

Request for Qualifications (“RFQ”) Designer Services for the Wellfleet Police Station Renovation Project

I. GENERAL INFORMATION

Pursuant to M.G.L. c.7C, §§44-58 and the Town’s Designer Selection Procedures, the Town of Wellfleet (“Town”) is requesting designers to submit applications stating their qualifications to provide designer services in connection with the following project: The Wellfleet Police Station Renovation Project, located at 36 Gross Hill Road, Wellfleet.

Responses to the RFQ will be accepted until 2:00 PM. EST on Wednesday, February 17, 2016 at the offices of the Town Administrator, 300 Main Street, Wellfleet, MA 02667. (1) original and (6) copies of the application must be submitted in a sealed envelope marked “Designer Services for Wellfleet Police Station Renovation Project.” All written applications will be evaluated and a short list of finalists will be developed. The finalists will be interviewed and a final selection made after the completion of the interview process.

The successful firm to this RFQ will be required to furnish the necessary personnel, materials, services, equipment, facilities (except as otherwise specified herein) to perform the services as identified in the DRAFT Scope of Services issued hereunder as Attachment A for design services for the Town.

Questions concerning this RFQ must be submitted in writing to: Harry Terkianian, 300 Main Street, Wellfleet, MA 02667, email: harry.terkianian@wellfleet-ma.gov before 2:00 PM, Thursday, February 11, 2016. Questions may be delivered, mailed, emailed, or faxed. Written responses will be mailed, emailed, or faxed to all bidders on record as having requested the RFQ.

The minimum qualifications and comparative evaluation criteria are set forth below. Each applicant must be an architect registered in Massachusetts and must have experience in the design and construction of police station buildings.

The Town will evaluate all applications submitted, eliminate any applications that do not meet the Minimum Criteria, develop a ‘short list’ of approximately three applicants, and schedule interviews with those applicants. The contract will be awarded in accordance with the Designer Selection Statute. The Designer’s fee will be negotiated and the Designer will prepare and execute a mutually acceptable CONTRACT for the services to be provided. The Designer will also be required to execute a Certificate of Non-Collusion and Certificate of Tax Compliance and to submit a completed DCAMM Standard Designer Application Form, all as required by law.

II. SITE DISCRPTION

The Wellfleet Police Station is located at 35 Gross Hill Road in Wellfleet. The building is located on 1.1 acres of land. It is a two story structure built into the hillside. The building has a septic system but is located on the public water supply. There is a conduit for electrical/cable between the Police Station and the Fire Station across the street.

III. BACKGROUND

The Town of Wellfleet constructed a combined Police and Fire Station in the early 1980's. The Police Department occupied the upper floor and the Fire Department occupied the lower floor. Over the course of the past three decades the Public Safety Building has had numerous problems and deficiencies. Some of the building problems have been addressed, others have not. In 2004 the Town hired Keenan & Kenny Architects and had conceptual plans prepared for a major renovation of and addition to the Public Safety Building. The Town ultimately decided to reject this concept and design a stand alone Fire Station. In 2009 the town constructed a new Fire Station across the street from the Police Station. Most of the space in the Public Safety Building previously used as the Fire Station is presently being utilized principally as storage.

The town and police department have identified a number of physical deficiencies with the Police Station. In addition the Police Station has a number of programmatic deficiencies. New technology and changes in public safety operations will require some modification in the facilities.

In 2015 Kaestle Boos Associates, Inc. completed a study of the project for the purposes of gaining Town support. Study documents can be found on the Town of Wellfleet web site in the "Reports & Documents" section under "Police Station Study." <http://www.wellfleet-ma.gov/reports-documents/pages/police-station-renovation>.

The Town has also identified a potential location for a temporary facility to house the police operations during the renovations. The Designer along with the Project Team will be required to explore the requirements necessary to facilitate the use of this facility on a temporary basis to avoid phasing the construction. The temporary relocation vs phasing options will be studied and results of which will be presented to the town as part of this project.

V. SCOPE OF SERVICES

The Designer will be contracted to perform Schematic Design, Design Development, Construction Documents, Bidding and Construction Administration/Close-Out services. It is understood that Construction Administration/Close-Out services will be subject to Town Meeting approval which is anticipated in fall 2016. See Attachment A for a more detailed description of services.

VI. MINIMUM QUALIFICATIONS OF APPLICANTS

The Designer must meet the following minimum qualifications:

1. The Designer must demonstrate a minimum of five years of experience in the design and administration of public buildings in Massachusetts.
2. The Designer must have provided full architectural design services for minimum of (3) police stations in the past ten (10) years, including one (1) police station designed and constructed within the past five (5) years. Designers without police station design experience will not be considered.
3. The Designer must possess the knowledge of and experience in legal requirements of Massachusetts public building projects.

4. The Designer must possess all the necessary current licenses and registrations to qualify under Massachusetts law to perform the function of the designer of the project.
5. The Designer must provide evidence of insurance for general liability (\$2 million combined single limit), automobile (\$2 million combined single limit), worker's compensation (statutory) and professional services liability (\$2 million minimum.).

VII. MINIMUM REQUIREMENTS FOR APPLICATION

Sealed proposals clearly marked "Proposal for Architectural/Design Services, Wellfleet Police Station Renovation Project" must be received and registered by the Town of Wellfleet, Town Administrator, 300 Main Street, Wellfleet, MA 02667, delivered either by hand or by first class mail, by 2:00pm on February 17, 2016. Provide (1) original and (6) copies of the proposal.

No proposals will be accepted after the time and date noted. The Town Hall is open for receiving proposals Monday through Friday from 8:00 AM until 4:00 PM, closed on Saturdays, Sundays & Holidays.

Sealed proposals must include a Commonwealth of Massachusetts, Application to Designer Selection Committee form (attached) and a written proposal clearly responding to the scope and type of services offered and other selection criteria listed in the RFQ. Applicants must also execute, as required by law, and included in the sealed submission, a Certificate of Non-Collusion and the Certificate of Tax Compliance, Certificate of Authority and Debarment Disclosure Form.

The following information is specifically required in the proposal and MUST be identified in clearly labeled sections of the RFQ response and in the same order as outlined below;

- 1) Name and address of applicant, tele/fax numbers and e-mail address.
- 2) Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies as attached (Mass. Designer Selection Board application as revised May, 2014).
- 3) Proposed organization chart and resumes of key staff assigned to the project including engineering disciplines and consultants.
- 4) Description of your firm, its size and professional capabilities and qualifications. Include the professional experience and qualifications of members of the design team and consultants who will be assigned to the project, and the percentage of time anticipated to be spent by task by key individuals in the firm. Identify the individual who will bear primary responsibility for this project.
- 5) All building projects, particularly public projects, with the last five (5) years.
- 6) At least three examples of municipal construction projects completed by the project team with in the last five years, along with a brief description of each project, the year such project was completed, total project cost, and contact information for a reference. Consultants without a minimum of three (3) municipal references will not be considered. Consultants without Police Station design and construction experience will not be considered. Communication Center experience is desirable.

- 7) A short narrative demonstrating the Consultant's understanding of the project based on the information provided and a proposed schedule outlining the designers plan for completing the project as described.
- 8) Experience developing design and community consensus on public projects, particularly working with volunteer committees.
- 9) Work plan and proposed schedule for the project, including gathering information at meetings, plans and cost estimates.
- 10) Demonstrate applicant's expertise at bringing in projects at budget.
- 11) Evidence of the insurance coverage as described herein.
- 12) Applicant Certification and Proposal Signature (form attached).
- 13) Certificate of Non-Collusion (form attached).
- 14) Certificate of Tax Compliance with local, state and federal tax laws (C62cs.49A) form attached.
- 15) Certificate of Authority (form attached).
- 16) Debarment Disclosure Form (from attached).
- 17) Other information the Applicant considers being material.

VIII. 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 police stations in Massachusetts. The Owner will evaluate Responses based on criteria that shall include, but not be limited to, the following:

The evaluation will be based on the following criteria:

1. Quality and content of Application, including degree of completeness.
2. Relevant experience and professional qualifications (including professional registration in the Commonwealth of Massachusetts) of the architect and key personnel, including any consultants who will work on the project.
3. Experience with completed construction projects of similar size and complexity of the proposed Police Station. Consultants without Police Station design and construction experience will not be considered.
4. The Applicants ability to provide the opportunity for fast track design options.
5. Prior experience in working with staff and community involvement groups during the design and construction phases.
6. The applicant's understanding of the project goals and proposed design solutions.
7. The Town's assessment of the designer's availability to provide subsequent final design and construction service.
8. Applicant's immediate availability to begin the project after the Notice to Proceed is executed.
9. The proposal shall include the designers suggested procedures and time table to carry out the work as described in the scope of services and project timing. The proposal shall clearly demonstrate the ability to complete the work in the allotted time frame.
10. Financial Stability: Credit references, annual reports and bonding capacity may be requested.
11. Demonstrative ability to provide energy efficient designs and history with pursuing grant opportunities.

The Town will evaluate written applications and check such references as may be appropriate. The Town will develop a short list of finalists and interview those finalists. The final selection will be made after the interview process is complete.

IX. EVALUATION AND SELECTION PROCESS, SELECTION SCHEDULE

- 1) All statements of qualifications shall be received and evaluated in conformance with the requirements of M.G.L. c.7C, §§44-58.
- 2) Responses to this RFQ will be evaluated by a designer selection committee constituted in accordance with the Wellfleet Board of Selectmen Designer Selection Procedures Policy, http://www.wefleet-ma.gov/sites/wellfleet/files/file/43_designer_selection_procedures_policy-071613.pdf.
- 3) Identified reviewers must rank the Responses based on the weighted evaluation criteria identified in the RFQ and must short-list a minimum of three Responses (or fewer if there are fewer than three responses).
- 4) Short listed Respondents will be invited to make a presentation to and be interviewed by the Designer Selection Committee. Sixty minutes will be allotted to the presentation and interview. References of all short listed Respondents will be verified by telephone or personal interview by a committee member or members or by the Town Administrator or Assistant Town Administrator. After completing interviews of those short list Respondents who choose to be interviewed and a review of the results of reference verifications the Designer Selection Committee shall rank the short list Respondents.
- 5) The Owner will commence fee negotiations with the first-ranked selection.
- 6) 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.
- 7) The first-ranked selection may be asked to participate in a presentation to the Wellfleet Board of Selectmen at a scheduled public meeting of the Board and/or submit additional documentation, as required by the Board.
- 8) If less than three responses are received or if fee negotiations fail, the Owner reserves the right to reject all responses and re-advertise for responses. The Owner reserves the right to modify, amend or supplement the RFQ in the event the Owner elects to re-advertise.

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

- Central Register Publication - January 27, 2016
- Designer Briefing - February 10, 2016, 10:00am, Police Station
- Deadline for Questions - February 11, 2016, 3:00pm
- Deadline for Submission of RFQ - February 17, 2016, 2:00pm, Town Hall
- Short List Established - February 19, 2016
- Interviews Conducted - February 24, 2016, Beginning at 10:00am
- Designer Award - March 1, 2016

X. GENERAL PROVISIONS

1. The Town of Wellfleet reserves the right to reject any and all applications and to waive any informality whenever such rejection or waiver is in the best interests of the Town of Wellfleet.
2. The Town of Wellfleet will not be responsible for any expenses incurred in the preparation or submission of applications by the applicants. Each application should provide a concise explanation of the applicant's capacity to satisfy the requirements of this RFQ. Emphasis should be placed on clarity of content.
3. The application, and any subsequent contract for services, shall be governed by applicable Massachusetts law.
4. Upon submission, all applications, plans and specifications will become the property of the Town of Wellfleet and will be subject to disclosure in accordance with the Massachusetts Public Records Law.
5. The selected Designer will be required to comply with all applicable federal state and local laws, ordinances and regulations.
6. The Town of Wellfleet is and Affirmative Action/Equal Opportunity Employer. The Town encourages applications from qualified MBE/DBE/WBE firms.

XI. FEES FOR SERVICES

The fees for services will be negotiated following the selection of the Architect/Engineer deemed best qualified to perform the services on behalf of the Town. The fee will be negotiated as a lump sum including all direct expenses unless otherwise agreed, following agreement on a final lump sum.

XII. INSURANCE REQUIREMENTS

The following insurance requirements must be met by the selected Designer:

- a) Workers' Compensation, in strict accordance with state regulation. The certificate shall name the Town of Wellfleet as an additional insured.
- b) Comprehensive General Liability Insurance for a minimum of Two Million Dollars (\$2,000,000) per occurrence, naming the Town of Wellfleet as additional insured.
- c) Automobile Bodily Injury, Property Damage and Liability Insurance for a minimum of Two Million Dollars (\$2,000,000) per occurrence, naming the Town of Wellfleet as additional insured.
- d) Professional Liability Insurance for a minimum of One Million (\$1,000,000) with umbrella coverage for any and all sub-consultants hired by the Design firm.

Copies of all the insurance certificates must be presented to the Town by the successful Designer before any contract is issued.

XIII. CONTRACT

Upon selection, the successful Designer will execute a mutually acceptable CONTRACT for the services to be provided for review, comment, and execution. Upon execution of the Contract, the Designer will be instructed to commence providing the work outlined in the contract. All information, data, documents, photos, computer records, and other materials of any kind acquired or developed by the Designer pursuant to this project shall be the property of the Town of Wellfleet.

END OF SECTION

LISTING OF RFQ ATTACHMENTS

Attachment A – DRAFT Scope of Services and Timeline

Attachment B – DSB Form

Attachment C – Certifications

ATTACHMENT A – DRAFT Scope of Services

DRAFT SCOPE OF SERVICES

The project will proceed in two phases as described below, and applicants are asked to provide a proposal that addresses both phases. Please note that funding for Phase 2 is not in place, and that Phase 2 will not commence until the Town has approved funding. It is assumed that all reimbursable costs unless otherwise stated are part of the stipulated fee. Fee for Phases 1 and 2 shall be negotiated after designer selection.

PHASE 1: Schematic Design, Design Development thru Project Bidding

It is the goal of the Town to be complete with Phase 1 with bids in hand for presentation to the Town at a Special Fall Town Meeting in November 2016.

Services for Phase 1 shall include but not be limited to:

- 1) Review of existing Space Needs Assessment and Feasibility Study and confirmation that it is accurate and appropriate for this project.
- 2) Analyses of the proposed site.
- 3) Concept design to illustrate general issues of layout, rough elevation, volumes, pedestrian and vehicle access, site impact, etc. Identify any cost premiums that may be associated with each of the options described above.
- 4) The temporary relocation vs phasing options will be studied and results of which will be presented to the town as part of this project.
- 5) Evaluation of any state or municipal zoning or regulations including local design guidelines that might impact the concept.
- 6) General civil engineering analysis to include soil, subsurface and site prep analysis.
- 7) Site plan, floor plans, building elevations, and typical building sections.
- 8) Floor plans with furniture and equipment layout.
- 9) Construction cost estimates for the design to be provided in Unifomat II Level 3 format at the completion of Schematic Design, Design Development and at 60 to 75% Construction Document phases.
- 10) Tabulations of square footage called for in the Space Needs Assessment and comparison to square footage shown on architectural plans.
- 11) Site plan (1" = 40 ft. or larger) with parking, grading, building location and designation of utilities. Indicate areas for potential future expansion.
- 12) Color renderings of the proposed project for display and presentation purposes and other materials if required by local design guidelines.
- 13) Assistance in the preparation for and presentation to town boards and town meetings.
- 14) Architectural, engineering, landscape architectural, cost estimating, interior design and all other design services required for the design, bidding, construction administration and close-out of the project as required.
- 15) Presentation of the design to Town Officials, Boards/Committees and at Public Hearings to secure necessary permits and approvals.

PHASE 2: Construction Administration and Close-out

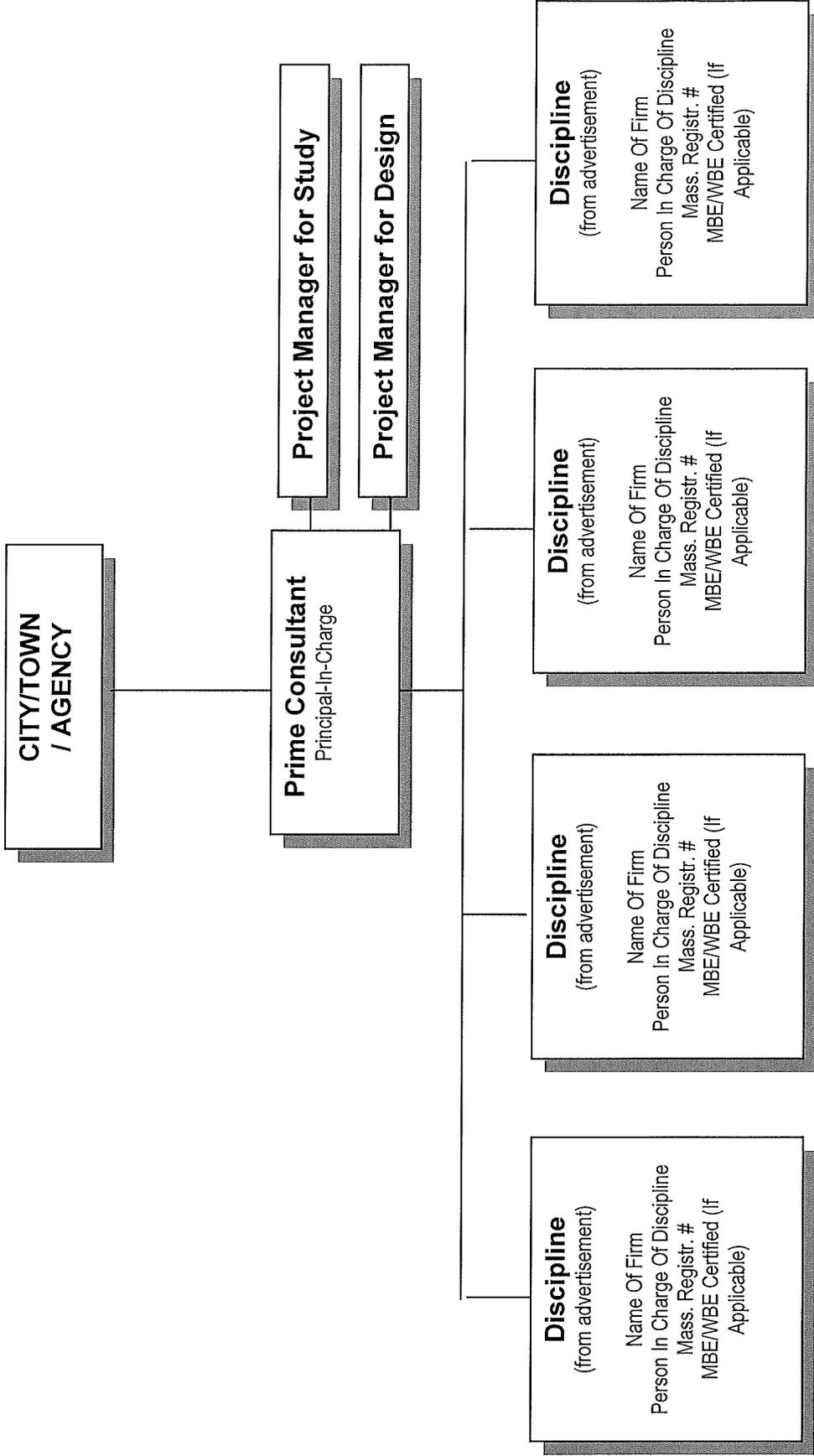
Upon receiving Town Meeting approval and notice to proceed.

Deliverables from Phase 2 shall include but not be limited to:

- 1) Convene a pre-construction meeting to coordinate with the Owner's Project Manager and Contractors.
- 2) Provide administration of the contract for construction.
- 3) Provide site visits at a minimum of once per week and keep the Committee informed of the progress and quality of the work.
- 4) Review and certify Contractor's Applications for Payment.
- 5) Review and approve or take other appropriate action upon Contractor's submittals.
- 6) Prepare Change Orders and Construction Directives for the Committee's approval.
- 7) Conduct reviews to determine, with Committee's approval, the dates of substantial Completion and Final Completion,
- 8) During construction, the Designer shall periodically review the contractor's work in accordance with the requirements of the construction contract and shall provide a written report of each such review. In addition, the Designer shall review and comment upon logs and construction project reports maintained by the Contractor and the Clerk of the Works. Changes or substitutions shall require advance written approval of the Town Administrator, Wellfleet Police Station Building Committee and the Owner's Project Manager.
- 9) Upon completion of construction, the Designer shall perform final inspections and advise the Committee of any necessary work to satisfy the contract terms. The Designer shall review as-built drawings prepared by the contractor and when satisfied with their accuracy and completeness shall endorse and submit such drawings to the Committee. The designer shall also participate in a 1 year walkthrough of the completed facility for the purposes on identifying any defects for correction by the contractor/s.

ATTACHMENT B – DSB Form (Attached)

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:



<p>7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. Confine responses to the space provided on the Form and limit Resumes to ONE person per discipline 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.</p>	
a. Name and Title Within Firm:	
b. Project Assignment:	
c. Name and Address Of Office In Which Individual Identified In 7a Resides:	MBE <input type="checkbox"/> WBE <input type="checkbox"/>
d. Years Experience: With This Firm: _____ With Other Firms: _____	MBE <input type="checkbox"/> WBE <input type="checkbox"/>
e. Education: Degree(s) /Year/Specialization	
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	
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):	

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include ONLY Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).	a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	c. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands) Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)						
(2)						
(3)						
(4)						
(5)						

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement.

Sub-Consultant Name:	a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Relevant Experience	c. Client's Name, Address And Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)		Fee For Work For Which Firm Was/Is Responsible
					Construction Costs (Actual, Or Estimated If Not Completed)		
(1)							
(2)							
(3)							
(4)							
(5)							

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.

# of Total Projects:		# of Active Projects:		Total Construction Cost (In Thousands) of Active Projects (excluding studies):		
Role P, C, JV *	Phases St., Sch., D.D., C.D., A.C.*	Project Name, Location and Principal-in-Charge	Awarding Authority (include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, Or Estimated If Not	Completion Date (Actual or Estimated) (R)Renovation or (N)New	
		1.				
		2.				
		3.				
		4.				
		5.				
		6.				
		7.				
		8.				
		9.				
		10.				
		11.				
		12.				

* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

10. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 1/2" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.**

Be Specific – No Boiler Plate

11. Professional Liability Insurance:

Name of Company	Aggregate Amount	Policy Number	Expiration Date
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12. Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer **YES** or **NO**. If **YES**, please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).

13. Name Of Sole Proprietor Or Names Of All Firm Partners and Officers:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

14. If Corporation, Provide Names Of All Members Of The Board Of Directors:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

15. Names Of All Owners (Stocks Or Other Ownership):

Name And Title	% Ownership	MA. Reg.#	Status/Discipline	Name And Title	% Ownership	MA. Reg.#	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

16. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7, Section 38A1/2 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.

Submitted by _____ Printed Name and Title _____ Date _____
 (Signature)

ATTACHMENT C -- Required Certifications (Attached)

APPLICANT CERTIFICATION AND PROPOSAL
SIGNATURE

The Applicant hereby certifies that:

1. The applicant has not given, offered, or agreed to give any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of contract for these services.
2. No consultant to, or, subcontractor for the applicant has given, offered, or agreed to give any gift, contribution, or, offer of employment to the applicant, 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 applicant.
3. That no person, corporation, or, other entity, other than a bona fide full-time employee of the applicant has been retained or hired to solicit for or in any way assist the applicant in obtaining the contract for services upon an agreement or understanding that such person, corporation, or entity be paid a fee or other compensation contingent upon the award of the contract to the applicant.
4. The Designer has the internal accounting controls as required by MGL c30, § 39R(d) and that the Designer has filed and will continue to file an audited financial statement as required by MGL c30, §39R(d).

I hereby attest with full knowledge of the penalties for perjury, as in accordance with Massachusetts General Laws C.7c, S.48 that all information provided in this application for services is correct.

Name of person signing the proposal (Printed)

(Signature)

(Title)

(Name of Firm)

(Address)

Date _____

TOWN OF WELLFLEET

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid 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.

FIRM _____

ADDRESS _____

SIGNATURE _____

NAME (print) _____

TITLE _____

TELEPHONE: _____ DATE _____

TOWN OF WELLFLEET
STATE TAXES CERTIFICATION CLAUSE

I certify under the penalties of perjury that, I, to my best knowledge and belief, have complied with all laws of The Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

	By:	
* Signature of individual or Corporate Name (mandatory)		Corporate Officer (if applicable)

** Social Security Number or
Federal Identification Number

- * Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant.

- ** Your Social Security Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of MGL 62C, §49A

CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of

_____,
(Name of Corporation)

it was VOTED that _____,
(Name and Title)

of this company is authorized to execute contracts and bonds of and on behalf of this company, and affix its corporate seal hereto; and such execution of any contract obligation in this company's name and on its behalf, said obligation to be valid and binding upon this company.

A True Copy Attested,

Company Name: _____

Address: _____

Name & Title of Signatory: _____

Date: _____

I hereby certify that I am the Clerk of _____;
(Name of Corporation)

that the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

Name of Clerk: _____