MEMORANDUM

To: CRA Board
From: Erica Schwarz
Date: December 18, 2019
Re: 93-99 Bishop Allen Drive Designer Selection

INTRODUCTION

The CRA acquired the property at 93-99 Bishop Allen Drive on October 2, 2019 from Enroot, Inc, in order to preserve uniquely located and affordable social service space in Central Square.

The building, originally built in 1855, has not seen significant renovations since 1965 and requires a range of life safety and accessibility improvements, as well as improvements to create more efficient and effective space. In the original property acquisition plan the CRA committed approximately $2 million towards property renovations. Separate from the designer selection process, the CRA has also initiated a selection process to hire an Owner’s Project Manager (OPM) for this project.

CONTRACT SCOPE

The CRA sought a qualified design firm to meet the following project goals:

- Create an affordable, sustainable nonprofit center through renovation
- Allow nonprofit tenants and their services largely to stay in place during renovations
- Improve life safety while preserving the historic character of the building’s exterior
- Upgrade electrical and HVAC systems
- Improve physical accessibility, including replacing entry ramp, elevator, and bathrooms
- Increase the efficient use of the space in order to support agencies now in the building as well as provide benefits for other Cambridge-based nonprofits
The selected firm will be responsible for:

- Developing Schematic Design through Construction drawings for the renovation of one existing structure on the project site, to focus on life safety improvements, increased physical accessibility, increased energy efficiency, and more efficient use of interior space.
- Developing a plan for constructing improvements in phases that will minimize negative impacts on existing tenants.
- Attending meetings with CRA staff, including but not limited to CRA financial consultants, Cambridge Historical Commission staff, and representative of nonprofit organizations operating in the building.
- Providing construction administration services including attendance at weekly site meetings, and review of contractor submittals, project schedules, applications for payment and change order proposals.

**RFQ PROCESS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Additional Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 7 - 9, 2019</td>
<td>Public Notice</td>
<td>Notices Posted to Central Register, Boston Globe, and on CRA website. Emails also sent to firms showing prior interest in CRA projects and to additional firms recommended to the staff as potentially suitable.</td>
</tr>
<tr>
<td>October 16, 2019</td>
<td>Site Visit</td>
<td>10 firms were represented at the site visit.</td>
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<tr>
<td>October 25, 2019</td>
<td>Response Deadline</td>
<td>10 Responses were received. (<em>not all firms who attended the site visit responded; some firms responded who did not attend the site visit)</em></td>
</tr>
<tr>
<td>November 21 – 22, 2019</td>
<td>Interviews</td>
<td>4 firms interview by the Selection Committee.</td>
</tr>
<tr>
<td>December 2 – 5, 2019</td>
<td>References contacted</td>
<td>References were considered for the 3 top ranked firms, to solidify the order among them.</td>
</tr>
<tr>
<td>December 18, 2019</td>
<td>Board Vote on Recommended Firm</td>
<td>CRA Board to consider a motion to enter into a contract with the firm recommended by the Selection Committee</td>
</tr>
<tr>
<td>December 20, 2019 – January 10, 2020</td>
<td>Negotiate and finalize scope and fees</td>
<td>If agreement on fees cannot be found with the first ranked firm, the CRA will negotiate with the second ranked firm.</td>
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**SELECTION RECOMMENDATION**

The selection committee is made up of CRA staff Tom Evans and Erica Schwarz, and board appointee, George Metzger of HMFH Architects, whose firm was not a respondent.
The four firms were invited to participate in interviews on November 21st or 22nd:

- Abacus
- Silverman Trykowski Associates
- Studio MLA
- The Narrow Gate

Designers selected for interviews were found to have relevant and adequate experience in designing for:

- Public projects
- Office and program space, including for nonprofit programs
- Occupied buildings
- Historic buildings, including adaptive reuse of masonry buildings

The firms were also reviewed with regard to incorporating client needs and feedback, maintaining a tight budget through design and construction, including MWBE subcontractors on the project team, and designing for energy efficiency goals. The committee also reviewed feedback from references.

The committee recommends the following ranking:

1. Silverman Trykowski Associates
2. The Narrow Gate
3. Abacus Architects
4. Studio MLA

**CONTRACT TERM**

The CRA expects to enter into a contract that will start in early January 2020 and conclude once construction is complete, estimated to occur in fall, 2021.

**CRA BOARD MOTION**

*Authorizing the Executive Director and Chair to negotiate fees and enter into a design services contract with Silverman Trykowski Associates in order to support a substantial renovation of the property at 93-99 Bishop Allen Drive.*

**EXHIBITS**

Exhibit A: RFQ for Designer Services at 71 Cherry Street

Exhibit B: Response received from top ranked firm: Silverman Trykowski Associates
Proposals will be received at the Cambridge Redevelopment Authority, 255 Main Street, 8th Floor, Cambridge, Massachusetts 02142 until **12:00 p.m. on Friday October 25, 2019** for furnishing the following to the Cambridge Redevelopment Authority (CRA):

The Cambridge Redevelopment Authority is seeking proposals from qualified design firms to provide conceptual designs through construction administration for the preservation and improvement of a historic building that will retain its current nonprofit community service provider occupants.

Copies of the Request for Qualifications may be downloaded from the CRA website at www.CambridgeRedevelopment.org/jobs-contracting on and after **October 7th, 2019**.

The successful respondent must be an Equal Opportunity Employer. The CRA adheres to the City of Cambridge’s commitments to contracting and sub-contracting to Minority and Women Owned Business. All contracts for design services over $100,000 shall submit documents to comply with the City of Cambridge and the Commonwealth’s requirements for Minority (MBE) and Women-owned (WBE) business requirements.

The CRA reserves the right to reject any or all proposals, waive any minor informality in the proposal process, and accept the proposal deemed to be in the best interest of the CRA.

Price will not be considered when initially evaluating a proposal. After the finalists have been ranked, the Cambridge Redevelopment Authority will enter in price negotiations with the respondent.

**THERE MUST BE NO MENTION OF THE APPLICANT’S FEE IN THE PROPOSAL. ANY MENTION OF THE FEE WILL SUBJECT THE PROPOSAL TO REJECTION.**

One original hard copy and one (1) additional copy of the proposal and one electronic copy marked “CRA RFQ, Architectural Services, Bishop Allen Drive” must be received by Erica Schwarz, Project Manager, Cambridge Redevelopment Authority, 255 Main Street, 8th Floor, Cambridge, MA 02142 prior to **12:00 p.m., on Friday, October 25, 2019**. Failure to submit the electronic copy will automatically result in rejection.

Any proposals received after such time will not be accepted, unless the required submission date and time has been changed by addendum. Delivery to any other office or department does not constitute compliance with this paragraph, unless the proposals are received by the CRA by the established deadline. It is the responsibility of the applicant to assure proper and timely delivery.
PROJECT OVERVIEW

Program Overview
The CRA is purchasing the property at 93-99 Bishop Allen Drive in order to preserve a building long called “nonprofit row” as affordable nonprofit office and program space. The property is fully occupied with long-tenured nonprofit tenants who plan to remain in the building. The CRA will be gathering input from current tenants and other stakeholders in order to develop a nonprofit center in the building; a property that will provide affordable nonprofit office space, but also additional amenities that can be accessed by building tenants as well as other Cambridge-based nonprofit organizations. Additional information about the building’s tenants and the importance of this building for the services they provide can be found in Appendix B, which is a public disclosure document the CRA provided to the Commonwealth of Massachusetts under MGL 30B about its intent to purchase real estate.

Background
In fall 2018, Enroot, the owner of 93-99 Bishop Allen Drive since 1965, and one of the agencies that occupies and provides services from the building, alerted tenants that it planned to sell the property. The agency wanted to better focus on its core mission of supporting immigrant students in their academic, professional and personal advancement instead of diverting internal capacity to cover asset management.

Given the site’s location just a block away from Central Square, and rents that were affordable for nonprofit agencies, tenants were concerned that a sale would result in rent increases and their displacement. As a result, the Cambridge Community Foundation (CCF) asked the CRA to partner with them to strategize how to preserve the building at 93-99 Bishop Allen Drive as affordable space for nonprofit and social services. CCF is a tenant in the building, but also has a mission to support Cambridge’s significant nonprofit sector. The CRA and CCF signed an MOU in late 2018 to explore options for preserving the property as nonprofit office and program space.

After exploring options with CCF for several months, the CRA made an offer to purchase the building in April, 2019. The CRA completed its due diligence in early summer. The transaction was completed on October 2, 2019.

Project Goals
• Create an affordable, sustainable nonprofit center through renovation
• Allow nonprofit tenants and their services largely to stay in place during renovations
• Improve life safety while preserving the historic character of the building’s exterior
• Upgrade electrical and HVAC systems
• Improve physical accessibility, including replacing entry ramp, elevator, and bathrooms
• Increase the efficient use of the space in order to support agencies now in the building as well as provide benefits for other Cambridge-based nonprofits

Responsibilities
• Development of Schematic Design through Construction Drawings for the renovation of one existing structure on the project site, to focus on life safety improvements, increased physical accessibility, and more efficient use of interior space.
• Develop a plan for constructing improvements in phases that will minimize negative impacts on existing tenants.
• Attend meetings with CRA staff, including but not limited to CRA financial consultants, Cambridge Historical Commission staff, and representative of nonprofit organizations operating in the building.
• Construction Administration services including attendance at weekly site meetings, and review of contractor submittals, project schedules, applications for payment and change order proposals.
The chosen Designer will also recommend energy efficient alternatives and the use of resource efficient materials where appropriate and must have LEED (Leadership in Energy & Environmental Design) Accredited Professional certification or comparable. They must be familiar with construction methods, working drawings, public bid requirements, and building and public safety/fire codes.

The successful respondent shall be familiar working within public construction and procurement procedures and design for improvements to historic buildings.

**Site and Existing Building Description**

The property at 93-99 Bishop Allen Drive was built in 1855 as a set of residential row houses. In 1965 the building was purchased by the then named Cambridge Community Services (since renamed as Enroot), who has operated it since that time as nonprofit office space.

In 2018 Enroot decided to sell the building in order to refocus its energy on its core mission of supporting immigrant youth.

The building is located at the corner of Bishop Allen Drive and Essex Street, with the St. Paul AME Christian Life Center abutting the site’s south side. The property includes a nearly 19,000 gross square foot brick and beam four story structure, with the lowest floor partially below grade. The has a rear parking lot with eight (8) spaces that is accessed off of Essex Street.

The building’s last significant renovation was in 1965, although tenants have upgraded their own spaces over time. This has resulted in a different level of finish in different spaces, where tenants have undertaken the following kinds of improvements in recent years: painting, installation of mini-split A/C units, bathroom build outs, and new carpeting.

The property is in need of the following improvements, to occur under a budget of approximately $2 million:

- Repair or replace ADA compliant exterior access ramp and front stairs.
- Replace the existing security and access system to the building.
- Replace common area entryway flooring.
- Replace elevator with larger ADA compliant elevator.
- Replace at least four (4) very small bathrooms with larger bathrooms that are ADA compliant.
- Install a new fire sprinkler system and fire alarm system.
- Upgrade/replace electrical wiring.
- Replace the existing heating system and consider how to improve air conditioning throughout the building in the absence of central air conditioning.
- Address rainwater drainage issues.
- Given adequate budget and square footage, potentially also:
  - make more efficient use of space for the benefit of current tenants and other Cambridge based service providers, potentially to include enhancements to a shared meeting room, upgrades to building mailboxes, development of a common area kitchenette, and/or adding workspaces.
  - Install solar panels to support greater energy efficiency
Additionally, the CRA may seek additional improvements and repairs relating to restoring some of the exterior façade given the historic nature of the building. We will be seeking input from the Cambridge Historic Commission early and throughout the design process, and weighing the value of restorations against our construction budget.

**INSTRUCTIONS TO APPLICANTS**

**Response Content:**

Each response should contain only pertinent information and requested documentation, to demonstrate how the applicant meets the minimum qualifications set forth in the Request for Qualifications. The submission should outline the previous relevant experience of the applicant and have a table of contents or easily discernible, labeled sections.

Each response must include the following five (5) items:

1. **Designer Selection Application for Cities and Towns (Appendix D).**

2. **A description of a project approach, based on the project overview in this RFQ.**

   Include information about how your team will work with the CRA to collect and incorporate client/user feedback.

   Describe how you manage project budgets while meeting program goals during the design phase, and your cost analysis system for evaluating change orders.

3. **A list of at least three entities for which your firm has conducted similar designs.**

   Include at least one project conducted for the public sector as possible.

   Include at least two projects that included renovation of nonprofit, government, or institutional office space

   Include at least one project that included upgrades to a historic building.

   Also, include no less than three personal references of the key members assigned to the project, also from former clients. Such references will be used to determine a respondent’s responsibility.

   Please include the name and telephone number of the contact person at each, the year of the contract, and the nature of the project. These contacts shall serve as references.

   Please ensure the accuracy of your references’ contact information. If a reference is not responsive, your firm will be determined not to have the required number of references.

4. **Overview of key staff and consultants who will be assigned to this project**

   Include resumes and a description of responsibilities of key staff.

   Provide resumes or an overview of the experience of consultants or subcontractors expected to work on this project, and short description of the role they will play. Please identify which of your consultants or subcontractors are MBE or WBE firms (Minority Business Enterprises or Women Business Enterprises).
5. Signed Anti Collusion/ Non-Discrimination and Tax Compliance Forms (Appendix B)

A response which does not provide the information and documentation outlined above may be deemed nonresponsive and therefore rejected. Failure to answer any question, to complete any form, or to provide the documentation required will be deemed non-responsive and result in an automatic rejection of the response unless the CRA determines that such failure constitutes a minor informality.

SITE VISIT: A site visit, including a tour of current buildings and the surface parking lot will take place on Wednesday, October 16, 2019 at 9:30 a.m. All attendees shall meet at 99 Bishop Allen Drive, Cambridge.

QUESTIONS AND CLARIFICATIONS: Any questions or requests for clarification must be submitted in writing and either emailed to eschwarz@cambridgeredevelopment.org. At the sole discretion of the CRA, an addendum will be issued with clarifications or answers to the questions.

CORRECTION, MODIFICATION, OR WITHDRAWAL OF PROPOSAL: Prior to the deadline for receipt of proposals, an applicant may correct, modify, or withdraw its proposal by making the request in writing. All corrections, modifications, or withdrawals must be delivered to the CRA in a sealed envelope with a notation on the envelope indicating the title of the project, the deadline for the receipt of the proposals and a notation that the envelope contains a correction, modification, or withdrawal of the original proposal submitted for the particular project.

ADDITIONAL INFORMATION REGARDING THE PROJECT: Additional information with regard to the project can be found referenced on the project webpage located at: www.cambridgeredevelopment.org/mfnh

All proposers must be willing to sign the CRA’s standard contract.

DURATION OF RESPONSES: A response will remain in effect for a period of ninety (90) calendar days from the deadline for submission of responses, until it is formally withdrawn according to the procedures set forth herein, a contract is executed, or this RFQ is cancelled, whichever occurs first. The CRA reserves the right to reject any and all responses, or portions thereof.

ADDENDATA: Potential Responders are encouraged to register their interest in the Design RFQ to the CRA via email (eschwarz@cambridgeredevelopment.org). Any addenda will be emailed to the contact on file and will also be posted on the CRA website. It is the responsibility of the Responders to ensure that they obtain all information pertaining to this RFQ and ensuring that they receive all addenda.

LIVING WAGE REQUIREMENTS: The City of Cambridge has a Living Wage Requirement that establishes minimum hourly rates for all Personnel that work on any City contract. The CRA requires its design contractors to comply with the City policy. The City of Cambridge’s Living Wage as of March 1, 2019 is $16.15 per hour. An overview of the Living Wage Requirements is attached.

SELECTION PROCESS: All responses will be reviewed by the Designer Selection Committee, composed of CRA staff ("the Committee"). The Committee may select up to five (5) applicants to be interviewed. The CRA will notify all applicants of the names of the applicants selected for interviews.

The applicants chosen for interviews will be notified, either by email and/or telephone, of the date, time and place for their interviews and any other pertinent information related thereto.

After the conclusion of all interviews, the selection committee will rank at least the top three selections. Within a reasonable period of time after the last interview, the Committee will forward to the CRA Board its recommendation of the architectural design team to be designated as the Designer. The CRA Board may accept or reject the recommendation. The CRA may request that a representative from the recommended design team attend a CRA Board meeting.
The selected applicant will then submit a specific scope proposal along with a fee to the CRA. Negotiations will commence thereafter, until an acceptable fee has been reached. In the event negotiations are unsuccessful, the CRA will request the second ranked finalist, then if necessary the third ranked finalist, to submit a proposal in the same manner as for the first ranked finalist. In the unlikely event negotiations are unsuccessful with the three top finalists, the CRA may re-advertise the RFQ or may select additional finalists from the original pool of applicants.

Once successful negotiations have concluded or if the fee has been set, the CRA will prepare the contract and submit them to the successful applicant for signature. Upon receipt of the executed contract and all other required documents, the CRA will have the contract signed by the CRA Board Chair.
EVALUATION CRITERIA

The purpose of information requested in this section is to assist the CRA in evaluating the respondent’s overall qualifications, including its methodologies and technical abilities, and previous experience.

1. **A complete response submission.** The RFQ response must include all items outlined in the Instructions to Applicants section.

2. **Relevance of Response and Proposed Approach to the Project Needs.** To what extent does the project approach, including how the Designer will work with the CRA to collect and incorporate user/client input, how the Designer balances budget and program needs, in-place renovation plans, and other aspects of the proposed approach, align with the stated project needs and goals in this RFQ?

3. **Similar Prior Experience and Design Approach.** We will review experience and qualifications of the respondent’s employees who will be working on this project in the design of nonprofit office or social service space, renovation of historic buildings and work on public/government projects. The respondent should be able to communicate why it is uniquely qualified for this project.

4. **Quality of Prior Work/Quality of References.** Quality of prior work will be determined by references provided from other projects on which the respondent has worked. It is preferred for references to be able to speak to how the respondent worked with the same consultants proposed in their response to this RFQ. The CRA will place strong consideration on how the respondent managed its team members so that the design was properly coordinated before placed out to bid. The CRA will also seek to understand how the respondent approached prior projects with regard to incorporating community or user input, integrating programming, staying within budget, and managing cost control during the design phase.

5. **Professional registrations.** The firm has the professional licenses required to execute this Project.

6. **Experience of Consultants.** The qualifications and track record of each member of key consultants will be rated. It is vital that respondent’s proposed team members (both employees of the respondent and consultants or subcontractors) are the those who will be working on the project if selected.

7. **Diversity of Respondent and Consultant Team.** The CRA will note if the responding firm and/or its consultants or subcontractors are MBE or WBE firms and consider the entire team’s alignment with the CRA and City of Cambridge’s commitment to MBE and WBE engagement.

8. **Capacity to perform.** The respondent’s capacity to undertake this project in a timely manner to meet the CRA’s schedule. The availability of each key team member – both direct employees and consultants or other vendors – must be adequate to support project coordination and the design schedule. This evaluation will be based on the size of the firm gauged against the number and size of current projects.
ANTICIPATED SCHEDULE

Advertisement: Monday, October 7, 2019
Site Visit: Wednesday October 16th, 2019, 9:30 am at 99 Bishop Allen Drive, Cambridge
RFQ due: Friday, October 25th, 2019 by 12:00 pm
Interviews of shortlisted firms: The week of November 11, 2019
Start of Design Process: Estimated: December 2020
Start of Construction: Estimated: August 2020
Completion of Construction: Estimated: August 2021

GENERAL TERMS AND CONDITIONS

1. The contract for this project will be between the CRA and the Designer.

2. The CRA will have the option to cancel the contract provided that written notice is given 30 days prior to the effective termination date.

3. MBE/WBE Participation. The CRA has adopted the City of Cambridge’s commitments to contracting and subcontracting to Minority and Women Owned Business, as it may be amended from time to time. We strongly encourage the use of MBE/WBE consultants and subcontractors to the extent they are used.

   All contractors for design services over $100,000 shall submit documents to comply with the City of Cambridge and the Commonwealth’s requirements for engaging and reporting on the engagement of Minority (MBE) and Women-owned (WBE) business. Detailed documentation of plans to engage MBE/WBE firms will be required by those firms invited to submit bid proposals.
APPENDICES:

A: Map, photos and floor plans of 93-99 Bishop Allen Drive, Cambridge
B: Public Disclosure of CRA intent to purchase real estate
C: Cost Estimate for Life Safety and Accessibility Upgrades, January 2019
D: Non-Collusion, Non-Discrimination, and Tax/Employment Statements
E: City of Cambridge Living Wage Requirement
F: Standard Designer Application for Municipalities and Public Agencies
CAMBRIDGE REDEVELOPMENT AUTHORITY
DESIGNER SERVICES
NONPROFIT SOCIAL SERVICE CENTER
93-99 BISHOP ALLEN DRIVE,
CAMBRIDGE, MA

October 25, 2019

SILVERMAN
TRYKOWSKI
ASSOCIATES

125 Broad Street, Floor 7
Boston, MA 02110
617-426-1501
www.sta-design.com
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October 25, 2019

Erica Schwarz
Project Manager
Cambridge Redevelopment Authority
255 Main Street, 8th Floor
Cambridge, Massachusetts 02142

Dear Ms. Schwarz:

Silverman Trykowski Associates, Inc. is pleased to submit this proposal and qualifications for Architectural and Interior Design Services for the Cambridge Redevelopment Authority’s Nonprofit Social Service Center at 93-99 Bishop Allen Drive in Cambridge, Massachusetts. The development of this facility is, and will continue to be a wonderful service and contribution to the community, and we are very excited for the opportunity to participate in this great endeavor that will help the lives of so many people.

We understand that the scope of services include conceptual design services through construction administration for the preservation and improvement of a historic building, and that the building will retain its current nonprofit community service tenants. The project will encompass programming and visioning for your nonprofit tenants, integrated with addressing the building’s code compliance, systems upgrades and required repairs. We have a comprehensive process that analyzes all factors to propose the best solutions that will fit within your budget, and extensive experience with nonprofit agencies, community engagement, building assessment and code compliance upgrades, cost analysis and masterplanning. With expertise in each of these project components, STA is uniquely qualified as a partner on this project, and we are pleased to present our qualifications to you.

1. Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction Included as part of this proposal, please find the completed Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction. Supplemental information is provided in attachments and descriptions below.

2. Project Approach
Silverman Trykowski Associates, Inc. is committed to providing professional services that are carefully tailored to your needs and produce the maximum design quality, positive impact, and long-term investment value possible. Our team believes in a collaborative approach to our
research and design process because we truly feel that clients need an established partner that can design within their constraints, protect their interests, and deliver environments and information that serve their goals and objectives.

Our greatest strengths are listening and solving problems. STA believes that the owner and the project team have the most influence over the project outcome during the earliest phase of the project. By working collaboratively, the project team determines the project’s success at this time. Our strength lies in assembling quality team members (firms and individuals) and establishing clear and effective communication protocols.

We strongly believe in a collaborative approach to the design process, and are excited for the opportunity to develop a process to gather input from the community about their goals relative to the renovation. We have a great deal of experience working with project constituents, including design charrettes, “town hall” meetings, and working sessions. We’ve conducted these group meetings for a variety of client types, including youth rooms and centers, workspaces, and non-profit incubators.

CONCEPTUAL DESIGN
We will begin the project on two parallel tracks - Programming and Existing Building Assessment. In Programming we will get to know your tenants, and learn about the wonderful services they provide. Simultaneously we will begin assessing the condition of your building. At the end of this phase, our goal is to have sufficient program information and building opportunities and alternatives in order to recommend design solutions to you. During this phase our team will:

Programming
  • Organize a kick off meeting with the team members for the project, to identify and develop key milestones and communications channels.
  • Review information already gathered, and processes and schedules for engaging constituents to continue information gathering
  • Review existing programs, including number of youth and community members served, staff requirements, frequency of use
  • Attend meetings with CRA and Cambridge Historical Commission constituents
  • Review issues and concerns with existing programs relative to existing space
  • Prepare summaries of interviews for review by you
  • Conduct a “town meeting”, a group discussion where staff, volunteers, and community members can share thoughts about the space
  • Create a detailed program spreadsheet and summary report identifying all existing and proposed space types, sizes, quantities and requirements
Building Assessment
STA will thoroughly review, assess and document the site and existing facilities. Our analysis will include building measurement and documentation, maintenance, code, ADA and other regulatory assessments, and MEPFP systems assessments.

• Tour the existing site, and obtain any existing conditions drawings of the building
• Field verify and photo document existing conditions of the building
• Using our FARO 3d point cloud scanning system, we will gather accurate information for both the interior and exterior of the buildings, as well as the entire site
• Prepare a Massachusetts State Building Code, Massachusetts Architectural Access Board, and Americans with Disabilities Act review and assessment of each property
• Review zoning ordinances and historic regulations for the building
• Prepare a Property Condition assessment, including engineering systems analysis and building infrastructure condition; Architectural Engineers will provide mechanical, electrical, plumbing, and fire protection surveys and CBI Consulting will provide structural and historical analysis as necessary.
• Prepare a preliminary hazardous materials review of the existing building that expands on the findings of the CRA Phase 1 study.

SCHEMATIC DESIGN
With an understanding of the existing site and building, their utilization, condition and opportunities, and a program of space needs, we will work closely with the CRA team to begin to develop design options. This phase of work will be very hands-on as we begin to identify key opportunities that connect programming efforts with the assessment findings. We will present a variety of options for design solutions, considering a range of options relative to budget and scale. During this phase our team will:

• Work closely and iteratively with the CRA team and project stakeholders to build consensus throughout our design process
• Investigate and develop multiple design options
• Develop strategies and designs for implementing universal design throughout
• Create initial block plan space plans, identifying options for program space allocation.
• Develop phasing plan that anticipates temporary tenant displacement related to this project while allowing tenants to continue offering their services at this location
• Prepare noted plans identifying scope of work for each scenario. These plans will be suitable for obtaining preliminary cost estimates from AM Fogarty, our cost estimator
• Provide the cost estimator with plans, and meet with them on site to explain overall scope intention
• Review cost estimates with you and determine any recommended design revisions to the
planning documents
• Evaluate cost models that will map out a plan for immediate action with capital budget planning. Confirm a final cost model with CRA that includes appropriate escalation costs and contingencies before advancing to the next phases of work.
• Develop final Master plan drawings and diagrams showing all agreed upon areas of enhancement and/or improvements
• Prepare a final comprehensive report document that includes all existing conditions information, required infrastructure changes, challenges and opportunities, recommendations for action, and associated costs.

DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS & CONSTRUCTION ADMINISTRATION

Upon approval of a Schematic Design direction, STA and our design team will complete full architectural and interior design services, from schematic design through full construction documents, bidding under Massachusetts Chapter 149 public bid laws, and construction administration. Our work during this phase will include meetings with CRA staff, and the Cambridge Historical Commission.

Our focus throughout the process will be to ensure that the project meets not only the design and programming goals, but your financial goals as well. We incorporate checkpoints throughout the design process, working with our cost estimator to track the budget as the design progresses. We pride ourselves on the ability to produce detailed, well-coordinated documents that accurately describe the full scope of work.

Using Building Information Management (BIM) software, we are able to coordinate building systems and resolve any conflicts prior to construction. Having long-term partnerships with our consultant partners, we have developed efficient and well-coordinated work flows.

It is our mission to design spaces that are sustainable and healthy. We have LEED accredited and WELL accredited professionals on our team. Whether or not our clients choose to pursue actual certifications, we design with healthy building systems, healthy materials, and energy efficiency as a best practice.

3. Relevant Project Experience
STA has extensive project experience in all aspects of the proposal, including workplace, non-profit and community work, building repositioning, and planning, and public work. We are experts
in workplace, with a special focus on shared, incubator and co-work spaces. Our projects for Greentown Labs, MassRobotics, The Record Co, and Miraki Innovation all have community driven co-work environments. Our non-profit projects include Madison Park Development Corporation, East Boston Social Centers, MassRobotics, Girl Scouts of Eastern Massachusetts, Bodega Makeover. Public projects include MassRobotics, and Boston Transportation Department. Building reposition projects include Greentown Labs, the Presentation School Foundation, and a large portfolio of work restoring and bringing new life to buildings in Boston’s Back Bay. Planning projects include Greentown Labs, Wellan Montessori School, East Boston Social Center.

Please refer to “Relevant Project Experience” section for profiles of key projects, including reference information

4. Key Staff and Consultants
Please refer to “Key Staff and Consultants” section for resumes and responsibilities of STA’s team and consultants.

5. Signed Anti-Collusion / Non-Discrimination and Tax Compliance Forms
Please refer to “Signed Anti-Collusion / Non-Discrimination and Tax Compliance Forms” section for executed documents

We greatly appreciate the opportunity to submit our proposal for this meaningful and important project, and look forward to the prospect of further sharing our experience and qualifications with your team.

Sincerely,

Felice Silverman, FIIDA, LEED ID+C, WELL AP, NCIDQ, Principal
David Silverman, AIA, Principal

125 Broad St. 7th Floor Boston, MA, 02110
P 617.426.1501
Commonwealth of Massachusetts
Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)

1. Project Name/Location For Which Firm Is Filing:
   Designer Services
   Nonprofit Social Services Center
   93-99 Bishop Allen Drive, Cambridge, MA

2. Project # 93-99 Bishop Allen Drive
   This space for use by Awarding Authority only.

3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:
    Silverman Trykowski Associates, Inc. (STA) est. 1996
    map-lab Inc, 2004 - Integrated with STA July 1, 2012

3b. Date Present and Predecessor Firms Were Established:
    Silverman Trykowski Associates, Inc. (STA) est. 1996
    map-lab Inc, 2004 - Integrated with STA July 1, 2012

3c. Federal ID #:
    22-394-9948

3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required):
    David Silverman, Principal
    (MA Registration # 9747)
    Email Address: dsilverman@sta-design.com
    Telephone No: 617.426.1501

3e. Name Of Proposed Project Manager:
    For Study: (if applicable) David Silverman, Principal AIA
    For Design: (if applicable) David Silverman, Principal AIA

3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:
    N/A

3g. Name and Address Of Parent Company, If Any:
    N/A

3h. Check Below If Your Firm Is Either:
   ☐ (1) SDO Certified Minority Business Enterprise (MBE)
   ☐ (2) SDO Certified Woman Business Enterprise (WBE)
   ☐ (3) SDO Certified Minority Woman Business Enterprise (MWBE)
   ☐ (4) SDO Certified Service Disabled Veteran Owned Business Enterprise (SDVOBE)
   ☐ (5) SDO Certified Veteran Owned Business Enterprise (VBE)

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):

   | Discipline          | Admin. Personnel | Architects | 5 ( 3 ) | Acoustical Engrs. | 0 ( 0 ) | Civil Engrs. | 0 ( 0 ) | Code Specialists | 0 ( 0 ) | Construction Inspectors | 0 ( 0 ) | Cost Estimators | 0 ( 0 ) | Drafters | 0 ( 0 ) | Ecologists | 0 ( 0 ) | Licensed Site Profs. | 0 ( 0 ) | Mechanical Engrs. | 0 ( 0 ) | Planners: Urban./Reg. | 0 ( 0 ) | Specification Writers | 0 ( 0 ) | Structural Engrs. | 0 ( 0 ) | Surveyors | 0 ( 0 ) | Total | 12 ( 6 ) |

5. Has this Joint-Venture previously worked together? N/A  ☐ Yes  ☐ No
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:

Cambridge Redevelopment Authority

Prime Consultant
Silverman Trykowski Associates, Inc.
David Silverman, AIA
Principal-In-Charge, Project Manager
MA #9747

Project Manager for Study
David Silverman, AIA

Project Manager for Design
David Silverman, AIA

Interior Designer
Felice Silverman, NCIDQ, FIDIA, LEED ID+C, WELL AP

Mechanical Engineer
Architectural Engineers, Inc.
Susan Wieler, PE, LEED AP
Principal-in-Charge
MA PE #46614 (WBE Certified)

Electrical Engineer
Architectural Engineers, Inc.
Nick Ferzacca, PE, LEED AP
Principal
MA #43208 (WBE Certified)

Historic Preservation
CBI Consulting, LLC
A Vidaris Company
Frederick Story, AIA
Principal-in-Charge
MA #6323

Fire Protection & Plumbing Engineer
Architectural Engineers, Inc.
James Shannon, PE, LEED AP
MA PE #47830 (WBE Certified)

Structural Engineer
CBI Consulting, LLC
A Vidaris Company
Michael Teller, AIA
Principal-in-Charge
MA #35102

CBI Consulting, LLC
Architectural Engineers, Inc.
A Vidaris Company

Code Consulting
Harold R. Cutter, P.E.
Fire Protection Engineering MA #29096

Cost Estimator
AM Fogarty Associates
Peter Timothy, President
Principal-in-Charge

Hazardous Materials
EH&E
Cynthia D. Campisano
M.S., P.G
Senior Scientist, Project Executive
### 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.

| a. Name and Title Within Firm: David Silverman, Principal, AIA |
| b. Project Assignment: Principal-In-Charge, Project Manager |
| c. Name and Address Of Office In Which Individual Identified In 7a Resides: Silverman Trykowski Associates, Inc. 125 Broad St, 7th Floor Boston, MA 02110 |
| d. Years Experience: With This Firm: 8 | d. Years Experience: With This Firm: 23 | d. Years Experience: With Other Firms: 25 |
| e. Education: Degree(s) /Year/Specialization Bachelor of Architecture / 1994 / Boston Architectural College |
| f. Active Registration: Year First Registered/Discipline/Mass Registration Number 1996 / Architecture / 9747 |
| g. Current Work Assignments and Availability For This Project: David Silverman is currently involved on multiple projects. He is available immediately to perform this work and will be available as the project needs. |

| a. Name and Title Within Firm: Felice Silverman, Principal, FIIDA, NCIDQ |
| b. Project Assignment: Interior Designer |
| c. Name and Address Of Office In Which Individual Identified In 7a Resides: Silverman Trykowski Associates, Inc. 125 Broad St, 7th Floor Boston, MA 02110 |
| d. Years Experience: With This Firm: 23 | d. Years Experience: With Other Firms: 10 |
| e. Education: Degree(s) /Year/Specialization Bachelor of Fine Art / 1985 / Harvard University Professional Certificate in Interior Design / 1992 / Boston Architectural College Master of Interior Design / 2015 / Boston Architectural College |
| g. Current Work Assignments and Availability For This Project: Felice Silverman is currently involved on multiple projects. She is available immediately to perform this work and will be available as the project needs. |

<p>| h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): GreenTowns Labs: PIC Interior Design for 90,000 sf clean tech co-work incubator East Boston Social Center: STA has had an ongoing relationship with this neighborhood community center serving culturally diverse families and individuals of all ages in East Boston. Our scope has included facility audit and capital needs assessment studies, multiple renovations and master planning efforts to help optimize space for their early education, school age and senior programs. MassRobots: 25,000 sf expansion of MassRobots, an incubator for startups in the robotics sector. The space includes flexible and adaptable event space, office areas of various sizes for diverse companies and growth, lab prototyping space including a machine shop, and shared amenities including meeting, cafe and support spaces. Boston Transportation: STA has completed two renovation projects for the City of Boston Public Facilities Department at the Boston Transportation Department building at 200 Frontage Road. The first project was an interior renovation to their coin collection room. The second project was a complete building renovation and site repaving project for the tow lot. STA successfully completed this project with CBI Consulting, Architectural Engineers, Nitsch Engineering, and AM Fogarty, all of whom are included on this project team. The Record Co.: 8,000 sf relocation and expansion of TRC’s facility in Boston, MA, including recording studios, rehearsal rooms, and community and support spaces for the Boston music community. |
| h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): Wellan Montessori School: Master planning, architectural and interior design services for expansion, MAAB and life safety compliance; interior renovations and building addition study. East Boston Social Centers: STA has had an ongoing relationship with this neighborhood community center serving culturally diverse families and individuals of all ages in East Boston. Our scope has included facility audit and capital needs assessment studies, multiple renovations and master planning efforts to help optimize space for their early education, school age and senior programs. Madison Park Development Corporation: Interior design services for Dewitt Community Center, Haynes House residences, MPDC offices. GreenTowns Labs: PIC Interior Design for 90,000 sf clean tech co-work incubator East Boston Social Centers: STA has had an ongoing relationship with this neighborhood community center serving culturally diverse families and individuals of all ages in East Boston. Our scope has included facility audit and capital needs assessment studies, multiple renovations and master planning efforts to help optimize space for their early education, school age and senior programs. Miraki Innovation: PIC Interior Design for 15,000 sf offices for med-tech investment and development firm |</p>
<table>
<thead>
<tr>
<th>a. Name and Title Within Firm:</th>
<th>a. Name and Title Within Firm:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Wisler, PE, LEED AP, Principal and Chief Mechanical Engineer</td>
<td>James Shannon, PE, LEED AP, Plumbing and Fire Protection Dept. Head</td>
</tr>
<tr>
<td>b. Project Assignment:</td>
<td>b. Project Assignment:</td>
</tr>
<tr>
<td>Mechanical and HVAC Engineering</td>
<td>Plumbing and Fire Protection Engineering</td>
</tr>
<tr>
<td>c. Name and Address Of Office In Which Individual Identified In 7a Resides:</td>
<td>c. Name and Address Of Office In Which Individual Identified In 7a Resides:</td>
</tr>
<tr>
<td>Architectural Engineers, Inc.</td>
<td>Architectural Engineers, Inc.</td>
</tr>
<tr>
<td>63 Franklin Street</td>
<td>63 Franklin Street</td>
</tr>
<tr>
<td>Boston, MA 02110</td>
<td>Boston, MA 02110</td>
</tr>
<tr>
<td>d. Years Experience:</td>
<td>d. Years Experience:</td>
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<tr>
<td>3</td>
<td>16</td>
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<td>e. Education: Degree(s)/Year/Specialization</td>
<td>e. Education: Degree(s)/Year/Specialization</td>
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<tr>
<td>BS / 1992 / Mechanical Engineering</td>
<td>BS / 2000 / Mechanical Engineering</td>
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<td>MS / 2003 / Fire Protection Engineering</td>
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<td>f. Active Registration: Year First Registered/Discipline/Mass Registration Number</td>
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<td>1998 / Mechanical Engineering / 46614</td>
<td>2008 / Fire Protection Engineering / 47830</td>
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<tr>
<td>g. Current Work Assignments and Availability For This Project:</td>
<td>g. Current Work Assignments and Availability For This Project:</td>
</tr>
<tr>
<td>City of Boston Engagement Center Study</td>
<td>City of Boston Lindemann Inn Shelter MEP/FP Restroom Upgrades</td>
</tr>
<tr>
<td>DCAMM Essex Jail and House of Corrections HVAC Study</td>
<td>Boston Public Health Facility Condition Assessment</td>
</tr>
<tr>
<td>Ms. Wisler will have sufficient availability for this project.</td>
<td>Mr. Shannon will have sufficient availability for this project.</td>
</tr>
<tr>
<td>h. Other Experience and Qualification Relevant To The Proposed Project: Identify Firm By Which Employed, If Not Current Firm:</td>
<td>h. Other Experience and Qualification Relevant To The Proposed Project: Identify Firm By Which Employed, If Not Current Firm:</td>
</tr>
<tr>
<td>- Fidelity House Youth Community Center Phase 1 Building Upgrades. Arlington, Mass. Chief mechanical engineer; MEP/FP; existing conditions and schematic design; historic 1918 masonry building; non-profit community center; phased renovation</td>
<td>- Fidelity House Youth Community Center Phase 1 Building Upgrades. Arlington, Mass. P/FP engineer; MEP/FP; existing conditions and schematic design; historic 1918 masonry building; non-profit community center; phased renovation</td>
</tr>
<tr>
<td>- Worcester Blackstone Gateway Visitor's Center, Worcester, Mass. Chief mechanical engineer; 8,000 SF $9M. MEP/FP; new construction; visitors center with a one-story, full service multi-use community facility, parking, picnic gathering and irrigates landscaped areas; new heating and cooling systems, including wood-pellet boiler system with outdoor silo.</td>
<td>- Sharon Town Hall Offices and Fire Station. MEP/FP; design and CA; existing conditions; new sprinkler system; new water service; quick-response place concealed sprinklers; new toilet rooms; new domestic water; new gas service; new sanitary drainage; phasing; ADA; fully-automated BMS.</td>
</tr>
<tr>
<td>- Lexington Town Hall, Lexington, Mass. Chief mech. eng. MEP/FP; study/design/CA; historic renovation; restack due to DPW staff vacating building; HVAC and ADA upgrades; seismic hazards considered for all mechanical systems; 20,000 SF; $50M. Sharon Town Hall Modernization/Adaptive Reuse; PIC; MEP/FP; design and CA; existing conditions; new VRF system; three HVAC systems for zoning; roof-mounted energy recovery; split-system cooling; phasing; ADA; fully-automated BMS.</td>
<td>- Boston Public Facilities Department Long Island Facility Assessments. Boston, Harbor, Mass. Sr. P/FP engineer; MEP/FP; assessment oversight; 16 empty buildings; equipment/distribution; upgrade and replacement recommendations/options; potential to return buildings to use as recovery center; 300,000 SF.</td>
</tr>
<tr>
<td>- Little Sprouts, Various Locations: (Melrose, Stratham N.H., Natick, Lowell, Dedham, Peabody, Watertown; Principal-in-Charge; existing conditions; renovations and fit-out; trade coordination; new building systems.</td>
<td>- UMass Amherst Whitmore Hall HVAC Study. Amherst, Mass. Plumbing/fire protection; existing conditions; recommended fire/life safety upgrades to meet state building code; evaluated sprinkler plumbing systems.</td>
</tr>
<tr>
<td></td>
<td>- Worcester Public Library Renovation, Worcester, Mass. P/FP dept. head; MEP/FP; design/CA; renovations/repairs; new entry; new systems support enclosure of children’s room; new sprinkler head layouts; $7M.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>a. Name and Title Within Firm:</th>
<th>b. Project Assignment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nick Ferzacca, PE, LEED AP, Principal and Chief Electrical Engineer</td>
<td>Architectural Engineers, Inc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>c. Name and Address Of Office In Which Individual Identified In 7a Resides:</th>
<th>d. Years Experience: With This Firm:</th>
<th>e. Education: Degree(s) /Year/Specialization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural Engineers, Inc.</td>
<td>12</td>
<td>BS / 1986 / Electrical Engineering</td>
</tr>
<tr>
<td>63 Franklin Street Boston, MA 02110</td>
<td>21</td>
<td>MS / 1997 / Lighting</td>
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<table>
<thead>
<tr>
<th>f. Active Registration: Year First Registered/Discipline/Mass Registration Number</th>
<th>g. Current Work Assignments and Availability For This Project:</th>
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<tbody>
<tr>
<td></td>
<td>• Principal-in-charge and project manager; $9M; MEP/FP, Lighting, Security, PV; 8,000 SF multi-faceted cultural facility; mixed-use; sustainable; all new buildings systems; interior and site automated controls; energy reduction; wood-pellet heating; Targeting LEED Gold.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Fidelity House Youth Community Center Phase 1 Building Upgrades, Arlington, Mass. Project manager and chief electrical engineer; MEP/FP; existing conditions and schematic design; historic 1918 masonry building; non-profit community center; phased renovation; new electric service; new LEDs; new communication systems.</td>
</tr>
<tr>
<td>• Worcester Blackstone Gateway Visitor’s Center, Worcester, Mass.: Principal-in-charge and project manager; $9M; MEP/FP, Lighting, Security, PV; 8,000 SF multi-faceted cultural facility; mixed-use; sustainable; all new buildings systems; interior and site automated controls; energy reduction; wood-pellet heating; Targeting LEED Gold.</td>
</tr>
<tr>
<td>• Sharon Town Hall Modernization and Adaptive Reuse, Sharon, Mass. Chief electrical eng. MEP/FP; study/design/CA; existing conditions; fully-automated BMS with web-enabled access; new analogue addressable fire detection system; $8.6M.</td>
</tr>
<tr>
<td>• Lexington Town Hall, Lexington, Mass. Chief electrical engineer/project manager; 20,000 SF; historic renovation; power distribution; lighting; data systems.</td>
</tr>
<tr>
<td>• Marion Tavern Meeting Room, Burlington, Mass.: Chief electrical engineer; design and CA; historic barn renovation to large community meeting room.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>a. Name and Title Within Firm:</th>
<th>a. Name and Title Within Firm:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harold R. Cutler, P.E., Sole Proprietor</td>
<td></td>
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<tr>
<th>b. Project Assignment:</th>
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<tbody>
<tr>
<td>Firesafety, Building and Access Code Consulting</td>
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<tr>
<th>c. Name and Address Of Office In Which Individual Identified In 7a Resides:</th>
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</thead>
<tbody>
<tr>
<td>Harold R. Cutler, P.E.</td>
<td></td>
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<tr>
<td>165 Landham Road</td>
<td></td>
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<tr>
<td>Sudbury, MA 01776</td>
<td></td>
</tr>
<tr>
<td>MBE</td>
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<td>WBE</td>
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<td>SDVOBE</td>
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<table>
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<tr>
<th>d. Years Experience: With This Firm:</th>
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</thead>
<tbody>
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</tr>
<tr>
<td>With Other Firms:</td>
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<thead>
<tr>
<th>e. Education: Degree(s)/Year/Specialization</th>
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<tbody>
<tr>
<td>M.S. / 1969 / Physics</td>
<td></td>
</tr>
<tr>
<td>B.S. / 1966 / Physics</td>
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</tbody>
</table>

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<thead>
<tr>
<th>f. Active Registration: Year First Registered/Discipline/Mass Registration Number</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1978 / Fire Protection Engineering / MA Reg. No. 29096</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>g. Current Work Assignments and Availability For This Project:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Current workload includes 3 major projects and 15 minor projects. This project is anticipated to be a minor project that replaces another minor project upon its completion.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Cutler’s experience includes work with the family of International Codes, the ADA Accessibility Guidelines as well as many state and local building and access codes. Mr. Cutler also has a working knowledge of the National Fire Protection Association Fire Codes that are often referenced by the building code or are independently applicable to a project. He has participated for many years in the building code making process in Massachusetts as a member and chairperson of the Fire Prevention/Fire Protection Advisory Committee to the MA Board of Building Regulations and Standards, as well as Wellan Montessori School: Master planning, architectural and interior design services for expansion, MAAB and life safety compliance; interior renovations and building addition study. He was a paid-on-call firefighter and emergency medical technician for the Sudbury, MA Fire Department for 49 years. His understanding of fire department operations allows him to “talk the language” of fire officials within whom he negotiates on behalf of project teams.</td>
<td></td>
</tr>
</tbody>
</table>
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.

| a. Name and Title Within Firm: Wayne R. Lawson, P.E., SEC, MCPPO Principal |
| b. Project Assignment: Structural Engineer |
| c. Name and Address Of Office In Which Individual Identified In 7a Resides: CBI Consulting, LLC 250 Dorchester Avenue Boston, MA 02127 |
| d. Years Experience: With This Firm: 35 With Other Firms: 2 |
| e. Education: Bachelor of Science / 1983 / Civil Master of Science / 1999 / Structural |
| f. Active Registration: Year First Registered/Discipline/Mass Registration Number 1990 / Structural / #35102 June 2007 / MCPPO Certified |
| g. Current Work Assignments and Availability For This Project: Historic First Parish Meeting House Restoration, Tyngsborough, MA Historic Levi-Wetherbee Farmhouse Stabilization, Boxborough, MA Historic Schlesinger Library, Harvard University, Cambridge, Massachusetts Available to work on this project. |
| h. Other Experience and Qualifications Relevant To The Proposed Project: Wayne R. Lawson specializes in the analysis and evaluation of structural challenges and the execution of successful design solutions. He has solid engineering experience studying, evaluating, and designing structural systems, including concrete (either cast-in-place or precast), steel (structural, cold form, historical), and wood (standard and engineered members). He manages construction cost estimating, prepares technical specifications, writes reports, and coordinates drawings for a wide range of structural projects. Mr. Lawson's designs include work for public-sector, institutional, educational, industrial, commercial, and residential projects. He is experienced in construction observation and field investigations. As a registered Professional Engineer, his first priority is public safety, but his goal is always to provide the most cost-effective solutions for clients while responding to their needs. |

| a. Name and Title Within Firm: Michael S. Teller, A.I.A., NCARB, LEED AP BD+C, MCPPO Principal |
| b. Project Assignment: Historic Preservation Specialist |
| c. Name and Address Of Office In Which Individual Identified In 7a Resides: CBI Consulting, LLC 250 Dorchester Avenue Boston, MA 02127 |
| d. Years Experience: With This Firm: 30 With Other Firms: 12 |
| f. Active Registration: Year First Registered/Discipline/Mass Registration Number 1985 / Architecture / #6323 LEED Accredited Professional MCPPO Certification / December 2013 |
| g. Current Work Assignments and Availability For This Project: Historic Robbins Library, Arlington, MA Historic Schlesinger Library, Harvard University, Cambridge, Massachusetts New Police Station, Avon, MA Available to work on this project. |
| h. Other Experience and Qualifications Relevant To The Proposed Project: Michael S. Teller is a creative problem-solver with a proven record of successfully completing projects on schedule and within budget. He has renovated some of the most historically important structures in New England and has a passion for restoration. He has won awards in historical restoration and technology, incorporating building envelope, concrete, and masonry repair as well as roof and window design and replacement. Mr. Teller’s ability to analyze building assemblies produces solutions that consider the working relationships of all related building parts. Examples of award-winning projects: Agassiz House, Harvard University: Cambridge Historical Commission & Massachusetts Historical Commission Preservation Award US Customs House, Hyannis: Massachusetts Historical Preservation Award Harvard Yard Fence: Cambridge Historical Commission & National Trust for Historic Preservation Award |
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.**

<table>
<thead>
<tr>
<th>a. Name and Title Within Firm:</th>
<th>a. Name and Title Within Firm:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Arno Skalski, Assoc. A.I.A., LEED AP</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Director of Building Technology</strong></td>
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<tr>
<th>b. Project Assignment:</th>
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<tr>
<td><strong>Building Envelope Specialist</strong></td>
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<th>c. Name and Address Of Office In Which Individual Identified In 7a Resides:</th>
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<tbody>
<tr>
<td>CBI Consulting, LLC</td>
<td>MBE</td>
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<tr>
<td>250 Dorchester Avenue</td>
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<td>Boston, MA 02127</td>
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<td>Bachelor of Science / 1989 / Architectural Engineering Technology</td>
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<tr>
<th>f. Active Registration: Year First Registered/Discipline/Mass Registration Number</th>
<th>f. Active Registration: Year First Registered/Discipline/Mass Registration Number</th>
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</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
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<thead>
<tr>
<th>g. Current Work Assignments and Availability For This Project:</th>
<th>g. Current Work Assignments and Availability For This Project:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robbins Library Building Envelope, Arlington, MA</td>
<td></td>
</tr>
<tr>
<td>Various Roof Replacements, Boston Housing Authority</td>
<td></td>
</tr>
<tr>
<td>Historic Schlesinger Library, Harvard University, Cambridge, MA</td>
<td></td>
</tr>
<tr>
<td><strong>Availability: 20%</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):</th>
<th>h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Arno L. Skalski</strong> is a diverse, skilled professional and successful manager in the building design, engineering and construction industry. His effective management skills help him to meet strict deadlines and budgets while maintaining scope and quality of the project. Mr. Skalski is CBI’s Director of Building Technology where is he responsible for the building envelope division, expanding markets, providing quality control and quality assurance, and training and mentoring staff.</td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Peter T. Timothy, President – Cost Estimator</td>
<td>175 Derby Street – Suite 5</td>
</tr>
<tr>
<td></td>
<td>Hingham, MA 02043-4014 (781) 749-7272</td>
</tr>
<tr>
<td>b. Project Assignment:</td>
<td>Cost Estimator</td>
</tr>
<tr>
<td>c. Name and Address Of Office In Which Individual Identified In 7a Resides:</td>
<td>MBE</td>
</tr>
<tr>
<td>A. M. Fogarty &amp; Associates, Inc.</td>
<td>WBE</td>
</tr>
<tr>
<td>175 Derby Street – Suite 5</td>
<td>SDOVBE</td>
</tr>
<tr>
<td>Hingham, MA 02043-4014 (781) 749-7272</td>
<td>VBE</td>
</tr>
<tr>
<td>d. Years Experience: With This Firm:</td>
<td>28</td>
</tr>
<tr>
<td>With Other Firms:</td>
<td>4</td>
</tr>
<tr>
<td>e. Education: Degree(s) /Year/Specialization</td>
<td>University of Wisconsin-Platteville, 1985, Bachelor of Science Degree in Construction Management</td>
</tr>
<tr>
<td>f. Active Registration: Year First Registered/Discipline/Mass Registration Number</td>
<td>N/A</td>
</tr>
<tr>
<td>g. Current Work Assignments and Availability For This Project:</td>
<td>We currently are estimating approximately 10 projects per month. We are very flexible increasing our work load due to the nature of our staffing</td>
</tr>
<tr>
<td>h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):</td>
<td>Mr. Timothy has been a professional estimator since earning a BS degree in Building Construction Management in 1985. He was chief estimator for a large interior contractor. Currently, Mr. Timothy is President of A. M. Fogarty and Associates, Inc. and in charge of all construction cost estimates and competitive bidding for the company.</td>
</tr>
</tbody>
</table>
### 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.

<table>
<thead>
<tr>
<th>a. Name and Title Within Firm:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Cynthia D. Campisano, M.S., P.G. – Senior Scientist / Project Executive</td>
<td>Adam S. Bisol – Staff Scientist</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>b. Project Assignment:</th>
<th>b. Project Assignment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager/ Hazardous Materials Management</td>
<td>Hazardous Materials Specialist</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>c. Name and Address Of Office In Which Individual Identified In 7a Resides:</th>
<th>c. Name and Address Of Office In Which Individual Identified In 7a Resides:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Health &amp; Engineering 180 Wells Avenue, Suite 200 Newton, MA 02459</td>
<td>Environmental Health &amp; Engineering MBE WBE SDVOBE VBE</td>
</tr>
<tr>
<td>MBE WBE SDVOBE VBE</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>d. Years Experience: With This Firm: 27</th>
<th>d. Years Experience: With Other Firms: 5</th>
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</thead>
<tbody>
<tr>
<td>e. Education: Degree(s)/Year/Specialization</td>
<td>e. Education: Degree(s)/Year/Specialization</td>
</tr>
<tr>
<td>B.A. Geology, University of Rochester, Rochester, New York, 1984</td>
<td></td>
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</tbody>
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<tr>
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</thead>
<tbody>
<tr>
<td>USEPA-accredited Asbestos Project Designer /OSHA 10 Hour Construction Safety Training /OSHA 40 Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) / International Facilities Management Association</td>
<td>Asbestos Inspector (MA License #AI 061329) Asbestos Abatement Project Designer (License #P60885) Asbestos Management Planner (MA License #AP 000034)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Ms. Campisano provides senior technical support and project management for a wide variety of environmental and health and safety projects and programs. She is senior technical lead for the Hazardous Materials Management Group and Project Executive within the Education and Commercial Practice. Ms. Campisano is available to support the project.</td>
<td>Mr. Bisol has serves as a project manager, inspector, designer, and field technician for a variety of environmental projects, conducting inspection, design, sampling, and monitoring for compliance issues. Mr. Bisol is available to support the project.</td>
</tr>
</tbody>
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<tbody>
<tr>
<td>• Proactive environmental management and regulatory compliance, including materials evaluation, and remediation and on-site health and safety oversight at renovation sites. • Extensive experience in the development of assessment and remediation programs for the management of polychlorinated biphenyls and asbestos in building materials and soil in accordance with state and federal regulations. Work includes polychlorinated biphenyl (PCB) and hazardous material (HAZMAT) remediation programs at multiple sites for clients ranging from healthcare organizations, commercial real-estate clients, higher education institutions, and public schools and includes major demolition and redevelopment projects. • Public health risk characterization and exposure assessment, including quantitative assessment for regulatory compliance. • Indoor air environmental assessments and building investigations in schools, industrial sites, and office facilities.</td>
<td>Asbestos projects—inspection, design, and monitoring for demolition and renovation projects of occupied and vacant commercial, public, and government properties PCB projects—inspection, design, and monitoring for demolition and renovation projects of occupied and vacant commercial, public, and government properties Mold projects—inspection, assessment, remediation design, and oversight Phase I and II environmental site assessments for due diligence Hydrogeological assessments Environmental remediation design, monitoring, and oversight Compliance monitoring for the Massachusetts Contingency Plan Hazardous materials assessments Personnel monitoring for OSHA compliance Instruction/training for asbestos and hazardous material shipping</td>
</tr>
<tr>
<td>a. Project Name And Location Principal-In-Charge</td>
<td>b. Brief Description Of Project And Services (Include Reference To Relevant Experience)</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>(1) Greentown Labs</td>
<td>Greentown Labs is the largest clean tech incubator in the US. STA has designed over 90,000 sf of workspace and labs for Greentown and their 100+ member companies in Somerville, MA. The project included an interactive and collaborative research based exploration on co-working spaces, and flexible and adaptable community spaces.</td>
</tr>
<tr>
<td>(2) Wellan Montessori School PIC: Felice Silverman</td>
<td>Ongoing architectural and interior design services for a Newton, MA Montessori school. Services include master planning for future growth, MAAB compliance, and life safety compliance; studies for proposed building addition; classroom renovations for elementary and preschool age children, as well as administrative and specialty areas; expansion to adjacent building, including proposed link</td>
</tr>
<tr>
<td>(3) East Boston Social Centers PIC: David Silverman</td>
<td>Master planning of consolidation of multiple school age and early education programs; capital needs assessment; miscellaneous renovations</td>
</tr>
<tr>
<td>(4) MassRobotics</td>
<td>25,000 sf expansion of MassRobotics, an incubator for startups in the robotics sector. It includes flexible and adaptable event space, office areas of various sizes for diverse companies &amp; growth, lab prototyping space including a machine shop, and shared amenities including meeting, cafe &amp; support spaces.</td>
</tr>
<tr>
<td>(5) The Record Co.</td>
<td>8,000 sf relocation and expansion of The Record Co’s facility in Boston, MA, including recording studios, rehearsal rooms, and community and support spaces for the Boston music community.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Sub-Consultant Name: Architectural Engineers, Inc.</th>
<th>Mechanical, Electrical, Plumbing, Fire Protection Engineering</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a. Project Name and Location</strong></td>
<td><strong>b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)</strong></td>
</tr>
<tr>
<td><strong>(1) Fidelity House Community Center Building Upgrade Study</strong></td>
<td>Arlington, Mass.</td>
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| **(2) Worcester Blackstone Gateway Visitor Center** | Worcester, Mass. | All new MEP/FP building systems: HVAC, electrical services/distribution, full-site electrical, full-site plumbing, interior and exterior lighting, voice, data, CATV, natural gas, sanitary waste, domestic water, fire alarm, security, PV | Owner | 2018 | $9,000 | $150 |
| | | • New Construction | Client | ECOM 66 Long Wharf Boston, MA 02110 | | |
| | | • Full-service, multi-use community facility; theater, historic/cultural exhibits, classrooms, offices | Client | Kathy Schaefer, Project Manager/Civil Engineer 617.723.1700 | | |
| | | • Interior and exterior lighting with automatic controls meet energy code and sustainability goals | Client | | | |
| | | • Daylight harvesting to facility energy savings | Client | | | |
| | | • Lighting with automatic controls meet energy code and sustainability goals | Client | | | |
| | | • MEP/FP feasibility study, design and CA | Client | | | |
| | | • 20,000 SF restack due to DPW staff vacating building, | Client | | | |
| | | • HVAC & ADA upgrades | Client | | | |
| | | • Replacement of all sprinkler heads in compliance with NFPA 13 in older part of building | Client | | | |
| | | • Extension of existing sprinkler system into new part of building | Client | | | |
| | | • New water supply and fire mains, automatic sprinkler systems and components, fire alarm systems and components | Client | | | |
| | | • Seismic hazards considered for all mechanical systems | Client | | | |

| **(3) Lexington Town Office Building Renovation** | Lexington, Mass. | • MEP/FP feasibility study, design and CA | Owner | 2010 | $50 | $19 |
| | | • 20,000 SF restack due to DPW staff vacating building, | Client | Bargmann Hendrie + Archetype 300 A Street Boston, MA 02210 | | |
| | | • HVAC & ADA upgrades | Client | Jack Glassman, AIA 617.350.0450 | | |
| | | • Replacement of all sprinkler heads in compliance with NFPA 13 in older part of building | Client | | | |
| | | • Extension of existing sprinkler system into new part of building | Client | | | |
| | | • New water supply and fire mains, automatic sprinkler systems and components, fire alarm systems and components | Client | | | |
| | | • Seismic hazards considered for all mechanical systems | Client | | | |
|   | **Sharon Town Hall**  
Modernization and Adaptive Reuse  
Sharon, Mass. |   | Owner  
Town of Sharon, Mass. |   |
|---|---|---|---|---|
|   | Susan Wisler, PE, LEED AP  
Principal-in-Charge |   | **Client**  
BKA Architects  
142 Crescent Street  
Brockton, MA 02302  
Steven Medeiros, AIA, Associate  
508.583.5603, x318 |   |
|   | Jon Brenton, PE, LEED AP  
BD+C  
Project Manager |   |   |   |
|   | • MEP/FP feasibility study, design and CA  
• Existing conditions verification, calculations and equipment sizing, installation oversight  
• New water-based fire suppression sprinkler system  
• New six-inch water service  
• Quick-response concealed plate sprinklers throughout ceiling areas  
• Five new toilet rooms, two new janitor’s sinks, two new drinking fountains, new exam room sink  
• New domestic water service  
• New gas line installed for emergency generator  
• New sanitary drainage  
• All plumbing fixtures meet code for energy, water conservation, LEED and accessibility  
• New VRF system for heating, cooling, and dehumidification  
• Three HVAC systems designed for zoning and piping purposes  
• Roof-mounted energy recovery unit  
• Split-system cooling for server room  
• Fully-automated BMS with web-enabled access  
• New analogue addressable fire detection |   |   |
| (4) |   | Owner  
Little Sprouts |   |
|   | Joel Goodmonson, PE, LEED AP  
Principal-in-Charge |   | **Client**  
Silverman Trykowski Assoc.  
125 Broad Street  
Boston, Mass. 02110  
Mr. David Silverman, AIA  
617.426.1501 |   |
|   | Susan Wisler, PE, LEED AP, MCPPO  
Project Manager |   |   |   |
|   | • MEP/FP engineering, design and CA  
• Existing conditions verification  
• Projects range from 6,000 to 10,000 SF  
• Renovations and Fit-outs  
• Coordination with building engineers  
• Coordination with existing base building MEP/FP systems  
• Design scope includes:  
  • New plumbing facilities within each child care space  
  • New domestic water heating and hot water maintenance system  
  • New HVAC distribution ductwork  
  • Code-compliant lighting control systems  
  • Code-compliant sprinkler system  
  • Door card readers at egress doors |   |   |   |
| (5) | Little Sprouts Day Care  
Renovation and Upgrades  
Multiple Locations, Mass. and N.H. |   |   |   |
|   |   | Owner  
Little Sprouts |   |
|   |   | **Client**  
Silverman Trykowski Assoc.  
125 Broad Street  
Boston, Mass. 02110  
Mr. David Silverman, AIA  
617.426.1501 |   |
<p>| | | | | |
|   |   |   |   |   |</p>
<table>
<thead>
<tr>
<th>Sub-Consultant Name:</th>
<th>Project Name and Location</th>
<th>Principal-In-Charge</th>
<th>Brief Description Of Project and Services (Include Reference To Relevant Experience)</th>
<th>Client's Name, Address And Phone Number. Include Name Of Contact Person</th>
<th>Completion Date (Actual Or Estimated)</th>
<th>Project Cost (In Thousands)</th>
<th>Construction Costs (Actual, Or Estimated If Not Completed)</th>
<th>Fee For Work For Which Firm Was/Is Responsible</th>
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<tbody>
<tr>
<td>a.</td>
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<td>8b.</td>
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</tbody>
</table>
### Sub-Consultant Name: **CBI Consulting, LLC (Structural Engineer, Historic Preservation Specialist, Building Envelope Specialist)**

<table>
<thead>
<tr>
<th>a. Project Name and Location Principal-In-Charge</th>
<th>b. Brief Description Of Project and Services (Include Reference To Relevant Experience)</th>
<th>c. Client’s Name, Address And Phone Number. Include Name Of Contact Person</th>
<th>d. Completion Date (Actual Or Estimated)</th>
<th>e. Project Cost (In Thousands)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Historic First Parish Meeting House Tyngsborough, MA PIC: Wayne Lawson, P.E., MCPPO</td>
<td>Exterior &amp; interior restoration of this historic structure. Repairs included roof replacement, column and window restoration, ADA upgrades, MEP/FP system upgrades, &amp; new layout in basement to accommodate Recreation Department. New structural framing was required to support new stairs and floor openings. Design of supplemental floor framing was needed to support new wheelchair lift. Reinforcement of existing roof and attic framing to support new HVAC equipment. Design of repairs for deteriorated wood framing.</td>
<td>Town of Tyngsborough 25 Bryants Lane Tyngsborough, MA 01879 Matt Hanson, Town Administrator 978.649.2300 x100</td>
<td>2019</td>
<td>Exterior: $435 Interior: $750 Exterior: $29 Interior: $116</td>
</tr>
</tbody>
</table>

| (2) Historic Agassiz House Cambridge, MA PIC: Michael Teller, A.I.A., NCARB, LEED AP BD+C, MCPPO | Complete exterior envelope restoration and repair along with accessibility upgrades with replacement and modernization of a historic elevator. **Recipient of Cambridge Historical Commission Preservation Award & Massachusetts Historical Preservation Award.** | Radcliffe Institute for Advanced Study Harvard University, Facilities Management 79 Brattle Street Cambridge, MA 02138 Lester F. Gerry, Director of Facilities Management 617.495.3132 | 2014 | $1,900 $108 |
|   | School Administration Offices | Adaptive re-use of former school building into school administration offices. Interior renovations included demolition, MEP/FP upgrades, new partitions, doors and finishes. Design of structural framing to support new RTU’s and structural framing for new openings in interior and exterior walls. | City of Lynn-Building Department  
Lynn City Hall, 3 City Hall Square  
Lynn, MA 01905  
Mike Donovan, Dir. of Insp. Services & Building Commissioner  
781.598.4000 | 2013 | $1,300 | $92 |
|---|---|---|---|---|---|---|
| 3 | School Administration Offices  
Lynn, MA  
PIC: Wayne Lawson, P.E., MCPPO | | | |
|   | Greentown Labs  
Somerville, MA  
PIC: Wayne Lawson, P.E., MCPPO | Structural engineering design and Construction Administration for fit out of new space. Services included analyzing existing framing for new roof top unit, new mezzanine, slab openings, and reinforcing. | Silverman Trykowski Associates Inc.  
125 Broad Street, 7th Floor  
Boston, MA 02110  
David Silverman, Principal  
617.426.1501 | 2018 | Unknown | $60 |
| 4 | Greentown Labs  
Somerville, MA  
PIC: Wayne Lawson, P.E., MCPPO | | | |
|   | Boston Transportation Dept.  
Tow Facility  
Boston, MA  
PIC: Wayne Lawson, P.E., MCPPO | Structural design and building envelope repairs for renovations including roof replacement, masonry repairs, and new entrance stair and accessible ramp, light post foundation capacity and connection design. | Silverman Trykowski Associates Inc.  
125 Broad Street, 7th Floor  
Boston, MA 02110  
David Silverman, Principal  
617.426.1501 | 2018 | Unknown | $18.5 |
| 5 | Boston Transportation Dept.  
Tow Facility  
Boston, MA  
PIC: Wayne Lawson, P.E., MCPPO | | | |
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.

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<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>a. Project Name and Location Principal-In-Charge</td>
</tr>
<tr>
<td>(2) Chicopee City Hall Chicopee, MA</td>
</tr>
<tr>
<td>(3) MIT Bldg #2 – Math Department Cambridge, MA</td>
</tr>
<tr>
<td>(4) Faneuil Hall Visitor’s Center Boston, MA</td>
</tr>
</tbody>
</table>
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<th>d. Completion Date (Actual Or Estimated)</th>
<th>e. Project Cost (In Thousands)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) University of Massachusetts – Hazardous Materials Assessment and Remediation Support</td>
<td>Numerous hazardous material and environmental investigations for the University of Massachusetts (UMass) at multiple campuses</td>
<td>UMass – Boston Zehra Schneider Graham 100 Morrissey Blvd., Boston, MA (617) 287-5444</td>
<td>Ongoing</td>
<td>N/A</td>
<td>$1</td>
</tr>
<tr>
<td>(2) Lexington School System</td>
<td>PCB Assessment, Risk Characterization, and Abatement and Management Program, EH&amp;E also provides health risk communication services and supported negotiations with the US Environmental Protection Agency (EPA).</td>
<td>Town of Lexington Patrick Goddard 1625 Massachusetts Avenue Lexington, MA (781) 274-8958</td>
<td>Ongoing</td>
<td>Unknown</td>
<td>$100</td>
</tr>
<tr>
<td>(4) Hazardous Materials Assessment, Topsfield Town Hall</td>
<td>Continuous environmental compliance services, hazardous building materials management, soil management and Massachusetts Contingency Plan</td>
<td>Topsfield Town Hall Gregor Smith 8 West Common Street Topsfield, MA 01983 617-835-4128</td>
<td>Ongoing</td>
<td>Unknown</td>
<td>$185.8</td>
</tr>
<tr>
<td>(5) Industrial Hygiene Consulting, Somerville West Branch Library</td>
<td>EH&amp;E’s pre-renovation assessments included a National Emissions Standard for Hazardous Air Pollutants (NE-SHAPs)-compliant asbestos inspection to identify asbestos-containing materials (ACMs).</td>
<td>designLAB Architects, Inc. Mary Anne Upton Benn Youtz 35 Channel Center Street #103 Boston, MA 02210 (617) 350-3005</td>
<td>2016</td>
<td>Unknown</td>
<td>$18.95</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th># of Total Projects:</th>
<th># of Active Projects:</th>
<th>Total Construction Cost (In Thousands) of Active Projects (excluding studies):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Awarding Authority (Include Contact Name and Phone Number)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Role</th>
<th>Phases</th>
<th>Project Name, Location and Principal-In-Charge</th>
<th>Awarding Authority (Include Contact Name and Phone Number)</th>
<th>Construction Costs (In Thousands) (Actual, Or Estimated If Not)</th>
<th>Completion Date (Actual or Estimated) (R)Renovation or (N)New</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>St. Sch, DD, CD, AC</td>
<td>1. Boston Transportation Department, 200 Frontage Road, Boston, MA Building Renovation and Tow Lot Restoration David Silverman, Principal in Charge</td>
<td>Boston Public Facilities Department Scott Dupre 617-635-0517</td>
<td>$3000</td>
<td>Jan 2019</td>
</tr>
<tr>
<td>P</td>
<td>Sch, DD, CD, AC</td>
<td>2. MassRobotics, 12 Channel St, Boston, MA Ch. 149 Bidding Related 70 Massworks Grant Paul Osborn, BPDA 617.918.6211</td>
<td>$3000</td>
<td>Nov 2019</td>
<td></td>
</tr>
</tbody>
</table>

* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract
We understand that the scope of services include conceptual design services through construction administration for the preservation and improvement of a historic building, and that the building will retain its current nonprofit community service tenants. The project will encompass programming and visioning for your nonprofit tenants, integrated with addressing the building’s code compliance, systems upgrades and required repairs. We have a comprehensive process that analyzes all factors to propose the best solutions that will fit within your budget, and extensive experience with nonprofit agencies, community engagement, building assessment and code compliance upgrades, cost analysis and masterplanning. With expertise in each of these project components, STA is uniquely qualified as a partner on this project, and we are pleased to present our qualifications to you.

1. Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction

   Included as part of this proposal, please find the completed Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction. Supplemental information is provided in attachments and descriptions below.

2. Project Approach

   Silverman Trykowski Associates, Inc. is committed to providing professional services that are carefully tailored to your needs and produce the maximum design quality, positive impact, and long-term investment value possible. Our team believes in a collaborative approach to our research and design process because we truly feel that clients need an established partner that can design within their constraints, protect their interests, and deliver environments and information that serve their goals and objectives.

   Our greatest strengths are listening and solving problems. STA believes that the owner and the project team have the most influence over the project outcome during the earliest phase of the project. By working collaboratively, the project team determines the project’s success at this time. Our strength lies in assembling quality team members (firms and individuals) and establishing clear and effective communication protocols.

   We strongly believe in a collaborative approach to the design process, and are excited for the opportunity to develop a process to gather input from the community about their goals relative to the renovation. We have a great deal of experience working with project constituents, including design charrettes, “town hall” meetings, and working sessions. We’ve conducted these group meetings for a variety of client types, including youth rooms and centers, workspaces, and non-profit incubators.

CONCEPTUAL DESIGN

   We will begin the project on two parallel tracks - Programming and Existing Building Assessment. In Programming we will get to know your tenants, and learn about the wonderful services they provide. Simultaneously we will begin assessing the condition of your building. At the end of this phase, our goal is to have sufficient program information and building opportunities and alternatives in order to recommend design solutions to you. During this phase our team will:

   Programming

   Organize a kick off meeting with the team members for the project, to identify and develop key milestones and communications channels.

   Review information already gathered, and processes and schedules for engaging constituents to continue information gathering.
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 8½“ 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.**

Review existing programs, including number of youth and community members served, staff requirements, frequency of use
Attend meetings with CRA and Cambridge Historical Commission constituents
Review issues and concerns with existing programs relative to existing space
Prepare summaries of interviews for review by you
Conduct a “town meeting”, a group discussion where staff, volunteers, and community members can share thoughts about the space
Create a detailed program spreadsheet and summary report identifying all existing and proposed space types, sizes, quantities and requirements

Buildings Assessment
STA will thoroughly review, assess and document the site and existing facilities. Our analysis will include building measurement and documentation, maintenance, code, ADA and other regulatory assessments, and MEPFP systems assessments.
Tour the existing site, and obtain any existing conditions drawings of the building
Field verify and photo document existing conditions of the building
Using our FARO 3d point cloud scanning system, we will gather accurate information for both the interior and exterior of the buildings, as well as the entire site
Prepare a Massachusetts State Building Code, Massachusetts Architectural Access Board, and Americans with Disabilities Act review and assessment of each property
Review zoning ordinances and historic regulations for the building
Prepare a Property Condition assessment, including engineering systems analysis and building infrastructure condition; Architectural Engineers will provide mechanical, electrical, plumbing, and fire protection surveys and CBI Consulting will provide structural and historical analysis as necessary.
Prepare a preliminary hazardous materials review of the existing building that expands on the findings of the CRA Phase 1 study.

SCHEMATIC DESIGN
With an understanding of the existing site and building, their utilization, condition and opportunities, and a program of space needs, we will work closely with the CRA team to begin to develop design options. This phase of work will be very hands-on as we begin to identify key opportunities that connect programming efforts with the assessment findings. We will present a variety of options for design solutions, considering a range of options relative to budget and scale. During this phase our team will:

Work closely and iteratively with the CRA team and project stakeholders to build consensus throughout our design process
Investigate and develop multiple design options
Develop strategies and designs for implementing universal design throughout
Create initial block plan space plans, identifying options for program space allocation.
Develop phasing plan that anticipates temporary tenant displacement related to this project while allowing tenants to continue offering their services at this location
Prepare noted plans identifying scope of work for each scenario. These plans will be suitable for obtaining preliminary cost estimates from AM Fogarty, our cost estimator
Provide the cost estimator with plans, and meet with them on site to explain overall scope intention
Review cost estimates with you and determine any recommended design revisions to the planning documents
Evaluate cost models that will map out a plan for immediate action with capital budget planning. Confirm a final cost model with CRA that includes appropriate escalation costs and contingencies before advancing to the next phases of work.
Develop final Master plan drawings and diagrams showing all agreed upon areas of enhancement and/or improvements. Prepare a final comprehensive report document that includes all existing conditions information, required infrastructure changes, challenges and opportunities, recommendations for action, and associated costs.

DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS & CONSTRUCTION ADMINISTRATION
Upon approval of a Schematic Design direction, STA and our design team will complete full architectural and interior design services, from schematic design through full construction documents, bidding under Massachusetts Chapter 149 public bid laws, and construction administration. Our work during this phase will include meetings with CRA staff, and the Cambridge Historical Commission.

Our focus throughout the process will be to ensure that the project meets not only the design and programming goals, but your financial goals as well. We incorporate checkpoints throughout the design process, working with our cost estimator to track the budget as the design progresses. We pride ourselves on the ability to produce detailed, well-coordinated documents that accurately describe the full scope of work. Using Building Information Management (BIM) software, we are able to coordinate building systems and resolve any conflicts prior to construction. Having long-term partnerships with our consultant partners, we have developed efficient and well-coordinated work flows.

It is our mission to design spaces that are sustainable and healthy. We have LEED accredited and WELL accredited professionals on our team. Whether or not our clients choose to pursue actual certifications, we design with healthy building systems, healthy materials, and energy efficiency as a best practice.
11. Professional Liability Insurance:

<table>
<thead>
<tr>
<th>Name of Company</th>
<th>Aggregate Amount</th>
<th>Policy Number</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAPLIA/Argonaut Insurance Co</td>
<td>$2,000,000</td>
<td>IAE13198-01</td>
<td>3/19/20</td>
</tr>
</tbody>
</table>

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).

**No**

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>MA Reg #</th>
<th>Status/Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Thomas Trykowski, AIA</td>
<td>9082</td>
<td>Architect</td>
</tr>
<tr>
<td>b.</td>
<td>David Silverman, AIA</td>
<td>9747</td>
<td>Architect</td>
</tr>
<tr>
<td>c.</td>
<td>Felice Silverman, IIDA</td>
<td>011513</td>
<td>Interior Design</td>
</tr>
<tr>
<td>d.</td>
<td></td>
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<td>e.</td>
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<td>f.</td>
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</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>MA Reg #</th>
<th>Status/Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Thomas Trykowski, AIA</td>
<td>President/Treasurer</td>
<td>9082</td>
<td>Architect</td>
</tr>
<tr>
<td>b. David Silverman, AIA</td>
<td>Principal/Secretary</td>
<td>9747</td>
<td>Architect</td>
</tr>
<tr>
<td>c. Felice Silverman, IIDA</td>
<td>Senior Vice President</td>
<td>011513</td>
<td>Interior Design</td>
</tr>
<tr>
<td>d.</td>
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</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name And Title</th>
<th>% Ownership</th>
<th>MA Reg #</th>
<th>Status/Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Thomas Trykowski, AIA</td>
<td>50%</td>
<td>9082</td>
<td>Architect</td>
</tr>
<tr>
<td>b. David Silverman, AIA</td>
<td>17.5%</td>
<td>9747</td>
<td>Architect</td>
</tr>
<tr>
<td>c. Felice Silverman, IIDA</td>
<td>32.5%</td>
<td>011513</td>
<td>Interior Design</td>
</tr>
<tr>
<td>d.</td>
<td></td>
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<td>f.</td>
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</tbody>
</table>

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 7C, Section 44 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     David Silverman, AIA  Date: Oct. 25, 2019
<table>
<thead>
<tr>
<th>DSB S-CA</th>
<th>Commonwealth of Massachusetts Designer Selection Board SUB-CONSULTANT ACKNOWLEDGMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Designer:</td>
<td>Silverman Trykowski Associates</td>
</tr>
<tr>
<td>Sub-consultant:</td>
<td>Architectural Engineers, Inc.</td>
</tr>
</tbody>
</table>

**SUB-CONSULTANT ACKNOWLEDGMENT**

The sub-consultant named above hereby certifies that it has been notified by the Applicant Designer that it has been nominated to perform work on the Applicant Designer's team for the above Project, which is under consideration at the Designer Selection Board.

_______________________________
Signature of Sub-Consultant Duly Authorized Representative

Robin S. Greenleaf, PE, LEED AP, CEO
Print Name and Title

October 24, 2019
Date

*It is a requirement that all applicants supply this document signed, attached to the Original application, for each of the listed sub-consultants stating that they are aware and agree to being nominated by said applicant designer. Electronic signatures are accepted.*
SUB-CONSULTANT ACKNOWLEDGMENT

The sub-consultant named above hereby certifies that it has been notified by the Applicant Designer that it has been nominated to perform work on the Applicant Designer’s team for the above Project, which is under consideration at the Designer Selection Board.

Signature of Sub-Consultant Duly Authorized Representative

Harold R. Cutler, Sole Proprietor

Print Name and Title

October 24, 2019

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The sub-consultant named above hereby certifies that it has been notified by the Applicant Designer that it has been nominated to perform work on the Applicant Designer's team for the above Project, which is under consideration at the Designer Selection Board.

Signature of Sub-Consultant Duly Authorized Representative

Wayne R. Lawson, P.E., SECB, MCPPO - Principal
Print Name and Title

October 24, 2019
Project: Social Service Center 93-99 Bishop Allen Drive, Cambridge, MA

Applicant Designer: Silverman Trykowski Associates


SUB-CONSULTANT ACKNOWLEDGMENT

The sub-consultant named above hereby certifies that it has been notified by the Applicant Designer that it has been nominated to perform work on the Applicant Designer's team for the above Project, which is under consideration at the Designer Selection Board.

Signature of Sub-Consultant Duly Authorized Representative

Peter T. Timothy, President
Print Name and Title

Oct 25, 2019

Date

It is a requirement that all applicants supply this document signed, attached to the Original application, for each of the listed sub-consultants stating that they are aware and agree to being nominated by said applicant designer. Electronic signatures are accepted.
SUB-CONSULTANT ACKNOWLEDGMENT

The sub-consultant named above hereby certifies that it has been notified by the Applicant Designer that it has been nominated to perform work on the Applicant Designer’s team for the above Project, which is under consideration at the Designer Selection Board.

Debra Garverich, Chief Financial Officer
Print Name and Title

Oct. 25, 2019
Date

It is a requirement that all applicants supply this document signed, attached to the Original application, for each of the listed sub-consultants stating that they
December 21, 2016

Ms. Robin Greenleaf
Architectural Engineers, Inc.
63 Franklin Street
Boston, MA 02110

Dear Ms. Greenleaf:

Congratulations! Your firm has been renewed as a woman business enterprise (WBE) with the Supplier Diversity Office ("SDO") under the business description of ENGINEERING DESIGN AND CONSULTING SERVICES IN THE AREAS OF MECHANICAL, CIVIL, ELECTRICAL, PLUMBING, FIRE PROTECTION AND STRUCTURAL ENGINEERING. Your firm will be listed in the SDO Certified Business Directory and the Massachusetts Central Register under this description. This letter serves as the sole proof of your SDO certification. Your designation as a WBE is valid for three (3) years unless revoked pursuant to 425 CMR 2.00.

Your firm’s next renewal date is January 7, 2020. SDO will send written renewal notices to your business and/or e-mail address on file approximately thirty (30) business days prior to your firm’s three (3) years certification anniversary. Additionally, every six (6) years, certified companies that wish to remain certified may undergo a substantive review which will require certain updated supporting documentation.

SDO also reserves the right to monitor your firm and to perform random spot checks to ensure the firm continues to meet the certification criteria. Your firm is required to notify the SDO in writing of any material changes. Examples include but are not limited to changes in its business description, as well as business phone number, fax number, business’ physical location, webpage and e-mail addresses. Other reportable changes include business structure, ownership (the business is sold or transferred), control and outside employment. You also have a duty to report decertification and debarment notices from this or any other jurisdiction. Failure to abide by the continuing duty requirements shall constitute grounds for the firm’s decertification.
We look forward to working with you and your firm to maximize its business opportunities. Should you have any questions, please feel free to contact us via email at wsdo@state.ma.us.

Sincerely,

[Signature]

William M. McAvoy
Deputy Assistant Secretary and
Chief Legal Counsel
STA takes pride in increasing a building’s value, repurposing it for current and profitable uses, and repositioning it in the marketplace. We are able to reinvent a building through façade restoration, renovation or addition, as well as interior planning, space use analyses and BOMA leasing models.

We begin by engaging our clients in a dialogue about the design intent with regard to preservation or reinterpretation within the building’s context, and explore opportunities for design solutions within the desired direction. Our process includes a detailed analysis of existing building conditions such as building code and zoning, city and neighborhood approvals processes, building operations/systems and related energy use, handicap accessibility, and aesthetics. Once these conditions are fully understood we lead a design process that adds value by offering appropriate design solutions with a substantial return on investment.

Projects:
- 607 Boylston Street, Boston
- 234-236 Clarendon Street, Boston
- 144 Newbury Street, Boston
- 28 Exeter Street, Boston
- 180 Wells Avenue, Newton
- Presentation School Foundation
- 85 Newbury Street, Boston
- 115 Newbury Street, Boston
- 119 Newbury Street, Boston
- 220 Newbury Street, Boston
- 299-301 Newbury Street, Boston
- 300 First Avenue, Needham
- MIT Alumni Pool
- MIT Parsons Lab
- 60 Wells Avenue, Newton
- 450 Boston Post Road, Weston
- 152 Second Avenue, Needham
- 1001 Watertown Street, Wellesley
We start off every project by listening to our clients, and gathering and analyzing this important information. Every project is a priority regardless of size, budget, or scope. Whether collaborating with a client that is a not-for-profit start-up or a Fortune 500 company, we will listen and present a unique and appropriate solution for each client.

Workplace design, including furniture and technology, are continually evolving, and we make it our responsibility to stay current on research and available resources. We explore factors that affect productivity, efficiency, morale, and anything that affects both the individual in the workplace and the success of the business. We propose varied options on how to approach a problem, and work closely with our clients to test the viability of the options. We do not mimic trends, and we do not design to our own aesthetic or pre-conceived agenda. We thoughtfully bring together our extensive knowledge and experience, our ongoing research, and our client’s needs in every project.

Projects:
- CyberArk
- Greentown Labs
- Miraki
- MOO
- Archimedia
- Intrum
- Irrational Games
- Tracelink
- Skyword
- Safari/O’Reilly Media
- Catalina
- Avenue A Razorfish
- BostonArt
- Lycos
- Ziopharm Oncology
- Advanced Vision Research
- iProspect
- 60 & 180 Wells Avenue, Newton
- Partners in Health
Whether the goal is to study workplace performance, energy usage, furniture and materials standards, or the master plan of a city's cultural district, we approach every project with open eyes and ears. Our process begins as a research effort by clearly defining the problem. We then explore precedent and analyze the relevant variables to understand best practice. From there research and innovation continue throughout the project with the goal of finding unique solutions for our client.

An aspect of our continued research comes from our involvement in design competitions. We look at competitions as a way to propose new concepts and ideas, and to explore beyond the parameters of a “real” project. We think beyond, and this helps us to envision out of the box options in our daily work. We are teachers, and maintain a spirit of education in the office. Each week an STA team member writes a blog post, and presents at a “living lab”, a forum for exploring a variety of inspirational topics related to design. We share our research with the community via our website and social media pages and invite your feedback.

Projects:
- ResilenCity
- City Holyoke Master Plan- Gateway of the Arts
- Athena Health- Energy Audit
- Millipore- Saint Charles Master Plan
- Accion Microfinancing Design Guidelines
- Victory Theatre
- MIT Dewey Library
- National Black Doll Museum
- Downtown Crossing
- Ceramics of Italy
- BAT House Competition
- Hattie Cooper Community Center
- Girl Scouts of Eastern Massachusetts
- Steward Health Care- Standards
- Caritas Christi Health Care- Feasibility Study
GreenTown Labs

Workplace

STA has been working with Greentown Labs since 2011, when they established their initial cleantech space in Boston. Today, Greentown Labs is the largest cleantech incubator in the world and their space includes office space and prototyping space for over 90 companies. In 2013, STA designed Greentown’s new 34,000 square foot facility in Somerville. STA developed space standards to align business model objectives to an efficient and comfortable place to work. This space includes research and development office space, outdoor and indoor presentation spaces, and maker space for prototyping.

In 2015, STA was hired to help them master plan an existing building with close proximity to their existing building. STA’s design for the new 56,000 SF space was completed December 2017. In addition to more office and prototyping space, the new facility includes a large presentation area and a gallery for community engagement.

Greentown’s new location is the original location for the American Tube Works, the first manufacturer of seamless brass and copper tubes for locomotive, marine, and stationary engines. The steel and brick building is an open 3 story volume constructed in 1908. It most recently was the home of a Maaco Auto Body.

STA brought new life to the building by inserting two new floors while maintaining the industrial character by restoring exposed brick, wood, and structural steel elements. Existing hoists and rails were salvaged and maintained to harken back to the building’s innovative history.
As part of a 5-Year Master Plan Study for the Girl Scouts of Eastern Massachusetts, STA developed a feasibility study for the organization's various administrative office locations. The goal was to establish programming goals and evaluate the existing facilities in order to maximize space utilization and efficiency. We began by interviewing personnel to determine current and future programming requirements, including number and roles of personnel, opportunities for workspace design, and support spaces. We then evaluated the existing administrative office locations, documented the existing conditions and space utilization, and noted vacancies.

Using the program information and existing space assessments, STA developed test fit space plans to illustrate design solutions for maximizing space use and quality. The space plans were used for preliminary costs estimates, and to determine proposals office space consolidations and renovations.

Client: Girl Scouts of Eastern Massachusetts
Location: Various Locations, MA
Project Team: David Silverman - PIC, Architecture
Felice Silverman - PIC, Interior Design
Brianna Souza - Interior Design
Reference: Barbara H. Fortier
Chief Operations Officer
Girl Scouts of Eastern Massachusetts
781-373-4202
MassRobotics

Workplace, Co-working, Nonprofit, Public

Client:
MassRobotics

Location:
12 Channel St. Boston, MA

Project Size:
25,000 SF

Contractor:
Tocci Construction

Project Team:
David Silverman - PIC, Architecture
Felice Silverman - PIC, Interior Design

Reference:
Joyce Sidopoulos
Co-Founder
Community and Programs Director
MassRobotics
www.massrobotics.org
781.856.8696
joyce@massrobotics.org

STA has designed the 25,000 sf expansion of MassRobotics, an incubator for startups in the robotics sector. The space includes flexible and adaptable event space, office areas of various sizes for diverse companies and growth, lab prototyping space including a machine shop, and shared amenities including meeting, cafe and support spaces.

The project is publicly funded and the construction process complied with Massachusetts public bid processes in full.
STA is designing the relocation and expansion of The Record Co’s facility in Boston, Massachusetts. TRC is a nonprofit institution whose mission is “to remove the technical and social barriers between Boston’s music makers and their creative visions through truly affordable music workspace and professional development programs”, with a strong focus on community and inclusivity.

Our process included collaborative design visioning sessions with musicians and other community members, as well as extensive building shell and core coordination, and complex technical solutions related to the acoustical design of the recording studios and rehearsal rooms.
The Dewitt Center is a community center in Roxbury, Massachusetts. The Center is a place for people of all ages to connect, play, learn, celebrate and strengthen their community. The 2 story, 21,375 sf new building includes an early education center, gym, technology program, teen room, art studio, multi-purpose spaces and management offices.

The goal was to create a space that reflected and celebrated the vibrancy and culture of the community, while engaging and appealing to people of a wide range of ages, from children, to teens to adults. Focus groups and design charrettes were held with community members of all ages, ensuring an inclusive process for all constituents.

The design team, a partnership between the building architect and an interior design firm, worked collaboratively to design a cohesive and holistic experience from outside to inside. The main circulation flooring is large format LVT plank, in an ashlar layout to echo the architecture’s recurring them of shifting horizontal planes and lines, with interior color accents giving texture and rhythm, and recalling the Center’s welcoming blue archway at the entry

The rich color palette of grays, blues, green and orange is at once playful, sophisticated, and timeless, and became the inspiration for an integrated community art program. The maintenance of the space was also a key driver, as the Dewitt Center has hundreds of visitors each day. The specified materials are sustainable and easy to maintain, ensuring a healthy environment.

We have also designed the new MPDC offices, and are currently working on interior renovations to MPDC’s Haynes House and 2451 Washington properties, as well as Hibernian Hall. All projects have included community meetings and presentations.
234-236 Clarendon Street was a facade restoration project in Boston’s Back Bay. During selection demolition it was discovered that many elements at the existing facade still existed under the white marble overlay. This historic project then turned from a redesign of this building’s facade and oriel windows to a restoration and re-creation of existing details and elements. This project went through both the approvals by the Neighborhood Association of the Back Bay (NABB) and the Back Bay Architectural Commission (BBAC).
STA was engaged to develop a Feasibility Study and Master Plan for the Wellan Montessori School's existing building in Newton Center, Massachusetts. The scope of services included a full building assessment, including existing conditions documentation, an assessment of all mechanical, electrical, plumbing, and fire protection systems, a review and assessment of all relevant building and accessibility codes and regulations, and documentation of existing program usage. In addition STA conducted a Programming Study, evaluating existing program space allocations, assessing future programming goals, and developing a 5-year Master Plan of proposed capital allocations. The study included cost estimates for each proposed project, allowing for a detailed projection of capital expenditures for the 5 year period.

Following the Master Plan, STA has completed full architectural services for the execution of approved capital projects, including classroom, toilet room, and administrative area renovations, as well as MEFP upgrades, and ADA/MAAB and building code compliance initiatives.

We are now masterplanning properties owned by the Archdiocese for future NMS expansion, and are providing full assessment and code upgrade requirements, as well as space utilization opportunities for the school.
Miraki Innovation

Workplace

Client:
Miraki Innovation

Location:
Cambridge, MA

Project Size:
15,000 SF

Contractor:
CityWide Contracting

References
Christopher Velis
Chairman & Executive Officer
cvelis@miraki.com
617.963.8991

Project Team
David Silverman- PIC, Project Architect
Felice Silverman- Lead Interior Designer
Luis Araque- Interior Designer
Maria Martinez- Interior Designer

Miraki Innovation, (formerly MedCap Advisors), is a medtech investment and development firm that identifies technological breakthroughs that have the potential for global impact and builds those ideas into companies. Miraki’s founder, Christopher Velis, has been committed to building strategy for emerging and market leading medical devices companies for more than 27 years, having represented clients through more than 150 mergers and venture investments. Miraki builds companies in-house. They pinpoint current and future global healthcare demands and challenges, then utilize their extensive network to uncover technologies that will most effectively solve those problems, developing those ideas into innovations that will change and save lives.

STA designed Velis’ office for MedCap Funds and MedCap Advisor’s in Harvard Square in 2012, a 2,000 sf space. After decades in M&A where Velis was developing technologies for late stage and established companies, he recognized patterns in how medtech companies succeed and failed during development and exit. His new company, Miraki Innovation, required a new and expanded space that with more room for the venture team and portfolio companies in which Miraki is investing. One of Velis’ goals for the space was to create a collaborative environment where the team of teams would engage with the companies developing the latest innovations in medical technology.
Bodega Makeover
Retail, Community Nonprofit

Client:
Bodega Makeover; Vega Brothers

Location:
Roxbury, MA

Project Size:
1000 SF

Project Team:
David Silverman - PIC, Architecture
Felice Silverman - PIC, Interior Design
Maria Martinez - Interior Designer

Reference:
Evelyn Brito
Executive Producer
Bodega Makeover Project
617.311.9111
evelyn@mybodegamakeover.com

STA is providing design services for the redesign of Vega Bros. Market in Roxbury, Massachusetts. The project is part of a pilot program with Bodega Makeover, an organization whose mission is to promote the bodega model as a community core, and to address unhealthy eating issues in lower income communities by promoting healthy food options.

Our design included programming and analysis to evaluate product placement and overall layout. Lowering shelves and incorporating color and bi-lingual signage makes the space more welcoming, and locating a new produce section at the front of the store promotes making healthy choices.
STA performed interior programming and planning services for the new Executive Offices of Steward Health Care in Copley Square. The process required detailed programming to accommodate employees and departments from multiple locations, and to address a variety of conferencing and technology requirements. Working with the base building architect, we developed finish palettes and interior elements consistent with the company’s evolving branding and culture.

Following the initial buildout, STA maintained a relationship with Steward to manage the personnel and department space allocations, and subsequent expansion of the offices. Ongoing programming analysis and test fits were completed to assist the company in their decisions regarding their growth and restructure.
Client:
East Boston Social Center

Location:
68 Central Sq, East Boston, MA

Project Size:
15,000 SF

Reference:
David Cali
Director of Operations
617.569.3221 ext. 119
East Boston Social Center,
68 Central Square,
East Boston

Project Team:
David Silverman - PIC, Architecture
Felice Silverman - PIC, Interior Design
STA has had an ongoing relationship with this neighborhood social center serving culturally diverse families and individuals of all ages in East Boston. Our services have included facility audit work, capital needs assessments, multiple renovations and master planning efforts to help optimize space for their children and seniors programs.
STA was engaged to prepare a feasibility study and full architecture services for the Our Lady of the Presentation School, an elementary school that was closed and purchased by a local community group. Our process involved programming at the community level, to determine an appropriate set of functions for the space and a series of test-fit planning and budgeting phases. The result was a mixed used community center with a daycare center, community kitchen and event space, social service programs and administrative functions.

Sustainability was a key factor and the project achieved LEED Gold Certification. Creative solutions in achieving this status included the salvage of existing classroom chalkboards and their reuse as an exterior material on the new entry.
KEY STAFF AND CONSULTANTS OVERVIEW

October 25, 2019

125 Broad Street, Floor 7
Boston, MA 02110
617-426-1501
www.sta-design.com
KEY STAFF

Felice Silverman and Thomas Trykowski left a large architecture firm to start Silverman Trykowski Associates in 1997. The primary reason for setting out on their own was that they were starting to lose their close connections to the clients they served as a result of being associates in a big firm. With the shared goal of offering a high level of client service Silverman Trykowski Associates was founded. David Silverman joined the firm in 2012, expanding STA’s breadth of experience to include master planning and project management. The three STA Principals have now all developed such strong relationships with our clients that we are sometimes considered to be an extension of their own companies, a testament to the fact that we are always available no matter how small the problem that needs solving.

David Silverman, AIA, Principal
David Silverman, AIA, Principal, is a registered Architect and will be responsible for building analysis, code review, timelines, and coordination with the cost estimator and all consultants. David is also the founder of the Urban Neighborhood Design Alliance (UNDA), bringing programs about design to children. He is also on the Board of the Boston Society of Architects Foundation and Learning by Design in Massachusetts, a K-12 architecture and design education program.

In 2012, David Silverman joined STA as a Principal after leading his own architecture practice for 8 years. Prior to that David worked at the Massachusetts Institute of Technology as an in-house architect and design project manager on a $300 million capital project. This experience as an owner’s project manager proved invaluable as it helped David to appreciate first hand the all important operations, maintenance, and facility management concerns that all of our clients experience. David has experience working on public projects, as well as multi-unit residential and historic experience with the Cambridge Historical Commission.

David has extensive experience in building repositioning, and co-work environments.
Felice Silverman, FIIDA, LEED ID+C, WELL AP, NCIDQ, Principal
Felice Silverman, FIIDA, Principal, brings over 30 years of design and leadership experience to STA’s projects. Felice is a Cambridge native, having grown up on Putnam Avenue in Cambridgeport. Felice will be the lead interior designer, and will participate in all interviews, meetings, programming discussions, design recommendations, service opportunities and presentations. Felice is an expert in workplace design, and with a commitment to designing healthy environments, Felice is LEED ID+C certified, and is WELL AP certified.

Felice co-founded STA 22 years ago, and has always made it a priority to mentor young designers both in our office and in the community. Felice is the past President of the International Interior Design Association, a professional association for over 15,000 members. She was recognized by the New England Chapter with the 2009 Leadership Award, and was named a Fellow of the Association for her service and leadership. Felice has taught at the Boston Architectural College, and was recognized by Design New England with the 2014 Distinguished Mentor Award.

Thomas Trykowski, AIA
Tom Trykowski is the Co-Founder, Principal, and the President / Treasurer at Silverman Trykowski Associates, Inc. He has been practicing architecture for the past twenty-seven years for both local and national clients. Tom has an expertise in restoration of existing buildings, including historic preservation and adaptive reuse. He has had extensive involvement in projects in Boston’s Back Bay and the South End, including multi-unit residential projects, as well as commercial, retail and restaurant spaces. Through these projects, he has successfully presented to many neighborhood boards and city agencies for project approvals.
Molly Rovero, AIA
Molly Rovero is a registered architect (MA 951120) and project manager for Silverman Trykowski Associates. She is a Boston Architectural College graduate and has worked in some of Boston’s most prestigious firms before landing at STA. She is inquisitive and is always searching to learn new things in the world of design. Molly has recent experience working on a substantial historic building restoration that also includes a great deal of interface with many different clients. The project is the reconstruction of a multi-family housing building (formerly a historic school building) that suffered a damaging fire. Molly has been the day to day design lead working to reconstruct all of the homes in the fire damaged building. Her tireless efforts and sympathetic ears have resulted to a successful project.

Brianna Souza, NCIDQ, Assoc. IIDA, Allied ASID
Brianna Souza is a NCIDQ certified Interior Designer for Silverman Trykowski Associates, Inc. She is interested in universal and sustainable/green design elements; she is planning to live in a self-sustaining house herself. She strives to bring functionality as well as creativity to her designs. Brianna graduated with honors from The New England School of Art and Design at Suffolk University with a Bachelor of Fine Arts in Interior Design. While at Suffolk, she joined ASID to be part of the expanding design world. Brianna has experience with workplace design, non-profit spaces, and has worked on and a number of historic renovation projects in Boston’s Back Bay neighborhood.

Maria Martinez
Maria is an Interior Designer at Silverman Trykowski Associates. With a professional Certificate in Performing Arts from Langara College in Vancouver B.C. Canada. Through her acting career, Maria shed light on human connections through storytelling. Her passion and experience in art, cultural diversity, and human interactions, are now expressed through the lens of Architecture and Design. Maria earned her Bachelors of Interior Architecture from the Boston Architectural College. Maria has worked on a variety of workplace spaces while at STA and led the design team for Bodega Makeover, a non-profit dedicated to providing store improvements and bringing healthy eating options to Boston’s neighborhoods. As a designer, Maria strives to shape spaces, which enhance and empower healthy human interactions. With a focus on the user experience and sustainability through thoughtful and creative collaborative design solutions, Maria pushes for the development of higher living standards in every project she collaborates in. For her, design is a social activism—a responsibility to shape and positively impact people’s lives through mindful space design.
Thomas Trykowski, AIA, NCARB, Principal

Thomas Trykowski is a Principal and the President/Treasurer at Silverman Trykowski Associates, Inc. He has been practicing architecture for the past twenty-seven years for both local and national clients. Mr. Trykowski has experience in all phases of the design and construction process in a variety of industries including commercial building projects and interiors, childcare, multi-family housing projects, healthcare, and specialty retail and restaurant projects.

Thomas received his Associate of Architectural Engineering from Roger Williams University and his Bachelor of Architecture at the Boston Architectural College.

He is a member of the American Institute of Architects (AIA) and the Boston Society of Architects (BSA) and is NCARB Certified. Thomas has taught at the Boston Architectural College and the Wentworth Institute of Technology. He is a member of the American Institute of Architects (AIA) and the Boston Society of Architects (BSA) and is NCARB Certified. Thomas has taught at the Boston Architectural College and the Wentworth Institute of Technology.
Molly Rovero, AIA
Molly Rovero is a registered architect (MA 951120) for Silverman Trykowski Associates. She is a Boston Architectural College graduate and has worked in a number of Boston area firms before landing at STA. She is inquisitive and is always searching to learn new things in the world of design.

From her childhood as an army brat and a summer studying abroad in Paris, Molly has developed an appreciation for diverse cultures. She has been to 19 countries and is constantly seeking the next big adventure. When Molly isn’t at her desk or gallivanting around the globe, you can find her in a studio or at the barre perusing her passion for dance.

Brianna Souza, NCIDQ, Assoc. IIDA, Allied ASID
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SIGNED
ANTI COLLUSION / NON DISCRIMINATION
AND TAX COMPLIANCE FORMS

October 25, 2019
125 Broad Street, Floor 7
Boston, MA 02110
617-426-1501
www.sta-design.com
NON-COLLUSION STATEMENT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the RFQ response, to prevent any person from responding nor to include anyone to refrain from responding, and that this response is made without reference to any other response and without any agreement, understanding or combination with any other person in reference to such response.

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING RFQ FOR THE CRA ARE TRUE AND CORRECT.

Dated this 25th day of October, 2019

Silverman Trykowski Associates, Inc.

Name of Organization,

Principal

Title of Person Signing

Signature
NONDISCRIMINATION STATEMENT

The Consultant agrees:

1. The Consultant shall not, in connection with the services under this Contract, discriminate by segregation or otherwise against any employee or applicant for employment on the basis of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law.

2. The Consultant shall provide information and reports requested by the Cambridge Redevelopment Authority pertaining to its obligations hereunder, and will permit access to its facilities and any books, records, accounts or other sources of information which may be determined by the Cambridge Redevelopment Authority to affect the Consultant’s obligations.

3. The Consultant shall comply with all federal and state laws pertaining to civil rights and equal opportunity including executive orders and rules and regulations of appropriate federal and state agencies unless otherwise exempt therein.

4. The Consultant’s non-compliance with the provisions hereof shall constitute a material breach of this Contract, for which the Cambridge Redevelopment Authority may, in its discretion, upon failure to cure said breach within thirty (30) days of written notice thereof, terminate this Contract.

5. The Consultant shall indemnify and save harmless the Cambridge Redevelopment Authority from any claims and demands of third persons resulting from the Consultant’s non-compliance with any provisions hereof, and shall provide the Cambridge Redevelopment Authority with proof of applicable insurance.

Signed (type name): David J. Silverman, AIA
Title: Principal
Date: October 25, 2019
CERTIFICATE OF TAX, EMPLOYMENT SECURITY, AND CHILD CARE COMPLIANCE

Pursuant to Massachusetts General Laws Chapter 62C, §49A and Chapter 151A, §19A(b) and Chapter 521 of the Massachusetts Acts of 1990, as amended by Chapter 329 of the Massachusetts Acts of 1991,

I, David J. Silverman, AIA _________________________ (Name) whose principal place of business is located at 125 Broad St., 7th Floor, Boston MA 02110 _________________________ (Address), do hereby certify that:

A. The above-named Respondent has made all required filings of state taxes, has paid all state taxes required under law, and has no outstanding obligation to the Commonwealth's Department of Revenue.

B. The above-named Respondent/Employer has complied with all laws of the Commonwealth relating to unemployment compensation contributions and payments in lieu of contributions.

C. The undersigned hereby certifies that the Respondent/Employer (please check applicable item):

   1. ☑ employs fewer than fifty (50) full-time employees; or

   2. ________ offers either a dependent care assistance program or a cafeteria plan whose benefits include a dependent care assistance program; or

   3. ________ offers child care tuition assistance, or on-site or near-site subsidized child care placements.

Signed under the penalties of perjury this ______ day of ________, 2019.

Federal Identification Number: 22-394-9948

Signed (type name): David J. Silverman, AIA

Title: Principal

Date: October 25, 2019
CITY OF CAMBRIDGE LIVING WAGE ORDINANCE FACT SHEET
CHAPTER 2.121 OF THE CAMBRIDGE MUNICIPAL CODE

Note: This fact sheet is a summary of several provisions of the Cambridge Living Wage Ordinance, intended to provide an introduction to the matters regulated by the ordinance. All determinations regarding the application of the ordinance to particular individuals or circumstances should be made by reference to the ordinance itself.

Effective date: The Cambridge City Council enacted the Living Wage Ordinance effective July 2, 1999.

Purpose: The purpose of the ordinance is to assure that employees of the City and employees of contractors, subcontractors, and beneficiaries of assistance from the City earn an hourly wage needed to support a family.

Application: The ordinance applies to (a) City employees, (b) employees of contractors and subcontractors who have Service Contracts with the City in amounts over $10,000, (a Service Contract does not include contracts for the purchase of goods, products, equipment, supplies, or other property, and does not apply to services which are incidental to the delivery of such products, equipment or commodities), and (c) employees of Beneficiaries of Assistance in the form of grants, loans, tax incentives, bond financing, subsidies, or other forms of assistance over $10,000, received by or through the authority or approval of the City, including but not limited to, c. 121A tax abatements, industrial development bonds, Community Development Block Grant (CDBG) loans or grants, Enterprise Zone designations awarded after the effective date of the ordinance, and the lease of City owned land or buildings below market value.

Covered Employers: The ordinance applies to the City, any contractor or subcontractor on a Service Contract with the City over $10,000, and any Beneficiary of Assistance over $10,000.

Covered Employees: The ordinance applies to any person employed by a Covered Employer, and to any person employed by an independent contractor doing business with a Covered Employer, who would directly expend any of his or her time on the activities funded by the service contract or the activities for which the Beneficiary received Assistance.

Living Wage: Effective March 1, 2019 the Living Wage is $16.15 per hour, subject to annual CPI adjustments each March 1st. Cuts in non-wage benefits prohibited: No Covered Employer may fund any wage increase required by the ordinance by reducing health, insurance, pension, vacation, or other non-wage benefits of any of its employees.

Waivers: The City Manager may grant waivers to the requirements of the ordinance. There are three types of waivers: (a) General Waiver: if the City Solicitor finds that application of the ordinance would violate a specific federal or state statute or regulation; (b) Hardship Waiver: a non-profit employer may apply to the City Manager for a waiver if payment of the Living Wage would cause a substantial hardship; and (c) Chapter 30B Waiver: prior to issuing an invitation to bid for a services contract a
department may ask the City Manager for a Living Wage waiver if it would make the contract inordinately expensive or would result in a significant loss of services.

Exceptions: Certain positions are excepted from the ordinance upon certification in an affidavit signed by the principal officer of a Covered Employer that the positions are as follows: (1) youth hired pursuant to a City, state, or federally funded program during the summer or as part of a school to work program or other related seasonal or part-time work; (2) work-study or cooperative educational programs; (3) trainees who are given a stipend or wage as part of a job training program; (4) persons working in recognized supported employment programs that provide workers with additional services such as room and board, case management, counseling, or job coaching; (5) positions where housing is provided by the employer; (6) employees who are exempt from federal or state minimum wage requirements; and (7) individuals employed by the City where such employment is intended primarily to provide a benefit or subsidy to such individuals, although they are paid for work performed.

Notification Requirements: All persons who have signed a service contract with the City or a contract for Assistance are required to forward this Fact Sheet to any person submitting a bid for a subcontract on the contract. All Covered Employers must provide this Fact Sheet to each Covered Employee and must post this Fact Sheet in a conspicuous location visible to all employees.