



**CITY OF WORCESTER, MA
DESIGNER SELECTION BOARD
455 MAIN STREET
CITY HALL – ROOM 201
WORCESTER, MA 01608**



Date: September 3, 2021

To: All Prospective Proposers

Re: Request for Proposals (DSB-2-W2) for Engineering Services, MEP (On-Call)

Instructions to all firms interested in submitting a proposal for the above referenced services are as follows:

1. Proposals will be received until 10:00 AM, local time on **October 13, 2021** at the City of Worcester Purchasing Division, Room 201, City Hall, 455 Main Street, Worcester, MA. **Late submissions will not be accepted.**
2. All submissions must comply with the requirements set forth by the Commonwealth of Massachusetts Executive Office for Administration and Finance through the Designer Selection Board (see attached application).
3. The fee schedule for services will be negotiated with the City of Worcester Designer Selection Board / Departments.
4. Proposals are to be submitted in ten (10) copies to the above address. Please include a PDF copy on USB drive.
5. **Questions must be directed in writing to the undersigned by no later than five business days before reply date. E-mail gagliastroc@worcesterma.gov Any attempts to seek answers in any other manner may result in proposal rejection.**

By: _____
Christopher J. Gagliastro, MCPPO - Purchasing Director
Chair, Designer Selection Board

City of Worcester – Designer Selection Board
Scope of Services - Mechanical / Electrical / Plumbing Engineering

The City of Worcester Designer Selection Board is seeking proposals from engineering firms to provide on-call design services to the City of Worcester, including the Worcester Public Schools, and the Worcester Redevelopment Authority (WRA). The City of Worcester and the WRA will independently award and issue contracts/amendments. The contracts will be for a three year period from January 1, 2022 through December 31, 2024.

The scope of work generally involves repair, rehabilitation or renovations to municipal buildings / structures of various age and stature. Design work at WRA's Union Station Intermodal Transportation Center may also include fit-up design for leasable spaces within the facility. Historically, projects have included boiler plants, general HVAC, controls, major and minor electrical modifications, and miscellaneous plumbing and fire protection upgrades. In addition to traditional MEP professional design services for construction projects, there could be engineering services required to evaluate and develop recommendations for energy related projects and technology in the buildings to improve efficiency and options for renewable energy. Construction costs typically range from \$100,000 - \$2,000,000, and all projects are bid, under MGL c.149 or c.30-39M, as applicable. Specific projects and scope of work will be set by individual departments throughout the duration of the contract.

The selected firms and its various subconsultants will provide state of the art design services, creative problem solving on how to most effectively renovate spaces and upgrade facilities to accommodate changing programmatic needs.

The ability to manage multiple projects at the same time across various City & School Departments/Divisions is a requirement of the utmost importance. Moreover, as this is an on-call contract, firms will be required to respond as expeditiously as possible to any and all requests for design services. Firms will be held to a high standard in this regard as the City's capital improvement program relies on quick and proactive action from our consultants.

The Board may recommend that two (2) engineering firms be awarded contracts with no specific primary or secondary selection. Firm will be selected for the various projects that come up during the course of the contract by the user-department with the approval of DSB Chair.

Fees for each specific project are negotiated individually with the department the work is being performed for. All fees must be quoted and agreed to as a fixed amount, as required by MGL.

The general scope of services required for this contract include:

- Assessment of existing conditions and investigation into the nature of the problem or fit-up options. This typically requires meetings with the department personnel and on-site investigation and evaluation.

- With the city committed to running all municipal facilities with 100% green power by 2030 ([Green Worcester Plan | City of Worcester, MA \(worcesterma.gov\)](#)), all proposed work plans must include highly sustainable options, including energy efficiency, water reduction, life-cycle costs, etc. as appropriate. Any and all boiler/furnace replacement work must be pre-approved by the Department of Sustainability & Resilience
- Schematic recommendations including various options to address the problem, and costs associated with each option. Sustainability options including energy efficiency, water reduction, life-cycle costs, etc. should be considered as appropriate.
- Updating of existing record drawings and/or creating new drawings of existing buildings as needed.
- Development of construction documents suitable for public bidding in Massachusetts. Submission milestones vary from project to project, but generally include review of CDs at 50% and 95%, with revised cost estimates. When the scope of work is limited, a formal design development submission may be waived by the requesting department / division.
- Provide a complete and accurate project estimate broken down by trade, specification section, etc. per the City's discretion.
- Coordination and preparation of the bid package. Edit and incorporate the City "front-end" specifications, arrange printing and delivery of bidding documents to Purchasing and/or Architectural Services Division and the department in charge of the project. Distribution of the bid documents will be handled by the City. Provide a copy of all bid documents in an electronic format (PDF), suitable for posting on the City's website, for downloading by bidders.
- Provide bidding assistance including, attendance at pre-bid meeting, addressing all RFIs and questions from bidders, preparation of any required addenda (to be distributed by the City), attendance at bid opening, and review of low bidder's qualifications and recommendations for award of contract.
- Provide construction administration services including attendance at construction "kick-off" meeting, weekly project construction meetings, preparation of meeting minutes and on-site attendance as required to solve field issues, etc. Services will include review of all Applications for Payment, processing of all submittals, preparation of any Change Orders, punchlisting and related close-out procedures including "As Built" electronic documentation as well as any final record as-built drawings.
- The following requirements shall be included in each design drawing set:
 - Title sheet (standard border, sheet index, vicinity and site maps, title block – include space for stamp, engineering firm, City department, site address info, etc.)

- For any construction project over \$ 100,000.00:
 - include an equipment schedule
 - include existing point of connection (existing electrical panel details and schedules, existing fire assembly ratings, etc.)
 - Design drawings to be submitted in pdf and hardcopy for review. Hardcopy stamped, Pdf and CAD for approved final set
 - As-built drawings in pdf for review. Hardcopy, Pdf and CAD for final approved
- Contract design amendments will be issued in accordance with City policies and procedures. Firm shall provide the scope of services in both word and PDF format to the requesting department. Scope shall include a breakdown of costs including but not limited to: design, bidding & construction administration services, close out, etc. as well as a schedule for completion of tasks. The city may further request a breakdown of labor costs to include and identify the hourly rates that will be negotiated with the awarded firms.

Applicants should possess the following minimum qualifications:

- Have sufficient numbers of registered mechanical HVAC, piping and electrical engineers on staff, with active registration in the Commonwealth of Massachusetts.
- Have documented experience in the repair and rehabilitation of building steam systems, HVAC, electrical, plumbing, fire protection, telecommunications, energy conservation, and commissioning with quick turnaround times.
- Have a thorough understanding of the International and Massachusetts State Building Code 780CMR, the Massachusetts Architectural Access Board regulations 521CMR and other applicable codes and regulations.
- Have experience with the preparation of construction documents for public bid, including the requirements of MGL c.149, MGL c.30 and the Commonwealth's filed sub-bid procedures.
- Have experience with Federal Transportation Authority procurement guidelines including but not limited to Buy America provisions and Davis Bacon wage requirements.
- Have documented experience with, or include subconsultant(s) with, experience with environmental management (AHERA, ACM, Lead, PCB's, etc.) as it relates to design and construction.
- Have good working relationships and access to specialty consultants as needed to support the design of projects. Examples of these subconsultants are: acoustical, civil,

environmental, and structural. Must have the ability to readily utilize these as sub-consultants. Provide a list of sub-consultants with your submission. Approval of any subconsultant will be at the City's discretion.

- Have demonstrated experience working with M/W/V/DBE's as subconsultants on recent projects. Please provide separate list as needed.

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): <div style="display: flex; justify-content: space-between;"> <div> Email Address: </div> <div> Telephone No: </div> <div> Fax No.: </div> </div>		3. Check Below If Your Firm Is Either: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>(1) SDO Certified Minority Business Enterprise (MBE)</div> <div><input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>(2) SDO Certified Woman Business Enterprise (WBE)</div> <div><input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>(3) SDO Certified Minority Woman Business Enterprise (M/WBE)</div> <div><input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>(4) SDO Certified Service Disabled Veteran Owned Business Enterprise (SDVOBE)</div> <div><input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>(5) SDO Certified Veteran Owned Business Enterprise (VBE)</div> <div><input type="checkbox"/></div> </div>																																																																																																		
4. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):																																																																																																				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 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	_____	(_____)
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5. Has this Joint-Venture previously worked together? <div style="display: flex; justify-content: space-around; margin-left: 100px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>																																																																																																				

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
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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
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		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 1/2" 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																												
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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: 20%;">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: 20%;">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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14.	If Corporation, Provide Names Of All Members Of The Board Of Directors: <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">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: 20%;">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: 20%;">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: 20%;">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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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 _____																														
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