



QUALIFICATIONS FOR  
OWNER'S PROJECT MANAGER  
FOR THE  
LYNNFIELD PUBLIC LIBRARY

JUNE 3, 2015

JAMES BOUDREAU  
TOWN ADMINISTRATOR  
TOWN HALL  
55 SUMMER STREET  
LYNNFIELD, MA 01940

**DESIGN TECHNIQUE, INC**  
**44 MERRIMAC STREET**  
**NEWBURYPORT, MA 01950**



**LYNNFIELD PUBLIC LIBRARY**  
**DESIGN TECHNIQUE, INC.**  
**QUALIFICATIONS FOR OWNER’S PROJECT MANAGEMENT SERVICES**

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June 3, 2015

James Boudreau, Town Administrator  
Town Hall  
55 Summer Street  
Lynnfield, MA 01940

**SUBJECT:** Qualifications for Owner's Project Manager  
Lynnfield Public Library  
Lynnfield, Massachusetts

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Dear Mr. Boudreau,

Design Technique Incorporated (DTI) is pleased to submit our Qualifications to provide **Owner's Project Management Services** for the **Lynnfield Public Library Project**. The DTI team is exceptionally well qualified to assist the Town of Lynnfield in the successful completion of its MBLC Grant Submission and future Library Project. DTI exceeds the minimum criteria to manage this project for the Town of Lynnfield. Our firm has an exemplary track record for successful completion of Public Library Projects within the State of Massachusetts.

Design Technique is strictly an **Owner's Project Management** firm. We are not Designers and we are not Builders. All of our clients are Project Owners in the public and private sector, whom we represent throughout the project.

**Our mission is to make your project run smoothly and to add value.**

Following is our response to your request for required information:

- a. No addenda has been received.
- b. We have read the Request for Qualifications and do not take any exceptions to the RFQ.
- c. DTI will be in full compliance with local, state, and federal regulations and guidelines.
- d. There are no past, current, nor anticipated litigation or arbitration issues regarding DTI's services.
- e. We have been in business for over 35 years and Design Technique has never failed to meet payroll and carries no debt. All outstanding invoices are paid, in full, each month.
- f. Our team meets and exceeds the Minimum Requirements set forth in this Request for Qualifications:

*I, **John Sayre-Scibona**, President of Design Technique will be the Project Executive for this project. I will be primary contact for the firm. DTI has been providing project management and construction administration on projects in the Commonwealth of Massachusetts for more than twenty (18) years. DTI has worked on ten Public Library construction projects and four other MBLC Grant Applications, and is well qualified to work with the Town and the Building and Designer Selection Committee on this project.*

**Project Team:** Please refer to our resumes which have been incorporated within this package..

g. A description of our organization and history; *Firm Background:* Design Technique Incorporated is included on the page following this cover letter. Documentation contained within this package includes:

Related Experience, Town a Lynnfield Application for Project Management Services, Team Resumes and Experience, DSB/OPM Application Form, etc.

h. All of the appropriate and required certifications have been executed and are included in the Section 7 of this submission.

i. The **name and contact information** of the firm submitting this Proposal Package is:

John Sayre-Scibona, President  
**Design Technique Incorporated**  
44 Merrimac Street  
Newburyport, Massachusetts 01950  
Office: (978) 462-2094 / Cell: (978) 771-2640  
E-mail: [johnss@deztek.com](mailto:johnss@deztek.com)

***Scope of Services***

The scope of services will be in accordance with the **Scope of Services** as shown on Section III in the Request for Qualifications for Owner's Project Manager Services. (See section #3)

***Key Personnel***

We have included team members who are professionally qualified to manage a library project of this nature. Our proposed team has demonstrated expertise in **successfully completing Public Library design and construction projects**. (See section #6)

***Availability:***

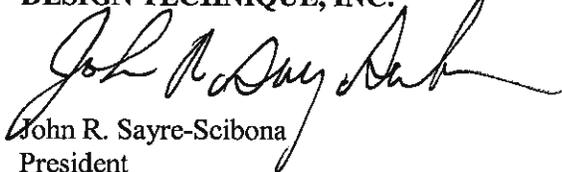
Our team is positioned to start this project immediately upon execution of a formal contract or letter of intent. We will be able to quickly develop a Request for Designer Services and list the project in the Central Register within the first weeks of beginning our services for this project. DTI has more than adequate staff available to maintain a high level for Project Management coverage for the Lynnfield Public Library project. Our firm's current Project Manager workload intended to work with you and the Building Committee includes the following projects: Christa McAuliffe Branch Library (*in construction*) – *Completion Winter 2015*, and West Branch Library project in Somerville (*in Design*).

**Design Technique Inc. is large enough to possess the corporate experience and provide the resources to manage the Lynnfield Public Library project. Our team is small enough to provide the personal, hands-on attention that this project needs and deserves.**

We thank you for this opportunity to present our qualifications for this assignment and we look forward to a favorable response and opportunity to interview with the Selection Committee.

Sincerely yours,

**DESIGN TECHNIQUE, INC.**

  
John R. Sayre-Scibona  
President



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**Who We Are**



(1)

Design Technique was established in 1980 for the sole purpose of providing on-site construction administration support and technical know-how to local architects. Initially, DTI represented a number of large Boston-area architectural firms, analyzing and resolving day-to-day design and construction challenges on some of Boston's large and complex mixed-use projects.

In time, a number of municipalities, institutions, and private developers who were proposing construction projects recognized the need for professional assistance in order to manage risk and add value for these increasingly complex undertakings. Design Technique, Inc, was uniquely positioned to provide these services, and in fact was at the forefront of the construction project management profession. We continue to provide consulting services to our clients, which now include public libraries and schools, private secondary schools, and private individuals.



(2)

**What We Do**

Design Technique, Inc. consists of a group of individuals with professional backgrounds in architecture, planning, environmental management, and construction, as well as construction management techniques such as scheduling and budgeting. A construction project of any size can be a demanding and time-consuming process, even for experienced owners. Our task is to guide and assist owners throughout this process.



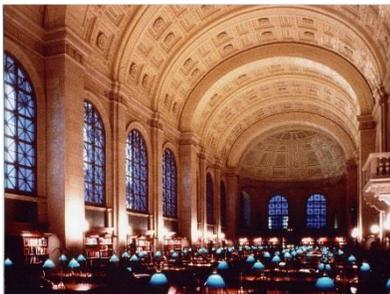
(3)

We apply our professional expertise to all phases of a construction project, starting at its inception and then carrying through construction to final completion and move-in. We facilitate your project by preparing and managing the project budget, schedule, and quality assurance process. We assist you with procuring the services of other consultants such as architects and engineers, general contractors, and service providers. We promote communications with the Owner and the other parties to the project in order to identify goals and issues, all of which are necessary to anticipate and therefore prevent problems.



(4)

Design Technique provides the personal, hands-on attention that our clients and their projects need and deserve. Our goal is to help you navigate the complex construction project process, minimize risk, and at the end to provide you with a building that fully meets your expectations.



(5)

*Images:*

1. *Post Office Square, Boston, MA*
2. *Heritage on the Garden, Boston, MA*
3. *Harvard Public Library, Harvard, MA*
4. *Milton Public Library, Milton, MA*
5. *Boston Public Library, Boston, MA*

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**TESTIMONIALS for DESIGN TECHNIQUE, INC.**

Design Technique's work experience in both the public and private sector has required **successful working relationships with Architects, Engineers, Contractors, Owners, the Massachusetts Board of Library Commissioners, and local officials.** Clear and effective communication is a major aspect of this relationship and we are proud that our success is evidenced by **continued endorsements from Architects, Engineers, Contractors and Owners.**

*"In my 20 years in this business, I have never worked with a firm that understands the construction issues common to public projects better than Design Technique."*

*Angela O'Brien, President, OSI Interiors, Inc. (781) 662-4944 [osoint@aol.com](mailto:osoint@aol.com)*

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*"The DTI team was outstanding throughout the process and certainly played a large role in our committee's ability to finish the project on time and approximately \$250,000 under budget!"*

**Milton Public Library: \$13.4M**

**G. Thomas Martinson, Chair of the Library Building Committee (617) 720-6333**  
[tmartinson@bralexander.com](mailto:tmartinson@bralexander.com)

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*"Our entire committee agrees that John was essential to the success of our project. John led us through value engineering, advised us through the entire process...We honestly feel that, without John, we would not have been able to have this building in the way it had been originally designed."*

**Georgetown Peabody Library: \$4M**

**Nancy S. Aberman, Chairperson, Library Building Committee (978) 352-2793 / [naberman1@gmail.com](mailto:naberman1@gmail.com)**

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**Westwood Public Library: \$15M**

*“DTI is the complete OPM package. Their considerable expertise in budget, construction, and schedule has been a major asset to our project. They work well with library and other town officials.”*

*Tom Viti*, Director, Westwood Public Library (781) 320-1041 / [tviti@townhall.westwood.ma.us](mailto:tviti@townhall.westwood.ma.us)

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**Sherborn Library: \$5.5M**

(MBLC Construction Grant)

*Elizabeth Johnston*, Director, Sherborn Library (508) 653-0770 / [elizabeth.johnston2@comcast.net](mailto:elizabeth.johnston2@comcast.net)

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**LYNNFIELD PUBLIC LIBRARY**  
**DESIGN TECHNIQUE, INC.**  
**SUMMARY OF QUALIFICATIONS FOR OWNER'S PROJECT MANAGEMENT SERVICES**

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**Summary of Qualifications & Depth of Experience**

Design Technique, Inc. was established in 1980 for the express purpose of assisting our clients with the design and construction of building projects of all sizes. As a firm in continuous operations for the last 35 years, DTI currently consists of a group of individuals with professional backgrounds in architecture, planning, environmental management, and construction, as well as construction management techniques such as scheduling and budgeting.

We apply our professional expertise to all phases of a construction project, starting at its inception and then carrying through design and construction to final completion and move-in. We facilitate your project by preparing and managing the project budget, schedule, and quality assurance process. We assist you with procuring the services of other consultants such as architects and engineers, general contractors, and service providers. We ensure effective communications with the Owner and the other parties to the project in order to establish common goals, expedite decision-making, and identify problems and issues. We have found that this approach is most effective at ensuring that the finished project best meets the owner's needs and expectations.

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***DTI is particularly well - qualified to undertake your project for the following reasons:***

- We have acquired 35 years of Owner's Project Management and construction-related experience;
- Our staff includes the following professionals: Two licensed architects, LEED AP, Licensed Construction Supervisor.
- We have proven track record & experienced OPM in public library and independent school building projects.
- We are a Massachusetts-based firm with solid MBLC relationships
- We have extensive experience providing OPM services to public entities in the Commonwealth of Massachusetts, including 25 public-sector construction projects.
- We have completed three LEED-Certified library projects. A fourth LEED-pending library project is currently under construction.
- We have a thorough knowledge of MGL Chapters 30 and 149, the Massachusetts State Building Code, regulations of the Massachusetts Architectural Barriers Board and the Americans with Disabilities Act.
- We are specialist in public bid (MGL Ch. 149) process.
- We have experience with the Construction-Manager-at-Risk process.
- We have experience with negotiating consulting services for public awarding authorities.
- We have experience working with town regulatory agencies and with local community groups.

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***Our portfolio of current and completed projects includes the following:***

**MBLC Funded Public Library Projects (Chapter 149) (\* indicates LEED Certification)**

- **Christa McAuliffe Branch Library / Framingham \*** – (\$8.6M) new library - Designer selection, MBLC Grant Application and now currently in construction. OPM/Site Rep. for design & construction. Assistance with site selection and purchase RFP. *(In construction: submitting for LEED Certification)*
- **Millis Public Library \*** – (\$7.8M) new library, Designer selection, OPM/Site Rep. for design & construction. *LEED Certified*
- **Westwood Public Library \*** – (\$15M) new library, Designer selection, OPM/Site Rep. for design & construction *LEED Certified*

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- **Walpole Public Library \*** – (\$11M) new library, OPM/Site Rep. for design & construction *LEED Gold*
- **Woburn Public Library** – (*MBLC Grant Round*) addition & renovation project, historic library. Assistance with MBLC Grant Application. Designer selection.
- **Sherborn Library** – (*MBLC Grant Round*) addition/renovation project Assistance with MBLC Grant Application. Designer selection.
- **Shrewsbury Public Library** – (*MBLC Grant Round*) addition & renovation project. Assistance with MBLC Grant Application. Designer selection.
- **Milton Public Library** – (\$13M) addition/renovation project, historic library, OPM/Site Rep. for design & construction
- **Harvard Public Library** – (\$7M) addition/renovation project, historic school building into a modern library, OPM/Site Rep. for design & construction
- **Flint (Middleton) Public Library** – (\$7M) addition & renovation project, historic library, OPM/Site Rep. for design & construction
- **Georgetown Peabody Public Library** – (\$4M) addition & renovation project, historic library, OPM/Site Rep. for design & construction
- **Merrimac Public Library** – (\$4M) new library, OPM design & construction, OPM/Site Rep. for design & construction
- **Newburyport Public Library** – (\$7.8M) addition & renovation project, historic library, OPM/Site Rep. for design & construction
- **Hamilton Wenham Library and Recreation Center** – (\$4.8M) new library with renovations of existing building into Recreation Center
- **Boston Public Library / McKim Building Restoration** – (\$15M) historic restoration of Bates Hall

**Public-Funded School Projects (Chapter 149)**

- **Christa McAuliffe Regional Charter Public School (Framingham, MA)** – (\$4M) Renovation of existing business office space and temporary modular classrooms. Including utilities and site work. Includes an “Adventure Center”, science classrooms and student activity areas.
- **Manchester/Essex Regional School** – (\$49M) New Middle/High School with MA-CHPS designation, including Feasibility of 18 different sites in 2 towns. Project budget had to be locked-in 5 years in advance of completion. Completion on schedule as planned with a healthy contingency remaining. (OPM/Site Rep. for design & construction)
- **Masconomet Regional School District** – (\$54M) Renovation/Addition of Middle/High School including a **new library** with current library technology at that time. (OPM/Site Rep. for design & construction)
- **Ipswich Public Schools** (\$35M) New Middle/High School on environmentally sensitive site. (OPM/Site Rep. for design & construction)

**Public-Funded Municipal Facility Project(Chapter 149)**

- **Westford Highway Maintenance Facility** – (\$11.5M) Westford, MA

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**Independent School Projects**

- **The Governor's Academy, Byfield** – (\$20M) Campus Master Plan Implementation including new Library, Math / Science Building
- **Milton Academy, Milton** – (\$30M) Campus Master Plan Implementation; renovations to historic Straus and Cox Libraries
- **St. John's Preparatory School, Danvers** – (\$30M) Campus Master Plan Implementation including new state-of-the-art Library, renovations to science building and classrooms
- **The Winsor School, Boston** – (\$7M) New dining hall & science laboratory renovations
- **St. Mark's School, Southborough** – (\$35M) Campus Master Plan Implementation. Including new Student Center, Performing Arts Center, STEM Building (*in construction*), and Administrative Office renovations.
- **Shady Hill School, Cambridge** – (\$28M) Arts Center and Gymnasium complex
- **Shore Country Day School, Beverly, MA** – (\$15M) Campus Master Plan Implementation, including new 375-seat Center for Creativity and Classrooms Addition.

**Representational Institutional/Non-Profit and Commercial Projects**

- **Shalin Liu Performance Center, Rockport, MA** – (\$15M) New 335-seat Concert Hall with upper floor Reception Room
- **Frieda Garcia Children's Park, Boston, MA** – (\$2.5M) Children's playground built for John Hancock Insurance Co, and donated to the City of Boston
- **Temple Ahavat Achim, Gloucester, MA** – (\$5M) New Synagogue, including spaces for worship, classrooms, a library, and cooking facilities
- **Boston Psychoanalytic Society & Institute, Newton MA** – (\$6M) Renovations of a late 1800's building for classrooms, library, and offices

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**PAST LIBRARY PROJECT RELATED ISSUES and RESOLUTIONS**

<u>Past Performance / Reference Title:</u> <b>Milton Public Library, Milton, Massachusetts</b>
<u>Period of Performance:</u> March 2006 through November 2008
<u>POC* Name &amp; Title:</u> G. Thomas Martinson, Chair of Library Building Committee
<u>Telephone:</u> (617) 720-6333
<u>Fax :</u> n/a
<u>Email:</u> <a href="mailto:tmartinson@bralexander.com">tmartinson@bralexander.com</a>
<u>Summary of services provided:</u> Full OPM services, including design and construction phase services in accordance with DCAMM requirements. Renovations and additions to historic building. <i>Due to deficient mechanical design, Design Technique worked with the building committee and legal counsel to mitigate cost impact to the project budget. The responsible parties carried the burden of additional repair costs.</i>

<u>Past Performance / Reference Title:</u> <b>Georgetown Peabody Library, Georgetown, Massachusetts</b>
<u>Period of Performance:</u> January 2006 through June 2007
<u>POC* Name &amp; Title:</u> Nancy Aberman, Chairperson, Library Building Committee
<u>Telephone:</u> 978 352-2793 (home)
<u>Fax :</u> n/a
<u>Email:</u> <a href="mailto:raberman1@gmail.com">raberman1@gmail.com</a>
<u>Summary of services provided:</u> Full OPM services, including design and construction phase services in accordance with DCAMM requirements. Renovations and addition to historic building. <i>The initial design was such that forced the owner to build a much more completed building envelope than the project budget could afford. Working with the A/E team – Design Technique was able to bring the costs of the structure in line to fit the project budget.</i>

<u>Past Performance / Reference Title:</u> <b>Harvard Public Library, Harvard, Massachusetts</b>
<u>Period of Performance:</u> October 2004 through February 2006
<u>POC* Name &amp; Title:</u> P. Jackson, Chair, Library Building Committee
<u>Telephone:</u> 978 456-8864
<u>Fax :</u> n/a
<u>Email:</u> <a href="mailto:paction@charter.net">paction@charter.net</a>
<u>Summary of services provided:</u> Full OPM services, including design and construction phase services in accordance with DCAMM requirements. Renovations and addition to historic school building. <i>Found conditions uncovered during construction were identified promptly and brought to the A/E and Owner's attention. No change in the construction schedule was made due to the ongoing follow and review by the OPM team.</i>

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<u>Past Performance / Reference Title:</u> <b>Newburyport Public Library, Newburyport, Massachusetts</b>
<u>Period of Performance:</u> April 1999 through May 2001
<u>POC* Name &amp; Title:</u> Dottie LaFrance, former Head Librarian
<u>Telephone:</u> 978 255-1724
<u>Fax :</u> n/a
<u>Email:</u> r.lafrance@comcast.net
<u>Summary of services provided:</u> Full OPM services, including design and construction phase services in accordance with DCAMM requirements. Renovations and addition to the historic Tracy Mansion. <i>Replication of the historic windows were found to be a major source of water infiltration. Design Technique negotiated full replacement in a phased schedule to mitigate impact on Library services.</i>

<u>Past Performance / Reference Title:</u> <b>Millis Public Library, Millis, Massachusetts</b>
<u>Period of Performance:</u> October 2010 through July 2013
<u>POC* Name &amp; Title:</u> Wayne Klocko, Chairman, Permanent Building Committee
<u>Telephone:</u> 781 799-3292
<u>Fax :</u> n/a
<u>Email:</u> wayne.klocko@gmail.com
<u>Summary of services provided:</u> Full OPM services, including design and construction phase services in accordance with DCAMM requirements. New construction. <i>Ground water and underground hazardous materials were found during construction. Design Technique monitored GC activity and worked to mitigate cost and schedule exposure to the Owner.</i>

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**REFERENCES**

<u>Current Performance / Reference Title:</u> <b>Christa McAuliffe Branch Library, Framingham, Massachusetts</b>
<u>Period of Performance:</u> June 2013 through present (in Construction)
<u>POC* Name &amp; Title:</u> Mark Contois, Director, Framingham Public Library
<u>Telephone:</u> (508) 532-5570
<u>Email:</u> <a href="mailto:mjc@framinghamma.gov">mjc@framinghamma.gov</a>
<b><u>Summary of services provided:</u></b> Full OPM services, including site representation. MBLC Grant Application Submission, design and construction phase services in accordance with DCAMM requirements. New construction. Managing schedule, project budget, and interfacing with town-wide government officials. <b>This project is registered and will be submitting for LEED Certification (Gold)</b>

<u>Past Performance / Reference Title:</u> <b>Millis Public Library, Millis, Massachusetts (LEED Certified)</b>
<u>Period of Performance:</u> October 2010 through July 2013
<u>POC* Name &amp; Title:</u> Wayne Klocko, Chairman, Permanent Building Committee
<u>Telephone:</u> 781 799-3292
<u>Email:</u> <a href="mailto:wayne.klocko@gmail.com">wayne.klocko@gmail.com</a>
<b><u>Summary of services provided:</u></b> Full OPM services, including design and construction phase services in accordance with DCAMM requirements. New construction. Ground water and underground hazardous materials were found during construction. The OPM time monitored GC activity and worked to mitigate cost and schedule exposure to the Owner.

<u>Past Performance / Reference Title:</u> <b>Milton Public Library, Milton, Massachusetts</b>
<u>Period of Performance:</u> March 2006 through November 2008
<u>POC* Name &amp; Title:</u> G. Thomas Martinson, Chair of Library Building Committee
<u>Telephone:</u> (617) 720-6333
<u>Email:</u> <a href="mailto:tmartinson@bralexander.com">tmartinson@bralexander.com</a>
<b><u>Summary of services provided:</u></b> Full OPM services, including design and construction phase services in accordance with DCAMM requirements. Renovations and additions to historic building. Due to deficient mechanical design, the OPM worked with the building committee and counsel to mitigate cost impact to the project budget. The responsible parties carried the burden of additional repair costs.

**Additional references are available on request.**

**Design Technique, Inc.** has the full capacity of staff to undertake the **Lynnfield Public Library Project**. Please review our staff resumes designated for this project. It will portray a more thorough look at our organizational depth and team strength. ***DTI can begin immediately upon acceptance of final contract terms.*** DTI has successfully negotiated contracts with all our prior/potential clients.

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**Project Approach / Scope of Work**

Design Technique's approach to Owner's Project Management is to provide **Schedule Control, Cost Control, and Quality Control**. To achieve this we will work with all Team members allowing the City, the Trustees, the Architect and the Owner's Project Manager to be **equal partners at the 'table'**. Design Technique's overall approach will be to follow this proposed Scope of Services. Final details of this scope of work will be addressed upon consideration of a contract with the **Town of Lynnfield**.

Design Technique, Inc. has had significant experience with new construction, along with renovations and additions to many major historic public library buildings, including the McKim Building of the Boston Public Library in Copley Square, as well as those in Milton, Middleton, Georgetown, Harvard, Newburyport, and elsewhere within the State. DTI will apply that experience and expertise to the *Lynnfield Public Library Project* to ensure that the Owner's objectives and the project criteria are set early on and are met upon completion of the project. DTI will also make sure that the project conforms to the regulatory requirements of MGL Chapters 30 and 149.

Unlike conventional new construction, historic buildings require special attention to the preservation of existing materials and features, particularly when interventions include the repair or replacement of existing building systems. For this reason, it may well be necessary to employ the services of specialists in architectural and historic conservation, including roofs and exterior masonry, windows, and interior finishes (particularly regarding the repair of water-damaged materials). This must be recognized from the start, and these specialists should be engaged early as part of the design team.

Using the existing building, we can anticipate issues with contractor and supplier access and parking, as well as noise, dust, and nuisance management. We will make sure that the contract documents include provisions to control and mitigate these issues. It will also be necessary to coordinate the contractor's activities with neighbors, as well as with city officials, to ensure that the work proceeds smoothly. If the building is located within a historic resource district, permitting issues also may require more effort than normal.

If the Owner intends to pursue LEED accreditation, it may be appropriate to engage a LEED-certified professional. While LEED accreditation is commendable, this process is demanding and will require considerable effort. DTI staff includes a LEED-accredited professional.

More generally, Design Technique's approach to construction project management is one of *communication* and *constructive collaboration*. DTI's Project Manager will be involved actively as the team leader and primary contact through all phases of the project, and will be available by phone at all times. DTI's staff includes individuals with backgrounds in architecture, environmental management, scheduling and budgeting, and on-site construction oversight. These skills are applied to the project through an emphasis on effective communication, including reports (such as daily field reports, weekly construction reports, and monthly Owner reports), meetings, conferencing, and email. DTI has developed a sophisticated project budgeting system that provides detailed cost information to the Owner. This is updated and presented monthly as part of our Owner's Report.

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Problems are inevitable in any construction project, and we endeavor to identify potential problems as early as possible (especially through thorough review of the construction documents prior to bidding, as noted below). We then work with the responsible parties to resolve the problems before they become issues in the field. There is much truth in that it is better to be pro-active, and not re-active.

Our basic scope of services we would include - participation by our Project Manager and Clerk-of-the-Works (*if required*) at the appropriate stages of the following:

- **Architect Selection/Contract Issues:** assist with Designer selection process from development of RFP/RFQ through contract negotiation. Work with the Designer Selection Board (DSB) during the selection and Designer interview process.
- **Budget Development/Budget Control:** review and **provide detailed comments on the cost estimates** submitted by the independent estimator. Develop and maintain the Total **Project Budget**. From Conceptual to Final Budget Reconciliation. Advise Owner if it appears that the Project Budget will not be met; make **recommendations for corrective actions**.
- **Consultation During Project Development:** advise on site use and improvements, selection of materials, building systems, and equipment. **Provide recommendations on construction feasibility**.
- **Work Plan:** integrate the Architect's and Engineer's design schedules with construction schedules to create and administer a task-by-task work plan.
- **Financial and Acquisition:** assist sources of funding in providing the required reimbursement documentation. Provide the due diligence required for acquisition as well as ongoing support for funding and reporting materials.
- **Grant Development:** DTI will work with the City of Melrose, Trustees and Architect to insure the documents required for submission by the City of Melrose Public Library **are fully developed** for a successful appropriation.
- **Contractor Selection:** review bid documents prepared by the Architect and conduct the bidding process without duplication of the Architect's responsibilities. If required - manage the process of prequalifying and make recommendations to the Owner for selection of Construction-Manager-At-Risk. As necessary, DTI will conduct the bid phase **in compliance with the MGL Chapter 149** and the public bid process including the aforementioned pre-bid qualifications. Working with Counsel – negotiate contracts as required.
- **Permitting, Hearings, Meetings, and Presentations:** prepare for and appear in conjunction with the Owner at city/town meetings and presentations, administrative or regulatory hearings, presentations or conferences. Working with the design and legal consultants, manage the application process for the required permits.
- **Document Review (building technology and constructability):** conduct document review with a **checklist based upon AIA standards** and our longtime experience providing this service on projects of all sizes and types.
- **Cost Containment and Value Engineering:** continuously explore **cost/benefit analysis** of construction through **value engineering** which will save money, but not sacrifice project quality or useful life.
- **Construction Mitigation / Temporary Facilities (if required):** administer the Project within the guidelines of the Owner's parameters **to mitigate the impact of construction on the neighborhood**, staff, and public; develop Construction Mitigation Plan unique to this project. Develop and issue the required RFP for relocation and/or storage facilities.

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- **Special Services:** coordinate the work of Owner contracted services and contract with other **special consultants and testing laboratories**, if necessitated by the project. Manage Owner related activities including procurement of possible bid protects, if any; FF+E; utilities; storage and protection of owner-purchased materials; etc.
- **Cost Tracking Procedure:** with team members, prepare a detailed baseline **Total Project Budget**. DTI, independently and with the Architect, will review cost estimates as design changes or as work evolves utilizing a reporting system that has been refined on over \$1 billion in completed projects.
- **Scheduling and Phasing:** **establish clear project goals**, the first step in controlling schedule. Our highest priorities are to promote safe and efficient construction phasing and to maintain the integrity of the **environment during construction**.
- **Clerk-of-the-Work / Site Representative (if required):** dependent upon client requirements - provide full time or part-time representation and Quality Assurance with regard to the Contractor's execution of the plans and specifications.
- **Reporting:** Our Project Manager and Site Representative are **experienced in report writing and field reports** and work with the Owner's staff to supplement their needs and schedule commitments. **Monthly Project Reports** which update the Owner as to the status of the project. These reports are standard monthly submissions, particularly during construction.
- **Change Order Management:** **negotiate fair and equitable resolution of proposed changes**; use a **proactive** stance with regard to **Evaluation of Proposed Changes**. Our approach is to **evaluate** Change Directives for potential cost, provide a **Forecast of Pending Change**, check the amounts requested by the General Contractor and verify that Change Order amounts are correct.
- **Certified Payroll Procedure:** Certified payroll is a standard requirement for all public sector projects. DTI has **developed a process for verification** that works smoothly and a procedure has been incorporated into our office standards.
- **Project Close-Out:** DTI's Project Manager and Clerk-of-the-Works will assist the Architect in project close-out as required. We provide services in the following areas: testing and start-up; substantial completion; furniture, fixtures, and equipment procurement and move-in; and final completion.

### **Other Relevant Information**

#### **Knowledge of Codes and Regulations**

**Our Firm includes 2 managers holding architectural registrations in the Commonwealth of Massachusetts and a licensed construction supervisor.** All team members work within the parameters of the State Code on a daily basis.

#### **Commonwealth Construction Procurement Laws**

**Design Technique Inc.** is extremely well qualified and current with **Commonwealth construction procurement laws**, regulations, policies, and procedures as evidenced by our experience successfully completing **more than 20 libraries and other public projects totaling over \$250M since 1997**. Design Technique has participated in Contractor Procurement through CM-At-Risk since the inception of this process. Our firm also includes a Certified Massachusetts Certified Public Purchasing Official (MCCPO).

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**LEED Guidelines / Green Building Incentive**

DTI has managed four past and/or current **public library building projects** which has received or are pursuing **LEED** certification and additional **MBLC grant LEED** funding. To date – three of our library projects have been certified and one of those achieved a Gold Certification

On behalf of Manchester Essex Regional School, DTI applied to the Massachusetts Technology Collaborative for an additional grant of **\$360,000 for photovoltaic, since approved and installed.**

The recently completed **Manchester Essex Middle School / High School** project was chosen as the **training site for MA-CHPS “Green School Solutions for Massachusetts” for Owner’s Project Managers** and School Representatives.

We at DTI recognize the increasing importance of **Sustainable Building and Energy Systems to increase performance and efficiencies** for all building projects. Because of our extensive public library work, we are currently reviewing all past projects to collect their energy costs. Please consider the following examples

- Manchester Essex Regional School (\$49M) utilizes passive **sustainable energy, high performance climate control systems, commissioning and photovoltaic.** DTI Project Manager **Jay Stanbury, LEED AP,** assisted the **School Representatives in a successful application process to become among the first projects in Massachusetts to be certified under the MA-CHPS program.** Jay also **prepared the grant application for adding a photovoltaic system,** now approved and installed for an extra \$360,000 construction grant.
- The \$28M new Arts Center and Gymnasium Complex at **Shady Hill School** managed by DTI received **LEED Silver** designation.
- DTI as OPM, managed one of the **first geothermal HVAC** projects for a public institution at **Haverhill Public Library.**

**Building Commissioning Consultants**

Design Technique, Inc. has assisted clients with retaining and coordinating commissioning agents for nearly all recent projects, including the new **Manchester Essex Regional Middle and High School and 3 public library building projects.** A commissioning agent must be on board from schematic design through close-out. DTI is able to engage, on the Owner’s behalf, or work with and support an independent commissioning agent.

DTI has also assisted clients with pursuing maximum LEED credits with the use of **“enhanced commissioning”** via LEED certification. The Commissioning Agent would be engaged by the Owner early during the design process, and should be independent from the Architect and its sub-consultants. During construction, the Commissioning Agent will participate in review of submittals and monitor construction of the systems, attend meetings, and observe the work in progress. Working with the DTI Site Representative from commencement until the work is complete, the Commissioning Agent will review O&M manuals and other deliverables, participate in Owner training, and prepare a final Commissioning Report.

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**COST ESTIMATING, VALUE ENGINEERING & LIFE CYCLE ANALYSIS**

We will be enlisting the services of Seamus Fennessy MRICS, of Fennessy Consulting Services. Having worked with Fennessy Consulting on many public library projects, we are confident that a thorough and concise estimate will be produced. With the architect's estimator and Fennessy Consulting performing a reconciliation at each phase of design, we believe the Sharon Public Library project will have a comprehensive evaluation of the projected costs for this project. DTI will systematically review the estimates to ensure that they are reasonable and fully detailed.

Through this review, DTI has consistently made valuable suggestions for possible **Value Engineering** options. As a rule, many of those suggestions have been included in the design process and ultimately being included during the cost estimate matrix - which ultimately are included in the project documents. Most notably, DTI recommended a reworking of the structural framing and exterior envelope detailing to save the *Georgetown Public Library* project approximately **\$600,000 in savings** on the structural and envelope package in the final construction documents.

DTI believes that to ensure a successful project it is critical to examine the design documents closely as they are being developed. Although it is the responsibility of the Architect to prepare a design that meets the Owner's needs and expectations, DTI endeavors to identify technical issues that may impact the constructability of the building. For example, in our experience the building envelope is an area of particularly critical concern, and we may question the architect if we believe the proposed envelope is unproven or poorly coordinated or detailed. We may also question mechanical systems if it appears that there may be coordination problems with the building's structural systems. DTI also believes that the "front end" of the Project Manual is crucial for obtaining the best performance from the contractor, and we will assist the Architect and the Owner in making sure this document is well-prepared.

Working with the Architect, Mechanical Engineer of Record and the utility providers, DTI has worked to procure complete energy use and mechanical equipment Life Cycle Analysis computations. This includes utility cost projections, possible changes in the mechanical system specifications and building envelope changes. During this process, DTI has been able to provide valuable recommendations for energy saving strategies and work hand-in-hand with LEED requirements and final certification documentation.

**BIDDING AND CONSTRUCTION ADMINISTRATIVE SERVICES**

The bidding phase is regulated quite closely by Massachusetts law. We will prepare the public notices and coordinate their publication with the project schedule, and participate in receiving and opening bids. However, we do not anticipate the need for pre-qualifying bidders and sub-bidders for this project. Normally, the Architect will open and read the bids, and tabulate the results. DTI will assist the Owner and the Architect with review of the bids, review the DCAMM contractor files (if requested), and assist with preparation of the final form of contract and execution.

The three components of a successful construction project are **cost control**, **schedule control**, and **quality control**. Accordingly, during construction DTI will provide a qualified **Site Representative** to oversee the actual work in the field. The Site Representative will observe the work as it takes place, and inform the Architect and the Owner if there is any question regarding the quality of the work, or if the work does not otherwise appear to conform to the Contract Documents (*quality control*). The Site Representative will also monitor the construction schedule to make sure work is being completed in a timely way (*schedule control*), and will assist the Architect in determining the fair value of change orders and the completion of work for the purpose of making payments (*cost control*). These tasks will include the active participation of DTI's Project Manager.

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Additionally, the Site Representative will maintain relevant project records in the field office (including submittals, reports, and other documents), submit daily reports to the Architect, the Owner, and the Contractor, and also manage documentation regarding the state-mandated Minimum Wage requirements to ensure that workers are paid in accordance with state law.

**PROJECT CLOSEOUT SERVICES**

Project closeout can be an unexpectedly frustrating process involving completion of punchlist items, obtaining the Certificate of Occupancy, securing training, obtaining as-built drawings and other final submittals, and resolving claims and negotiating final payment. DTI assists with all of these tasks in an effort to complete them on a timely manner. For example, we push the Contractor to complete as many of the punchlist items as possible before Substantial Completion and final occupancy. Normally, project closeout is expected to take approximately eight to ten weeks after Substantial Completion, but in practice it may take longer. With the tracking of issues from the beginning of the project by our Site Representative, we are able to shorten the close out process by having the issues attended to as they arise. If the Owner intends to achieve LEED certification, much of this final documentation takes place after occupancy.

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**SUMMARY OF QUALIFICATIONS FOR OWNER'S PROJECT MANAGEMENT SERVICES**

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**Project Schedule and Narrative**

DTI proposes a phased schedule or workplan leading up to the MBLC grant application. This workplan should be viewed as a “roadmap” that guides the steps and decisions that will be necessary to meet the MBLC submittal milestone date of June 30, 2016. The narrative that follows herein is intended to summarize the proposed workplan for this phase only. Please refer to the attached draft grant application schedule which describes the specific tasks in more detail.

Following execution of the OPM contract, DTI will prepare a Request for Proposals for architectural services. Subject to the Town and Lynnfield Building Committee's approval, this will be advertised in accordance with Massachusetts regulations. DTI will assist the Committee with evaluating the responses, as well as with selection and final negotiations of a contract with an architect.

The Architect, working with the Committee and staff and with DTI's assistance, will examine the existing library facilities and site conditions, and review the current Building Program and any other relevant documents. The Architect will also discuss with staff the Library's goals, needs, and objectives. The Architect will recommend program revisions (if needed), and then develop and analyze a number of design options for moving forward. During this period, services of other sub-consultants such as Geotech Engineer, Industrial Hygienist, etc. would be included in the design process

Working with all parties, DTI will hold a series of meetings with the Architect, the Committee and Library staff, as well as with local and state regulatory agencies and with the public if appropriate, to review and evaluate the options. This process will result in selection of a “preferred option”. Finally, the Architect will develop “schematic plans” (or preliminary design) based on the preferred option, and prepare cost estimates (along with DTI's estimate) and other documentation as needed to complete the *draft* grant application submittal to the MBLC in June of 2016.

Upon receipt and Town acceptance of the MBLC Grant for Construction - a more thorough project schedule would be developed. This schedule would include all the phases of design, estimate periods, bidding, construction, closeout, and final occupancy.



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**PROPOSED TEAM PERSONNEL**

Design Technique's staff of project managers and site representatives are experienced in providing **project planning, cost control, schedule analysis, value engineering, constructability review, quality control and field supervision.** An organizational chart has been included in the Owner's Project Manager Application Form which is included within this Qualification Package.

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**John Sayre-Scibona**  
**With DTI: 18 yrs.**

- **Role: Principle/Project Executive**
- DTI's Primary Contact for this project
- Managed 9 successfully completed public library building projects
- Collaborated on 4 MBLC Grant applications
- Successfully completed 3 LEED Certified Library Projects
- Managed the schedule and budget for new and historic Library renovations
- Has close working relationship with Massachusetts Board of Library Commissioners
- Experience with Massachusetts Public Bid Projects and MGL Ch. 149
- Coordinates project with local city / town committees, and boards
- Attended MBLC sponsored Space Planning seminar



**Jay Stanbury, AIA,**  
**LEED certified**  
**With DTI: 14 yrs.**

- **Role: Assistant Project Manager**
- Registered Architect, MA #4528
- LEED Accredited Professional
- Specialist in Massachusetts Construction Procurement Laws with more than 20 years' experience in MA public-funded projects
- Extensive experience with MGL CH. 149
- Attended seminars sponsored by New England Sustainable Energy Association
- Assisted with obtaining funding from public agencies



**Gordon Schaaf**  
**Licensed**  
**Construction**  
**Supervisor**  
**With DTI: 11 yrs.**

- **Role: Site Representative**
- Licensed Construction Supervisor #CS062554
- Over 20 years' experience in construction.
- Completed on-site representation Public and Independent School Projects as well as 5 public library building projects,
- Managed site requirements for 3 LEED Certified Library Projects
- Onsite representative for the relocation and renovation of modular classrooms within the State of MA.
- Geotechnical field representative on public and private sector projects
- Direct Experience with MADOT road standards
- Direct Experience with water, sewer, and utility construction standards

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**John R. Sayre-Scibona**  
*Principal/Project Executive*

*Years with Firm / with others: 18 / 27*  
**DTI – Public Library Specialist**  
**OSHA -10 Certified**  
**MBLC workshop on Library Planning**

John Sayre-Scibona has **specialized in public library project management** and premier residence construction for the past 18 years, since joining Design Technique. A Project Executive with Design Technique, John has accumulated over thirty years' experience in various facets of the construction and building trades. This period includes Schedule and Budget Management responsibilities for libraries, commercial properties, schools, and high-end residential projects. With a background as an **experienced Carpentry Superintendent**, John is also a **specialist in building construction, renovation and finishes**.

John's *library* experience ranges from \$3M - \$13M projects. He work includes on-going assignments as Project Manager for building projects at the new **Christa McAuliffe Branch Library**. Previous Library building projects include management of the **Millis Public Library, Westwood Public Library, Walpole Public Library, Milton Public Library, Flint (Middleton) Public Library, Georgetown Peabody, Library; Harvard Public Library** building project which converted an old historic school building into a new library; a new facility for the **Merrimac Public Library**; renovation and expansion and historic restoration of the **Newburyport Public Library**; and expansion of the **Haverhill Public Library**. John has performed OPM services for the MBLC Grant applications for the **Framingham Public Library, Woburn Public Library, Sherborn Library, and the Shrewsbury Public Library**.

Other OPM assignments include three projects within the *academic* arena: the newly completed **Christa McAuliffe Regional Charter Public School**, the removal and new faculty housing for the Northfield Mount Herman School in Gill, Massachusetts. John also completed an assignment as **Project Manager** for the rebuild and expansion of administrative and classroom areas at the **First Unitarian-Universalist Church** in Newburyport.

John's experience with *high-end residential* projects at Design Technique includes projects from \$2M to \$35M. He provided **Project Management** services for a major renovation project merging two buildings in Boston's Back Bay. John also completed an assignments as **Project Manager** for renovations on two premier residences in Manhattan.

Completed assignments with DTI include: **Project Manager** for new faculty housing at the **Northfield Mount Hermon School**; **Project Manager** for a \$35M single family **private residence**; **Project Manager** for a four unit Faculty Housing Project at **Brooks School**; **Project Manager** for the Construction Phase of a \$4.2M Façade Restoration of a residential building on Beacon Street in Boston; and **Project Manager** for \$4M in renovations to **private residences** in Manhattan and Massachusetts. Other completed DTI projects includes: **Project Manager** for condition surveys of 60 faculty residences at **Milton Academy**; **Project Manager** for a Condition Survey and subsequent roofing repairs for several campus buildings at **Beaver Country Day School**; and **Project Manager** responsible for coordination of the Close-out Phase of a \$9M private high-end residential renovation project.

John's diverse project experience has required that he establish and maintain effective interface with architects, owners, contractors and suppliers. He has also established budgets and project schedules and coordinated on-time completion while utilizing a full range of trades and materials.

John's work on public libraries has required a thorough knowledge of the Massachusetts Public Construction Laws. He has also developed a familiarity and a solid working relationship with members of the **Massachusetts Board of Library Commissioners**.

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**John B. Stanbury, AIA. MA #4528**  
*Assistant Project Manager*  
**LEED AP**

*Years with Firm / with Others: 14 / 26*  
*Education: Master of Regional Planning*  
*Harvard GSD*  
*B. Architecture / Boston Architectural Center*

John (Jay) Stanbury has over 30 years' experience in architectural planning, design and construction with an emphasis on integrated project delivery and construction project management. His areas of specialization include design review, estimating and budgeting, schedule development analysis and claims evaluation. Jay is well versed in **Massachusetts public construction requirements, MGL Chapter 149**, and has been attending seminars sponsored by the **New England Sustainable Energy Association (NESEA)**. Jay also has a strong interest in historic preservation and is an active member of the **Boston Society of Architects Historic Resources Committee**. Since joining the firm in 2000, **Jay serves as our in-house scheduling specialist.**

Jay was the Senior Project Manager for total project management of the **Manchester Essex Regional School new middle/high school project** which included site selection as well as preparation and representation to the two towns in order to achieve a positive vote. **This project utilizes sustainable energy programs and is the first public project in Massachusetts to qualify for a Massachusetts-California High Performance School Program (MA-CHPS) Grant.** Jay coordinated the pre-qualification process bid review, scheduling, and budget development. He is also managing the exterior renovations to the **Sawyer Free Library**. Additional public library experience includes: bid documents for the **Sherborn Public Library**; assistance with scheduling, bid review and budget development for the **Milton Public Library** renovation and expansion project; construction administration of the new public library and recreation center for the **Hamilton Wenham Public Library**. Previously he coordinated the scheduling of a campus master plan and conceptual project development for several new and renovated campus buildings for the **Northfield Mount Hermon School**. Jay served as **Project Manager** for design development of classroom building renovations at **St. John's Preparatory School** where he also served as Project Manager for the new **Studzinski Library**. Other completed projects include: a scheduling assignment for new construction of a 204-unit, nine-story apartment building with adjacent parking structure in Manchester, NH; bid reviews for **City of Boston Department of Neighborhood Development; Building Condition Survey** of 3 historic buildings for the **Sawyer Free Library**; and Project Management Services for the **renovation and new construction** of a \$55 million middle school/high school project for the **Masconomet Regional School**. In addition, Jay managed our assignments with the **Massachusetts State College Building Authority**, specifically, Fire Protection Upgrades at **Fitchburg State College's** Herlihy Dormitory; and the bidding process, review and analysis for **Salem State College's** Peabody Hall upgrades. Other completed assignments include Project Manager for a **Building Condition Survey** of 7 campus buildings for **St. John's Preparatory School**.

Prior to joining DTI, Jay's projects of note include **Project Manager** for the **\$20M historic restoration** of the **McKim Building at the Boston Public Library**; evaluation of consultant contract changes, developing and implementing special estimating techniques for liquidated damages, and preparation of special construction cost estimates for **Boston's Central Artery/Tunnel project**; and consultant to the City of Boston's Public Facilities Department, providing design review services and coordination with architectural firms rehabilitation projects.

A member of the Boston Society of Architects and the American Institute of Architects, Jay has served as Guest Critic and studio instructor for the Boston Architectural Center and Guest Critic at Roger Williams University.

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**Gordon M. Schaaf**  
*Clerk-of-the-Works (Site Representative)*  
*(Construction Supervisor License #CS092554)*

*Years with Firm / With Others 11 / 22*  
*Education:*  
*MS /Construction Mgmt/ Northeastern Univ.*  
*BS / Mathematics / Regis University*

Gordon Schaaf is a specialist with over 20 years' experience in the field of construction including public construction projects.

Gordon recently completed an assignment as **Site Representative** for: the **Shalin Liu Performance Center for Rockport Music; a new temple; and for rehab of school buildings** into senior housing for the Stratford Capital Group. He also just completed six faculty houses on the campus of Northfield Mount Herman.

Gordon's completed assignments include: **Clerk-of-the-Works** for the **new Millis Public Library, Walpole Public Library; Milton Public Library renovation and expansion project; Flint (Middleton) Public Library historic restoration, renovation and expansion project; Georgetown Public Library building addition and renovation project.** Other completed projects include: oversight of the **relocation and installation of temporary buildings** for the **Francis W. Parker Charter School; Site Representative** for the demolition phase of a renovation project at **St. John's Episcopal Church** in Beverly, MA; **Site Representative** services for the rehab of a school building into residential condominiums (**Brown School Residences** and the **Fulton Street Residences**); and a new \$9.5M **highway maintenance facility** for the **Town of Westford.** The Westford project involved extensive site work and infrastructure improvements; parking lot and entrance road construction; conservation related site work including detention and retention pond review; and utilities installation. The project also entailed quality inspections for 64,800 SF of administrative, vehicle storage and maintenance facilities, and an 8,000 SF pre-engineered storage facility.

Prior to joining Design Technique, Gordon served as **Senior Field Representative** with Geotechnical Services, Inc., Goffstown, NH where he was **responsible for on-site evaluation of steel erection, earthwork, concrete, asphalt, rebar, masonry, welding, fireproofing, roofing, and finishes.** Assignments have included: Ipswich Public Schools – geotechnical and structural field inspections for new high/middle school complex; Endicott College – geotechnical and structural finish inspections for residence hall and library addition; geotechnical and structural field inspections for projects at Oxford High School, Northbridge High School, and Wrentham Elementary School. At Brookstone Builders, Inc., Manchester, NH Gordon served as an **Estimator.** As **Project Manager/Estimator** with North Branch Construction, Henniker, NH Gordon performed design reviews, developed bid packages, managed subcontractors, controlled contract documents, estimated labor materials, managed budgets and submittals, ordered materials, directed site superintendents, and tracked progress.

In the USAF Gordon was a **Project Manager at Schriever AFB, CO.** His projects there included new construction, capital improvements and environmental projects for 120 facilities with utilities and infrastructure valued at \$45M. He managed budgets and submittals, performed design reviews and authored project specifications. In addition, Gordon served as **Facilities/Construction Manager at the USAF in Izmir AS, Turkey; Construction Management Supervisor at Malmstrom AFB, MT, and Construction Manager at Pease AB, NH.**

Gordon is a **Licensed Construction Supervisor.** He holds an **MS in Construction Management** from Northeastern University; **BS in Mathematics,** from Regis University, CO; and an AAS, in Engineering Technologies, from Community College of the Air Force. Gordon has taken additional management, engineering technician, and quality assurance training courses.



## Resume

**Seamus Fennessy, BSc MRICS**  
Principal/Owner  
*Estimator*

*Mr. Fennessy is a qualified and professionally trained Quantity Surveyor, having achieved his Bachelor Degree in 1991 and his professional qualification to the Royal Institution of Chartered Surveyors in 1992*

*Seamus is the founder of the firm and remains an active account manager. He has over 25 years of experience in the construction industry working as a cost planner, cost consultant and quantity surveyor in the United States and Overseas.*

*Seamus has gained the necessary experience and skills to effectively manage the construction costs of projects through his role as cost consultant and quantity surveyor on hundreds of projects in the USA, England, and Ireland and throughout the world.*

*Since arriving in the United States in 1993, Seamus has established construction budgets, prepared cost plans, compiled design stage estimates, assisted in contract price negotiations, provided both formal and informal value engineering, prepared life cycle cost analyses, prepared bid analyses, reviewed change orders and participated in litigation and arbitration cases on many facility types.*

*While working in the UK, Seamus performed all aspects of the role of a quantity surveyor, which in addition to cost consulting services included quantity surveys/measurements, fire insurance evaluations and project cost reporting activities on all building systems, including mechanical, electrical and plumbing systems.*

*Throughout Seamus's twenty five years of experience he has provided estimating services on projects ranging in construction cost from \$30,000 to over \$1 billion.*

### **Education:**

*Bachelors of Science – Quantity Surveying, Greenwich University, London, England Professional Associate of the Royal Institution of Chartered Surveyors, London, England*

### **Membership:**

*Royal Institution of Chartered Surveyors*

### **Experience:**

*Mr. Fennessy has provided cost management services on over 15 public libraries and 20 collegiate libraries.*

## **Fennessy Consulting Services**

27 Glen Street, Suite 9C, Stoughton, MA 02072, T: 781.344.4464 F: 781.344.4452

[www.fennessyconsulting.com](http://www.fennessyconsulting.com)

<p><b>Commonwealth of Massachusetts</b>  <b>DSB Application Form</b>  <b>(Updated May 2014)</b></p>	<p>1. Project Name/Location for Which Firm is Filing:  <b>Lynnfield Library,  Lynnfield, MA  Owner's Project Management Services</b></p>	<p>2a. DSB #</p> <p>Item #</p>																																																																								
<p>3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:  <b>Design Technique, Inc.  44 Merrimac Street  Newburyport, MA 01950</b></p>	<p>3e. Name Of Proposed Project Manager:    <b>John Sayre-Scibona</b></p>	<p>2b. Mass. State Project #</p>																																																																								
<p>3b. Date Present and Predecessor Firms Were Established:    <b>Firm Established: 1980</b>  <b>Firm Incorporated: 1997 to Present</b></p>	<p>3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:</p>																																																																									
<p>3c. Federal ID #:  <b>04-33632390</b></p>	<p>3g. Name and Address Of Parent Company, If Any:</p>																																																																									
<p>3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required):  <b>John Sayre-Scibona  President/Project Executive</b></p> <p><b>Jay Stanbury, AIA (MA #4528)  Assistant Project Manager</b></p> <p>Email Address <b>johnss@deztek.com</b>  Telephone No: <b>978 462-2094</b>  Fax No.: <b>978 462-0522</b></p>	<p>3h. Check Below If Your Firm Is Either:  (1) SDO Certified Minority Business Enterprise (MBE) <input type="checkbox"/>  (2) SDO Certified Woman Business Enterprise (WBE) <input type="checkbox"/>  (3) SDO Certified Minority Woman Business Enterprise (M/WBE) <input type="checkbox"/></p>																																																																									
<p>4. <b>Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):</b></p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">Admin. Personnel</td> <td style="width:10%;">1</td> <td style="width:10%;">( )</td> <td style="width:10%;">Ecologists</td> <td style="width:10%;">( )</td> <td style="width:10%;">Licensed Site Profs.</td> <td style="width:10%;">( )</td> <td style="width:10%;">Other</td> <td style="width:10%;">( )</td> </tr> <tr> <td>Architects</td> <td>2</td> <td>( 2 )</td> <td>Electrical Engrs.</td> <td>( )</td> <td>Mechanical Engrs.</td> <td>( )</td> <td>Proj. Managers</td> <td>3</td> </tr> <tr> <td>Acoustical Engrs.</td> <td></td> <td>( )</td> <td>Environmental Engrs.</td> <td>( )</td> <td>Planners: Urban./Reg.</td> <td>( )</td> <td>Site Rep.</td> <td>2</td> </tr> <tr> <td>Civil Engrs.</td> <td></td> <td>( )</td> <td>Fire Protection Engrs.</td> <td>( )</td> <td>Specification Writers</td> <td>( )</td> <td></td> <td></td> </tr> <tr> <td>Code Specialists</td> <td></td> <td>( )</td> <td>Geotech. Engrs.</td> <td>( )</td> <td>Structural Engrs.</td> <td>( )</td> <td></td> <td></td> </tr> <tr> <td>Construction</td> <td></td> <td>( )</td> <td>Industrial Hygienists</td> <td>( )</td> <td>Surveyors</td> <td>( )</td> <td></td> <td></td> </tr> <tr> <td>Cost Estimators</td> <td>1</td> <td>( 1 )</td> <td>Interior Designers</td> <td>( )</td> <td></td> <td>( )</td> <td>Total</td> <td>9</td> </tr> <tr> <td>Drafters</td> <td></td> <td>( )</td> <td>Landscape Architects</td> <td>( )</td> <td></td> <td>( )</td> <td></td> <td>4</td> </tr> </table>			Admin. Personnel	1	( )	Ecologists	( )	Licensed Site Profs.	( )	Other	( )	Architects	2	( 2 )	Electrical Engrs.	( )	Mechanical Engrs.	( )	Proj. Managers	3	Acoustical Engrs.		( )	Environmental Engrs.	( )	Planners: Urban./Reg.	( )	Site Rep.	2	Civil Engrs.		( )	Fire Protection Engrs.	( )	Specification Writers	( )			Code Specialists		( )	Geotech. Engrs.	( )	Structural Engrs.	( )			Construction		( )	Industrial Hygienists	( )	Surveyors	( )			Cost Estimators	1	( 1 )	Interior Designers	( )		( )	Total	9	Drafters		( )	Landscape Architects	( )		( )		4
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Drafters		( )	Landscape Architects	( )		( )		4																																																																		
<p>5. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																																																																										

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

**Awarding Authority**  
Town of Lynnfield

**Lynnfield Library  
Library Building Committee**

**John Sayre-Scibona**  
Principal  
Project Executive

• Business Manager + Office Support

**Jay Stanbury,**  
AIA, LEED AP  
MA #4528  
Assist. Project  
Manager

- MA-CHPS & LEED
- RFP/RFQ Development & Coordination
- Pre-qualifications & Public Bid Process
- Scheduling Development & Control
- Monthly Reports
- Recordkeeping
- Scheduling Development & Control
- Budget & Estimating
- Requisition Review
- Recordkeeping

**Complete Project Continuity**

- Coordinate & Manage Team
- Interface with Trustees / Building Committee
- Interact with Authorities having jurisdiction
- Design Related Management & Reviews
- Liaison with A/E Team & LEED Consultants
- Design Review
- Life Cycle Analysis
- Existing Conditions Review & Analysis
- Environmental Consultants
- Value Engineering
- Constructability Reviews
- Site Logistics

**Gordon Schaaf**  
Site Representative  
(aka: Clerk-of-the-Works)

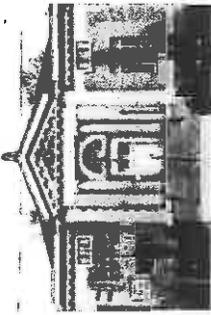
- Construction**
- Construction Site Management
  - Site Logistics
  - Oversee Quality Assurance & Testing
  - Building Commissioning
  - Construction Meetings
  - Daily Reports
  - Requisition Review
  - Furnishings & Fit-out
  - Closeout Items

**Seamus Fennessy BSc, MRICS**  
**Fennessy Consulting Services**

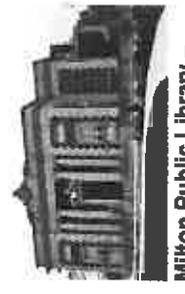
- o Estimator
  - Review Design Documents for SD, DD and CD estimates

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

<p>a. Name and Title Within Firm: <b>John Sayre-Scibona, President</b></p> <p>b. Project Assignment: <b>Project Executive</b></p>	<p>a. Name and Title Within Firm: <b>Jay Stanbury, AIA, LEED AP</b></p> <p>b. Project Assignment: <b>Assistant Project Manager</b></p>
<p>c. Name and Address Of Office In Which Individual Identified In 7a Resides: <b>Design Technique, Inc. 44 Merrimac Street Newburyport, MA 01950</b></p> <p>MBE <input type="checkbox"/> WBE <input type="checkbox"/></p>	<p>c. Name and Address Of Office In Which Individual Identified In 7a Resides: <b>Design Technique, Inc. 44 Merrimac Street Newburyport, MA 01950</b></p> <p>MBE <input type="checkbox"/> WBE <input type="checkbox"/></p>
<p>d. Years Experience: With This Firm: <u>18</u> With Other Firms: <u>20</u></p>	<p>d. Years Experience: With This Firm: <u>15+</u> With Other Firms: <u>+25</u></p>
<p>e. Education: Degree(s)/Year/Specialization San Jose State University – Course Work in Business</p>	<p>e. Education: Degree(s)/Year/Specialization BS. Boston Architectural Center 1974 Harvard University / Grad. Of Design 1976</p>
<p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number  OSHA Certified</p>	<p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number:  1980 / Architect MA #4528; AIA, LEED AP, OSHA Certified</p>
<p>g. Current Work Assignments and Availability For This Project:  <b>Christa McAuliffe Branch Library (Framingham) – In construction</b> <b>West Branch Library (Somerville) – In design</b></p>	<p>g. Current Work Assignments and Availability For This Project:  <b>Available</b></p>
<p>h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, if Not Current Firm):  John has over 25 years experience in various facets of the construction and building trades. His experience encompasses project management, scheduling and budget management for public and private libraries &amp; schools as well as commercial, retail and high-end residences. Clients have stated "John has been <i>insight into the building process &amp; and is expert in communications.</i>"</p> <ul style="list-style-type: none"> <li>● <u>PM:</u> Public Library renovations and additions: Managed/completed 12 renovation and addition projects for DTI (Charter School, Public Library construction and feasibility studies,) including all aspects of Public construction Law: RFP process, pre-qualification and bid/negotiate, certified payroll, DCAM certification, budget development and monitoring, VE, schedule monitoring, monthly reporting.</li> </ul>	<p>h. Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, if Not Current Firm):  Jay specializes in OPM as an advocate and representative of the Owner. Successfully completed projects have been the result of his pro-active approach to management, supported by a respect for the Architect's professional responsibilities, coupled with strong construction technology experience.</p> <ul style="list-style-type: none"> <li>● <u>OPM:</u> Masconomet Regional School addition/renovation for new middle/high school</li> <li>● <u>OPM:</u> Manchester/Essex Regional High School new building project with playing fields</li> <li>● <u>OPM:</u> numerous public library renovations &amp; additions</li> <li>● <u>OPM:</u> St. John's Preparatory School (Danvers, MA) - Campus Master Plan projects including new library and classroom renovations</li> </ul>

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include <b>ONLY</b> Work Which Best Illustrates Current Qualifications In The Areas Listed In The DSB Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address and Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs/(Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was Responsible.
 <p><b>1. West Branch Library</b> Somerville, MA <b>Library Building Project</b> Project Director: John Seyre-Scibona</p>	<p>OPM &amp; Site Rep. Assist with selection of designer and GC. Oversee design &amp; construction. Assist with work plan development, bid process, review, evaluation; monthly reporting; project schedule, VE, budget maintenance; verify payroll; site monitoring. MGL Ch. 149 &amp; DCAM evaluations</p>	<p>West Branch Public Library 40 College Avenue, Somerville, MA 02144  Angela Allen Somerville Purchasing Agent (617) 625-6600</p>	<p>In Design Est. Completion: Winter 2017</p>	<p>\$4-5million</p>	<p>\$300K</p>

 <p><b>2. Christa McAuliffe Branch Library</b> Framingham, MA <b>Library Building Project</b> <i>Project Director: John Sayre-Scibona</i></p>	<p>OPM &amp; Site Rep. Assist with selection of GC. Oversee design &amp; construction. Assist with work plan development, bid process, review, evaluation; monthly reporting; project schedule, VE, budget maintenance; verify payroll; site monitoring. MGL Ch. 149 &amp; DCAM evaluations</p>	<p>Framingham Public Library 49 Lexington Street Framingham, MA 01702  Mark Contois Director (508) 532-5570</p>	<p>Winter 2016</p>	<p>\$6.1million</p>	<p>\$220K</p>
 <p><b>3. Westwood Public Library</b> Westwood, MA <b>New Library Building Project</b> <i>Project Director: John Sayre-Scibona</i></p>	<p>OPM &amp; Site Rep. Assist with selection of designer and GC. Oversee design &amp; construction. Assist with work plan development, bid process, review, evaluation; monthly reporting; project schedule, VE, budget maintenance; verify payroll; site monitoring. MGL Ch. 149 &amp; DCAM evaluations LEED Certified</p>	<p>Westwood Public Library 660 High Street Westwood, MA 02090  Tom Viti, Director 781 320-1041</p>	<p>July 2013</p>	<p>\$12 million</p>	<p>\$710K</p>

 <p><b>4. Millis Public Library</b> Millis, MA <b>New Library Building Project</b> <i>Project Director: John Sayre-Scibona</i></p>	<p>OPM &amp; Site Rep. Assist with selection of designer and GC. Oversee design &amp; construction. Assist with work plan development, bid process, review, evaluation; monthly reporting; project schedule, VE, budget maintenance; verify payroll; site monitoring. MGL Ch. 149 &amp; DCAM evaluations LEED Certified</p>	<p>Millis Public Library 961 Main Street Millis, MA 02090  Wayne Klocko, PBC Chairman 781 799-3292</p>	<p>August 2013</p> <p>\$5.2 million</p> <p>\$212K</p>
 <p><b>5. Walpole Public Library</b> Walpole, MA <b>New Library Building Project</b> <i>Project Director: John Sayre-Scibona</i></p>	<p>OPM &amp; Site Rep. Assist with selection of designer and GC. Oversee design &amp; construction. Assist with work plan development, bid process, review, evaluation; monthly reporting; project schedule, VE, budget maintenance; verify payroll; site monitoring. MGL Ch. 149 &amp; DCAM evaluations LEED Certified (Gold)</p>	<p>Walpole Public Library 143 School Street Walpole, MA 02081  Jim Johnson, Ass't Town Administrator 508 660-7304</p>	<p>February 2012</p> <p>\$8 million</p> <p>\$363K</p>
 <p><b>6. Milton Public Library</b> Milton, MA <i>Project Director: John Sayre-Scibona</i></p>	<p>OPM &amp; FT Site Rep. Addition/Renovation of historic facility. Oversee design &amp; construction. Assist with bid process, review, evaluation; monthly reporting; cost &amp; schedule control, VE, budget maintenance; verify payroll; site monitoring; mitigation. MGL Ch. 149 &amp; DCAM evaluations</p>	<p>Milton Public Library 476 Canton Ave. Milton, MA 02186  Tom Martinson, Chair 617 720-6333</p>	<p>March 2009</p> <p>\$9.8 million</p> <p>\$467K</p>

 <p><b>6. Woburn Public Library</b> Woburn, MA <b>Addition / Renovation Project</b> <i>Project Director: John Sayre-Scibona</i></p>	<p><b>Grant Application:</b> OPM services for architect selection and feasibility through schematics of library building project. MGL Ch. 149</p>	<p><b>Woburn Public Library</b> 45 Pleasant Street Woburn, MA 01801  Richard Mahoney 781 933-0076</p>	<p>Through schematics only. Project was postponed pending grant approval.</p>	<p>\$30 million (estimated)</p>	<p>\$40K Grant Round Fees</p>
 <p><b>7. Flint Public Library</b> Middleton, MA <b>Addition / Renovation Project</b> <i>Project Director: John Sayre-Scibona</i></p>	<p><b>OPM &amp; Site Rep. Addition/Renovation project maintain historic features. Oversee design &amp; construction. Assist with bid process, review, evaluation; monthly reporting; project schedule, VE, budget maintenance; verify payroll; site monitoring. MGL Ch. 149 &amp; DCAM evaluations</b></p>	<p><b>Flint Public Library</b> One South Main Street Middleton, MA 01949  Ira Singer, Town Manager 978 777-3671</p>	<p>August 2008</p>	<p>\$5.9 million</p>	<p>\$261K</p>

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.

Total Construction Cost (In Thousands) of Active Projects (excluding studies): \$60,790K /\$60M		# of Active Projects: 3			
Role P, C, JV *	Phases St., Sch., D.D., C.D., A.C. *	Project Name, Location and Principal-In-Charge:	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, or Estimated if Not	Completion Date (Actual or Estimated) (R)Renovation or (N)New
P	Sch-AC	1 West Branch Public Library 40 College Avenue, Somerville, MA 02144	City of Somerville Angela Allen Purchasing Agent (617) 625-66	\$4,000K/\$5,000M \$4M-\$5M	11/16 (N/R)
P	Sch-AC	2. Christa McAuliffe Branch Library 746 Water Street Framingham, MA 01702	Town of Framingham Jenn Pratt Purchasing Agent (508) 532.5405	\$6,100K \$6.1M Estimated	12/15 (N)
P	Sch-AC	3. St. Mark's School STEM Project 25 Marlboro Road Southborough MA 01772	St. Mark's School Robert Meyer, Business Manager (508) 786-6171	\$12,000K \$12M	7/15 (N)
P	Sch-AC	Christa McAuliffe Charter School 139 Newbury Street Framingham, MA 01702	Christa McAuliffe Charter School Kristin Harrison, Director (508) 879-9000 ext. 55	\$4,000K \$4M	12/14 (R)
P	Sch-AC	5. Millis Public Library 996 Main Street Millis, MA 02054	Town of Millis Charles Aspinwall, Town Administrator (508) 376-7040	\$4,998K \$4.9M	8/13 (N)
P	Sch-AC	6. Westwood Public Library 660 High Street Westwood, MA	Town of Westwood Michael J. Jillet, Town Administrator (781) 326-4172	\$10,000K \$10M \$12M Total Proj.	7/13 (N)
P	Sch-AC	7. Walpole Public Library 143 School Street Walpole, MA 02081	Town of Walpole Jim Johnson Asst. Town Administrator (508) 660-7304	\$8,000 \$8M	2/12 (N)
P	Sch-AC	8. Milton Public Library 476 Canton Ave. Milton, MA 02186	Town of Milton Contact: Tom Martinson (617) 720-6333	\$9,800K \$9.8M	3/09 (N/R)

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

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

**See Section 2: SUMMARY OF QUALIFICATIONS & DEPTH OF EXPERIENCE**

11. Professional Liability Insurance:  
 Name of Company: **XL Specialty Insurance Company** Aggregate Amount: **\$1,000,000** Policy Number: **DPR9720616** Expiration Date: **12/07/15**  
**Higher coverages available upon request)**

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:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

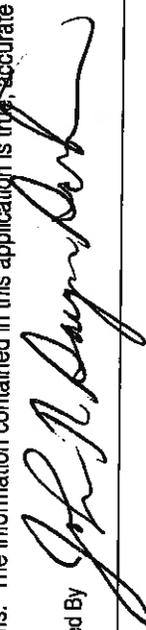
14. If Corporation, Provide Names Of All Members Of The Board Of Directors:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.	<b>JOHN SAYRE-SCIBONA, PRESIDENT</b>		<b>OPM</b>	d.			
b.				e.			
c.				f.			

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

Name and Title	% Ownership	MA Reg.#	Status/Discipline	Name and Title	% Ownership	MA Reg.#	Status/Discipline
a.	<b>John Sayre-Scibona, Pres.</b>	<b>100%</b>		d.			
b.				e.			
c.				f.			

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

Submitted By:  Printed Name and Title: **JOHN R. SAYRE-SCIBONA, President** Date: **June 1, 2015**

DSB  
S-CA

Commonwealth of Massachusetts  
Designer Selection Board SUB-CONSULTANT ACKNOWLEDGMENT

Project: Lynnfield Public Library

Applicant Designer: Design Technique, Inc.

Sub-consultant: Fennessy Consulting Services

**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

Seamus Fennessy - Principal/Owner

Print Name and Title

Date June 1, 2015

**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.**

**CERTIFICATION OF TAX COMPLIANCE**

Pursuant to M.G.L. Chapter 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, the Respondent is in compliance with all laws of Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

**04-3363290**

Federal Identification Number

**Design Technique, Inc.**

Corporate Name

**Design Technique, Inc.**

Company

**44 Merrimac Street**

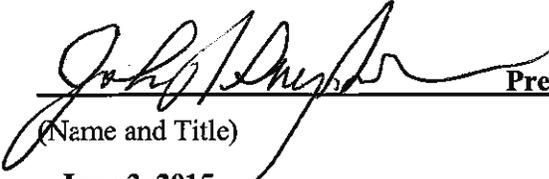
Address

**Newburyport, MA 01959**

Phone Number

**(978) 462-2094**

(Authorized Signature of individual submitting bid or proposal)

  
**President**  
(Name and Title)

**June 3, 2015**

Date

**Form RCB-1**  
**References and Company Background**

Name and Address of Proposer Design Technique, Inc.

44 Merrimac Street, Newburyport, MA 01950

Indicate the number of years the firm has been in business. **35 years (Incorporated for 18)**

Indicate the number of years the firm has been providing services to municipalities. **20 + years**

Provide at least four references of persons who are familiar with your work. The Town of Lynnfield is to have express permission to contact either in person, by phone/or correspondence as to past performance. **Include Name, Address, and Telephone Number with area code and email address.**

**1. Mark Contois, Director, Framingham Public Library**

**49 Lexington Street, Framingham, MA**

**(508) 532-5570 / mjc@framinghamma.gov**

**2. Wayne Klocko, Chairman, Permanent Building Committee / Millis Public Library**

**c/o: Town Hall 900 Main Street, Millis, MA**

**(781) 799-3292 / wayne.klocko@gmail.com**

**3. Tom Martinson, Chair of Library Building Committee / Milton Public Library**

**50 Congress Street, Boston, MA 02109**

**(617) 720-6333 / tmartinson@bralexander.com**

**4. Pete Jackson, Chair, Building Committee / Harvard Public Library**

**46 Jacob Gates Road, Harvard, MA 01451**

**(978) 456.8864 / paction@charter.net**

**Signatures for Corporation or Limited Liability Company**

**Design Technique, Inc.**

Name of Corporation

**June 3, 2015**

Date

**John Sayre-Scibona**

Printed Name and Title of Duly

Authorized Company Officer

Corporate Seal (affix below)

  
Signature

**(978) 462-2094**

Telephone Number

**(978) 465-0522**

Fax Number

**johnss@deztek.com**

E-Mail Address

**44 Merrimac Street**

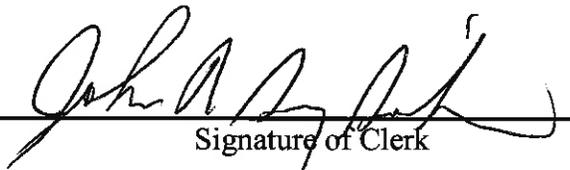
Address

**Newburyport, MA 01950**

City, State, Zip Code

**04-3363290**

FID Number

  
Signature of Clerk

Please furnish the following additional information:

Organized in what state? **Massachusetts**

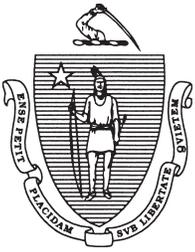
President: **John Sayre-Scibona**

Treasurer: **John Sayre-Scibona**

Secretary: **Elizabeth Sayre-Scibona**

If you are a foreign (out of state) corporation, are you registered with the Secretary of the Commonwealth in accordance with the provisions of M.G.L. Chapter 156D § 15.03?\*

\*If you are selected for this work, you are required to obtain from the Secretary of State, Foreign Corporation Section, a certificate stating that your corporation is registered, and to furnish said certificate to the Town of Lynnfield before award.



*The Commonwealth of Massachusetts*  
*Secretary of the Commonwealth*  
*State House, Boston, Massachusetts 02133*

William Francis Galvin  
Secretary of the  
Commonwealth

Date: September 09, 2014

To Whom It May Concern :

I hereby certify that according to the records of this office,

**DESIGN TECHNIQUE, INC.**

is a domestic corporation organized on **April 10, 1997** , under the General Laws of the Commonwealth of Massachusetts. I further certify that there are no proceedings presently pending under the Massachusetts General Laws Chapter 156D section 14.21 for said corporation's dissolution; that articles of dissolution have not been filed by said corporation; that, said corporation has filed all annual reports, and paid all fees with respect to such reports, and so far as appears of record said corporation has legal existence and is in good standing with this office.



In testimony of which,

I have hereunto affixed the

Great Seal of the Commonwealth

on the date first above written.

A handwritten signature in cursive script, reading "William Francis Galvin".

Secretary of the Commonwealth

Certificate Number: 14099328550

Verify this Certificate at: <http://corp.sec.state.ma.us/CorpWeb/Certificates/Verify.aspx>

Processed by: tad



# CERTIFICATE OF LIABILITY INSURANCE

OP ID: LL

DATE (MM/DD/YYYY)

12/18/2014

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

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

<b>PRODUCER</b> Poole Professional Ltd. 107 Audubon Rd. #2, Ste. 305 Wakefield, MA 01880 Christopher A. Poole		<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: <b>DESIG-9</b>		FAX (A/C, No):	
<b>INSURED</b> Design Technique, Inc. 44 Merrimac Street Newburyport, MA 01950		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : <b>XL Specialty Insurance Company</b> INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :			<b>NAIC #</b> <b>37885</b>

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$ \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> N <input checked="" type="checkbox"/> A				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
<b>A</b>	<b>Prof. Liability</b>			<b>DPR9720616</b>	<b>12/07/2014</b>	<b>12/07/2015</b>	<b>Per Claim 500,000</b> <b>Aggregate 1,000,000</b>

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

**CERTIFICATE HOLDER****CANCELLATION**

<b>For Proposal Use Only</b> PROPO-1	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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# CERTIFICATE OF LIABILITY INSURANCE

OP ID: LL

DATE (MM/DD/YYYY)  
12/18/2014

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

<b>PRODUCER</b> Poole Professional Ltd. 107 Audubon Rd. #2, Ste. 305 Wakefield, MA 01880 Christopher A. Poole		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> _____ <b>FAX (A/C, No):</b> _____ <b>E-MAIL ADDRESS:</b> _____ <b>PRODUCER CUSTOMER ID #: DESIG-9</b>	
<b>INSURED</b> Design Technique, Inc. 44 Merrimac Street Newburyport, MA 01950		<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
		INSURER A : <b>Phoenix Insurance Company</b>	<b>25623</b>
		INSURER B : <b>Charter Oak Fire Ins. Co.</b>	<b>25615</b>
		INSURER C : <b>Travelers Indemnity Co.</b>	<b>25658</b>
		INSURER D : <b>Travelers Indemnity Co America</b>	<b>19038</b>
		INSURER E :	
		INSURER F :	

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

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X	X	6801583L326	05/08/2014	05/08/2015	EACH OCCURRENCE \$ <b>1,000,000</b>
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>1,000,000</b>						
							MED EXP (Any one person) \$ <b>10,000</b>
							PERSONAL & ADV INJURY \$ <b>1,000,000</b>
							GENERAL AGGREGATE \$ <b>2,000,000</b>
							PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
							\$
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X	X	BA1583L953	05/08/2014	05/08/2015	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b>
	BODILY INJURY (Per person) \$						
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (PER ACCIDENT) \$
							\$
							\$
C	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ _____ RETENTION \$ _____	X	X	UP-6337Y081	05/08/2014	05/08/2015	EACH OCCURRENCE \$ <b>3,000,000</b>
	AGGREGATE \$ <b>3,000,000</b>						
							\$
							\$
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	X	UB5887Y056	05/01/2014	05/01/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	E.L. EACH ACCIDENT \$ <b>1,000,000</b>						
	E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b>						
							E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
**Insurance is primary and non-contributory.**

**CERTIFICATE HOLDER****CANCELLATION**

<b>For Proposal Use Only</b>  PROPO-1	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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