed, clearly identifying the individual who will serve as the contact for all communications with the City of Everett with respect to this Request for Qualifications during the evaluation process.

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**ATTACHMENT 3**  
**CITY OF EVERETT PROJECT #EPS-26-21**

**Sample Price Breakdown**

**\*Please do not submit a price proposal with your qualification package – this will be requested during Fee Negotiation**

The undersigned proposer hereby declares that it has carefully examined the “Request For Proposals For \_\_\_\_\_” and Addenda, if applicable, issued by the City of Everett. The undersigned proposer hereby makes a proposal (to which the proposer hereby agrees to be legally bound in accordance with the terms and conditions and conditions of the RFP) of the following payments:

**COST PROPOSAL**

Task	\$ Amount	\$ Amount (in writing)
1 –		
2 –		
3 –		
4 -		

Task	\$ Amount
5 –	To be quoted separately on a project by project basis.

The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. (The word *person* shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.)

COMPANY NAME and ADDRESS \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

DATE OF BID \_\_\_\_\_