

REQUEST FOR SERVICE OWNER'S PROJECT MANAGEMENT (RFS)

1. Introduction

The Town of Hopkinton, acting through the Hopkinton Public Schools, ("Owner") is seeking the services of a qualified "Owner's Project Manager" (OPM) as defined in Massachusetts General Laws Chapter 149, Section 44A½ and as further defined by the provisions of this RFS, to provide Project Management Services for the design, construction, addition to and /or renovation of the Hopkins School ("Project I -Hopkins"), Hopkinton Middle and High School (Project II - MS/HS) and Marathon School (Project III - Marathon) in Hopkinton, Massachusetts ("Project"). The Hopkinton Public Schools is looking at each project independently, with a long-term lens to address growth.

Project I Hopkins- The Owner is requesting the services of an OPM to represent the Owner during the feasibility study and schematic design phases of the project, Project I - Hopkins, initially. Subject to the approval of the Project - Project I and further subject to continued funding authorized by the Town of Hopkinton, the contract between the Owner and the Owner's Project Manager may be amended to include continued Project Management Services through design development, construction documents, bid and award, construction and final closeout of the potential Project. A potential approved Project I may include a renovation of the existing School, and/or renovation and addition of the existing School. The estimated total project costs of an approved potential Project I may range from \$46,940,000- \$50,000,000 depending upon the timing and solution that is agreed upon by the Owner.

Phase II MS/HS- Subject to the approval of the Project - Project II MS/HS and further subject to continued funding authorized by the Town of Hopkinton, the contract between the Owner and the Owner's Project Manager may be amended to include continued Project Management Services to represent the Owner during the feasibility study and schematic design phases of the project, Project II - MS/HS.

The contract between the Owner and the Owner's Project Manager may be amended to include continued Project Management Services through design development, construction documents, bid and award, construction and final closeout of the potential Project - Project II MS/HS. A potential approved Project II may include a renovation of the existing School, and/or renovation and addition of the existing School. The estimated total project costs of an approved potential Project II may be \$80,330,000 + depending upon the timing and solution that is agreed upon by the Owner.

Phase III Marathon- Subject to the approval of the Project - Project III Marathon and further subject to continued funding authorized by the Town of Hopkinton, the contract between the Owner and the Owner's Project Manager may be amended to include continued Project Management Services to represent the Owner during the feasibility study and schematic design phases of the project, Project III Marathon.

The contract between the Owner and the Owner's Project Manager may be amended to include continued Project Management Services through design development, construction documents, bid and award, construction and final closeout of the potential Project - Project III Marathon. A potential approved

Project III may include a renovation of the existing School, and/or renovation and addition of the existing School. The estimated total project costs of an approved potential Project III may be \$29,290,000 + depending upon the timing and solution that is agreed upon by the Owner.

2. Background

Hopkinton Public Schools has experienced extraordinary enrollment growth over the last five years. The Hopkinton Public Schools operates five school buildings consisting of a High School, a potential upper Middle School, a potential lower Middle School and two elementary schools:

Marathon Elementary School	Grades PreK – 1
Elmwood Elementary School (MSBA Feasibility)	Grades 2-4
Hopkins Elementary School (lower middle school)	Grades 5-6
Hopkinton Middle School (upper middle school)	Grades 7-8
Hopkinton High School	Grades 9-12

Since the 2016-17 school year, all schools in Hopkinton have been struggling to keep pace with the rapid enrollment growth. Hopkinton's 2016 October SIMS data submitted to the Department of Elementary and Secondary Education (DESE) indicated that 3,463 students were enrolled in the schools. By October of 2022, Hopkinton's SIMS report indicated a student population of 4,165, an increase of 702 students in six years. The location of the district at the intersection of Route 495 and the MA Pike, coupled with Hopkinton's reputation as a high achieving district, and large housing developments contribute to the recent increases in enrollment.

In the spring of 2022, Hopkinton Public Schools was invited into the Massachusetts School Building Authority (MSBA) pipeline to replace the Elmwood Elementary School. The MSBA allowed Hopkinton to choose a grade configuration of grades 2-3 (existing) or grades 2-3-4. The Hopkinton School Committee voted to choose a grade configuration of 2-3-4 for the Elmwood School project. This project is currently in the Feasibility stage. The Preferred Schematic Report (PSR) will be submitted in March 2023 with an estimated cost of \$170,000,000. A late fall of 2023 is the target date for a community vote on the Elmwood School. If the Hopkinton community votes to build the new Elmwood School, the Hopkins School would become a grade 5-6 (lower middle school) and the middle school would become a grade 7-8 (upper middle school).

To assist the School Committee in the grade configuration decision for the Elmwood School, a District-Wide Study (Study) was also conducted that included demographic and enrollment projections and the capacity of each school building. See the report in Attachment C. This separate, but parallel, feasibility-level study was to determine the broader enrollment impact on the District's schools. The Study serves as a statement of the current and projected space needs system-wide. It maps out a potential plan for the school system in broad form with an opinion of probable schedules and costs. **Project I - Hopkins, Project II- MS/HS and Project III- Marathon** are derived from this potential plan. Each phase is interdependent and includes the Elmwood School moving forward. The potential plan is subject to more detailed site planning, programming, design, engineering, regulatory and other approvals.

District-Wide Study Scope & Methodology

- **Schools** included were the High School, Middle School, Hopkins Elementary, and Marathon Elementary
- **Enrollments:** Ten-year projected enrollments from the Massachusetts School Building Authority

(MSBA) and Dr Arthur Wagman were utilized. The MSBA's ten-year average was adopted as the FY 2031 targets.

- **Grade Configurations** charted for impact included the Elmwood School as a grade 2-3 or 2-3-4 school, the latter assuming Hopkins as a grade 5-6 and the Middle School as grades 7-8.
- Documentation of **current spaces** was based on drawings provided by school facilities, visual observations, iterative meetings with school principals and educational leadership team.
- **Current room counts and sizes** were assessed per the MSBA's regulations and guidelines, but modified for Hopkinton specifics and refined per Principal's and Educational Leadership input.
- Additional **plumbing fixture counts and proximity** information was gathered and assessed • Additional **egress capacity and circulation issues** were gathered and reviewed
- Determinations of **current school capacities** are based on the number of classrooms x HPS's target class sizes (see below) for each grade or program:
 - Pre-K 15 students (legally mandated)
 - Kindergarten 18 students
 - Grades 1 - 6 22 students
 - Grades 7 - 12 23 students

This method holds true for grades PreK-8, where student schedules are determined by classroom or team. Independent scheduling of students (grades 9-12)

- **Projected space needs** were developed per the MSBA's regulations and guidelines, but modified for Hopkinton specifics and refined per Principal's and Educational Leadership input.
- The study does not include detailed code analysis of each school and potential future code requirements or upgrades that may be triggered. Different schedules or scope would result in different overall costs.
- **Further detail and limitations** are listed in the Study's Appendix

3. Project Description, Objectives and Scope of Services

Project I - Hopkins School: The Hopkins School was built in 2019. There is approximately 78,000 gross square feet (GSF). The current enrollment for 2023 is 638 students for grades 4-5. If the new Elmwood School is built, the grade configuration will change to grades 5-6. The projected enrollment for the year 2032 is 931 students, an increase of 293 students. A potential addition of 24,300 GSF will be needed to address the enrollment projection. The additional square feet could be a 2-story, 8 classroom addition with a new cafeteria and kitchen, stage, art and music rooms. In 2020, four additional modular classrooms were added to the Hopkins School and Elmwood School. If the Elmwood project moves forward, there is potential to also relocate and connect the Elmwood modular classrooms to the Hopkins School for additional space.

Project II - MS/HS: Hopkinton High School was built in 2000 with a six classroom addition added in 2020. Hopkinton Middle School originally was built in 1954, with additions in 1989. Hopkinton High School has approximately 199,000 GSF. Hopkinton Middle School has approximately 138,500 GSF. The high school and middle school buildings are in close proximity. Once the 6th grade is pulled from the middle school and moved to the Hopkins School (Project I), space is available to be shared to accommodate the high school space needs. The current enrollment for the high school is 1255 students with a projection of 1876 students for the year 2032. The current enrollment for the middle school is 973 students for grades 6-7-8, with a projected enrollment for grades 7-8 of 918 students for the year 2032.

An adjoining addition between the two buildings is a possibility to utilize the available space at the middle school and also add space for the high school by 17,000 GSF.

Project III - Marathon: The Marathon School opened in 2018 as an MSBA project to replace Hopkinton Center School. A four classroom addition is currently underway. Marathon has approximately 93,400 GSF. The current enrollment is 629 students for grades K-1 with an enrollment projection of 808 students for the year 2032. The preschool enrollment is currently 101 students with a projected enrollment of 123 students for the year 2032. A potential addition of 22,800 GSF will be needed to address the enrollment projection. Another possibility would be to relocate the preschool.

The required scope of basic services is set forth in Article 8 of the standard contract for Contract for Project Management Services (Base OPM Contract for DBB/CMR v. 1.15.21) project that is attached hereto as Attachment A and incorporated by reference herein. If the Owner determines to use a CM-at-Risk delivery method, this contract shall need to be amended and/or substituted. The work is divided into the Project Phases as listed in Attachment B of this contract. The durations of the Phases shown below are estimates only, based on the Owner's experience. Actual durations may vary depending upon the Project agreed upon by the Owner. The total duration of the Contract is estimated as follows:

Project I-Hopkins

- | | | |
|----|--|------------|
| 1. | Feasibility Study/Schematic Design Phase; | 2 months* |
| 2. | Design Development/Construction Documents/Bidding Phase; and | 4 months* |
| 3. | Construction Phase. | 10 months* |

Project II - MS/HS

- | | | |
|----|--|------------|
| 1. | Feasibility Study/Schematic Design Phase; | 4 months* |
| 2. | Design Development/Construction Documents/Bidding Phase; and | 5 months* |
| 3. | Construction Phase. | 10 months* |

Project III - Marathon

- | | | |
|----|--|-----------|
| 1. | Feasibility Study/Schematic Design Phase; | 4 months* |
| 2. | Design Development/Construction Documents/Bidding Phase; and | 6 months* |
| 3. | Construction Phase. | 7 months* |

(*These ranges for scheduling timeframes are provided as guidelines only and are based upon schedules established by other Owners.)

4. Minimum Requirements and Evaluation Criteria:

Minimum Requirements:

In order to be eligible for selection, each Respondent must certify 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 certified in the Massachusetts Certified Public Purchasing Officer Program (the "MCPPO") as administered by the Inspector General of the Commonwealth of Massachusetts and must also meet the following minimum requirements:

- The Project Director shall be a person who is registered by the Commonwealth of Massachusetts as an architect or professional engineer and who has at least five years' experience in the construction and supervision of construction and design of public buildings;
- or,**
- if not registered as an architect or professional engineer, the Project Director must be a person who has at least seven years' experience in the construction and supervision of construction and design of public buildings.

Evaluation Criteria

In addition to the minimum requirements set forth above, all Respondents must demonstrate that they have significant experience, knowledge and abilities with respect to public construction projects, particularly involving the construction and renovation of K-12 schools in Massachusetts. The Owner will evaluate Responses based on criteria that shall include, but not be limited to, the following:

- 1) Past performance of the Respondent, if any, with regard to public, private, Department of Education funded and MSBA-funded school projects across the Commonwealth, as evidenced by:
 - a) Documented performance on previous projects as set forth in Attachment C, including the number of projects managed, project dollar value, number and percentage completed on time, number and dollar value of change orders, average number of projects per project manager per year, number of accidents and safety violations, dollar value of any safety fines, and number and outcome of any legal actions;
(Max 10 points)
 - b) Satisfactory working relationship with designers, contractors, Owner, the MSBA and local officials.
(Max 10 points)
- 2) Thorough knowledge of the Massachusetts State Building Code, regulations related to the Americans with Disabilities Act, and all other pertinent codes and regulations related to successful completion of the project.
(Max 5 points)
- 3) Thorough knowledge of Commonwealth construction procurement laws, regulations, policies and procedures, as amended by the 2004 Construction Reform laws and knowledge and experience with CM-At-Risk Procurement methodology.
(Max 5 points)
- 4) Management approach: Describe the Respondent's approach to providing the level and nature of services required as evidenced by proposed project staffing for a potential (hypothetical) proposed project for new construction or renovation square feet; proposed project management systems; effective information management; and examples of problem-solving approaches to resolving issues that impact time and cost.
(Max 10 points)
- 5) Key personnel: Provide an organizational chart that shows the interrelationship of key personnel to be provided by the Respondent for this project and that identifies the individuals and associated firms (if any) who will fill the roles of Project Director, Project Representative and any other key roles identified by the Respondent, including but not limited to roles in design review, estimating, cost and schedule control. Specifically, describe the time commitment, experience and references for these key personnel including relevant experience in the supervision of construction of several projects that have been either successfully completed or in process that are similar in type, size, dollar value and complexity to the project being considered.
(Max 10 points)

- 6) Capacity and skills: Identify existing employees by number and area of expertise (e.g. field supervision, cost estimating, schedule analysis, value engineering, constructability review, quality control and safety). Identify any services to be provided by sub-consultants.
(Max 10 points)
- 7) Identify the Respondent's current and projected workload for projects estimated to cost in excess of \$1.5 million.
(Max 5 points)
- 8) Familiarity with Northeast Collaborative for High Performance Schools criteria or US Green Building Council's LEED for Schools Rating System. Demonstrated experience working on high performance green buildings (if any), net zero buildings (if any), green building rating system used (e.g., NE-CHPS or LEED-S), life cycle cost analysis and recommendations to Owners about building materials, finishes etc., ability to assist in grant applications for funding and track Owner documentation for NE-CHPS or LEED-S prerequisites.
(Max 5 points)
- 9) Thorough knowledge and demonstrated experience with life cycle cost analysis, cost estimating and value engineering with actual examples of recommendations and associated benefits to Owners.
(Max 10 points)
- 10) Knowledge of the purpose and practices of the services of Building Commissioning Consultants.
(Max 10 points)
- 11) Financial Stability: Provide current balance sheet and income statement as evidence of the Respondent's financial stability and capacity to support the proposed contract.
(Max 10 points)

The total possible number of points is 100.

In order to establish a short-list of Respondents to be interviewed, the Owner will base its initial ranking of Respondents on the above Evaluation Criteria. The Owner will establish its final ranking of the short-listed Respondents after conducting interviews and reference checks.

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

This RFS, 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 for Phase I-Hopkins 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 Project Management Services with the Owner in the form that is attached hereto as Attachment A 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 Project Management Services, the fee for services shall be negotiated between the Owner and the selected Respondent to the satisfaction of the Owner, within its sole discretion. The initial fee structure will be negotiated through the Feasibility Study/Schematic Design Phase for Project I. The selected Respondent, however, will be required to provide pricing information for all Phases of Project I specified in the Contract at the time of fee negotiation.

5. Selection Process and Selection Schedule

Process

1. Responsible Parties (the Selection Committee) for reviewing responses may include:
 - a. Superintendent of Schools or her designee
 - b. Hopkins School Principal or designee
 - c. Middle School Principal or designee
 - d. High School Principal or designee
 - e. Hopkinton Public Schools Director of Finance & Operations
 - f. Hopkinton Public Schools Director of Buildings and Grounds
 - g. Hopkinton Community member – facility management experience, architecture, engineering & construction experience
2. The reviewing subcommittee will identify a short list of at least three (3) most qualified candidates based on the weighted evaluation criteria identified in the RFS.
3. Interviews will be conducted as part of the evaluation and selection of finalists. The Selection Committee will schedule interviews with each of the short-listed respondents. During the interview, candidates will be expected make a presentation, introduce their team, present their management approach, and answer questions developed by the selection committee.
4. Reference checks will be performed.
5. After the interviews and reference checks for the shortlisted firms are complete and evaluated, the Selection Committee will add all the scores from the original evaluation, the interview process, responses from the reference checks and all available information.
6. The Owner will commence fee negotiations with the first-ranked selection.
7. If the Owner is unable to negotiate a contract with the first-ranked selection, the Owner will then commence negotiations with its second-ranked selection and so on, until a contract is successfully negotiated and approved by the Owner.
8. The Owner reserves their rights to re-advertise if less than three responses are received or to re-advertise if fee negotiations fail.

The following is a tentative schedule of the selection process, subject to change at the Owner's discretion.

<u>April 4, 2023</u>	RFS appears in Central Register of the Commonwealth of Massachusetts and Metrowest Newspaper
<u>April 10, 2023</u>	Informational meeting and site inspection (Hopkins School, 104 Hayden Rowe St at 4:00 PM)
<u>April 14, 2023</u>	Last day for questions from Respondents
<u>April 28, 2023</u>	Responses due
<u>May 4, 2023</u>	Respondents short-listed
<u>May 9, 2023</u>	Interview short-listed Respondents
<u>May 12, 2023</u>	Negotiate with selected Respondent
<u>May 16, 2023</u>	Anticipated execution of contract

The RFS may be obtained from:

Susan Rothermich
Director of Finance and Operations
89 Hayden Rowe Street
Hopkinton, MA. 01748
508-417-9385
srothermich@hopkinton.k12.ma.us

On or after April 4, 2023 at 9 am, EST.

Any questions concerning this RFS must be submitted in writing to:

Susan Rothermich
Director of Finance and Operations
89 Hayden Rowe Street
Hopkinton, MA. 01748
508-417-9385
srothermich@hopkinton.k12.ma.us

By 12 pm, EST on April 14, 2023.

Sealed Responses to the RFS for OPM services must be clearly labeled “Owner’s Project Management Services for Hopkinton Public Schools” and delivered to:

Susan Rothermich
Director of Finance and Operations
89 Hayden Rowe Street
Hopkinton, MA. 01748

no later than 12:00 pm EST on April 28, 2023. The Owner assumes no responsibility or liability for late delivery or receipt of Responses. All responses received after the stated submittal date and time will be judged to be unacceptable and will be returned unopened to the sender.

6. Requirements for content of response:

Submit ***FIVE(5)***¹ hard copies of the response to this RFS and one electronic version in PDF. All responses shall be:

- In ink or typewritten;
- Presented in an organized and clear manner;
- Must include the required forms in Attachment D;
- Must include all required Attachments and certifications;
- Must include the following information:

1. Cover letter shall be a maximum of two pages in length and include:

- a. An acknowledgement of any addendum issued to the RFS.

- b. An acknowledgement that the Respondent has read the RFS. Respondent shall note any exceptions to the RFS in its cover letter.
 - c. An acknowledgement that the Respondent has read the Contract for Project Management Services. Respondent shall note any exceptions to the Contract for Project Management Services in its cover letter.
 - d. A specific statement regarding compliance with the minimum requirements identified in Item 4 of this RFS to include identification of registration, number of years of experience and where obtained (as supported by the resume section of Attachment C), as well as the date of the MCPPO certification. (A copy of the MCPPO certification must be attached to the cover letter).
 - e. A description of the Respondent's organization and its history.
 - f. The signature of an individual authorized to negotiate and execute the Contract for Project Management Services, in the form that is attached to the RFS, on behalf of the Respondent.
 - g. The name, title, address, e-mail and telephone number of the contact person who can respond to requests for additional information.
2. Selection Criteria: The response shall address the Respondent's ability to meet the "Selection Criteria" Section including submittal of additional information as needed. The total length of the Response (including Attachment B and D) may not exceed twenty (20) single-sided numbered pages with a minimum acceptable font size of "12 pt" for all text.

Respondents may supplement this proposal with graphic materials and photographs that best demonstrate its project management capabilities of the team proposed for this project. **Limit this additional information to a maximum of three 8½" x 11" pages, double-sided.**

3. Required Certifications (Attachment D)
- a. Certificate of Non-Collusion
 - b. Tax Compliance Certification
 - c. Certificate as to Corporate Bidder

7. Payment Schedule and Fee Explanation:

The Owner will negotiate the fee for services dependent upon an evaluation of the level of effort required, job complexity, specialized knowledge required, estimated construction cost, comparison with past project fees, and other considerations. As construction cost is but one of several factors, a final construction figure in excess of the initial construction estimate will not, in and of itself, constitute a justification for an increased OPM fee.

8. Other Provisions

A. Public Record

All responses and information submitted in response to this RFS are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10 and c. 4, § 7(26). Any statements in submitted responses that are inconsistent with the provisions of these statutes shall be disregarded.

B. Waiver/Cure of Minor Informalities, Errors and Omissions

The Owner reserves the right to waive or permit cure of minor informalities, errors or omissions prior to the selection of a Respondent, and to conduct discussions with any qualified Respondents and to take any other measures with respect to this RFS in any manner necessary to serve the best interest of the Owner and its beneficiaries.

C. Communications with the Owner

The Owner's Procurement Officer for this RFS is:

Susan Rothermich
Director of Finance and Operations
89 Hayden Rowe Street
Hopkinton, MA. 01748
508-417-9385
srothermich@hopkinton.k12.ma.us

Respondents that intend to submit a response are prohibited from contacting any of the Owner's staff other than the Procurement Officer. An exception to this rule applies to Respondents that currently do business with the Owner, but any contact made with persons other than the Procurement Officer must be limited to that business, and must not relate to this RFS. In addition, such respondents shall not discuss this RFS with any of the Owner's consultants, legal counsel or other advisors. ***FAILURE TO OBSERVE THIS RULE MAY BE GROUNDS FOR DISQUALIFICATION.***

D. Costs

The Owner will not be liable for any costs incurred by any Respondent in preparing a response to this RFS or for any other costs incurred prior to entering into a Contract with an OPM.

E. Withdrawn/Irrevocability of Responses

A Respondent may withdraw and resubmit their response prior to the deadline. No withdrawals or re-submissions will be allowed after the deadline.

F. Rejection of Responses, Modification of RFS

The Owner reserves the right to reject any and all responses if the Owner determines, within its own discretion, that it is in the Owner's best interests to do so. This RFS does not commit the Owner to select any Respondent, award any contract, pay any costs in preparing a response, or procure a contract for any services. The Owner also reserves the right to cancel or modify this RFS in part or in its entirety, or to change the RFS guidelines. A Respondent may not alter the RFS or its components.

G. Subcontracting and Joint Ventures

Respondent's intention to subcontract or partner or joint venture with other firm(s), individual or entity

must be clearly described in the response.

H. Validity of Response

Submitted responses must be valid in all respects for a minimum period of ninety (90) days after the submission deadline.

ATTACHMENTS:

Attachment A: Contract for Project Management Services (Base OPM contract for DBB/CMR v 1.15.21)

Attachment B: OPM Application Form – March 2017

Attachment C: Hopkinton Public Schools System-Wide Study

Attachment D: Required Certifications

ATTACHMENT A

CONTRACT FOR PROJECT MANAGEMENT SERVICES
(BASE OPM CONTRACT FOR DBB/CMR V 1.15.21)

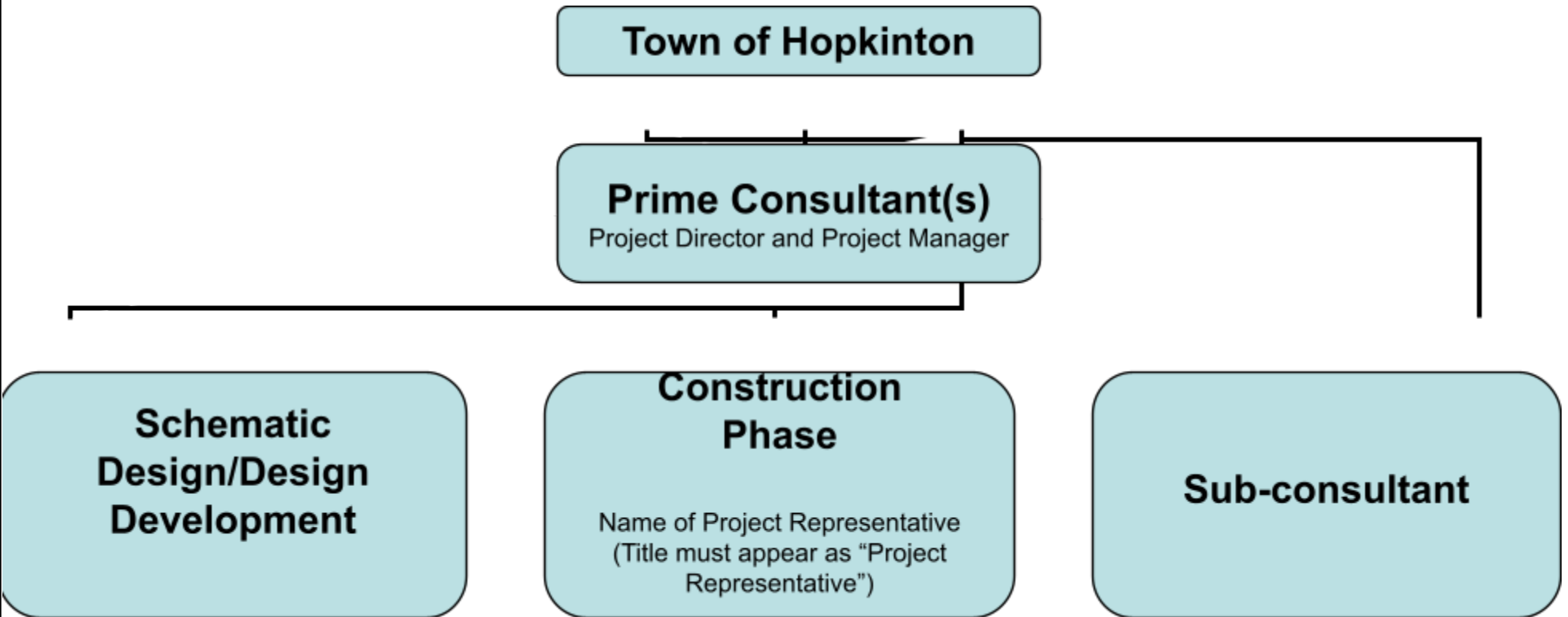
ATTACHMENT B

OWNERS PROJECT MANAGER APPLICATION FORM

Owner's Project Manager Application Form – March 2017																												
1. Project Name/Location for Which Firm is Filing:																												
1a. MSBA Project Number:																												
2a.		Respondent, Firm (Or Joint-Venture) - Name And Address Of Primary Office To Perform The Work:										2b.		Name And Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:														
2c.		Date Present And Predecessor Firms Were Established:										2d.		Name And Address Of Parent Company, If Any:														
2e.		Federal ID #:										2f.		Name of Proposed Project Director:														
3.		Personnel From Prime Firm Included In Question #2 Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline):																										
Admin. Personnel							Cost Estimators							Other														
Architects							Electrical Engrs.																					
Acoustical Engrs.							Environmental Engrs.																					
Civil Engrs.							Licensed Site Profs.																					
Code Specialists							Mechanical Engrs.																					
Construction Inspectors																												
														Total														

4.	Has this Joint-Venture previously worked together?	☐ Yes	☐ No	
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5. List **ONLY** Those Prime and Sub-Consultant Personnel identified as Key personnel in the Response to Request for Services. This Information Should Be Presented Below In The Form Of An Organizational Chart modified to fit the firm's proposed management approach. Include Name of Firm And Name Of The Person:



6.	Brief Resume for Key Personnel ONLY as indicated in the Request for Services. Resumes Should Be Consistent With The Persons Listed On The Organizational Chart In Question # 5. Additional Sheets Should Be Provided Only As Required For The Number Of Key Personnel And They Must Be In The Format Provided. By Including A Firm As A Subconsultant, 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 6a Resides:	c. Name And Address Of Office In Which Individual Identified In 6a Resides:
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.	Date of MCPPO Certification:	f. Date of MCPPO Certification:
g.	Applicable Registrations and Certifications :	g. Applicable Registrations and Certifications:
h.	Current Work Assignments And Availability For This Project (<i>availability should be identified as a percentage: eg: "As of 5/30, 50% available"</i>):	h. Current Work Assignments And Availability For This Project (<i>availability should be identified as a percentage: eg: "As of 5/30, 50% available"</i>):
i.	Other Experience And Qualifications Relevant To The Proposed Project: (Identify OPM Firm By Which Employed, If Not Current Firm. Please distinguish between OPM work and any design work performed by the firm.):	i. Other Experience And Qualifications Relevant To The Proposed Project: (Identify OPM Firm By Which Employed, If Not Current Firm. Please distinguish between OPM work and any design work performed by the firm.):

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[illegible]

[illegible]

7b. (cont)	Past Performance: Provide the following information for those completed Projects listed above in 7a for which the Prime Applicant has performed, or has entered into a contract to perform Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.						
a.	Project Name And Location Project Director	b. Original Project Budget	c. Final Project Budget	d. If different, provide reason(s) for variance	e. Original Project Completion	e. Actual Project Completion On Time (Yes or No)	f. If different, provide reason(s) for variance.
(1)							
(2)							
(3)							
(4)							

(5)							
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8.	Capacity: Identify all current/ongoing Work by Prime Applicant, Joint-Venture Members or Sub-consultants. Identify project participants and highlight any work involving the project participants identified in the response.
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Project Name And Location Project Director	b. Brief Description Of Project And Services (Include Reference To Areas Of Similar Experience)	c. Original Project Budget	d. Current Project Budget	d. Project Completion Date	e. Current forecast completion date On Time (Yes Or No)	f. Original Construction Contract Value	g. Number and dollar value of Change Orders	h. Number and dollar value of claims
1.								
2.								
3.								
4.								
5.								

6.								
7.								
8.								

9. References: Provide the following information for completed and current Projects listed above in 7 and 8 for which the Prime Applicant has performed, or has entered into a contract to perform Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.						
a.	Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person	Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person	Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person
1)			5)		9)	

2)			6)		10)	
3)			7)		11)	
4)			8)		12)	

9.	Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-consultants. If Needed, Up To Three, Double-Sided 8 ½" X 11" Supplementary Sheets Will Be Accepted. <u>APPLICANTS ARE REQUIRED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED.</u>
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10. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

	Submitted By (Signature)	_____	Printed Name And Title	_____	Date	_____
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ATTACHMENT C

HOPKINTON PUBLIC SCHOOLS
SYSTEM-WIDE STUDY

ATTACHMENT D

REQUIRED CERTIFICATIONS

ATTACHMENT D
REQUIRED CERTIFICATIONS

CERTIFICATION OF NON-COLLUSION

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

(Signature of individual submitting bid or proposal)

(Name of business)

ATTACHMENT D

REQUIRED CERTIFICATIONS

TAX COMPLIANCE CERTIFICATION

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

(Signature of authorized individual submitting the bid or proposal)

(Name of Business)

(Social Security or Federal Tax Identification Number)

ATTACHMENT D
REQUIRED CERTIFICATIONS

CERTIFICATE AS TO CORPORATE BIDDER

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)

Dated: _____