



**Request for Qualifications
for Design Consulting Services**

*Improvements to:
Caldwell Street Play Area, Charlestown
Hemenway Playground, Dorchester
Little Scobie Playground, Roxbury*

September 2013

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

Electronic copy and forms available at <http://www.cityofboston.gov/procurements/events/>

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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 at 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 to three (3) parks:

Caldwell Street Playground, Charlestown
Hemenway Playground, Dorchester
Little Scobie Playground, Roxbury

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, 3rd Floor, Boston,
MA 02118 or online at
<http://www.cityofboston.gov/procurement/special>. For further
information, please call 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 September 9, 2013 and
must be returned no later than 2:00 P.M. on September 26, 2013.

CITY OF BOSTON
PARKS AND RECREATION DEPARTMENT,

ANTONIA M. POLLAK,
Commissioner
(September 9 & 16)

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 sites:

Caldwell Street Play Area, Charlestown
Hemenway Playground, Dorchester
Little Scobie Playground, Roxbury

A locus plan for each 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 to develop design solutions. The Boston Parks and Recreation Department will select one design team for each project based on an evaluation of qualifications as noted herein. *Applicants may apply for more than one of the above listed projects, but no applicant will be awarded more than two of the projects.* 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/procurements/events/>. 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.

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 names and locations:

1. Caldwell Street Play Area, 9 Caldwell Street, Charlestown
2. Hemenway Playground, 540 Adams Street, Dorchester
3. Little Scobie Playground, 36 Copeland Street, Roxbury

1.2 Project Description:

Caldwell Street Play Area: Renovation to the existing playground including play equipment, safety surfacing, site furnishings, lighting, grading and drainage, paving, fencing, walls and landscaping.

Hemenway Playground: Renovation to the existing playground including play equipment, safety surfacing, site furnishings, lighting, grading and drainage, paving, fencing, and landscaping.

Little Scobie Playground: Renovation to the existing playground including play equipment, safety surfacing, site furnishings, lighting, grading and drainage, paving, fencing, 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
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, Thursday, September 26, 2013 to the attention of the project manager at the above address.

1.5 Estimated Construction Cost:

Caldwell Street Play Area, Charlestown	\$200,000
Hemenway Playground, Dorchester	\$280,000
Little Scobie Playground, Roxbury	\$450,000

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.

REQUEST FOR QUALIFICATIONS

Caldwell Street Play Area

Basic Fee: \$23,000.00

Supplemental Fee: \$12,000.00

Hemenway Playground

Basic Fee: \$32,000.00

Supplemental Fee: \$12,000.00

Little Scobie Playground

Basic Fee: \$48,000.00

Supplemental Fee: \$15,000.00

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.)
- Water play areas, if applicable
- Site furnishings
- Landscaping (usually lawns and trees)
- Site improvements
- Site lighting
- Water systems and drainage
- Tree Pruning
- Hardscape and ADA accessibility
- Coordination with other stakeholders agencies and/or commissions including: Boston Landmarks Commission, Boston Arts Commission, and community groups associated with each project.

Design scope specific to each reconstruction project will include but not be limited to:

Caldwell Street Play Area, Charlestown: Renovate existing playground. Replace safety surfacing and renovate/replace play structure. Renovate/ replace paving and site furnishing including benches, tables, chairs and water fountain. Repair lighting, courts, fencing & walls as needed. Address drainage and accessibility issues. New landscaping, tree preservation and tree removal as necessary.

Hemenway Playground, Dorchester: Renovate existing playground. Replace safety surfacing and play structure. Repair paving, curbing, lighting & walls as needed. Renovate/ replace site furnishing including benches and water fountain and fencing as needed. Address drainage, accessibility and lighting issues. New landscaping and tree preservation as necessary.

Little Scobie Playground, Roxbury: Renovate existing playground. Replace safety surfacing and play structure. Repair paving, curbing, lighting & walls as needed. Renovate/ replace site furnishing including benches and water fountain and fencing as needed. Address drainage, accessibility and lighting issues. New landscaping and tree preservation as necessary.

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.

REQUEST FOR QUALIFICATIONS

- 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. Alternative methods of community participation may be explored with these projects, including social media, online surveys, etc.
- 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.

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

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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.

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.

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:

NOTE:
Forms for submissions were updated in June 2012. Please confirm the submission contains the latest form. They are available in this document and online:
<http://www.cityofboston.gov/procurements/events/>

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

Letter of Interest:

- The letter should state which projects the design firm is presenting qualifications for. If all, please list all.
- The letter should relate to the specific project work requirements and outline why your firm is best suited for the proposed project(s).

Section 1 – Design Firm:

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

Section 2 – Project Team:

- Complete the form labeled “**Section 2 – Project Team**” according the instructions provided on the form. If different project teams may be assembled for each potential project, please clearly identify the team members per project and submit qualifications for all team members.
- 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 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. Relevant projects are those that are similar in program, context, size, ownership, and /or design challenges as the project BPRD is seeking design services for. Not all projects will be commensurate in all ways, but the relevance should be readily apparent to the reviewers. Project examples must have been completed (through substantial completion of construction) within the past five (5) years.

REQUEST FOR QUALIFICATIONS

- 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 Sheet (1 from construction set).

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

Section 4 - Bonus Past Project (Optional):

- Complete the provided form labeled “**Section 4 – Bonus Past Project**” according to the instructions provided on the form. One (1) form should be submitted in total. No more than one (1) bonus past project work sample will be evaluated.
- This section provides an opportunity for design firms to show a bonus work sample that does not fall within the criteria of Section 3- Relevant Past Projects.
- Points will not be deducted if a bonus project is not submitted.
- If you choose to submit a bonus work sample, the following items are required:
 - 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 Sheet (1 from construction set).

NOTE: The project description should communicate why you chose this bonus project. The description should also include the project scope, , discuss the public and community process if applicable, discuss project costs, identify design challenges and express how your firm addressed design challenges to make the project a success.

Section 5 - Site Analysis: *A separate site analysis shall be required for EACH of the projects you are submitting qualifications for.*

- Provide an overview of the project(s) 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(s).

Section 6 – Design Process: Provide a brief (1 or 2 page) statement describing specifically how your firm will approach the design process for these projects. 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. Provide examples of how your firm has actively engaged the community on past projects. Discuss and provide examples, if available, of non-traditional methods of community engagement (social media, online surveys, etc.) which may be implemented during the public process for these projects.

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- Discuss your firm's past experience with interagency coordination. Demonstrate your knowledge of the City of Boston's agencies and any outside organizations that will be directly related to the project you are submitting.
- Please do not reiterate the standard BPRD process outlined in "Anticipated Design Process and Scope of Services."

Section 7 – Attestation:

- Complete the provided form labeled "**Section 7 – 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 labeled 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 5 or 6, 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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1.4 Identify the professional design and construction related capabilities to be provided by your firm, or by outside consultants, regardless of scope of the proposed project.

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 ¹)	Scheduled Completion Date

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.

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

Project Name	Project Manager	Project Type (Playground, Ballfield, Drainage, etc.)	Year Completed

FINANCIAL INFORMATION:

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

Bank Name	Address	Phone

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.

PRINCIPAL IN CHARGE: The Principal in Charge is in charge of overseeing the project and may or may not be involved with the day-to-day project operations and communications.

Name	
Discipline	

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. The Principal in Charge and the Project Manager may be the same person.

Name	
Title	
Discipline	

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

Y/ N	Registration	License or Registration #
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	Licensed Site Professional (LSP)	
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

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, civil engineering, 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	Company	Primary project Responsibility	Years of Experience	Years with Firm
Average # of Years For Team				(2.6)	(2.7)

2.8 List additional professional certifications that team members listed above 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	LSP	OTHER
	<input type="checkbox"/>								
	<input type="checkbox"/>								
	<input type="checkbox"/>								
	<input type="checkbox"/>								
	<input type="checkbox"/>								
	<input type="checkbox"/>								

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

Project Name	Location	Year Completed

SUBCONSULTANTS AND ADDITIONAL STAFF

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

Name	Discipline	Firm	Previous Associations

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. *(Percentage should indicate the percentage of this project that is allocated to each team member, not the percentage of a person's work load that will be spent on this project.)*

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).

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 (through substantial completion of construction) within the past five (5) years.** All required information must be completely filled out and legible. Work samples will be evaluated based on relevance to the proposed project, 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:

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

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

- Project description: include project successes and challenges, and description of public process if applicable
- Construction meeting minutes (1sample)
- Final itemized cost estimate (pre bid)
- 11” X 17” Layout plan (1 from construction set).
- 11” X 17” Detail sheet (1 from construction set).

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

- Photos
- Perspective sketches
- Renderings
- Other relevant information

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SECTION 4 – BONUS PAST PROJECT

To the submitting firm: One (1) additional work sample is allowed as part of the Request for Qualifications. This work sample does not need to meet the relevant or 5 year requirements of Section 3. *No more than one (1) bonus work sample will be evaluated.* All required information must be completely filled out and legible. Work sample will be evaluated based on the quality of the work submitted as well as the completeness of the information provided.

REQUIRED INFORMATION:

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

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

- Project description: include project successes and challenges, and description of public process if applicable
- Construction meeting minutes (1sample)
- Final itemized cost estimate (pre bid)
- 11” X 17” Layout plan (1 from construction set).
- 11” X 17” Detail sheet (1 from construction set).

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

- Photos
- Perspective sketches
- Renderings
- Other relevant information

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SECTION 7 – 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

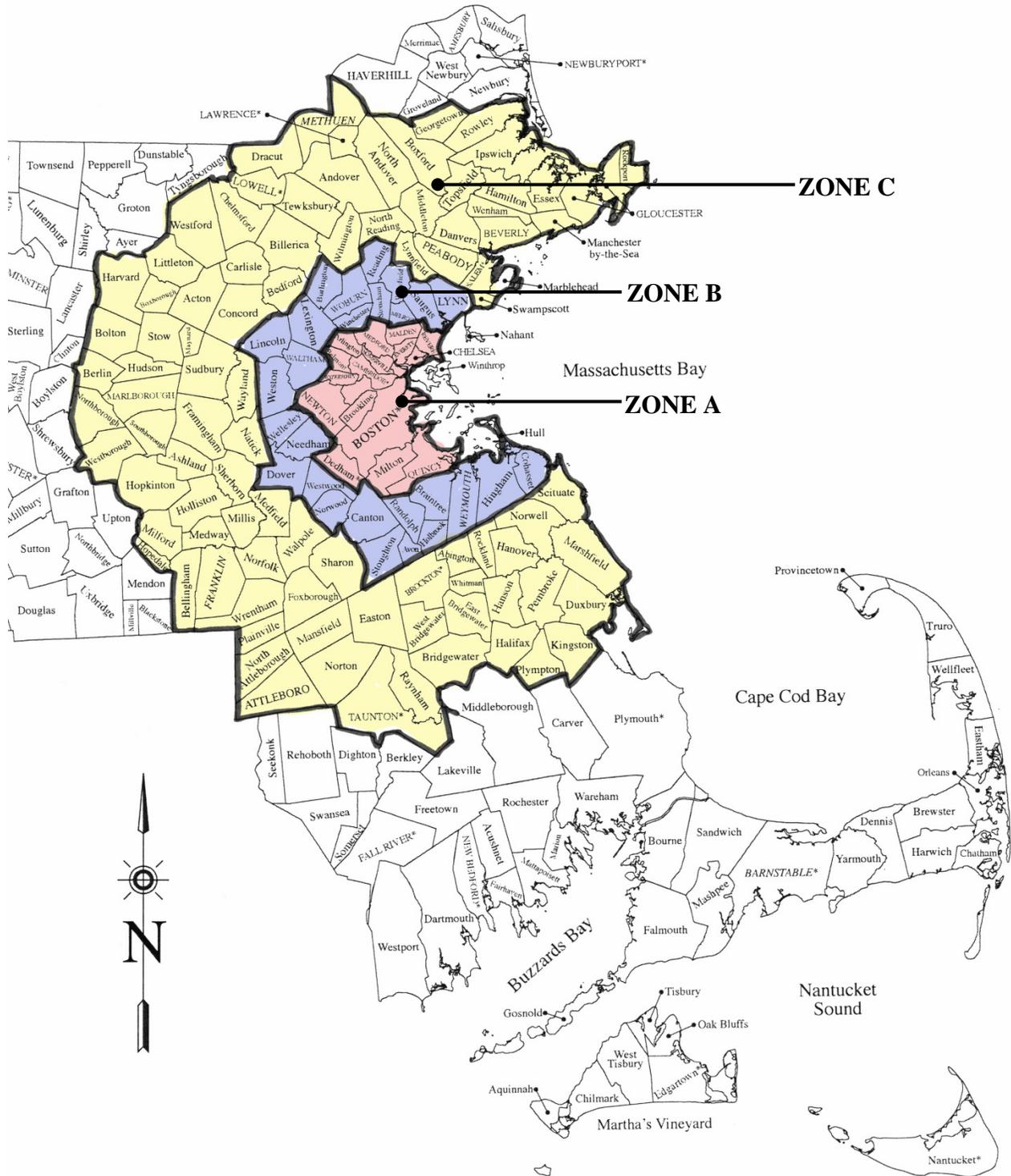
This ____ day of _____ 20____

_____ Notary Public

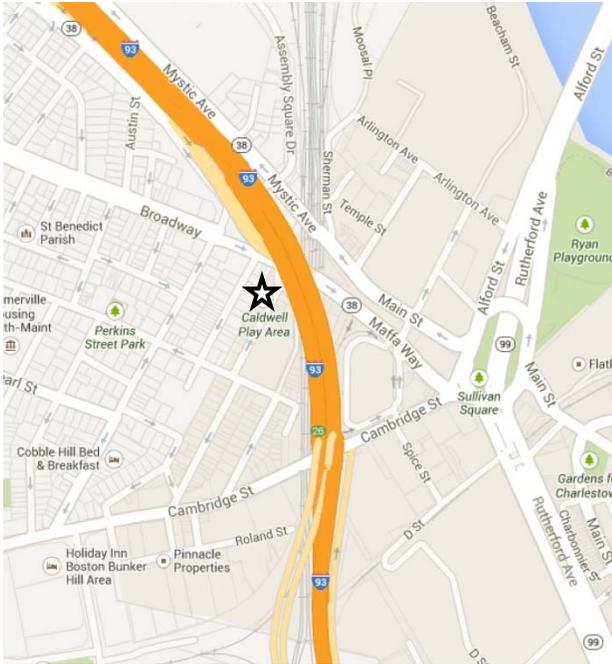
My commission expires ____ 20____

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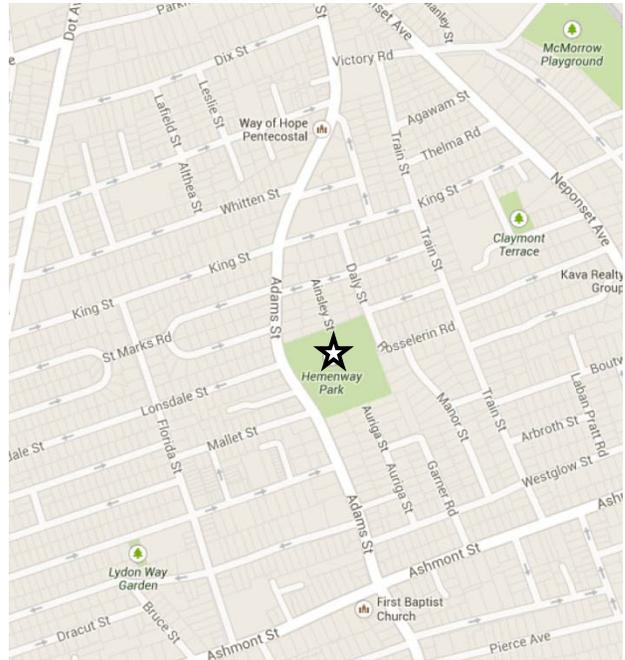
Appendix A - Zone Map



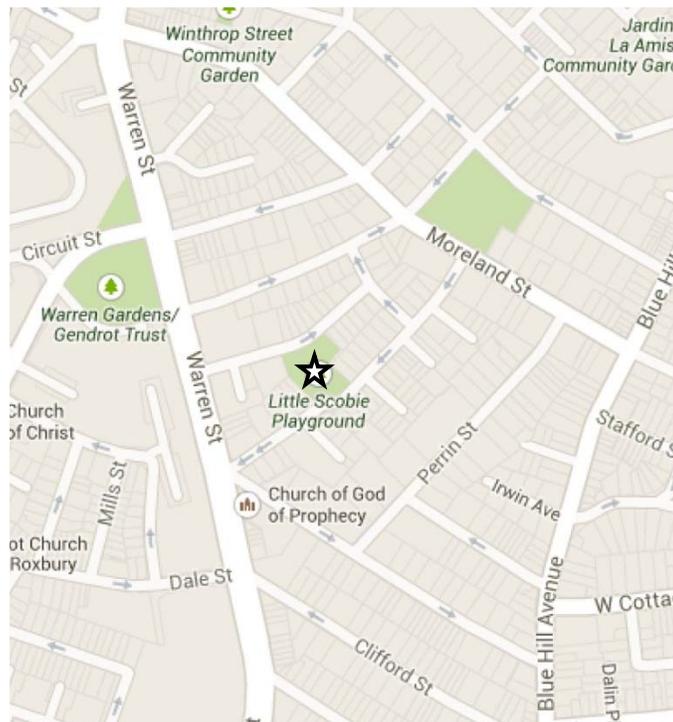
Appendix B - Site Location



Caldwell Street Play Area
9 Caldwell Street, Charlestown



Hemenway Playground
540 Adams Street, Dorchester



Little Scobie Playground
36 Copeland Street, Roxbury