

TOWN OF MIDDLETON, MASSACHUSETTS
REQUEST FOR QUALIFICATIONS (RFQ)



PEER REVIEW/CONSTRUCTION MONITORING SERVICES
FOR
PLANNING BOARD, ZONING BOARD OF APPEALS,
AND CONSERVATION COMMISSION

Proposals Due: Wednesday, December 7, 2022 at Noon.

Deliver Proposal To:

Town of Middleton
c/o Katrina O'Leary
195 No. Main St.
Middleton, MA 01949

For Further Information, Please Contact:

Town Planner Katrina O'Leary: katrina.oleary@middletonma.gov (978) 777-8917

All proposals received after the stated opening date and time will be judged to be unacceptable and will be returned unopened to the sender. No facsimile of proposals is permitted. The Town of Middleton reserves the right to reject any or all proposals, if deemed in the best interests of the Town.

**Request for Qualifications for
Engineering and Wetlands Consulting
Review Services**

Town of Middleton, MA

It is the intention of the Town of Middleton Planning Board, Zoning Board of Appeals, and Conservation Commission, to retain the services of a Firm to provide peer review engineering and wetlands services for Town projects. The successful Firm(s) shall provide peer plan review, CESSWI and construction monitoring for projects for the Town of Middleton. No contracts will be awarded for on-going services. Rather, the Town will select firms for a pool of preferred consultants that can be contracted for specific projects.

All proposals must be received in the Planning Office, 195 No. Main Street, Middleton, MA prior to NOON on Wednesday, December 7, 2022. It is anticipated that the selection shall be made no later than 10 days after the interviews are concluded.

TOWN OF MIDDLETON, MASSACHUSETTS

REQUEST FOR QUALIFICATIONS (RFQ)

It is the intention of the Town of Middleton Planning Board, Zoning Board of Appeals, and Conservation Commission, to identify a pool of qualified Firms to provide on-call consulting engineering and wetlands peer review services, construction monitoring, and CWSSWI (Certified Erosion, Sediment & Storm Water Inspector) services as needed.

Project: Identify Qualified Peer Review Engineering Consulting Services for the Middleton Planning Board, Zoning Board of Appeals, and Conservation Commission.

Summary of Boards:

Planning Board: The Planning Board is a five-member elected Board with two appointed alternate members, that typically meets on the second Wednesday of each month. The Planning Board reviews Site Plans, Special Permits and Subdivision Plans.

Zoning Board of Appeals: The Zoning Board of Appeals (ZBA) has 5 appointed members plus two appointed alternate members, and typically meets on the fourth Thursday of each month. The ZBA reviews Site Plans, Special Permits, and Comprehensive Permits.

Conservation Commission: The Conservation Commission is an appointed five member Board who administers and enforces the Wetlands Protection Act (M.G.L. Chapter 131, Section 40) and its Regulations (310 CMR 10.00), including DEP Stormwater Management Standards. The Conservation Commission meets on the first Wednesday of each month.

I. Scope of Services Plan Review

A. For projects requiring review by the Planning Board, work includes, but is not limited to, the following:

- Engineering review services for special permit, site plan, and subdivision submissions;
- Review the applicant's submittals and plans for conformance to Town of Middleton Zoning Bylaws and Rules and Regulations Governing the Subdivision of Land in the Town of Middleton, relating to but not limited to, any utilities, drainage, storm water, fire protection services, traffic and general engineering standards;

- Prepare a written report to be submitted to the Planning Board at least one (1) week prior to the scheduled meeting date;
- Meet/discuss with Town Departments and/or applicant after submittal of a review letter to the Planning Board to coordinate any stormwater drainage, utility, traffic, and other issues as necessary;
- Provide special sub-consultant services as may be required to complete engineering plan review services;
- Attend Planning Board evening meetings when applicable;
- Present findings at Planning Board meetings including public hearings as applicable;
- Review additional submissions by applicants as needed; and
- Perform other engineering services as needed in support of the Planning Board's assessment of impacts from proposed projects. This may include hiring of sub-consultants for work not normally required, including development of traffic impact assessments; and
- Perform CESSWI services as needed.

B. For projects requiring review by the Zoning Board of Appeals, work includes, but is not limited to, the following:

- Engineering review services for special permit, site plan, variance, and comprehensive permit applications;
- Review the applicant's submittals and plans for conformance to Town of Middleton Zoning Bylaws and Rules and Regulations Governing the Subdivision of Land in the Town of Middleton, relating to but not limited to, any utilities, drainage, storm water, fire protection services, traffic and general engineering standards;
- Prepare a written report to be submitted to the Planning Board at least one (1) week prior to the scheduled meeting date;
- Meet/discuss with Town Departments and/or applicant after submittal of a review letter to the Planning Board to coordinate any stormwater drainage, utility, traffic, and other issues as necessary;
- Provide special sub-consultant services as may be required to complete engineering plan review services;
- Attend Planning Board evening meetings when applicable;
- Present findings at Planning Board meetings including public hearings as applicable;
- Review additional submissions by applicants as needed; and
- Perform other engineering services as needed in support of the Planning Board's assessment of impacts from proposed projects. This may include hiring of sub-consultants for work not

normally required, including development of traffic impact assessments, Water Resource Protection District, and Wetlands Protection District assessments; and

- Perform CESSWI services as needed.

C. For projects requiring review by the Conservation Commission, work includes, but is not limited to, the following:

- On-call professional wetlands, hydrology and engineering services to be provided for review of project impacts on wetland resource areas and conformance with the Wetlands Protection Act (MGL Chapter 131, Section 40), the Regulations (310 CMR 10.00);
- Review of Isolated Land Subject to Flooding (ILSF) calculations for compliance with 310 CMR 10.57, MA DEP Policy 85-2, and the Hydrology Handbook for Conservation Commissions. The review will include a determination if the assumptions represent sound engineering judgment; identification of missing information, if any; and, if adequate information is provided, an evaluation of the areas qualifications as ILSF;
- Review of potential impacts to vernal pools (certified vernal pools, NHESP- determined potential vernal pools, Town of Middleton-identified potential vernal pools) from development, land clearing, changes in hydrology, and stormwater management;
- Review of drainage calculations and plans to ensure conformance with DEP Stormwater Management Standards, as it relates to impacts to wetland resource areas subject to protection under Wetland Protection Act and Regulations, and to ensure proposed stormwater runoff does not adversely impact abutting roads, existing drainage features, public and private properties by causing flooding or increases in peak runoff or poor water quality. The review will include a determination if the assumptions made by the applicant represent sound engineering judgment; and the identification of missing information, if any. The review will include evaluation of each of the ten standards, utilizing DEP Stormwater Management Handbook, volumes I, II and III, dated February 2008;
- Review of any potential off-site flooding impacts within the watershed of the proposed project and identification of any restrictive downstream culverts;
- Review of a project's Storm Water Pollution Prevention Plan (SWPPP) required for all projects altering greater than 1 acre of land under the EPA's National Pollution Discharge Elimination System (NPDES) Construction General Permit; review of RUSLE calculations, and the final 4(d) rule;
- Conduct field investigation(s) to make a determination of the accuracy of information provided within the application;
- Review additional submissions by the applicant as needed; and perform other ecological and wildlife services as needed in support of the Conservation Commission's assessment of impacts from proposed projects. This may include hiring of sub-consultants for work not normally required, including review of wetland replication plans, floodplain compensation areas,

riverfront area economic alternatives analysis, wildlife habitat evaluations or rare species evaluations.

- Verification of wetland resource area delineations, as needed.
- Deliverables:
 - Prepare one, original, signed written report to the Conservation Commission, (paper copy plus electronic format (PDF) to be submitted at least one (1) week prior to scheduled meeting date;
 - Attend Conservation Commission evening meetings and present findings at public hearings when applicable.

II. Scope of Services Construction Inspections

A. For projects approved by the Planning Board, work includes, but is not limited to, the following:

i. Site Plan Construction Inspections

- Coordinate scheduling of and run a pre-construction meeting with the developer and/or owner, general contractor, Conservation Agent, Town Planner, Building Commissioner, DPW Superintendent and others as needed, prior to the start of construction to review Planning Board Decisions, Conservation Commission Order of Conditions and other requirements, as well as discuss inspection schedule and project details as needed.;
- Perform a site visit following the pre-earth disturbance sediment control measures;
- Perform a site visit following completion of site clearing/grubbing work;
- Perform periodic site visits during the installation of drainage system and structural stormwater Best Management Practices (BMPs);
- Perform periodic site visits during the installation of off-site mitigation measures;
- Perform site visits based on the completion of intermediary tasks contained in the conditions of approval;
- Perform final site visits for preparing "Punch Lists", or to review the As-Built Plans and to evaluate compliance with the approved plans;
- Prepare a written report to the Planning Board with notification that all work has been completed and in conformance with the approved plans and Zoning Regulations; if deficiencies arise, or work is not complete, provide documentation to the Planning Board; If a joint review, copy Conservation Commission with all written reports;
- Coordinate timing of site visits with developer or owner representatives;
- Document all site visits and relevant details and provide inspection reports to appropriate Department Heads;

- Performance of other project inspections and services as needed or as required by the Town Planner; and
- Perform CWSSWI services as needed.

ii. Subdivision Construction Inspections

- Prepare surety estimates for subdivision work as requested by the Developer through the Town Planner;
- Coordinate scheduling of and run a pre-construction meeting with the developer and/or owner, general contractor, Conservation Agent, Town Planner, DPW Superintendent, Building Commissioner, and others as needed, prior to the start of construction to review Planning Board Decisions, Conservation Commission Order of Conditions and other requirements, as well as discuss inspection schedule and project details as needed.;
- Perform a site visit following the installation of initial sediment control measures;
- Perform periodic site visits during clearing, cut and fill, and general preparation of roadways and subgrades;
- Perform site visits during the installation and backfilling of utilities, water, sewer, drainage, etc. to evaluate compliance with project plans and specifications; check location, size and depth of retention/ detention ponds and other storm water structures during and after construction;
- Visually review road sub-base prior to placement of base gravel and select locations for compaction tests by others. The contractor and/or his engineer will provide offsets and elevations;
- Witness compaction testing on sub-base and/or base material prior to placement of binder;
- Monitor binder and finish pavement placement in roadway, for pavement thickness, width and general alignment;
- Perform periodic site visits during gravel placement and compaction associated with sidewalk construction;
- Perform periodic site visits to monitor pavement or concrete placement during sidewalk construction;
- Visually confirm monument installation, upon notification that all bounds, markers and monuments are in place;
- Perform final site visits for preparing "Punch Lists", or to review the AsBuilt Plans and to evaluate compliance with the approved plans;
- Document all site visits and relevant details and provide inspection reports to the Conservation Agent, Town Planner, DPW Superintendent, Building Commissioner, and any other appropriate Department Heads;

- Review site conditions and prepare a letter to the Planning Board recommending whether or not surety held in escrow is ready to be released to the applicant upon written request for release from the developer; and
- Perform a Final Inspection, with notification to the Planning Board that all road construction and drainage work is complete and in conformance with the approved plans and Subdivision Regulations; and
- Perform CESSWI services as needed

B. For projects approved by the Zoning Board of Appeals, work includes, but is not limited to, the following:

Site Plan Construction Inspections

- Coordinate scheduling of and run a pre-construction meeting with the developer and/or owner, general contractor, Conservation Agent, Town Planner, Building Commissioner, DPW Superintendent and others as needed, prior to the start of construction to review Zoning Board of Appeals Decisions, Conservation Commission Order of Conditions and other requirements, as well as discuss inspection schedule and project details as needed.;
- Perform a site visit following the pre-earth disturbance sediment control measures;
- Perform a site visit following completion of site clearing/grubbing work;
- Perform periodic site visits during the installation of drainage system and structural stormwater Best Management Practices (BMPs);
- Perform periodic site visits during the installation of off-site mitigation measures;
- Perform site visits based on the completion of intermediary tasks contained in the conditions of approval;
- Perform final site visits for preparing "Punch Lists", or to review the As-Built Plans and to evaluate compliance with the approved plans;
- Prepare a written report to the Zoning Board of Appeals with notification that all work has been completed and in conformance with the approved plans and Zoning Regulations; if deficiencies arise, or work is not complete, provide documentation to the Zoning Board of Appeals; If a joint review, copy Conservation Commission with all written reports;
- Coordinate timing of site visits with developer or owner representatives;
- Document all site visits and relevant details and provide inspection reports to appropriate Department Heads;
- Performance of other project inspections and services as needed or as required by the Town Planner; and
- Perform CWSSWI services as needed.

C. For projects approved by the Conservation Commission that require construction inspections, work includes, but is not limited to, the following:

- Coordinate scheduling of and run a pre-construction meeting with the developer and/or owner, general contractor, Conservation Agent, Town Planner, Building Inspector, and others as needed, prior to the start of construction to review Conservation Commission decisions;
- Conservation Commission Order of Conditions and other requirements, as well as discuss inspection schedule and project details as needed;
- Document all site visits and relevant details and provide inspection reports to appropriate Department Heads;
- Perform construction monitoring of stormwater management systems and wetland/floodplain replication, as needed, for compliance with the Order of Conditions (OOC) and SWPPP and
- Perform CWSSWI services as needed.

III. Submittal Requirements

All respondents (hereinafter “Firms”) shall submit a proposal in the first sealed envelope marked “Peer Review Consultant Proposal” containing all relative information detailed below with the exception of any fees or rate schedules. The fee or rate schedule(s) shall be contained in second sealed envelope marked “Fee for Peer Review Consultant Services”. Any proposal that includes any reference to a fee or rates will be rejected, determined to be non-responsive, and disqualified from any further evaluation.

Please note this Request is qualification driven. The Town requests that Firms do not include any indication of fees for services or any hourly rates for staff within the Firm or for any sub-consultant in the Peer Review Consultant Proposal envelope.

All proposals should contain the following documentation:

1. Cover Letter

- a. The proposal cover letter should include reference to staff assignments to the Town should the firm be selected and an agreement be executed, and an acknowledgement of any Addenda (if issued).

2. Firm Qualifications

- a. Firms responding to the Town’s RFQ should provide detailed information on the firm and the firm’s ability to provide specialized services. This should include the ability of the firm to integrate various specialties such as engineering, landscape architecture, traffic review, urban design, street lighting, storm water reviews, wetlands delineation as well as, zoning etc.

3. Staff Qualifications

a. The proposal shall identify the licensed Team (all key personnel, specialists, outside firms, and/or individual consultants) being proposed as the “Town’s Team” with resumes. The Town will only accept a Project Manager who is Massachusetts Registered and/or Licensed Professional Engineer (PE) or a Professional Wetlands Scientist (PWS).

4. References

a. Firms should submit three to five (3-5) municipal references. Please provide evidence and references that would indicate the Firm’s ability to complete work with a high level of quality control keeping to a fairly fast timeline, including: approach to effective project management; identify project manager/team’s workload; ability to handle current workload and anticipated workload under this contract; commitment to meeting the required timelines and maintain a high level of quality control.

5. Writing Sample

a. Firms should submit a writing sample, including a sample stormwater review letter of a wetland-jurisdictional project for a Conservation Commission, review and work relative to Engineering Consulting Services (Plan Review, including Wetlands and Hydrology review and Construction Inspections) to local MA Municipal Boards completed during the last five (5) years in the Commonwealth of Massachusetts. Firms should demonstrate their knowledge of all items listed in #6.c below. Of particular interest to the Town would be Planning Board, Conservation and ZBA related work. The Town will require a proven track record of providing, comparable Consulting Services within Massachusetts communities. This background information should include specific reference to working with MA Municipal Boards over the last five (5) years.

6. Technical Approach

a. Firms should submit a comprehensive plan that shows knowledge of Planning Board, Conservation Commission and Zoning Board of Appeals Engineering Consulting and Services processes for a typical Board review and Construction Inspection Engineering Consultant Services, based on a typical approved site plan or subdivision moving into the construction phase of the project.

b. The plan should be included in the proposal indicating how the Firm will approach the work with the Town, including anticipated timeframes for project review and receipt of response letters. The plan should also include a statement listing any items, or requirements that the Town would have to make available (if applicable).

c. In addition to the above, the proposal must include statements indicating thorough knowledge of the Massachusetts State Building Code, the American with Disabilities Act, relevant state regulations and Massachusetts General Law including M.G.L. Chapter 41, Section 81 (Subdivision Control Law), Wetlands Protection Act (MGL Chapter 131, Section 40), the Regulations (310 CMR 10.00), Town of Middleton Zoning Bylaws, Rules and Regulations Governing the Subdivision of Land, Middleton Stormwater Management Bylaw, and ZBA Rules, as well as other state and federal environmental permit requirements (i.e. Army Corps of Engineer permit, 401 Water Quality Certificate, Chapter 91, Massachusetts Endangered Species Act, Massachusetts Environmental Policy Act).

d. The firm should identify use of current technology. This should include the Firm's ability to utilize innovative technologies in the performance of project obligations to increase project efficiency and reduce project time/costs

Any firm desiring consideration that has not provided all of the initial submittal requirements, met the minimum qualifications and submittal deadline may be determined to be non-responsive and may be disqualified from any further review.

IV. Minimum Qualifications 1. Consultant's staff qualifications. The Applicant or team must provide MA registered/licensed staff qualifications/experience in all relevant disciplines. Identify and provide resumes for project manager and his/her support staff. Identify any and all third party contractors and scope of services contracted out. Tell us what areas are to be subcontracted and to whom. The "Town's Team" should be listed in the cover letter and in a specific index within the proposal together with specific names, qualifications and areas of expertise of all staff who will be directly working for the Town.

2. Consultants overall experience in assisting municipal boards that have similar needs as the Town Of Middleton with Consulting Engineering Services with a minimum of five (5) years of related experience.

3. Consultant should provide evidence and references that would indicate the Applicant's ability to complete work on time with a high level of quality control. This should include the Applicant's ability to respond to state, federal, and local standards to meet project schedules/timelines with a high level of quality control including Applicant's approach to effective project management; identify project manager/team's workload; team and Applicant's ability to handle current workload and anticipated workload under this contract; Applicant's commitment to meeting the required timelines and maintain a high level of quality control.

V. Instructions for Submitting Proposals:

Prior to the deadline, interested Firms shall submit the following:

A. One (1) original (unbound) printed copy and a flash drive with the Firm's proposal, the requested proposal information and a cover letter. These should be delivered in an envelope marked "Consulting Engineering Services"; and

B. One (1) envelope marked "Fee for Consulting Engineer Services" containing the fee or rate schedule(s).

All proposals must be received in the Town's Planning Office (195 No. Main Street, Middleton, MA 01949) prior to Wednesday, December 7, 2022 at Noon.

The Firm may correct, modify or withdraw a proposal prior to the date and time set as the deadline for proposals. Proposals received after the deadline will not be considered and will be returned unopened.

VI. Rating Information/Minimal Qualifications

The award of this agreement is based on a Qualification Based Selection (QBS) Process.

VII. Selection Criteria

A recommendation for selection of the successful Firms shall be made by a Selection Committee which may be comprised of the Town Administrator, Conservation Agent, Town Planner, Building Commissioner, DPW Superintendent, and representative members from the Board of Appeals, Planning Board, and Conservation Commission. The Town Administrator shall make the final selection based on the scores received from the Selection Committee.

Firms may be deemed ineligible if there has been a previous problem with performance under a contract with the Town of Middleton or other municipality, whether by reason of work quality or budget overruns.

Any proposal which fails to include any material information or documentation specified in the proposal submission requirements is non-responsive and will be rejected.

The Selection Committee will rank all proposals according to the criteria listed below. Firms with the highest ranking proposals may be requested to present their proposals at an interview by the Selection Committee prior to the making of the recommendation to the Town Administrator. The Registered Professional Engineer and the entire specifically identified team are expected to attend an interview upon request.

Proposals will be evaluated based upon the following criteria:

1. Ability to meet the qualification requirements. This shall be determined by the professional background and caliber of previous experience of key persons within the Firm and of each of the Firm's consultants and subcontractors to be assigned to the Town's projects. Please include resumes of these key people and each person's precise role in performing the scope of work. These elements must be identified. (Weight Factor: 25%)

- Highly Advantageous: Clearly evident that most key people have significant professional experience relating to the content of this RFQ. (10 pts)
- Advantageous: Clearly evident that many key people have significant professional experience relating to the content of this RFQ. (7 pts)
- Not Advantageous: Clearly evident that only some of the key people have significant professional experience relating to the content of this RFQ. (5 pts)
- Unacceptable: Experience is not significant or clearly evident. (3 pts)

2. Proposed schedule, work plan and methodology to meet the objectives in the RFQ. (Weight Factor: 25%)

- Highly Advantageous: Proposed schedule is earlier than the timeline specified in the RFQ and work plan and methodology strongly supports all of the project requirements and logically leads to the deliverables required in the RFQ. (10 pts)
- Advantageous: Proposed schedule meets the timeline specified in the RFQ and work plan and methodology supports all the project requirements and logically leads to the deliverables required in the RFQ. (7 pts)

- Not Advantageous: Proposed schedule partially meets the timeline specified in the RFQ and work plan and methodology support some of the project requirements but is unclear on how deliverables required in the RFQ will be achieved. (5 pts)
- Unacceptable: Proposed schedule greatly exceeds the timeline specified in the RFQ and work plan and methodology do not appear to support project requirements or lead to the deliverables required in the RFQ. (3 pts)

3. Quality of the proposal. (Weight Factor: 25%)

- Highly Advantageous: Proposal provides a significant amount of detail specifically addressing the requirements of the RFQ. (10 pts)
- Advantageous: Proposal is complete and meets the majority of the requirements of the RFQ. (7 pts)
- Not Advantageous: Proposal is mostly complete but does not meet the majority of the requirements in the RFQ. (5 pts)
- Unacceptable: The proposal is incomplete or does not meet most of the requirements of the RFQ. (3 pts)

4. Quality of the reference checks. (Weight Factor: 25%)

- Highly Advantageous: References speak highly of the Firm(s) to be involved in the project as well as confirm the ability of the Firm to perform the responsibilities outlined in the RFQ. (10 pts)
- Advantageous: References recommend the firm(s) to be involved in the project as well as confirm the ability of the Firm to perform the responsibilities outlined in the RFQ. (7 pts)
- Not Advantageous: References only confirm the ability of the Firm to perform the responsibilities outlined in the RFQ. (5 pts)
- Unacceptable: References do not recommend the firm(s) to be involved in the project or do not confirm the ability of the firm to perform the responsibilities outlined in the RFQ. (3 pts)

VIII. Proposal Acceptance and Rejection

The Town will give notice of the acceptance of the successful proposals with an award letter to the Firm's address stated in the proposal by mailing through USPS. The successful Firms shall deliver the Agreement presented by the Town, duly signed and properly executed, within ten (10) calendar days of receipt of the notice of acceptance. If the successful bidder fails to execute the Agreement within such time period, the Town may accept another proposal. The failure of any proposer to examine the agreement documents shall not relieve it from the obligations it will incur if its proposal is accepted. The successful proposer may not change the tasks or deliverables in the RFQ without written consent of the Town of Middleton.

1. All or part of the successful proposal submitted shall become incorporated into the final contract documents, as the Town determines.

2. The successful Firms shall provide the required anti-collusion and anti-fraud certificates upon contract award.

GENERAL AND SPECIAL PROVISIONS

1. The Town of Middleton, as the Awarding Authority, reserves the right to reject all proposals and to waive any formalities or irregularities as it deems in the best interest of the Town.
2. All proposals, materials, drawings, plans, etc. submitted in conjunction with the selection process shall become the property of the Town of Middleton and may be disposed of without notification and shall be considered public information.
3. The applicant and any consultants of the applicant selected shall be expected to comply with all applicable federal, state, and local rules, regulations, and laws as they apply to the project without limitation including all federal, state, and local bidding, environmental, and safety rules, regulations, and laws in the performance of service.
4. The consideration of all proposals and the subsequent selection of the successful applicant shall be made without regard to race, color sex, age, handicap, religion, political affiliation or national origin.
5. The successful applicant, and all consultants of the applicant, shall adhere to the provisions of the Fair Employment Practices Law of the Commonwealth (General Laws, Chapter 151 B).
6. The provisions relating to non-discrimination and affirmative action in employment shall flow through all contracts and subcontracts that the successful applicant may receive or award as a result of this contract on behalf of the Awarding Authority.

SUBMISSION FOR:
Peer Engineering Consulting Services for the Town of Middleton

Company Name: _____

Individual Contact Name: _____

Title: _____

E-Mail _____

Address: _____

Company Address: _____

Phone: _____

Fax: _____

Signature of Individual Authorized to Submit: _____

Print Name: _____

CERTIFICATE OF NON-COLLUSION

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

Address: _____

Name: _____

Signature: _____

Title: _____

Date: _____

STATE TAX COMPLIANCE CERTIFICATION

I certify under the penalties of perjury that, I, to my best knowledge and belief, have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

***Signature of individual or Corporate Officer** _____

Corporate Name (Mandatory) _____

****Social Security Number or Federal Identification Number** _____

***Approval of a contract or other agreement will not be granted unless certification clause is signed by the applicant.**

****Your Social Security Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed or extended. This request is made under the authority of MGL C 62c §49A.**

CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of

it was VOTED that

(Name of Corporation)

(Name and Title)

of this company is authorized to execute contracts and bonds of and on behalf of this company and affix its corporate seal hereto; and such execution of any contract obligation in this company's name and on its behalf, said obligation to be valid and binding upon this company.

Company _____

Name _____

Address: _____

Name & Title of Signatory:

Date: _____

I hereby certify that I am the Clerk of

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

Name of Clerk: _____

(Corporate Seal)