



**Request for Qualifications  
for Design Consulting Services**

*Doherty Playground  
Charlestown, MA  
October 2010*

**Boston Parks and Recreation Department  
Thomas M. Menino, Mayor  
Antonia M. Pollak, Commissioner**

Electronic copy and forms available at [http://www.cityofboston.gov/parks/design\\_con/](http://www.cityofboston.gov/parks/design_con/)

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**ADVERTISEMENT  
CITY OF BOSTON**

**PARKS AND RECREATION DEPARTMENT**

**NOTICE TO DESIGNERS**

**INVITATION FOR REQUEST FOR DESIGNERS**

NOTE: For information specific to this particular bid, please contact Cathy Baker-Eclipse, @ 617-961-3058.

The Boston Parks and Recreation Department, acting through its Commissioner, is requesting designer services, including site analysis, design development plans, construction documents, cost estimates and construction observation, for improvements including playlot renovation, fencing, curbing and landscaping to Doherty Playground, Charlestown.

Professional services shall be completed as stated in the Request For Qualifications, which also outlines project fees. Applicants must be registered Landscape Architects or Engineers in the Commonwealth of Massachusetts. The Request For Qualifications will be available for pick up (no mailings will be sent) from the Chief Engineer, Boston Parks and Recreation Department, 1010 Massachusetts Avenue, 3<sup>rd</sup> Floor, Boston, MA 02118 or online at [http://www.cityofboston.gov/parks/design\\_con/bidsandproposals3.asp](http://www.cityofboston.gov/parks/design_con/bidsandproposals3.asp). For further information, please call Ms. Cathy Baker-Eclipse, Project Manager, at 617-961-3058 and refer to this advertisement. The Request For Qualifications will be available for pick up as of October 25, 2010 and must be returned no later than 2:00 P.M. on November 12, 2010.

**CITY OF BOSTON  
PARKS AND RECREATION DEPARTMENT,**

**ANTONIA M. POLLAK,  
Commissioner**

(Oct. 25 & Nov 1)

## **REQUEST FOR QUALIFICATIONS**

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### **INTRODUCTION**

Commissioner Antonia M. Pollak requests submittals of qualifications for design services as outlined below.

As part of the City of Boston Capital Improvement Program, the Boston Parks and Recreation Department (BPRD) intends to undertake substantial improvements at the following site:

Doherty Playground, Charlestown, MA

A locus plan for the project is provided in Appendix B.

The anticipated design process and scope of services are explained in detail on pages 6-7. Consultants will work closely with the BPRD staff in the development of design solutions. The Boston Parks and Recreation Department will select one design team for the project based on an evaluation of qualifications as noted herein. Please pay close attention to the instructions and provide only the information requested.

Please note that the RFQ packet and related forms may be downloaded from the Boston Parks and Recreation's web site at [http://www.cityofboston.gov/parks/design\\_con/](http://www.cityofboston.gov/parks/design_con/). Please insure that all of your company information is submitted prior to downloading the document so that we may contact you should an addendum to this RFQ packet be issued.

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### **PROJECT SUMMARY**

The following summarizes the RFQ information. The submitting firm is encouraged to read the entire RFQ for details relevant to the project scope and the RFQ response.

#### **1.1 Project name and location:**

Doherty Playground, Bordered by Bunker Hill Street, St. Martin Street and Medford Street, Charlestown, MA

#### **1.2 Project Description:**

Renovation of the playlot and safety surfacing, install new fencing, curbing and landscaping.

#### **1.3 Inquiries and References:**

All forms and reference information required as part of the RFQ submission are contained herein. If you have any further questions regarding submission requirements please contact:

Cathy Baker-Eclipse, Project Manager  
Boston Parks and Recreation Department  
1010 Massachusetts Avenue, 3rd Floor  
Boston, MA 02118  
Email: [cathy.baker-eclipse@cityofboston.gov](mailto:cathy.baker-eclipse@cityofboston.gov)  
Phone: 617-961-3058 (direct)  
Fax: 617-635-3256

#### **1.4 RFQ Submittal Deadline:**

**Submit three (3) copies of the RFQ response no later than 2:00 PM, Friday, November 12, 2010 to the attention of the project manager at the above address.**

#### **1.5 Estimated Construction Cost:**

**\$350,000.00**

#### **1.6 Design Fees:**

The Basic Fee specified is inclusive of design and sub-consultant services necessary for project completion, but is exclusive of costs for site surveys, bid printing, testing services, clerk of the work services and similar items which will be paid for through a Supplemental Fee allowance.

<b>Basic Fee:</b>	<b>\$35,500.00</b>
<b>Supplemental Fee:</b>	<b>\$12,000.00</b>

## **ANTICIPATED DESIGN PROCESS AND SCOPE OF SERVICES**

### **2.1 Design Scope**

Prior to the public process that establishes the community's priorities for the project, it is sometimes difficult to pinpoint specific design scope. Design of the project may include (but may not be limited to) the following elements:

- Play areas (including structures, surfacing, etc.)
- Fencing
- Site furnishings
- Landscaping (usually lawns and trees)
- Site improvements
- Site lighting, if required
- Grading and Drainage

Design scope specific to this reconstruction project will include:

- N/A

### **2.2 Design Phases**

An outline of BPRD typical design phases follows:

#### Phase 1: Site Analysis:

- Inventory adjacent land use, including nearby park areas.
- Inventory and analyze physical features and landscape characteristics that affect site design, construction, and maintenance.
- Inventory and evaluate the condition of the built structures.
- Observe and record the existing uses of the site.
- Obtain any available survey data. In consultation with Parks Department personnel, the consultant will contract for supplemental survey services necessary to further define surface and subsurface conditions.
- Visually inspect and verify all visible utility structures on site.
- Develop a list of key park improvement issues for review with the Parks and Recreation Department.

#### Phase 2: Program Development and Schematic Design:

- Present key issues and site analysis to community for comment. Document neighborhood improvement needs as indicated by the community. Provide meeting notes to the Parks Department. **NOTE: Up to three community meetings are anticipated for each project** (as appropriate) in addition to agency review meetings and regular in-house project meetings.
- Develop goals, objectives, and priorities for park improvements.
- Prepare two or more alternative schematic designs for review with Department personnel and presentation to community for comment.
- Finalize the plan as directed by Department personnel.

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### Phase 3: Definitive Design:

- Development of construction plans and specifications for public bidding process. For multiple site projects, a maximum of two independent bid packages will be required.
- Provide consultation as needed for bidding process and revisions of plans to meet project budget as directed.
- Prepare addenda as required during bidding period.

### Phase 4: Construction Observation:

- Attend construction meetings at the Owner's convenience, which typically occur a minimum of once per week during the construction period.
- Review shop drawings and submissions as required by the specifications.
- Revise plans and prepare change order proposals as necessary to resolve issues resulting from construction.
- Evaluate construction progress and recommend construction payments.

## **2.3 Products**

- One complete colored analysis drawing of the site and surrounding context.
- Up to three (3) rendered alternative site design plans suitable for viewing by the public that clearly convey design ideas.
- One (1) schematic design plan (rendered) for final display to the public. A preliminary cost estimate shall be included with this drawing for Park Department evaluation.
- One (1) definitive plan (rendered) and final cost estimate for proposed improvements and repairs to be submitted to the Parks Department.
- Construction documents (AutoCAD® 2007 or compatible) and technical specifications in Microsoft Word® or Adobe PDF® for all proposed improvements (Cost of hard copy prints for bidding purposes will be covered under the Supplemental fee).
- As-built documents (to be completed in coordination with the site contractor).
- A post-construction materials handbook for the park to document the particular products utilized at the site.
- Any project management software or hardware items as requested by the Boston Parks Department to adequately manage the project. Any items under this requirement will be reimbursed under Supplementary Services.

## **2.4 Supplementary Services**

A supplementary service fee is provided under this contract for services or goods that are deemed to be outside the normal scope and services of the basic designer contract. The BPRD project manager must approve all supplementary service items, in writing. Typical supplementary service items include, but are not limited to:

- Topography and property line surveys.
- Soil testing, borings, or underground exploration.
- Design of flood lighting systems or high voltage electric service if electrical engineer is required.
- Archeological research.
- Architectural presentation models.
- Printing fees for construction bid documents.
- Out of state transportation (if required).
- Attendance at more community meetings than required per contract.
- High-level detail items that could not have been anticipated at the time of contract.
- Purchase of project management tools and equipment to assist project managers and/or designers make the design and implementation process more efficient.

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### **SELECTION PROCESS & CONSULTANT REQUIREMENTS**

#### **3.1 Consultant Requirements**

Firms will be evaluated based on their qualifications and the directly relevant experience of team members. Only firms with at least one year of operation will be considered. The firm's proposed principal-in-charge or project manager must be a landscape architect or engineer registered in the Commonwealth of Massachusetts. In addition, project teams should include all other necessary support disciplines as needed for the project.

Consultants must complete all provided forms and submit a complete packet in accordance with the instructions provided herein.

#### **3.2 Evaluation Process**

The Department reserves the right to not award a contract in the event that it does not receive acceptable submissions.

BPRD project managers will independently review submittals. Based on the total points awarded each submittal, a "short list" of candidates will be selected. At the Department's discretion, interviews, or submittals of additional information may be required for the final selection from the "short list" candidates.

#### **3.3 Selection Criteria**

BPRD is looking for the proposed design team's demonstrated ability to:

- Respond to specific site issues, existing and anticipated;
- Produce design work of the highest quality, including documented knowledge of and experience with current ASTM, CPSC and other related playground standards including ADA accessibility requirements;
- Meet the codes and regulations of utility agencies having jurisdiction over the project;
- Work successfully with related municipal commissions such as the Boston Landmarks Commission and the Conservation Commission.
- Undertake effective community presentations and respond to park user concerns;
- Provide adequate graphic and model representations of proposed work and convey design ideas to the public;
- Prepare complete and detailed construction drawings and specifications;
- Adhere to the public bid laws set by the Commonwealth of Massachusetts;
- Accurately formulate cost estimates;
- Meet schedules and show flexibility and initiative in undertaking work;
- Monitor site construction for consistent quality control; and
- Provide designs that can withstand intensive use and require low-cost maintenance.

Finally, BPRD will take note of the overall content and quality of the submittal, including its organization, clarity, flow, format, and creativity.



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## **SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA**

Teams should submit a thorough but concise qualifications package. Please note that extra points **will not** be awarded for additional past project samples or miscellaneous marketing materials beyond those specifically required in the instructions below.

### **SPECIFIC REQUIREMENTS:**

Submissions **must include** all items and in the following order:

#### **Letter of Interest:**

- The letter should relate to the specific project work requirements and outline why your firm is best suited for the proposed project.

#### **Section 1 – Design Firm:**

- Complete form labeled “**Section 1 – Design Firm.**”

#### **Section 2 – Project Team:**

- Complete the form labeled “**Section 2 – Project Team**” according to the instructions provided on the form.
- Provide an organizational chart illustrating how the proposed project manager and design team members (including sub-consultants, if any) will complete project tasks. Include the anticipated work percentage each individual is expected to dedicate to the project in terms of total time during various work phases.
- Provide resumes for each team member listed. Resume information must include the following:
  - Education (specify dates).
  - Professional Registration (state, discipline, and number).
  - Professional Background (including years with the firm and construction supervision experience).

#### **Section 3 - Relevant Past Projects:**

- Complete the provided form labeled “**Section 3 – Relevant Past Projects**” according to the instructions provided on the form. Three (3) forms should be submitted in total (one for each representative work sample). No more than three (3) past project work samples will be evaluated.
- The following items are also **required** for each project sample:
  - Project description
  - Construction meeting minutes (1 sample)
  - Final itemized cost estimate (pre bid)
  - 11” X 17” Layout plan (1 from construction set).
  - 11” X 17” Detail plan (1 from construction set).

**NOTE:** The project description should communicate the project scope, identify design challenges, discuss project costs, and express how your firm addressed design challenges to make the project a success.

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### **Section 4 - Site Analysis:**

- Provide an overview of the project for which you are applying based on site observations, photos, plans, or interviews. You must demonstrate a clear understanding of the existing site and identify major site opportunities, constraints and relevant issues that need to be addressed during the design process.
- Credits will be awarded to applicants who demonstrate through proper documentation and site photos that they have visited the project site.

### **Section 5 – Design Process:**

- Provide a brief (1 or 2 page) statement describing specifically how your firm will approach the design process for this project. Discuss how you intend to deal with particular site issues, coordinate with outside agencies, work with community members, and apply past project experience to accomplish project goals.
- Discuss how you intend to obtain input from community members to ensure an inclusive public process.
- Please do not reiterate the standard BPRD process outlined in “Anticipated Design Process and Scope of Services.”

### **Section 6 – Attestation:**

- Complete the provided form labeled “**Section 6 – Attestation**” according to the instructions provided on the form. This form must be endorsed by a notary public in order for your qualification submittal to be accepted.

### **GENERAL REQUIREMENTS:**

- **Utilize binder tab dividers to separate each section in accordance with section descriptions listed above.**
- Please review your submission for clarity, conciseness, and organization. Evaluations focus only on the required information indicated above. The inclusion of non-required information is discouraged.
- If you choose to submit a schematic or site analysis plan of the project site as part of Sections 4 or 5, base plans must be formulated based on site measurements, aerials, or the like. **Boston Parks and Recreation Staff will not provide plans of the project site.**
- In the interest of environmental sustainability, please observe the following requests when submitting your response:
  - No plastic covers.
  - No 3-ring binders.
  - No metal spiral bound submittals.
  - Staples and Plastic GBC bindings are acceptable.

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**SECTION 1 – DESIGN FIRM**

The following questions relate to the organization, longevity, stability, location, and general capabilities of your firm. The Awarding Authority will regard this statement as an accurate portrayal of your qualifications and any discrepancy between these statements and any other information may result in the submittal being disqualified.

<b>FULL NAME OF ORGANIZATION:</b>		
<b>ALSO KNOW AS:</b>		
<b>ADDRESS:</b> (include city, state, and zip code)		
<b>PHONE:</b>		<b>FAX:</b>
<b>EMAIL:</b>		
<b>MAIN OFFICE ADDRESS:</b>		
<b>ORGANIZATIONAL STRUCTURE:</b>		
<b>PROJECT CONTACT:</b> (name and title)		

**LONGEVITY, LOCATION AND CAPABILITIES**

**1.1 Number of years your organization has operated under the current name:** \_\_\_\_\_

**If your organization operated under a different name, or was restructured in the past 2 years, please explain:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**1.2 Is your firm based, or have a branch office located within the Boston City limits?**

**YES**

**NO**

**1.3 Based on the zone maps located in Appendix A, which zone area is your firm located?** In the event that an organization has branch offices located in more than one of the zones shown on the attached maps (Appendix A), the office location where the project manager and design team for this project will be based shall be listed.

**Zone A**

**Zone C**

**Zone B**

**None of the above**

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**1.4 Identify the professional design and construction related capabilities to be provided by your firm, or by outside consultants.**

Capabilities	In-House	Outside Consultant
Site landscape design	<input type="checkbox"/>	<input type="checkbox"/>
Architecture	<input type="checkbox"/>	<input type="checkbox"/>
Electrical engineering	<input type="checkbox"/>	<input type="checkbox"/>
Structural engineering	<input type="checkbox"/>	<input type="checkbox"/>
Grading and drainage design	<input type="checkbox"/>	<input type="checkbox"/>
Water systems engineering	<input type="checkbox"/>	<input type="checkbox"/>
Cost estimating	<input type="checkbox"/>	<input type="checkbox"/>
Technical specifications	<input type="checkbox"/>	<input type="checkbox"/>
Periodic construction observation	<input type="checkbox"/>	<input type="checkbox"/>
On-site clerking supervision	<input type="checkbox"/>	<input type="checkbox"/>
Soil testing	<input type="checkbox"/>	<input type="checkbox"/>
Environmental assessments and remediation plans	<input type="checkbox"/>	<input type="checkbox"/>
Wetland delineation and reclamation	<input type="checkbox"/>	<input type="checkbox"/>
Historic preservation	<input type="checkbox"/>	<input type="checkbox"/>

**CURRENT/ PAST BPRD PROJECTS**

**1.5 List all projects for which your firm currently has contracts with the Boston Parks and Recreation Department.**

Project Name	Project Manager	Project Phase (Design / Construction / Substantially Complete <sup>1</sup> )	Scheduled Completion Date
		Design	
		Design	
		Design	
		Design	
		Design	
		Design	

1. **Substantial Completion** is defined as a project under construction that has been completed except for work items representing less than ten percent (10%) of the adjusted contract price, or completed and open to public use except for minor incomplete or unsatisfactory items.

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**1.6 List past projects your firm has completed for the Boston Parks and Recreation Department.**

<b>Project Name</b>	<b>Project Manager</b>	<b>Project Type (Playground, Ballfield, Drainage, etc.)</b>	<b>Year Completed</b>

**FINANCIAL INFORMATION:**

**1.7 List the names, addresses, and phone numbers of all banks with which your firm does business.**

<b>Bank Name</b>	<b>Address</b>	<b>Phone</b>

*If your firm is selected as a Designer by the Awarding Authority, you hereby agree, upon request, to provide a detailed Statement of Financial Condition, prepared by a professional accounting firm within the most current twelve-month calendar period.*

**LEGAL CONSIDERATIONS**

**1.8 List all legal or administrative proceedings currently pending or concluded within the last five (5) years to which you have been a party and which relate to the procurement or performance of any public or private contracts.**

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**SECTION 2 – PROJECT TEAM**

In accordance with the professional disciplines(s) required for the project(s), principals or project managers directing the project work *must be landscape architects or professional engineers registered in the Commonwealth of Massachusetts (unless otherwise stipulated in the RFQ Requirements)* or the submittal will be disqualified.

**PROJECT MANAGER:** The project manager is in charge of all day to day project operations, design and contract oversight. He or she will be required to attend all public meetings and will serve as the primary client point of contact

<b>Name</b>	
<b>Title</b>	
<b>Discipline</b>	

**2.1 List all professional certifications the assigned project manger current holds.**

<b>Y/ N</b>	<b>Registration</b>	<b>License or Registration #</b>
N	Registered Landscape Architect (RLA) [Required if not a PE]	
N	Registered Professional Engineer (PE) [Required if not an RLA]	
N	Leadership in Energy and Environmental Design Accreditation (LEED)	
N	Certified Playground Safety Inspector (CPSI)	
N	Certified Irrigation Designer or Irrigation Auditor (ID/IA)	
N	Certified Park and Recreation Professional (CPRP)	
N	AICP Certified Planner (AICP)	
N	Other Relevant Professional Certification List:	

**2.2 / 2.3 List the number of years of experience the assigned project manager has in his/her respective design profession, as well as the number of years he/ she has been employed by your firm.**

**2.2 Years of Experience** \_\_\_\_\_

**2.3 Years with Firm** \_\_\_\_\_

**2.4 How many community meetings has the assigned project manager facilitated?** Exclude meetings involving State, City, or other municipal boards.

- Less than 5
  5-10
  More than 10

**2.5 How many publicly bid projects has the assigned project manager directly overseen?**

- Less than 3
  3 – 5
  More than 5

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**DESIGN TEAM:** The design team consists of professional firm staff that will be preparing sketches, presentation boards, specifications, and contract drawings for this project. This **excludes the project manager or managing principal** that is in charge of all day to day project operations, design and contract oversight.

**2.6/2.7 List the proposed primary project team members and related information.**

List team members from the primary firm and sub-consultants who will be performing work on elements required as part of the basic design scope (e.g. site design, grading, irrigation, lighting, etc).

- **DO NOT** list CADD technicians, administrative assistants, the principal-in-charge or other firm staff that will not deal with plan preparation, technical issues or contract drawing preparation on a regular basis.
- **DO NOT** list the proposed project manager that listed in evaluation criteria 2.1 to 2.5.
- **DO NOT** list individuals that will perform work outside the basic scope requirements outlined in items 2.1 and 2.2 of the RFQ statement.

Name	Title	Primary project Responsibility	Years of Experience	Years with Firm
<b>Average # of Years For Team</b>			<b>(2.6)</b>	<b>(2.7)</b>

**2.8 List additional professional certifications that team members currently hold (not including the proposed Project Manager). Please check all that apply. License or registration number is not required. Please Refer to section 2.1 for acronym descriptions.**

Name	RLA	PE	LEED	CPSI	ID/IA	CPRP	AICP	OTHER
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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**2.9 List any projects that the design team listed above (including the project manager) has worked on and completed together while working for your firm.** List only projects that contained similar scope of work items as the one listed for this RFQ.

<b>Project Name</b>	<b>Location</b>	<b>Year Completed</b>

**SUBCONSULTANTS AND ADDITIONAL STAFF**

**2.10** If your company will require outside consultants for work outlined in the Basic Design Services portion of the contract, please list the consulting firms you will use to supplement the design team for this project. Please do not include consultants you will enlist for work beyond basic contract scope requirements outlined in items 2.1 and 2.2 of the RFQ statement.

<b>Name</b>	<b>Discipline</b>	<b>Firm</b>	<b>Previous Associations</b>

**2.11 REQUIRED** - Provide an organizational chart illustrating how the proposed project manager and design team members (including sub-consultants, if any) will complete project tasks. Include the anticipated work percentage each individual is expected to dedicate to the project in terms of total time during various work phases.

**2.12 REQUIRED** - Provide resumes for each member of the project team. Resume information must include: education (specify dates), professional registration (state, discipline, and number), and professional background (including years with the firm and construction supervision experience).



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**SECTION 3 – RELEVANT PAST PROJECTS**

**To the submitting firm:** Three (3) work samples are required as part of the Request for Qualifications. *No more than three (3) samples will be evaluated.* Project examples **must have been completed within the past five (5) years.** All required information must be completely filled out and legible. Work samples will be evaluated based on the quality of the work submitted as well as the completeness of the information provided. *Make copies of this form as necessary to fulfill submission requirements.*

**REQUIRED INFORMATION:**

<b>Project name</b>	
<b>Project location</b>	
<b>Client</b>	
<b>Reference name and phone #</b>	
<b>Firm’s role in the project</b>	
<b>Project manager</b>	
<b>Project team</b>	
<b>Construction start date</b>	
<b>Construction completion date</b>	
<b>Pre-bid estimate of construction costs</b> <i>(exact dollar amount)</i>	
<b>Cost of the project as bid</b> <i>(exact dollar amount)</i>	
<b>Change order amounts and reason for change order</b> <i>(e.g. owner initiated, unexpected site conditions, documentation deficiencies)</i>	
<b>Unique environmental and/or sustainable design solutions utilized with explanations</b>	

In addition to the preceding project information, **each** submitted work sample **must** include:

- Project description
- Construction meeting minutes (1sample)
- Final itemized cost estimate (pre bid)
- 11” X 17” Layout plan (1 from construction set).
- 11” X 17” Detail plan (1 from construction set).

Additional **non-required** information may be submitted with the project work samples:

- Photos
- Renderings
- Perspective sketches
- Other relevant information

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**SECTION 6 – AUTHORIZATION AND ATTESTATION**

I am fully aware of the Basic Design and Supplemental Services fees set as compensation for this project by the Awarding Authority and accept these fees as noted. All information submitted in the application is complete and accurate.

**AUTHORIZATION**

Dated at \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Name of Organization: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**ATTESTATION:** \_\_\_\_\_ being duly sworn deposes and says that he/she is the \_\_\_\_\_ of \_\_\_\_\_, and that all answers to the foregoing questions and all statements contained herein are true and correct.

Subscribed and sworn before me

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

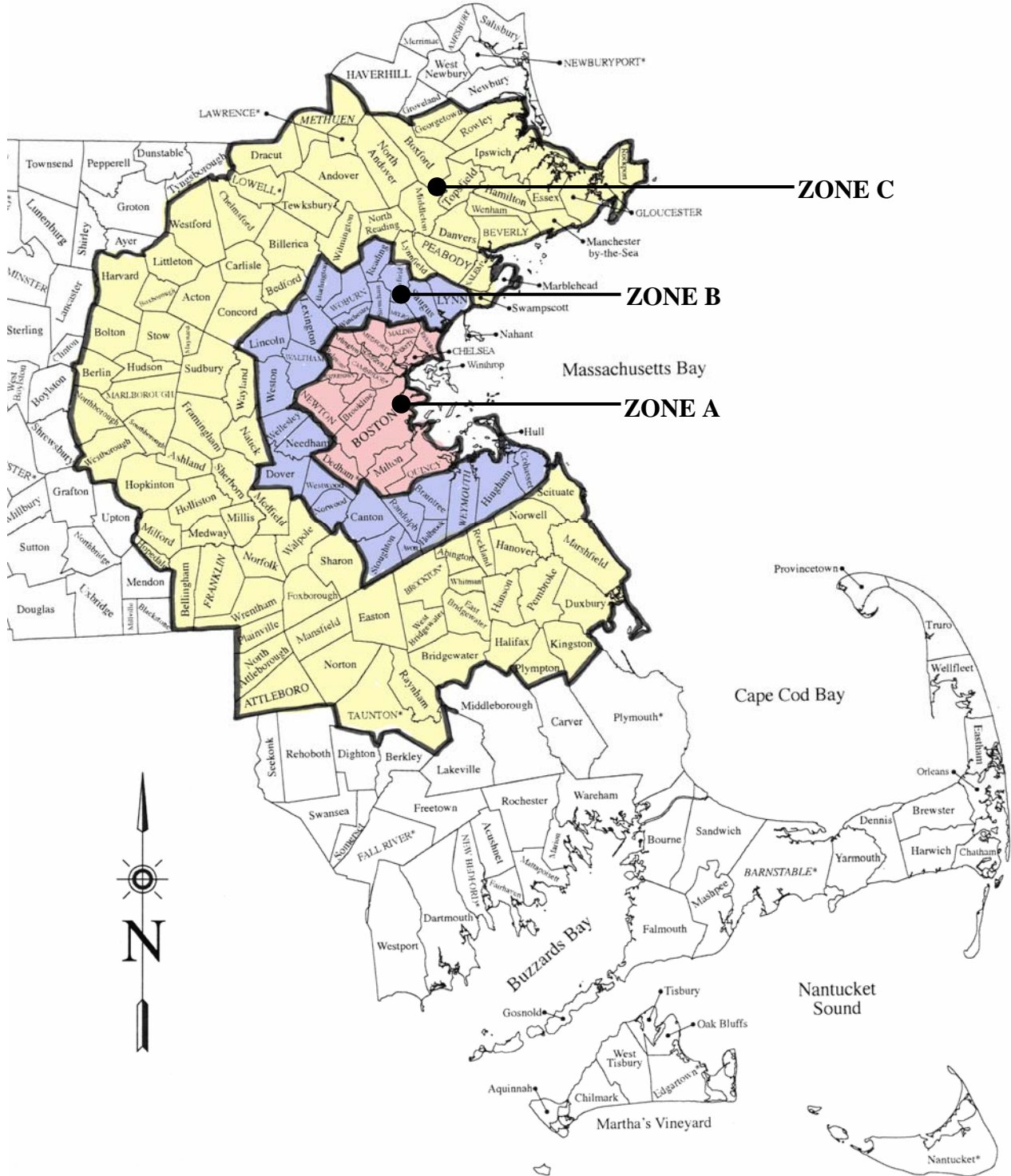
\_\_\_\_\_ Notary Public

My commission expires \_\_\_\_\_ 20\_\_\_\_\_

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**Appendix A - Zone Map**



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**Appendix B - Site Location**

