

**Request for Qualifications  
Architectural Design Services for Feasibility Study and Schematic Design**

**Lynnfield Public Library**

**Lynnfield, Massachusetts**

The Town of Lynnfield (“Town”), through the Library Building Committee (“Building Committee”), requests qualifications from qualified firms for Architectural Feasibility and Schematic Design services for the planning and design of a renovated or new public library. Design services will commence immediately after contract award. Planning and design is expected to be completed by May, 2016. RFQ documents are available at the Board of Selectmen office, Town Hall, 55 Summer Street, Lynnfield, MA 01940, or by sending an e-mail to [jboudreau@town.lynnfield.ma.us](mailto:jboudreau@town.lynnfield.ma.us).

There will be a voluntary pre-bid walkthrough on July 22, 2015 at 2 P.M. at Lynnfield Public Library, 18 Summer Street, Lynnfield, MA. Sealed responses clearly labeled "Architectural Design Qualifications for the Lynnfield Public Library" are due by 2 P.M. on July 31, 2015, delivered to: Town Administrator/Chief Procurement Officer, Town Hall, 55 Summer Street, Lynnfield, MA 01940. The Town reserves the right to reject any and all proposals; to waive any defects, informalities, and minor irregularities; to award contracts; or cancel this RFQ, if it is in the town's best interest to do so.

**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR ARCHITECTURAL DESIGN SERVICES**

For Planning and Design of a Library Facility in the Town of Lynnfield  
*under the direction of the Library Building Committee*

By the Town of Lynnfield and the Board of Library Trustees  
Lynnfield, Massachusetts

*James Boudreau, Town Administrator/Chief Procurement Officer*  
*Nancy D. Ryan, Director, Lynnfield Public Library*

July 15, 2015

Advertising Dates:  
Central Register – 7/15/15  
Lynnfield Villager – 7/15/15

Response Due Date: 7/31/15

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## **Invitation to Submit Proposal**

The Board of Trustees of the Lynnfield Public Library ("Library Trustees") invites applicants to submit proposals for the services of a qualified Architectural Designer as defined in Massachusetts General Laws Chapter 149, Section 44A½, and as further defined by the provisions of this Request For Qualifications ("RFQ"), to provide Architectural Design Services for the planning and design of a renovated or new public library in Lynnfield, Massachusetts ("Project").

The Library Trustees are seeking the services of an Architectural Designer to provide advice and consultation regarding: reviewing and evaluating the Library Trustees' program with respect to the Library's needs, evaluating the existing Library facilities, preparing a feasibility study and alternative schematic design solutions for a public library, and preparing a cost estimate and other material required for submittal to the Massachusetts Board of Library Commissioners as part of a construction grant application.

All applicants must submit in conformance with this RFQ document, which is available at the Board of Selectmen office, Town Hall, 55 Summer Street, Lynnfield, MA 01940, or which can be obtained by e-mail from [jboudreau@town.lynnfield.ma.us](mailto:jboudreau@town.lynnfield.ma.us).

It is expected that such services will be required from August 2015 through May 2016. Any future design development, including preparation of construction documents, will be dependent upon Town approval, and the receipt of a Construction Grant from the MA Board of Library Commissioners ("MBLC"). While it is anticipated that the same individual or firm might oversee both the pre-design and construction phases of the project, the proposal requested herein shall cover only the pre-design study phase.

Upon completion of the pre-design study phase the Library Trustees reserve the right, at their option, to move into the design and construction phase of the project with the same Architectural Designer.

## **Project Description**

The Town of Lynnfield is a community of 11,576 residents located in Essex County, Massachusetts. Our current library facility of 14,323 square feet was last renovated in 1990. A Library Building program was written in 2000 and an application for a Construction Grant was submitted in 2001 but it was not funded. The Town has been awarded a 2014 MPLCP Planning and Design Grant and is in the process of conducting a new needs assessment and writing a new library building program. The library building program is expected to be completed by April 30, 2015.

In October 2014 the Library Trustees employed a Library Building Consultant to conduct a needs assessment and complete a Library Building Program that would recommend to the Library Trustees a library facility that will meet the community's needs twenty years into the future. A link to the library program is available on-line at the following address:

<https://www.dropbox.com/s/qf9rehxl9wzmfgc/Lynnfield%20Library%20Building%20Project%20-%20Program.pdf?dl=0>

There is a Library Building Committee that will evaluate various options for a renovated or new library facility and select two or more for conceptual designs and cost estimates. The Library Building Committee will then select and recommend to the Board of Library Trustees a preferred option. The Library Trustees will then present their recommendation to the Board of Selectmen.

The Library Building Committee has engaged the services of Design Technique, Inc. to perform the duties of the Owner's Project Manager (OPM). The OPM will act as a consultant to the Building Committee and the Library Trustees and assist in the selection of an Architectural Designer, selection of any other consultants that may be needed, and provide advice and consultation to the Owner throughout the process.

Funding for the planning and design project was approved at the April 28, 2014 Town Meeting.

## **Specific Scope of Services:**

### **Feasibility Study and Schematic Design**

The Architectural Designer shall develop a feasibility study and schematic design consisting of drawings and other documents illustrating alternative schemes for meeting each of the Project's goals in accordance with MBLC grant submission guidelines. Tasks shall include, at a minimum, the following work elements:

- Perform a detailed assessment of existing building conditions, including the building envelope, mechanical systems, and interior accommodations.
- Prepare three to four options to renovate and add to the existing building as appropriate to meet the program.
- Evaluate several alternative sites for potential new construction.
- Prepare Schematic Design documents and drawings showing compliance with program elements, MBLC guidelines, applicable building and zoning codes, environmental and conservation requirements, including provisions for required permits and variances. Conceptual mechanical and electrical information shall be developed.
- Attend periodic meetings with the Library Trustees, the OPM, regulatory authorities, and others as needed to ensure that the interests of all parties are represented in the design process.
- Advise the Library Trustees of the potential for LEED certification as part of the study in conjunction with the OPM. Design consideration shall be given to alternative energy and energy conservation design and storm water collection and distribution systems.
- At the completion of the Feasibility Study / Schematic Design process, the Architectural Designer shall prepare a Schematic Design cost estimate. The schematic design and cost estimate will meet or exceed all standards and guidelines provided by the Massachusetts Board of Library Commissioners (MBLC) for submission as part of the 2014 Massachusetts Public Library Construction Program (MPLCP) Planning & Design Grant and will be sufficient for approval by the Building Committee, the Library Trustees and Town Meeting.
- Assist the Library Trustees with preparation of other material as required for submission to the Massachusetts Board of Library Commissioners for grant funding.

## **Submission Deadline and Instructions**

**Sealed proposals must be received and registered by the Town Administrator/Chief Procurement Officer, Town Hall, 55 Summer Street, Lynnfield, MA 01940 by July 31, 2015 at 2:00 PM** at which time and place the sealed proposals shall be publicly opened.

Proposals must include an original, ten (10) copies, and one electronic copy in PDF format on CD. No proposals will be accepted after the time and date noted. Proposals submitted by fax or electronic mail will not be considered. Postmarks will not be considered.

Proposals should not include any reference to Architectural Designer's proposed fee or any hourly rates. A contract and fee amount will be negotiated with top ranked applicants later in the selection process and will not be discussed in the proposals or interviews.

Request for Qualifications documents may be obtained at the office of Town Administrator / Chief Procurement Officer, James Boudreau, Town Hall, 55 Summer Street, Lynnfield, MA 01940 or by download at: [http://www.town.lynnfield.ma.us/pages/LynnfieldMA\\_BOS/Bid](http://www.town.lynnfield.ma.us/pages/LynnfieldMA_BOS/Bid).

Proposals are to be sealed and properly identified on the outer envelope as "*Qualifications for Architectural Design Services for the Lynnfield Public Library*" with the applicant's name and address, and delivered either by mail or physically to:

Mailing and Physical Address:

Library Design Project  
James Boudreau, Town Administrator  
Town Hall  
55 Summer Street  
Lynnfield, MA 01940

## Requirements for Content of Response:

- Submit 10 (ten) hard copies of the Response to this Request for Qualifications. All Responses must:
  - Be presented in an organized and clear manner.
  - Respondents may supplement their proposal with graphic materials and photos that best demonstrate project management capabilities of the team proposed for this Project.
  - Responses shall be concise. Materials not directly relevant to this Project are discouraged.
  - Include an electronic copy in PDF format on CD.
- Include a cover letter which:
  - Acknowledges any addendum to the RFQ.
  - Acknowledges that the respondent has read the Request for Qualifications. Respondent will note any exceptions to the RFQ in the cover letter.
  - Acknowledges respondent meets minimum criteria.
- Include all the required forms and certifications in the Attachments:
  - Certification of Non-Collusion and Certification of Tax Compliance (attached)
  - RCB-1, References and Company Background (attached)
  - A completed copy of the Standard Designer Application Form for Municipalities and Public Agencies Not Within DSB Jurisdiction (see link below). Note: This form must be submitted with all public designer applications within the Commonwealth. It is understood that this form may require information that is also included elsewhere in the submittal package. The form may be obtained on-line at <http://www.mass.gov/anf/docs/dcam/dlforms/dsb/14-6-10-cities-towns-application.pdf>
- Include a profile describing the respondent's organization and its history.
- Provide a list of the seven (7) most recent projects accomplishing substantial completion.



- Identify the respondent's current and projected workload for projects estimated to cost in excess of \$1.5 million.
- Include a description of specific examples of problem solving that had significant project impact on cost and time.
- Identify experience with life cycle cost analysis, cost estimating and value engineering, with examples of recommendations and associated benefits to towns.
- Include a description of management approach, including proposed project staffing, project management systems and effective information management.
- Identify the respondent's primary employees who will be assigned to this Project (may be incorporated into the DSB Application Form).
- Identify any services to be provided by sub-consultants (DSB Application Form).
- Include additional information, as needed, to address the respondent's ability to meet the evaluation criteria.
- Identify availability for local meetings.
- Assure compliance with local, state and federal regulations.

Responses must be signed as follows:

1. If the proposer is an individual, by him/her personally.
2. If the proposer is a partnership, by the signature of each general partner.
3. If the proposer is a corporation, by the president or other authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation, and corporate seal affixed.
4. If the proposer is a limited liability company, by a manager.

**The Board of Library Trustees of the Town of Lynnfield, as the awarding authority, reserves the right to accept any proposal in whole, and to reject any and all proposals if it shall be deemed in the best interests of the Lynnfield Public Library and/or the Town of Lynnfield to do so. Respondents bear sole risk and responsibility for all costs incurred in the preparation and delivery of the proposal.**

## **Insurance and Indemnification**

**Insurance:** As a condition of application, each applicant agrees to carry, if selected for this Project, general liability and motor vehicle liability insurance policies protecting the Town of Lynnfield in connection with any operations included in the contract and shall have the Town of Lynnfield listed as an additional insured on the policies. General coverage shall be in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury and property damage liability. Worker's compensation insurance, in accordance with the requirements of Massachusetts law, will also be required. The successful applicant will also be required to obtain and maintain professional liability insurance covering negligent errors, omissions, and acts of the Architectural Designer or of any person or business entity for whose performance the Architectural Designer is legally liable arising out of the performance of the contract. The total amount of such insurance shall at a minimum equal the lesser of one million dollars or ten percent of the Project's estimated cost of construction, for the applicable period of limitations. The Architectural Designer shall furnish a certificate or certificates of insurance coverage to the Board of Library Trustees prior to the award of the contract.

**Indemnification:** The successful applicant shall agree to indemnify and hold harmless the Town of Lynnfield and its officers, boards and employees, including the Library Building Committee and the Board of Library Trustees, from and against all claims, causes of action, suits, damages and liability of any kind which arise out of the negligence or willful misconduct of the successful applicant or its officers, employees, agents and representatives regarding the services performed.

## **Questions, Addendum, or Proposal Modification**

Any questions concerning this Request for Qualification must be submitted in writing to:

James Boudreau  
Town Administrator/Chief Procurement Officer  
Town Hall  
55 Summer Street  
Lynnfield, MA 01940  
Email: [jboudreau@town.lynnfield.ma.us](mailto:jboudreau@town.lynnfield.ma.us)

All inquiries received by July 24, 2015 will be considered. Questions may be delivered, mailed, or emailed. Written responses will be mailed, or emailed to all applicants on record as having received the RFQ. All inquiries must be submitted to the Town Administrator/Chief Procurement Officer.

If any changes are made to this RFQ, an addendum will be issued. Addenda will be mailed or emailed to all applicants on record as having received the RFQ.

All proposals submitted in response to this RFQ shall remain firm for ninety (90) days following the proposal opening. The contract will be awarded within ninety (90) days after the proposal opening. The time for award may be extended for up to forty-five (45) additional days by mutual agreement between the Town Administrator/Chief Procurement Officer and the highest ranked applicant, on the basis of the evaluation criteria stated below.

An applicant may correct, modify, or withdraw a proposal by written notice received by the Town Manager/Chief Procurement Officer prior to the time of proposal opening. Proposal modifications must be submitted in a sealed envelope clearly labeled “*Modification No. \_*”. Each modification must be numbered in sequence and must reference the RFQ.

After the opening of proposals, an applicant may not change any provision of the proposal in a manner prejudicial to the interests of the Town of Lynnfield or fair competition. Minor informalities may be waived or the applicant may be allowed to correct them.

### **Fee**

The fee for this project is to be negotiated upon selection. The fee will include all expenses, direct and indirect, for this project. Payment for design services resulting from this RFQ is subject to available funds. All proposals shall belong to the Town of Lynnfield. The successful applicant shall agree to comply with all applicable federal, state, and local laws in performance of its contract with the Board of Library Trustees, which reserves the right to negotiate mutually acceptable amendments to the contract arising from the RFQ and, in particular, with respect to additional services.

Responses should not include any reference to respondent's proposed fee or any hourly rates. A contract and fee amount will be negotiated with top ranked applicants later in the selection process and will not be discussed in proposals or interviews.

### **Minimum Requirements**

In order to be eligible for selection, respondent must certify in the cover letter that it meets the following minimum requirements. Any respondent that fails to include such certification in its response or fails to demonstrate in its proposal that these criteria have been met, will be rejected without further consideration.

Each respondent must designate an individual who will serve as Project Manager, who will meet the following minimum requirements:

- The Project Manager will be a person who is registered by the Commonwealth of Massachusetts as an Architect who has at least five (5) years experience in the construction and supervision of construction and design of public buildings;
- A thorough knowledge of the Massachusetts State Building Code, the regulations of the Massachusetts Architectural Access Board, and the Americans with Disabilities Act.
- A thorough knowledge of all public bid laws, including without limitation M.G.L. Chapter 149, Section 44A1/2.
- Prior experience administering design and construction on projects of similar size and scope.
- Financial and operational ability to perform project management services on the project within all established budget limits and time schedules.
- Familiarity and/or experience relating to "green" building certification program. Demonstrated experience working on green buildings, rating system used, e.g. LEED, and recommendations to Library Trustees.

### **Evaluation Criteria**

The Library Building Committee will evaluate each proposal from each applicant deemed to have submitted a responsive and responsible proposal. Proposals will be assigned the rank of

“highly advantageous,” “advantageous,” “less advantageous,” or “unsatisfactory” for each criterion. In addition to the material submitted within the proposal, the Library Building Committee will likely contact references and may ask for additional information or a clarification of any responses. The rankings have the following significance:

| Rank                  | Standard of Review   |
|-----------------------|--|
| • Highly Advantageous | Respondent excels on the specific criterion  |
| • Advantageous        | Respondent meets evaluation standard criterion   |
| • Less Advantageous   | Respondent does not fully meet the criterion or question/issue was not fully addressed |
| • Unacceptable        | Respondent does not address the criterion  |

#### Criteria:

- *Past performance:* Successful past performance of similar services on publicly funded projects in the Commonwealth, as evidenced by:
  - Documented performance on previous projects (included on DSB application form), including the number of projects managed, project dollar value, number and percentage completed on time, number and dollar value of change orders, average number of projects per project manager per year, and number and outcome of any legal actions;
  - Satisfactory working relationship with designers, contractors, owners, committees, and local officials.
- *Relevant Library Experience:* Experience and successful past performance of public library projects including relevant issues, such as historic buildings, renovation in an existing location, new construction in a new location and the Massachusetts Public Library Construction Program.
- *Understanding of the development and importance of the Library Building Program to the project.*

- *Public Sector Experience:* Thorough knowledge of Commonwealth construction procurement laws, regulations, policies and procedures, pursuant to the 2004 Construction Reform laws, as amended.
- *Management:* Respondent's approach to providing the level and nature of services required and approach to assisting in feasibility studies for projects of similar type. Approach will be evaluated based on respondent's proposed project staffing, project management systems, effective information management, and examples of problem solving approaches to issues that impact time and cost.
- *Key Personnel:* Experience and roles of key personnel provided by the respondent, including Project Manager, Project Representative, and any other key roles identified by the respondent, including roles in design review, estimating, cost control, and schedule control. Respondents will be evaluated based on time commitment, experience, and references for these key personnel.
- *Capacity and Skills:* Experience of existing employees by number and area of expertise (e.g. field supervision, cost estimating, schedule analysis, value engineering, constructability review, quality control, and safety).
- *Current and Projected Workload:* Respondent's current and projected workload must be indicative of a busy, successful Architectural Designer who nonetheless has sufficient time and resources to devote to the Project.
- *Cost Analysis and Estimating:* Thorough knowledge and demonstrated experience with life-cycle cost analysis, cost estimating, and value engineering, based on actual examples of recommendations and associated benefits to towns.
- *Sustainability:* Familiarity with LEED Guidelines and/or demonstrated experience working on high performance green buildings.

- *Quality of Response:* The response to this RFQ is an example of the respondent's work. Responses will be evaluated for conciseness, clarity, and relevance of content.

To establish a short list of at least three (3) respondents to be interviewed, the Library Building Committee will base its initial ranking on the above Evaluation Criteria. At the Library Building Committee's option, short-listed respondents will be further evaluated based on financial stability. These respondents may be asked to provide evidence of financial stability and capacity to support the proposed contract and provide evidence of sufficient office support. The Library Building Committee will establish its final ranking of short-listed respondents based on all information provided after conducting optional interviews and reference checks. If any finalists are given an opportunity for an interview, all of them will be given such an opportunity.

The Library Building Committee reserves the right to consider any other relevant criteria that it may deem appropriate, within its sole discretion. The Library Building Committee and the Board of Library Trustees may or may not, within their sole discretion, seek additional information from respondents.

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

The selected respondent will be required to execute a contract for Architectural Design Services with the Town of Lynnfield acting by and through its Board of Library Trustees.

Prior to execution of the Contract for Architectural Design Services, the fee for services shall be negotiated between the Board of Library Trustees and the selected respondent to the satisfaction of the said Board, within its sole discretion. The selected respondent will be required to provide pricing information for all phases specified in the contract at the time of fee negotiation. If the Board of Library Trustees and the selected respondent cannot reach agreement on the fee, the

said Board reserves the right to terminate negotiations and award the contract to the next highest-ranked respondent, subject to that respondent's agreeing to a fee deemed reasonable by the Board of Library Trustees in its sole discretion. The said Board may proceed in the same way, making conditional awards to one respondent after another until it has reached agreement with the highest-ranked respondent willing to agree to a reasonable fee.

The Library Building Committee will review all proposals based upon the above criteria. Findings from this evaluation will be used to select finalists. The Building Committee may elect to conduct interviews of multiple finalists. The Building Committee will rank finalists in order of qualifications and forward this information to the Board of Library Trustees. The Board of Library Trustees reserves the right to reject any and all responses.

### **Other Provisions**

#### **Public Record**

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

#### **Communications with Town**

The Town's Procurement Officer for this Request for Qualifications is:

James Boudreau  
Town Administrator / Chief Procurement Officer  
Town Hall  
55 Summer Street  
Lynnfield, MA 01940  
jboudreau@town.lynnfield.ma.us  
781-334-9410

Respondents that intend to submit a response are prohibited from contacting any of the Town's staff other than the Procurement Officer. An exception to this rule applies to respondents that currently do business with the Town, but any contact made with persons other than the



Procurement Officer must be limited to that business, and must not relate to this RFQ. In addition, such respondents shall not discuss this RFQ with any of the Town's consultants (other than directed herein), Town's legal counsel or Town's other advisors. Failure to observe this rule may be grounds for disqualification.

### **Rejection of Responses, Modification of RFQ**

**The Board of Library Trustees of the Town of Lynnfield, as the awarding authority, reserves the right to reject any and all responses, if the said Board determines, within its own discretion, that it is in the Town's best interests to do so. This RFQ does not commit the Board of Library Trustees to select any respondent, award any contract, pay any costs in preparing a response, or procure a contract for any services. The Board of Library Trustees also reserves the right to cancel or modify this RFQ in part or in its entirety or to change the RFQ guidelines. A respondent may not alter the RFQ or its components.**

If the Town Hall Building, 55 Summer Street , Lynnfield MA 01940 is closed due to events beyond control, such as fire, snow, ice, wind, or building evacuation during the proposal deadline, the deadline for submissions will be postponed until 2:00 P.M. on the next normal business day.

### **Subcontracting and Joint Ventures**

Respondent's intention to subcontract or partner or joint venture with other firm(s), individual or entity must be clearly described in the response.

### **Pre-Bid Information Session**

There will be a voluntary pre-bid walkthrough at 2 P.M. on Wednesday, July 22, 2015, at the Lynnfield Public Library, 18 Summer Street, Lynnfield MA 01940

### **Designer Selection Law Provisions**

This RFQ shall be deemed to include all provisions required by the Board of Library Trustees' Designer Selection Procedures; G.L. c. 7C, § 54; and any other applicable authority. Without limiting the generality of the foregoing:

1. No person or firm, including anyone listed by an applicant as a consultant, shall be included as a finalist if such person or firm has been debarred under G.L. c. 149, § 44C.

2. The contract between the Board of Library Trustees and the successful applicant will contain the following:

- a. certification that the designer or construction manager has not given, offered, or agreed to give any person, corporation, or other entity any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of the contract for design services;
- b. certification that no consultant to, or subcontractor for, the designer or construction manager has given, offered, or agreed to give any gift, contribution, or offer of employment to the designer or construction manager, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the designer or construction manager;
- c. certification that no person, corporation, or other entity, other than a bona fide full-time employee of the designer or construction manager, has been retained or hired by the designer or construction manager to solicit for or in any way assist the designer or construction manager in obtaining the contract for design services upon an agreement or understanding that such person, corporation, or other entity be paid a fee or other consideration contingent upon the award of the contract to the designer; and
- d. certification that the designer has internal accounting controls as required by M.G.L. c. 30, § 39R(c), and that the designer has filed and will continue to file an audited financial statement as required by M.G.L. c. 30, § 39R(d).

3. The agreement shall include a provision that the Architectural Designer or its consultants shall not be compensated for any services involved in preparing changes that are required for additional work that should have been anticipated by the Architectural Designer in the preparation of the bid documents, as reasonably determined by the individual responsible for administering the design contract.

## **ATTACHMENTS**

- Certificate of Non-Collusion and Certificate of Tax Compliance
- Form RCB-1 References and Company Background
- Signature for Individual
- Signature for Partnership
- Signature for Corporation

**CERTIFICATION OF NON-COLLUSION and CERTIFICATION OF TAX  
COMPLIANCE**

As required under Chapter 687 of the Acts of 1989, all bidders must certify to the following by signing this page in the space indicated below.

**CERTIFICATION OF NON-COLLUSION**

Pursuant to M.G.L. Ch. 30B, §10, the undersigned hereby certifies, under penalties of perjury, that this bid or proposal has been made and submitted in good faith and without fraud or collusion with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

\_\_\_\_\_  
(Signature of individual submitting bid or proposal)

\_\_\_\_\_  
(Name of Business)

## CERTIFICATION OF TAX COMPLIANCE

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

---

Federal Identification Number

---

Corporate Name

---

Company

---

Address

---

Phone Number

---

(Authorized Signature of individual submitting bid or proposal)

---

(Name and Title)

---

Date

**Form RCB-1**  
**References and Company Background**

Name and Address of Proposer \_\_\_\_\_

Indicate the number of years the firm has been in business. \_\_\_\_\_

Indicate the number of years the firm has been providing services to municipalities. \_\_\_\_\_

Provide at least four references of persons who are familiar with your work. The Town of  
Lynnfield is to

have express permission to contact either in person, by phone/or correspondence as to past  
performance.

**Include Name, Address, and Telephone Number with area code and email address.**

1. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

**Signature for Individual**

---

Name Telephone Number

---

Address

---

City, State, Zip Code

---

Email Address

---

Fax Number

**Signature for Partnerships (must be signed by ALL general partners)**  
**Use additional sheet if necessary.**

---

|                     |      |
|---------------------|------|
| Name of Partnership | Date |
|---------------------|------|

---

|                           |           |
|---------------------------|-----------|
| Name and Title of Partner | Signature |
|---------------------------|-----------|

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|                           |           |
|---------------------------|-----------|
| Name and Title of Partner | Signature |
|---------------------------|-----------|

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|                                     |                       |
|-------------------------------------|-----------------------|
| Telephone Number of Company Offices | Fax Number of Company |
|-------------------------------------|-----------------------|

---

Address

---

City, State, Zip Code

---

Email Address of Contact Person



## Signatures for Corporation or Limited Liability Company

---

Name of Corporation  
or Limited Liability Company

Date

---

Printed Name and Title of Duly  
Authorized Company Officer  
Corporate Seal (affix below)

Signature

---

Telephone Number

---

Fax Number

---

E-Mail Address

---

Address

---

City, State, Zip Code

---

FID Number

---

Signature of Clerk

Please furnish the following additional information:

Organized in what state? \_\_\_\_\_

President: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Secretary: \_\_\_\_\_

(For LLCs) Manager: \_\_\_\_\_

If you are a foreign (out of state) corporation, are you registered with the Secretary of the Commonwealth in accordance with the provisions of M.G.L. Chapter 156D § 15.03?\*

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**\*If you are selected for this work, you are required to obtain from the Secretary of State, Foreign Corporation Section, a certificate stating that your corporation is registered, and to furnish said certificate to the Town of Lynnfield before award.**