



Town of WEST BOYLSTON MASSACHUSETTS



Request for Qualifications Town of West Boylston Designer Services for Senior Center Building Project





**Holyoke Senior Center,
Holyoke, MA**



**Belmont Senior Center,
Belmont, MA**



**Back Bay Marriott Courtyard
88 Exeter Street**



**Community Health Systems,
Attleboro, MA**

Catlin + Petrovick Architects, PC

Town of West Boylston

Request for Qualifications For Designer Services for Senior Center Building Project

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Cover Letter

Catlin + Petrovick Architects, PC

30 June 2016

Ms. Anita Scheipers
Town Administrator
Town Offices
140 Worcester Street
West Boylston, MA 01773

RE: Town of West Boylston – Senior Center Design

Dear Ms. Scheipers:

Catlin + Petrovick Architects are well versed in assessing community needs and efficient design. We have successfully completed, or have in process, senior center designs for over forty-five communities throughout the Commonwealth. Through our experience designing for the elderly we have gained a thorough understanding of the issues specific to these building types from accessibility concerns to increasing the prominence of such centers within their communities.

We have worked with many cities/towns and non-profits with consensus building through workshops, neighborhood and community-wide meetings, organizing and distributing community-wide surveys and informational presentations on local cable television and at town meetings. We have won awards for our feasibility studies and our architecture. Our design experience spans the age groups from early learning through special needs for the elderly. We are advocates for our user groups with a very strong track record of developing successful senior center buildings, and most importantly, of getting our projects built on time and on budget.

We currently have a staff of six and use a team approach to our projects. We feel that consistency in our teams make the design and building process run smoothly and efficiently. Our experience, combined with our solid record of work with public agencies, gives us the skills necessary to successfully complete the programming and design through project closeout for the new senior center for the Town of West Boylston.

In the following sections we have illustrated our experience based on your submission requirements. We hope that you will find all the information you need to decide that our firm is the best-qualified firm for the Town of West Boylston and the citizens that are served by this community.

Sincerely,
Catlin + Petrovick Architects, PC

John Catlin

John Catlin, AIA

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Project Approach Project Schedule

Town of West Boylston **Senior Center Building Project** **Project Approach**

At the core of the Catlin + Petrovick team process is a rigorous community outreach program to encourage dialogue, gather ideas, and engage the community in identifying and carrying forward community held values. Our team, in collaboration with your staff, will facilitate workshops to encourage the exchange of ideas, inform the community of specific opportunities and challenges, and listen to the insight of all stakeholders. While the physical construction will be performed later, the design process will represent a ‘virtual barn-raising’.

The experience of the Catlin + Petrovick team and our understanding of similar facilities and universal design will enable us to deliver a design that encompasses the program of the facility in a way that optimizes its functionality, while celebrating the vision and spirit of West Boylston and its citizens.

DESIGN VISION

Some work has already been completed to begin defining the program needs of the building. We will not reinvent the wheel, but we want to be sure that we completely understand the program information that has been developed to date. With our expertise in designing for the aged and aging, we will offer additional ideas and concepts about how to best define the scope, quality, flexibility and functionality of the project. We will verify the existing data in detail with you to share one common understanding of the goals and priorities of the users and the implications of costs.

We will develop a program based upon the results of verification discussions and then proceed with you to imagine the possibilities for this exciting project. How do we create an “inclusive yet unobtrusive” environment? We want to accommodate the frailest users with special features, which do not feel like a nursing home, but a center for health, and wellness in which they are active participants.

How do we provide a ‘collapsed’ environment that will result in an efficient plan and minimize travel distance?

How will we accommodate future needs while not compromising the needs of today?

What is the image that this building should present to the Town from the exterior as well as from the functional interior spaces?

What experience and emotion do we want to evoke with our design?

We anticipate lively and fascinating discussions with citizens and Town officials as we consider the options and opportunities before us.

DESIGN PROCESS

Program Verification

Our team, with the Committee, will coordinate a review of the program to ensure the Town’s unique needs are identified as the basis for the ultimate design solutions.

In order to achieve a highly functional facility, needs must be verified and updated. Interviews with representative associates with this project, and the re-interview of primary user groups may be necessary. Interview information gathered will include perceptions of the site, facility needs, estimated utilization, future requirements and general insight into the program. We will combine this with our expertise in designing older adult community centers to:

- Review policies, needs, estimated utilization and future directions
- Review overall functional organization

- Review departmental functional relationships
- Verify space allocations for proposed program
- Modify program as necessary and agreed to
- Discuss and define furnishing recommendations for senior users and how these relate to internal and external spaces.
- Verify and refine layouts and standards
- Produce cost estimate base on building areas

SITE INFRASTRUCTURE DESIGN

In order to achieve integration of the building design with its setting, a thoughtful analysis of the site is critical. Our team with the Committee will explore the following site elements:

Site Evaluation

- Site size and configuration
- Relationships to surrounding land use
- Site safety
- Landscape concepts and forms
- Structures placement • Sun and shadow analysis
- Movement systems, traffic, infrastructure availability, and circulation
- On-site/adjacent site parking availability and needs
- Utilities systems
- Site servicing
- Visibility
- View planes
- Surface and subsurface soil conditions
- Micro Climate
- Easements, zoning and other legal restrictions

Concept Design

During this phase the programmatic and site analysis criteria are blended with the goals of the Town to produce an overriding theme or concept. From the very functional issues of adjacencies and circulation to the more intangible criteria such as image and emotion are evaluated and prioritized.

At this point, we explore several options and evaluate each based on the established criteria. Through thoughtful study and dialogue with the Town, the design solution begins to emerge. The following tasks begin:

- Building plan diagrams developed that show spaces true to size and orientation. Pros and cons for each scheme are listed for evaluation.
- We define circulation, service access and patron access
- A basic plan is selected and, through the use of modeling, the mass of the building takes shape.
- General facade treatment is explored.
- Provisions are made to facilitate building systems.
- The concept is reconciled with the construction budget.

Schematic Design (Preliminary)

The building concept should be one strong design that functions as the heart of the community, where the public and all elders - the “go-goers,” “slow goers,” and “no goers” feel welcome and nature is respected. The design should include gathering spaces for patrons to enjoy, functional spaces for uses and appropriate amenities for the public and staff. It should be a proud symbol of West Boylston, one that is both beautiful, functionally efficient and ages gracefully over time.

The schematic design phase of the project will confirm and refine the selected concept with the stakeholders.

Meaningful, inclusive, and transparent community involvement is the cornerstone to a successful effort. It is important to provide the community an opportunity to participate in the formation of a supported vision for a new Senior Center. Within the context of leadership and collaboration offered by the staff and design team, community participation will have multiple goals:

Education. Residents should understand the process and program for the new facility and the unique needs of the primary user group.

Input. The Senior Center should be founded on principles developed through meaningful input from as many residents as possible, representing different needs, experiences and points of view.

Support. The process should ultimately create a municipal building that enjoys strong community support and serves as a symbol for West Boylston's past, present and future. The following tasks will be completed in this phase:

- Confirm and refine design direction
- Confirm design criteria
- Meet with Town to discuss code and ordinance requirements
- Refine relationships of program elements
- Develop schematic design alternatives and review with committee
- Review with community user groups and council
- Develop schematic layout of floor plans, park, parking structure and circulation configuration
- Review schematic design concepts with client and community groups
- Monitor program requirements and areas against actual design
- Develop acoustical criteria and objectives for appropriate areas
- Develop mechanical/electrical system concepts and alternatives
- Develop basic structural system concept
- Prepare preferred alternative schematic site plans, floor plans, elevations and sections
- Review systems concepts
- Confirm cost estimate
- Prepare project data manual including project description, systems description and design criteria outline
- Submit documents for Town review
- Review preferred design with user and community groups
- Town approval and authorization to proceed
- Review budget status and determine with Town any required actions

Design Development (Final Design after Feasibility Study)

The Design Development phase consists of refinement of the design by performing the following tasks. It is anticipated that there will be no significant changes at this point.

- Confer with/obtain preliminary concurrence with regulatory agencies
- Monitor program for design compliance
- Monitor code compliance
- Contact utility companies; obtain additional data
- Refine site plan and park plan
- Prepare plans, elevations, sections, schedules and notes as required to fix and describe the project
- Review and refine sustainability approach
- Prepare preliminary draft of project manual
- Prepare data to assist development of detailed cost estimate
- Present design to Town
- Present design to community/user groups
- Provide display for Town Facilities
- Prepare cost estimate

- Building agency review
- Submit documents for Town review and approval

Construction Documents

The team now develops a set of instructions by which the contractor will build the building. This phase consists of:

- Confer with and obtain further review from regulatory agencies.
- Coordinate the work of all team members.
- Determine alternates, cash allowances, and unit prices.
- Obtain owner's specific contract requirements on insurance, bonds, construction agreements, and bidding procedures. Determine what items, if any, are to be furnished by Owner, and those items not to be included in the contract. Obtain schedule for delivery and installation of Owner-furnished materials, and/or products.
- All disciplines post progress drawings on project Web site at predetermined intervals for team-wide coordination and verification of progress. Conduct face-to-face team meetings to address coordination of systems, dimensions and sustainable processes prior to submittals of CD's. Conduct in-house review of documents by senior staff. Maintain calculations of net and gross areas.
- Prepare a detailed estimate of probable construction cost at submittal of CD's. Review cost in detail with Town.
- Submit drawings, estimate of probable cost, and area calculations
- Work closely with all Town-reviewing agencies throughout the process to avoid surprises or misunderstandings that could delay the project or cause additional cost.

Contract Administration

The Project Manager leads this phase of the process. During the construction phase of the project, project logs are computerized in a database system, and can be tailored to the format required by the client. Shop drawing, RFI, field order and change order logs are maintained and distributed regularly.

At the point of substantial completion, we will review the construction and produce a final punch list. We will remain active and available to the project through the warranty period.

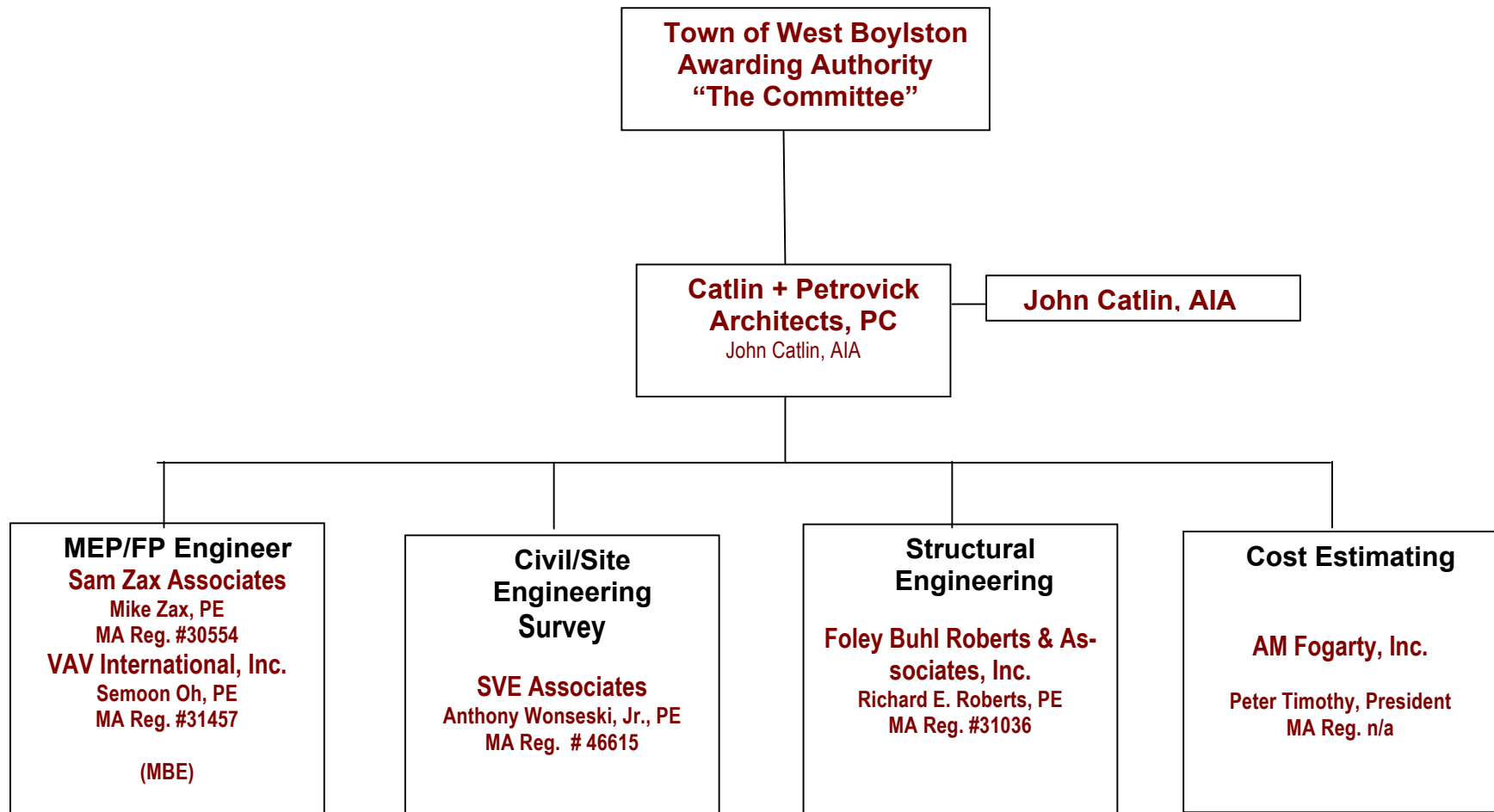
The Catlin + Petrovick Team is dedicated to ensuring that the progress and quality of work performed is in conformity with approved construction documents, and ultimately, your goals for your project.

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Designer Selection Form

Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated May 2014)	1. Project Name/Location For Which Firm Is Filing: Town of West Boylston Design Project for Senior Center Building Project	2. Project # <hr/> This space for use by Awarding Authority only.
3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work: Catlin + Petrovick Architects, PC 51 Railroad Street Suite 130 Keene, NH 03431	3e. Name Of Proposed Project Manager: For Study: (if applicable) For Design: (if applicable) John Catlin, AIA	
3b. Date Present and Predecessor Firms Were Established: John Catlin & Associates Architects, Inc. 1976 - 2013 Catlin + Petrovick Architects, Inc. 2013 to present	3f. Name and Address Of Other Participating Offices Of The Prime Item 3a Above:	
3c. Federal ID #: 46-4301808	3g. Name and Address Of Parent Company, If Any:	
3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required): John Catlin, AIA Massachusetts Registration #4461 Email Address: jcatlin@jc-parchitects.com Telephone No: 617 510.8990 c • 603 352.2255 w		3h. Check Below If Your Firm Is Either: (1) SDO Certified Minority Business Enterprise (MBE) (2) SDO Certified Woman Business Enterprise (WBE) (3) SDO Certified Minority Woman Business Enterprise (M/WB)
4. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month F Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):		
Admin. Personnel <u>1</u>	(<u> </u>) Ecologists (<u> </u>)	Licensed Site Profs. (<u> </u>) Other (<u> </u>)
Architects <u>2</u>	(<u>2</u>) Electrical Engrs. (<u> </u>)	Mechanical Engrs. (<u> </u>)
Acoustical Engrs. (<u> </u>)	Environmental Engrs. (<u> </u>)	Planners: Ur- (<u> </u>)
Civil Engrs. (<u> </u>)	Fire Protection Engrs. (<u> </u>)	Specification Writers (<u> </u>)
Code Specialists (<u> </u>)	Geotech. Engrs. (<u> </u>)	Structural Engrs. (<u> </u>)
Construction Inspectors (<u> </u>)	Industrial Hygienists (<u> </u>)	Surveyors (<u> </u>)
Cost Estimators (<u> </u>)	Interior Designers (<u> </u>)	(<u> </u>)
Drafters <u>3</u>	Landscape Architects (<u> </u>)	(<u> </u>)
		Total <u>6</u>
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. Include Resumes of Project Managers. 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: John Catlin, AIA, Partner	a. Name and Title Within Firm: Anthony Wonseski Jr. PE, Registered Civil Engineer
b. Project Assignment: Architect Principal-in-Charge/Designer	b. Project Assignment: Senior Engineer
c. Name and Address Of Office In Which Individual Identified In 7a Resides: Catlin + Petrovick Architects, PC 51 Rail Road Street Suite 130 Keene, NH 03431 MBE <input type="checkbox"/> WBE <input type="checkbox"/>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: SVE Associates 377 Main Street Greenfield, MA 01301 MBE <input type="checkbox"/> WBE <input type="checkbox"/>
d. Years Experience: With This Firm: <u>3</u> With Other Firms: <u>36</u>	d. Years Experience: With This Firm: <u>9.5</u> With Other Firms: <u>27.5</u>
e. Education: Degree(s) /Year/Specialization 1974, Harvard University Graduate School of Design, Masters in Architecture 1969, Trinity University, Bachelor of Science	e. Education: Degree(s) /Year/Specialization B.S. Civil Engineering, 1988 UMASS Amherst
f. Active Registration: Year First Registered/Discipline/Mass Registration Number 1978, Massachusetts, Architecture #4461 NCARB (National Council of Architectural Registration Board) #22.684 AIA (American Institute of Architects) #30007693	f. Active Registration: Year First Registered/Discipline/Mass Registration Number 1996, Mass. Registered Landscape Architect, # 1107
g. Current Work Assignments and Availability For This Project: Immediately available to work on this project. Walpole Senior Center Programing and Final Design – Completion Est. 2018 Scituate Senior Center Feasibility Study – Completion 2016 Wilbraham Senior Center Feasibility Study – Completion 2016 Wellesley Senior Center Final Design – Construction beginning June 2016. Lexington Senior Center, Lexington, KY – Construction Phase Completion 2016	g. Current Work Assignments and Availability For This Project: Immediately available to work on this project. 1. Greenfield Municipal Garage, Greenfield, MA 2. Lane Construction, Gravel Pit Exp., Northfield, MA 3. Nexam Solar Array, Belchertown, MA 4. Over The Top Road, Holland, MA 5. Stoneleigh Burnham School, Greenfield, MA 6. Multi-Use Building Archipelago Investments, Amherst, MA
h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): John Catlin former founder and President of John Catlin & Associates Architects Inc. and founding partner of Catlin + Petrovick Architects, PC is actively involved in the design and development of each project that enters the office. John has over 40 years of professional experience and is well versed in the proper design for the elderly. John Catlin is the most experienced community/senior center architect in Massachusetts with over forty-six community/senior center projects designed under his direction. John is well known as an advocate for seniors and has presented lectures on the importance of good design for community/senior centers to many cities and towns as well as the Massachusetts Council on Aging Annual Fall Conference and the Aging in America Conference in Washington DC.	h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): Mr. Wonseski has over 37 years experience providing civil engineering services for both public and private sector clients. These include those listed above as well as: Colrain Senior Center Project site feasibility design and permitting, Silvercrest Condominiums, Greenfield, MA, Kringle Candle, Bernardston, MA, Meadow Brook Apartments, Northampton, MA, Academy at Charlemont ball field, Four Rivers Charter School.

7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. Include Resumes of Project Managers. 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: Richard Roberts, P.E., Principal	a. Name and Title Within Firm: Michael Zax, PE
b. Project Assignment: Lead Structural Engineer	b. Project Assignment: Electrical Engineering
c. Name and Address Of Office In Which Individual Identified In 7a Resides: Foley Buhl Roberts & Associates, Inc. 2150 Washington Street Newton, MA 02462 MBE <input type="checkbox"/> WBE <input type="checkbox"/>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: Sam Zax Associates 14 Wood Road Braintree, MA 02184 MBE <input type="checkbox"/> WBE <input type="checkbox"/>
d. Years Experience: With This Firm: <u>19</u> With Other Firms: <u>20</u>	d. Years Experience: With This Firm: <u>34</u> With Other Firms: <u>5</u>
e. Education: Degree(s) /Year/Specialization BS Civil Engineering, Cornell University, 1976	e. Education: Degree(s) /Year/Specialization 1970 – ASEE 1972 – BSEE
f. Active Registration: Year First Registered/Discipline/Mass Registration Number 1982, Structural Engineer, Mass. Reg. 30136	f. Active Registration: Year First Registered/Discipline/Mass Registration Number 1984 Electrical Engineering, Massachusetts Reg. #30554
g. Current Work Assignments and Availability For This Project: Immediately available to work on this project. Wellesley Senior Center Final Design Brant Point Shellfish Propagation Facility, Nantucket, MA - Existing Conditions/Design Outer Cape Health Services, Brewster, MA - Schematic Design Stow Fire Station & Community Center, Stow, MA - Construction Documents Milford Youth Center, Milford, MA - Construction Administration Marlborough Senior Center, Marlborough, MA - Construction Administration	g. Current Work Assignments and Availability For This Project: Immediately available to work on this project. Wellesley Senior Center (On Hold) Cambridge Library West Roxbury YMCA Franciscan Day School
h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): Mr. Roberts has been Principal-in-Charge for numerous public and private building projects throughout New England, involving new construction, additions, renovations, adaptive re-use and historic restoration. Building types include municipal and state buildings, educational facilities, libraries, public safety facilities and healthcare facilities. Mr. Roberts has also participated in a number of structural evaluations and feasibility studies on a wide variety of existing buildings in Massachusetts and New Hampshire and has extensive experience in the design of reinforced concrete, precast concrete, structural steel, wood framed, heavy timber framed and load bearing masonry wall structures. Under his direction, the firm has completed a number of projects utilizing the Design-Bid-Build and CM-at-Risk construction delivery methods, as well as projects designed and constructed in accordance with LEED standards and registered with the USGBC. Since 2008, Mr. Robert's major building projects have been completed using BIM.	h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): Electric Institute Power IES Lighting Seminars Continuing Education and Seminars

7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. Include Resumes of Project Managers. 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: Peter Timothy, President	a. Name and Title Within Firm: Semoon Oh, P.E., President
b. Project Assignment: Cost Estimator	b. Project Assignment: Mechanical Engineering
c. Name and Address Of Office In Which Individual Identified In 7a Resides: A.M. Fogarty & Associates Inc. 175 Derby Street, Suite 5 Hingham, MA 02043 MBE <input type="checkbox"/> WBE <input type="checkbox"/>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: VAV International, Inc. (MBE) 400 West Cummings Park, Suite 4700 MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/>
d. Years Experience: With This Firm: <u>16</u> With Other Firms: <u>15</u>	d. Years Experience: With This Firm: <u>28</u> With Other Firms: <u>6</u>
e. Education: Degree(s) /Year/Specialization 1985 Bachelor of Science Construction Management	e. Education: Degree(s) /Year/Specialization Bachelor of Architectural Engineering, The Pennsylvania State University / 1978 / Building Environmental Systems Design
f. Active Registration: Year First Registered/Discipline/Mass Registration Number Not Applicable.	f. Active Registration: Year First Registered/Discipline/Mass Registration Number 1984 / Mechanical Engineering / 31457
g. Current Work Assignments and Availability For This Project: Immediately available to work on this project.	g. Current Work Assignments And Availability For This Project Current projects are: Hubbardston Senior Center with John Catlin, Wellesley Senior Center with John Catlin, Cambridge Manning Apartments, Brook House Condominiums FCU/Risers replacement (\$25M- CD/CA in phases), UMA Chenoweth Labs, UMA Goessmann Labs, Holyoke CC Frost & Donohue, YMCA West Roxbury. We are available to start on this assignment.
h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): Mr. Timothy is President and Senior Estimator for A.M. Fogarty & Assoc., Inc. He is responsible for providing accurate, timely and responsive cost estimating services to the construction industry as well as specification writing and construction consulting. Peter has an in-depth appreciation for the construction industry and has experience at nearly every level including trades person, project manager, chief estimator, expert legal witness, specification writer and cost consultant. His well-rounded construction background has enhanced his excellent technical abilities. Peter's number one priority is to meet the needs and exceed the expectations of A.M. Fogarty's clients. He provides the cost estimating services for the majority of John Catlin's projects including Hubbardston, Wellesley, Holyoke, Montague, Wilbraham, Belmont, Kingston, Mashpee, Duxbury, Holyoke, Erving, Athol and Hampden Senior Centers.	h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): Town of Wellesley Senior Center with John Catlin City of Holyoke Senior Center with John Catlin Town of Burlington Senior Center. Cambridge Gately Youth Center. EOCD Elderly and Special Need Housing at Gardner. EOCD Elderly and Special Need Housing at Chelmsford. EOCD Elderly and Special Need Housing at Gill. Brookside Artist Live/Work complex. Wise Independent Elderly living complex in Orleans and Falmouth. Mark Wentworth Nursing Home- Portsmouth, NH. Benchmark Assisted Living- 6 locations in New England. Marina Bay Skilled Nursing Facility, Quincy, MA. Jerome Home, 60 unit assisted living- New Britain, CT.

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) Wellesley Senior Center, Wellesley, MA John Catlin, AIA	<u>Programming and final design</u> for a new 14,000sf senior center on the site of the former American Legion building. Site includes an adjacent lot that was the site of a two family residence. This project is being designed to far exceed the Massachusetts stretch energy code and is expected to be Silver LEED™ Certified. Storm water management system to retain 100% of a 100 year storm on site. Site work includes rain gardens and area of permeable paving. This project is under design.	Wellesley Permanent Building Committee (PBC) Matt King, Chairman (781) 431-1019 ext 2206	2017 (All Phases)	\$5800	\$500	
(2) Holyoke Community/Senior Center, Holyoke, MA John Catlin, AIA	<u>Programming and final design</u> for a new 20,000sf community/senior center located on the full city block site of the former High School. The design calls for a two-story structure with a massing scaled provide a municipal presence on the large site within the mixed architectural neighborhood. The program includes a 3,800sf multipurpose room with a performance platform, a full service fitness/exercise equipment studio, lounge-library, a learning center, two arts and crafts rooms - one with a demonstration/teaching kitchen, games area, card-conference room, counseling rooms, administration, commercial kitchen and storage. There will be an outdoor patio/garden with covered area. <u>Includes Geothermal HVAC system.</u>	Kathy Bowler (former) Senior Center Director (413) 527-6425	2013 (All Phases)	\$4,961 Low Bid received 2007 \$4,987,000 \$252.50/sf	\$550	

<p>(3)</p> <p>Belmont Community/Senior Center, Belmont, MA</p> <p>John Catlin, AIA</p>	<p><u>Programming and final design</u> for a new 19,500sf community/senior center located on the site of the former Kendall School adjacent to a park and playing fields. The design calls for a two-story structure with a massing scaled to be compatible with the nature of the residential neighborhood. The program includes a 3,800sf multipurpose room with a stage, a lounge-library, two arts and crafts rooms, a classroom-meeting room, counseling rooms, administration, card-conference room, computer lab, full service fitness facility, commercial kitchen and lots of storage. There will be an outdoor patio/garden with covered porches. <u>Sustainable Design</u>. The building has received <u>LEED™ (Leadership in Environmental and Energy Design) SILVER CERTIFICATION</u> through the use of <u>geothermal energy</u>, harvesting of rainwater for irrigation as well as other green building objectives.</p>	<p>Nava Niv-Vogel Senior Center Director (617) 993-2970</p>	<p>2009 (All Phases)</p>	<p>\$4,961 Low Bid received 2007 \$4,987,000 \$252.50/sf</p>	<p>\$500</p>
<p>(4)</p> <p>Kingston Senior Center Kingston, MA John Catlin, AIA</p>	<p>Final Design for a new community senior center. The single story 7,341 sf building includes a 2,400sf multipurpose room and adjacent commercial kitchen, multipurpose rooms for arts and crafts, fitness and games, a wellness room, a reading lounge with fireplace and administrative offices. Outdoor areas include a brick patio and covered porches. The building is situated on previously disturbed land that is surrounded by wetlands.</p>	<p>Paul Gallagher Building Committee Chairman, Town Selectman (former) (781) 789-5636</p>	<p>2011 (All Phases)</p>	<p>\$2,250 Low Bid Received 2011 \$2,018,775 \$275/sf</p>	<p>\$276</p>
<p>(5)</p> <p>Erving Senior Center Erving, MA John Catlin, AIA</p>	<p>Erving Senior Center Feasibility Study and Final Design. Study to explore the feasibility developing a new +/- 6,650sf senior center on a rural site within a groundwater protection district. The study includes programming, site analysis, schematic design and budget development. The program includes a large multi-purpose room, lounge / library, game/exercise room, arts and crafts classroom, administrative and social services offices and additional programming for future growth. Assisted with providing materials for a successful CDBG grant application for design services. Includes geothermal HVAC system</p>	<p>Tom Sharp (former) Town Administrator (413) 537-6759</p>	<p>2008 (Study Phase)</p> <p>2011 (All Phases)</p>	<p>\$2,100 Low Bid received on 10.19.10 \$2,040,000 \$306.77/sf</p>	<p>\$29 (Study)</p> <p>\$200 (Final Design)</p>

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: Foley Buhl Roberts & Associates, Inc. - Structural Engineering						
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 Respon- sible
(1)	Walpole Senior Center Walpole, MA Richard Roberts, P.E.	New 12,800sf two story senior center. Scope of work includes a two story, wood framed structure, slab on grade.	Catlin Petrovick Architects 51 Railroad Street Keene, NH 03431 John Catlin, AIA (603) 352.2255	2018 (E)	\$1,900	\$28
(2)	Hubbardston Senior Center Hubbardston, MA Richard Roberts, P.E.	New 4,000sf single story senior center on a 14 acre parcel which will also accommodate the Town's future Public Safety Building housing police, ambulance and fire. Scope of work includes a single story, wood framed structure, slab on grade.	Catlin Petrovick Architects 51 Railroad Street Keene, NH 03431 John Catlin, AIA (603) 352.2255	2017 (E)	\$2,000	\$15
(3)	Wellesley Senior Center Wellesley, MA Richard Roberts, P.E.	New 14,000sf senior center on the site of the former American Legion building. Site includes an adjacent lot that was the site of a two family residence. This project is being designed to far exceed the Massachusetts stretch energy code and is expected to be Silver LEED™ Certified. Storm water management system to retain 100% of a 100 year storm on site. Site work includes rain gardens and area of permeable paving. This project is under design.	Catlin Petrovick Architects 51 Railroad Street Keene, NH 03431 John Catlin, AIA (603) 352.2255	2018	\$5,800	\$19
(4)	Marlborough Senior Center Marlborough, MA Jonathan D. Buhl, P.E.	New, 2-story, 22,625 SF Senior Center to fit into a well-established residential neighborhood and park with consideration given to residential scale massing and residential finish materials. The program space on the 14,600 SF first floor includes a multipurpose room, library, meeting room, wellness clinic, billiards room, fitness and exercise rooms, computer room, commercial kitchen, arts & crafts, gift shop and solarium. The 8,025 SF second floor will remain open for future program space. Building is currently under construction. MGL 149.	Courtstreet Architects, Inc. 285 Parker Street Newton Centre, MA 02459-2671 (617) 244.4333 Joseph Rizza Dietz & Company Architects, Inc. 17 Hampden Street Springfield, MA 01103 (413) 733.6798 Kerry L. Dietz, AIA, LEED AP	2015 (E)	\$6,400 (E)	\$23

(5)	Hanover Senior Center Hanover, MA Richard A. Foley, P.E.	New, wood framed, 7,000sf Senior Center. Main room is a multipurpose room allowing the opportunity to schedule programs for arts and crafts, fitness, movies and any social event. The lounge adjacent to the lobby and reception offers a place to relax in front of a gas fireplace.	Courtstreet Architects, Inc. 285 Parker Street Newton Centre, MA 02459-2671 (617) 244.4333 Joseph Rizza	2010	\$2,800	\$15
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: Sam Zax Associates (Electrical)						
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)	Walpole Senior Center Walpole, MA Michael Zax, P.E.	Electrical engineering services for a 12,800sf two story community center.	Catlin Petrovick Architects 51 Rail Road Street Keene, NH 03431 John Catlin, AIA (603) 352.2255	2018 (E)	\$6,000	\$15.5
(2)	Hubbardston Senior Center Hubbardston, MA Michael Zax, PE	Electrical engineering services for a 5,000 sf senior community center.	Catlin + Petrovick 51 Rail Road Street Keene, NH 03431 John Catlin (603) 352.2255	2017 (E)	\$2,000	\$8.5
(3)	Wellesley Senior Center Wellesley, MA Michael Zax, PE	Electrical engineering services for a 14,000 sf senior community center.	Catlin + Petrovick 51 Rail Road Street Keene, NH 03431 John Catlin (603) 352.2255	2017	\$5,800	\$14.5
(4)	Holyoke Senior Center Holyoke, MA Michael Zax, PE	Electrical engineering services for a 20,000 sf senior community center.	Catlin + Petrovick 51 Rail Road Street Keene, NH 03431 John Catlin (603) 352.2255	2013	\$5,000	\$24.5
(45)	Holyoke Community College Holyoke, MA Michael Zax, PE	Electrical design of all aspects of the building, electrical systems and supervision of construction, Renovations to Frost and Donohue	DCAM Boston, MA	2010	\$275	\$20

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: VAV International, Inc. (Mechanical, Plumbing, Fire Protection) MBE Firm									
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)	Walpole Senior Center Walpole, MA Semoon Oh, P.E.		Mechanical engineering services for a 12,800sf two story community center.		Catlin Petrovick Architects 51 Rail Road Street Keene, NH 03431 John Catlin, AIA (603) 352.2255		2018 (E)	\$6,000	\$15.5
(2)	Hubbardston Senior Center Hubbardston, MA Semoon Oh, PE		Mechanical, plumbing and fire protection engineering services for a new 5,000 sf senior community center.		Catlin + Petrovick 51 Rail Road Street Keene, NH 03431 John Catlin (603) 352.2255		2018 (E)	\$1900	\$11.5
(3)	Wellesley Senior Center Wellesley, MA Semoon Oh, PE		Mechanical, plumbing and fire protection engineering services for a new 14,000 sf senior community center. Under Design		Catlin + Petrovick 51 Rail Road Street Keene, NH 03431 John Catlin (603) 352.2255		2017	\$5800(E)	\$28
(4)	Holyoke Senior Center Holyoke, MA Semoon Oh, PE		Mechanical, plumbing and fire protection engineering services for a new 20,000 sf senior community center		Catlin + Petrovick 51 Rail Road Street Keene, NH 03431 John Catlin (603) 352.2255		2011	\$5500	\$36
(5)	Manning Apartments Cambridge, MA Semoon Oh		200 Unit high-rise elderly housing. Major renovations including total replacement of mechanical systems. Completed schematic phase.		300 A-Street, Boston, MA 02210 (617)350-0450 Joel Bargmann, Principal		2011	\$25,000	TBD
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: SVE Associates (Civil Engineers).									
a. Project Name & Location Principal-in-Charge		b. Brief Description and responsibility (include reference to areas of experience listed in DSB advertisement)		c. Project Owner's Name & Address and Owner's Reference Name & Phone Number		d. Completion Date (actual or estimated)		e. Project Cost (in thousands)	
								Entire Project	Fee for work for which Firm Was/Is Responsible
(1) Greenfield Municipal Garage Chelmsford Olive Street Greenfield, MA 01301 Anthony Woneski Jr., P.E.		25% Drawings, estimates for new 358 spaces Greenfield Municipal Parking Garage William E. Murray, R.C. Project Manager and Principal-In-Charge		Desman Associates 18 Tremont Street Boson, MA 02108 Wes Wilson, P.E. S.E. 617-778-9882		2016 (E)		\$ 100	\$ 80
(2) One East Pleasant Street E. Pleasant Street Amherst, MA 01002 Anthony Woneski Jr., P.E.		Site Plans and drainage for multi-use development		Holst Architects 110 SE 8th Portland, OR 97214 503-233-9856		2016 (E)		\$2,000	\$25
(3) Olympia Place 57 Olympia Drive Amherst, MA Anthony Woneski Jr., P.E.		Site development design and permitting		Holst Architects 110 SE 8th Portland, OR 97214 503-233-9855		2015 (E)		\$1,500	\$15
(4) Athol Memorial Hospital 2033 Main Street Athol, MA 01331 Anthony Woneski Jr., P.E.		Site development design for new ER and Main Entrance		Margo Jones Architects 308 Main Street Greenfield, MA 01301		2013		\$7,000	\$47.8
(5) Colrain Senior Center Brick Meeting House Jackson Road Colrain, MA Anthony Woneski Jr., P.E.		Due Diligence / Feasibility Study		Margo Jones Architects 308 Main Street Greenfield, MA 01301 413-773-5551		2009		\$234	\$2.5
# of Total Projects:		# of Active Projects:			Total Construction Cost (In Thousands) of Active Projects (excluding studies):				
Role P, C, J V *	Phases St., Sch., D.D., C.D., AC. *	Project Name, Location & 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
C	All	1. Town of Brookfield Senior Center Feasibility Study for a new senior center John Catlin, AIA			Town of Brookfield Christopher Dunphy, PVPC Principal Planner (413) 732.2593		\$ TBD		2017 St

C	All	2. Town of Walpole Senior Center Final Design for a 12,800sf senior center John Catlin, AIA	Town of Walpole Courtney Riley, COA Director (508) 660.7346	\$6,000	2018 N
C	St	3. Town of Scituate Senior Center Feasibility Study for a 15,000sf senior center and Town Offices John Catlin, AIA With Durkee Brown Viveiros Werenfels Architects	Town of Scituate Town of Scituate Adaptive Building Reuse Committee (978) 928.1400 Ext 211	TBD	2016 N
C	All	4. Town of Hubbardston Senior Center Final Design for a 5,000sf senior center John Catlin, AIA	Town of Hubbardston Senior Center Building Committee Claudia Provencal, COA Director (978) 928.1400 Ext 211	\$1.9 (E)	2017 N
C	St	5. Town of Wilbraham Senior Center Feasibility Study for a new 15,000sf center John Catlin, AIA	Town of Wilbraham Senior Center Building Committee Paula Dubord, COA Director (413) 596.8379 PDubord@wilbraham-ma.gov	\$5.25 (E)	2017 N
C	St	6. Town of Montague Senior Center Feasibility Study for a new 11,000sf center John Catlin, AIA	Town of Montague Walter Ramsey, Town Planner (413) 836.3200 Ext 112 planner@montague-ma.gov	\$4,200 (E)	TBD N
C	All	7. Town of Wellesley Senior Center Programming and Final Design for a new 13,000sf center John Catlin, AIA	Town of Wellesley Terri Tsagaris Selectmen and Member of Building Committee terri@tsagaris.com	\$5,800	2018 N
C	All	8. Lexington KY Senior Center John Catlin, AIA (Senior Center Design Consultant) With EOP Architecture (Architect of Record) (outside Massachusetts)	Lexington-Fayette County Government Joyce Thomas, Project Manager Lexington Fayette Urban County Government - jthomas@lexingtonky.gov (859) 258.3054	\$9,600	2016 N
P	St	9. Hardwick Senior Center John Catlin, AIA	Town of Hardwick Andrew Loew, Senior Project Manager Pioneer Valley Planning Authority aloew@pvpc.org 413 732.2593	\$2,500 (E)	2014 N/R
P	All	10. Brookline Senior Center John Catlin, AIA	Town of Brookline Ruthann Dobek, Dir. Council on Aging (617) 730.2756	\$200	2014 R
P	All	11. Holyoke Senior Center John Catlin, AIA	City of Holyoke Kathy Bowler, Dir. Council on Aging (413) 322-5625	\$5,500	2013 N

P	All	12. Erving Senior Center John Catlin, AIA	Town of Erving Thomas Sharp, Town Administrator (413) 422-2800	\$2,100	2012 N
P	All	13. Kingston Senior Center John Catlin, AIA	Town of Kingston Paul Gallagher, Fr. Chair: Bd of Selectmen (781) 789-5636	\$2,600	2011 N

* 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.**

- Capability of Designer to handle the size and scope of this work.** We have designed, produced and manage multiple public sector projects for over 40 municipalities throughout the Commonwealth of Massachusetts.
- Experience of Designer Team:** Experienced in similar size and scope of municipal projects. John Catlin, AIA principal has over 40 years of principal-in-charge experience working on projects ranging from a 10 story Boston Back Bay Hotel (completed in 2004) to over 30 Senior Centers ranging in size and scope from 3,800sf to over 34,000sf. We have recently completed the new Holyoke Senior Center, a 20,000sf \$5.5 mil facility and we are the design-consulting architects for the new 35,000sf senior center in Lexington Kentucky being completed utilizing BIM (Building Information Modeling) tools.
- Project Approach** including use of BIM tools, document submittal and review protocols, work plan, constructability review and claims avoidance. Catlin + Petrovick Architects utilizes state-of-the-art building information modeling (BIM) and project information management (PIM) tools as basis for collaborative workflow among project team members to provide consistent, well-coordinated and accurate project data. Our project team uses Revit, Autodesk's building information modeling (BIM) solution as our primary production tool for a model-based approach on our projects. From the early phases of design, where ideas are more clearly communicated, through construction documentation BIM enables team members to design, visualize, simulate and analyze the design – both within their individual discipline, as well as collaboratively with each of the disciplines on the project team. In this model-based approach, each of our project members contributes more information during earlier phases of the design. Throughout the project, including construction administration, our firm employs Newforma Project Center project information management (PIM) as the backbone of project communication and collaboration. Combined with our BIM solution, Newforma Project Center helps us manage the collaborative process of sharing information among project team members – including allowing model viewing by team members via the internet who do not own BIM software. All project information; communication and documents are managed, shared and distributed through all phases of the project, including the contract administration phase (submittals, RFIs, change orders, supplemental instructions, punch lists and payment requests). Michael Petrovick, AIA is Adjunct Professor at Keene State College in the Architectural program teaching Revit/BIM software.
- Cost Estimating and Scheduling History.** Our recently completed the new Holyoke Senior Center, a 20,000sf \$5.5 mil facility. – E&O change orders were under \$80,000 (1.4%). All of our public sector projects have never exceeded 2.5% in E&O change orders and most have been between 0.5% to 1.25% in total E&O change orders. Refer to Item 8 a above for cost estimating results as they relate to bids received.

Reference Checks. Relevant, successful experience with similar municipal projects of staff to be assigned to the work. Please refer to our attached reference list.

11. Professional Liability Insurance:

Name of Company	Aggregate Amount	Policy Number	Expiration Date
New Hampshire Insurance Company.	\$1,000,000	66328327	1/31/2017

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).

NO We have never been involved in a lawsuit with any municipal (or private) clients during both Catlin Architecture's 38 year history and our new firm's Catlin + Petrovick Architects, PC's history.

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.							

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. John Catlin	Partner	MA 4461	Architecture				
	b. Michael Petrovick	Partner	NH 02473	Architecture				
	c.							

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. John Catlin, AIA	55	MA 4461	Architecture				
	b. Michael Petrovick	45	NH 02473	Architecture				
	c.							

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.

6.30.2016

Submitted by
(Signature) *John Catlin*

Printed Name and Title **John Catlin, AIA, Partner** Date

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References

Town of West Boylston Testimonials

Recommendations for John Catlin, Partner Catlin + Petrovick Architects

The Holyoke Senior Center is "the premier senior center in all of Massachusetts...."

- Ann Hartstein, Secretary of Elder Affairs, Commonwealth of Massachusetts

John Catlin, AIA, one of the most experienced senior center designers in the United States...(he) has the expert working knowledge and understanding of critical technical criteria important in senior center design. Mr. Catlin is a member of the National Council of Aging as well as the National Institute on Senior Centers. He also lectures on senior center design, and was recently a pre-senter at the "Aging in America, Annual Conference" in Washington, DC.

- Lexington-Fayette County Urban Government (Lexington, KY)

On the national level, I am co-chair of the NISC National Accreditation Board, and have been on that board for 6 years. Also, I am a delegate at large to the NISC Delegate Council, and am serving another 6-year term, currently in the 2nd year. I have served one 6-year term (3 Two-year terms) already. I am currently the MCOA president, in my second year. By all means, feel free to use me as a reference at any time. You're the best in the field, as far as I'm concerned!

- Sharon Lally, Director Rochester Senior Center, Former Director Needham Senior Center

...my perspective, that of my staff and the participants of the center the building is a huge success....Mr. Catlin kept his commitment to producing a high quality building and on budget. In addition, this center was the first LEED certifiable and sustainable project undertaken by the Town....Since the completion of the building Mr. Catlin has been generous about making himself available to me....It can not be emphasized enough how valuable it has been that Catlin Architects have a unique specialty in senior center design....Mr. Catlin was a very articulate spokesperson, who could communicate effectively for why a senior center is such a vital resource in a community.....

- Nava Niv-Vogel, Director Belmont Senior Center

I have found John Catlin to be a top notch professional. He combines experience and creativity in his centers that result in facilities that are in tune with the people who will be using them.(he) designed a new senior center for Erving, which is currently under construction. We are fortunate to have him guiding us through this process....

- Tom Sharp, Erving Town Administrator

As the Council on Aging Director involved with two senior center building projects I feel qualified to highlight the highest credentials in senior center design. Without any hesitation, I recommend Catlin Architecture as the most qualified firm in the New England area to research, design and construct a senior center. Under the supervision of Catlin Architecture, the Hampden Senior Center Building Project remained on schedule, and on budget with virtually no change orders....

- Carolyn F. Brennan, Executive Director East Longmeadow COA

It is with great respect that I commend John Catlin for his services provided to the Town of Kingston in its efforts to construct a new Senior Center.... Without John Catlin and his staff we wouldn't have achieved what will become a very desirable destination. Having said that, our facility is set to open in the next couple of weeks, and without the design and developmental services provided by John Catlin and his group, we could not claim the title of "Gem of the South Shore." John Catlin has the experience and expertise to provide a solid plan from start to finish. Regardless of the challenges we encountered on our way to completion, Catlin provided the support and consultation to overcome many obstacles that could have eliminated any opportunity to complete our mission.

- Paul Gallagher, Selectman and Chairman Kingston Senior Center Building Committee

Town of West Boylston

References

30 June 2016

Ms. Carolyn Brennan 413 525.5436 x1401
Former Director, Hampden Senior Center – Current Director E Longmeadow Senior Center, East Longmeadow, MA

Ms. Kathy Bowler 413 527.6425 or (cell) 413 271.4633
Former Director, Holyoke Senior Center, Holyoke, MA – Current: Director of Technical Assistance - Massachusetts Council on Aging (MCOA)

Mr. Tom Sharp 413 537.6759
Town Administrator (Retired), Erving, MA – Erving Senior Center

Mr. Matt King 781 431.1019 x2206
Chairman Permanent Building Committee
Town of Wellesley

Mr. John Ciccariello, Architect 508 277.4352
Building Committee – The Center for the Arts Natick (MHC Massachusetts Historic Commission Award Winner) - Owner's Project Manager – Belmont Senior Center – Former Selectman Town of Natick

Ms. Nava Niv-Vogel 617 993.2970
Director, Belmont Senior Center (Beech Street Center)
Belmont, MA

Mr. Paul Gallagher 781 585.0502
Chairman Senior Center Building Committee (former Selectman and current Town Clerk) – Town of Kingston

Mr. Jonathan Donner 781 334.2065
Clerk-of-the-Works, Belmont Senior Center (Beech Street Center)
Belmont, MA

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Affidavits – Fee Distribution Financial Statement

AUTHORIZATION OF SIGNATURE

Town of West Boylston Senior Center Building Project

I, Michael Petrovick,

Clerk of

Catlin + Petrovick Architects, PC

Hereby certify that, at a meeting of the Board of

Directors of said Corporation duly held on 30 June, 2016 at which a quorum was

present and voting throughout, the following vote was duly passed and is in full force and effect:

“VOTED: That

John Catlin

(NAME OF OFFICER AUTHORIZED TO SIGN FOR CORPORATION)

be and hereby is authorized, directed and empowered for, in the name and on behalf of this Corporation to sign seal with the corporation seal, execute, acknowledge and deliver all contracts, bonds, and other obligations of this Corporation: the execution of any such contract, bond or obligations by such

John Catlin

(NAME OF OFFICER)

to be valid and

binding upon this Corporation for all purposes, and that a certificate of the Clerk of this Corporation setting forth this vote shall be delivered to the Town of West Boylston; and that this vote shall remain in full force and effect unless and until the same has been altered, amended, or revoked by a subsequent vote of such directors and a certificate of such later vote attested by the Clerk of this Corporation is delivered to the Town of West Boylston.”

I further certify that

John Catlin, AIA

is the duly elected

(NAME OF OFFICER)

President

(TITLE)

of said Corporation.

Michael Petrovick

Signed:

(CLERK-SECRETARY)

Place of Business: 51 Railroad Street, Keene, NH 03431

Phone: 603 352.2255

John Catlin

COUNTERSIGNATURE: _____

(NAME AND TITLE OF OFFICER) John Catlin, AIA, President

TAX CERTIFICATION ATTESTATION

Pursuant to M.G.L. Chapter 62C, sec. 49A, I certify under the penalties of perjury that, John Catlin of Catlin + Petrovick Architects, PC to my best knowledge and belief, have complied with all Massachusetts laws relating to taxes, and has paid all Massachusetts state taxes required under law.

John Catlin

By: _____
Corporate Officer

Title: Partner

Bidder: Catlin + Petrovick Architects, PC

Email: jcatlin@c-parchitects.com

FID No. 46-4301808

Address: 51 Railroad Street, Suite 130, Keene, NH 03431

Date: 30 June 2016

CERTIFICATE OF NON-COLLUSION

Town of West Boylston Senior Center Building Project

The undersigned certifies under penalties of perjury that this bid or response 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.

John Catlin

(Signature)

John Catlin, AIA

(Name of Person Signing Response)

Catlin + Petrovick Architects, PC

(Name of Business)

30 June 2016

(Date)

Town of West Boylston Senior Center Building Project

Schedule of Fees

• Feasibility (Phase I)	\$10,000
• Schematic Design Phase	15% less \$10,000
• Design Development Phase	25%
• Construction Documents Phase	35%
• Bidding Phase	3%
• Construction Administration Phase	23%

Financial Statement

John Catlin & Associates Architects, Inc. (dba Catlin Architecture) had been in business from 1978 until 2013. In 2014 John Catlin, AIA formed a new partnership with Michael Petrovick, AIA creating the firm Catlin + Petrovick Architects, PC. We have a staff of six.

We would be pleased to provide confidential financial information indicating our financial stability, at your request, if we have the honor of being short-listed for an interview and/or selected for the design project.



Holyoke Senior Center



Duxbury Senior Center

Catlin + Petrovick Architects, PC



Montague Senior Center



Holyoke Senior Center



Belmont Senior Center



Belmont Senior Center



Duxbury Senior Center



Mashpee Senior Center



Holyoke Senior Center

Catlin + Petrovick Architects, PC



Erving Senior Center



Holyoke Senior Center



Kingston Senior Center