



**Request for Qualifications
For Design Consulting Services**

Improvements to:

*Sherrin Woods,
Hyde Park*

December 2016

**Boston Parks and Recreation Department
Martin J. Walsh, Mayor
Chris Cook, 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 Paul Sutton, @ 617-961-3029.

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 Sherrin Woods Urban Wild, Hyde Park.

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/events>. For further information, please call Paul Sutton, Project Manager, at 617-961-3029 and refer to this advertisement. The Request for Qualifications will be available for pick up as of December 5, 2016 and must be returned no later than 2:00 P.M. on December 22, 2016. Manager, at 617-961-3029 and refer to this

**CITY OF BOSTON
PARKS AND RECREATION DEPARTMENT**

CHRIS COOK,
Commissioner

(December 5 & December 12)

INTRODUCTION

Commissioner Chris Cook 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:

Sherrin Woods Urban Wild, Hyde Park

A locus plan for the project site 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 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/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 name and location:

Sherrin Woods Urban Wild, Hyde Park

1.2 Project Descriptions:

Site renovation including access and recreation trail improvements, rock climbing areas, minor grading and drainage enhancements, wetland restoration, information boards, signage (site identification/rules and interpretive), and invasive plant management.

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:

Paul Sutton, Project Manager
Boston Parks and Recreation Department
1010 Massachusetts Avenue, 3rd Floor
Boston, MA 02118
Email: paul.sutton@boston.gov
Phone: 617-961-3029

1.4 RFQ Submittal Deadline:

Submit three (3) copies of the RFQ response no later than 2:00 PM on December 22nd, 2016 to the attention of the project manager at the above address.

1.5 Estimated Construction Cost:

\$400,000

1.6 Design Fees:

The Basic Design Fee specified is inclusive of design and sub-consultant design or design-related services necessary for project completion. The Supplemental Design Allowance has been included for additional, unanticipated design services necessary to complete the project (ie., change orders).

Sherrin Woods Urban Wild, Hyde Park:

Basic Design Fee:

- Landscape Design	\$30,000
- Graphic Design	\$ 4,000
- Wetland Permit Filing	\$ 3,000

Supplemental Design Allowance: \$ 3,000

Total Designer Fees \$40,000

REQUEST FOR QUALIFICATIONS

In contrast, the Supplemental Services Fee is to cover the costs for site surveys, construction contract advertising, bid printing, testing services, clerk of the work services and similar items.

Total Supplemental Services Allowance: \$30,000

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:

- Trailhead renovation design
- Trail design
- One (1) trail map, one (1) id/rule sign, and two (2) interpretive signs (content provided by BPRD)
- Ecological restoration
- Rock climbing areas
- Site furnishings (perimeter fencing, benches, information boards, etc.)

2.2 Design Phases

An outline of BPRD typical design phases follows:

Phase 1: Site Analysis:

- Inventory adjacent land use, including nearby open space areas, including Weider Park.
- Inventory and evaluate the condition of the built structures (ie, wall, fences, etc.) in and around the project areas.
- Visually inspect and verify all visible utility structures in and around the project areas. Please note BWSC easements and above ground structures on site.
- Observe and record the existing uses of the site.
- Inventory and analyze access, visibility (outward and into site), unique site features, trail connectivity, and constraints/opportunities relative to the major trailheads.
- Inventory the condition and extent of wetlands relative to potential for restoration or stream daylighting.
- Obtain any available survey data. In consultation with Parks Department personnel, the consultant will contract for supplemental survey services as necessary to further define property boundaries, topography in trail and trailhead improvement areas, wetland resources, and surface/subsurface conditions.
- Develop a list of key parkland 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 site improvement needs as indicated by the community. Provide meeting notes to the Parks Department. **Three** community meetings are anticipated for this project 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 present to community for comment.
- Locate and classify types of signage and way-finding needed adjacent to the site, at the entrances and, if appropriate, internal to the site.
- Finalize the plan as directed by Department personnel.

- Together with BPRD, consultant will make any necessary submissions/presentations to the Boston Conservation Commission.

Phase 3: Definitive Design:

- Develop construction/restoration plans and specifications for public bidding process
- 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 and approve 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 Notice of Intent Preparation, Submission and Hearing Attendance

Prepare and submit a Notice of Intent wetlands permit application to Boston Conservation Commission (BCC) and Mass. DEP using reformatted plans, mail certified letters to abutters (names provided by BPRD), and attend up to (2) two hearings with the BCC.

2.4 Products

- One complete colored analysis drawing of the site and surrounding context with trails and trailheads highlighted.
- One trailhead and way-finding study suitable for public meeting use.
- Due to the nature of the project site and project goals, the designer should anticipate an iterative design process; however, that may not necessitate three discrete design concepts for trailhead renovations.
- One (1) schematic design plan (rendered) for final display to the public. A preliminary cost estimate for proposed improvements shall be included with this drawing for Park Department evaluation.
- One (1) definitive plan (rendered) with detail drawings 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).
- Sign design
- Notice of Intent wetland permit application

2.5 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.
- Wetlands delineations
- Soil testing, borings, or underground exploration.
- Archeological research.
- 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:

- Have successfully completed similar types of projects;
- Respond to specific site issues, existing and anticipated;
- Produce design work of the highest quality, including that which showcases knowledge and experience in developing and implementing successful trail and ecological restoration projects.
- 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, Boston Water and Sewer and the Boston 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 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 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 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.
- 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:

- 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. To assist the designer, BPRD has included a preliminary analysis of what major design components are likely to be needed (please see included site improvement graphic)
- 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 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. Provide examples of how your firm has actively engaged the community on past projects.
- 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 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.
- 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.

FULL NAME OF ORGANIZATION:			
ALSO KNOW AS:			
ADDRESS: (include city, state, and zip code)			
PHONE:		FAX:	
EMAIL:			
MAIN OFFICE ADDRESS:			
ORGANIZATIONAL STRUCTURE:			
PROJECT CONTACT: (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**

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 landscape restoration	<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

- 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"/>	<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"/>	

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 this project. 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).

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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 (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 (exact dollar amount)	
Cost of the project as bid (exact dollar amount)	
Change order amounts and reason for change order (e.g. owner initiated, unexpected site conditions, documentation deficiencies)	
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

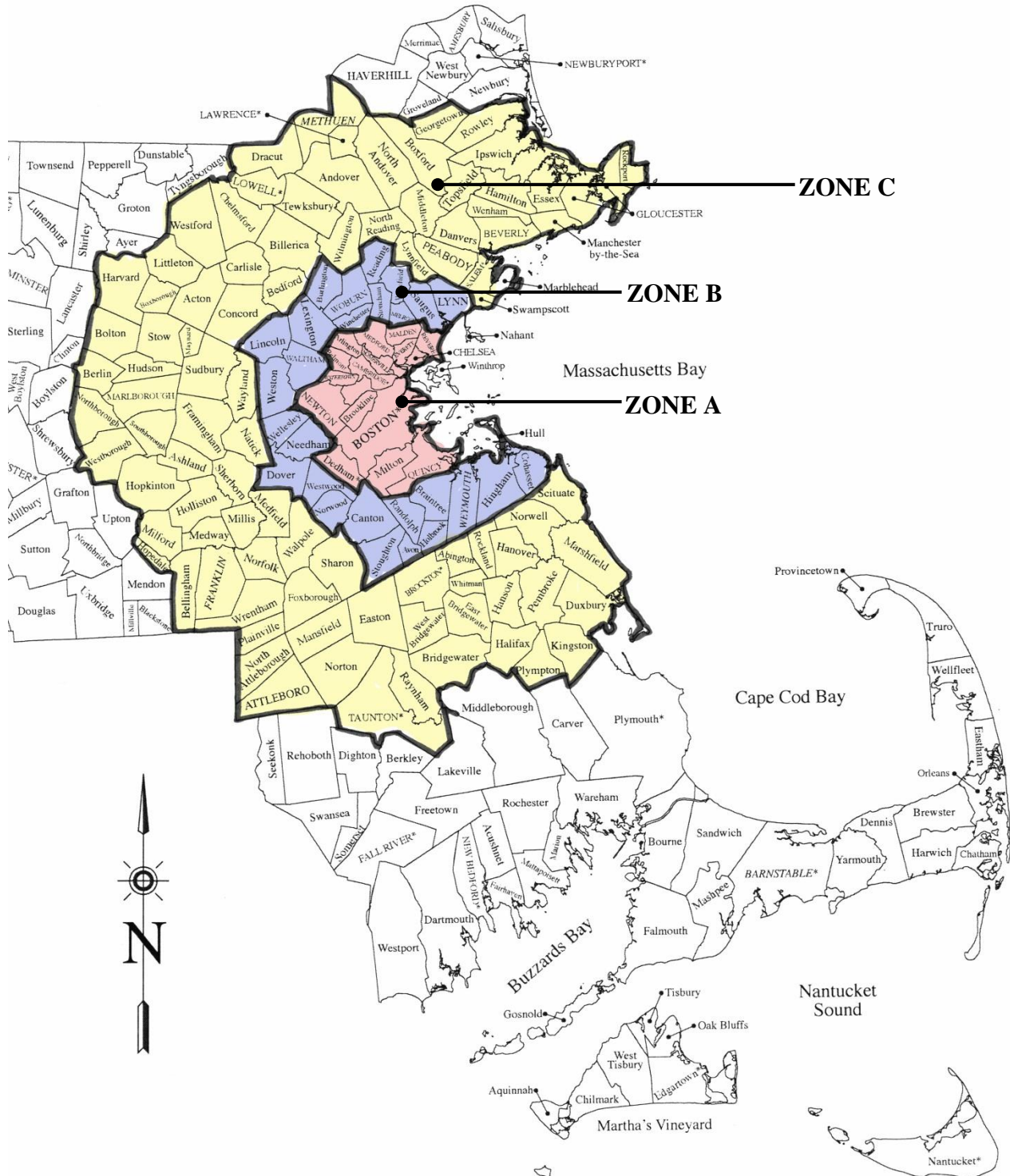
This _____ day of _____ 20 _____

_____ Notary Public

My commission expires _____ 20 _____

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Appendix A - Zone Map



Appendix B – Sherrin Woods Boundary Plan



Park Boundary Plan

Sherrin Woods, Hyde Park, Boston, Massachusetts
 Owner: City of Boston
 Acreage: 23.95
 April 2011 Aerial Photo

0 0.0425 0.085 0.17 Miles

Date of Preparation: February 10, 2016
 Easement Locations are approximate and illustrative.
 Please see attachment regarding Section 8f applicability.

Appendix C – Sherrin Woods General Scope of Work

