

- ☐ ☐ ☐ Sterling
- ☐ ☐ ☐ Associates
- ☐ ☐ Incorporated
- ☐ Architects and Interior Designers



Town of West Boylston Request for Qualifications for

Designer Services for Senior Center Building Project

- Cover Letter
- 1 Capacity
- 2 Understanding Your Project
- 3 Extent of Experience
- 4 Programming
- 5 Proposed Approach
- 6 Reliability in Cost Estimating
- 7 Ability to Work with Multiple and Varied Town Committees
- 8 Depth and Breadth of Experience
- 9 Identity and Qualifications of Key Personnel
- 10 Financial Stability
- DSB Forms
- Signature Authorization
- Tax compliance Certification, and
- Non Collusion Certification

☐ ☐ ☐ Sterling
☐ ☐ ☐ Associates
☐ ☐ Incorporated

☐ Architects and Interior Designers

June 24, 2016

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

RE: Designer Services for Senior Center Building Project
File# P-1604.04

Dear Ms. Scheipers,

Sterling Associates has been the leading Massachusetts innovator in Senior Center design for the last 35 years. We have been invited multiple times to share our knowledge and recent innovations at workshops with the Annual Convention of Massachusetts Council on Aging. As firm believers in open source sharing of information, we have posted our innovative workshops and guidelines for Senior Center design on our website for other design firms to better understand the unique specialization that Senior Center design has become. General practice firms have often hired us to supplement their team with this special expertise.

As you review the attached material, you will find that we are the most innovative senior center designers available for your feasibility study. We look forward to meeting you and sharing some ideas we have about your project.

Sincerely,

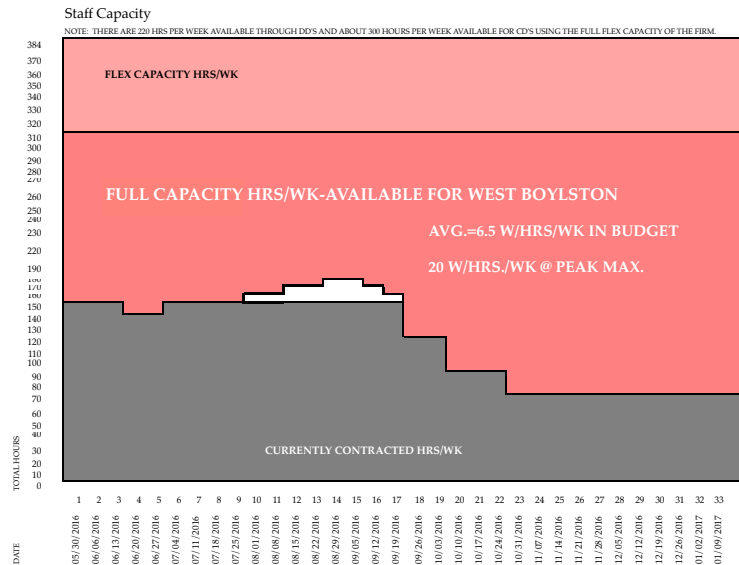
A handwritten signature in blue ink, appearing to read 'William Sterling', with a long horizontal line extending to the right.

William Sterling, AIA
President
Sterling Associates, Inc. Architects

Additional Information that addresses the Town of West Boylston criteria for selection in the RFQ order.

1) **Capacity.**

Our capacity and availability for this study is more than adequate as shown in the chart below. Our capacity is 384 person-hours per week with 234 hrs. per week uncommitted during the next few months. If we schedule 8 weeks to complete the study we will average 6.5 person hours per week to complete the study. See chart of staff capacity below.



Proposed distribution of design fees for subsequent work.

DESIGN DISIPLINE	%
ARCHITECTURAL	75.0
MEP/FP ENGINEER	9.6
CIVIL ENGINEER	4.5
STRUCTURAL ENGINEER	4.0
COST ESTIMATOR	2.9
LANDSCAPE DESIGNER	1.5
INTERIOR DESIGNER	1.4
KITCHEN CONSULTANT	1.1
TOTAL	100%

19 Bishop Allen Drive
Cambridge, MA 02139
Tel: (617) 441-7955
Fax: (617) 441-0978
e Mail: admin@sterlingarchitects.com
www.sterlingarchitects.com

2) Understanding your project.

We at Sterling architects understand you intend to utilize the existing former school site of 12.7 acres at 120 Prescott Street in West Boylston as a Senior Center, in a manner that will work in conjunction with the existing active recreational uses. This is very similar to our "Campus Plan" approach for designing the Newburyport Senior Community Center where the outdoor amenities of the new middle school are united with the site planning of the new Senior Community Center. One of the most important issues to address will be the new up grade to existing utilities for the proposed new use.

3) Extent of Experience.

Our proven ability to work with municipal government agencies is demonstrated by the long list of public agency projects that we have served, often with repeat services as shown on the attached list entitled, "Previous Chapter 149 Projects."

4) Proposed Approach.

a) Programming

We will begin the program development process with meetings with CoA staff, Town administrators and user groups to determine the present and future space needs. This will result in a list of immediate and projected future square footage requirements, and the prospective adjacency needs.

b) Site Analysis

- Review existing and potential new utilities
- Survey / topography study
- Evaluate traffic / parking service yard & site access needs
- Explore building layout potentials
- Define Zoning constraints
- Demonstrate views and other unique site amenities

c) Feasibility Study Work Products

- Site Plan layout
- Building plans with notes defining room types
- Elevations
- Outline specifications of material selections and systems
- Narrative report of MEP & FP Systems
- Cost estimate

d) Subsequent Work Products

- Design Development drawings, outline specifications and updated cost estimate.
- Evaluate site, soil, water and environmental issues
- HAZMAT studies as needed
- Define Zoning constraints
- Construction Documents, specifications and 95% completion cost estimate.
- Bid Phase services -allow 8 weeks
- Construction Administration assistance with meetings, 10-12 months typically.

5) References

Please contact the following references:

NEWBURYPORT SENIOR COMMUNITY CENTER



Roseann Robillard, Director
Newburyport Senior Community Center 978-462-0430

EASTERN POINT RETREAT HOUSE



Rev. D.J. Yesalonia, SJ
Eastern Point Retreat House Gloucester, MA
212-774-5500

GEORGETOWN SENIOR CENTER



Colleen Ranshaw-Fiorello, Director
Georgetown Senior Center
978-352-5726

ARLINGTON SENIOR CENTER

Christine Bongiorno, Director
Health & Human Services, Arlington, MA
781-316-3400

DRACUT SENIOR CENTER

Bethany Loveless, Director
Dracut Senior Center
978-957-2611

6) Reliability in Cost Estimating

We **control design within budget**. The key criterion for cost control is percentage of cost increase due to change orders. All but one of our publicly bid projects constructed in the last 35 years have been well under 10% of the bid amount. All amounts over 1% were due to owner-initiated changes in scope.

	Project Name/ Type of Facility Example: Natick New Senior Center	Feasibility Study Cost Estimate (\$K)	Architects Total Cost Estimate at 100% bid ready phase (including contingency (\$K)	Low Bid Amount (\$K)	\$ Value of total Change Orders (\$K)	Final Project Cost (\$K)	Final Cost vs. Low Bid Amount as a %	Design Delivered on time in accordance with schedule Y/N
1	Newburyport Senior Community Center	6,262	5,135	5,585	+182	5,767	+3.3%*	Y
2	Malden Senior Center	3,700	3,751	4,187	+99	4,286	+2.4%*	Y
3	Tewksbury Senior Center	5,344	4,600	4,453	+547	5,000	+12.3%* *	Y
4	Milford Senior Center	3,497	3,144	3,039.5	+ 47	3,086.5	+1.6%	Y
5	Wakefield Senior Center Reno	2,100	2,100	2,049	+ 31	2,080	+1.5%	Y
6	Saugus Senior Center	2,200	2,200	2,100	+ 10	2,110	+ < 1%	Y
7	Glendale Towers HSG	N / A	375	371	+ 3	374	+ < 1%	Y
8	Everett Armory Community Center	N / A	2,000	2,000	+20	2,000	1%	Y
9	Blackstone- Harvard Kent Reno	N / A	80	76	0	76	0%	Y
10	Franklin Park Reno	1,500	1,500	1,430	+ 60	1,490	+ 4.2%*	Y
11	Veronica Smith Senior Center	N / A	560	533	+ 29	562	+ 5.4%*	Y

* Cost increase due to owner controlled upgrades upon availability of funds.

** Change order over 10% was due to the owner's decision to accept a bid but with a reduced cost, so as to proceed with the contract amount available at the time. The owner then went back to the town for the rest of the funding and added by change order, the scope that was taken out.

7) Ability to Work with Multiple and Varied Town Committees-

The first key to our success in working with committees is to have training and skill in conflict resolution. Committee members often have conflicting opinions of design options. To address this Bill Sterling is a trained and certified mediator. Bill offers his personal involvement during initial site planning that involves weighing building layout options and finally balancing material and systems options against your budget.

The second key to our success with committees is that we provide the full range of communication skills, including Bill Sterling's personal freehand sketches at early stages of designs, and his personal watercolors for presentations. Our CAD software is the most sophisticated software available. It builds 3D modeling simultaneously with the drafting of the floor plans. This allows us to offer 3D views of every corner of every space at the earliest Schematic Design Phase, even fly over and fly through animation if requested. This allows every committee member to visualize what is being proposed and participate in the design process.

8) Depth and Breadth of Experience-

See Item 7 of the DSB forms.

9) Identity and Qualifications of Key Personnel-

See Item 6 & 7 of the DSB Forms.

10) Financial Stability

Our financial stability speaks for itself having sustained 35 years of business management through two major recessions. Please see the attached letter from our accountant.

June 21, 2016

Ms. Anita Scheipers
Town Administrator's Office
140 Worcester Street
West Boylston, MA 01583

Re: Sterling Associates Inc., Architects Financial Stability
West Boylston Senior Center Design

Dear Ms. Scheipers:

Our firm has served as Sterling Associates Inc., Architects' accountant for over 20 years. We are familiar with the firm's operations and its financial performance during that period. In addition, we have provided accounting services for William A. Sterling, Sterling Associates Inc., Architects' founder, president and 100% shareholder during that period as well. Mr. Sterling has shown himself to be a person of honesty and integrity in his personal and professional dealings with us.

A look at Sterling Associates Inc., Architects' financial performance through December 2015 reflects a positive net worth, reporting net income of approximately \$70,000 for the year ended December 31, 2014 and net income of approximately \$217,000 for the year ended December 31, 2015. I have every reason to believe the firm has the means necessary to perform any future work as part of its normal course of business.

Sincerely,

Karen G. Timmermans, CPA

Karen G Timmermans, CPA

Previous Chapter 149 Projects

The following is a partial list of previous relevant projects that Sterling Associates has performed according to Massachusetts Public Bid Law Chapter 149. Most of the projects involved design development, contract documents, and construction phase services to the completion of the building projects.

Project Name & Location	Reference	Completion Date	Estimated Cost	Actual Cost
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Arlington Senior Center Arlington, MA	Sue Karp, Director 781-316-3400	2018	5mil.	TBD
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Description: Renovation of a two story senior center in a former school. Principal in charge and Project Manager: William A. Sterling.

Georgetown Senior Community Center	Colleen Ranshaw-Fiorello, Director	2016	293.8K	272.3K
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Description: Renovations to a portion of a single story school into a senior center. Principal in charge and Project Manager: William A. Sterling.

Newburyport Senior Center Newburyport, MA	Roseann Robillard, Director 978-462-8650	2015	5.5mil.	5.6mil.
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Description: New Construction. The scope of the program includes two large function rooms, offices, and drop of area.

Malden Senior Center Malden, MA	Silvia Banos, Director 781-397-7144	2009	3.7 mil.	4.1 mil.
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Description: Renovation, expansion and conversion of a former church into a two story senior center. The scope of the program includes a multi-purpose room for yoga, basketball or functions, a commercial kitchen, as well as an auditorium for movies and performances. Design includes a billiards room/library, as well as an indoor garden/café as a central focus point. Principal in charge and Project Manager: William A. Sterling.

Milford Senior Center Milford, MA	Susan Clark, Director (508) 473-8334	2003	3.1 mil.	3.0 mil.
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Description: All new construction of a 18,000 square foot, two-story senior center. The building consists of offices, three meeting rooms, three class rooms, an exercise room, commercial kitchen and multi-purpose meal site/ ballroom.

Wakefield Senior Center Wakefield, MA	Judy Luciano 781-245-3312	2002	2.1 mil.	2.0 mil.
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Description: Historic renovation of the 33,000 SF Warren School. The senior center encompasses two floors with one floor of rental space remaining. The program includes barrier free access, a new elevator, offices, multipurpose rooms, classrooms, a kitchen, function room, all new HVAC, plumbing and electrical power and lighting. Renovation work included repaired windows, slate roofing, and brick repointing. Principal in charge and Project Manager: William A. Sterling.

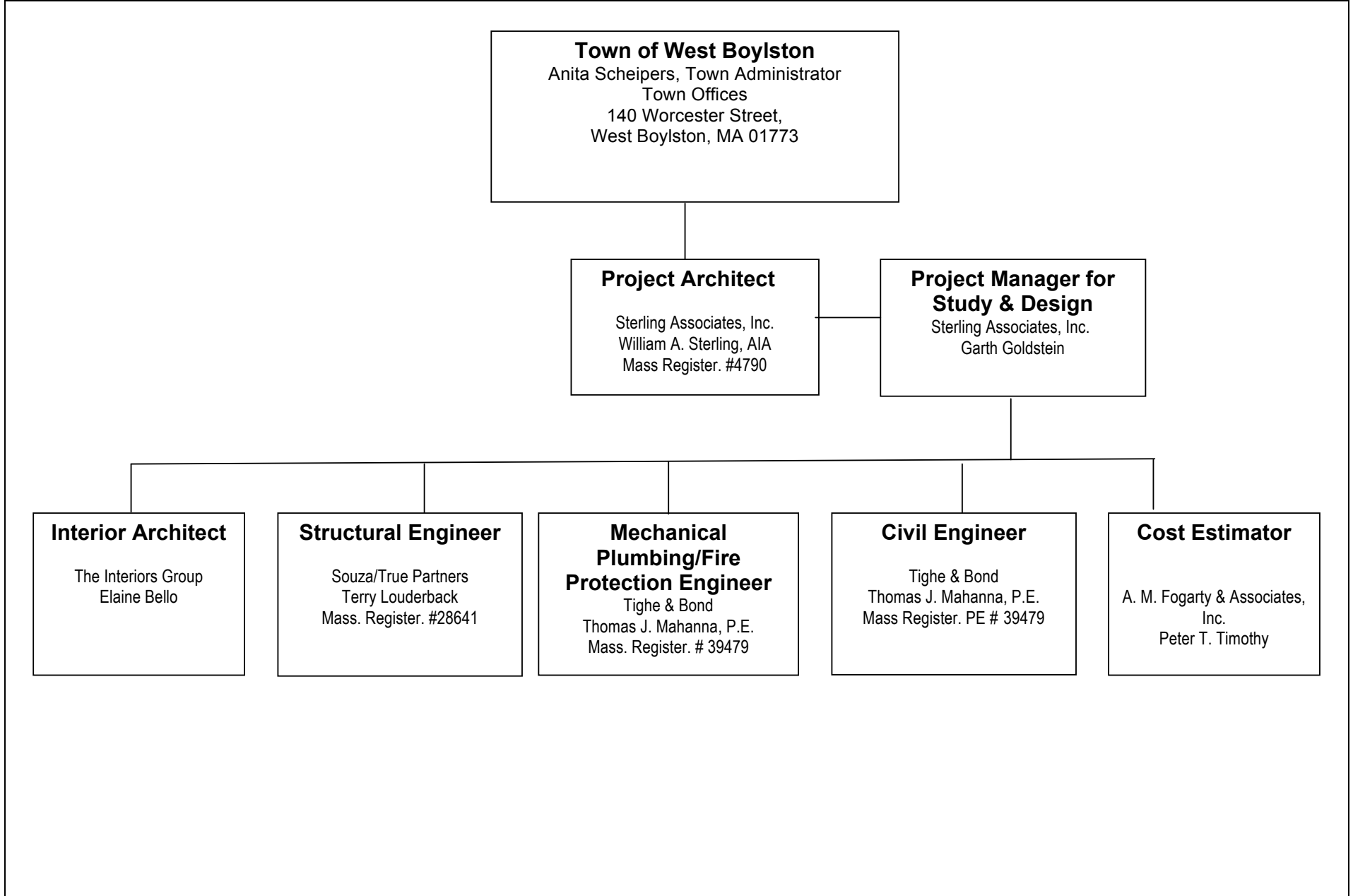
Saugus Senior Center Saugus, MA	Joanne Olsen, Director 781-231-4178 466 Central St. – Saugus, MA	1997	2.2 mil.	2.1 mil.
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Description: All new construction of a 17,000 square foot senior center with a craft store, 3 multipurpose rooms/theatre, commercial kitchen, 4 classrooms, social day care room for 30, administration offices and a healing garden. Principal in charge and Project Manager: William A. Sterling.

Commonwealth of Massachusetts DSB Application Form (Updated May 2014)	1. Project Name/Location for Which Firm is Filing: <div style="text-align: center;"> Town of West Boylston Request for Qualifications for Designer Services for Senior Center Building Project </div>	2a. DSB # _____ Item # _____ 2b. Mass. State Project # N/A
3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work: Sterling Associates Incorporated, Architects 19 Bishop Allen Drive Cambridge, MA 02139	3 Name Of Proposed Project Manager: For Study: William A. Sterling For Design:	
3b. Date Present and Predecessor Firms Were Established: May 4, 1980	3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:	
3c. Federal ID #: 042700929	3g. Name and Address Of Parent Company, If Any:	
3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required): William A. Sterling, AIA, President MA Reg # 4790 Email Address: bill@sterlingarchitects.com Telephone No: 617-441-7955 Fax No.: 617 441 0978	3h. Check Below If Your Firm Is Either: (1) SDO Certified Minority Business Enterprise (MBE) <input type="checkbox"/> (2) SDO Certified Woman Business Enterprise (WBE) <input type="checkbox"/> (3) SDO Certified Minority Woman Business Enterprise (M/WBE) <input type="checkbox"/>	
4. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):		
Admin. Personnel 3 () Ecologists _____ () Licensed Site Profs. _____ () Other _____ ()		
Architects 4 (3) Electrical Engrs. _____ () Mechanical Engrs. _____ () _____ ()		
Acoustical Engrs. _____ () Environmental Engrs. _____ () Planners: Urban./Reg. _____ () _____ ()		
Civil Engrs. _____ () Fire Protection Engrs. _____ () Specification Writers _____ () _____ ()		
Code Specialists _____ () Geotech. Engrs. _____ () Structural Engrs. _____ () _____ ()		
Construction Inspectors _____ () Industrial Hygienists _____ () Surveyors _____ () _____ ()		
Cost Estimators _____ () Interior Designers _____ () _____ () _____ ()		
Drafters _____ () Landscape Architects _____ () _____ () Total _____ (3)		
		7

5. Has this Joint-Venture previously worked together? ☒ Yes ☐ 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:



<p>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. 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>	
<p>a. Name And Title Within Firm: William A. Sterling, AIA, LEED, President</p>	<p>a. Name And Title Within Firm: Garth Goldstein</p>
<p>b. Project Assignment: Principal-in-Charge</p>	<p>b. Project Assignment: Construction Document Production & Engineering Coordination</p>
<p>c. Name And Address Of Office In Which Individual Identified In 7a Resides: Sterling Associates Incorporated, Architects MBE <input type="checkbox"/> 19 Bishop Allen Drive WBE <input type="checkbox"/> Cambridge, MA 02139</p>	<p>c. Name And Address Of Office In Which Individual Identified In 7a Resides: Sterling Associates Incorporated, Architects MBE <input type="checkbox"/> 19 Bishop Allen Drive WBE <input type="checkbox"/> Cambridge, MA 02139</p>
<p>d. Years Experience: With This Firm: <u>35</u> With Other Firms: <u>10</u></p>	<p>d. Years Experience: With This Firm: <u>4</u> With Other Firms: <u>7</u></p>
<p>e. Education: Degree(s) /Year/Specialization Yale University / Master of Architecture, 1973 Boston College / Bachelor of Arts, 1965</p>	<p>e. Education: Degree(s) /Year/Specialization Brown University / Bachelor of Architecture, 1997 Yale School of Architecture / Master of Architecture, 2005</p>
<p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number 1979/Architect/MA #4790</p>	<p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number LEED Certified</p>
<p>g. Current Work Assignments And Availability For This Project: Georgetown Senior Community Center, Georgetown, MA Town of Arlington Senior Center, MA Eastern Point Retreat House, Gloucester, MA</p>	<p>g. Current Work Assignments And Availability For This Project: Georgetown Senior Community Center, Georgetown, MA Town of Arlington Senior Center, MA Eastern Point Retreat House, Gloucester, MA</p>
<p>h. Other Experience And Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): Newburyport Senior Community Center, Newburyport, MA Dalton Senior Center Groton Senior Community Center. Groton, MA Malden Senior Community Center, Malden, MA Tewksbury Senior Center, Tewksbury, MA Wakefield Senior Center, Wakefield, MA Traditions of Wayland – Independent Living Condos, Wayland, MA Acton Senior Center (Study) E. Bridgewater Senior Center (Study) Milford Senior Center Saugus Senior Center Everett Senior Center Veronica B. Smith Senior Center, Brighton, MA</p>	<p>h. Other Experience And Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): Various renovations, U.S. Department of Interior Offices, Washington, D.C</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. 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: Nathan Hooten	a. Name And Title Within Firm: Jesse Ashcraft-Johnson
b. Project Assignment: CAD Production	b. Project Assignment: CAD Production
c. Name And Address Of Office In Which Individual Identified In 7a Resides: Sterling Associates Incorporated, Architects 19 Bishop Allen Drive Cambridge, MA 02139 MBE <input type="checkbox"/> WBE <input type="checkbox"/>	c. Name And Address Of Office In Which Individual Identified In 7a Resides: Sterling Associates Incorporated, Architects 19 Bishop Allen Drive Cambridge, MA 02139 MBE <input type="checkbox"/> WBE <input type="checkbox"/>
d. Years Experience: With This Firm: <u>8</u> With Other Firms: <u>4</u>	d. Years Experience: With This Firm: <u>2</u> With Other Firms: <u>2</u>
e. Education: Degree(s) /Year/Specialization Wentworth Institute of Technology / Bachelor of Architecture, 2008 Wentworth Institute of Technology / Master of Architecture, 2010	e. Education: Degree(s) /Year/Specialization Massachusetts Institute of Technology / Bachelor of Science in Architectural Design, 2011
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number
g. Current Work Assignments And Availability For This Project: Georgetown Senior Community Center, Georgetown, MA Town of Arlington Senior Center, MA Eastern Point Retreat House, Gloucester, MA Eastern Point Retreat House, Gloucester, MA	g. Current Work Assignments And Availability For This Project: Eastern Point Retreat House, Gloucester, MA
h. Other Experience And Qualifications Relevant To The Proposed Project: (Identify Firm By Newburyport Senior Community Center, NBPT, MA Templeton Senior Center Wellesley Senior Center, Wellesley, MA Malden Senior Community Center, Malden, MA	h. Other Experience And Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):

<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. 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>	
<p>a. Name And Title Within Firm: Jeffrey Ryan</p>	<p>a. Name And Title Within Firm:</p>
<p>b. Project Assignment:</p>	<p>b. Project Assignment:</p>
<p>c. Name And Address Of Office In Which Individual Identified In 7a Resides: Sterling Associates Incorporated, Architects 19 Bishop Allen Drive Cambridge, MA 02139</p> <p>MBE <input type="checkbox"/> WBE <input type="checkbox"/></p>	<p>c. Name And Address Of Office In Which Individual Identified In 7a Resides:</p> <p>MBE <input type="checkbox"/> WBE <input type="checkbox"/></p>
<p>d. Years Experience: With This Firm: <u> 1 </u> With Other Firms: <u> </u></p>	<p>d. Years Experience: With This Firm: <u> </u> With Other Firms: <u> </u></p>
<p>e. Education: Degree(s) /Year/Specialization University of New Hampshire, B.F.A. Oil Painting, 1983 Boston Architectural College, Master of Architecture, 2016</p>	<p>e. Education: Degree(s) /Year/Specialization</p>
<p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number</p>	<p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number</p>
<p>g. Current Work Assignments And Availability For This Project: Georgetown Senior Community Center, Georgetown, MA Town of Arlington Senior Center, MA Eastern Point Retreat House, Gloucester, MA</p>	<p>g. Current Work Assignments And Availability For This Project:</p>
<p>h. Other Experience And Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):</p>	<p>h. Other Experience And Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):</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. 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 – Cost Estimator	a. Name And Title Within Firm:
b. Project Assignment: Cost Estimator	b. Project Assignment:
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 02043-4014 (781) 749-7272 MBE <input type="checkbox"/> WBE <input type="checkbox"/>	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: <u>25</u> With Other Firms: <u>4</u>	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization University of Wisconsin-Platteville, 1985, Bachelor of Science Degree in Construction Management	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number N/A	f. Active Registration: Year First Registered/Discipline/Mass Registration Number:
g. Current Work Assignments And Availability For This Project: We currently are estimating approximately 10 projects per month. We are very flexible increasing our work load due to the nature of our staffing	g. Current Work Assignments And Availability For This Project
h. Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): Mr. Timothy has been a professional estimator since earning a BS degree in Building Construction Management in 1985. He was chief estimator for a large interior contractor. Currently, Mr. Timothy is President of A.M. Fogarty and Associates and in charge of all construction cost estimates and competitive bidding for the company. He has had extensive experience in CSI and Uniformat estimates. His project experience includes commercial building structures, courthouses, schools and academic facilities, transportation projects, and numerous public projects (including DCAM projects).	h. Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed , If Not Current Firm):

7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers</u> . Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.	
a. Name and Title Within Firm: SOUZA, TRUE AND PARTNERS, INC. Terry A. Louderback, P.E., PRINCIPAL	a. Name and Title Within Firm:
b. Project Assignment: PRINCIPAL STRUCTURAL ENGINEER	b. Project Assignment:
c. Name and Address Of Office In Which Individual Identified In 7a Resides: SOUZA TRUE AND PARTNERS, INC. 265 Waltham Street, Third Floor Waltham, MA 02451 MBE <input type="checkbox"/> WBE <input type="checkbox"/>	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: <u>42</u> With Other Firms: <u>1</u>	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization B.S. – Civil Engineering, Cornell University – 1970 M.S. – Civil Engineering, M.I.T. - 1971	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number 2/25/77 Structural Engineering – Massachusetts #28641	f. Active Registration: Year First Registered/Discipline/Mass Registration Number:
g. Current Work Assignments and Availability For This Project: Vipassana Meditation Center (Shelburne, MA) 25% MIT Magnet Lab (Cambridge, MA) 10% Salvation Army South End Addition (Boston, MA) 20% Putnam Avenue Housing (Cambridge, MA) 15% Appleton Mill Conversion (Lowell, MA) 10% Availability for this project - 20% (8-12 hours per week)	g. Current Work Assignments and Availability For This Project
h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): Mr. Louderback has been principal-in-charge of many projects since coming to the firm in 1972. He has designed college, university, health care and research facilities, museum, office, postal, housing, industrial, religious and parking structures. Mr. Louderback has experience in design of structural steel, concrete, prestressed concrete, wood and masonry structures. He has been involved in several “green” building projects and is cognizant of sustainable design principles. He has been involved in construction supervision of all of the above types of projects. Before coming to this firm, Mr. Louderback served as a commissioned officer in the U. S. Army Corps of Engineers.	h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed , If Not Current Firm):

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. 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: Elaine Bello, Principal Interior Designer	a. Name And Title Within Firm:
b. Project Assignment: Interior Architect - space planner, furniture and equipment specifier	b. Project Assignment:
c. Name And Address Of Office In Which Individual Identified In 7a Resides: The Interiors Group MBE <input type="checkbox"/> 128 Elm Street WBE <input type="checkbox"/> Penacook, NH 03303	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: <u>30</u> With Other Firms: <u>6</u>	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization University of Cincinnati, Bachelor of Science in Interior Architecture, 1980	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number
g. Current Work Assignments And Availability For This Project: Salem, MA - Full interior services for new construction Hopedale, MA – Preliminary design work for funding. Dracut, MA – Space planning studies. United States Biological, Salem, MA - New lab and office facility Law Firm, Manchester, NH - Finishing up a small office Lake House, Weare, NH - Second floor renovation	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): Newburyport Senior Community Center, Newburyport, MA Wellesley Senior Center, Wellesley, MA Malden Senior Community Center, Malden, MA East Bridgewater Senior Center Study Tewksbury Senior Center, Tewksbury, MA Milford Senior Center, Milford, MA Wakefield Senior Center, Wakefield, MA Saugus Senior Center, Saugus, MA	h. Other Experience And Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):

7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers.</u> Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.	
a. Name and Title Within Firm: Thomas J. Mahanna, P.E., Vice President	a. Name and Title Within Firm: Joseph P. Viamari, Jr., P.E., LEED AP, Senior Project Manager
b. Project Assignment: Principal-in-Charge	b. Project Assignment: Project Manager
c. Name and Address Of Office In Which Individual Identified In 7a Resides: Tighe & Bond 446 Main Street, 13th floor Worcester, MA 01608 MBE <input type="checkbox"/> WBE <input type="checkbox"/>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: Tighe & Bond 53 Southamptton Road Westfield, MA 01085 MBE <input type="checkbox"/> WBE <input type="checkbox"/>
d. Years Experience: With This Firm: <u>3</u> With Other Firms: <u>25</u>	d. Years Experience: With This Firm: <u>23</u> With Other Firms: <u>0</u>
e. Education: Degree(s) /Year/Specialization B.S./1988/Civil Engineering	e. Education: Degree(s) /Year/Specialization B.S./1993/Civil Engineering M.S./2000/ Environmental Engineering
f. Active Registration: Year First Registered/Discipline/Mass Registration Number 1996/Professional Engineer-MA/#39479 2016/Professional Engineer-CT/#31158	f. Active Registration: Year First Registered/Discipline/Mass Registration Number: 2002/Civil-MA/#41776 Leadership in Energy and Environmental Design (LEED) Accredited Professional
g. Current Work Assignments and Availability For This Project: Westford Water System Master Plan East Lyme Water Treatment Study Webster Water Treatment Plant Tom will be available for this project.	g. Current Work Assignments and Availability For This Project City of Brockton Roof, Boiler, and Window Replacement, Brockton, MA Town of Mansfield School Building Capital Improvements Planning, Mansfield, MA Lyman Terrace Redevelopment for the Holyoke Housing Authority, Holyoke, MA Rosary Towers Balcony Repair Project for the City of Holyoke, Holyoke, MA Joseph (Jay) will be available for this project.
h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed , If Not Current Firm): Tom's extensive municipal consulting and construction experience includes managing the expansion and rehabilitation of Cameron Senior Center in Westford, MA. In that effort, he served as Chair of the Westford Permanent Town Building Committee. In addition to managing this \$4M project, he was responsible for designer selection process of the architectural consultant and Owner's Project Manager. Tom was also responsible for overseeing of the design, permitting, bidding, and construction phases of the project. He worked closely with the Senior Center staff to develop the program, understand the facility needs, and ensure the historic preservation of a 160 year old building. The project was completed on-time and under budget. His experience includes developing master plans for municipal water systems, including computer hydraulic models of the distribution systems, as well as managing the planning, design, permitting and construction of treatment facilities, groundwater wells, pumping stations, storage tanks, SCADA systems, transmission mains, and other related waterworks and wastewater projects.	h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed , If Not Current Firm): Jay has extensive experience in managing the design, permitting, and construction phases of civil, environmental, and building renovation projects. Jay manages as the majority of Tighe & Bond's housing and senior living facility development projects. He managed our work providing accessibility renovations to the Gardner Senior Center, as well. Jay serves as project manager for our on-call contracts with the Holyoke Housing Authority, and is currently working on Lyman Terrace infrastructure improvements. He also manages Tighe & Bond's Department of Housing & Community Development on-call projects, and our work for the Massachusetts School Building Authority's Accelerated Repair Program.

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 DSB 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 Areas Of Experience Listed In DSB Advertisement)	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) Eastern Point Retreat House 37 Niles Pond Road Gloucester, MA 01930 William A. Sterling, AIA LEED Principal-In-Charge	Construction Documents for a new Dormitory Retreat Center	Northeast Province of the Society of Jesus P.O. Box 9199 Watertown, Ma 02471-9199 1 617 835 6549 Rev. Dennis J. Yesalonia, SJ	8.15.2016	\$8,500	\$900
(2) Georgetown Senior Community Center 51 North St, Georgetown, MA 01833 William A. Sterling, AIA LEED Principal-In-Charge	Study Phase and Construction Documents for the design of a new Senior Center	Town of Georgetown One Library Street Georgetown, MA 01833 1 978 352 5755 Mike Farrell, Town Administrator	11.15.2016	\$430	\$45
(3) Arlington Senior Center Arlington, MA William A. Sterling, AIA LEED Principal-In-Charge	Study	Town of Arlington 730 Massachusetts Ave. Arlington, MA 02476 1 781 316 3170 Christine Bongiorno, Dir. Health & Human Services	March 2016	\$2,000	\$250
(4) Newburyport Senior Community Center 331 High Street Newburyport, MA 01950 William A. Sterling, AIA LEED Principal-In-Charge	Study Phase and Construction Documents for the design of a new Senior Center	Town of Newburyport 40 Water Street P.O. Box 550 Newburyport, MA 01950 (978) 462-8650 Roseanne Robillard, Director	September 2015	\$5,100	\$451
5) Malden Senior Community Center 7 Washington Street Malden, MA 02148 William A. Sterling, AIA LEED Principal-In-Charge	All architectural design phases (study through Construction Administration) for adaptive reuse to a former church.	Malden Senior Community Center 7 Washington Street Malden, MA 02148 (781) 397-7060 Jean Benoit, Director	January 2009 (Actual)	\$4,268	\$420

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 and They Must Be In The Format Provided.					
Sub-Consultant Name: A. M. FOGARTY & ASSOCIATES, INC.					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	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) Newburyport Senior Community Center Newburyport, MA Peter Timothy	Cost Estimating New Construction - Study	Town of Newburyport 40 Water Street P.O. Box 550 Newburyport, MA 01950 (978) 462-8650 Roseanne Robillard, Director	September 2015	\$5,100	\$451
(2) Cohasset Senior Center Cohasset, MA Peter Timothy	Cost Estimating New Construction - Study	Town of Cohasset Town Hall 41 Highland Avenue Cohasset, MA 02025 (781) 383-4100	2010 Design	\$4.8 mil	\$1.5
(3) Holyoke Senior Center Holyoke, MA Peter Timothy	Cost Estimating New Construction	City of Holyoke City Hall 536 Dwight Street Holyoke, MA 01040 (413) 322-5040	2010 Design	\$6.0 mil	\$8
(4) Erving Senior Center Erving, MA Peter Timothy	Cost Estimating New Construction	Town of Erving Town Hall 12 East Main Street Erving, MA 01344 (413) 422-2800	2009 Bid	\$2.2 mil	\$3
(5) Belmont Senior Center Belmont, MA Peter Timothy	Cost Estimating New Construction	Town of Belmont Town Hall 455 Concord Avenue Belmont, MA 02478 (617) 993-2603	2008 Complete	\$4.9 mil	\$10

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).						
Sub-Consultant Name: The Interiors Group						
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) Newburyport Senior Community Center 331 High Street Newburyport, MA 01950 Elaine Bello Interior Designer	Study Phase and Construction Documents for the design of a new Senior Center	Town of Newburyport 40 Water Street P.O. Box 550 Newburyport, MA 01950 (978) 462-8650 Roseanne Robillard, Director	September 2015	\$5,100	\$451	
(2) Malden Senior Community Center 7 Washington Street Malden, MA 02148 Elaine Bello Interior Designer	All architectural design phases (study through Construction Administration) for adaptive reuse to a former church.	City of Malden Sterling Associates, Inc. Cambridge, MA, 617-441-7955	January 2009 (Actual)	\$4,268	\$420	
(3) Wakefield Senior Center Wakefield, Massachusetts Elaine Bello Interior Designer	All design phases (study through Construction Administration) for adaptive reuse of existing school.	Wayne M.Tarr, Chairman Board of Selectmen Town of Wakefield 781-246-6390	2002	\$2,000		
(4) East Bridgewater Senior Center 137 Central Street East Bridgewater, MA 02333 Elaine Bello Interior Designer	Study Phase for design of a new Senior Center and Gymnasium for general public use.	Town of East Bridgewater Sterling Associates, Inc. Cambridge, MA, 617-441-7955	December 2008 (Estimated)	\$7,264	\$40 (Study)	
(5) Tewksbury Senior Center 175 Chandler Street Tewksbury, MA 01876 Elaine Bello Interior Designer	All architectural design phases (study through Construction Administration) for a renovation and addition to the existing Senior Center.	Town of Tewksbury Sterling Associates, Inc. Cambridge, MA, 617-441-7955	2007	\$5,000	\$460	

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:5		# of Active Projects:1	Total Construction Cost (In Thousands) of Active Projects (excluding studies): \$5,100		
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
P	ALL	1. Georgetown Senior Community Center 51 North St, Georgetown, MA 01833 William Sterling, Principal	Town of Georgetown One Library Street Georgetown, MA 01833 1 978 352 5755 Mike Farrell, Town Administrator	\$430	11.15.2016 (R)
	ST	2. Arlington Senior Center Arlington, MA William Sterling, Principal	Town of Arlington 730 Massachusetts Ave. Arlington, MA 02476 1 781 316 3170 Christine Bongiorno, Dir. Health & Human Services	\$2,000	
P	ALL	3. Newburyport Senior Community Center 331 High Street Newburyport, MA 01950 William Sterling, Principal	Town of Newburyport 40 Water Street P.O. Box 550 Newburyport, MA 01950 (978) 462-8650 Roseanne Robillard, Director	\$5,100	September 2015 (N)
P	ST	4. Templeton Senior Center T.B.D. Templeton, MA 01438 William Sterling, Principal	Town of Templeton Bethany Loveless, Director 135 Patriot Road Templeton, MA 01438 (978) 925-9595	\$1,000	Dec. 2014 (N)
C	CD- INTERIOR FINISH	5. Dalton Senior Center 400 Main St. Dalton, MA 01226 William Sterling, Principal	Town of Dalton 400 Main St. Dalton, MA 01226 (413) 684-2000	\$2,268	September 2010 (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 APPLICATION EVALUATION - PROJECT EXPERIENCE REQUESTED IN THE ADVERTISEMENT.**

See attached Cover Letter and Supplementary Sheet, "Item 10"

11. Professional Liability Insurance:

Name of Company	Aggregate Amount	Policy Number	Expiration Date
Hanover Insurance Company	\$1,000,000.00*	LHE A244278 00	3/06/17

*Aggregate Amount can be increase to \$2,000,000.00 for this contract.

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.

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. William A. Sterling	President	4790	Architect	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. William A. Sterling	President	4790	Architect	d.			
b. Gretchen M. Sterling	Secretary	N/A		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. William A. Sterling	100%	4790	Architect	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 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 c__ contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted By
(Signature)



Printed Name and Title

**William A. Sterling, AIA,
President**

Date **06/09/2016**

The following forms MUST be attached to only ONE (ORIGINAL Copy) application: 1. SDO Certification required for MBE/WBE Firms; 2. Sub-Consultant Acknowledgment.

DSB S-CA	Commonwealth of Massachusetts Designer Selection Board SUB-CONSULTANT ACKNOWLEDGMENT
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Project: Senior Center in West Boylston

Applicant Designer: Sterling Associates

Sub-consultant: Tighe & Bond, Inc.

SUB-CONSULTANT ACKNOWLEDGMENT

The sub-consultant named above hereby certifies that it has been notified by the Applicant Designer that it has been nominated to perform work on the Applicant Designer's team for the above Project, which is under consideration at the Designer Selection Board.



Signature of Sub-Consultant Duly Authorized Representative

Thomas J. Mahanna, P.E. - Vice President
Print Name and Title

Date June 10, 2016

It is a requirement that all applicants supply this document signed, attached to the Original application, for each of the listed sub-consultants stating that they are aware and agree to being nominated by said applicant designer. Electronic signatures are accepted.

Updated May 2014

DSB Sub-Consultant Form

DSB S-CA	Commonwealth of Massachusetts Designer Selection Board SUB-CONSULTANT ACKNOWLEDGMENT
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Project: West Boylston Proposal

Applicant Designer: Sterling Architects

Sub-consultant: Souza, True and Partners

SUB-CONSULTANT ACKNOWLEDGMENT

The sub-consultant named above hereby certifies that it has been notified by the Applicant Designer that it has been nominated to perform work on the Applicant Designer's team for the above Project, which is under consideration at the Designer Selection Board.



Signature of Sub-Consultant Duly Authorized Representative

Terry A. Louderback, P.E., Principal
Print Name and Title

June 17, 2016
Date

It is a requirement that all applicants supply this document signed, attached to the Original application, for each of the listed sub-consultants stating that they are aware and agree to being nominated by said applicant designer. Electronic signatures are accepted.

Updated May 2014

DSB Sub-Consultant Form

DSB S-CA	Commonwealth of Massachusetts Designer Selection Board SUB-CONSULTANT ACKNOWLEDGMENT
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Project: Senior Center, West Boylston, MA

Applicant Designer: Sterling Associates

Sub-consultant: A. M. Fogarty & Associates, Inc.

SUB-CONSULTANT ACKNOWLEDGMENT

The sub-consultant named above hereby certifies that it has been notified by the Applicant Designer that it has been nominated to perform work on the Applicant Designer's team for the above Project, which is under consideration at the Designer Selection Board.



Signature of Sub-Consultant Duly Authorized Representative

Peter T. Timothy, President
Print Name and Title

Date June 10, 2016

It is a requirement that all applicants supply this document signed, attached to the Original application, for each of the listed sub-consultants stating that they are aware and agree to being nominated by said applicant designer. Electronic signatures are accepted.

Updated May 2014

DSB Sub-Consultant Form

DSB S-CA	Commonwealth of Massachusetts Designer Selection Board SUB-CONSULTANT ACKNOWLEDGMENT
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Project: Town of West Boylston Senior Center Project

Applicant Designer: Sterling Associates, Inc. Architects

Sub-consultant: The Interiors Group

SUB-CONSULTANT ACKNOWLEDGMENT

The sub-consultant named above hereby certifies that it has been notified by the Applicant Designer that it has been nominated to perform work on the Applicant Designer's team for the above Project, which is under consideration at the Designer Selection Board.



Signature of Sub-Consultant Duly Authorized Representative

Elaine Bello, Interior Architect, The Interiors Group
Print Name and Title

Date June 10, 2016

It is a requirement that all applicants supply this document signed, attached to the Original application, for each of the listed sub-consultants stating that they are aware and agree to being nominated by said applicant designer. Electronic signatures are accepted.

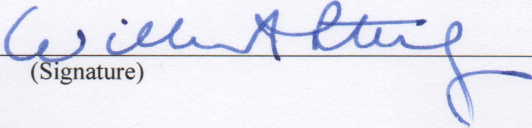
Updated May 2014

DSB Sub-Consultant Form

AUTHORIZATION OF SIGNATURE

COMPANY: Sterling Associates Incorporated, Architects
ADDRESS: 19 Bishop Allen Dr.
CITY and STATE: Cambridge, MA 02139
TELEPHONE NO.: 617 441 7955

AUTHORIZED PARTY FOR PROPOSER MUST SIGN THE FOLLOWING IN INK:

BY: 
(Signature)

PLEASE PRINT NAME AND TITLE OF SIGNER BELOW:

NAME: William A. Sterling

TITLE: President

NAME, SIGNATURE AND COMPANY MUST BE THE SAME ON EACH OF THE FOLLOWING PAGES OF THE PROPSAL AS THEY APPEAR ABOVE.

INDICATE WHICH TYPE OF ORGANIZATION BELOW:

INDIVIDUAL _____ PARTNERSHIP _____ CORPORATION ☒ OTHER _____

TOWN OF WEST BOYLSTON CERTIFICATIONS

1. **Certification of Good Faith.** The following certificate must be completed and attached to the bid or proposal:

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

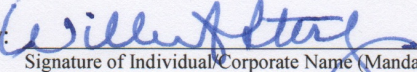
SIGNED: 
Name of person signing bid or proposal

TYPED: William A. Sterling

DATE: 6/27/16

2. **Certification that State Taxes are Filed and Paid:** Pursuant to section forty-nine A of Chapter sixty-two C of the General Laws, the following certification must be completed and attached to the bid or proposal:

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required by law. My social security number (voluntary) or Federal Identification number is: 04-27 00929

By: 
Signature of Individual/Corporate Name (Mandatory)

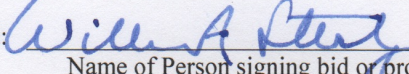
By: PRESIDENT
Corporate Officer (Mandatory, if applicable)

Date: 6/27/2016

Approval of a contract or other contract or other agreement will not be granted unless this certification clause is signed by the applicant(s). Your Social Security Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filings or tax payment obligations. Providers who fail to correct non-filing or delinquency will not have a contract or other agreement issued, renewed or extended.

3. **Certificate of Non-Conflict of Interest:**

The undersigned certifies under penalties of perjury that no official or employee of the governmental body for which the attached solicitation is proposed is peculiarly interested in this proposal or bid or in the contract which it offers to execute or in expected profits to arise there from; and further that no official or employee of said governmental body will receive an commission, discount, bonus, gift, contribution, or received from or share in the profits of any person making or performing such contract. 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.

Signed: 
Name of Person signing bid or proposal

Date: 6/27/2016

Typed: William A. Sterling Sterling Associates Incorporated, Architects
Name of Business