



---

ARCHITECTURAL AND ENGINEERING DESIGN SERVICES

# NORFOLK POLICE AND FIRE STATIONS CONSTRUCTION PROJECT

Town of Norfolk, MA  
March 26, 2015

---

**HKT**  
architects inc.



# TABLE OF CONTENTS

## COVER LETTER

**SECTION A: DESIGNER SELECTION BOARD APPLICATION**

**SECTION B: PREVIOUS PROJECT EXPERIENCE**

Recent Project History

Projects of Similar Size + Scope

Comparative Chart

Project Sheets

**SECTION C: REFERENCES + REPUTATION**

**SECTION D: PROJECT APPROACH**

**SECTION E: PROPOSED STAFFING**

Organizational Chart

HKT Resumes

Consultant Qualifications

**SECTION F: SCHEDULE**

**SECTION G: GENERAL FIRM INFORMATION**

HKT Firm Profile

**SECTION H: REQUIRED FORMS**

Form A. DSB Form (see Section A)

Form B. Affidavit and Notary

Form C. Certificate of Non-Collusion

Form D. Certificate of Authority

Form E. Tax Certification

Insurance Certificates





William R. Hammer  
Walter Eric Kluz  
Janet M. Siemenda

March 26, 2015

Jack Hathaway  
Town Administrator  
Norfolk Town Hall  
One Liberty Lane, 2nd Floor  
Norfolk, MA 02056

**Re: Norfolk Police and Fire Stations Construction Project Design Services**

Dear Mr. Hathaway, Board of Selectmen and Public Safety Building Committee:

HKT is pleased to submit this proposal for the above-referenced project. We believe that we are uniquely qualified for this project based on our past experience in designing all types of municipal buildings including town offices, fire and police facilities and DPW complexes and relating them to the local fabric of the community. Furthermore, we pride ourselves on our careful programming and planning for all of our projects that have resulted in well organized plans that meet our clients' needs and look towards their future needs.

Our firm has designed a number of public safety facilities that are to be integrated into an existing building. For example, we have been selected by the City of Leominster to plan a new police station in an historic school building that was converted into the Plastics Museum. We have also repurposed industrial buildings into DPW facilities, such as the complex that has been recently completed in Amesbury. We have also studied the possibility of converting a school in Medfield into a police station with a new fire station attached. In this particular case, it was proven to be less expensive to build a new facility. The situation in Norfolk, however would seem to be a very economical solution.

We have also designed projects with limited budgets where we have made use of pre-engineered structures. These systems can be economical particularly for large span structures such as apparatus bays and for vehicle storage areas. Other than the Amesbury project, we have designed a combination of pre-engineered and conventional structures for the Northampton DPW and for the Northbridge DPW.

An important aspect that we bring to this project is the inclusion of Municipal Resources, Inc. on our team. MRI is a consulting firm of former town managers, police and fire chiefs and DPW directors who work with municipalities to help in a variety of ways. Alan Gould, a Vice President of MRI was a former police chief and town manager in Rye, NH. Alan was also a client when HKT was hired to design their public safety complex. We believe that MRI can bring a great wealth of independent experience from their work in helping to formulate a plan that is efficient and practical for your fire and police departments. This is a unique service that tests our designs through the lens of best practices and also allows us to look towards future trends. This is a service that many architects are not able to provide. In addition, as former municipal employees, they can be very helpful in explaining to the community why the facilities are needed and how the designs relate to the specific needs of the fire and police departments.

35 Medford Street  
Somerville, MA 02143  
T: 617.776.6545  
F: 617.776.6678  
[www.hktarchitects.com](http://www.hktarchitects.com)

HKT Architects has assembled a team with the experience required to make these facilities a thoughtful and appropriate project that can be embraced by the residents of Norfolk. Our consultant team is assembled from established firms who are more than qualified to meet your needs and budget.

We thank you again for the opportunity to present our team.

Very truly yours,  
**HKT Architects Inc.**

A handwritten signature in black ink, appearing to read "William R. Hammer". The signature is fluid and cursive, with a large, sweeping flourish at the end.

William R. Hammer AIA, LEED-AP  
Principal

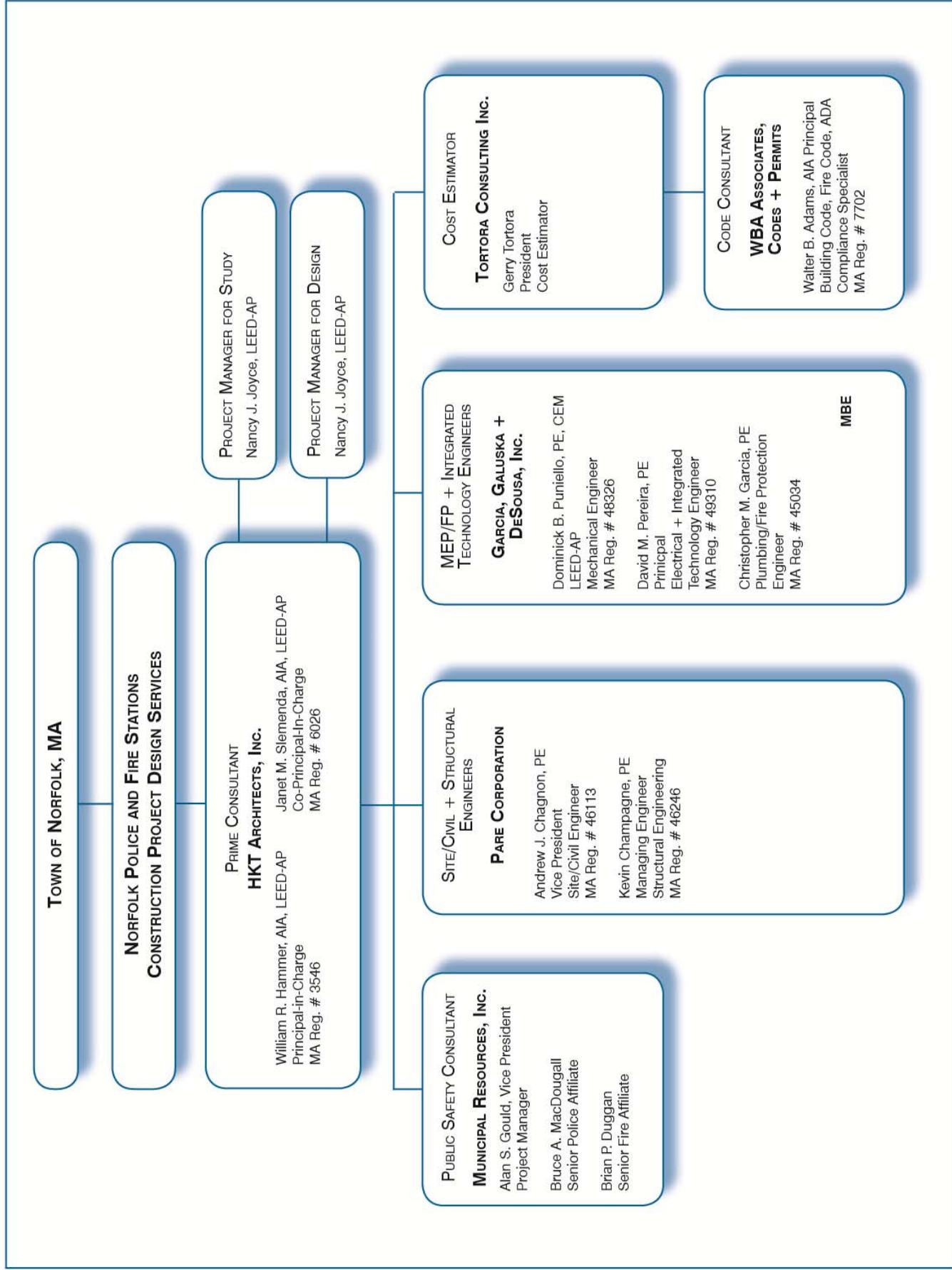


**SECTION A: DESIGNER SELECTION  
BOARD APPLICATION**



<p><b>Commonwealth of Massachusetts</b></p> <p><b>Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated May 2014)</b></p>	<p><b>1. Project Name/Location For Which Firm Is Filing:</b></p> <p style="text-align: center;"><b>Architectural and Engineering Design Services for the Renovation of the Existing Public Safety Building to House the Fire Department and the Renovation of 14 Sharon Avenue to House the Police Department</b></p> <p style="text-align: center;"><b>Norfolk, MA</b></p>	<p><b>2. Project #</b></p> <p style="text-align: center;">This space for use by Awarding Authority only.</p>																																																																																										
<p><b>3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:</b></p> <div style="text-align: center;">  <p><b>HKT Architects, Inc.</b> 35 Medford Street Somerville, MA 02143 T: 617.776.6545 F: 617.776.6678 www.hktarchitects.com</p> </div>	<p><b>3e. Name Of Proposed Project Manager:</b></p> <p>For Study: <b>Nancy J. Joyce, LEED-AP</b> For Design: <b>Nancy J. Joyce, LEED-AP</b></p>																																																																																											
<p><b>3b. Date Present and Predecessor Firms Were Established:</b></p> <p style="text-align: center;"><b>1991</b> <b>1971</b></p> <p><b>HKT Architects, Inc.</b> <b>Hammer, Kiefer &amp; Todd</b></p>	<p><b>3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:</b></p> <p style="text-align: center;"><b>N/A</b></p>																																																																																											
<p><b>3c. Federal ID #:</b></p> <p style="text-align: center;"><b>043112867</b></p>	<p><b>3g. Name and Address Of Parent Company, If Any:</b></p> <p style="text-align: center;"><b>N/A</b></p>																																																																																											
<p><b>3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required):</b></p> <p><b>William R. Hammer, Registered Architect, LEED-AP, Co-Principal-In-Charge, MA Reg. #3546</b> <b>Janet M. Slemenda, Registered Architect, LEED-AP, Co-Principal-In-Charge, MA Reg. #6026</b></p> <p>Email Address: <a href="mailto:whammer@hktarchitects.com">whammer@hktarchitects.com</a>   <a href="mailto:jslemenda@hktarchitects.com">jslemenda@hktarchitects.com</a> Telephone No.: <b>617.776.6545</b>   Fax No.: <b>617.776.6678</b></p>																																																																																												
<p><b>3h. Check Below if Your Firm Is Either:</b></p> <p>(1) SDO Certified Minority Business Enterprise (MBE) <input type="checkbox"/></p> <p>(2) SDO Certified Woman Business Enterprise (WBE) <input type="checkbox"/></p> <p>(3) SDO Certified Minority Woman Business Enterprise (MWBE) <input type="checkbox"/></p>																																																																																												
<p><b>4. Personnel From Prime Firm Included In Question #3a 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 And, Within Brackets, The Total Number Holding Massachusetts Registrations):</b></p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">Admin. Personnel</td> <td style="width:5%;">2</td> <td style="width:5%;">(</td> <td style="width:5%;"> )</td> <td style="width:15%;">Ecologists</td> <td style="width:5%;">(</td> <td style="width:5%;"> )</td> <td style="width:15%;">Licensed Site Profs.</td> <td style="width:5%;">(</td> <td style="width:5%;"> )</td> </tr> <tr> <td>Architects</td> <td>9</td> <td>(</td> <td>)</td> <td>Electrical Engrs.</td> <td>(</td> <td>)</td> <td>Mechanical Engrs.</td> <td>(</td> <td>)</td> </tr> <tr> <td>Acoustical Engrs.</td> <td></td> <td>(</td> <td>)</td> <td>Environmental Engrs.</td> <td>(</td> <td>)</td> <td>Planners: Urban./Reg.</td> <td>(</td> <td>)</td> </tr> <tr> <td>Civil Engrs.</td> <td></td> <td>(</td> <td>)</td> <td>Fire Protection Engrs.</td> <td>(</td> <td>)</td> <td>Specification Writers</td> <td>(</td> <td>)</td> </tr> <tr> <td>Code Specialists</td> <td></td> <td>(</td> <td>)</td> <td>Geotech. Engrs.</td> <td>(</td> <td>)</td> <td>Structural Engrs.</td> <td>(</td> <td>)</td> </tr> <tr> <td>Construction Inspectors</td> <td></td> <td>(</td> <td>)</td> <td>Industrial Hygienists</td> <td>(</td> <td>)</td> <td>Surveyors</td> <td>(</td> <td>)</td> </tr> <tr> <td>Cost Estimators</td> <td></td> <td>(</td> <td>)</td> <td>Interior Designers</td> <td>(</td> <td>)</td> <td></td> <td>(</td> <td>)</td> </tr> <tr> <td>Drafters</td> <td></td> <td>(</td> <td>)</td> <td>Landscape Architects</td> <td>(</td> <td>)</td> <td>Total</td> <td>(</td> <td>11</td> </tr> <tr> <td></td> <td></td> <td>(</td> <td>)</td> <td></td> <td>(</td> <td>)</td> <td></td> <td>(</td> <td>4</td> </tr> </table>			Admin. Personnel	2	(	)	Ecologists	(	)	Licensed Site Profs.	(	)	Architects	9	(	)	Electrical Engrs.	(	)	Mechanical Engrs.	(	)	Acoustical Engrs.		(	)	Environmental Engrs.	(	)	Planners: Urban./Reg.	(	)	Civil Engrs.		(	)	Fire Protection Engrs.	(	)	Specification Writers	(	)	Code Specialists		(	)	Geotech. Engrs.	(	)	Structural Engrs.	(	)	Construction Inspectors		(	)	Industrial Hygienists	(	)	Surveyors	(	)	Cost Estimators		(	)	Interior Designers	(	)		(	)	Drafters		(	)	Landscape Architects	(	)	Total	(	11			(	)		(	)		(	4
Admin. Personnel	2	(	)	Ecologists	(	)	Licensed Site Profs.	(	)																																																																																			
Architects	9	(	)	Electrical Engrs.	(	)	Mechanical Engrs.	(	)																																																																																			
Acoustical Engrs.		(	)	Environmental Engrs.	(	)	Planners: Urban./Reg.	(	)																																																																																			
Civil Engrs.		(	)	Fire Protection Engrs.	(	)	Specification Writers	(	)																																																																																			
Code Specialists		(	)	Geotech. Engrs.	(	)	Structural Engrs.	(	)																																																																																			
Construction Inspectors		(	)	Industrial Hygienists	(	)	Surveyors	(	)																																																																																			
Cost Estimators		(	)	Interior Designers	(	)		(	)																																																																																			
Drafters		(	)	Landscape Architects	(	)	Total	(	11																																																																																			
		(	)		(	)		(	4																																																																																			
<p><b>5. Has this Joint-Venture previously worked together?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																																																																																												

6. List **ONLY** Those Prime And Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm And Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:



<p>7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. Include Resumes of Project Managers. Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.</p>	<p>a. Name and Title Within Firm:  <b>William R. Hammer, Principal, Registered Architect, LEED-AP®</b></p> <p>b. Project Assignment:  <b>Principal-In-Charge</b></p> <p>c. Name and Address Of Office In Which Individual Identified In 7a Resides:   <b>HKT Architects, Inc.</b>  35 Medford Street  Somerville, MA 02143  T: 617.776.6545  F: 617.776.6878  www.hktarchitects.com</p> <p>d. Years Experience: With This Firm: <b>36</b> With Other Firms: <b>9</b></p> <p>e. Education: Degree(s) /Year/Specialization  <b>M. Arch. Urban Design / 1968, Harvard University</b>  <b>B. Arch. / 1965, Rhode Island School of Design</b></p> <p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number  <b>1973 /Architecture / MA Reg. #3546</b></p> <p>g. Current Work Assignments and Availability For This Project:    <b>40 % - Norfolk Police + Fire Construction Projects</b>  <b>35 % - Princeton Municipal Buildings Assessment</b>  <b>15 % - Salisbury Police Station</b>  <b>05 % - Holyoke Community College</b>  <b>05 % - HKT Administration/Business Development</b></p> <p>h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, if Not Current Firm):    <b>Municipal Projects</b>  Needham Facilities Master Plan Study, Needham, MA (Study)  Wellesley Capital Projects, Wellesley, MA (Renovations)  City of Cambridge House Doctor, Cambridge, MA (Renovations)  Cohasset Town Hall, Cohasset, MA (Study)  Salisbury Emergency Services Facility, Salisbury, MA (Study)  Medfield Police/Fire Station + Master Plan, Medfield, MA (Study)  Bridgewater Academy Building, Bridgewater, MA (Study)  Marshfield Fire Station, Marshfield, MA (New Construction)  Charlestown Police Station, Boston, MA (New Construction)  Northbridge DPW, Northbridge, MA (Feasibility Study)  Northampton Public Works, Northampton, MA (New Construction)  City of Cambridge, Cambridge, MA, City Hall Annex, (Renovations)</p>
<p>a. Name and Title Within Firm:</p>	<p>b. Project Assignment:</p>
<p>c. Name and Address Of Office In Which Individual Identified In 7a Resides:</p>	<p>d. Years Experience: With This Firm: _____ With Other Firms: _____</p> <p>e. Education: Degree(s) /Year/Specialization</p> <p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number</p> <p>g. Current Work Assignments and Availability For This Project:</p> <p>h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, if Not Current Firm):</p>

<p>7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. Include Resumes of Project Managers. Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.</p>	
a. Name and Title Within Firm:	<p><b>Janet M. Slemenda, Principal, Registered Architect</b>  <b>Co-Principal-In-Charge</b></p>
b. Project Assignment:	
c. Name and Address Of Office In Which Individual Identified In 7a Resides:	<p>  <b>HKT Architects, Inc.</b>            35 Medford Street            Somerville, MA 02143            T: 617.776.6545            F: 617.776.6678            www.hktarchitects.com         </p> <p>MBE <input type="checkbox"/> WBE <input type="checkbox"/></p>
d. Years Experience: With This Firm: <u>28</u> With Other Firms: <u>5</u>	
e. Education: Degree(s) /Year/Specialization	
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	<p><b>B. Architecture / 1980 / Pennsylvania State University</b>  <b>1984 / Architecture / MA Reg. #6026</b></p>
g. Current Work Assignments and Availability For This Project:	<p>30 % - <b>Norfolk Police + Fire Construction Projects</b>            25 % - <b>Salisbury Police Station</b>            20 % - <b>Boxborough Public Safety Study</b>            15 % - <b>Needham Facilities Master Plan</b>            10 % - <b>Brookline Municipal Services Center</b></p>
h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	<p><b>Municipal</b>            Salisbury Police Station, Salisbury, MA (Design for New Facility)            Needham Facilities Master Plan Study, Needham, MA (Study)            Salisbury Emergency Services Facilities, Salisbury, MA (Feasibility Study)            Marshfield Fire Station, Marshfield, MA (New Construction)            Norwell Police Station, Norwell, MA (Study)            Tisbury Emergency Services Center, Vineyard Haven, MA, (New Construction)            Charlestown Police Station, Boston, MA (New Construction)            Police / Fire / Rescue Facility, Truro, MA, (Study and Design for New Facility)            Fire/Police Public Safety Facility, Holbrook, MA, (Study and Design for New Facility)            Fire Station, Upton, MA , (Study and Design for new facility)            Rye Public Safety Facility, Rye, NH, (New Construction)            Life Safety Facility, Moultonborough, NH, (Study and Design for New Facility)            Police / Fire, Plaistow, NH, (Feasibility Study)            Police / Fire Public Safety Facility, Winchester, MA , (Feasibility study)            Fire Department / Police Sub-Station 2, Wayland, MA, (Feasibility study)            Waquoit Bay National Estuarine Research Reserve, Falmouth, MA (Master Plan Study)</p>
a. Name and Title Within Firm:	
b. Project Assignment:	
c. Name and Address Of Office In Which Individual Identified In 7a Resides:	<p>MBE <input type="checkbox"/> WBE <input type="checkbox"/></p>
d. Years Experience: With This Firm: _____ With Other Firms: _____	
e. Education: Degree(s) /Year/Specialization	
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	
g. Current Work Assignments and Availability For This Project:	
h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	<p><b>Department of Public Work's Facilities</b>            Brookline Municipal Services Center, Brookline, MA (Renovations)            Merrimack DPW, Merrimack, NH (Study for New Facility)            Salisbury DPW, Salisbury, MA ( Study for New Facility)            Northbridge DPW, Northbridge, MA, (Study for New Construction)            Northampton DPW, Northampton, MA, (Study for New Construction)            Deerfield DPW, Deerfield, MA (New Construction)            Deerfield Town Garage / EMS Facility, Deerfield, MA (Study for New Construction)            Whitman DPW, Whitman, MA, (Study for New Construction)            Amesbury DPW, Amesbury, MA, (New Construction)            Samuel Hadley Public Services Building, Lexington, MA , (New Construction)            Weston DPW, Weston, MA, (New Construction)            Chelmsford DPW, Chelmsford, MA, (Renovation)            Charlton DPW, Charlton, MA, (New Construction)            Waquoit Bay National Estuarine Research Reserve Maintenance Garage, Falmouth, MA (New Construction)</p>

7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. Include Resumes of Project Managers. Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.

<p>a. Name And Title Within Firm: <b>Nancy J. Joyce, LEED-AP®</b></p>	
<p>b. Project Assignment:</p>	
<p>c. Name And Address Of Office In Which Individual Identified In 7a Resides:</p>	<p>MBE <input type="checkbox"/></p> <p>WBE <input type="checkbox"/></p> <p>  <b>HKT Architects, Inc.</b>          35 Medford Street          Somerville, MA 02143          T: 617.776.6545          F: 617.776.6678          www.hktarchitects.com</p>
<p>d. Years Experience: With This Firm: <u>7</u> With Other Firms: <u>1</u></p>	<p>Years Experience: With This Firm: _____ With Other Firms: _____</p>
<p>e. Education: Degree(s) /Year/Specialization <b>B. Arts / 1993 / Tufts University</b> <b>M. Arch / 1999 / Washington University</b></p>	<p>Education: Degree(s) /Year/Specialization</p>
<p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number: <b>N/A</b></p>	<p>Active Registration: Year First Registered/Discipline/Mass Registration Number:</p>
<p>g. Current Work Assignments And Availability For This Project: <b>40 % - Norfolk Police + Fire Construction Projects</b> <b>60 % - Salisbury Police Station</b></p>	<p>Current Work Assignments And Availability For This Project:</p>
<p>h. Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): <b>Municipal Projects</b>          Merrimack Department of Public Works, Merrimack, NH (New Construction)          Chelmsford Fire Station, Chelmsford, MA (Study + Design)          Deerfield Highway Facility, Deerfield, MA (New Construction)          Deerfield Town Garage / EMS Facility, Deerfield, MA (Study for New Construction)          Bridgewater Academy Building, Bridgewater, MA (Study)          Tisbury Emergency Services Center, Vineyard Haven, MA, (New Construction) Weston DPW, Weston, MA (New Construction)          Northampton DPW, Northampton, MA (New Construction)          Samuel Hadley Public Services Facility, Lexington, MA (New Construction)          Department of Public Works, Amesbury, MA (Study)          Department of Public Works, Whitman, MA (Study)          Department of Public Works, Charlton, MA (New Construction)          Chelmsford Fire Department, Chelmsford, MA (Study + New Construction)          DCR - Waquoit Bay National Estuarine Research Reserve (E. Falmouth, MA – Master Plan)</p>	<p>Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):</p>

<p>7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers.</u> Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.</p>	<p>a. Name And Title Within Firm: <b>Alan S. Gould, Vice President</b></p> <p>b. Project Assignment: <b>Project Manager</b></p> <p>c. Name And Address Of Office In Which Individual Identified In 7a Resides: <b>Municipal Resources, Inc. 120 Daniel Webster Highway Meredith, NH 03253</b></p> <p>d. Years Experience: With This Firm: <u>5</u> With Other Firms: _____</p> <p>e. Education: Degree(s) /Year/Specialization <b>Bachelor of Science – Criminal Justice St. Anselm College, Goffstown, NH</b></p> <p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number <b>None</b></p> <p>g. Current Work Assignments And Availability For This Project: <b>Available to begin work on this project upon award of contract.</b></p> <p>h. Other Experience And Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): <b>Municipal Resources, Inc., Vice President, Chief Operating Officer 2008 to present Town Administrator, Rye, NH Emergency Management Director, Rye, NH Police Chief, Rye, NH All Police Department ranks, Salem, NH Adjunct Instructor, New Hampshire Police Standards and Training Council Adjunct Instructor, Hesser College Certified Public Manager Program, New Hampshire Dept. of Education and Training Law Enforcement Executive Development Program (LEEDS), Dept. of Justice – FBI Command Training Institute, Babson College, Wellesley, MA New Hampshire Police Academy, NH Police Standards &amp; Training Council New Hampshire Municipal Managers Association International Association of Chiefs of Police (IACP) FBI Law Enforcement Executive Development Association (LEEDA)</b></p> <p><b>Alan Gould</b> has performed more than twelve (12) police studies since joining MRI.</p>
<p>a. Name And Title Within Firm: <b>Bruce A. MacDougall, MRI – Team Member</b></p> <p>b. Project Assignment: <b>Senior Police Affiliate</b></p> <p>c. Name And Address Of Office In Which Individual Identified In 7a Resides: <b>Municipal Resources, Inc. 120 Daniel Webster Highway Meredith, NH 03253</b></p> <p>d. Years Experience: With This Firm: <u>11</u> With Other Firms: _____</p> <p>e. Education: Degree(s) /Year/Specialization <b>Master of Science in Criminal Justice Administration Northeastern University, Boston, MA Bachelor of Arts in American Government Boston University, Boston, MA</b></p> <p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number <b>None</b></p> <p>g. Current Work Assignments And Availability For This Project: <b>Available to begin work on this project upon award of contract.</b></p> <p>h. Other Experience And Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): <b>Municipal Resources, Inc., Public Safety Consultant 2002 to present Director, Massachusetts Police Leadership Institute 2006 – 2008 Chief of Police, Police Department, Methuen, MA 1995 – 2002 Law Enforcement Executive Development Program 1998 Federal Bureau of Investigation, Waltham, MA Police Executive Research Forum 1993 Senior Management Institute for Police, Andover, MA Essex County Chiefs of Police Association, Past President North East Massachusetts Law Enforcement Council, Past Vice-President Massachusetts Chiefs of Police Association International Chiefs of Police Association American Society of Industrial Security Northern Essex Community College, Criminal Justice Program Advisory Comm. Town Wide Capital Improvement and Construction Committee, Methuen, MA Instructor of Criminal Justice, Northern Essex Community College Instructor of Constitutional Law, Massachusetts Criminal Justice Training Council</b></p> <p><b>Bruce MacDougall</b> has performed more than twenty (20) police studies since joining MRI.</p>	<p>MBE <input type="checkbox"/></p> <p>WBE <input type="checkbox"/></p>

<p>7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers.</u> Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.</p>	<p>a. Name And Title Within Firm: <b>Brian P. Duggan, MRI – Team Member</b></p> <p>b. Project Assignment: <b>Senior Fire Affiliate</b></p> <p>c. Name And Address Of Office In Which Individual Identified In 7a Resides: <b>Municipal Resources, Inc. 120 Daniel Webster Highway Meredith, NH 03253</b></p> <p>d. Years Experience: With This Firm: _____ With Other Firms: _____</p> <p>e. Education: Degree(s) /Year/Specialization <b>1985 Double Major – Bachelors Business Management/Fire Science Providence College, Providence, RI 1995 Masters of Business Administration, Nichols College, Dudley, MA 1995 Executive Fire Officer Graduate, National Fire Academy, Emmitsburg, MD 2002 Chief Fire Officer Designation, Comm. On Fire Accreditation Int'l, Chantilly, VA 2008 Senior Executives in State and Local Govt. Certificate Harvard University, Kennedy School of Govt., Cambridge, MA 2012 Masters Degree in Homeland Security, Naval Post Graduate School, Monterey, CA</b></p> <p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number <b>None</b></p> <p>g. Current Work Assignments And Availability For This Project: <b>Available to begin work on this project upon award of contract.</b></p> <p>h. Other Experience And Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, if Not Current Firm): <b>MASSACHUSETTS OFFICE: 200 Easthampton Road Westhampton, MA 01027-9623</b>  <b>Fire Chief/Emergency Manager – Northampton, MA 1998 to present Massachusetts Fire Coordinator – Responsible for development and exercise of Mass Fire, Ambulance and Mass Decontamination Mobilization Plan Fire Chiefs of Massachusetts, Technology Committee Chairman</b>  <b>Brian Duggan has performed more than thirty-six (36) fire/EMS studies since joining MRI.</b></p> <p>MBE <input type="checkbox"/> WBE <input type="checkbox"/></p> <p>MBE <input type="checkbox"/> WBE <input type="checkbox"/></p>
--	--

<p>7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. Include Resumes of Project Managers. Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.</p>	
<p>a. Name And Title Within Firm: <b>Kevin M. Champagne, P.E., Senior Project Engineer</b></p>	<p>a. Name And Title Within Firm: <b>Andrew J. Chagnon, P.E., Vice President</b></p>
<p>b. Project Assignment: <b>Structural Engineering</b></p>	<p>b. Project Assignment: <b>Site / Civil Engineering</b></p>
<p>c. Name And Address Of Office In Which Individual Identified In 7a Resides:  <b>PARE</b> Pare Corporation 8 Blackstone Valley Place Lincoln, RI 02865</p>	<p>c. Name And Address Of Office In Which Individual Identified In 7a Resides:  <b>PARE</b> Pare Corporation 10 Lincoln Road, Suite 103 Foxboro, MA 02035</p>
<p>d. Years Experience: With This Firm: <u>15</u> With Other Firms: <u>1</u></p>	<p>d. Years Experience: With This Firm: <u>16</u> With Other Firms: <u>2</u></p>
<p>e. Education: Degree(s) / Year / Specialization <b>B.S./2000/Civil Engineering</b></p>	<p>e. Education: Degree(s) / Year / Specialization <b>B.S./1993/Civil Engineering</b></p>
<p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number <b>2005 / Professional Engineer – Structural / Massachusetts #46246</b> <b>Also P.E. in RI, NY</b></p>	<p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number <b>2005 / Professional Engineer – Civil / Massachusetts #46113</b> <b>Also P.E. in RI, CT, VT</b></p>
<p>g. Current Work Assignments And Availability For This Project: Mr. Champagne is currently involved in the new Police Station in Salisbury, MA; structural renovations to Craig Lee Hall and Gaige Hall at Rhode Island College; construction of a new wash bay and renovations at the Brookline DPW facility; and miscellaneous dam repair and pump station projects. He can commit 20% of his time to this project.</p>	<p>g. Current Work Assignments And Availability For This Project: Mr. Chagnon is the Project Manager for PARE's involvement in the new Medfield Police and Fire Station, several projects for DCAM, and design or construction administration of several new schools in Massachusetts. He will be available to commit approx. 10% of his time to this project.</p>
<p>h. Other Experience And Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, if Not Current Firm):  Mr. Champagne has 16 years of experience on a wide range of structural assignments, including the analysis and design of buildings, waterfront structures, bridges, and support facilities. Relevant projects include:</p> <ul style="list-style-type: none"> <li>• Hull Police &amp; Town Hall Structural Assessment, Hull, MA.</li> <li>• Salisbury Police Station, Salisbury, MA.</li> <li>• Marshfield Fire Station One, Marshfield, MA</li> <li>• Medfield Public Safety Facility Feasibility, Medfield, MA</li> <li>• Rhode Island State Police Garage, Scituate, RI.</li> <li>• Needham Facilities Master Plan, Needham, MA.</li> <li>• Schofield Armory/Command Readiness Center, Cranston, RI.</li> <li>• Brookline DPW Facility Renovations, Brookline, MA.</li> <li>• Northbridge DPW Facility Feasibility Study &amp; Site Design, Northbridge, MA.</li> <li>• Cambridge City Hall Annex Equipment Platform, Cambridge, MA.</li> <li>• Wellesley Capital Projects Structural Repairs, Wellesley, MA.</li> <li>• Boston College High School Addition &amp; Renovation, South Boston, MA.</li> <li>• Christa McAuliffe Regional Charter School Renovation, Framingham, MA.</li> </ul>	<p>h. Other Experience And Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, if Not Current Firm):  Mr. Chagnon performs a variety of engineering assignments related to the planning, design and construction of site development projects, including a variety of educational, transportation, infrastructure, residential, commercial, and industrial projects. Representative projects include:</p> <ul style="list-style-type: none"> <li>• Medfield Public Safety Facility Feasibility &amp; Final Design, Medfield, MA.</li> <li>• Salisbury Police, Fire, and DPW Feasibility Study, Salisbury, MA.</li> <li>• Westwood Public Safety Feasibility Study, Westwood, MA.</li> <li>• Norwell Police Station Feasibility Study, Norwell, MA.</li> <li>• Marshfield Fire Station One, Marshfield, MA</li> <li>• Amesbury DPW Facility Feasibility Study, Amesbury, MA.</li> <li>• New Plymouth North High School, Plymouth, MA.</li> <li>• UMass Boston Parking Lots - Multiple Projects (DCAM), Boston, MA.</li> <li>• Somerville District Courthouse Parking Lot (DCAM), Somerville, MA.</li> <li>• New Natick High School, Natick, MA.</li> <li>• Andover Schools Site Improvements, Andover, MA</li> <li>• East Bridgewater High School Site Selection, East Bridgewater, MA.</li> </ul>

<p>7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. Include Resumes of Project Managers. Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.</p>	
<p>a. Name and Title Within Firm: <b>Dominick B. Puniello, P.E., CEM, LEED AP - Principal</b></p> <p>b. Project Assignment: <b>Mechanical Engineer</b></p>	<p>a. Name and Title Within Firm: <b>David M. Pereira, P.E. - Principal</b></p> <p>b. Project Assignment: <b>Electrical and Integrated Technology Engineer</b></p>
<p>c. Name and Address Of Office In Which Individual Identified In 7a Resides:           Garcia, Galuska, &amp; DeSousa, Inc.          370 Faunce Corner Road          Dartmouth, MA 02747</p> <p>d. Years Experience: With This Firm: <u>6</u> With Other Firms: <u>12</u></p> <p>e. Education: Degree(s) /Year/Specialization <b>BS – 1996 - Mechanical and Electrical Engineering</b></p> <p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number <b>2009 / Mechanical / MA#48326</b></p> <p>g. Current Work Assignments and Availability For This Project:  <ul style="list-style-type: none"> <li>• Barnstable High School Rooftop Units Replacement</li> <li>• Weston Police Headquarters</li> <li>• Medfield Public Safety Building</li> <li>• Swansea Police Station HVAC System Repair</li> </ul> <b>Mr. Puniello</b> is available any number of hours required to successfully complete this project.         </p> <p>h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):  <ul style="list-style-type: none"> <li>• New Springfield (White Street) Fire Station (LEED Gold)</li> <li>• Whitman Police Station</li> <li>• Nantucket Public Safety Building</li> <li>• Gardner Police Station</li> <li>• Swansea Police Station HVAC System Engineering Analysis Study</li> <li>• Gloucester Public Safety Building Master Plan</li> <li>• Norwell Public Safety Facility</li> <li>• Nantucket Public Safety Building</li> </ul> </p>	<p>c. Name and Address Of Office In Which Individual Identified In 7a Resides:           Garcia, Galuska, &amp; DeSousa, Inc.          370 Faunce Corner Road          Dartmouth, MA 02747</p> <p>d. Years Experience: With This Firm: <u>15</u> With Other Firms: <u>0</u></p> <p>e. Education: Degree(s) /Year/Specialization <b>University of Massachusetts BS – 2004/Electrical Engineering</b></p> <p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number <b>2010/Electrical/Reg#49310</b></p> <p>g. Current Work Assignments and Availability For This Project:  <ul style="list-style-type: none"> <li>• Ayer-Shirley Regional High School</li> <li>• Winchester High School Study</li> <li>• Martin Luther King Jr. School</li> </ul> <b>Mr. Pereira</b> is available any number of hours required to successfully complete this project..         </p> <p>h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):  <ul style="list-style-type: none"> <li>• Gardner Police Station</li> <li>• Nantucket Public Safety Building</li> <li>• North Brookfield Police Station</li> <li>• Foxboro Public Safety Building</li> <li>• Whitman Police Station</li> <li>• Groton Fire Station</li> <li>• Holliston Police Station</li> <li>• Barnstable Police Cell Block Renovation</li> <li>• Medfield Public Safety Building</li> <li>• Dartmouth Fire Department No. 3</li> <li>• North Attleborough Police Station</li> </ul> </p>

<p>7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. Include Resumes of Project Managers. Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.</p>	
a.	Name and Title Within Firm: <b>Christopher M. Garcia, P.E. - Principal</b>
b.	Project Assignment: <b>Plumbing &amp; Fire Protection Engineer</b>
c.	Name and Address Of Office In Which Individual Identified In 7a Resides:  Garcia, Galluska, & DeSousa, Inc. 370 Faunce Corner Road Dartmouth, MA 02747 MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/>
d.	Years Experience: With This Firm: <b>19</b> With Other Firms: <b>0</b>
e.	Education: Degree(s) /Year/Specialization <b>BS -1995- Civil Engineering</b>
f.	Active Registration: Year First Registered/Discipline/Mass Registration Number <b>2002 / Civil / MA #45034</b>
g.	Current Work Assignments and Availability For This Project: <ul style="list-style-type: none"> <li>West Bridgewater Middle/High School</li> <li>Norwell Public Safety Facility</li> <li>Wichendon Police Station</li> </ul> <b>Mr. Garcia</b> is available any number of hours required to successfully complete this project.
h.	Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): <ul style="list-style-type: none"> <li>Groton Fire Station</li> <li>Whitman Police Station</li> <li>Springfield (White Street) Fire Station (LEED Gold)</li> <li>Gardner Police Station</li> <li>Newton Fire Station No. 7</li> <li>North Brookfield Police Station</li> <li>Foxborough Public Safety Building</li> <li>Holliston Police Station</li> <li>Chatham Police Department and Town Hall Annex</li> <li>Nantucket Public Safety Building</li> </ul>
a.	Name and Title Within Firm:
b.	Project Assignment:
c.	Name and Address Of Office In Which Individual Identified In 7a Resides: MBE <input type="checkbox"/> WBE <input type="checkbox"/>
d.	Years Experience: With This Firm: _____ With Other Firms: _____
e.	Education: Degree(s) /Year/Specialization
f.	Active Registration: Year First Registered/Discipline/Mass Registration Number
g.	Current Work Assignments and Availability For This Project:
h.	Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):

<p>7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers.</u> Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.</p>	
<p>a. Name and Title Within Firm:</p>	<p>a. Name and Title Within Firm:</p> <p><b>Gerry Tortora, President</b></p>
<p>b. Project Assignment:</p>	<p>b. Project Assignment:</p> <p><b>Cost Estimator</b></p>
<p>c. Name and Address Of Office In Which Individual Identified In 7a Resides:</p>	<p>c. Name and Address Of Office In Which Individual Identified In 7a Resides:</p> <p><b>TCI - Tortora Consulting Inc. 165 Middlesex Turnpike Suite 106 Bedford, Ma 01730</b></p> <p>MBE <input type="checkbox"/> WBE <input type="checkbox"/></p>
<p>d. Years Experience: With This Firm: _____ With Other Firms: _____</p>	<p>d. Years Experience: With This Firm: <b>12</b> With Other Firms: <b>14</b></p>
<p>e. Education: Degree(s) /Year/Specialization</p>	<p>e. Education: Degree(s) /Year/Specialization</p> <p><b>BS Construction Management, 1989 Wentworth Institute of Technology</b></p>
<p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number:</p>	<p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number</p> <p><b>N/A</b></p>
<p>g. Current Work Assignments and Availability For This Project</p>	<p>g. Current Work Assignments and Availability For This Project:</p> <ol style="list-style-type: none"> <li>1. <b>Salisbury Police Department DD estimate</b></li> <li>2. <b>Volpe Transportation center - Replace and Relocate Fire Pump 50%</b></li> <li>3. <b>VA Medical Center – Multiple Project</b></li> </ol>
<p>h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, if Not Current Firm):</p>	<p>h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, if Not Current Firm):</p> <p><b>Construction Cost Estimator, Divisions 1-16 Member of Society of Professional Estimators Massachusetts Unrestricted Construction Supervisor's License</b></p>

<p>7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers.</u> Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.</p>	
<p>a. Name And Title Within Firm:</p> <p><b>Walter B. Adams, AIA Principal</b></p>	<p>a. Name And Title Within Firm:</p>
<p>b. Project Assignment:</p> <p><b>Building Code, Fire Code, and ADA Compliance Specialist</b></p>	<p>b. Project Assignment:</p>
<p>c. Name And Address Of Office In Which Individual Identified In 7a Resides:</p> <p><b>WBA Associates, Codes &amp; Permits 36 River Ridge Wellesley Hills, MA</b></p>	<p>c. Name And Address Of Office In Which Individual Identified In 7a Resides:</p> <p>MBE <input type="checkbox"/> WBE <input type="checkbox"/></p>
<p>d. Years Experience: With This Firm: <b>22</b> With Other Firms: <b>20</b></p>	<p>d. Years Experience: With This Firm: With Other Firms:</p>
<p>e. Education: Degree(s) /Year/Specialization</p> <p><b>B. Science, 1969, Building Science, RPI – Troy, NY B. Architecture, 1969, Architecture, RPI – Troy, NY</b></p>	<p>e. Education: Degree(s) /Year/Specialization</p>
<p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number</p> <p><b>Architect, 1989, Mass Lic # 7702 Construction Supervisor, 1986, Mass Lic #047700 Certified Building Commissioner, Mass 1992</b></p>	<p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number:</p>
<p>g. Current Work Assignments And Availability For This Project:</p> <p><b>Mr. Adams is involved in code review on 12 new construction and building alterations projects, in various stages of design, including multi-family housing, dormitories, faculty office and classroom buildings and office buildings. He is available to provide code consulting services on this project.</b></p>	<p>g. Current Work Assignments And Availability For This Project:</p>
<p>h. Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):</p> <p><b>Mr. Adams has provided code analysis services for dozens of public and private college and university building construction and alteration projects. He served 15 years as the Commissioner of Inspectional Services for the cities of Somerville and Newton, MA, and Boston's, Chief Plans Examiner. He has taught Codes Courses at Boston Architectural College, and has lectured on codes at UMass, Amherst, and Suffolk University. Mr. Adams as served for 18 years, as an appointed member (registered Architect) on Board of Building Regulations and Standards Fire Protection, Fire Prevention Advisory Board, and belongs to ICC and NFPA National Building Code Organizations. Mr. Adams is also a recognized expert in use of the building code chapter for existing buildings to allow alterations without requiring full compliance with the code for new construction.</b></p>	<p>h. Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):</p>

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include **ONLY** Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).

a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	c. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1) <b>Salisbury Police Station Salisbury, MA</b>  Janet M. Slemenda AIA, LEED-AP Principal in Charge William R. Hammer, AIA, LEED-AP Co-Principal in Charge	<ul style="list-style-type: none"> <li>• 18,000 sf new police station</li> </ul> <p><b>Features</b></p> <ul style="list-style-type: none"> <li>• Approval from Conservation Commission, Planning Board and Zoning Board for height variance</li> <li>• Small footprint to allow for maximum distance from wetlands</li> <li>• Consideration for the future growth of the department</li> </ul>	Tom Fowler Chief of Police Town of Salisbury 24 Railroad Ave. Salisbury, MA 978.465.3121 tfowler@salisburypolice.com	In Progress (Est. 2016)	Est. \$8,600	\$750

After the completion of the 2013 Salisbury Emergency Services Facilities Study, the Town approved to proceed with schematic design for a new police station. Preliminary work included review of programming documents, site analysis following completion of the survey and wetlands flagging, development of plan options to meet operational needs and elevation studies. Because of the restrictive site, the team went before the Conservation Commission, Planning Board and Zoning Board of Appeals for a height variance. The variance would allow for a smaller footprint and maximizing wetlands setbacks. This will also allow for future growth within the department.



<p><b>Boxborough Public Safety Boxborough, MA</b></p> <p>Janet M. Siemenda AIA, LEED-AP Principal in Charge William R. Hammer, AIA, LEED-AP Co-Principal in Charge</p>	<p>• 35,000 sf public safety facility</p> <p><b>Features</b></p> <ul style="list-style-type: none"> <li>• Approval from Conservation Commission, Planning Board and Zoning Board for height variance</li> <li>• Small footprint to allow for maximum distance from wetlands</li> </ul> <p>Consideration for the future growth of the department</p>	<p>Chief Warren B. Ryder Boxborough Police Department 520 Massachusetts Avenue Boxborough, MA 01719 978-264-1751 Admin Line</p>	<p>In Progress (Est. 2015)</p> <p>Est. \$20,000</p> <p>\$22.3</p>	
<p>The existing Boxborough fire station was originally constructed in the early 1960's for a fully volunteer fire department and no longer suits the needs of a full-time professional department. Administrative spaces and living quarters are inadequate and apparatus bays are undersized for modern equipment. The existing Boxborough police station was built in 1989. Not long after occupying the building, the police department outgrew the dispatch facilities as technology rapidly changed. Like the fire station, the police station is undersized for current operations. Operations are also hindered by a poor workflow throughout the station.</p> <p>The Town of Boxborough asked HKT to conduct a space needs assessment of the Boxborough police and fire departments. The study included developing a proposed building program based on current and anticipated future needs of the departments and an assessment of the existing police and fire stations and their shared site. Conceptual site and building schemes were developed exploring options for renovations and additions to one or both buildings as well as construction of a new combined facility on the existing site. HKT then established estimated probable project costs taking into account phasing and temporary facilities needs dictated by redevelopment of an existing site.</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="365 273 868 1029"> <p><b>C – REUSE PD ONLY – MAJOR RENOVATIONS &amp; ADDITIONS</b></p> <p>20 January 2015</p> </div> <div data-bbox="917 273 1437 1029"> <p><b>F – ALL NEW CONSTRUCTION ON TWO LEVELS</b></p> <p>20 January 2015</p> </div> </div>				

<p>(2) <b>Charlestown Police Station</b> Boston, MA</p> <p>Janet M. Slemenda AIA , LEED AP Principal In Charge William R. Hammer, AIA, LEED AP Co-Principal In Charge</p>	<ul style="list-style-type: none"> <li>• 19,200 sf new district police station</li> </ul> <p><b>Features</b></p> <ul style="list-style-type: none"> <li>• Administrative areas</li> <li>• Work areas</li> <li>• Maintenance garage</li> <li>• A meeting room</li> <li>• A lock-up facility</li> <li>• Community access to multi-use spaces</li> <li>• Designed for energy efficiency</li> <li>• Developed under the City's New Green Building Initiative.</li> </ul>	<p>Robert J. Newton, Project Manager City of Boston Public Facilities Department 26 Court Street, 10<sup>th</sup> floor Boston, MA 02108 617.635.0553</p>	<p>October 2008</p> <p>\$9,100</p> <p>\$549</p>
<p>As part of the City's Green Building Initiative, this new district police station incorporates sustainable design strategies for energy efficiency and healthy environments. Specifically, the building design maximizes daylighting, increases indoor air quality, reduces energy costs, and provides a strong visual connection to the surrounding community. The building program includes administrative offices, work areas, a lock-up facility, maintenance garage, a community meeting room, and a Community Service office. The major goal was to integrate a contemporary facility into the historic Charlestown neighborhood.</p>			

<p>(3) <b>Tisbury Emergency Services Facility</b> Tisbury, MA</p> <p>Janet M. Slemenda AIA, LEED AP, Principal in Charge</p> <p>Michael A. Lawrence Project Manager</p>	<p>• 18,000 sf new construction</p> <p><b>Features</b></p> <ul style="list-style-type: none"> <li>• Consolidated emergency services</li> <li>• Supports Fire services</li> <li>• Supports Emergency Medical Services</li> <li>• Provides housing for emergency volunteers</li> <li>• Community meeting house</li> <li>• Integrated into residential neighborhood</li> <li>• Design sensitive to Martha's Vineyard building vernacular</li> <li>• Energy efficient systems and construction</li> </ul>	<p>Joe Tierney, Chair Chief John F. Schilling Fire Chief 21 Beach Street Vineyard Haven, MA 02568 508.696.4246</p>	<p>Summer 2012</p>	<p>\$6,200</p>	<p>\$535</p>
---	---	--	--------------------	----------------	--------------

The goal of this project was to consolidate Tisbury's previously scattered emergency service operations into one structure on a town-owned, steeply sloped site, which includes a municipal leaching field and is located just outside the center of town. The building supports both the Fire Department and Emergency Medical Services, provides housing for emergency volunteers, and acts as a community meeting house. The project, located across from an elementary school and within a residential area, was designed to integrate itself within both neighborhoods. One major goal of the Town was to plan for the most sustainable structure possible that would also be sensitive to the Martha Vineyard's building vernacular. Features include: solar thermal hot water, geothermal wells, super-insulated building envelope, daylighting and improved indoor air quality.



<p>(4) <b>Holbrook Public Safety Facility</b>          Holbrook, MA          Janet M. Slemenda AIA, LEED AP          Principal In Charge</p>	<ul style="list-style-type: none"> <li>• 7300 sf Police department functions</li> <li>• 13,700 sf Fire service needs</li> <li>• 1000 sf Training and Community meeting space</li> </ul> <p><u>Features</u></p> <ul style="list-style-type: none"> <li>• New state-of-the-art public safety facility</li> <li>• Training and community rooms</li> <li>• Police department functions</li> <li>• Fire service needs</li> </ul>	<p>Edward O'Brien, Chief          Holbrook Fire Department          300 South Franklin Street          Holbrook, MA          781.767.1528</p>	<p>2005</p>	<p>\$3,990</p> <p>\$30          (feasibility study)          \$330 (design fee)</p>
<p>The first new town structure built in 30 years, the facility reflects a desire by town leaders to create a contemporary civic building that respectfully integrates itself within a residential neighborhood. HKT assessed the existing police station and two fire station buildings to develop a program to meet the needs for a centrally located shared facility. HKT provided preliminary design and cost estimating, subsequently presented and approved at Town Meeting, and then completed documents to move the project forward.</p> <p>Some of the features of the new building include a sally port, repair/im pound bay, booking, search and holding cells, squad room, evidence &amp; armory, interview, administrative offices, dispatch, training/community room, fitness, a two-level seven-bay apparatus area, triage room, living and sleeping quarters, and support facilities.</p>		   		

<p>(5) <b>Rye Public Safety Facility</b>  Rye, NH  Janet M. Stiemenda AIA, LEEDAP  Principal in Charge</p>	<ul style="list-style-type: none"> <li>• 23,000 sf new construction</li> </ul> <p><b>Features</b></p> <ul style="list-style-type: none"> <li>• Combined public safety facility (Police, Fire and EOC)</li> <li>• Correlates with residential character and historic district of NH community</li> <li>• Sally-port</li> <li>• 4-bay apparatus area</li> <li>• Storage and support</li> <li>• Meeting room</li> <li>• Booking</li> </ul>	Kevin Walsh (Chief of Police) Rye Police Department 37 Central Road Rye, NH 603.964.7450	2005	\$3,000	\$35 (study fee) \$330 (design fee)
--	---	--	------	---------	--



HKT studied the feasibility of a combined public safety facility on one of three sites and ultimately provided preliminary designs with cost estimates that were presented and approved at Town Meeting. This fully occupied facility provides a building for police, fire, and an emergency operations center. Respectful of its context, both the massing and materials of the building are harmonious with the residential character of the historic district of this New Hampshire shore community.

Some of the features of the new building include a sally port, four-bay apparatus area, storage and support facilities, dispatch, living and sleeping quarters, administrative offices, training room, meeting room, booking, search and holding cell areas, evidence storage, armory, and squad room.

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement and They Must Be In The Format Provided.

Sub-Consultant Name: <b>Municipal Resources, Inc.</b>		e. Project Cost (In Thousands)			
a. Project Name and Location Principal-in-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address and Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1) <b>Dedham Police Station</b> 600 High Street Dedham, MA  Alan S. Gould, Principal-in-Charge David Kurz, Team Member Bruce MacDougall, Team Member	Preliminary police facility assessment pursuant to organizational study.	William G. Keegan Town Administrator 26 Bryant Street Dedham, MA 02026 (781) 751-9100	2012	n/a	Contract Amount: \$47.85
(2) <b>Gloucester Police Station</b> 197 Main Street Gloucester, MA  Alan S. Gould, Principal-in-Charge Bruce MacDougall, Team Member	Preliminary police facility assessment pursuant to organizational study.	James A. Duggan Chief Administrative Officer 9 Dale Avenue Gloucester, MA 01930 (978) 281-9700	2009	n/a	Contract Amount: \$48.975
(3) <b>Lexington Fire Department</b> 45 Bedford Street Lexington, MA 02420  Alan S. Gould, Principal-in-Charge Donald Bliss, Team Member	Preliminary fire facility assessment pursuant to organizational study.	Carl F. Valente Town Manager 1625 Massachusetts Avenue Lexington, MA 02420 (781) 862-0500	Ongoing (2012)	n/a	Contract Amount: \$34.785
(4) <b>Dedham Fire Station</b> 436 Washington Street Dedham, MA  Alan S. Gould, Principal-in-Charge David Kurz, Team Member Bruce MacDougall, Team Member	Preliminary fire facility assessment pursuant to organizational study.	William G. Keegan Town Administrator 26 Bryant Street Dedham, MA 02026 (781) 751-9100	2012	n/a	Contract Amount: \$47.85
(5) <b>Milville Police Station</b> 10 Central Street Milville, MA  Donald R. Juitton, Principal-in-Charge Bruce MacDougall, Team Member	Preliminary police facility assessment pursuant to organizational study.	Helen M. Coffin Executive Secretary Town of Milville PO Box 703 Milville, MA 01529 (508) 883-1186	2007	n/a	Contract Amount: \$9.975

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement.

Sub-Consultant Name: PARE CORPORATION				
a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands) Construction Costs (Actual, Or Estimated If Not Completed)      Fee for Work for Which Firm Was Responsible
(1) <b>Medfield Public Safety Facility Feasibility Study and Final Design</b> Medfield, MA PIC: Kenneth DeCosta, P.E.	Provided a study and conceptual design of a new police/fire facility which included investigating available utilities and providing structural evaluation of existing Town Buildings. Multiple options were developed including utilization of existing buildings and/or new construction. Currently providing civil engineering for final design.	Town of Medfield Contact: Dore and Whittier Architects, Inc. 260 Merrimac Street, Bldg. 7 Newburyport, MA 01950 Mr. Donald Walter, AIA, NCARB 978-499-2999	2015	\$19,000      \$55
(2) <b>Westwood Public Safety Feasibility Study</b> Westwood, MA PIC: Kenneth DeCosta, P.E.	Provided site, regulatory, traffic, utility, civil, and environmental services for study to assess conditions & evaluate development opportunities at multiple sites for police and fire facilities. Provided conceptual site layout and civil design for potential opportunities on each site.	Town of Westwood Contact: Dore and Whittier Architects, Inc. 260 Merrimac Street, Bldg. 7 Newburyport, MA 01950 Mr. Donald Walter, AIA, NCARB 978-499-2999	2015	\$10,000      \$45
(3) <b>Norwell Police Station Evaluation &amp; Schematic Design</b> Norwell, MA PIC: Kenneth DeCosta, P.E.	Provided site/civil and structural engineering for evaluation of existing police station.	Town of Norwell Contact: HKT Architects 35 Medford Street Somerville, MA 02143 W. Eric Kluz, AIA, LEED-AP 617-776-6545	2012	\$9,000      \$42
(4) <b>Marshfield Fire Station One</b> Marshfield, MA PIC: Kenneth DeCosta, P.E.	Providing engineering services associated with the design study for the replacement of the existing Station One Fire Station.	Town of Marshfield Contact: HKT Architects 35 Medford Street Somerville, MA 02143 W. Eric Kluz, AIA, LEED-AP 617-776-6545	2013	\$3,500      \$12
(5) <b>Salisbury Police Station, Fire Station, &amp; DPW Study</b> Salisbury, MA PIC: Kenneth DeCosta, P.E.	Provided consulting services to evaluate five potential sites for a police station, fire station, and DPW headquarters. The study included land acquisition, utility evaluation, conceptual build-out, and constraints analysis to select the appropriate sites. The citizens approved funding for the next stage at Town Meeting in May 2014.	Town of Salisbury Contact: HKT Architects 35 Medford Street Somerville, MA 02143 W. Eric Kluz, AIA, LEED-AP 617-776-6545	2013	\$3,500      \$390

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement.

Sub-Consultant Name: **Garcia, Galuska & DeSousa Consulting Engineers, Inc.**

a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Relevant Experience)	c. Client's Name, Address And Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was/Is Responsible
(1) <b>Whitman Police Station</b> Whitman, MA  Dominick B. Puniello, P.E.	New construction of approximately 17,000 square feet made up of general administrative areas, training area, cells, dispatch and storage bays. Design included services for Plumbing, Fire Protection, HVAC, Electrical, Security and Technology.	Donham and Sweeney Architects 68 Harrison Avenue Boston, MA 02111  Jeff Shaw, AIA 617-423-1400	2011	\$5,400	\$112
(2) <b>Chatham Police Department and Town Hall Annex</b> Chatham, MA  Christopher M. Garcia, P.E.	High performance design techniques included high efficiency chillers, condensing boilers, and water heaters, energy recovery. Occupancy sensors and daylighting was also included in scope of 18,000 square foot Police Station and 20,000 square foot Town Hall constructed on one site.	Jacunski Humes Architects LLC 15 Massirio Drive Suite 101 Berlin, CT 06037  Brian Humes 860-828-9221	2011	\$16,600	\$141
(3) <b>Holliston Police Station</b> Holliston, MA  Carlos G. DeSousa, P.E.	Civil, Mechanical, Electrical, Plumbing, Fire Protection & Technology design for new construction of approximately 18,000 square feet made up of general administrative areas, cell block area, booking, sally port, and general public spaces. This project was preceded by a study of existing conditions.	Kaesile Boos Associates, Inc. 325 Foxborough Boulevard, Suite 100 Foxborough, MA 02035  Michael McKeon, AIA 508-549-9906	8/2009	\$6,600	\$125.5
(4) <b>Norwell Public Safety Building</b> Norwell, MA  Christopher M. Garcia, P.E.	Mechanical, Electrical, Plumbing, Fire Protection & Technology systems design for construction of approximately 11,000 SF addition to the existing Fire Station to be utilized for the new police station.	Jacunski Humes Architects LLC 15 Massirio Drive Suite 101 Berlin, CT 06037  Brian Humes 860-828-9221	12/2014	\$5,000	\$60
(5) <b>Newton Fire Station #10</b> Newton, MA  Dominick B. Puniello, P.E.	HVAC, Plumbing, Fire Protection, Electrical and Technology Systems study and design for a new Fire Station consisting of 6,120 SF. Wires Building of 3,650 SF and temporary fire station of 5,000 sq. ft. The fire station made up of general administrative areas, training rooms, apparatus storage bays, and dormitory area.	Donham & Sweeney, Inc. 68 Harrison Avenue Boston, MA 02111  Jeff Shaw, AIA, LEED AP BD+C 617-423-1400	8/2015	\$6,000	\$75

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement.

Sub-Consultant Name: <b>Tortora Consulting, Inc.</b>					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Relevant Experience	c. Client's Name, Address And Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was/Is Responsible
(1) <b>Cambridge Fire Stations Renovations</b> PIC Gerry Tortora	SD, DD and CD Cost Estimating Divisions 1-16	Bill Hammer <a href="mailto:whammer@hktarchitects.com">whammer@hktarchitects.com</a> 617-776-6545	5/1/08	\$ 1,000	\$3
(2) <b>Newton Police Station Entry</b> PIC Gerry Tortora	Design Development and Contract Document estimates Cost Estimating Divisions 1-16	Milche Goldman <a href="mailto:grarch@comcast.net">grarch@comcast.net</a> 617-467-3119	10/15/11	\$ 200	\$3
(3) <b>National Transportation Center Volpe Center multiple projects Multiple building envelope projects</b> PIC - Gerry Tortora	Cost Estimating Divisions 1-16 Study, SD, DD and CD	Guzmán Prufer, Inc. Five Powderhouse Lane Sherborn, MA 01770 Guzman Prufer 508-655-3166	2005-2012	1,000 – 10,000	\$2.5 - 15
(4) <b>Bridgewater Town Hall and Academy Building</b> PIC Gerry Tortora	Schematic Design Cost Estimating Divisions 1-16	Dale Gienapp <a href="mailto:dgienapp@gienappdesign.com">dgienapp@gienappdesign.com</a> 978-750-9062	1/19/10	\$ 1,400	\$2
(5) <b>Peabody Fire Station Addition</b> PIC Gerry Tortora	Feasibility Study Cost Estimating Divisions 1-16	Dan DiLullo 781-662-3498 <a href="mailto:dilulloinc@comcast.net">dilulloinc@comcast.net</a>	8/15/10	\$ 1,000	\$2.5

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement and They Must Be In The Format Provided.

Sub-Consultant Name: **WBA Associates, Codes & Permits**

a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address and Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1) <b>Northampton Public Works Facility, 125 Locust St. Northampton, MA</b> (Walter B. Adams, AIA, Building & Access Code Consultant; WBA Associates)	New 1-story, 50,000 square foot, Municipal DPW Building with administrative offices, vehicle maintenance and storage facilities, wash bay, workshops. Plan review code research, prepare code report.	Janet M. Slemenda, AIA HKT Architects, Inc., 35 Medford Street, Somerville MA 02143 617-776-6545	2014	\$7,500	\$5.1
(2) <b>TSA, 2 Service Road, Logan Airport, East Boston, MA</b> (Walter B. Adams, AIA, Building & Access Code Consultant; WBA Associates)	Alteration and Change in Use for TSA admin offices, Plan Review, Prepare Building Code Analysis Reports, Meetings with Building Officials, Prepare submit and Present Building Code Variance Appeal.	Johnny Galui, TSA, Dept. Homeland Security, 2 Service Rd. 617-561-2013 Mary Loden, PE, S E A Consult., 215 First Street, Cambridge MA 02142, 617-498-4619	10/2009	\$3,000	\$5.7
(3) <b>Massport State Police Facility, Logan Airport, East Boston, MA</b> Principal in Charge: Walter B. Adams, AIA, Building & Access Code Consultant; WBA Associates	Alteration and Change in Use for Police Facility, Site Surveys, Plan Review, Prepare Code Analysis Reports, Meetings with Building and Fire Officials	Mary Loden, PE S E A Consultants, Architects 215 First Street, S-320 Cambridge MA 02142, 617-498-4619	5/2009	\$11,000	\$8.7
(4) <b>Amesbury DPW, Admin. and Maintenance Building, 37 Hunt Road, Amesbury, MA</b> Principal in Charge: Walter B. Adams, AIA, Building & Access Code Consultant; WBA Associates	Feasibility Study for Alterations and Change in Use for DPW Building, Site survey, Plan Review, Prepare Code Compliance Report	James Fair, Weston & Sampson, Architects, 100 Foxborough Boulevard, Suite 250, Foxborough, MA 02035, 781-738-4407	Feasibility Study 10/2008	N/A	\$3.0
(5) <b>TSA, 21 Service Road, Logan Airport, East Boston, MA</b> Principal in Charge: Walter B. Adams, AIA, Building & Access Code Consultant; WBA Associates	Alteration to TSA facility, Correct Egress Issues, Site Surveys, Plan Review, Prepare Code Analysis Report, field observation at completion	Kathleen Ledoux S E A Consultants, Architects 215 First Street, S-320 Cambridge MA 02142, 617-498-4636	10/2008	\$85	\$2.7

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.

# of Total Projects: 42		# of Active Projects: 20		Total Construction Cost (In Thousands) of Active Projects (excluding studies): \$53,300		
Role P, C, JV *	Phases St., Sch., D.D., C.D., A.C.*	Project Name, Location and Principal-in-Charge	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, Or Estimated If Not)	Completion Date (Actual or Estimated) (R)Renovation or (N)New	
P	St	1. <b>Princeton Municipal Buildings Assessment</b> Princeton, MA William R. Hammer, Principal-in-Charge Janet, Co-Principal-in-Charge	John Lebeaux Town Administrator Town of Princeton 6 Town Hall Drive Princeton, MA 01541 978.464.2102 jlebeaux@town.princeton.ma.us	TBD	2015	
P	St	2. <b>Boxborough Public Safety Study</b> Boxborough, MA Janet M. Slemenda, Principal-in-Charge W. Eric Kluz, Co-Principal-in-Charge	Selina Shaw, Town Administrator/ Chief Procurement Officer Town of Boxborough 29 Middle Road Boxborough, MA 01719 978.264.1712 sshaw@boxborough-ma.gov	TBD	2015	
P	All	3. <b>Holyoke Community College Campus Center Renovations</b> William R. Hammer, Principal in Charge	Commonwealth of Massachusetts Division of Capital Asset Management and Maintenance Duncan Grant, Project Manager 857.204.1374	Est. \$13,900	Est. 2017	
P	St	4. <b>Meredith DPW Study</b> Meredith, NH Janet M. Slemenda, Principal in Charge William R. Hammer, Co-Principal in Charge	Phillip L. Warren, Jr. Town Manager Town of Meredith, NH Meredith Town Hall 41 Main Street Meredith, NH 03253 pwarren@meredithnh.org	TBD	2015	
P	DD	5. <b>Salisbury Police Station</b> Salisbury, MA Janet M. Slemenda, Principal in Charge William R. Hammer, Co-Principal in Charge	Town of Salisbury Tom Fowler Chief of Police 24 Railroad Avenue Salisbury, MA 978.465.3121 tfowler@salisburypolice.com	Est. \$8,100	Est. 2015 N	
P	St	6. <b>Needham Facilities Master Plan Study</b> Needham, MA William R. Hammer, Principal in Charge Janet M. Slemenda, Co-principal in Charge	Town of Needham Hank Haff, Public Facilities Department - Construction 500 Dedham Avenue Needham, MA 02492	TBD	Study 2013	

			781.455.7550 x347			
P	All	7. <b>Brookline Municipal Services Center</b> Wellesley, MA William R. Hammer, Principal in Charge W. Eric Kluz, Co-principal in Charge	Town of Brookline Ray Masak, Assistant Project Administrator Building Department, Brookline Town Hall 333 Washington Street Brookline, MA 02445 617.730.2100	Est. \$2,500	2013 R	
P	All	8. <b>Wellesley Capital Improvements Projects</b> Wellesley, MA William R. Hammer, Principal in Charge W. Eric Kluz, Co-principal in Charge	Town of Wellesley Kathy Mullaney, Projects Administrator Permanent Building Committee 525 Washington Street Wellesley, MA 02482 781.431.1019 x2206	Est. \$2,800	2013 R	
P	St	9. <b>Fore River Clubhouse Renovations Study</b> Quincy, MA W. Eric Kluz, Principal in Charge William R. Hammer, Co-principal in Charge	City of Quincy Kathryn R. Hobin, Purchasing Agent 1305 Hancock Street Quincy, MA 02169 617.367.1060	TBD	Study 2013	
P	St	10. <b>Adaptive Reuse + Historic Preserve. of the Cohasset Town Hall</b> Cohasset, MA W. Eric Kluz, Principal in Charge William R. Hammer, Co-principal in Charge	Town of Cohasset Michael Milanoski, Town Manager/Chief Procurement Officer Town Hall 41 Highland Avenue Cohasset, MA 02025	Est. \$5,000	Study 2013	
P	St	11. <b>Salisbury Emergency Services Facility Study</b> Salisbury, MA Janet M. Slemenda, Principal in Charge William R. Hammer, Co-principal in Charge	Town of Salisbury Lisa Pearson, Director of Planning + Development Salisbury Town Hall Planning Department 5 Beach Road Salisbury, MA 01952 978.463.2266	Est. P: \$10,700 F: \$9,800 DPW: \$15,630	Study 2013	
		12. <b>Medfield Police/Fire Concept Design + Dale Street Area Master Plan</b> Medfield, MA William R. Hammer, Principal in Charge Janet M. Slemenda, Co-principal in Charge W. Eric Kluz, Co-principal in Charge	Town of Medfield Mike Sullivan, Town Administrator Medfield Permanent Planning + Bldg. Committee Medfield Town House 459 Main Street Medfield, MA 02052 508.906.3010	N/A	Study 2013	
P	St	13. <b>Merrimack DPW Study</b> Merrimack, NH	Town of Merrimack, NH Department of Public Works 80 Turkey Hill Road	TBD	Study 2013	

		Janet M. Slemenda, Principal in Charge		Merrimack, NH 03054 Rick Seymour, DPW Director, 603.429.8455		
C	St	14. <b>Amesbury DPW</b> Amesbury, MA Janet M. Slemenda, Principal in Charge		Town of Amesbury Department of Public Works 9 School Street Amesbury, MA 01913 Robert Desmarais, P.E., DPW Director 978.388.8116	Est. \$3,400	2014 N
P	St	15. <b>Norwell Police Station</b> Norwell, MA Janet M. Slemenda, Principal in Charge W. Eric Kluz, Co-principal in Charge		Town of Norwell Glenn Ferguson, Chair Permanent Building + Maintenance Committee 345 Main Street Norwell, MA 02061 617.645.7710	Est. \$5,700	Study 2012 R or N
P	St	16. <b>Marshfield Fire Station</b> Marshfield, MA Janet M. Slemenda, Principal in Charge W. Eric Kluz, Co-principal in Charge		Town of Marshfield Kevin C. Robinson, Fire Chief Marshfield Fire Department 60 South River Street Marshfield, MA 02050 781.837.1315	Est. \$3,500	Study 2012 N
C	All	17. <b>Chelmsford Fire Department</b> Chelmsford, MA Janet M. Slemenda, Principal in Charge William R. Hammer, Co-principal in Charge		Town of Chelmsford Michael Curran, Fire Chief Fire Headquarters 7 North Road Chelmsford, MA 01824 978.250.5267	Est. \$6,100	2014 N
P	All	18. <b>Deerfield Highway Garage</b> Deerfield, MA Janet M. Slemenda, Principal in Charge		Town of Deerfield Bernard R. Kubiak, MPPA Deerfield Town Administrator 413.665.1400	Est. \$5,000	2014 N
P	St	19. <b>Town of Bridgewater Feasibility Study for the Academy Building Renovation and Reuse, Town Hall and Memorial Building Reuse</b> Bridgewater, MA William R. Hammer, Principal in Charge W. Eric Kluz, Co-principal in Charge		Town of Bridgewater Troy B. G. Clarkson Town Manager 66 Central Square Bridgewater, MA 02324 508.697.0919	Est. \$6,700	2013 Study
P	St	20. <b>Deerfield Highway Study + EMS Facility (Phase I)</b> Deerfield, MA <b>Deerfield Highway Study (Phase II)</b> Janet M. Slemenda, Principal in Charge		Town of Deerfield Bernard R. Kubiak, MPPA Deerfield Town Administrator 413.665.1400	Est. \$5,300	Phase I Study 2011 Phase II Study 2012 Construction Est. 2014 N
P	St	21. <b>Northbridge DPW (Study)</b> Northbridge, MA William R. Hammer, Principal		James Shuris P.E. Director of Public Works Whitinsville, MA 01586	Est. \$6,300	Study 2012 N

		Janet M. Slemenda, Co-principal in Charge				
P	All	22. Department of Conservation and Recreation New Facility Building Waquoit Bay National Estuarine Research Reserve Falmouth, MA W. Eric Kluz, Principal in Charge	Waquoit Bay NERR Allison S. Leschen, Reserve Manager 508.457.0495 ext, 103	\$450	2013 N	
P	All	23. Department of Conservation and Recreation Houghton's Pond Bath House and Universal Access W. Eric Kluz, Principal in Charge	Department of Conservation and Recreation Robin Pfeitsche, PM 617.626.4937	Est. \$3,500	2012 N	
C	All	24. Chelmsford DPW Chelmsford, MA Janet M. Slemenda, Principal in Charge	Architectural Environments, Inc. Patrick J. Maloney Chair, Building Committee (978) 458-6100	Est. \$6,000	Est. 2013 R	
P	All	25. Northampton DPW Facility Northampton, MA William R. Hammer, Principal in Charge Janet M. Slemenda, Project Manager	Town of Northampton Ned Huntley, PE, Director Department of Public Works 413.587.1570	Est. \$15,000	Est. 2014 N	
P	All	26. Holyoke Community College, Frost / Donahue Renovations Holyoke, MA William R. Hammer, Principal in Charge	Holyoke Community College William Fogarty, VP for Admin. & Finance 413.552.2800	\$1,800	2011 R	
C	All	27. Springfield Water and Sewer Springfield, MA W. Eric Kluz, Principal in Charge Janet M. Slemenda, Co-principal in Charge	City of Springfield Springfield, MA Joseph Kruzel Maintenance Manager 413 787-6256	Est. \$1,200	2012 R	
P	All	28. Emergency Services Center Tisbury, MA Janet M. Slemenda, Principal in Charge	Town of Tisbury Tisbury, MA John Bugbee Project Administrator 508.696.4203	\$5,744	2012 N	
P	St	29. Holyoke Community College G Building Master Plan Study William R. Hammer, Principal in Charge	Commonwealth of Massachusetts Gail Rosenberg, Project Manager 616.727.4015	Est. \$18,000	Study 2010 R/N	
P	All	30. Department of Conservation and Recreation Melnea Cass Community Center Roxbury, MA W. Eric Kluz, Principal in Charge	Department of Conservation and Recreation Ruth Adams-Teixeira, Project Manager 617.626.1357	\$3,300	2011 R	

P	MP	31. Department of Conservation and Recreation Master Plan for Waquoit Bay National Estuarine Research Reserve Falmouth, MA W. Eric Kluz, Principal in Charge	Waquoit Bay NERR Allison S. Leschen, Reserve Manager 508.457.0495 ext, 103	Est. Phase 1 \$1,298 Phase 2 \$5,674 Phase 3 \$4,025	Study 2011 R/N
C	St	32. Amesbury DPW Study Amesbury, MA Janet M. Slemenda, Principal in Charge	Town of Amesbury Robert L. Desmarais, P.E. Director of Public Works 978. 388.8116	Est. \$6,973	Study 2011 N
P	All	33. Quinsigamond Community College North Wing Interim Improvements Worcester, MA Janet M. Slemenda, Principal in Charge	Quinsigamond Community College Don Hall, Director of Physical Plant 508.854.2722	\$1,242	2011 R
P	All	34. Moose Hill Visitors' Center Sharon, MA W. Eric Kluz, Principal in Charge	Mass Audubon Stuart Weinreb, Dir. Of Capital Assets Planning 781.259.2113	\$350	2010 N
C	St	35. Andover DPW Andover, MA Janet M. Slemenda, Principal in Charge	Town of Andover Joseph Piantedosi 978.623.8280	Est. \$18,950	On Hold
P	All	36. City of Cambridge House Doctor, Fire Headquarters, Lafayette Square Engine House Cambridge, MA William R. Hammer, Principal in Charge	City of Cambridge Cynthia H. Griffin 617.349.4310	\$800	2010 R
C	All	37. Charlton DPW Charlton, MA Janet M. Slemenda, Principal in Charge W. Eric Kluz, Co-principal in Charge	Town of Charlton Charlton, MA Robin Craver Town Administrator 508. 248-2206	\$2,500	2012 N
P	All	38. Ventress Hall Marsfield, MA W. Eric Kluz, Principal in Charge	Town of Marsfield Vertex Construction Services, Inc. 20 Winter Street Pembroke, MA 02359 Owner's Project Manager Jon K. Lemieux PE 781.952.6000	\$3,200	2010 R

C	All	39. <b>Weston DPW</b> Weston, MA Walter Eric Kluz, Principal in Charge Janet M. Slemenda, Co-principal in Charge	Town of Weston Weston, MA Gerard McCarty Facilities Director 781-529-8088	\$10,700	2011 N
C	St	40. <b>Billerica DPW</b> Billerica, MA Walter Eric Kluz, Principal in Charge	Town of Billerica Steven Brown Pre-treatment Coordinator 978.671.0956	Est. \$27,000	On Hold
C	All	41. <b>Barnstable DPW</b> Barnstable, MA Walter Eric Kluz, Principal in Charge	Town of Barnstable John W. Juros, AIA Owner's Project Manager 508.862.4074	\$350	2010 N
P	All	42. <b>Lexington DPW</b> Lexington, MA Janet M. Slemenda, Principal in Charge	Town of Lexington William Hadley DPW Director (781) 274-8314	\$20,000	2010 N

\* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

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

Please see Section D: Project Approach

11. Professional Liability Insurance:

Name of Company <b>Continental Casualty Company</b>	Aggregate Amount <b>\$3,000,000</b>	Policy Number <b>AEH288378089</b>	Expiration Date <b>June 28, 2015</b>
--	--	--------------------------------------	---

12. Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer **YES** or **NO**. If **YES**, please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).  
**Yes, please see attachment**

13. Name Of Sole Proprietor Or Names Of All Firm Partners and Officers:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a. William R. Hammer	President	3546	Current/Architect	d.			
b. Walter Eric Kluz	Vice President	3555	Current/Architect	e.			
c. Janet M. Slemenda	Vice President	6026	Current/Architect	f.			

14. If Corporation, Provide Names Of All Members Of The Board Of Directors:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a. William R. Hammer	President	3546	Current/Architect	d.			
b. Walter Eric Kluz	Vice President	3555	Current/Architect	e.			
c. Janet M. Slemenda	Vice President	6026	Current/Architect	f.			

15. Names Of All Owners (Stocks Or Other Ownership):

Name And Title	% Ownership	MA Reg.#	Status/Discipline	Name And Title	% Ownership	MA Reg.#	Status/Discipline
a. William R. Hammer	50%	3546	Current/Architect	d.			
b. Walter Eric Kluz	50%	3555	Current/Architect	e.			
c.				f.			

16. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7, Section 38A1/2 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted by  
(Signature) 

Printed Name and Title **William R. Hammer, Principal** Date **03.26.2015**

### HKT Architects Claims Information

During the past five years, HKT has had the following claims described below with their resolutions:

#### **Northwest Annex Harvard School of Engineering and Applied Sciences, Cambridge, MA**

This 30,000 SF lab project was the retrofit of a below-grade mechanical/electrical space that sits above 4 levels of underground parking. The lab is 25 feet below grade and although the parking area is unheated, we were informed that the temperature in the garage did not drop below freezing. The head of facilities at that time did not want to insulate the underside of the slab. During construction, much of the lab space was re-designated as office space and the winter it was occupied was one of the coldest on record. When personnel complained of cold feet the best solution was to insulate the slab. The facilities director had retired before construction began and there were no formal documents to support his decision not to insulate. **As construction was complete, Harvard incurred additional unforeseen costs for this work, due to sequencing, and Harvard and HKT agreed to split this cost.** HKT's share was approximately \$80,000.

#### **Society of St. John's the Evangelist, Cambridge, MA**

The restoration of an historic 80 year old monastery required a complete replacement of mechanical, electrical and plumbing systems plus the addition of a fire protection system. As construction documents were being completed the MEP/FP consultant went out of business. As we delved into construction, we realized that the MEP/FP documents were incomplete. A new consultant was hired, and attempts were made to correct issues but the scale of the problem was beyond an easy solution and extras kept accumulating. **Our client was not served well and HKT contacted our insurance carrier and argued on our client's behalf to recover these extraordinary costs.** The claim was settled for \$975,000. The consultant was out of business and had allowed their insurance to lapse.

#### **Samuel Hadley Public Service Building, Lexington, MA**

This claim resulted from rusting and deterioration in the vehicle wash bay that is part of this \$20 million, LEED certified, award winning facility. As the project employed many sustainable features the wash bay was designed with a manual switch for the exhaust fan to save energy and the vehicles were to be hosed down outside before entering the facility. We also attempted to save money and changed some construction details to reflect that approach. Unfortunately, many factors led to the deterioration of the wash bay including: personnel not following all procedures, the cost saving details and some construction errors. **HKT worked with our insurance carrier to resolve the issue, mediation was undertaken and the result was the same \$200,000 settlement first offered by the insurance carrier.**





**SECTION B: PREVIOUS PROJECT  
EXPERIENCE**



# MUNICIPAL



## PUBLIC SAFETY FACILITIES PROJECTS + STUDIES

- Town of Boxborough, MA  
Study for New Public Safety Facility
- Town of Salisbury, MA  
New Police Station
- Town of Norwell, MA  
Police Station Study
- Town of Marshfield, MA  
New Fire Station One
- Town of Salisbury, MA  
Emergency Services Facility Study
- Town of Medfield, MA  
Study for Police/Fire Facility + Master Planning Study
- Town of Tisbury, MA  
New Emergency Services Facility
- Town of Chelmsford, MA  
New Fire headquarters\*
- City of Cambridge, MA  
Fire station upgrades
- City of Boston, MA  
New Charlestown Police Department
- Town of Rye, NH  
New public safety facility
- Town of Upton, MA  
New fire station
- Town of Wayland, MA  
Fire Station/Community Arts Center Facility Study
- Town of Plaistow, NH  
Public Safety Facility Study
- Town of Holbrook, MA  
New public safety facility
- Town of Truro, MA  
New public safety facility
- Town of Moultonborough, NH  
New public safety facility
- Town of Winchester, MA  
Public Safety Facility Study
- City of Somerville, MA  
Police Station Study
- Town of Hamilton, MA  
Public safety facility study

## DEPARTMENTS OF PUBLIC WORKS PROJECTS + STUDIES

- Town of Merrimack, NH  
Study for DPW Facility
- Town of Salisbury, MA  
Study for new DPW Facility
- Town of Northbridge, MA  
DPW Study
- Town of Lexington, MA  
New LEED® Silver Certified DPW Facility
- City of Northampton, MA  
New DPW Facility
- City of Amesbury, MA  
New DPW Facility\*\*
- Town of Deerfield, MA  
Study + New DPW Facility
- Town of Weston, MA  
New DPW Facility\*
- Town of Chelmsford, MA  
New DPW Facility in Renovated Building\*
- Town of Andover, MA  
DPW study\*
- Department of Conservation + Recreation, Waquoit, MA  
New Maintenance Building
- Town of Charlton, MA  
New Highway Barn + Offices\*
- Town of Whitman, MA  
DPW study\*
- Town of Barnstable, MA  
DPW study\*
- Town of Rockport, MA  
DPW study\*
- Town of Billerica, MA  
DPW study\*
- Town of Springfield, MA  
Water + Sewer Dept. study\*

\* HKT as planning and architectural subconsultant to Weston + Sampson

\*\* HKT as planning and architectural subconsultant to Pare Corporation

# SUSTAINABLE

*Our strategic plan and corporate mission recognizes sustainable building practices as central to our core values and goals for the practice. We have made a commitment to training and knowledge management around all aspects of sustainability.*



## A COMMITMENT TO SUSTAINABILITY

Our staff and knowledge are our greatest assets, and we are constantly expanding our ideas and creativity. HKT is engaged in the following organizations and interest groups:

- U.S. Green Building Council: HKT is a LEED® Registered Firm, with LEED®-AP principals and staff
- The Design Futures Council / Sustainability Roundtable
- The Green Roundtable
- AIA / BSA Committee on the Environment
- Northeast Sustainable Energy Association

## SUSTAINABLE DESIGN EXPERIENCE

HKT has completed many LEED® projects and has made a concerted effort to introduce our clients to sustainable design principles and practices including but not limited to the following:

- Green campus master planning
- Renewable energy feasibility studies
- Feasibility studies for green adaptive reuse
- Green renovation sensitive to historic preservation
- Projects with LEED® Silver, Gold & Platinum ratings

[Low-impact Site Design](#)

[Daylighting](#)

[Better Indoor Air Quality](#)

[High Efficiency Systems](#)

[Renewable Energy](#)

[Renewable Resources](#)

[Recycling Programs](#)

[Education Initiatives](#)



## SUSTAINABLE DESIGN

Whether a project is striving for LEED® certification or not, sustainable building strategies can be integrated into a design to reduce energy consumption, improve indoor air quality, reduce one's carbon footprint, and increase daylighting among other things, in order to provide a healthier, more efficient, and more pleasant environment for learning, working and living. An early integrated design approach will maximize benefits.



# COMPARATIVE CHART

NAME/LOCATION	BLDG USE	CLIENT	DATE COMPLETE	TOTAL COST	CONSTR COST	CONSTR TYPE	SIZE (SF)	PUBLIC ASPECTS
<b>Salisbury Police Station</b> Salisbury, MA	Police	Town of Salisbury	Est. 2016	Est. \$11.5 million	Est. \$8.6 million	New	18,000	See Proj Sheet
<b>Boxborough Public Safety</b> Boxborough, MA	Police Fire	Town of Boxborough	2015	Est. \$24 million	Est. \$20 million	Study	34,967	See Proj Sheet
<b>Marshfield Fire Station</b> Marshfield, MA	Fire	Town of Marshfield	2014	Est. \$3.4 million	\$2.6 million	New	8,000	See Proj Sheet
<b>Chelmsford Fire Station</b> Chelmsford, MA	Fire	Town of Chelmsford	2014	Est. \$7.8 million	\$6.1 million	New + Renovation	19,900	See Proj Sheet
<b>Salisbury Emergency Svcs. Study</b> Salisbury, MA	Police Fire DPW	Town of Salisbury	2013	Est. 10.7 mil Est. \$9.8 mil Est. \$15.69 mil	Est. \$7.9 mil Est. \$7.3 mil Est. \$12.1 mil	Study	P: 19,685 F: 18,139 DPW: 33,268	See Proj Sheet
<b>Medfield Police, Fire + Master Plan</b> Medfield, MA	Police Fire	Town of Medfield	2013	Est. \$21.3 million	Est. \$15.4 million	Study	39,000	See Proj Sheet
<b>Norwell Police Station</b> Norwell, MA	Police	Town of Norwell	2013	_____	Est. \$5.7 million	Study	12,300	See Proj Sheet
<b>Tisbury Emergency Services Facility</b> Tisbury, MA	Fire Emerg. Medical Volunteer Space Community Space	Town of Tisbury	2012	Est. \$7.4 million	\$5.8 million	New	18,000	See Proj Sheet
<b>Boston Police Department</b> Charlestown, MA	Police Community Space	City of Boston	2008	\$9.1 million	\$8.3 million	New	19,200	See Proj Sheet
<b>Rye Public Safety Facility</b> Rye, NH	Police Fire EOC	Town of Rye	2006	_____	\$3 million	New	23,000	See Proj Sheet
<b>Upton Fire Station</b> Upton, MA	Fire EMS	Town of Upton	2005	Est. \$4 million	\$2.9 million	New	21,200	See Proj Sheet
<b>Holbrook Public Safety Facility</b> Holbrook, MA	Police Fire	Town of Holbrook	2005	\$5 million	\$4.22 million	New	24,600	See Proj Sheet
<b>Moultonborough Life Safety Facility</b> Moultonborough, NH	Police Fire Rescue	Town of Moultonborough	2003	_____	\$2.3 million	New	29,000	See Proj Sheet
<b>Truro Public Safety Facility</b> Truro, MA	Police Fire Rescue	Town of Truro	1994	_____	\$1.5 million	New	21,800	See Proj Sheet



# SALISBURY POLICE DEPARTMENT

SALISBURY, MASSACHUSETTS



Following the completion of a 2013 study of all emergency services facilities, Town Meeting approved proceeding with the schematic design for a new police facility on the recommended site. A building committee was formed to follow this process through and work began in March of 2014. That work included a review of the programming documents to confirm needs, site analysis following completion of the survey and wetlands flagging, development of plan options to meet operational goals of the department and elevation studies. Additionally, because of the restrictive site, the team presented before several town boards and committees during the schematic design phase. A height variance was granted which allows for the smallest building footprint, maximizes wetland setbacks, provides for future department growth on an upper floor and allows roof pitches to be more in line with the vernacular character of Salisbury.

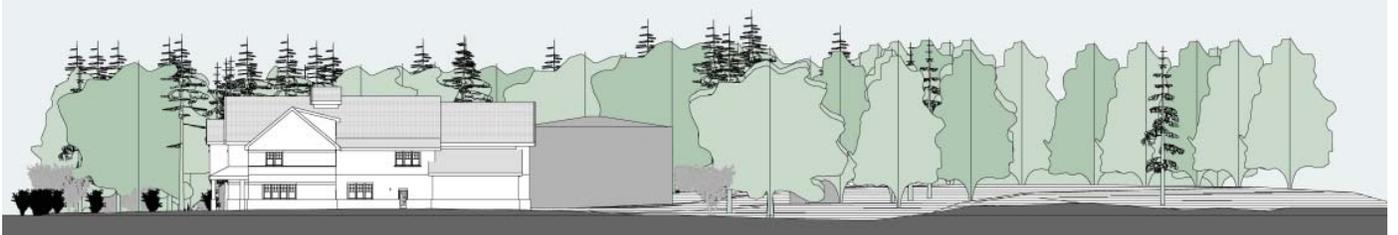
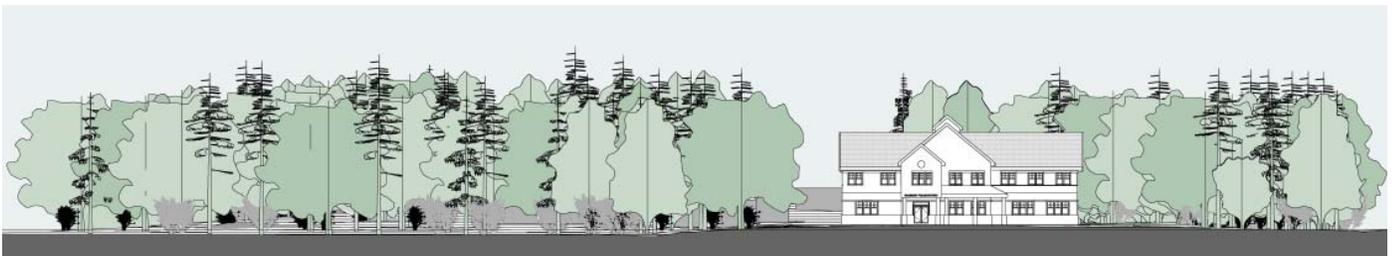
**Client** Town of Salisbury, MA

**Est. Completion** 2016

**Total Project Cost**

Est. \$11.5 million

**Size** 18,000 sf New Construction





- PUBLIC AREAS
- OPERATIONS
- OFFICER SUPPORT
- ADMINISTRATION
- DETENTION
- BUILDING SUPPORT

## SALISBURY POLICE DEPARTMENT

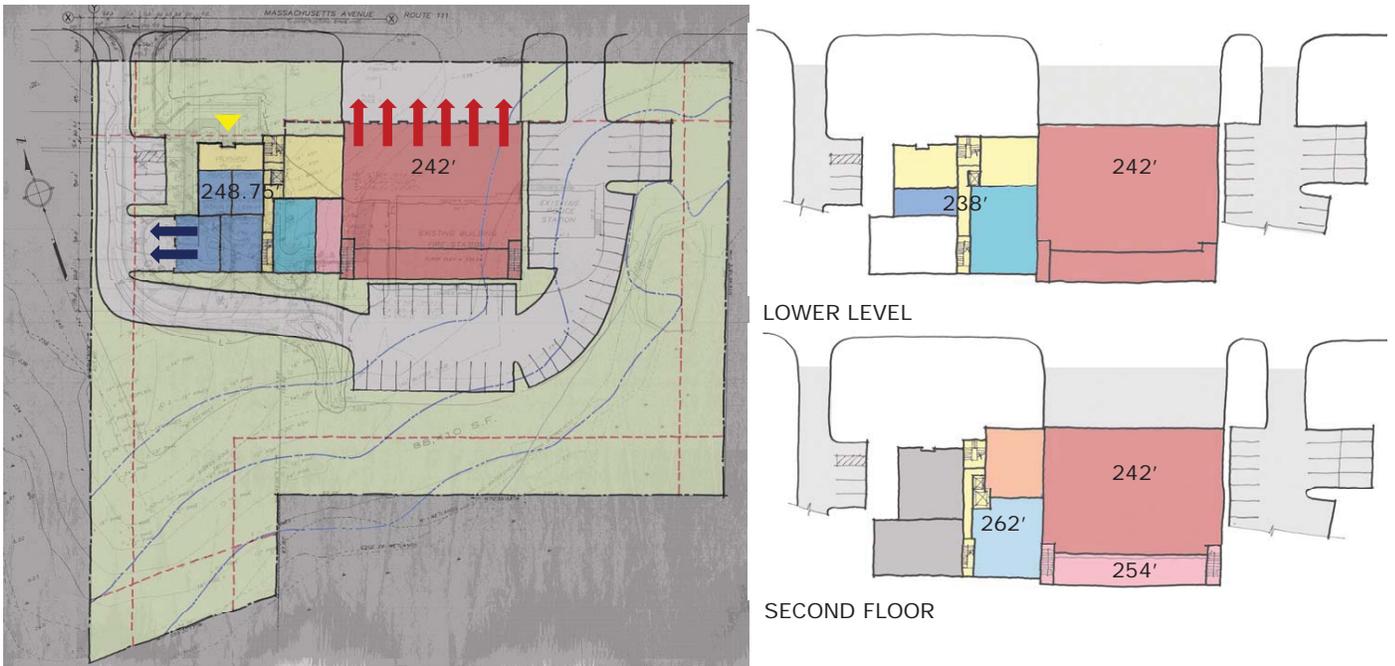
SALISBURY, MASSACHUSETTS



# BOXBOROUGH PUBLIC SAFETY FACILITY

BOXBOROUGH, MASSACHUSETTS

## OPTION C - REUSE POLICE STATION; MAJOR RENOVATIONS + ADDITIONS



FIRST FLR FD & UPPER LEVEL PD WITH SHARED ENTRY / SITE PLAN

The existing Boxborough fire station was originally constructed in the early 1960's for a fully volunteer fire department and no longer suits the needs of a full-time professional department. Administrative spaces and living quarters are inadequate and apparatus bays are undersized for modern equipment. The existing Boxborough police station was built in 1989. Not long after occupying the building, the police department outgrew the dispatch facilities as technology rapidly changed. Like the fire station, the police station is undersized for current operations. Operations are also hindered by a poor workflow throughout the station.

The Town of Boxborough asked HKT to conduct a space needs assessment of the Boxborough police and fire departments. The study included developing a proposed building program based on current and anticipated future needs of the departments and an assessment of the existing police and fire stations and their shared site. Conceptual site and building schemes were developed exploring options for renovations and additions to one or both buildings as well as construction of a new combined facility on the existing site. HKT then established estimated probable project costs taking into account phasing and temporary facilities needs dictated by redevelopment of an existing site.

**Client** Town of Boxborough, MA

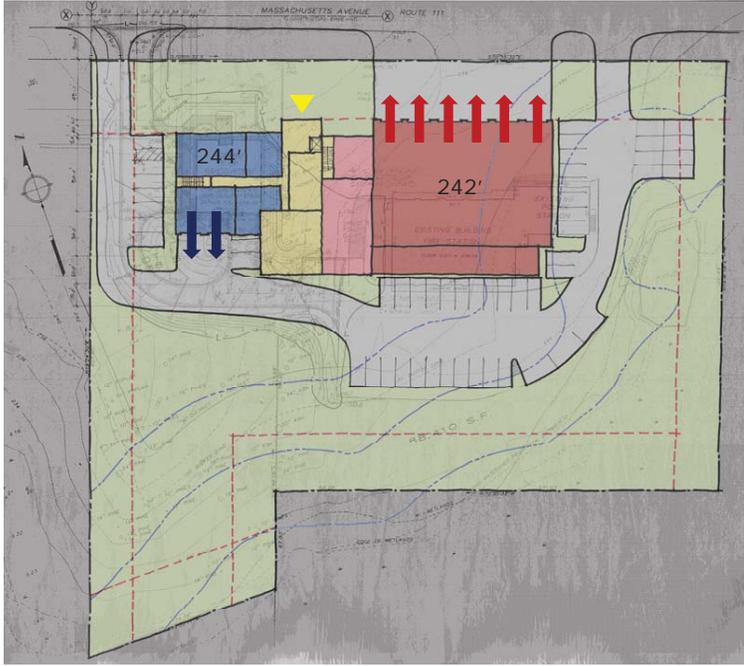
**Study** 2015

**Total Construction Cost**

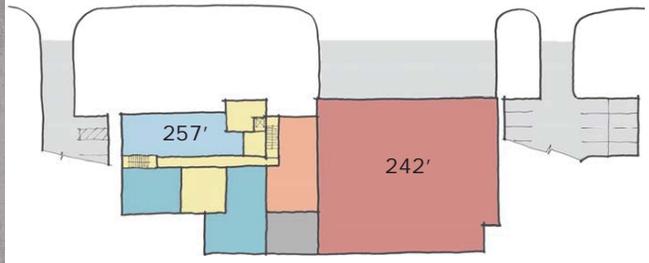
Est. \$20 million

**Size** 34,967 sf New Construction

**OPTION F - ALL NEW CONSTRUCTION ON TWO LEVELS**



FIRST FLR FD & PD WITH SHARED ENTRY / SITE PLAN



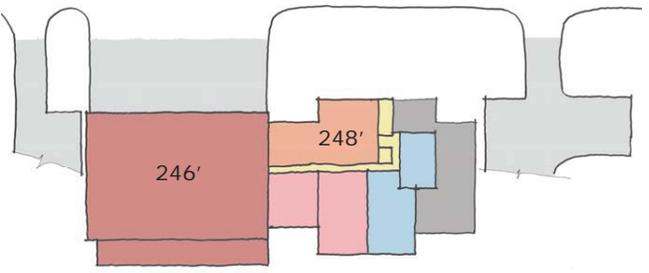
SECOND FLOOR

**BOXBOROUGH PUBLIC SAFETY FACILITY**  
BOXBOROUGH, MASSACHUSETTS

**OPTION G - ALL NEW PHASED CONSTRUCTION (FLIPPED SCHEME)**



FIRST FLR FD & PD WITH SHARED ENTRY / SITE PLAN



SECOND FLOOR

# MARSHFIELD FIRE STATION

MARSHFIELD, MASSACHUSETTS



HKT worked with the Town of Marshfield and the Marshfield Fire Department on the design of Station One located on Massasoit Avenue. The fire station included an apparatus bay for four pieces of apparatus, and a residential component for the full-time staff. Multiple design options were developed to meet not only the operational goals of the Fire Department, but to ensure the facility would fit into the surrounding residential neighborhood. The resulting 8,000 sf design meets all the operational needs of the Fire Department and the desire to seamlessly fit into the small scale neighborhood.

**Client** Town of Marshfield, MA

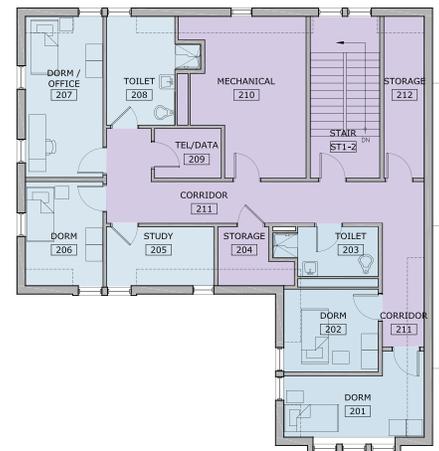
**Completion** 2014

**Total Construction Cost**

\$2.6 million

**Size** 8,000 square feet

New construction





**MARSHFIELD FIRE STATION**  
MARSHFIELD, MASSACHUSETTS



# CHELMSFORD FIRE DEPARTMENT

CHELMSFORD, MASSACHUSETTS



The existing Center Fire Headquarters, built in 1955, no longer supports full time personnel and modern fire-fighting equipment. Issues include a deteriorating two story structural slab at the apparatus bays which requires extensive shoring rendering the lower level unusable for equipment, failing bearing walls, cracks in the foundations, low clearance room, and inadequate infrastructure, offices, personnel support spaces and storage areas. The small site, at 10,800 square feet, does not include a large enough apron, or any area for training or for maneuvering apparatus including a Quint.

Following programming, several sites and designs were explored and presented at Town Meetings. In 2012, voters supported the location of a facility on Town owned land adjacent to Town offices. The new facility will include 3,400 square feet of renovated space in the town office building, which will house administrative personnel, Fire Prevention and training and 16,500 square feet in new construction including five double deep apparatus bays with support spaces, operations offices and firefighter day rooms and sleeping quarters. This new facility, with adequate apron and outdoor training areas, will keep the headquarters located in the center of Town allowing it to continue supporting the smaller stations located in this Town bisected by several major roadways including Routes 3 and 495.

**Client** Town of Chelmsford, MA

**Completion** 2015

**Cost** Est. \$6.1 million

**Size** 19,900 sf Renovation +  
New construction

*\* HKT is the Architect of Record and was responsible for programming, planning and design, and architectural construction administration*





# CHELMSFORD FIRE DEPARTMENT

CHELMSFORD, MASSACHUSETTS



# UPTON FIRE & EMS HEADQUARTERS

UPTON, MASSACHUSETTS



HKT studied alternatives for upgrading and enlarging the current facility and compared findings with a proposal for building a new structure at the existing four-acre site in the center of Upton. Based on various factors, including site utilization studies and comparative costs, the Town elected to build a new facility. This masonry structure, designed to match the pre-existing fabric of the town, accommodates a prominent display space for the Fire Department's historic 'handtub' and an antique fire engine, a six-bay apparatus area, apparatus storage, and support space. In addition, the project consisted of a site redesign with parking, a fitness room, administrative offices, and future living and sleeping quarters. A second floor meeting room was designed for training and as a community meeting space. The new building has been fitted out to provide for future living and sleeping quarters and an emergency operations center.

**Client** Town of Upton, MA

**Completion** 2005

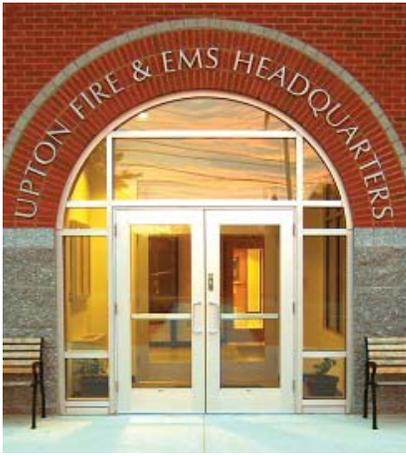
**Total Construction Cost**

\$2.9 million

**Size** 21,200 sf New construction



**HKT**  
architects inc.



**UPTON FIRE & EMS HEADQUARTERS**  
UPTON, MASSACHUSETTS



# MOULTONBOROUGH LIFE SAFETY FACILITY

MOULTONBOROUGH, NEW HAMPSHIRE



The goal was to design a new facility that combined police, fire and rescue functions at a new location. The building form derived from the decisions to create a single public safety presence in the town center, and spoke to the building vernacular within this rural community.

The program for the new facility includes a training/community room; administrative offices; a three-bay containment garage; booking, search and holding cell area; interview rooms; squad room; evidence storage; armory; four-bay apparatus area; apparatus storage and support areas; living and sleeping quarters; and locker facilities.

**Client** Town of Moultonborough, NH

**Completion** 2003

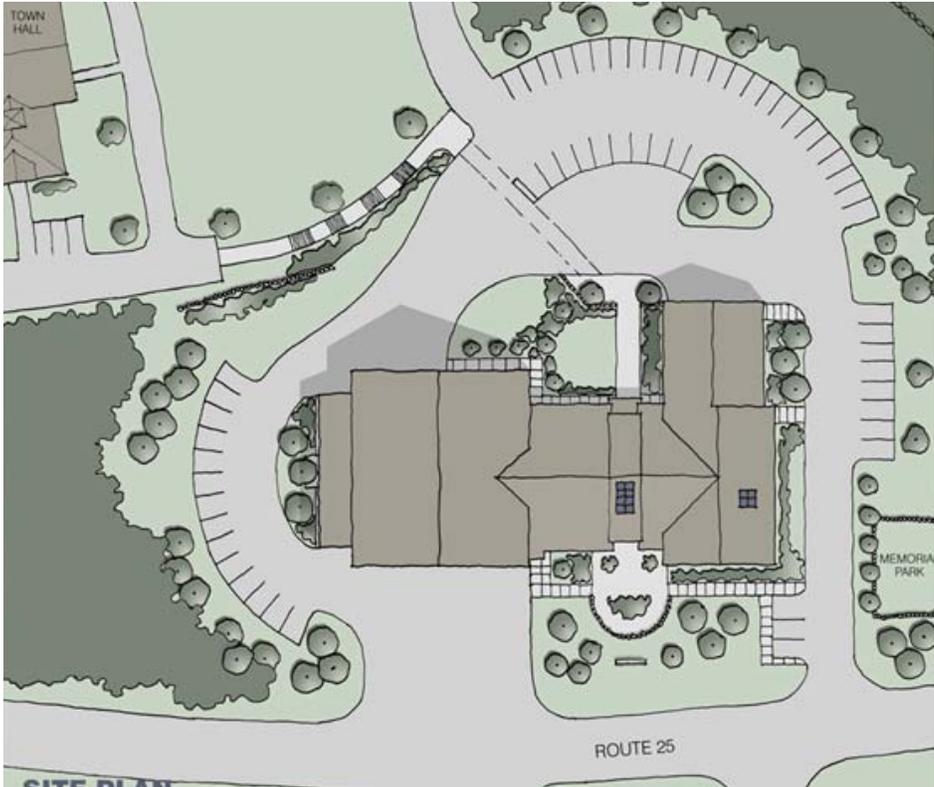
**Total Construction Cost**  
\$2.3 million

**Size** 29,000 sf New construction





**MOULTONBOROUGH LIFE SAFETY FACILITY**  
MOULTONBOROUGH, NEW HAMPSHIRE



# BOSTON POLICE DEPARTMENT

CHARLESTOWN, MASSACHUSETTS



As part of the City's Green Building Initiative, this new district police station incorporates sustainable design strategies for energy efficiency and healthy environments. Specifically, the building design maximizes daylighting, increases indoor air quality, reduces energy costs, and provides a strong visual connection to the surrounding community. The building program includes administrative offices, work areas, a lock-up facility, maintenance garage, a community meeting room, and a Community Service office.

**Client** City of Boston, MA

**Completion** 2008

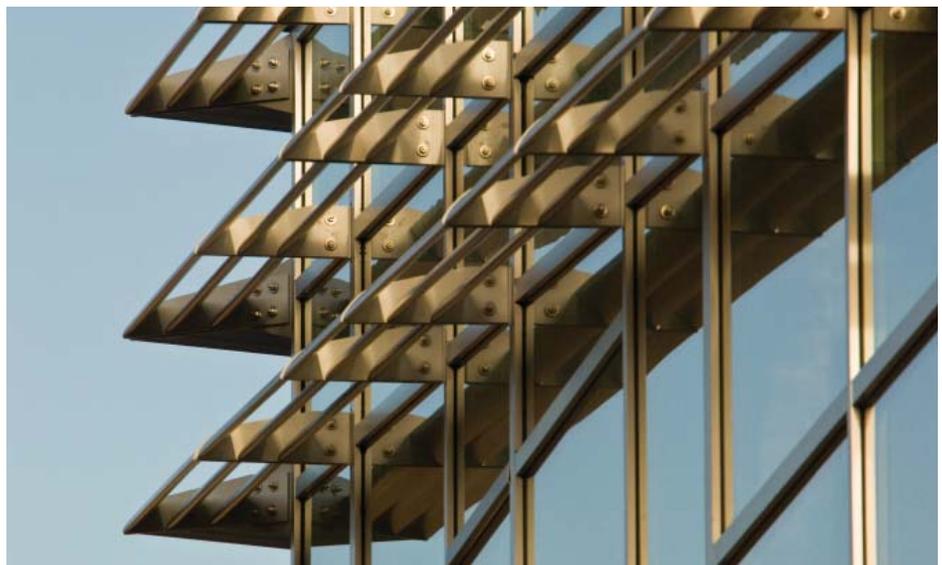
**Cost** \$9.1 million

**Size** 19,200 square feet  
New construction





**BOSTON POLICE DEPARTMENT**  
CHARLESTOWN, MASSACHUSETTS



# TISBURY EMERGENCY SERVICES FACILITY

TISBURY, MASSACHUSETTS



The goal of this project was to consolidate Tisbury's previously scattered emergency service operations into one structure on a town-owned, steeply sloped site, which includes a municipal leaching field and is located just outside the center of town. The building supports both the Fire Department and Emergency Medical Services, provides housing for emergency volunteers, and acts as a community meeting house. The project, located across from an elementary school and within a residential area, was designed to integrate itself within both neighborhoods. One major goal of the Town was to plan for the most sustainable structure possible that would also be sensitive to the Martha Vineyard's building vernacular. Features include: solar thermal hot water, geothermal wells, superinsulated building envelope, daylighting and improved indoor air quality.

**Client** Town of Tisbury, MA

**Completion** 2012

**Construction Cost** \$5.8 million

**Size** 18,000 sq ft

New construction



site plan



## TISBURY EMERGENCY SERVICES FACILITY

TISBURY, MASSACHUSETTS





**SECTION C: REFERENCES + REPUTATION**



# REFERENCES

## **SALISBURY POLICE STATION**

Tom Fowler, Chief  
Salisbury Police Department  
Salisbury, MA  
978.465.3121 • tfowler@salisburypolice.com

## **MARSHFIELD FIRE STATION**

Kevin C. Robinson, Fire Chief  
60 South River Street  
Marshfield, MA  
781.837.1315 • admin@marshfieldfire.org

## **CHELMSFORD FIRE DEPARTMENT**

Patrick J. Maloney,  
Chair, Building Committee,  
50 Billerica Road  
Chelmsford, MA  
978.458.6100

## **RYE PUBLIC SAFETY FACILITY**

Chief Kevin Walsh,  
Police Chief  
Rye, NH  
603.964.5522

## **BOSTON POLICE DEPARTMENT**

Mark Lynch, Director  
Facilities Management Division  
400 Frontage Road  
Boston, MA  
617.343.4379 • lynchm.bpd@ci.boston.ma.us

## **TISBURY EMERGENCY SERVICES FACILITY**

John Schilling, Fire Chief  
Joe Tierney, Jr., Assistant Chief  
Tisbury, MA  
508.696.4246 • jschilling@tisburyma.gov





**SECTION D: PROJECT APPROACH**



# APPROACH

## INTRODUCTION

Our successes on past projects start with a pre-design process that is organized, thorough and comprehensive. This process is contingent on developing an open line of communication with the Town's Police Department, Town Officials, Project Manager and the various departments and committees responsible for the making recommendations and decisions for the project.

HKT has both the experience of design and construction of public safety buildings and extensive experience in the investigation of structures for their adaptive reuse. In addition to the typical engineering consultants, our design team includes Municipal Resources, Inc., a group of former police and fire chiefs, town managers and DPW directors who provide additional insight by looking at best practices and interpreting the building implications for police and fire departments. MRI brings a broad perspective that is based on today's needs as planning into the future.

The following narrative describes our detailed approach for this project.

## VISIONING / KICK-OFF MEETING

The project visioning / kick-off meeting gathers the team to ensure transparency in the decision process and to encourage a collaborative spirit for this project. Representatives of the Police and Fire Departments, Town Administrators and Committee members are included. We use this meeting to help define the key issues and process for your project. Our goals are:

- Build rapport and identify everyone's agenda before any decisions are made. Everyone is encouraged to speak to their own vision for the project.
- Articulate commonly held project expectations: these range from budget, to safety and security, to qualities desired for spaces and how each building will relate to the immediate neighborhood and Town overall. By understanding these issues early, we can ensure that all elements pertinent to your project will be addressed.

## BUILDING INVESTIGATION AND DOCUMENTATION

The Design Team will collect all of the existing documentation, verify the present conditions and prepare a set of base plans for each building. The following conditions will be documented:

- Structural Capacity
- MEP/FP Conditions
- Envelope Conditions

## SITE ASSESSMENT

We will study and analyze the site "hard" data that is available such as:

- Zoning impact; Code and by-law analysis
- General Site Circulation: Vehicle Circulation and Turning, particularly for fire trucks
- Possible locations for access to a Sallyport and Impound Area
- Parking for Police Officers and Visitors
- Parking for Fire Fighters and Visitors
- Environmental resource areas on or directly adjacent to the property
- Evaluation of utilities that serve the buildings
- Site drainage
- Geotechnical Information

We will also include an analysis for each site including appropriate “soft” information as:

- Noise and nighttime lighting
- Visual appearance of structure, paving, and landscape
- Zoning of activities; public entry and access, police and fire personnel entry and access, emergency vehicle and visitor parking separations and location of a sallyport
- Security and Safety: Vehicle dispatch and impact on traffic

## **SPACE NEEDS ANALYSIS / PROGRAMMING**

During these meetings we will be determining the exact needs for expanding the current Public Safety Building and converting the Sharon Avenue property into a new police station. We start with a tour of the current Public Safety Facility to understand how you operate today and because the Fire Department already occupies a portion of the existing building. We need to learn how the Fire and Police Departments would prefer to operate on a daily basis and how the existing spaces will accommodate the Fire Department’s long-term needs. At the same time, we will analyze the Police Department’s needs and look at what must be accommodated in the new Sharon Street building.

- We will interview key staff within each department to determine what they do (as opposed to what they might say they need).
- As part of this analysis and if the department requests their participation, we will include our consultant, Municipal Resources in the conversation. MRI can review your current practices and assess your spatial needs as a way to look at options to be considered. Their input will help inform a programmatic approach that will meet your current and future needs as well as affirming “best practices”.
- Develop critical adjacencies for the programmed spaces.
- Look at adjacencies and the relationship between the Police Department and the new Metacomet Regional Dispatch Communications Center in the Sharon Street building.
- We will check the space program against standards for square footage and keep both facilities in-line with others of similar size and operation. Experience has shown that the best place for budget control is when we are establishing the space program. We will establish space needs and square footages that are efficient and functional.

At the conclusion of this programming effort we will document the information for each building in the two forms: Room Data sheets which describe in technical detail each individual space and through sketch plans, which illustrate the size of each space with furniture and equipment layouts. We will present this data for comment and questions and adjust them as needed to establish final square footages and spatial relationships that meet your needs.

## **PRELIMINARY ASSOCIATED COSTS**

At this time we will develop a preliminary budget based on our experience with similar facilities, current market conditions, and other building factors specific to your project. The preliminary budget will include both hard and soft costs and will provide you with the first look at what the total projected project costs might be.

As we develop the preliminary Total Project Cost for the renovation and an addition to the current Public Safety Building and the conversion of the Sharon Street Building, we will use general square foot numbers and estimated soft costs. We will establish the “soft” budget including some or all of the following:

- Project Management
- Clerk of the Works during construction
- Permitting, Legal and Design Fees
- Builder’s Risk Insurance
- Temporary Relocation Costs for Detective Bureau
- Commissioning
- FF&E & Communications
- Cost of printing and advertisement
- Removal of Hazardous Materials
- Testing during construction

The “hard” costs at this point in the design process will be based on the gross square foot areas in the program. They will include:

- Construction including building and site development
- Contingencies for design and construction
- Cost escalation to mid-point of construction

This is the time to look at the Total Project Cost, before getting deeply embedded into the Schematic Design Phase to verify that the program is aligned with your budget.

## **PRELIMINARY SUSTAINABILITY STRATEGIES**

We believe that this is also a good time to evaluate your building and site program and create a list of potential “green” strategies to include in the design. We will be looking for ways to integrate site design and development, storm water runoff and water usage, passive solar concepts, materials that are made up of recycled products or are produced within 500 miles of Norfolk, MEP systems that use high efficiency motors and use our valuable resources wisely or increased values to insulation in walls and roofs. HKT recommends looking at sustainable strategies that make economic sense.

## **SCHEMATIC DESIGN PHASE**

Once we are given an approval to proceed, the following outlines our process for this phase. The first step might be a planning session with Town officials to get their input as to general features and amenities for the two sites. We will take all of the information previously developed and advance the drawings into building designs with plans that reflect the programmatic data and elevations that articulate the appearance and style of the proposed buildings. This phase will include all elements of the program for both buildings and sites and will show space allocations and relationships that are critical for operations. During this phase, we will be presenting alternative designs to the Town with the expectation of developing a final solution for each site. All spaces identified and documented during the programming phase will be included in the preferred design.

- Conceptual floor plan that are tailored to fit this existing structure while satisfying all of the programmatic requirements of each department. This will include exact locations for each administrative operation proposed.
- The preferred site layout to accommodate significant external needs.
- With our engineers we will develop preliminary narratives describing proposed civil, landscape, structural, and MEP/FP systems.
- We also begin to look at the details for renovations to the envelope and the interior space.

During the Schematic Design Phase, we will meet with all necessary Town committees and staff to determine what will need to be done to make the proposed site design work and outline the required permits and schedules. These would include informal meetings with the Town staff members who advise boards and committees, public hearings as required by the Town and informational meetings with the public as required.

At the completion of the Schematic Design Phase, we will have our estimator prepare a detailed statement of probable costs to make sure that we staying within the budget.

#### **DESIGN DEVELOPMENT THROUGH CONTRACT ADMINISTRATION**

Following a positive response to the Schematic Design Phase we will be prepared to continue our services through Design Development, Contract Documents, Bidding and Contract Administration phases in accordance with Massachusetts General Laws. While we work closely with the Town of Norfolk and the OPM to manage your schedule, we also recognize the importance of allowing adequate time to prepare bid documents that are comprehensive and coordinated so as to minimize any additional costs during construction.

We will establish a schedule to update the cost estimates throughout the design phase and fine tune the soft costs associated with the project as details are established. We will also work closely with the users to confirm the decisions made during design, making sure that all outstanding issues are addressed, to prepare for the permitting processes and to provide presentation materials needed to satisfy the requirements of various Town boards and committees.

#### **CONCLUSION**

HKT Architects is very pleased to have the opportunity to submit our qualifications and approach for the assessment, planning and design of the new Norfolk Fire and Police facilities. We have assembled a dedicated and highly qualified team of professionals who are committed to working in the public sector with the knowledge of the public process and a keen sense of responsibility to the taxpayers and public servants alike. We look forward to the opportunity of presenting our qualifications in person.



**SECTION E: PROPOSED STAFFING**



# ORGANIZATION CHART

**TOWN OF NORFOLK, MASSACHUSETTS**  
**ARCHITECTURAL AND ENGINEERING DESIGN SERVICES**  
**NORFOLK POLICE + FIRE STATIONS CONSTRUCTION PROJECT**

**ARCHITECTS**  
**HKT Architects Inc.**  
William R. Hammer AIA, LEED AP, MA Reg. #3546, Principal-In-Charge  
Janet M. Slemenda AIA, LEED AP, MA Reg. #6026, Co-Principal-in-Charge  
Nancy J. Joyce, LEED-AP, Project Manager

**SITE/CIVIL + STRUCTURAL ENGINEERING**  
**Pare Corporation**  
Andrew J. Chagnon, P.E., Civil Engineer, MA Reg. #46113  
Kevin M. Champagne, P.E., Structural Engineer, MA Reg. #46246

**LANDSCAPE ARCHITECTS**  
**Hammer + Walsh Design, Inc.**  
Nelson Hammer, RLA, Principal-in-Charge, MA Reg. #550  
David Walsh, RLA, RA, LEED-AP, Project Manager, MA Reg. #753

**CODE CONSULTANT**  
**WBA Associates, Codes + Permits**  
Walter Blair Adams AIA, MA Reg. #7702

**PUBLIC SAFETY CONSULTANT**  
**Municipal Resources, Inc.**  
Alan S. Gould, Vice President, Project Manager  
Bruce A. MacDougall, Senior Police Affiliate  
Brian P. Duggan, Senior Fire Affiliate

**MEP/FP + INTEGRATED TECHNOLOGY ENGINEERING**  
**Garcia Galuska & DeSousa Engineering, Inc.**  
Dominick B. Puniello, P.E., LEED-AP, HVAC, MA Reg. #48326  
David M. Pereira, P.E., Electrical + Integrated Technology, MA Reg. #49310  
Christopher M. Garcia, P.E. Plumbing/FP, MA Reg. #45034

**COST CONSULTANT**  
**Tortora Consulting, Inc.**  
Gerry Tortora, Cost Estimator





**WILLIAM R. HAMMER**  
**REGISTERED ARCHITECT, LEED-AP**  
PRINCIPAL-IN-CHARGE

**Education**

**M. Arch. in Urban Design  
(1968)**

Harvard GSD

**B. Arch. (1965)**

Rhode Island School of Design

**Registrations**

MA (#3546) CT (#6048)

NH (#1152) ME (#1263)

RI (#998) VT (#2779)

NY (#17818-1)

**Certifications**

NCARB No. 14,893

LEED-AP

**Memberships**

American Institute of Architects

Boston Society of Architects

**Board Activities**

*Rhode Island School of Design*

Board of Trustees

Honorary Board Member

*Harvard GSD*

Alumni Council

*City of Cambridge*

Green Zoning Task Force

Former

*Rhode Island School of Design*

Board of Trustees

Board Member

Former

*Atrium School*

Board Member

Former

*Palfrey Street School*

Board Member

As founding principal of HKT Architects Inc., Bill Hammer's background includes planning and design of municipal projects including Public Works and Town Halls, college facilities as well as large-scale residential, medical, recreational, and museum projects. With a focus on architecture and urban design, Bill has often been involved with preliminary planning and evaluation phases of any given project in order to help define the scope and context of a project prior to design work.

In addition to Bill's professional activities, he is an honorary trustee of the Rhode Island School of Design. Bill is currently the Vice Chair of the Harvard Graduate School of Design Alumni Council

**SELECTED PROJECT EXPERIENCE**

**MUNICIPAL**

**Highway Garage Facility, Deerfield, MA**

Design for new facility

**Northampton DPW, Northampton, MA**

Design for new facility

**Northbridge DPW, Northbridge, MA**

Feasibility Study for new facility

**Princeton Facilities Assessment, Princeton, MA**

Pre-Feasibility assessment of 6 municipal buildings

**Salisbury Police Station, Salisbury, MA**

Design for new facility

**Needham Facilities Master Plan, Needham, MA**

Study of 17 town-wide facilities

**Salisbury Emergency Services Facility, Salisbury, MA**

Feasibility study for existing Police, Fire + Public Works facilities

**Medfield Police/Fire Station + Master Plan, Medfield, MA**

Feasibility study for a new police station, renovated fire station and a surrounding master plan

**WILLIAM R. HAMMER**  
**REGISTERED ARCHITECT, LEED-AP**  
PRINCIPAL-IN-CHARGE

**Bridgewater Academy Building, Bridgewater, MA**

Study to renovate important history structure and programming of the Town municipal offices

**Boston Police Department, Charlestown, MA**

Design + construction of new facility

**Cambridge City Hall Annex, Cambridge, MA**

Renovation of 1871 building

LEED Gold Rating

COMMUNITY + CULTURAL

**Fore River Clubhouse, Quincy, MA**

Study for the improvements of the historic Fore River Clubhouse

**Society of St. John the Evangelist, Cambridge, MA**

Restoration to historic Anglican Monastery

**Malden YMCA, Malden, MA**

74,000 renovation + addition to armory building

**Greater Boston YMCA, Central Branch, Boston, MA**

Design for reorganization + renovation of fitness areas in Beaux-Arts building

**Ailu Community Center, Shanghai, China**

Design + Construction

HISTORIC

**Society of St. John the Evangelist, Cambridge, MA - 1936**

Restoration to historic Anglican Monastery

**St. Patrick's Place, Cambridge, MA - 1909**

Adaptive-reuse of St. Patrick's church into a 16-unit affordable housing development

**Drouet Block, Somerville, MA**

Restoration of historic 1898 flatiron building for mixed-use

**East Lexington Library, Lexington, MA**

Feasibility study for National Register historic library



**JANET M. SLEMENDA**  
**REGISTERED ARCHITECT, LEED-AP**  
**CO-PRINCIPAL-IN-CHARGE**

**Education**

**B. Arch (1980)**

Pennsylvania State University

**Registration**

Massachusetts (#6026)

**Certifications**

LEED-AP

**Memberships**

American Institute of Architects

Boston Society of Architects

**Community Involvement**

MA Public Health Council

1995 - 2006

Former Haggerty Public School

Council Member

Former Friends of Haggerty

President

Janet Monteverde Slemenda is a principal and an experienced project manager with over thirty four years of experience. She brings strong expertise to the programming, space planning, design, and contract document phase of projects. She has worked closely with clients on pre-design feasibility studies and site searches as well as coordinating phased projects and capital planning. She is especially experienced in working with building committees to educate taxpayers about projects in order to gain community support for implementation.

Janet has worked for HKT Architects since 1985 and has worked on higher education, public safety buildings, municipal buildings and planning studies. As Principal, Janet is responsible for coordinating the design team and leading in-house design reviews to ensure the project's aesthetic goals are coordinated with the programming, budget and scheduling goals.

**SELECTED PROJECT EXPERIENCE**

**PUBLIC SAFETY**

**Boxborough Public Safety, Boxborough, MA**

Study for a new public safety facility

**Salisbury Police Station, Salisbury, MA**

Design for new facility

**Boston Police Department, Charlestown, MA**

Design + construction of new facility

**Norwell Police Station, Norwell, MA**

Feasibility study for renovation of existing facility

**Marshfield Fire Station, Marshfield, MA**

Design for a new facility

**Fire Department, Chelmsford, MA**

Feasibility Study for new facility

Design for new facility

(HKT Architect of Record, subconsultant to lead firm)

**JANET M. SLEMENDA**  
**REGISTERED ARCHITECT, LEED-AP**  
CO-PRINCIPAL-IN-CHARGE

**Fire Station, Upton, MA**

Feasibility Study for new facility  
Design + construction of new facility

**Station Two, Wayland, MA**

Feasibility Study for addition and renovation

**Salisbury Emergency Services Facility, Salisbury, MA**

Feasibility study for existing Police, Fire + Public Works facilities

**Tisbury Emergency Services Facility, Tisbury, MA**

Design + construction of new facility

**Public Safety Facility, Rye, NH**

Feasibility Study for new facility  
Design + construction of new facility

**Fire/Police Public Safety Facility, Holbrook, MA**

Feasibility Study for new facility  
Design + construction of new facility

**Police, Fire and Rescue Station, Truro, MA**

Feasibility Study + Design for new facility

**Life Safety Facility, Moultonborough, NH**

Design + construction of new facility

**Public Safety Building, Plaistow, NH**

Feasibility Study for renovation and addition

**Public Safety Facility, Winchester, MA**

Feasibility Study for renovation + addition

**Public Safety Facility, Hamilton, MA**

Feasibility Study for new facility



## **NANCY J. JOYCE LEED-AP**

**PROJECT MANAGER**

### **Education**

#### **M. Arch. (2006)**

Roger Williams University

#### **B. Arch. (2005)**

Roger Williams University

### **Awards**

Roger Williams University,

Outstanding Women of the Year

2005 + 2006

Nancy Joyce is an Architectural Designer involved in multiple stages of projects including design, documentation, and construction administration. She has worked on several municipal projects for the firm, including multiple public works facilities and fire departments. She is an invaluable team member, working on numerous projects with many complex issues and tight deadlines. Her talent and skill combined with her easygoing and friendly client interface make Nancy one of our most capable designers.

## **SELECTED PROJECT EXPERIENCE**

### **MUNICIPAL**

#### **Salisbury Police Station, Salisbury, MA**

Design for new facility

#### **Marshfield Fire Station, Marshfield, MA**

Design for a new facility

#### **Department of Public Works, Merrimack, NH**

Feasibility Study for a new facility

#### **Highway Garage and EMS Facility, Deerfield, MA**

Feasibility study and site evaluation for new facility

Design for a new DPW facility

#### **Tisbury Emergency Services Facility, Tisbury, MA**

Design for new facility

#### **Samuel Hadley Public Services Facility, Lexington, MA**

Sustainable design for 75,000 sf of new construction on 9.6 acres

#### **Department of Public Works, Weston, MA**

Conceptual design for new facility

(HKT Architect of Record, subconsultant to lead firm)

#### **Department of Public Works, Northampton, MA**

Expansion and renovation of the departments central facility

**NANCY J. JOYCE LEED-AP**

PROJECT MANAGER

**Fire Department, Chelmsford, MA**

Feasibility study + design for new facility  
(HKT Architect of Record, subconsultant to lead firm)

**Department of Public Works, Amesbury, MA**

Feasibility Study for new facility

**Waquoit Bay National Estuarine Research Reserve,  
Falmouth, MA**

Green master plan for scientific research facility in conjunction  
with the Department of Conservation + Recreation

**Department of Public Works, Whitman, MA**

Conceptual design for new facility

**Department of Public Works, Charlton, MA**

Construction documents for first design of new facility

COMMUNITY + CULTURAL

**Fore River Clubhouse, Quincy, MA**

Study for the improvements of the historic Fore River Clubhouse

**Houghton's Pond Bathhouse and Site Work, Milton, MA**

Design + construction of bathhouse and interpretive boardwalk

**Montclair Art Museum, Montclair, NJ**

Sustainability report and study for museum

**Blue Stone Real Estate Group Headquarters, Newton, MA**

Renovation and fit-out for commercial real estate office

HISTORIC

**Cohasset Town Hall, Cohasset, MA - 1857**

Adaptive reuse + historic preservation of Town Hall

**Bridgewater Academy Building, Bridgewater, MA**

Study to renovate important history structure and programming of  
the Town municipal offices

**East Lexington Library, Lexington, MA**

Feasibility study for National Register historic library



## CONSULTANT QUALIFICATIONS



# CONSULTANTS

## CONSULTANTS

The following list is our team that we propose for the Architectural and Engineering Design Services for the Renovation of the Existing Public Safety Building to House the Norfolk Fire Department and Renovation of the 14 Sharon Ave Building to House the Norfolk Police Department. Detailed information for each firm is included in the following pages.

**Public Safety Consultant:**

Municipal Resources, Inc.  
Meredith, NH

**Site/Civil + Structural Engineering:**

Pare Corporation  
Foxboro, MA

**MEP/FP Engineering:**

Garcia, Galuska, DeSousa, Inc.  
Dartmouth, MA

**Landscape Consultant:**

Hammer + Walsh Design Inc.  
Boston, MA

**Cost Consultant:**

Tortora Consulting, Inc.  
Bedford, MA

**Code Consultant:**

WBA Associates, Codes + Permits  
Wellesley, MA





PUBLIC SAFETY CONSULTANT



# Municipal Resources, Inc.

## ABOUT MRI

Municipal Resources, Inc. (MRI) provides quality service at an affordable price. We have the technical knowledge and practical experience that others cannot offer because we hire the best in the municipal consulting industry. This is evidenced by a high level of implementation of MRI's recommendations by its clients. Municipal Resources is capable of performing multiple projects at the same time because of the depth that we have acquired through the number of employees and affiliates we maintain. We also have the ability to draw upon a wide array of talent because of our unique business approach. We strive to always meet or exceed our clients' initial expectations for quality of work and reports.

Municipal Resources, Inc. was founded in 1989 by six former municipal and state government managers, with both public and private professional experience. Municipal Resources is dedicated to providing professional, technical, and management support services to municipalities and schools throughout New England. Municipal Resources operates offices in two locations in New Hampshire, one in Maine, one in Massachusetts, and one in Pennsylvania.

We are registered to do business in Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, New Jersey, New York, and Pennsylvania.

Among the areas of expertise available are department assessments, organizational studies, personnel recruitment, personnel administration, collective bargaining, public safety, community and economic development, budget/finance, and general management. MRI has a particularly strong public safety group with nationally recognized expertise in police, fire, and emergency services.

Our objectives are:

- To help agencies obtain maximum value for limited tax dollars.
- To identify and help communities manage the risks associated with public safety functions.
- To help local leaders develop and execute plans that best meet their community's needs, given the resources available.

## MRI'S EXPERIENCE

- MRI has been in the management consulting business for more than 20 years. Our Project Manager, Brian P. Duggan, has more than 11 years experience providing public safety management and audit services.
- MRI has conducted over 125 studies in the past 20 years (see references attached). MRI has performed more than 30 fire service projects in Massachusetts in the last
- 3 years. Many, if not most of these projects include a component that assesses the current fire facility as well as addressing future facility needs.

## THE PROJECT TEAM

MRI has twelve (12) full-time professionals in the company with three (3) support staff members. In addition, MRI has developed a large group of professional affiliates from which it can draw for consulting services as necessary. Our dynamic management staff can tailor services to specific client needs. Our clients realize that we have been in their shoes; we have the experience, sensitivity, and desire that it takes to develop and deliver services that specifically meet their needs.

All Principal Consultants affiliated with the firm have substantial experience in government service, a background which proves beneficial to our clients, as we are able to fully understand and address the issues and concerns of the officials and decision makers with whom we do business. Our market, focus and expertise, is New England based. We are intimately familiar with New England local government forms, culture, and issues and pride ourselves on our ability to deliver services appropriate to our New England clients.

We believe that MRI has the best collection of talent that any consultant can produce at any price. For this project, our consultants would have years of experience leading and managing public safety agencies along with the challenges that confront those organizations and specific knowledge of fire service needs and strategic planning. They have New England-wide, and in some cases, national reputations. All are previous veterans of consulting assignments.

In keeping with MRI's hallmark multi-disciplinary approach to problem solving, we plan to use the following team: Alan S. Gould, Bruce A. MacDougall and Brian P. Duggan.

Name of company officers:

- Donald R. Jutton, President & Assistant Secretary Public Management, Economic Development, and Planning
  - Joseph W. Lessard, Jr., Vice President, Treasurer, & Secretary Municipal Assessing
  - Alan S. Gould, Vice President & COO Public Management, Public Safety & Emergency Management
  - Michael Everngam, Chairman, Board of Directors
  - Wallace Stickney, Emeritus, Board of Directors
- \*None of the above have a MA Reg number.
- Donald R. Jutton, President & Asst. Secretary 50%
  - Joseph W. Lessard, Jr., Vice President, Treasurer, & Secretary 50%

## **POLICE CONSULTANTS:**

**Alan S. Gould, Vice President and Chief Operating Officer**, is a graduate of Saint Anselm College with a BS degree in Criminal Justice. He is certified as a Public Manager by the American Academy of Certified Public Managers and has completed numerous management and leadership programs including the Babson Command Training Institute and the FBI's LEEDS program. He is recognized for his creativity in community policing and his leadership in promoting ethics in the law enforcement community. Mr. Gould began his public sector career with the Salem, NH, Police Department where, during 21 years, he served at all ranks of the Department. He served as Chief of Police in Rye, NH, where, upon retirement from law enforcement, he was appointed and served as Town Administrator until joining MRI in 2008. Mr. Gould served as the Ethics Instructor at the New Hampshire Police Academy for 15 years and has been an instructor of college courses in Criminal Code, Criminal Investigation, Report Writing, Constitutional Law, and Juvenile Delinquency. Among his many community involvements, Alan served as an initial incorporator of the Greater Salem Council Against Family Violence; a founder of New Hampshire's second "visitation center" designed to protect children from abusive parents; an initiator of Rye Senior SERVE, a non-profit organization established to help seniors remain in their homes as they age; and he continues as the Emergency Management Director in the coastal community of Rye, NH, located within the Seabrook Nuclear Power Plant's Emergency Planning Zone. In addition to his responsibilities as MRI's Chief Operating Officer, Mr. Gould manages many of the company's projects and occasionally serves in interim municipal management roles. Since joining MRI in 2008, Mr. Gould has managed more than 100 projects in six states including organizational studies, executive recruitments, internal investigations, and interim assignments.

**Bruce A. MacDougall** obtained his Master of Science in Criminal Justice Administration from Northeastern University in Boston in 1978, and his Bachelor of Arts in American Government from Boston University in 1972. He has also attended professional training through the Federal Bureau of Investigation's Law Enforcement Executive Development Seminar Program and through the Police Executive Research Forum's Senior Management Institute for Police. He retired in 2002, after 30 years of active police service, as Chief of the Methuen, Massachusetts, Police Department, where he spent most of his law enforcement career. In Methuen, he rose through the ranks from Dispatcher to Chief. As Chief for 9 years, he was responsible for the planning, organizing, staffing, directing, and administering a department of 84 sworn officers and 16 civilian staff members, in a diverse community of 44,000 citizens, with a total department budget of seven million dollars. He has been an Instructor of Criminal Justice at Northern Essex Community College and an Instructor of Constitutional Law for the Massachusetts Criminal Justice Training Council. In addition to teaching, Chief MacDougall has been involved in a number of police and corrections consulting assignments, including being assigned as Interim Chief, conducting internal affairs investigations and management studies, completing evidence audits, accreditation reviews and preparation, as well as participation in assessment centers and executive selection teams. From 2006 through 2008, Chief MacDougall served as the Director of the Massachusetts Police Leadership Institute in Lowell, Massachusetts. He is Past President of the Essex County Chiefs of Police Association and past Vice-President of the North Eastern Massachusetts Law Enforcement Council.

## **FIRE CONSULTANTS:**

**Brian P. Duggan** now commands the Fire Department in Northampton, Massachusetts, where he has instituted substantial changes to modernize and restructure the entire department including equipment, facilities, personnel, and training. In conjunction with his staff, Brian has created a regional Advanced Life Support Program that currently serves eighteen communities within the Northampton Area. He formerly commanded the Northborough, Massachusetts, Fire Department, and has significant experience with the Massachusetts Department of Fire Services where he held several key positions. Mr. Duggan developed and directed the Graduate and Undergraduate Fire Science Programs at Anna Maria College in Paxton Massachusetts from 1995 - 2003. Mr. Duggan has a Business Management/Fire Science degree from Providence College and a Master's Degree of Business Administration (MBA) from Nichols College in Dudley, Massachusetts. He is also a graduate of the National Fire Academy Executive Fire Officer Program and the Senior Executive Program for State and Local Leaders at Harvard University. In December 2012, Mr. Duggan received a Master's Degree in Homeland Security through the Naval Post Graduate School based in Monterey, California, where his thesis entitled "Enhancing Decision-making during the First Operational Period of Surge Events" was selected as an outstanding thesis. He is one of only a few fire service professionals to be designated as a Chief Fire Officer by the Commission on Fire Accreditation International. He leads the Massachusetts fire service through his affiliation as Chairman of the Fire Chief Association of Massachusetts Technology Committee and as a Regional Director on the Massachusetts State Fire Mobilization Committee. Mr. Duggan has authored several publications, inclusive of writing Section 7, Chapter 3, Fire Department Information Systems, in the Nineteenth and Twentieth Editions of the National Fire Protection Association's Fire Protection Handbook. Chief Duggan has served as a subject advisor to MRI since 2002 and will occasionally work on a project team.

**MUNICIPAL RESOURCES, INC.**

**POLICE REFERENCES**

**MASSACHUSETTS**

Boxborough, MA  
Organizational Assessment - 1996

Dartmouth, MA  
Police Chief Recruitment 2009  
David Cressman,  
Executive Administrator  
Dartmouth Town Hall  
400 Slocum Road  
Dartmouth, MA 02747  
(508) 910-1813

Dedham, MA  
Police Dept. Data Analysis 2011  
William G. Keegan  
Town Administrator  
26 Bryant Street  
Dedham, MA 02026  
(781) 751-9100

East Longmeadow, MA  
Police Chief Recruitment 2005  
Town Administrator  
60 Center Square  
East Longmeadow, MA 01028-2457  
(508) 835-3490

Framingham, MA  
West Suburban Managers Group (WSMG) 2010  
Regional Dispatch Study (20 Communities)  
Paul Buckley, Needham Fire Chief  
(781) 455-7580

Gloucester, MA  
Public Safety Study 2009  
James A. Duggan  
Chief Administrative Officer  
9 Dale Avenue  
Gloucester, MA 01930  
(978) 281-9700

Greenfield, MA  
Police Captain Assessment Ctr.  
Dennis Helmus, HR Director  
Town Hall Annex  
253 Main Street  
Greenfield, MA 01301  
(413) 772-1577

Hubbardston, MA  
Police Chief Recruitment 2005  
Trudy O'Connell, Administrative Asst.  
PO Box 206  
Hubbardston, MA 01452-0206  
(978) 928-1403

Manchester-by-the-Sea, MA  
Interim Police Chief 2007  
Professional Panel Interview for  
Police Chief Recruitment 2007  
Wayne Melville  
Town Administrator  
Town of Manchester-By-The-Sea  
10 Central Street  
Manchester-By-The-Sea, MA 01944-1399  
(978) 526-2000

Millville, MA  
Interim Police Chief;  
Organizational Assessment; and  
Police Chief Assessment Center 2007  
Helen M. Coffin  
Executive Secretary  
Town of Millville  
PO Box 703  
Millville, MA 01529  
(508) 883-1186

Peabody, MA  
Internal Affairs Investigations  
2004, 2005, & 2006  
Robert L. Champagne, Chief of Police  
6 Allen's Lane  
Peabody, MA 01960  
(978) 538-6308

Salisbury, MA  
Police IA 2011  
Neil J. Harrington  
Town Manager  
Town of Salisbury  
5 Beach Road  
Salisbury, MA 01952  
(978) 462-8232

Westborough, MA  
Organizational Assessment - 2000

**FIRE REFERENCES**

**MASSACHUSETTS**

Acton, MA  
Fire Services Review  
Roland Bartl, AICP  
Planning Director  
Town of Acton  
Planning Department  
472 Main Street  
Acton, MA 01720  
(978) 264-9615

Andover, MA  
Fire Chief Assessment Center &  
Fire Study  
Candice Hall  
Director, Human Resources  
Town of Andover  
36 Bartlett Street  
Andover, MA 01810  
(978) 623-8225

Avon, MA  
Organizational Assessment &  
Interim Fire Chief  
Fire Chief Recruitment  
Board of Selectmen  
65 East Main Street  
Avon, MA 02322  
(508) 588-0414

Chatham, MA  
Organizational Assessment 2010  
Chief Michael Ambriscoe  
Chatham Fire Department  
135 Depot Road  
Chatham, MA 02633  
(508) 945-2324  
(508) 945-5120 Fax

Cheshire, MA  
SAFER Grant Needs Assessment  
Dr. James Pasquini  
Grant Administrator  
Town of Cheshire  
44 East Main Street  
Cheshire, MA 01225  
(413) 743-5953

Dedham, MA  
Fire Dept – Data Analysis 2011  
William G. Keegan, Town Administrator  
26 Bryant Street  
Dedham, MA 02026  
(781) 751-9100

Framingham, MA  
West Suburban Managers Group (WSMG)  
Regional Dispatch Study (20 Communities)  
Paul Buckley, Needham Fire Chief  
(781) 455-7580

Gloucester, MA  
Fire Chief Recruitment 2012  
Public Safety Study 2008  
James A. Duggan  
Chief Administrative Officer  
9 Dale Avenue  
Gloucester, MA 01930  
(978) 281-9700

Hadley, MA  
Fire Study 2011  
David G. Nixon, Town Administrator  
Town of Hadley  
100 Middle Street  
Hadley, MA 01035  
(413) 586-0221

Hyannis, MA  
Fire Study  
Harold S. Brunelle, Chief  
Hyannis Fire Department  
95 High School Road Ext.  
Hyannis, MA 02601

Ipswich, MA  
Organizational Assessment  
Robert T. Markel, Town Manager  
25 Green Street  
Ipswich, MA 01938  
(978) 356-6609

Manchester-by-the-Sea, MA  
Organizational Assessment  
Wayne C. Melville  
Town Administrator  
Manchester-by-the-Sea, MA 01944  
(978) 526-2000

Mashpee, MA  
Fire Study 2011  
Joyce M. Mason, Town Manager  
Town of Mashpee  
16 Great Neck Road North  
Mashpee, MA 02649  
(508) 539-1401

MassDevelopment – Devens  
Emergency Planning Exercise  
Fire Lt. Assessment Center  
Dispatch Study  
Dispatch Study Update  
Emergency Operations Center  
Police Services Analysis  
Chief Thomas E. Garrity  
Devens Fire Department  
104 MacArthur Avenue  
Devens, MA 01432  
(978) 772-4600

North Reading, MA  
Organizational Assessment  
Greg Balukonis  
Town Administrator  
235 North Street  
North Reading, MA 01864  
(978) 664-6010

Scituate, MA  
Fire Study 2011  
Patricia A. Vinchesi, Town Administrator  
600 Chief Justice Cushing Way  
Scituate, MA 02066  
(781) 545-8741

South Hadley, MA  
EMS Assessment  
David O'Keefe  
Fire Chief, District Two  
(413) 534-5803

Wayland, MA  
Fiscal Benefit and  
Service Demand Analysis  
Koffler/Great Island (KGI)  
Frank Dougherty  
(617) 357-9300

Westford, MA  
Organizational Assessment  
Chief Richard Rochon  
51 Main Street  
Westford, MA 01886  
(978) 692-5542





**SITE/CIVIL + STRUCTURAL ENGINEERING**



## BACKGROUND

Established in 1970, Pare Corporation (PARE) is a multi-disciplinary firm comprised of planners, scientists, and engineers specializing in the areas of site/civil, structural, geotechnical, environmental, waterfront/marine, transportation, and municipal projects. The firm serves all of New England and the Northeastern United States from offices in Lincoln, RI, and Foxboro, MA. With four-and-a-half decades of cost-conscious planning and innovative design solutions—from project conception through post-construction services—we have established long-term relationships with a wide range of public- and private-sector clients throughout the region. Our commitment to practical, client-driven design has resulted in repeat business from more than 85% of our clients.

## STAFFING CAPABILITIES

PARE employs more than 70 professional, technical, and support personnel. Over 60% of the engineering staff is comprised of registered professionals, and 21 individuals have received graduate degrees. Division Managers possess at least 20 years of experience within their fields of specialization, and Project Managers have at least 10 years of applicable experience. In-house planners, wetland specialists, and environmental scientists support the firm's planning and design efforts, specializing in the coordination and monitoring of all permitting requirements. Through in-house training and the firm's policies for continuing education, PARE personnel have remained current with emerging technologies.

## SERVICE AREAS

- Master Planning and Feasibility Studies
- Site Planning and Civil Engineering
- Traffic and Transportation Engineering
- Geotechnical Engineering
- Wetlands Delineation/Mitigation
- Environmental Studies and Permitting
- Hazardous Waste Remediation
- Water, Wastewater and Utilities
- Structural Engineering
- Bike Paths and Pedestrian Facilities
- Parks and Recreational Development
- Highway and Bridge Engineering
- Condition Surveys/Facilities Engineering
- Pre- and Post-Construction Monitoring
- Construction-Phase Services

## CLIENTS

- State and Municipal Agencies
- Medical and Healthcare Facilities
- Recreational and Community Facilities
- K-12 Educational Facilities
- Colleges and Universities
- Manufacturing Clients
- Power and Utility Companies
- Port Operators and Authorities
- Architects
- Developers and Contractors
- Financial Institutions
- US Department of Transportation
- US Department of Defense

## OFFICES

- 8 Blackstone Valley Place  
Lincoln, RI 02865  
(401) 334-4100 FAX (401) 334-4108
- 10 Lincoln Rd., Suite 103  
Foxboro, MA 02035  
(508) 543-1755 FAX (508) 543-1881



---

## SITE PLANNING AND CIVIL ENGINEERING



PARE provides a full range of planning and engineering services associated with site improvement projects. We are familiar with the requirements of large-scale commercial, institutional, industrial and residential projects, as well as individual site improvement projects. Regardless of the project size, PARE recognizes overall project success is highly dependent on sequencing, scheduling, and regulatory

compliance. Our ability to meet the needs of our clients is reinforced by the firm's full-service, in-house capabilities.

PARE has been responsible for the planning and design of over \$2 billion worth of site development projects. We have planned and designed site improvements associated with state, regional and local parks, industrial parks, commercial sites, residential and healthcare developments, full-scale recreational and waterfront facilities, office buildings, retail facilities, and K-12 and Higher Education facilities.

### **REPRESENTATIVE SERVICES:**

- *Conceptual and Feasibility Studies*
- *Project Planning*
- *Grading and Drainage Plans*
- *Utility Layout and Design*
- *Preliminary and Final Plan Preparation*
- *Parking Facilities*
- *Access Roadways and Sidewalks*
- *Environmental Site Assessments*
- *Environmental and Wetland Permitting*
- *Traffic Impact Studies*
- *Sanitary Facilities*
- *Water Supply and Transmission*
- *Recreational Facilities*

---

## STRUCTURAL ENGINEERING



PARE has provided structural engineering services for over 40 years. The firm offers a broad range of services applicable to projects small and large, simple and complex. State-of-the-art methods are utilized during the analyses and design of the structural components of all projects. Our experience in the use of materials such as steel, reinforced concrete, pre-stressed concrete, masonry, and timber provides PARE with the ability to

offer economical designs to suit a variety of criteria specific to each project. Projects successfully completed by PARE include new foundations and structures, as well as rehabilitation and retrofitting of existing facilities.

### **REPRESENTATIVE SERVICES:**

- *Deep & Shallow Foundation Design*
- *Building Rehabilitation & Design*
- *Historic Structures*
- *Specialty Structures*
- *Condition Surveys*
- *Design Review for Code Compliance*
- *Computer Analyses*
- *Seismic Analyses*
- *Cost Estimating*
- *Construction Administration*





#### REGISTRATIONS AND CERTIFICATIONS

Professional Engineer –  
Massachusetts,  
Rhode Island, Connecticut,  
Vermont

Massachusetts D.E.P.  
Qualified Soil Evaluator

OSHA Hazardous Waste  
Operations 40-Hour Health  
and Safety Training

OSHA Construction Safety  
10-Hour Training

#### PROFESSIONAL AFFILIATIONS

American Society of Civil  
Engineers

Providence Engineering  
Society  
NAIOP

Town of Northbridge, MA,  
Conservation Commission

#### EDUCATION

University of Massachusetts,  
Dartmouth, MA:  
B.S., Civil Engineering, 1993

Continuing Education:  
The CFA/CADD Training  
Center  
AutoCAD Rel. 12,  
November 1994

#### RELEVANT EXPERIENCE

Mr. Chagnon manages a variety of engineering assignments related to the planning, design and construction of site development projects, highway and roadway projects, drainage improvements, and water and sewer line installations. He is particularly skilled at getting consensus on projects involving complex organizations and regulators. He has provided planning through construction administration for a variety of educational, transportation, infrastructure, residential, commercial, and industrial projects. Representative experience includes:

- **Medfield Public Safety Facility Feasibility:** Project Manager for civil, structural and traffic engineering associated with the concept design of a new police/fire facility. The study produced plans and outline specifications for cost estimating purposes. The work specifically included investigating utility availability, reviewing potential site improvements, preparing a traffic impact analysis, and providing structural evaluation of existing Town Buildings. Multiple options were developed and reviewed which included utilization of existing buildings and new construction. Medfield, MA.
- **Medfield Public Safety Facility Final Design:** Project Manager for civil engineering services associated with the design of a new 38,500-sf public safety building. Medfield, MA.
- **Marshfield Fire Station One:** Project Manager for engineering services associated with the design study for the replacement of the existing Station One Fire Station. Marshfield, MA.
- **Norwell Police Station:** Project Manager for evaluation of existing police station to determine cost of renovations. Performed an assessment of site conditions and recommendations for improvements. Norwell, MA.
- **Westwood Public Safety Feasibility Study:** Project Manager for site, regulatory, traffic, utility, civil, and environmental services for study to assess conditions & evaluate development opportunities at multiple sites for police and fire facilities. Provided conceptual site layout and civil design for potential opportunities on each site. Westwood, MA.
- **Salisbury Police, Fire and DPW Study:** Project Manager for the evaluation of five potential sites for a police station, fire station, and DPW headquarters. The study included land acquisition, utility evaluation, conceptual build-out, and constraints analysis to select the appropriate sites for each project based on the Town's current and future needs. Salisbury, MA.
- **Amesbury DPW Facility Feasibility Study & Conceptual Design:** Managing Engineer for a feasibility and site selection study for a new DPW Facility. The project included a review of the existing needs assessment and interviews with town personnel to verify and update space and programming needs and evaluation of more than 25 town-owned parcels for potential siting of the facility. Amesbury, MA.
- **Wyatt Detention Facility:** Managing Engineer for a design-build 300-bed addition to the existing Wyatt Detention Facility and a new training facility. Site design included site layout and grading, determination of volume quantities to satisfy conditions of work in the flood plain, hydraulic design,

and preparing permit plans for submission to the RI Department of Environmental Management and the Narragansett Bay Commission. Central Falls, RI.

- **Plymouth South High School Feasibility and Schematic Design:** Managing Engineer for the site design of high school on the existing school site. Site design includes layout and grading of the site along with hydraulic and hydrologic modeling for drainage systems and low impact drainage design. Design of the sewer service and other coordination of utilities are involved. The new high school is involved in the model schools program and the goal is to become certified with LEED for Schools. Plymouth, MA.
- **Lindemann Center Parking Improvements:** Managing Engineer for the site design and drainage design of an urban parking lot. In addition to site design, PARE coordinated with the Boston Water and Sewer Commission, the Public Improvement Commission and state and local historic commissions. Boston, MA.
- **University of Massachusetts Boston Former Bayside Expo Parking Upgrades:** Managing Engineer for the design of automated parking controls and gates at the former Bayside Expo Center, now owned by UMass Boston. The project includes the design of traffic flow, grading, drainage, water and sewer connections, site volume calculations, electrical and communication restructuring. Boston, MA.
- **Andover Public Schools Site Master Plan:** Managing Engineer for the preparation of a Master Plan for site improvements at several schools including geotechnical, landscaping, traffic circulation, drainage, ADA compliance, survey and coordination with the needs of the Town and School District. The Master Plan Report included the results of the investigations identifying the issues, providing potential solutions, schematic site plans for each of the seven sites and included opinions of probable cost for the designs recommended. Andover, MA.
- **Andover Town Hall Plaza Improvements:** Managing Engineer for site improvements associated with the demolition of the existing Town Hall Plaza and re-design of the proposed plaza improvements. Andover, MA.
- **Andover West Middle School Site Improvements:** Managing Engineer for the site design services at the existing school site, in addition to wetland delineation and permitting services. The site design included pedestrian and vehicular circulation improvements and grading of the site and low impact drainage design. Andover, MA.
- **Natick High School Site Selection:** Managing Engineer for the assessment of two sites to determine which site would be chosen to house the new High School. PARE reviewed each site and developed schematic drawings to depict how each site could work with the proposed building. Based on PARE's findings (in conjunction with others) the preferred site for development was identified. Natick, MA.
- **Lowell Superior Courthouse Parking Lot Development (DCAM):** Senior Project Engineer responsible for the design of parking lot improvements. Project included a field review of the site to verify previous base plans; the design of grading, drainage, and landscaping. In addition, PARE prepared specification and opinions of probable cost for the project. Lowell, MA.



#### REGISTRATIONS AND CERTIFICATIONS

Professional Engineer –  
Massachusetts,  
Rhode Island, New York

OSHA Construction Safety  
10-Hour Training

#### PROFESSIONAL AFFILIATIONS

American Society of Civil  
Engineers

American Institute of Steel  
Construction

#### EDUCATION

Syracuse University:  
B.S. Civil Engineering, 2000

#### RELEVANT EXPERIENCE

Mr. Champagne has 14 years of experience on a wide range of structural assignments, including the analysis and design of buildings, waterfront structures, bridges, and support facilities. He has been responsible for the preparation of study reports, cost estimates, construction documents, and pre- and post-construction surveys. Representative projects include:

- **Hull Police & Town Hall Structural Assessment:** Senior Project Engineer responsible for evaluating the condition of the Town Hall and Police Station. The evaluation identified short-term repair recommendations and “order-of-magnitude” opinion of probable construction costs associated with the recommended repairs. A review of existing structural systems relative to building code compliance for potential future alterations was also provided. Hull, MA.
- **Salisbury Police Station:** Senior Structural Project Engineer for the design of a new police facility. The proposed facility is a 3-story wood and masonry structure (approximately 9,000 SF footprint) housing training and fitness rooms; booking and detainment areas; offices; and vehicle storage garages. Services included preparation of schematic, design development, and construction documents; programming of special inspections; and construction administration. Salisbury, MA
- **Marshfield Station One:** Senior Project Engineer responsible for structural engineering design for a new fire station including a two-story wood-framed administration building (4,000 SF) and a single-story steel and masonry emergency vehicle garage (4,000 SF). Responsibilities included structural design, preparation of bid documents, and construction administration services. Marshfield, MA.
- **Northbridge DPW Facility Feasibility Study & Site Design:** Structural Project Engineer for redesign of Public Works facilities on existing site. The work included reviewing potential existing building modifications for code-required seismic and wind upgrades. Design also included roadway and parking layout, water and sewer design, and the design of a low impact bio-retention stormwater management system. Northbridge, MA.
- **Medfield Public Safety Facility Feasibility:** Structural Project Engineer for conceptual design of a new police/fire facility. The study produced plans and outline specifications for cost estimating purposes. The work specifically included investigating utility availability and providing structural evaluation of existing Town Buildings. Multiple options were developed and reviewed which included utilization of existing buildings and new construction. Medfield, MA.
- **Needham Facilities Master Plan:** Senior Project Engineer for the structural evaluation of the existing DPW building and Police/Fire building. The evaluations included an overview of structural systems and their condition as well structural code implications of potential renovations for the master planning project. Needham, MA.
- **Rhode Island State Police Garage:** Structural Project Engineer for the design of a new state police vehicle garage. The proposed facility is a pre-engineered metal building structure (approximately 5,000-sf footprint).

PARE provided foundation design, Engineer-of-Record, and construction administration services. Scituate, RI.

- **Brookline DPW Renovations:** Senior Project Engineer responsible for structural engineering design to renovate an existing DPW facility. The project included investigation and repair of a deteriorated concrete parking deck, construction of new office space and storage mezzanines, and construction of a new vehicle wash bay structure. Responsibilities included coordination of site/civil and structural construction documents, preparation of Structural Tests and Inspections program, and construction administration services. Brookline, MA.
- **Shawme Crowell State Forest - New Contact Station:** Senior Project Engineer responsible for the design of a new wood-framed contact station (1,200 SF) for the MA Department of Conservation and Recreation. Responsibilities included structural design, oversight of associated site/civil design, and preparation of bid document. Sandwich, MA.
- **Udor Tower Rehabilitation:** Structural Project Engineer responsible for the repair of a masonry stone tower for the Millville Historical Commission. Repairs included masonry mortar repointing and the design of a new wood-framed roof. Millville, MA.
- **Cambridge City Hall Annex Equipment Platform:** Structural Project Engineer responsible for the design of an elevated platform to support two new heat exchangers. Responsibilities included preparation of construction documents and construction administration services. Cambridge, MA.
- **Wellesley Capital Projects:** Structural Project Engineer responsible for the development of repairs at the Sprague School, Middle School, and Warren Building. Services included the review of concrete repairs at the entrances to both schools, design of repairs to the structural support of a brick chimney at the Warren Building, and the design of roof sheathing retrofits at the Sprague School to resist code-prescribed forces. Wellesley, MA.
- **New Bedford State Pier - Building No. 1:** Project Engineer responsible for providing a structural evaluation and partial demolition of the existing two-story steel framed structure. Services included a wind and seismic load analysis resulting in the design of structural upgrades; development of a partial demolition plan for the elimination of the building's end bay; façade and roof replacement; and interior renovations. New Bedford, MA.
- **New Bedford Ferry Terminal:** Senior Engineer for preparation of a condition assessment report based on field observations. Responsible for the design of steel frame to support new building façade and canopy. New Bedford, MA.
- **Devens Recycling Center (Design/Build Delivery Method):** Project Engineer responsible for the design and preparation of construction documents for the foundations for a 91,000-SF pre-engineered building. The facility was designed for use as a demolition recycling facility and transfer station in the Devens West Rail Industrial Park. The building includes a two-story vestibule and administration office area, and structural design included 16-foot high push walls constructed with an 8-foot high reinforced concrete wall and an 8-foot high steel plate wall. Devens, MA.

**HKT**  
architects inc.

**MEP/FP + INTEGRATED  
TECHNOLOGY ENGINEERING**





Garcia, Galuska & DeSousa, Inc. is an award winning, full service Consulting Engineering Firm located in Dartmouth, MA. Our firm is headed by four principals, Carlos G. DeSousa, P.E., Christopher M. Garcia, P.E. Dominick B. Puniello, P.E, CEM, LEED AP and David M. Pereira, P.E. We provide consulting services in the areas of Plumbing, Fire Protection, HVAC, Electrical, Technology, and Civil Engineering. Our office employs LEED accredited staff and also maintains Minority Business Enterprise Certification (MBE) in the State of Massachusetts.

Our staff size of 40 allows us to offer our clients the advantage of a small firm where we can maintain principal/client interaction during the entire design/construction process, yet we have the capacity to handle significant projects effectively and on time. This type of service is best illustrated by our proven track record of repeat work with many large private developers as well as our extensive list of public sector clients.

GGD is a leader in the design of high performance mechanical, electrical, and plumbing systems. Our firm has been involved in the design of several CHPS, LEED and MTC certified projects. GGD was recognized with the *2008 Gold Award honoring Achievement in Professional Design Excellence* by the American Council of Engineering Companies of MA for our design work on the *Dedham Middle School* which was the first “green” school in Massachusetts. We feel that many opportunities exist for saving energy and utilizing renewable energy sources. Green building design is the process by which all opportunities to conserve energy, improve the interior environment, utilize environmentally friendly building materials and fuels, and provide for an easily maintained and operated facility.

Our firm’s portfolio includes a significant number of projects involving public and private school buildings, municipal buildings, public safety facilities, town halls, recreational facilities, public housing, libraries, and higher education facilities. From study through design, public bidding and construction administration services, Garcia, Galuska & DeSousa is committed to excellence.

# PUBLIC SAFETY PROJECT EXPERIENCE



Centerville/Osterville/Marstons Mills Fire Rescue Station 2



Foxborough Public Safety Building



White Street Fire Station, Springfield

---

## **Nantucket Public Safety Building, Nantucket, MA**

New construction of a 60,000 SF building with design for HVAC, Plumbing, Fire Protection, Electrical, and Technology systems made up of general administrative areas, cell block area, booking, sally port, fire apparatus bays, and general public spaces.

---

## **Brookline Public Safety Building, Brookline, MA**

Renovation of a 48,000 SF building with design for HVAC, Plumbing, Fire Protection, Civil and Electrical systems.

---

## **Foxborough Public Safety Building, Foxborough, MA**

New construction of 39,000 SF with design for HVAC, Plumbing, Fire Protection, Electrical and Technology systems for full operation of the Police and Fire Departments which share a state-of-the-art communications/dispatch area and the town Emergency Management Center.

---

## **Mashpee Fire Station #2, Mashpee, MA**

HVAC, Plumbing, Fire Protection, Electrical, Civil, and Technology design services for new construction of 6,300 SF made up of general administrative areas, apparatus bays, and general public spaces.

---

## **Hingham Fire Station, Hingham, MA**

New construction of 15,300 SF with design for HVAC, Plumbing, Fire Protection, Electrical & Technology made up of general administrative areas, apparatus bay, and general public spaces.

---

## **Centerville - Osterville - Marstons Fire Rescue Station 2, Centerville, MA**

New construction of 8,500 SF made up of general administrative areas, apparatus bays, and general public spaces.

---

## **Springfield (White Street) Fire Station, Springfield, MA**

GGD provided study and new construction of approximately 12,000 SF. Living quarters are located on the third floor with offices and conference/training room on second floor. Design included HVAC, Plumbing, Fire Protection, Electrical & Technology. LEED Gold certified.

---

## **Newton Fire Station No. 7, Newton, MA**

Plumbing, Fire Protection, HVAC and Electrical study and design services for renovations to the 13,826 square foot fire station.

---

## **Groton Fire Station, Groton, MA**

HVAC, Plumbing, Fire Protection, Electrical, and Technology Systems design for new construction of approximately 18,550 SF, two stories made up of general administrative areas, training rooms, apparatus storage bays, and dormitory area.

# GARCIA • GALUSKA • DESOUSA, INC.

Mechanical / HVAC Systems Consultant



**Dominick B. Puniello, P.E.,  
CEM, LEED AP  
Principal/Department Head**

## **Education:**

Bachelor of Science  
Mechanical and Electrical Engineering,  
1996  
Roger William University  
Bristol, RI

## **Professional Registrations:**

NCEES (National)	Reg. #26227
Massachusetts	Reg. #48326
Rhode Island	Reg. #7868
Connecticut	Reg. #27553
Maine	Reg. #12163
New Hampshire	Reg. #12936

## **Certifications:**

U.S. Green Building Council  
LEED Accredited Professional  
Since 2002

Certified Energy Manager by the  
Association of Energy Engineers

## **Professional Affiliations:**

American Society of Heating,  
Refrigerating and Air Conditioning  
Engineers (ASHRAE)  
Association of Energy Engineers (AEE)  
American Society of Mechanical  
Engineers (ASME)  
The Association of Energy Engineers  
(AEE)

Mr. Puniello is a principal with Garcia, Galuska & DeSousa, Inc. and directs the Mechanical Department. Has brings over 17 years of HVAC engineering and design experience to the project and provides supervision and direction of conceptual system selection and development, as well as computer analysis, studies and construction administration. Mr. Puniello is a former faculty member of Boston Architectural Center lecturing on HVAC engineering and design.

## **PROFESSIONAL EXPERIENCE:**

### **Garcia, Galuska & DeSousa, Inc. Dartmouth, MA**

Principal, Mechanical Department Head  
Senior Engineer  
August 2008 to Present

### **Robert W. Sullivan, Inc. Boston, MA**

Associate, HVAC Engineer - 2004-2008

Responsibilities included direct supervision of Mechanical Engineering Department personnel and design and development of HVAC systems for projects including hospitals, laboratories universities and residential projects. Also responsible for marketing company services and attending interviews with prospective clients.

### **BR+A Consulting Engineers, LLC Watertown, MA**

HVAC Project Engineer, 1997 to 2004

Project Manager responsible for the design of HVAC systems from conceptual design through construction documents; performing life cycle costing for HVAC systems and alternatives, calculations of building cooling and heating loads, and selecting, scheduling, and specifying HVAC equipment to be used for various projects.

Tel: 508-998-5700  
Fax: 508-998-0883  
email: dom\_puniello@g-g-d.com

# GARCIA • GALUSKA • DeSOUSA, INC.

Electrical, Technology, Communications & Security Systems Consultant



## **David M. Pereira, P.E.** **Principal**

### **Education:**

Bachelor of Science  
Electrical Engineering, 2004  
University of Massachusetts  
Dartmouth, MA

### **Professional Registrations:**

NCEES (National)	Reg.
#54145	
Massachusetts	Reg.
#49310	
Rhode Island	Reg.
#11193	

### **Professional Affiliations:**

IEEE – Member# 41497744  
Institute of Electrical & Electronics  
Engineers since September, 2002

Mr. Pereira is a principal with Garcia, Galuska and DeSousa, Consulting Engineers, Inc. As a Principal, he is actively involved in all aspects of a project's development from marketing and contract negotiation, to document preparation, bidding, and construction administration.

Mr. Pereira has over 15 years of experience in electrical engineering, electrical site utilities including power distribution, 15kV power distribution, grid-tied renewable energy (photovoltaic and wind) and the design of building electrical, technology, and security systems. Technology systems experience includes design of fiber optic backbones, station cabling, electronic switching components for LAN's such as routers, Ethernet switches, PBX, Voice-Over-IP (VOIP) and Centrex voice systems, media retrieval and sound/clock systems. Security systems experience includes stand-alone intrusion, CCTV, and access control to complete integrated electronic security systems. Mr. Pereira is thoroughly experienced with public bidding procedure in the State of Massachusetts.

### **PROFESSIONAL EXPERIENCE:**

#### **Garcia, Galuska & DeSousa Inc.** **Dartmouth, MA**

Principal since June, 2011

Assistant Department Head - 2008 to June 2011

Electrical Engineer - December 1998 to 2008

Duties include design of Electrical Distribution Systems for both site-wide, and in-building, Motor Control Centers, Auditorium Stage Dimming Systems, High Voltage Transmission Lines and Equipment, Lighting and Power Systems, and Technology Systems. Design of Lighting, Power, Fire Alarms, Security, Distribution and Site Utilities for Schools, Higher Education, Dorms, Libraries, Office Buildings, Public Safety Facilities, and Condominiums.

Tel: 508-998-5700

Fax: 508-998-0883

email: david\_pereira@g-g-d.com

# GARCIA • GALUSKA • DESOUSA, INC.

Civil, Plumbing & Fire Protection Consultant



*Christopher M. Garcia, P.E.  
Principal/Department Head*

## Education:

Bachelor of Science  
Civil Engineering, 1995  
UMass Dartmouth  
North Dartmouth, MA

## Professional Registrations:

Commonwealth of MA  
*Civil P.E., Reg. #45034*  
State of Rhode Island  
*Civil Reg. #7924*  
State of Connecticut  
*Civil P.E., Reg. #23883*  
State of New Hampshire  
*P.E., Reg. #11137*  
State of Maine  
*P.E., Reg. #10466*  
State of Vermont  
*Civil P.E., Reg. #8294*  
State of New Jersey  
*P.E., Reg. #GE45495*

## Certifications:

Certified Fire Protection Specialist  
(CFPS)  
MA Approved Soil Evaluator  
MA Approved Title V System Inspector

Mr. Garcia brings over 19 years of Plumbing, Fire Protection, and Civil engineering and design experience to the project. He is responsible for supervision of design and development of all GGD Civil, Plumbing and Fire Protection projects as well as the day-to-day supervision of his team.

## PROFESSIONAL EXPERIENCE:

### **Garcia, Galuska and DeSousa Consulting Engineers, Inc., Dartmouth, Massachusetts**

Civil/Plumbing/Fire Protection Dept. Principal  
August 2007 to Present

Civil/Plumbing/Fire Protection Dept. Head  
2002 to August 2007

System Engineer 1997 to 2002

System Designer 1995 to 1997

## PROFESSIONAL AFFILIATIONS:

American Society of Plumbing Engineers  
National Fire Protection Association  
Society of Fire Protection Engineers  
American Society of Civil Engineers

## AWARDS/RECOGNITION:

### **April 2008 ACEC/MA Engineering Gold Award:**

Achievement of Professional Design Excellence



**HKT**  
architects inc.

LANDSCAPE ARCHITECTS



## FIRM PROFILE

Hammer+Walsh Design Inc. is a Boston-based, full-service landscape architectural firm established by Nelson R. Hammer, RLA, and David Walsh, RA, RLA, LEED AP in 2010. The firm is dedicated to providing its clients with high quality, cost-effective landscape architectural services and maximum responsiveness to clients' wishes.

Prior to the incorporation of Hammer+Walsh Design Inc., Mr. Hammer spent 16 years with The Architects Collaborative (TAC) and 7 with Earl R. Flansburgh + Associates (ERF+A) before opening his own practice, Hammer Design, in 1992. Mr. Walsh first collaborated with Mr. Hammer at TAC in the early 1980s, and again at ERF+A before becoming a principal at the Copley Wolff Design Group. While both are seasoned professionals, they bring complementary skills and differing areas of expertise to H+W that make the firm unique in the Boston area. Virtually all their combined experience has been in support of architects, collaborating on the site planning of medical, residential, educational and educational facilities of all sizes. During this long association with architects, several areas of specialization have arisen:

- Educational Facilities- from public elementary schools to college master plans- have provided a large percentage of Hammer Design's work since its inception. Many of the educational facilities have incorporated athletic fields, tot lots, playgrounds, and various other types of outdoor recreation areas.
- Besides schools, other municipal facilities such as city and town buildings (i.e., Cambridge City Hall Annex, Needham Senior Center) have given the firm an extensive background in the public bidding process and has provided the impetus for both partners to become adept at designing and specifying site improvements that are durable and cost effective.
- Multi-family housing has been a staple of the principals' work since the firm was founded. Housing projects have ranged in size from 8-unit townhouses to 550-unit properties covering 40 acres.

The use of CAD over the last 15 years has greatly increased the flexibility, clarity, accuracy, and productivity of our work. Hammer+Walsh Design Inc. offers clients a level of project expertise typically found only in larger firms, yet it delivers this expertise with the personal commitment and enthusiasm of a small firm. With an experienced principal involved in all aspects of the project, the potential success of each project is greatly enhanced.

**Hammer+Walsh Design Inc.:** Commitment... enthusiasm... experience.

## PARTIAL LIST OF REPRESENTATIVE PROJECTS AND CLIENTS

### Architectural Firms:

Architecture Design & Development\*  
Architectural Resources Cambridge\*  
EHA Architects and Planners\*  
Elkus/Manfredi Ltd.\*  
Ellenzweig Associates  
FHCM-Stopfel\*  
Glassman Associates, Inc.\*  
George Roman & Associates, Inc.\*  
Harley Associates, Inc.  
HKT Architects, Inc.\*  
Linea 5, Inc.\*  
Margulies & Associates  
Rauhaus Freedendfeld & Associates  
Shepley Bulfinch Richardson and Abbott\*  
The Stubbins Associates\*  
The Architectural Team\*  
Winslow Design Associates\*

### Educational Facilities:

Orchard Gardens School, Boston, MA  
Fiske School, Lexington, MA  
Harrington School, Lexington, MA  
Lexington H.S. Running Track  
Wayland Middle School, Wayland, MA  
Frost School, Lawrence, MA  
Sunderland Elem School, Sunderland

### Medical Facilities

Memorial Health Care, Worcester, MA  
Brain Imaging Center, McLean Hospital,  
Belmont, MA  
Chelmsford Animal Hospital,  
Chelmsford, MA

### Municipal Buildings

Cambridge City Hall Annex, Cambridge  
Needham Senior Center, Needham, MA

### Academic:

Boston College, Chestnut Hill, MA  
(8 projects on two campuses)  
Bldg. 16/56, MIT, Cambridge, MA

### Elder Care Facilities:

Mary Immaculate Nursing Home,  
Lawrence, MA\*  
Mt. St. Joseph Nursing Home,  
Waterville, ME  
Wingate Health Care\* (5 projects in  
MA and NY)  
Forge Hill Housing, Franklin, MA  
Inn at Spruce Wood, Durham, NH  
Village at Filmore Pond, Bennington, VT  
Jacobs Pond Estate, Norwell, MA  
Brandon Woods, Dartmouth, MA  
Blair House, Milford, MA

\*Denotes repeat client

## Nelson Hammer, RLA

### Professional Overview

After spending 23 years with two large architectural firms (The Architects Collaborative [TAC] and Earl R. Flansburgh + Associates [ERF+A]), Nelson Hammer established Hammer Design in 1992, and then spent 18 years as an independent practitioner prior creating Hammer+Walsh Design Inc. with David Walsh in 2010. The great majority of his experience- as an employee and as a firm owner- has been in support of architects in the site planning of buildings.

Nelson has developed several areas of specialization/interest during that time: public sector work, such as municipal building and playgrounds; multi-family housing (particularly affordable housing); medical facilities site planning for hospitals, assisted living and acute care nursing facilities; educational facilities site planning, from elementary to collegiate levels; and interior landscape design, a field in which he has gained a national reputation as a designer, lecturer, and author.

Nelson's tenure at TAC was characterized by his involvement in large-scale, complex site planning projects such as hospitals, college buildings, and commercial structures such as Copley Place in Boston, for which he served as project manager for exterior and interior landscape architecture. As Director of Landscape Architecture at ERF+A, he oversaw the site planning and construction of more than two dozen elementary and secondary schools. His experience at Hammer Design focused on public sector work, multi-family and affordable housing, and playground renovation, and as a result, he has developed considerable expertise in the use of cost-effective construction techniques and the use of materials that require minimal maintenance.

### Partial List of Project Experience

- *Spicket River Greenway*: currently designing a 3.5 miles bicycle and pedestrian trail along both banks of the Spicket River as it flows through various neighborhoods in the City of Lawrence. This linear public amenity will provide enhanced access to the waterway itself as well as contribute to the open-space network of this reemerging urban center.
- *Cambridge City Hall Annex*: Working with HKT Architects, Mr. Hammer provided comprehensive site planning services for one of the first LEED-Certified municipal buildings in Massachusetts.
- *Wheelock College, Boston and Germaine Lawrence School, Arlington*: Mr. Hammer was originally retained by both clients to provide site planning services for building projects, and later executed multiple independent site planning projects for each campus, including core circulation nodes at both facilities.

### Education

- Bachelor of Science in Landscape Architecture, Pennsylvania State University, 1969

### Registration

Massachusetts, Landscape Architecture, #550

### Awards

- Florida Nurserymen and Growers Association: State Award of Excellence for Copley Place
- American Association of Nurserymen: National Landscape Award for Copley Place
- Boston Society of Landscape Architects: Award of Excellence for Copley Place
- Professional Interior Landscape Association: Highest Honor Award for Guest Quarters Suite Hotel
- Boston Society of Landscape Architects: Merit Award, Communications, for *Interior Landscape Design*
- Boston Society of Landscape Architects: Honor Award, Communications, for *Interior Landscapes, An American Design Portfolio of Green Environments*

## **David M. Walsh, RLA, RA, LEED AP<sup>®</sup>**

### **Professional Overview**

Prior to forming Hammer + Walsh Design Inc. with Nelson Hammer in 2010, Dave provided design services through DW + Design Group and, previous to that, he was a Principal at both the Collaborative and Copley Wolff Design Group (CWDG). During this decade long period from 1998 to 2007, Dave was involved in a number of urban recreation and park projects throughout the New England area. Dave was also in private practice in Michigan in the early 1990's following employment at Earl R. Flansburgh + Associates, where he was head of the Construction Administration Department. Earlier in his career, Dave was a landscape architect at Carol R. Johnson and Associates, (CRJ+A) where he produced site designs for the Massachusetts Audubon Society, and at The Architects Collaborative, (TAC) where he participated in urban restoration projects throughout downtown Boston.

### **Partial List of Project Experience**

- *Spicket River Greenway*: currently designing a 2.5 mile bicycle and pedestrian trail along both banks of the Spicket River as it flows through various neighborhoods in the City of Lawrence. This linear public amenity will provide enhanced access to the waterway itself as well as contribute to the open-space network of this reemerging urban center.
- *Union Crossing, Phase 1*: designed for Lawrence Community Works a master plan, conceptual design, and construction documents for a former mill site along the Merrimack River in Lawrence, MA that will provide for a new, mix-used and affordable housing neighborhood in the City of Lawrence Gateway Redevelopment District.
- *Manchester Street Park*: designed for the City of Lawrence in collaboration with Groundwork Lawrence is a 4 acre community park on a brownfield site along the banks of Stevens Pond and was completed in the summer of 2009.
- *Doctor Nina Scarito Park*: the site of a former industrial laundry in Lawrence, MA cleaned and capped to provide a 3.5 acres park for residents of the Brook Street area.
- *Stanley Ringer Playground*: an existing Boston Parks and Recreation Park renovated to accommodate universal design standards with up-grades for recreational needs for a variety of users and age groups.

### **Professional Activities**

- Registered Landscape Architect, Massachusetts # 753
- Registered Architect, Massachusetts #6328, Michigan #130-10-39950
- Accredited Professional, USGBC LEED®
- Member: The Green Roundtable, Inc.
- Member: Green Roofs for Health Cities, North America, Inc.
- Entrant, HighLine Competition, New York, NY, 2003
- Panel Participant, Design by Collaboration, Build Boston Convention, 2002

### **Education**

- Master of Landscape Architecture, University of Oregon, 1980
- Bachelor of Architecture, University of Oregon, 1978

## Site Planning

Cambridge City Hall Annex, Cambridge, MA

### HAMMER+WALSH DESIGN INC.

Relevant Experience

*Client:*

Richard Rossi,  
Deputy City Manager  
Cambridge City Hall  
795 Mass Avenue  
Cambridge, MA  
617-349-4300

*Design*

*Completed:*  
Summer, 2002

*Construction*

*Completed:*  
Fall, 2004

*Construction*

*Cost:*  
\$8,000,000+



Hammer Design provided comprehensive site planning services for the renovation of the Cambridge City Hall Annex, originally built in 1871. It is one of the first public buildings in Massachusetts to become “Green”, earning a Silver LEED certification. Part of the LEED process was site-related, featuring a shift from large areas of lawn to massed ground covers and low shrubs, and the replacement of a spray irrigation system with a drip system intended to be gradually scaled back in use as the plantings mature and grow deeper root systems.

**HKT**  
architects inc.

**COST CONSULTANT**



## Company Introduction

TCI is a consulting, cost and management firm started here in Massachusetts. It is built on years of hands on construction planning and management experience at renowned firms. The challenges of planning, repositioning, constructing, and managing public, institutional and private projects are not new to us. Our focus in planning, cost estimating and management offer value to clients who need to make informed and intelligent decisions regarding the economic and cultural future of their properties.

We offer services with the following principles

- Dependable service, predictable outcome. We offer a dependable and cost effective outsourcing with predictable outcome, no surprises.
- Guaranteed unconditional representation. Our services are offered with unconditional dedication and commitment to your business needs. We are a third party consultant seeking no benefits from your project expenditures. This releases us from any incentives that may conflict with quality and outcome.
- Experience, expertise, Principal involvement. Our construction expertise and experience is provided with 100% principal involvement

## Services

### Cost Estimating

Our professional staff prepares detailed cost estimates utilizing in-house pricing database for current market conditions. We provide complete cost estimates from division 1 –16 in CSI format and or elemental. We perform a complete quantity take-off for all estimates including material and labor pricing. Estimates are provided at conceptual, schematic, design and contract phases of the project. On occasion, we will contact specialty contractors to verify pricing.

We provide the following when we are estimating:

- Accuracy of quantities and pricing
- Understand the scope of work
- Understand the design team's intent
- Be aware of the current market conditions

### Cost Control

As a component of our estimating service, we are prepared to make recommendations when appropriate for identifying and pricing alternate material and or systems for potential cost savings. Part of this process includes a value engineering cost and approval tracking sheet that follows the savings through the design phases and keeps accountability in place.

## Resumes

---

### **Gerry Tortora - Lead Cost Estimator**

Gerry has over 22 years of experience managing and estimating public and private building construction projects. Over his eighteen years of experience he has been in the field running projects, estimating for construction management-and-project management consulting firms. For the last ten years, his strength as a cost estimator and project manager has been in pre-construction and cost consulting.

#### **Prior Experience**

- Director of Project Management and Estimating - Construction Cost Management Inc.
- Sr. Construction Project Manager Cost Estimator - Daedalus Projects Inc.
- Sr. Estimator - Kennedy & Rossi Inc.
- Chief estimator/project manager – All Interiors Inc.

#### **Education**

Wentworth Institute of Technology, Boston MA

#### **Licenses**

Unrestricted Massachusetts Builders License

#### **Associations**

Society of Professional Estimators

---

### **Jeff Harding – Mechanical Cost Estimator**

Jeff has over 25 years of experience as a mechanical estimator. Through professional associations with consulting engineering firms, both in the design office and the field, as well working in contracting as an estimator and project manager. In addition, he has considerable estimating experience, ranging from conceptual design through construction.

#### **Prior Experience**

- Sr. Mechanical Cost Estimator - Construction Cost Systems, Inc
- Mechanical Cost Consultant – j Harding
- Construction Manager - Schneider Electric, Inc.
- Sr. Mechanical Cost Estimator - Walsh Brothers, Inc

#### **Education**

University of Massachusetts Bachelor of Science Degree

Northeastern University - Certificate for Mechanical Engineering / Construction Estimating

---

### **Michael R. Mainella, P.E. - Electrical Cost Estimator**

Michael has over 20 years of experience as a registered Electrical Engineer. Through professional associations with consulting engineering firms, both in the design office and the field, as well working in contracting as an estimator and project manager, he has acquired skills in insurance inspections and claims work, and forensic engineering. In addition, he has considerable estimating experience, ranging from conceptual design through construction. Licensed Professional Engineer - New York State

#### **Prior Experience**

- Electrical estimator - Boston based consulting firm
- Electrical estimator/Project Manager - NYC General Contracting Firm
- Project engineer - NYC Consulting Firm

#### **Education**

Bachelor of Science, Electrical Engineering, State University of New York at Buffalo

---

**HKT**  
architects inc.

CODE CONSULTANT



# Codes & Permits

## WBA Associates

Walter Blair Adams • AIA  
Architecture • Code Consulting Services  
36 River Ridge • Wellesley MA • 02481  
Phone (781) 237-8188 • Fax (781) 237-7271  
eMail • codes.permits@mac.com

## FIRM PROFILE

Walter B. Adams has been a recognized construction codes and zoning expert for the last twenty-five years. He is a registered architect, a licensed construction supervisor and a certified building official in Massachusetts. During the last five years he has conducted hundreds of code and plan reviews, including egress, architectural access/ADA, fire protection, zoning, and existing buildings and prepared hundreds of code analysis reports based on the Building and Access code requirements in New England, New York State, New Jersey, Pennsylvania, Michigan, Arizona, and California. Mr. Adams has appeared before zoning, building code, architectural access, and sprinkler appeal boards and managed the permit application and approval process in scores jurisdictions.



Mr. Adams also has direct experience in the preparation and submission of code compliance analysis reports for new and rehabilitated local and state governmental buildings including administrative, public works and police and fire department facilities including recently completed projects to upgrade the City of Fitchburg Waste Water treatment Facility (2011); the gut rehab an existing office building for use as the new State Police Headquarters at Logan Airport (completed construction in 2009); The assessment of an existing manufacturing and office building for use as the Amesbury Department of Public Works (in 2008), the construction of a new Public Safety facility for the Acton Police and Fire Departments (completed in 2005); the enlargement and upgrading of the Training and Fitness Center for Guard staff at the Billerica House of Correction (in 2003); the construction of a new combined Police and Fire Headquarters in Norwood (completed in 2002); and the gut rehabilitation and change in use of the lower floors of the Worcester Auditorium for use as the Worcester County Juvenile Court and lock-up (Completed in 2000).

Walter B. Adams is principal of WBA Associates, a code consulting, permit management, and expert witness firm. He is an appointed member of the Massachusetts Board of Building Regulations and Standards Fire Prevention - Fire Protection Advisory Board. Mr. Adams served on the Board of Directors of the Massachusetts Building Commissioners and Inspectors Association, was a member of the Fire Protection Systems Interpretations Committee of the Building Officials and Code Administrators International (BOCA), and served on the Mass. Historical Commission Committee on Building Codes. He has been an active member of the International Code Council and its precursor BOCA since 1984 and The National Fire Protection Association since 2001.

Mr. Adams is the former Commissioner of Inspectional Services, City of Newton and served in similar positions with the Cities of Boston and Somerville. He acted as these City's Chief Zoning and Building Code Enforcement Officer. Mr. Adams developed the curriculum and taught the Building Codes course at the Boston Architectural Center for over six years and was an instructor for the Builders Association of Greater Boston, Builders Licensing Exam course for the five years. He also has lectured on building code topics at Harvard and Suffolk Universities and at the University of Massachusetts, Amherst Campus. Mr. Adams has been interviewed in the Boston Globe and on MSNBC as a building code expert, and is a leading building safety, construction code, and zoning experts.

## Codes & Permits

WBA Associates

Page 2

### LIST OF QUALIFICATIONS

#### PROFESSIONAL EXPERIENCE:

1988 to  
Present

PRINCIPAL,  
**WBA Associates, Wellesley, MA**

Architecture, Code Consulting, and Expert Witness Services for Design Professionals and Attorneys. Specializing in State and National Building Codes, Fire Prevention Regulations, Historic Preservation and Conservation Regulations, Health and Sanitary Codes, Architectural Access and ADA requirements, Zoning Analysis, Building Code, AAB, Automatic Sprinkler Board, and Zoning Appeal Filings and Presentations as well as Building Permit management.

Has conducted code evaluations and prepared code analysis reports for over five hundred construction projects of all types and sizes. Has filed and represented clients at scores of building code and architectural access board appeal hearings. Has been qualified as a building code expert and testified in court at more than fifteen trials. Has taught building codes at the Boston Architectural Center, University of Massachusetts, Amherst Campus, and for the Builders Association of Greater Boston. Has presented dozens of seminars on codes and code compliance for architects and building officials throughout Massachusetts.

1988-1998

COMMISSIONER  
**Inspectional Services Department, Newton, MA**

Department Head, Inspectional Services Department (ISD). Interpreted and enforced Building Codes and Zoning Ordinance, Served as Sealer of Weights and Measures, investigated complaints, developed policies and procedures, implemented department computerization, represented ISD before other departments and agencies. Managed staff of twenty.

1986-1988

CHIEF, PLANS AND PERMITS DIVISION  
**Inspectional Services Department, Boston, MA**

Managed building permit review and approval process, front counter and document room, developed procedures, and enforced Building and Zoning Codes, represented ISD with other City agencies. Supervised staff of twenty-five.

1984-1986

SUPERINTENDENT OF BUILDINGS  
**Department of Public Works, Somerville, MA**

Managed Building Department, enforced Building Code and Zoning Ordinance, implemented department computerization, managed operation and maintenance of twenty municipal buildings, negotiated contracts for the design and construction of multi million dollar City Hall historic rehabilitation and high school reconstruction and addition. Supervised staff of thirty.

#### LICENSES:

Registered Architect, Massachusetts, No. 7702 (1989)  
Licensed Construction Supervisor, Massachusetts, No. 47700 (1986)  
Certified Building Commissioner, Massachusetts (1992)

#### MEMBERSHIPS APPOINTMENTS:

Boston Architectural Center, **Faculty**, State Building Codes Course 1992-1998  
Builders Assoc of Greater Boston, **Instructor**, Builders Licensing Course 1996-2002  
Harvard University, Department of Architecture, **Panelist**, Careers in Building Codes  
University of Massachusetts, Amherst, Fine Arts Dept., **Guest Lecturer**, Building and Construction Codes  
Build Boston, Building Code Seminars, **Instructor and Panelist**, 1995-2001  
Massachusetts Historical Commission, appointed member, **Committee on Amendments to the State Building Code**

## Codes & Permits

WBA Associates

Page 3

### MEMBERSHIPS

#### APPOINTMENTS:

(continued)

State Board of Building Regulations and Standards (BBRS), appointed member, **Fire Prevention-Fire Protection Advisory Board**, appointed member of the **Chapters 3, 4, and 5; Chapter 10; and Chapter 34 Committees for the Adoption of the 7<sup>th</sup> edition of the State Building Code**  
American Institute of Architects  
Boston Society of Architects (BSA), former **Co-Chair Codes Committee**  
Building Officials & Code Administrators International (BOCA), former member, **Training Services Committee, Fire Protection Code Interpretations Committee**  
International Code Council  
National Fire Protection Association (NFPA)  
International Conference of Building Officials  
Massachusetts Building Commissioners and Inspectors Association  
former member, **Board of Directors**, current associate member  
Joint Committee of Architects, Engineers, on Professional Practices

### FEATURED

#### APPEARANCES:

May, 2001 **Boston Globe, 5-day Spotlight Series, Building Code Expert**, Questionable Construction in new, high-end single family housing developments  
May, 2001 **WBZ TV-Boston, Building Code Expert**, Questionable Construction in new, high-end single family housing developments  
June, 2003 **MSNBC, Network Cable TV, Building Code Expert**, Likely cause of Chicago porch collapse, building permit requirements, owner responsibility

### EDUCATION:

1969 School of Architecture, RENSSELAER POLYTECHNIC INSTITUTE, Troy, NY;  
**BACHELOR of ARCHITECTURE,**  
**BACHELOR of SCIENCE, in Building Science.**

### PRIOR

#### EXPERIENCE:

1983-1984 **PROJECT PLANNING**  
**COMMUNITY DEVELOPMENT BLOCK GRANT MANAGER**  
**The Office of Planning, Somerville, MA**  
  
Managed annual three million dollar federal Block Grant program, monitored all contracts, implemented office management systems, designed department office renovations, Managed million dollar street reconstruction, selected office computer system, coordinated staff computer training, supervised staff of eight.  
  
1971 - 1974  
and 1982 **PROJECT MANAGER**, Adaptive Environments Center, Massachusetts College of Art, Boston, MA; Harvard University Planning Office, Cambridge, MA; Center for Architectural Research, RPI, Troy, NY.

### CONSTRUCTION

1975-1979 **REHABILITATION SPECIALIST** Homeowners Rehab Inc., Cambridge, MA;  
**CARPENTER and GENERAL CONTRACTOR**, Residential and Commercial Construction.

### ARCHITECTURAL AND CONSTRUCTION EDUCATION

1977-1982 **PROGRAM DIRECTOR** - Project Shelter, Madison Park H.S., Roxbury, MA; **MANAGER**, MBTA Architecture and Engineering Training Program, Wallace Floyd, Ellenzweig, Moore, Inc., Cambridge, MA





**SECTION F: SCHEDULE**









**SECTION G: GENERAL FIRM INFORMATION**



# FIRM PROFILE



Charlestown Police Station



William J. Walczak Health + Education Center



Doyle Conservation Center

## WHO WE ARE

HKT Architects, Inc. is a full service architectural design firm that has been in continuous operation for over three decades. We are committed to providing a high level of service and expertise to our clients, a large number of whom are in the public sector. Our approach is hands-on by senior level principals and staff with a focus on creating an open and transparent process that takes into account the many voices that will be impacted by the outcome of the project. Our staff is experienced, dedicated and eager to collaborate in the interest of producing the best possible solution for any given problem.

## FIRM MANAGEMENT

The principals of HKT are William R. Hammer, W. Eric Kluz and Janet M. Slemenda who share a combined experience of over 100 years in the public sector. As principals we take special pride in our ability to stay continually engaged in our projects from the initial Kick-off meeting to the final inspection and close-out. We maintain a staff of senior level Project Architects and Managers who are encouraged to be creative and professional while ensuring personal growth and development. Each project is assigned a lead Principal-in-charge and a Co-principal who are kept informed and abreast of the progress of the work in order to ensure a seamless transition in the event that the lead is unavailable to respond quickly and effectively.

[Sustainable Design](#)

[Feasibility Studies](#)

[New Construction](#)

[Major Additions](#)

[Preservation](#)

[Adaptive Reuse](#)

[Laboratories](#)

[Science Facilities](#)

[Medical Facilities](#)

[Student Residences](#)

[Recreational Facilities](#)

[Housing](#)

[Commercial+Mixed Use](#)

[Municipal Facilities](#)

**HKT**  
architects inc.



William R. Hammer  
Registered Architect, LEED-AP



W. Eric Kluz  
Registered Architect, LEED-AP



Janet M. Slemenda  
Registered Architect, LEED-AP



## EXPERTISE

We are a firm of architects, planners and designers. We work to create better places for learning, working and living. We focus on sustainable design to meet the needs of the present without compromising the environment of the future. Our work involves listening to clients and their stakeholders to understand their goals, gathering and analyzing information to identify and solve their problems, and striving for design excellence and innovation for their project.



## HOW WE WORK

HKT Architects has developed and refined a very special approach to the process of planning and design. At the beginning of the project, we endeavor to bring together all the voices that may be impacted by the outcome of the project in a spirit of collaboration and understanding. We seek to listen, to hear and to document individual and collective visions and concerns for each project within an environment where all parties are given the equal opportunity to speak and be heard. Our goal is to inform and to be informed, to consider all possible scenarios and outcomes and to facilitate the decision making process through consensus and Team building.





## OUR MISSION

HKT has developed a Mission Statement that seeks to provide the best possible design and service to our clients. Our mission is:

- Develop design solutions that transcend the obvious and exceed expectations
- Work collaboratively to solve problems at every stage of the building process
- Foster a collaborative work environment that supports individual professional development
- Manage a stable business practice to ensure confidence and continuity for our clients and staff
- Create design solutions that meet our clients' needs and expectations while respecting our concern for the environment

## SUSTAINABLE DESIGN

Sustainability is a core value and our goal. HKT maintains a staff that is knowledgeable and trained in all aspects of sustainability with the commitment to informing building owners and users of the benefits of green design. Our focus is on a collaboration with clients and engineers to determine the most feasible and cost effective sustainable strategies and offer support to access grants and subsidies for green design.





**SECTION H: REQUIRED FORMS**



**REQUEST FOR QUALIFICATIONS  
FOR  
DESIGNER SERVICES**

**REQUIRED FORMS: FORM B**

AFFIDAVIT AND NOTARY FORM

**AFFIDAVIT AND NOTARY**  
*THIS MUST BE SIGNED AND INCLUDED  
WITH THE PROPOSAL*

The undersigned, William R. Hammer hereby certifies that he/she  
(type or print name)

is a principal of HKT Architects, Inc.  
(company name)

and that all answers and all statements contained herein are true and correct and that I am familiar with the Massachusetts State Building Code and also Massachusetts General Laws, Chapter 149, Section 44A-44H, Section 44M, and Chapter 30, Section 39M. I also certify that undersigned is an Authorized Signatory of the Firm.

Signed and sworn under the pains and penalties of perjury this 2nd day of JAN, 20 15.

By: (signature): [Signature]  
Print Name: William R. Hammer  
Title or Position: President  
Name of firm: HKT Architects, Inc.

Massachusetts -- Suffolk SS.  
(STATE) (COUNTY)

BEFORE ME, Allysn A. Bannen, PERSONALLY APPEARED THE  
(NOTARY PUBLIC)

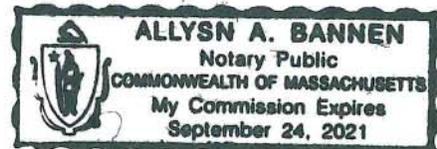
ABOVE- NAMED, William R. Hammer, AND ACKNOWLEDGED THAT  
(NAME OF OFFICER)

HE/SHE IS AUTHORIZED TO EXECUTE THE FOREGOING AND THAT ITS EXECUTION IS HIS/HER  
FREE ACT AND DEED AND THE FREE ACT AND DEED OF THE FIRM.

[Signature]  
(NOTARY PUBLIC SIGNATURE)

September 24, 2021 MY COMMISSION EXPIRES:

Allysn A. Bannen (PRINT NAME)

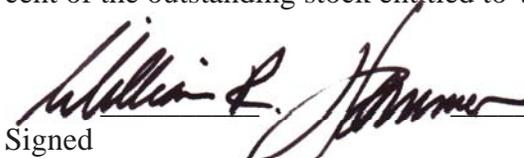


**REQUEST FOR QUALIFICATIONS  
FOR  
DESIGNER SERVICES**

**REQUIRED FORMS: FORM C**

CERTIFICATE OF NON-COLLUSION

The undersigned hereby certifies, on behalf of the named proposer, under penalties of perjury, that this proposal has been made and submitted in good faith and without collusion or fraud with any other person, and that the proposer has not offered, given, or agreed to give, received, accepted, or agreed to accept, any gift, contribution, or any financial incentive whatsoever to or from any person in connection with the contract. 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. Furthermore, the undersigned certifies under the penalties of perjury that throughout the duration of any contract made in connection with the proposal, it will not have any financial relationship with any materials manufacturer, distributor or vendor. The provisions of this section shall not apply to any stockholder of a corporation the stock of which is listed for sale to the general public with the Securities and Exchange Commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation.

  
Signed \_\_\_\_\_

March 26, 2015  
Date

**William R. Hammer, President**  
Name and Title \_\_\_\_\_

NAME OF PROPOSER: HKT Architects, Inc.

**REQUEST FOR QUALIFICATIONS  
FOR  
DESIGNER SERVICES**

**REQUIRED FORMS: FORM D**

CERTIFICATE OF AUTHORITY

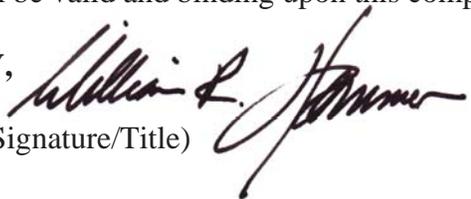
**CERTIFICATE OF AUTHORITY  
(For Corporations/LLC's/LLP's/Entities Only)**

At a duly authorized meeting of the Board of Directors/Members/Partners of the HKT Architects, Inc.  
(Name of Entity)

held on January 2, 2015 (Date) at which all the Directors/Members/Partners were present or  
waived notice, it was voted that William R. Hammer, President  
\_\_\_\_\_(Name) \_\_\_\_\_(Officer/Title)

of this company be and he hereby is authorized to execute contracts and bonds in the name and behalf of said  
company, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this  
company's name on its behalf of such William R. Hammer under seal of the  
(Officer) company, shall be valid and binding upon this company.

A TRUE COPY,  
ATTEST: \_\_\_\_\_



(Signature/Title)

Place of

Business: HKT Architects, Inc.  
35 Medford Street  
Somerville, MA 02143

I hereby certify that I am the Principal of the HKT Architects, Inc  
(Title) (Name of Corporation)

that William R. Hammer is duly elected President  
(Officer, Name) (Title)

of said company, and the above vote has not been amended or rescinded and remains in full force and effect as  
of the date of this contract.



\_\_\_\_\_  
(Signature/Title) **Principal**

Janet M. Slemenda, Principal  
(Typed Name/Title)

March 26, 2015  
(Date)

Form D: CERTIFICATE OF AUTHORITY Continued

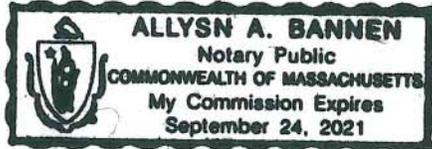


Subscribed and sworn to before me  
If applicable (i.e., not necessary for sole proprietorships or *partnerships*)  
this 2nd day of JAN, 2015

(Corporate Seal)

Allysn A. Bannen (Notary Seal)  
Notary Public

My Commission Expires September 24, 2021





**REQUEST FOR QUALIFICATIONS  
FOR  
DESIGNER SERVICES**

**REQUIRED FORMS: FORM E**

TAX CERTIFICATION

Pursuant to M.G.L. Chapter 62C, Sec. 49A, the undersigned, acting on behalf of the Contractor, certifies under the penalties of perjury that the Contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support\*.

\_\_\_\_\_  
*William L. Hammer*  
\*\*Signature of Individual

\_\_\_\_\_  
**043112867**  
\*\*\*Contractor's Social Security Number  
Or Corporate Contractor Federal Identification Number

By: \_\_\_\_\_  
*Janet M. Almeida*  
Corporate Officer  
(Mandatory, if applicable)

Date: March 26, 2015

NAME OF CONTRACTOR: HKT Architects, Inc.



# CERTIFICATE OF LIABILITY INSURANCE

OP ID: BC

DATE (MM/DD/YYYY)  
06/27/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>Poole Professional Ltd.</b> 107 Audubon Rd. #2, Ste. 305 Wakefield, MA 01880 Christopher A. Poole	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No, Ext):</b>	<b>FAX (A/C, No):</b>
<b>E-MAIL ADDRESS:</b>		
<b>PRODUCER CUSTOMER ID #:</b> HKTAR-1		
<b>INSURED</b> <b>HKT Architects, Inc.</b> 35 Medford Street Somerville, MA 02143	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Continental Casualty Company	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
<b>INSURER F:</b>		<b>NAIC #</b> 20443

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$ \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  DEDUCTIBLE RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>ARCH &amp; ENG E&amp;O</b>			AEH288378089	06/28/2014	06/28/2015	<b>Per Claim</b> 2,000,000 <b>Aggregate</b> 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 For professional liability coverage, the aggregate limit is the total insurance available for all covered claims presented within the policy period. The limit will be reduced by payments of indemnity and expense

<b>CERTIFICATE HOLDER</b>  <b>FOR PROPOSAL USE</b>	<b>PROPO-0</b>	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	----------------	--

© 1988-2009 ACORD CORPORATION. All rights reserved.

ACORD 25 (2009/09)

The ACORD name and logo are registered marks of ACORD



