

**TOWN OF WELLFLEET**  
**REQUEST FOR OWNER’S PROJECT MANAGEMENT SERVICES**  
**(RFS)**  
**WELLFLEET POLICE STATION RENOVATION**

**1. Introduction**

The *Town of Wellfleet*, (“Owner”) is seeking the services of a qualified “Owner’s Project Manager” as defined in Massachusetts General Laws Chapter 149, Section 44A½ and as further defined by the provisions of this RFS, to provide Project Management Services for the design, construction, addition to and /or renovation of the *Town of Wellfleet Police Station* (“Station”) located at 36 Gross Hill Road, Wellfleet, Massachusetts (“Project”).

The Owner is requesting the services of an Owner’s Project Manager to represent the Owner during the design development and further, subject to continued funding, the contract between the Owner and the Owner’s Project Manager may be amended to include continued Project Management Services through preparation of construction documents, bid and award, construction administration and final closeout of the Project. The Project involves a renovation of the existing Station with a small addition. The estimated total costs of the Project range from \$5,015,000 to \$5,435,000 depending upon the solution that is agreed upon by the Owner.

The Project was the subject of a study by Kaestle Boos Associates, Inc. which was completed recently. Study documents can be found on the Town of Wellfleet web site in the “Reports & Documents” section under “Police Station Study.” <http://www.wellfleet-ma.gov/reports-documents/pages/police-station-renovation>.

**2. Background**

Wellfleet is a rural Cape Cod community located 100 highway miles from Boston on the outer arm of Cape Cod. The 2010 United States census reports a population of 2,750 which by estimation increases to about 20,000 during the summer months. The Town is served by a police department consisting of 13 full time sworn officers including a chief, a lieutenant, three sergeants and patrol officers. The Department is augmented by part time special police officers. The chief also supervises a part time animal control officer. Town government is an open town meeting/board of selectmen form of government assisted by a full time administrative staff.

The Wellfleet Police Station is located at 35 Gross Hill Road in Wellfleet. The building is located on 1.1 acres of land. It is a two story structure built into the hillside. The building has a septic system and is located on the public water supply. There is a conduit for electrical/cable between the Police Station and the Fire Station across the street.

The Town of Wellfleet constructed a combined Police and Fire Station in the early 1980’s. The Police Department occupied the upper floor and the Fire Department occupied the lower floor. Over the course of the past three decades the Public Safety Building has had numerous problems and deficiencies. Some of the building problems have been addressed, others have not. In 2004 the Town hired Keenan & Kenny Architects and had conceptual plans prepared for a major renovation of and addition to the Public Safety

Building. Drawings for that project dated 7 October 2004 prepared by Keenan and Kenny, Architects, Ltd. are available electronically upon request. The Town ultimately decided to reject this concept and design a stand alone Fire Station. In 2009 the town constructed a new Fire Station across the street from the Police Station. Most of the space in the Public Safety Building previously used as the Fire Station is presently being utilized principally as storage.

### **3. Project Description, Objectives and Scope of Services**

Project Objectives under consideration by the Owner include the following data and design elements:

- Identification of specific milestone requirements and/or constraints of the Town;
- Life cycle costs of operating the Station as it relates to future operational budgets; and
- Massachusetts MA-CHPS criteria or US Green Building Council's LEED standards.

The required scope of services is set forth in Article 8 of the standard contract for Owner's Project Management Services for a Design/Bid/Build project that is attached hereto as Attachment A and incorporated by reference herein. The work is divided into the Project Phases as listed below. The durations of the Phases shown below are estimates only, based on the Owner's experience. Actual durations may vary depending upon the Project agreed upon by the Owner. The phases and total duration of the Contract are estimated as follows:

- |   |           |
|---|-----------|
| 1. Feasibility Study/Schematic Design Phase;                    | Completed |
| 2. Design Development/Construction Documents/Bidding Phase; and | 12 months |
| 3. Construction Phase.  | 18 months |

### **4. Minimum Requirements and Evaluation Criteria:**

#### Minimum Requirements:

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

Each Respondent must designate an individual who will serve as the Project Director. The Project Director must meet the following minimum requirements:

- The Project Director shall be a person who is registered by the Commonwealth of Massachusetts as an architect or professional engineer and who has at least 5 years experience in the construction and supervision of construction and design of public buildings:

or,

- if not registered as an architect or professional engineer, the Project Director must be a person who has at least 7 years experience in the construction and supervision of construction and design of public buildings.

#### Evaluation Criteria

In addition to the minimum requirements set forth above, all Respondents must demonstrate that they have significant experience, knowledge and abilities with respect to public construction projects, particularly involving the construction and renovation of police stations in Massachusetts. The Owner will evaluate Responses based on criteria that shall include, but not be limited to, the following:

- 1) Past performance of the Respondent, if any, with regard to police station or public safety facility projects across the Commonwealth, as evidenced by :
  - a) Documented performance on previous projects as set forth in Attachment B, including the number of projects managed, project dollar value, number and percentage completed on time, number and dollar value of change orders, average number of projects per project manager per year, number of accidents and safety violations, dollar value of any safety fines, and number and outcome of any legal actions;
  - b) Satisfactory working relationship with designers, contractors, owners, and local officials.
- 2) Thorough knowledge of the Massachusetts State Building Code, regulations related to the Americans with Disabilities Act, and all other pertinent codes and regulations related to successful completion of the Project.
- 3) Thorough knowledge of Commonwealth construction procurement laws, regulations, policies and procedures.
- 4) Management approach: Describe the Respondent's approach to providing the level and nature of services required as evidenced by proposed project staffing for the proposed renovation project for this project; proposed project management systems; effective information management; and examples of problem solving approaches to resolving issues that impact project time and cost.
- 5) Key personnel: Provide an organizational chart that shows the interrelationship of key personnel to be provided by the Respondent for this Project and that identifies the individuals and associated firms (if any) who will fill the roles of Project Director, Project Representative and any other key roles identified by the Respondent, including but not limited to roles in design review, estimating, cost and schedule control. Specifically, describe the time commitment, experience and references for these key personnel including relevant experience in the supervision of construction of several projects that have been either successfully completed or in process that are similar in type, size, dollar value and complexity to the Project being considered.
- 6) Capacity and skills: Identify existing employees by number and area of expertise (e.g. field supervision, cost estimating, schedule analysis, value engineering, constructability review, quality control and safety). Identify any services to be provided by Sub consultants.
- 7) Identify the Respondent's current and projected workload for projects estimated to cost in excess of \$1.5 million.
- 8) Familiarity with Massachusetts MA-CHPS criteria or US Green Building Council's LEED criteria. Demonstrated experience working on high performance green buildings (if any), green building rating system used (e.g., MA-CHPS or LEED-S), life cycle cost analysis and recommendations to owners about building materials, finishes etc., ability to assist in grant applications for funding and track Owner documentation for MA-CHPS or LEED-S prerequisites.
- 9) Thorough knowledge and demonstrated experience with life cycle cost analysis, cost estimating and value engineering with actual examples of recommendations and associated benefits to owners.
- 10) Knowledge of the purpose and practices of the services of Building Commissioning Consultants.
- 11) Financial Stability: Provide current balance sheet and income statement as evidence of the Respondent's financial stability and capacity to support the proposed Project.
- 12) Whether a member or members of the proposed Project team are certified in the Massachusetts Certified Public Purchasing Officer Program.

In order to establish a short list of Respondents to be interviewed, the Owner will base its initial ranking of Respondents on the above Evaluation Criteria with Evaluation Criterion number 1 being double weighted and the remaining Evaluation Criteria being single weighted. The Owner will establish its final ranking of the short-listed Respondents after conducting interviews and reference checks.

The Owner reserves the right to consider any other relevant criteria that it may deem appropriate, within its sole discretion. The Owner may or may not, within its sole discretion, seek additional information from Respondents.

This Request for Services, any addenda issued by the Owner, and the selected Respondent's response, will become part of the executed contract. The key personnel that the Respondent identifies in its response must be contractually committed for the Project. No substitution or replacement of key personnel or change in the Subconsultants identified in the response shall take place without the prior written approval of the Owner.

The selected Respondent(s) will be required to execute a Contract for Project Management Services with the Owner in the form that is attached hereto as Attachment A and incorporated by reference herein. Prior to execution of the Contract for Project Management Services with the Owner, the selected Respondent will be required to submit to the Owner a certificate of insurance that meets the requirements set forth in the Contract for Project Management Services.

Prior to execution of the Contract for Project Management Services, the fee for services shall be negotiated between the Owner and the selected Respondent to the satisfaction of the Owner, within its sole discretion. The initial fee structure will be negotiated through the Design Phase. The selected Respondent, however, will be required to provide pricing information for all Phases specified in the Contract at the time of fee negotiation.

## **5. Selection Process and Selection Schedule**

### **Process**

- 1) Responses to this RFS will be evaluated by a designer selection committee constituted in accordance with the Wellfleet Board of Selectmen Designer Selection Procedures Policy, [http://www.wellfleet-ma.gov/sites/wellfleetma/files/file/43\\_designer\\_selection\\_procedures\\_policy\\_071613.pdf](http://www.wellfleet-ma.gov/sites/wellfleetma/files/file/43_designer_selection_procedures_policy_071613.pdf)
- 2) Identified reviewers must rank the Responses based on the evaluation criteria identified in this RFS and must short-list a minimum of three Responses (or fewer if there are fewer than three responses.)
- 3) Short listed Respondents will be invited to make a presentation to and be interviewed by the Designer Selection Committee. Sixty minutes will be allotted to the presentation and interview. References of all short listed Respondents will be verified by telephone or personal interview by a committee member or members or by the Town Administrator or Assistant Town Administrator. After completing interviews of those short list Respondents who chose to be interviewed and a review of the results of reference verifications the Designer Selection Committee shall rank the short list Respondents.
- 4) The Owner will commence fee negotiations with the first-ranked Respondent.
- 5) If the Owner is unable to negotiate a contract with the first-ranked Respondent, the Owner will then commence negotiations with its second-ranked Respondent and so on, until a contract is successfully negotiated and approved by the Owner.
- 6) The first-ranked Respondent may be asked to participate in a presentation to the Wellfleet Board of Selectmen at a scheduled public meeting of the Board and/or submit additional documentation, as required by Board.
- 7) If less than three responses are received or if fee negotiations fail the Owner reserves the right to reject all responses and re advertise for responses. The Owner reserves the right to modify, amend or supplement this RFS in the event the Owner elects to re advertise.

The following is a tentative schedule of the selection process, subject to change at the Owner's discretion.

August 24, 2015 Advertise RFS in Central Register of the Commonwealth of Massachusetts and a newspaper of general circulation in the Town of Wellfleet.

September 9, 2015 at 10:00 AM at the Police Station Informational meeting and site visit

September 22, 2015 Last day for questions from Respondents

September 30, 2015 at 2:00 PM Responses due

October 9, 2015 Respondents short-listed

October 23, 2015 Interview short-listed Respondents

October 30, 2015 Negotiate with selected Respondent

November 13, 2015 Execute contract

Any questions concerning this Request for Services must be submitted in writing by the close of business on the date stated above to:

Harry Sarkis Terkanian, Town Administrator  
300 Main Street, Wellfleet, MA 02667  
(508) 349-0300

[Harry.terkanian@wellfleet-ma.gov](mailto:Harry.terkanian@wellfleet-ma.gov). ALL EMAILS MUST INCLUDE "POLICE STATION OPM" IN THE SUBJECT LINE TO BE CONSIDERED  
NO FAXED OR TELEPHONED QUESTIONS WILL BE ACCEPTED

Sealed Responses to the Request for Services for Owner's Project Management Services must be clearly labeled "Owner's Project Management Services for Wellfleet Police Station Renovation" and delivered to

Harry Sarkis Terkanian, Town Administrator  
300 Main Street, Wellfleet, MA 02667  
(508) 349-0300

no later than 2:00 PM on the date listed for responses above. The clock in the Town Administrator's Office shall be conclusive as to time. The Owner assumes no responsibility or liability for late delivery or receipt of Responses. Faxed or emailed submissions will not be accepted. All responses received after the stated submittal date and time will be judged to be unacceptable and will be returned unopened to the sender.

6. Requirements for content of response:

Submit six (6) hard copies of the response to this Request for Services and one electronic version in PDF format on CD or USB drive (which will not be returned.) All responses shall be:

- In ink or typewritten;
- Presented in an organized and clear manner;
- Must include the required forms in Attachment B;
- Must include all required certifications;
- Must include the following information:
  1. Cover letter shall be a maximum of two pages in length and include:
    - a. An acknowledgement of any addendum issued to the RFS.
    - b. An acknowledgement that the Respondent has read the Request for Services. Respondent shall note any exceptions to the RFS in its cover letter.
    - c. An acknowledgement that the Respondent has read the Standard Contract. Respondent shall note any exceptions to the Standard Contract in its cover letter.
    - d. A specific statement regarding compliance with the minimum requirements identified in Item 4 of this Request for Services to include identification of registration, number of years of experience and where obtained (as supported by the resume section of Attachment B), as well as the date(s) of any MCCPO certification. (A copy of the MCCPO certification(s) should be attached to the cover letter).

- e. A description of the Respondent's organization and its history.
  - f. The signature of an individual authorized to negotiate and execute the Contract for Project Management Services, in the form that is attached to the RFS, on behalf of the Respondent.
  - g. The name, title, address, e-mail and telephone number of the contact person who can respond to requests for additional information.
2. Selection Criteria: The response shall address the Respondent's ability to meet the "Selection Criteria" Section including submittal of additional information as needed. The total length of the Response (including Attachment B only but excluding Attachments A and C) may not exceed twenty (20) single-sided numbered pages with a minimum acceptable font size of "12 pt" for all text.

Respondents may supplement the proposal with graphic materials and photographs that best demonstrate the project management capabilities of the team proposed for this Project. Limit this additional information to a maximum of 3 - 8½"x 11" pages, double-sided.

Certifications: The response shall include the following certifications by the Respondent.

- a. Certification as to tax compliance
- b. Certification of non collusion
- c. Acknowledgment of Principal

## **7. Payment Schedule and Fee Explanation:**

The Owner will negotiate the fee for services dependent upon an evaluation of the level of effort required, job complexity, specialized knowledge required, estimated construction cost, comparison with past project fees, and other considerations. As construction cost is but one of several factors, a final construction figure in excess of the initial construction estimate will not, in and of itself, constitute a justification for an increase in the Owner's Project Manager fee.

## **8. Other Provisions**

### **A. Public Record**

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

### **B. Waiver/Cure of Minor Informalities, Errors and Omissions**

The Owner reserves the right to waive or permit cure of minor informalities, errors or omissions prior to the selection of a Respondent, and to conduct discussions with any qualified Respondents and to take any other measures with respect to this RFS in any manner necessary to serve the best interest of the Owner.

### **C. Communications with the Owner**

The Owner's Procurement Officer for this Request for Services is:

Harry Sarkis Terkanian, Town Administrator  
300 Main Street, Wellfleet, MA 02667  
(508) 349-0300

Facsimile: communication by facsimile not permitted.

Respondents that intend to submit a response are prohibited from contacting any of the Owner's staff other than the Procurement Officer or Assistant Town Administrator Brian J. Carlson, with the sole exception of requests to the Assistant Town Administrator for copies of this RFS. An exception to this rule applies to Respondents that currently do business with the Owner, but any contact made with persons other than the Procurement Officer or Assistant Town Administrator must be limited to that business, and must not relate to this RFS. In addition, such respondents shall not discuss this RFS with any of the

Owner's consultants, legal counsel or other advisors. ***FAILURE TO OBSERVE THIS RULE MAY BE GROUNDS FOR DISQUALIFICATION.***

**D. Costs**

The Owner will not be liable for any costs incurred by any Respondent in preparing a response to this RFS or for any other costs incurred prior to entering into a Contract with an Owner's Project Manager.

**E. Withdrawn/Irrevocability of Responses**

A Respondent may withdraw and/or resubmit their response prior to the deadline. No withdrawals or re-submissions will be allowed after the deadline.

**F. Rejection of Responses, Modification of RFS**

The Owner reserves the right to reject any and all responses if the Owner determines, within its own discretion, that it is in the Owner's best interests to do so. This RFS does not commit the Owner to select any Respondent, award any contract, pay any costs in preparing a response, or procure a contract for any services. The Owner also reserves the right to cancel or modify this RFS in part or in its entirety, or to change the RFS guidelines. A Respondent may not alter the RFS or its components.

**G. Subcontracting and Joint Ventures**

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

**H. Validity of Response**

Submitted responses must be valid in all respects for a minimum period of ninety (90) days after the submission deadline.

**FURTHER INFORMATION**

ATTACHMENTS:

Attachment A: Contract for Owner's Project Management Services

Attachment B: OPM Application Form

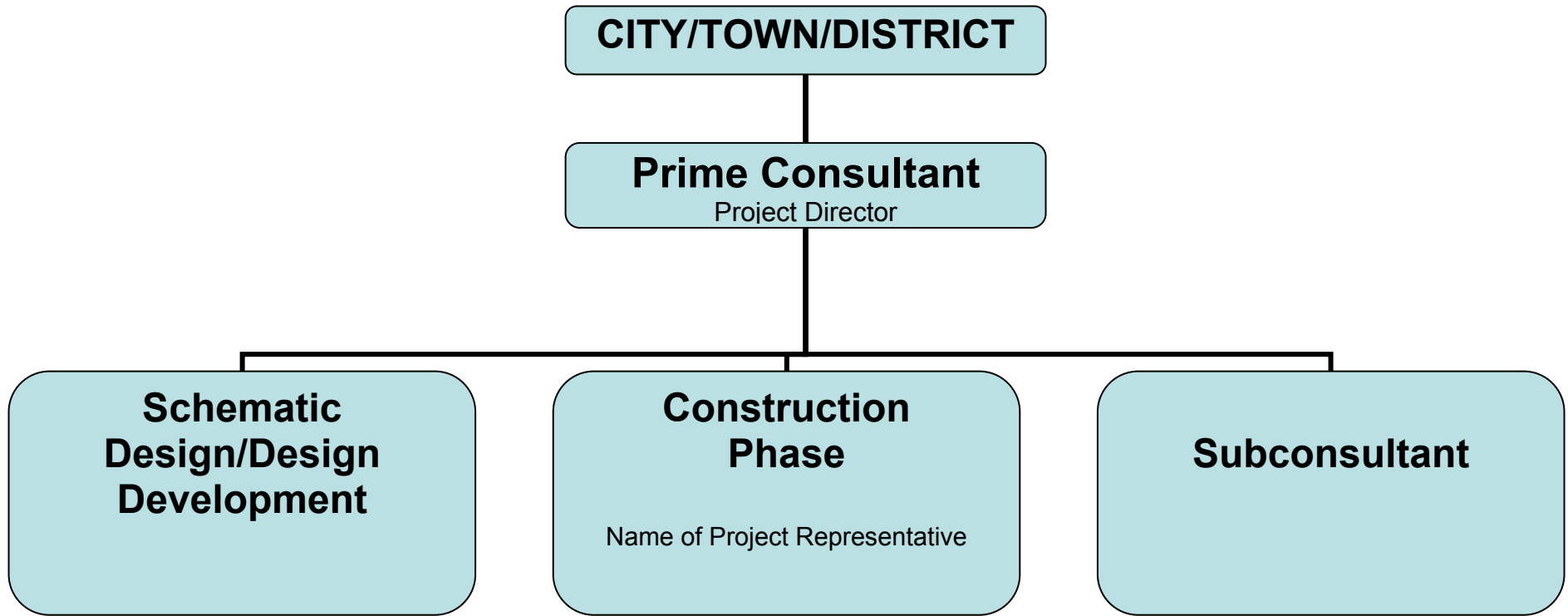
ATTACHMENT A  
STANDARD DESIGNER CONTRACT  
(Design/Bid/Build)



<b>Owner's Project Manager Application Form - May 2008</b>																							
1. Project Name/Location for Which Firm is Filing:																							
2a. Respondent, Firm (Or Joint-Venture) - Name And Address Of Primary Office To Perform The Work:	2b. Name And Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:																						
2c. Date Present And Predecessor Firms Were Established:	2d. Name And Address Of Parent Company, If Any:																						
2e. Federal ID #:	2f. Name of Proposed Project Director:																						
<p>3. Personnel From Prime Firm Included In Question #2 Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline):</p> <table style="width:100%; border: none;"> <tr> <td style="width: 33%;">Admin. Personnel _____</td> <td style="width: 33%;">Cost Estimators _____</td> <td style="width: 33%;">Other _____</td> </tr> <tr> <td>Architects _____</td> <td>Electrical Engrs. _____</td> <td>_____</td> </tr> <tr> <td>Acoustical Engrs. _____</td> <td>Environmental Engrs. _____</td> <td>_____</td> </tr> <tr> <td>Civil Engrs. _____</td> <td>Licensed Site Profs. _____</td> <td>_____</td> </tr> <tr> <td>Code Specialists _____</td> <td>Mechanical Engrs. _____</td> <td>_____</td> </tr> <tr> <td>Construction Inspectors _____</td> <td></td> <td>_____</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">Total _____</td> </tr> </table>			Admin. Personnel _____	Cost Estimators _____	Other _____	Architects _____	Electrical Engrs. _____	_____	Acoustical Engrs. _____	Environmental Engrs. _____	_____	Civil Engrs. _____	Licensed Site Profs. _____	_____	Code Specialists _____	Mechanical Engrs. _____	_____	Construction Inspectors _____		_____			Total _____
Admin. Personnel _____	Cost Estimators _____	Other _____																					
Architects _____	Electrical Engrs. _____	_____																					
Acoustical Engrs. _____	Environmental Engrs. _____	_____																					
Civil Engrs. _____	Licensed Site Profs. _____	_____																					
Code Specialists _____	Mechanical Engrs. _____	_____																					
Construction Inspectors _____		_____																					
		Total _____																					
<p>4. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																							

5.

List **ONLY** Those Prime and Sub-Consultant Personnel identified as Key personnel in the Response to Request for Services. This Information Should Be Presented Below In The Form Of An Organizational Chart modified to fit the firm's proposed management approach. Include Name of Firm And Name Of The Person:



6. Brief Resume for Key Personnel <b>ONLY</b> as indicated in the Request for Services. Resumes Should Be Consistent With The Persons Listed On The Organizational Chart In Question # 5. Additional Sheets Should Be Provided Only As Required For The Number Of Key Personnel And They Must Be In The Format Provided. By Including A Firm As A Subconsultant, The Prime Applicant Certifies That The Listed Firm Has Agreed To Work On This Project, Should The Team Be Selected.	
a. Name And Title Within Firm:	a. Name And Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name And Address Of Office In Which Individual Identified In 6a Resides:	c. Name And Address Of Office In Which Individual Identified In 6a Resides:
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Date of MCCPO Certification:	f. Date of MCCPO Certification:
g. Applicable Registrations and Certifications :	g. Applicable Registrations and Certifications:
h. Current Work Assignments And Availability For This Project:	h. Current Work Assignments And Availability For This Project
i. Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	i. Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed , If Not Current Firm):

7a Past Performance: List all Completed Projects, in excess of \$1.5 million, for which the Prime Applicant has performed, or has entered into a contract to perform Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.									
a. Project Name And Location Project Director	b. Brief Description Of Project And Services (Include Reference To Areas Of Similar Experience)	c. Project Dollar Value	d. Completion Date (Actual Or Estimate)	e. On Time (Yes Or No)	f. Original Construction Contract Value	g. Change Orders	h. Number of Accidents and Safety Violations	i. Dollar Value of any Safety fines	j. Number And Outcome Of Legal Actions
(1)									
(2)									
(3)									
(4)									
(5)									

7b. Past Performance: Provide the following information for those completed Projects listed above in 7a for which the Prime Applicant has performed, or has entered into a contract to perform (cont) Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.						
a. Project Name And Location Project Director	b. Original Project Budget	c. Final Project Budget	d. If different, provide reason(s) for variance	e. Original Project Completion	e. Actual Project Completion On Time (Yes or No)	f. If different, provide reason(s) for variance.
(1)						
(2)						
(3)						
(4)						
(5)						

8. **Capacity:** Identify all current/ongoing Work by Prime Applicant, Joint-Venture Members or Subconsultants. Identify project participants and highlight any work involving the project participants identified in the response.

Project Name And Location Project Director	b. Brief Description Of Project And Services (Include Reference To Areas Of Similar Experience)	c. Original Project Budget	d. Current Project Budget	d. Project Completion Date	e. Current forecast completion date On Time (Yes Or No)	f. Original Construction Contract Value	g. Number and dollar value of Change Orders	h. Number and dollar value of claims
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

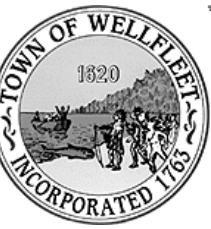
9. References: Provide the following information for completed and current Projects listed above in 7 and 8 for which the Prime Applicant has performed, or has entered into a contract to perform Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.						
a.	Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person	Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person	Project Name And Location Project Director	Client's Name, Address and Phone Number. Include Name of Contact Person
	1)		5)		9)	
	2)		6)		10)	
	3)		7)		11)	
	4)		8)		12)	

9. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Subconsultants. If Needed, Up To Three, Double-Sided 8 1/2" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE REQUIRED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED.**

10. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted By \_\_\_\_\_ Printed Name And Title \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)





# TOWN OF WELFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667

Tel (508) 349-0300 Fax (508) 349-0305

www.wellfleetma.org

## Project: Owner's Wellfleet Police Station Renovation

### Statement of State Tax Compliance

Description of Bid/Proposal      Owner's Project Manager Services for Police Station Renovation

Date of Bid \_\_\_\_\_

Pursuant to Chapter 323 of the Acts of 1983, Section 49A, I, \_\_\_\_\_ authorized signatory for \_\_\_\_\_, whose principal place of business is \_\_\_\_\_ do hereby certify under the pains of perjury that \_\_\_\_\_ has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Name of Person Signing Bid/Proposal

\_\_\_\_\_  
SSN or FID #

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Date

**This form must be included with the bid/proposal.**



# TOWN OF WELFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667

Tel (508) 349-0300 Fax (508) 349-0305

www.wellfleetma.org

## **Project: Wellfleet Police Station Renovation Certificate of Non-Collusion**

Description of Bid/Proposal      Owner's Project Manager Services for Police Station Renovation.

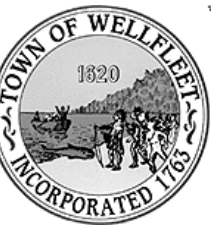
Date of Bid \_\_\_\_\_

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

\_\_\_\_\_  
Name of Person Signing Bid/Proposal

\_\_\_\_\_  
Name of Business

**This form must be included with the bid/proposal.**



# TOWN OF WELLFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667

Tel (508) 349-0300 Fax (508) 349-0305

www.wellfleetma.org

## Project: Wellfleet Police Station Renovation Acknowledgement of Principal

I \_\_\_\_\_ principal of

\_\_\_\_\_, holding the office of

\_\_\_\_\_ with said Company is hereby authorized to submit a bid/proposal on behalf of said Company for the following bid/proposal to the Town of Wellfleet: Owner's Project Manager Services for Police Station Renovation.

\_\_\_\_\_  
Name of Authorizing Person

\_\_\_\_\_  
Position/Office

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Company/Corporation/Partnership

\_\_\_\_\_  
Address (# Street or PO Box

\_\_\_\_\_  
telephone #

\_\_\_\_\_  
Town/State/Zip Code

\_\_\_\_\_  
email address

**This form must be included with the bid/proposal.**