



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

**Date:** December 17, 2025

**To:** All Prospective Proposers

**Re:** Request for Qualifications (DSB-2-W6) for Owner's Project Manager Services –  
Vet. Tech. Expansion / WPS

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**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 **December 31, 2025** 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 and/or Department(s) involved in the project. The not to exceed fee amount is \$ 700,000.00
4. Proposals are to be submitted in eight (8) copies to the above address. Please include a PDF version 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](mailto:gagliastroc@worcesterma.gov) Any attempts to seek answers in any other manner may result in proposal rejection.**
6. A pre-proposal meeting will be held at **Worcester Technical High School (WTHS)** on **Monday, December 22, from 2:00 PM to 4:00 PM.** All prospective bidders are encouraged to attend.

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

# REQUEST FOR QUALIFICATIONS - OWNER'S PROJECT MANAGER SERVICES

## City of Worcester

### Worcester Public Schools: Worcester Technical High School and Tufts Veterinarian Tech Clinic Renovation

#### 1. Introduction

The *City of Worcester* ("Owner" or "City") is seeking the services of a qualified, MCPPO certified, *Owner's Project Manager* (OPM) through a qualifications based process, as defined in Massachusetts General Laws Chapter 149, Section 44A½ and as further defined by the provisions of this RFQ: to provide Project Management Services for the renovation of the *Tufts Vet Tech Clinic at Worcester Technical High School* ("Project").

The City is seeking Phase III, OPM services for the following Tasks:

Task I: Bidding Phase

Task II: Construction Phase

Additional OPM services may be requested by the City for subsequent construction phases of a Ch. 149 project. An amendment to the original agreement will be processed for any additional service work.

The existing Worcester Public Schools, Worcester Technical High School Vet Tech clinic is proposed to be renovated in 2026. Work includes renovation of an existing 9,100 square foot vocational shop area and an addition to create a new entrance for a new instructional veterinary clinic which is to be available to the public. The work includes the removal and relocation of existing equipment, demolition of interior partitions; modifications to existing fire protection, plumbing, HVAC and electrical systems; the construction of new interior partitions with new floor and ceiling finishes; the construction of a new 465 square foot addition with an exposed steel canopy; and associated site improvement work.

The work area is within a fully operational and occupied technical high school. Spaces directly adjacent to the work area will be occupied by staff and students during normal school hours and during after-hours programs. The contractors and all workers shall complete CORI checks through the Owner. All work shall be coordinated with the Owner so that there will be no disruptions to services in the building except during off hours, weekends, and vacation periods.

Project Address:

Worcester Technical High School  
1 Officer Manny Familia Way  
Worcester, MA 01605

Work included beyond the Contract Limits: Protection and replacement of abutting sidewalks and roadways in public way, and on adjacent properties.

## **2. Background**

Worcester Technical High School (WTHS) offers a nationally recognized Veterinary Assisting Program within its Allied Health and Human Services Academy. The program provides students with a unique opportunity to gain hands-on clinical experience while completing their high school education. In partnership with Tufts University's Cummings School of Veterinary Medicine, Worcester Tech operates the Tufts at Tech Community Veterinary Clinic, an on-site teaching facility that delivers affordable veterinary care to underserved communities in Central Massachusetts.

Students enrolled in the program work alongside Tufts veterinary faculty, certified veterinary technicians, and final-year Doctor of Veterinary Medicine candidates. This collaboration allows Worcester Tech students to participate in real clinical procedures, animal care, and client interactions, preparing them for careers in veterinary medicine or further study. The program also extends learning beyond small animal care, with opportunities to work with large animals at Green Hill Park and local farms, as well as exposure to exotic and wildlife species. The curriculum is NAVTA-approved (National Association of Veterinary Technicians in America), ensuring that graduates are eligible to sit for the Veterinary Assistant Exam during their senior year. Worcester Tech's program has produced alumni who have gone on to advanced veterinary studies, including graduates who have earned Doctorates of Veterinary Medicine.

The program has received donations and grants to expand and modernize its facilities. This investment underscores the program's importance to the Worcester community and its role in advancing vocational and technical education in the Commonwealth of Massachusetts.

## **3. Project Description, Objectives and Scope of Services**

The selected OPM shall coordinate all aspects of the outlined tasks. Upon completion of these tasks, additional scope may be added with subsequent OPM responsibility for the proposed renovation.

In addition to project administration, including overseeing the project budget and schedule, the OPM will be required to perform the following in coordination with the Owner:

1. Insuring the preparation of time schedules, which shall serve as control standards for monitoring performance of the renovation project development, evaluation and oversight of project schedule
2. Ensure that the General Contractor (GC) provides ongoing cost estimates at appropriate points based on agreement of the budget established at previously established benchmarks
3. Continually track estimates of construction, soft costs, direct purchase items, utility charges, and other FF&E required
4. Participate in design reviews and coordinate meetings with appropriate government agencies
5. Oversee value engineering studies and work with GC to develop alternative solutions for scheduling and budgeting purposes
6. Oversee weekly meetings with the Designer, Owner, and GC (when contracted) and produce minutes of these meetings
7. Assist in project evaluation including, but not limited to written evaluation of the performance of the design professional, contractors, and subcontractors.
8. Provide monthly executive summary to WPS Facilities of status of project including progress, schedule and budget updates, as well as critical path items.

#### **4. Anticipated Schedule**

See attached for anticipated project schedule.

### **Future Responsibilities:**

1. Provide construction oversight
2. Provide independent review of critical shop drawings and details as may be required by the Owner
3. Work with the Owner to maintain a Proposed Change Order log to include both work within the GC contract and the supporting elements of the project
4. Evaluate claims, change orders, and pay applications on behalf of the owner
5. Assist the owner in procurement of trade contractors (when soliciting)
6. Oversee commissioning and resolution of punch-list items
7. Oversee construction materials testing services
8. Track and coordinate material lead times with the GC
9. Coordinate meetings with appropriate government agencies
10. Provide independent review of critical shop drawings and details as may be required by the Owner
11. Project closeout

### **Task 1: Bidding Phase**

The Owner's Project Manager (OPM) will serve as the Owner's representative throughout the bidding process, ensuring that all procurement activities are conducted in a fair, transparent, and compliant manner. The OPM is responsible for guiding the Owner through contractor selection, safeguarding the Owner's interests, and maintaining alignment with project goals, budget, and schedule.

### **Task 1 Deliverables:**

- **Preparation of Bid Documents**

Assist the Owner and design team in finalizing bid specifications, drawings, and contract requirements. Ensure bid packages are complete, accurate, and consistent with project scope.

- **Pre-Bid Activities**

Organize and lead pre-bid conferences and site visits. Respond to bidder inquiries in coordination with the design team and City Purchasing Division.

- **Bid Evaluation**

Assist in review of bids for completeness and responsiveness. Prepare addendum for posting of filed subbids results. Verify contractor qualifications, references, and financial stability.

- **Recommendation & Award**

Provide the Owner with a written evaluation and recommendation for contract award.

Assist in negotiations, if required, to resolve discrepancies or secure favorable terms.

Support the Owner in issuing formal award notices and contracts.

## **Task 2: Construction Phase**

The OPM shall participate in all aspects of this construction project which includes, but is not limited to:

### **Task 2 Deliverables:**

- **Project Oversight & Coordination**

Acting as the Owner's representative throughout all phases of construction.

Coordinating between the Owner, architect/engineer, contractor, and other stakeholders.

Monitoring compliance with contract documents, specifications, and regulations.

- **Budget & Schedule Management**

Reviewing and tracking project budgets, invoices, and change orders.

Monitoring the construction schedule and reporting progress to the Owner.

Identifying potential delays or cost overruns and recommending corrective actions.

- **Construction Administration**

Attending and leading regular project meetings.

Reviewing critical shop drawings, submittals, and requests for information (RFIs).

Observing construction activities to ensure quality control and adherence to design intent.

- **Documentation & Reporting**

Preparing written reports for the Owner on project status, issues, and resolutions.

Maintaining records of correspondence, approvals, and project documentation.

Assisting with preparation of final project close-out documents.

- **Risk & Issue Management**

Identifying and mitigating risks related to safety, logistics, and phasing.

Advising the Owner on disputes, claims, or contractor performance issues.

- **Final Acceptance & Close-Out**

Overseeing punch list completion and final inspections. Ensuring delivery of warranties, manuals, and training for Owner staff and supporting Owner occupancy and transition into the renovated facility.

## 1. Minimum Requirements and Evaluation Criteria

### Minimum Requirements:

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

Each Respondent must designate an individual who will serve as the Project Director.

- The Project Director shall be a person (i) who is registered as an architect or professional engineer and who has demonstrated at least five (5) years' experience in the supervision of design and construction of public buildings, OR (ii) who has at least seven (7) years of relevant experience in the construction and supervision of construction of buildings of a similar nature, and project size, and duration.
- Demonstrated experience managing public school building projects
- The respondent must hold a Massachusetts Certified Public Purchasing Official designation (MCPPO Certified)
- The respondent must have demonstrated experience in managing fast track or accelerated construction in projects of similar size and scope.
- The respondent must have demonstrated ability to manage projects constructed under the Massachusetts General Laws Chapter 149 .
- The respondent must have experience serving as an Owners Project Manager for municipal government agencies and/or public bodies and be familiar with the procedures and processes that accompany any public project.

### Evaluation Criteria:

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

1. Project experience of the Respondent for public construction projects and academic and clinical facilities:
  - a. Documented responsibilities on previous, related projects, including projects managed, project dollar value, and schedule.
  - b. Satisfactory working relationship with architects/engineers and construction managers, and public bodies.
2. Working knowledge of the Massachusetts State Building Code, regulations related to the Massachusetts Architectural Access Board, and other pertinent requirements related to successful completion of the project.
3. Working knowledge of the Commonwealth construction procurement laws, regulations, policies and procedures, as amended by the 2004 Construction Reform laws Chapter 149.
4. Management approach: Describe project staffing for the project and how the Respondent would put together an effective alliance; proposed project management systems; effective information

management; and examples of problem solving approaches to resolving issues that impact time and cost.

5. Key personnel: Provide an organizational chart and resumes for key individuals and describe how key personnel will work with other members of the Project Delivery Team. Describe the role and time commitment, experience and references for key personnel including relevant experience in the supervision of construction of projects that have been successfully completed or in process that are similar in type, size, dollar value and complexity to the project being considered.
6. Thorough knowledge and demonstrated experience with life cycle assessment and cost analysis, cost estimating, value engineering, and environmental impact analysis with actual examples of recommendations and associated benefits to owners.

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

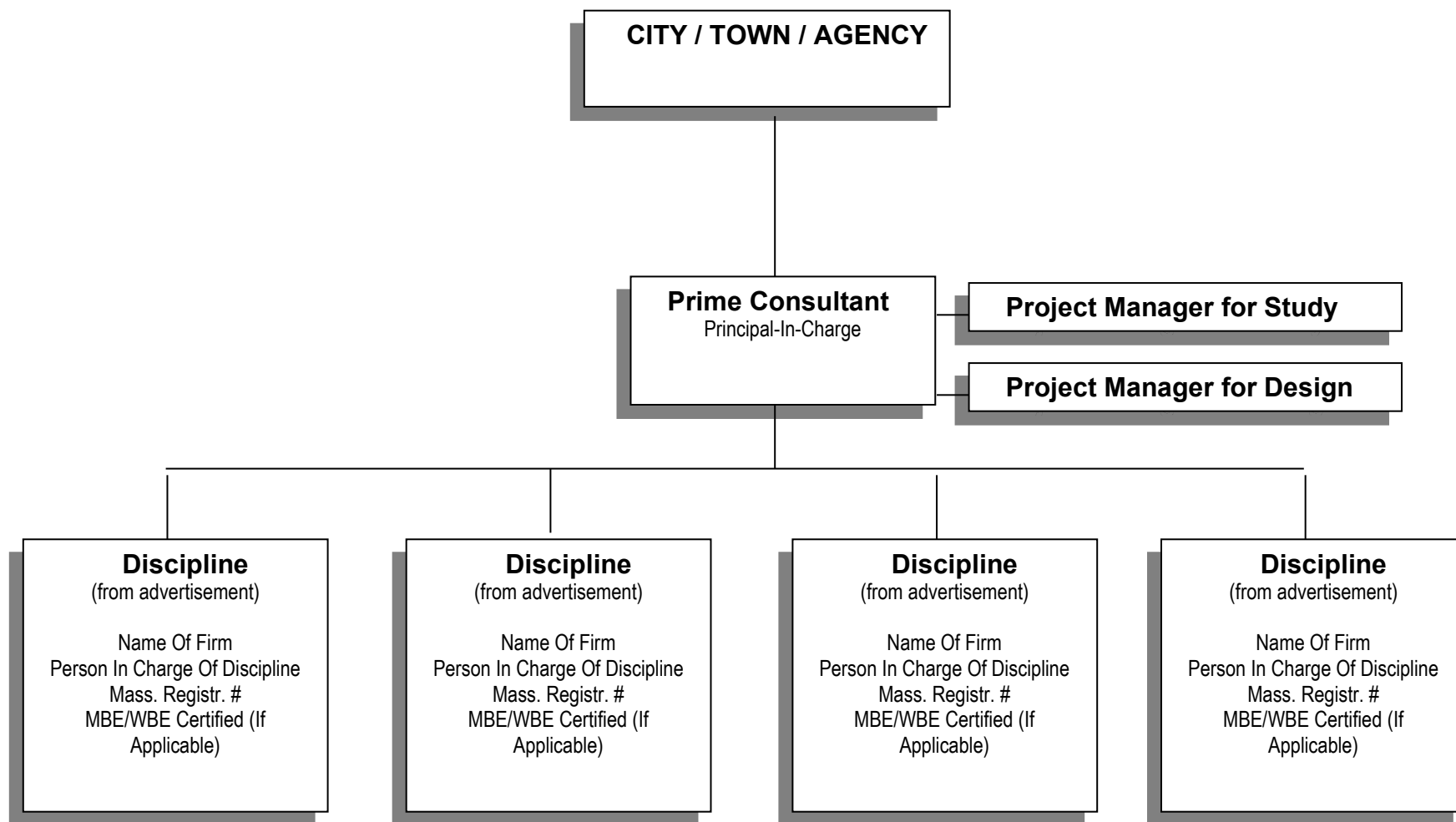
This Request for Qualifications, any addenda issued by the Owner, and the selected Respondent's response, will become part of the executed contract. The key personnel that the Respondent identifies in its response must be contractually committed for the Project. No substitution or replacement of key personnel or change in the Sub-consultants identified in the response shall take place without the prior written approval of the Owner.

The selected Respondent(s) will be required to execute a Contract for Owner's Project Management Services in a form similar to the attachment in **Exhibit B**, and incorporated by reference herein. Prior to execution of the Contract for Project Management 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 Project Management Services. Prior to execution of the Contract for Owner's Project Management Services, the fee for services shall be negotiated between the Owner and the selected Respondent to the satisfaction of the Owner. A not to exceed fee amount of \$ 700,000.00 has been established by the Owner.



<b>Commonwealth of Massachusetts</b>  <b>Standard Designer Application</b> <b>Form for Municipalities and Public</b> <b>Agencies not within DSB</b> <b>Jurisdiction (Updated July 2016)</b>	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. <b>Personnel From Prime Firm Included In Question #3a Above</b> 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:



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 <b><u>ONLY</u></b> 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):
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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. <b><u>APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.</u></b>																																
<b>Be Specific – No Boiler Plate</b>																																	
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 <b>YES</b> or <b>NO</b> . 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: 40%;">Printed Name and Title _____</td> <td style="width: 10%;">Date _____</td> </tr> </table>	Submitted by (Signature) _____	Printed Name and Title _____	Date _____																													
Submitted by (Signature) _____	Printed Name and Title _____	Date _____																															

## OCCUPANCY: Winter 2027

MILESTONE	DATE	NOTES
<b>Owner/OPM Contract Executed</b>	<b>1/23/2026</b>	
City of Worcester (COW) and OPM Review Comments to LPA A	2/06/2026	
LPA A Incorporate Review Comments into Final Bid Package	2/20/2026	
<b>LPA A Provide Final Bid Package to COW</b>	<b>2/23/2026</b>	
Bid Documents to Distributor	3/2026	COW Purchasing
Place Central Register, Comm Buys, Local Paper ads.	3/2026	COW Confirm
<b>Bid Documents Available to Bidders</b>	3/2026	COW Confirm
Pre-Bid Conference	3/2026	COW Confirm
Filed Sub-bid RFIs deadline	3/2026	COW Confirm
Filed Sub-bids due	3/2026	COW Confirm
GC Bid RFI's deadline	4/2026	COW Confirm
<b>GC Bids due</b>	4/2026	COW Confirm
Review bids	4/2026	COW Confirm
<b>Award &amp; Execute Owner/GC Agreement</b>	5/2026	COW Confirm
Construction Begin	5/2026	10 months construction, starting Spring 2026
Substantial Completion	2/2027	
Equipment & FF&E Completion	2/2027	
<b>Occupancy / Close Out</b>	<b>3/2027</b>	

I:\PROJECTS\2417\2417-WTHS Vet Clinic Expansion\WORKSHEET\Schedules\Vet Tech Milestone Schedule.docx



## **DESIGN SERVICES AGREEMENT**

This Agreement made this \_\_\_\_ day of \_\_\_\_\_, by and between the City of Worcester, a municipal corporation duly established under the laws of the Commonwealth of Massachusetts (hereinafter "City"), and \_\_\_\_\_ a Massachusetts corporation having a principal place of business at \_\_\_\_\_ (hereinafter "Designer").

### **WITNESSETH:**

**WHEREAS**, the City seeks to obtain design services for the development of a master facilities study and plan for twenty-eight schools, including identification of critical maintenance, renovations, additions or building replacements over the next twenty years; and

**WHEREAS**, the City Manager, pursuant to Article Five, Section Ten of Part II of the Revised Ordinances of 2015, requested the Designer Selection Board to solicit and recommend a designer qualified for such purpose; and

**WHEREAS**, the Designer Selection Board issued a request for proposals, Project No. \_\_\_\_\_ dated \_\_\_\_\_; and

**WHEREAS**, the Designer Selection Board, after publicly soliciting proposals and interviewing a number of designers, recommended the Designer to the City Manager as the selected designer; and

**WHEREAS**, the Designer possesses the expertise, experience and capacity to perform this service;

**NOW THEREFORE**, the parties mutually agree as follows:

#### **1. Designer's Services.**

The Designer shall provide the architectural, design and engineering services necessary to conduct a comprehensive physical and programmatic assessment of the twenty-eight schools identified by the City and to prepare a long-term master facilities plan. The Designer's services shall be performed in accordance with Exhibit A. Scope of Work, attached hereto and incorporated herein by this reference.

**2. Term.**

The Designer shall perform the services required by this Agreement in accordance with the deadlines and schedule contained in Exhibit B, Project Schedule, attached hereto and incorporated herein by this reference.

**3. Fee.**

The City shall pay the Designer for all services performed pursuant to this Agreement an amount not to exceed \_\_\_\_\_ in accordance with the procedures set forth herein and in accordance with Exhibit C, Project Fee Breakdown, attached hereto and incorporated herein by this reference.

The above sum includes all labor, overhead, profit, transportation, and direct expenses. The City shall pay the Designer for services performed under this Agreement only on the basis of written invoices or official documentation evidencing in complete detail, the propriety of the charges. Payments by the City shall be made within thirty (30) days after receipt of such invoice, excluding any review and approval period performed by the Commonwealth of Massachusetts as may be required as a condition to the receipt of funds for this project.

Pursuant to Section 38H(j) of Chapter 7 of the General Laws, the Designer or its consultants shall not be compensated for any services involved in preparing changes that are required for additional work that should have been anticipated by the designer in the preparation of the bid documents, as reasonably determined by the executive head of the public agency responsible for administering the design contract. For purposes of this paragraph, "public agency" shall have the meaning as set forth in G. L. c.7, section 39A.

**4. Information Furnished by City.**

The City shall, so far as the work under this Agreement may require, furnish the Designer with any relevant information it may have concerning the subject matter of this Agreement.

It is mutually agreed that nothing in this Agreement shall be construed to obligate the Designer to prepare for or appear in litigation or hearing in behalf of the City or, obtain or provide extensive assistance in obtaining approvals from governmental agencies concerned with environmental protection, except in consideration of additional payment for the Designer.

**5. Definition of the Probable Construction Cost.**

The Probable Construction Cost, as herein referred to, shall be the total cost to the City of all elements of the Project as designed by the Designer. The cost shall include at current established wage rates, including a reasonable allowance for overhead and profit, labor and materials necessary to construct the project in accordance with the construction documents and any equipment which has been designed, specified, selected or specially provided for by the Designer as well as demolition expenses. Cost does not include the Designer's, or any special consultant's fees or reimbursements, land acquisition, or the cost of a clerk-of-the-works.

**6. Ownership of Documents.**

Drawings, documents, reports and specifications as instruments of service are the property of the City, whether the work for which they are made be executed or not, and are not to be used on other work except by agreement with the City.

**7. Successors and Assignments.**

The City and the Designer each binds itself, its partners, successors, legal representatives and assigns of such other party in respect to all covenants of this Agreement.

**8. Consultants, Subcontracting, Successors & Assignments.**

Except for those listed on Exhibit D, which is attached hereto and made a part hereof by reference, the Designer shall not employ consultants, subcontract, assign or transfer any part of its services or obligations under this Agreement without the prior approval of and written consent of the City. The City shall not unreasonably withhold such approval. The written consent shall not in any way relieve the Designer from its responsibility for the professional and technical accuracy and the coordination of all data, designs, specifications, estimates and other work or materials furnished.

**9. Professional Responsibility and Services to be Performed.**

A. The Designer shall be responsible for the professional and technical accuracy and the coordination of all designs, drawings, specifications, estimates and other work furnished under this Agreement. The Designer shall staff its office with sufficient personnel to complete the services required under this Agreement in a prompt and continuous manner, and shall meet the submittal dates established during the course of this Agreement.

B. The Designer shall furnish appropriate competent professional services for each of the phases to the point where detailed checking or reviewing by the City will not be necessary.

C. The Designer shall thoroughly acquaint its employees with the provisions of General Laws Chapter 30, Section 39M, which provides in part: "for each item of material, the specifications shall provide for either a minimum of three named brands of material or description of material which can be met by a minimum of three manufacturers or producers, and for the equal of any one of said named or described materials."

D. Neither the City's review, approval or acceptance of, nor payment for any of the services furnished shall be construed to operate as a waiver of any rights under this Agreement or any cause of action arising out of the performance of this Agreement.

#### **10. Indemnification.**

The Designer agrees to indemnify and hold harmless the City and its officers, agents and employees from and against all suits, actions or claims of any character brought because of any injury or damage received or sustained by any person, persons or property arising out of, or resulting from, any asserted negligent act, error or omission of the Designer or its agents or employees occurring in the performance of this Agreement. The Designer is not required hereunder to defend the City, its officers, agents, or employees, or any contractor or subcontractor retained by the City from assertions that they were negligent or indemnify and save them harmless from liability based on their negligent acts, errors or omissions. The indemnifications required hereunder shall not be limited by reason of the specification of any particular insurance coverage under this Agreement.

#### **11. Insurance.**

Pursuant to Section 38H(f) of Chapter 7 of the General Laws, the Designer will obtain professional liability insurance, covering negligent errors, omissions and acts of the Designer or of any person or business entity for whose performance the Designer is legally liable arising out of the performance of this Agreement. The amount of this coverage shall equal the lesser of one million dollars or ten percent of the Project's estimated cost of construction for the applicable period of limitations. If the Designer provides Professional Liability, Commercial General Liability Insurance and/or Excess/Umbrella Liability coverage on a "claims made" basis, it shall maintain such "claims made" coverage for a minimum of 3 years from the expiration or

termination of this Agreement and shall provide the Certificate Holder with a certificate evidencing the renewed coverage. If the Designer fails to maintain or cancel/non-renew such coverage the Designer shall purchase appropriate tail coverage in order to fully maintain coverage (including the City's status as additional insured as to Commercial General Liability and Excess/Umbrella coverage) for 3 years from the expiration or termination date of this Agreement.

The Designer shall also obtain and maintain in force at all times during the term of this Agreement, insurance coverages pertaining to general/public liability, property damage, motor vehicle and worker's compensation in the following amounts:

- a. Commercial General Liability, written on an occurrence basis, - \$1,000,000 per occurrence/\$2,000,000 aggregate
- b. Excess/Umbrella Liability, written on an occurrence basis, - \$1,000,000 per occurrence/\$2,000,000 aggregate
- c. Automobile Liability/Combined Single Limit-\$1,000,000 per occurrence/\$2,000,000 aggregate (all owned, scheduled, hired, and non-owned autos)
- d. Workers Compensation - MA Statutory Requirements

The Designer shall furnish certificates of insurance coverage of the types and amounts required above, to the City, prior to the execution of this Agreement.

## **12. Termination of Contract.**

**A. Termination of Contract for Cause.** If either party shall fail to fulfill in a timely and proper manner its obligation under this Agreement for any cause, or if either party shall violate any of the terms, covenants and conditions of this Agreement, then in such event the initiating party shall have the right to terminate this Agreement by giving written notice to the breaching party of such termination and specifying the effective date thereof, said written notice to be given at least five (5) days before the effective date of such termination. In such event, all records, documents, assets, property and equipment, of any nature whatsoever, or wheresoever situated, prepared, or purchased by the Designer with Federal, State or City funds under this Agreement shall, at the option of the City of Worcester, become its property.

**B. Termination for Convenience of the City of Worcester.** The City of Worcester may terminate this Agreement, in whole or in part, at any time by giving at least thirty (30) days notice in writing to the Designer.

In such event, all records, documents, assets, property and equipment, of any nature whatsoever, or wheresoever situated, prepared, or purchased by the Designer with Federal, State or City funds under this Agreement shall, at the option of the City of Worcester, become its property.

**C. Survival of Claims, Right to Set-off.** In the event the Agreement is terminated, for either cause or convenience, said termination shall not affect the rights or remedies of either party against the other then existing or which may thereafter accrue. Furthermore, if the City, at the time of termination, sustains or has sustained damages for personal injury or property damage, the City may withhold any payments to the Designer for the purpose of set-off, until such time as the exact amount of damages owing to the City from the Designer are determined. Any such retention of payment of monies due the Designer by the City will not release the Designer from liability.

**D. Termination Expenses.** In the event of any termination of this Agreement, the Designer shall be paid in accordance with the appropriate invoicing procedure defined in Section 3 herein, for all services performed up to and including the termination date. No other termination expenses shall be allowed.

**13. Records.**

Records shall be maintained in accordance with requirements prescribed by the City of Worcester with respect to all matters covered by this Agreement. Except as otherwise authorized, such records shall be maintained for a period of six (6) years after receipt of the final payment under this Agreement.

**14. Reports and Information.**

At such times and in such forms as the City of Worcester may require, the City may request and the Designer shall not unreasonably refuse to provide such statements, records, reports, data and information, pertaining to matters covered by this Agreement.

**15. Audits and Inspections.**

At any time during business hours and as often as the City may deem necessary, the Designer shall make available to the City or its representatives for examination all non-confidential records with respect to all matters covered by this Agreement and will permit the City or its representatives to audit, examine and make

excerpts of transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.

**16. Records - Confidentiality.**

The City reserves the right of access to the non-confidential records of the Designer and its sub-contractors in accordance with provisions of the Massachusetts General Laws and Federal Regulations. Those records classified confidential shall be provided with the informed written consent of the individual involved.

**17. Independent Contractor.**

The Designer is an independent contractor and not an employee of the City of Worcester.

**18. Discrimination Prohibited.**

A. In all hiring or employment made possible by or resulting from this Agreement, there (1) will not be any discrimination against any employee or applicant for employment because of race, color, religion, sex, or national origin, and (2) affirmative action will be taken to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin.

B. No person in the United States shall, on the ground of race, color, religion, sex or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity made possible by or resulting from this Agreement. The Designer and each employer will comply with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964.

**19. Compliance with Laws.**

In the performance of this Agreement, each party shall comply with all federal, state and local laws, rules, ordinances, regulations and all administrative and judicial positions known to it, except for such period as it may in good faith be contesting the validity or application thereof.

**20. Conflict of Interest.**

The Designer warrants that it has complied with all provisions of law regarding the award of this Agreement and that it, or its employees, agents, officers, directors or trustees have not offered or attempted to offer anything of any value to any employee of the City in connection with this Agreement.

The Designer further warrants that no employee of the City of Worcester, including unpaid members of City boards and commissions, serves as an officer, director, trustee or employee of Designer, and that no employees of the City of Worcester have or will have a direct or indirect financial interest in this Agreement.

Violation of this section shall be a material breach of this Agreement and shall be grounds for immediate termination of this Agreement by the City without regard to any enforcement activities undertaken or completed by any enforcement agency. Termination of this Agreement pursuant to this section shall not waive any claims for damages that the City may have against the Designer resulting from its violation of the terms of this section.

**21. Certifications Required by Law.**

The Designer, by executing this document, certifies the following:

(a) it has not given, offered or agreed to give any person, corporation or other entity any gift, contribution or offer of employment as an inducement for, or in connection with, the award of this Agreement for design services;

(b) that no consultant to or subcontractor for the Designer has given, offered or agreed to give any gift, contribution or offer of employment to the Designer, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the Designer;

(c) that no person, corporation or other entity, other than a bona fide full time employee of the Designer, has been retained or hired by the Designer to solicit for or in any way assist the Designer in obtaining this Agreement for design services upon an agreement or understanding that such person, corporation or other entity be paid a fee or other consideration contingent upon the award of this Agreement to the Designer; and

(d) with respect to contracts which exceed ten thousand dollars or which are for the design of a building for which the budgeted or estimated construction costs exceed one hundred thousand dollars, that the Designer has internal accounting controls as required by subsection (c) of thirty-nine R of chapter thirty of the General Laws and that the Designer has filed and will continue to file an audited financial statement as required by subsection (d) of said section thirty-nine R.



(c) that the Designer, and any consultant to or subcontractor for the Designer, represents, warrants and certifies that it has complied with all laws of the Commonwealth of Massachusetts relating to taxes and all Ordinances and Orders of the City of Worcester relating to taxes, fees and charges, or is lawfully contesting the validity of the same. The Designer, and any consultant to or subcontractor for the Designer, further represents, warrants and certifies that it will remain in such compliance during the term of this Agreement, including any amendments or extensions hereto. Breach of any of these provisions shall be deemed a material breach which shall entitle the City to immediately terminate this Agreement pursuant to Article 12(A) and take any other action authorized by law to collect any amounts due the City.

**22. Applicable Law.**

The law of the Commonwealth of Massachusetts shall govern the validity, interpretation, construction and performance of this Agreement.

**23. Rights Reserved.**

The City reserves the right to change policy expounded herein due to policy changes dictated by Federal, State or Municipal agencies. The Designer agrees to comply with any and all regulations, rules or law of the U.S. Government, Commonwealth of Massachusetts or the City of Worcester that control, as may be issued from time to time.

**24. Notices.**

Any formal notices necessary under this contract shall be given by certified mail, return receipt requested, and addressed to the City at the City Manager, Room 306, City Hall, Worcester, Massachusetts 01608 and addressed to the Designer at the address appearing in the first paragraph of page 1 of this contract.

**25. Severability.**

If any provision of this Agreement is held invalid by any court or body of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect.

**26. Headings.**

The section headings in this Agreement are for convenience and reference only and in no way define or limit the scope or content of this Agreement or in any way affect its provisions.

**27. Amendments.**

This Agreement may be amended or modified only by a written amendment hereto duly executed by the parties.

**28. Entire Agreement.**

This Agreement contains the entire understanding of the parties and supersedes all prior agreements, representations, proposals and undertakings of the parties.

[Remainder of this page intentionally left blank]

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound, have caused this Agreement to be executed as a sealed instrument by their duly authorized representatives the day and year first above written.

RECOMMENDED:



Christopher J. Gagliastro, Purchasing Director  
DSB Chairman

\_\_\_\_\_  
By:  
Title:

WORCESTER PUBLIC SCHOOLS:

\_\_\_\_\_  
Superintendent

APPROVED AS TO FORM:

CITY OF WORCESTER

\_\_\_\_\_  
Deputy City Solicitor

\_\_\_\_\_  
City Manager

I certify that funds for this Agreement are available  
in Account No. \_\_\_\_\_.

\_\_\_\_\_  
Administration & Finance

## **EXHIBIT A SCOPE OF WORK**

The Designer shall furnish the following services relative to the Project:

### **Task 1 – Project Definition**

The Designer shall meet with the City to ascertain and develop a mutual understanding of the facility conditions assessment, educational program, space parity, flexibility, class size, and design enrollments. The Designer and City will establish project goals and set progress review meetings.

### **Task 2 – Facility Condition Assessment**

The Designer shall obtain as much existing data (studies, plans etc.) as possible for the existing twenty-eight (28) buildings. The Designer's assessment team will meet with the facilities head at each building prior to conducting the assessment to understand current issues. The Designer shall tour each building to assess the current physical condition of the systems and finishes. The review will include Civil, Architectural, Mechanical, Plumbing / Fire Protection and Electrical and will include a focus on fire and safety regulation compliance; school safety and security; and emergency communications. The Designer shall identify building component and systems conditions and develop a list of building deferred maintenance issues. This process will include:

- Interviews with the Facilities Management Team and building occupants
- Identification of major and deferred maintenance issues including: urgent, short term and long term (5-10 year) items
- Report out using a Facility Condition Index (FCI) model
- Cost estimate of identified issues

Areas for review will include but not be limited to: Building envelope; Mechanical / HVAC; Electrical; Plumbing, Fire Protection and accessibility.

### **Task 3 – Demographic and Enrollment Projections**

The City will provide the demographic and enrollment projections. Designer shall review and evaluate the information provided to determine enrollment needs and requirements in increments of 5 years through the school year 2027.

### **Task 4 – Enrollment Programming and Capacity Analysis**

The Designer shall conduct meetings and interviews / discussions with the City and educational leaders including the Superintendent, Principals, senior staff, and other key stakeholders to understand the program and pedagogy of the various departments and programs offered relative to Study schools. Designer shall develop program assessments based on projected populations for each school and make recommendations regarding capacities using the Massachusetts School Building Authority (MSBA) guidelines and program deliveries, which may identify needs for renovation, new construction and or consolidation of school facilities. MSBA's Summary of Spaces will be developed for each school. The evaluation will include PreK and after school activities. This work

will be conducted in the context of 21<sup>st</sup> Century teaching and learning methodologies and environments.

#### **Task 5 – Community Use**

The Designer shall evaluate current community use of facilities and future needs. This will be conducted with school department and school personnel as part of the interviews identified above.

#### **Task 6 – Development of Options**

The Designer shall propose up to three conceptual capital master plan alternatives that meet the needs for each school with respect to program and existing conditions requirements, size and location based upon enrollment projections. These shall comprise of options for: maintenance only; renovation and addition or new construction.

#### **Task 7 – Conceptual Cost Models**

The Designer shall develop a conceptual cost model for each planning option at each school, the cost model will include construction costs and indirect costs normally part of a Massachusetts school project.

#### **Task 8 – 20 Year Capital Plan**

Working with the leadership team, the Designer shall assist the City in selecting a preferred option and prioritizing the needs to develop a 20 year capital plan with timelines and costs. The Designer shall identify issues foreseeable beyond the 20 year period and advise where state reimbursement or other funding might be appropriate.

The plan will include recommendations for: urgent; short term and long term maintenance and capital needs by school.

#### **Task 9 – Draft and Final Reports**

The Designer shall incorporate all relevant information and recommendations into a draft report for comments and approvals. Upon receipt of comments, the Designer shall create a final report for distribution. Both versions will be in electronic format.

The Designer will attend up to 10 project meetings during the course of the study, up to 4 City/Community meetings and up to 4 meetings specifically for presentation development and preparedness. The Designer shall prepare documents for public presentations to the community, boards and committees.

**EXHIBIT B  
PROJECT SCHEDULE**

The Designer shall complete the tasks authorized by this Agreement within ten (10) months of the Notice to Proceed, and in accordance with the following schedule.

<b><u>Tasks</u></b>	<b><u>Time to Complete</u></b>
Notice to Proceed	Early October, 2016
Gather Existing Documents	Early October, 2016
Kick Off Meeting	Mid October, 2016
Review of Demographics	Early November, 2016
<b>Facilities</b>	
Facilities Assessments	Mid-October, 2016 – Mid December, 2016 (includes maintenance estimating)
Educational Programming	November, 2016 – January, 2017
Options Development	January, 2017 – April, 2017
Options Cost Estimating	April, 2017– May, 2017
Preferred Alternative	May, 2017 – June, 2017
Report Development	Throughout the Contract term

**EXHIBIT C  
PROJECT FEE BREAKDOWN**

The City shall pay the Designer for services authorized under this Agreement in accordance with the procedures set forth in herein and in accordance with the following Project Fee Schedule:

**Task**

**FEE**

**Task 1** — Project Definition: (1) project start up meeting, existing building photography, collection and copy all existing necessary drawings and studies

**Task 2** — Facility Condition Assessment

**Task 3, 4 & 5** — Demographic and Enrollment Projections  
Educational Programming and Capacity Analysis, Community Use  
Includes (28) meetings at each school with stakeholder group, during this time a confirmation of room uses, sizes and program will be completed for capacity analysis

Program charts to determine number of spaces needed for increased population based on WPS master schedule, enrollment data and discussions with educators; MSBA Summary of Spaces form based on projected population

**Task 6 through 9** — Development of Options. Cost models, 20 year capital plans and reports

Final report in electronic format; meetings as noted above for presentations and presentation development; coordination with cost estimator for options developed; preparation of PowerPoint presentations

**Total Not to Exceed Amount:**

Assumptions:

- City has existing conditions drawings for all 28 schools
- City will provide a list of Capital Repairs / Renovations / Investments conducted over the past 10 years as well as those currently in the planning

## EXHIBIT D

### SUBCONSULTANTS

Name of Person/Firm

Discipline/Project Role

None



**TAX CERTIFICATION**

THE MASSACHUSETTS REVENUE ENFORCEMENT AND PROTECTION PROGRAM OF 1983  
REQUIRES THAT THE FOLLOWING CERTIFICATION BE SUPPLIED IN ORDER TO CONTRACT WITH  
THE CITY OF WORCESTER:

DATE: \_\_\_\_\_

Pursuant to Mass. G.L.c. 62C, Section 49A, I certify under the Penalties of Perjury that  
the below listed corporate entity has, to my best knowledge and belief, filed all  
Massachusetts State Tax Returns and paid ALL Massachusetts State and City Taxes  
Required under Law.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Street & No

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Telephone No.

SOCIAL SECURITY NUMBER (if applicable) OR  
FEDERAL IDENTIFICATION NUMBER:

\_\_\_\_\_

\_\_\_\_\_  
Signature, Title

**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,  
(date)  
it was voted that \_\_\_\_\_ of this company be and hereby is  
(officer and title)  
authorized to execute 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  
shall be valid and binding upon this company.

A TRUE COPY, ATTEST:

\_\_\_\_\_  
[Signed]

\_\_\_\_\_  
[Company Name and Address]  
\_\_\_\_\_

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

WORCESTER, SS. \_\_\_\_\_, 2016

On this \_\_\_\_ day of \_\_\_\_\_, 2016, before me the undersigned notary public, personally  
appeared \_\_\_\_\_, who proved to me through satisfactory evidence of  
identification, which was/were \_\_\_\_\_, to be the person whose name is  
signed on the preceding or attached document, and acknowledged to me he/she signed it voluntarily  
for its stated purpose.

\_\_\_\_\_  
Notary Public  
My commission expires:

**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,  
(date)  
it was voted that \_\_\_\_\_ of this company be and hereby is  
(officer and title)  
authorized to execute 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  
shall be valid and binding upon this company.

A TRUE COPY, ATTEST:

\_\_\_\_\_  
[Signed]

\_\_\_\_\_  
[Company Name and Address]  
\_\_\_\_\_

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

WORCESTER, SS. \_\_\_\_\_, 2016

On this \_\_\_\_ day of \_\_\_\_\_, 2016, before me the undersigned notary public, personally  
appeared \_\_\_\_\_, who proved to me through satisfactory evidence of  
identification, which was/were \_\_\_\_\_, to be the person whose name is  
signed on the preceding or attached document, and acknowledged to me he/she signed it voluntarily  
for its stated purpose.

\_\_\_\_\_  
Notary Public

My commission expires: