

Project:    REQUEST FOR QUALIFICATIONS – Littleton Town Building and Space Needs Project, Designer Services

From:       David Sisson Architecture PC  
              345 Taunton Ave.  
              East Providence RI 02914  
              [info@ds-arch.com](mailto:info@ds-arch.com)  
              401-595-7070

Attn.:       Town of Littleton  
              Office of the Town Administrator  
              Town Hall  
              37 Shattuck Street  
              Littleton, MA 01460

Proposed team:

Project Lead:	David Sisson Architecture PC
Principal In Charge:	David Sisson
Project Manager:	James Waithaka

Proposed methodology:

We are proposing a collaborative and integrative process with stakeholders from the Town of Littleton, the Owner's Project Manager and any other stakeholders as required.

It is understood that the departments for the Town of Littleton have outgrown their current space at the old Shattuck Street Library and is looking to expand with the initial step of carrying out a study of the current and future needs of the various Town departments. This study will inform the decision to either renovate existing structures or develop new facilities on the same site. Secondly, the study will inform the design of the proposed new town campus consisting of a Town Hall and Community Center (Senior Center, Park & Rec and Cable Studio) to be located on Shattuck Street.

The proposed project phases and submission requirements include:

#### **Phase 1 - Pre-Design Phase**

1. Inspection and verification of existing conditions of the site and Shattuck Street School building
2. Meet with various departments to outline space requirements. Document and study the Town's space needs
3. Environmental, site and hazardous material testing as required
4. Document and study the Town's space needs. Review applicable codes and regulations relating to the project
5. Formulate alternative approaches to the design of the project

6. Meeting with the Project Manager and Town Officials to review the initial findings, study results, recommendations, and potential future Scope of Work

*The following phases are based upon the funding, approval and contract award by Town Of Littleton*

## **Phase 2 – Design and Construction**

### **Schematic Design and Design Development**

1. Meeting with the Project Manager and Town Officials to review potential Scope of Work
2. Prepare a Schematic Design submission incorporating the agreed Scope of Work
3. Prepare an Opinion of Probable Costs for the Schematic Design Submission
4. Meeting with the Project Manager and Town Officials to review Schematic Design package
5. Prepare a Design Development submission incorporating the agreed Scope of Work
6. Deliverable: Design Development drawing and outline specification package
7. Deliverable: Prepare an Opinion of Probable Costs for the Design Development Submission

### **Construction Documents**

1. Meeting with the Project Manager and Town Officials to review Design Development package
2. Prepare and submit a Construction Document submission for review. The Submission will include a revised Opinion of Probable Costs (as required)
3. After review by the Committee members, incorporate any changes to the construction documents
4. Prepare the final Construction Document and Specifications package
5. After review by the Project Coordinator and relevant parties, incorporate any changes to the construction documents
6. Prepare the final construction contract document and Specifications package for bid

### **Bidding**

1. It is assumed that you will want to do electronic bidding for this project. We would transmit it to either BidDocs, Project Dog, etc., for electronic bidding
2. Prepare any required addenda and transmit to potential bidders
3. Schedule, attend, and conduct a pre-bid conference, at project site
4. Review bids and prepare a letter of recommendation for award of the contract to the Town officials and relevant parties

### **Construction Administration Services**

1. Review and approve shop drawing submittals
2. Provide technical assistance on any contract document questions via a formal RFI (Request For Information) process
3. Conduct weekly job meetings at the project sites in order to observe the quality and progress of work. Prepare and submit the minutes of the job meetings, including field reports
4. Review and approve contractor's Requests for Payments
5. Review and respond to potential change orders
6. Conduct a Punch List inspection and prepare a punch list
7. Conduct a Final Inspection and prepare "close-out" documents

**You had specific questions in the RFQ you wanted addressed in our response. Additionally, we'd like to answer common questions here:**

- A. Outline of prior experience working with public building projects.

*We have extensive experience on public and municipal projects of many sizes – from maintenance sized projects to full buildings – new and renovated. We have additional experience in similar project sectors such as religious and healthcare. Some selected projects are outlined later in this RFQ and in our attached portfolio cutsheets.*

- B. Demonstration of staff qualifications that show strong skills and working knowledge of code issues and accessibility requirements that will enable successful design solutions.

*We work to meet or exceed code and accessibility requirements in all our projects, and provide building departments with fire and life safety plans and code reviews for all projects as a matter of course. This extensive process allows us to permit projects faster and demonstrate safety and accessibility. Because of this process, we have developed an in-house expertise in code and accessibility requirements. Additionally, we work to find alternative solutions, when feasible, to achieve code compliance, sometimes at a reduced cost.*

- C. Resumes of staff indicating professional registrations, specialties and experience.

*Please see attached resumes for our key staff*

- D. Knowledge of Massachusetts public construction laws and procedures and demonstrated experience in the planning, design and construction of municipal building projects under MGL Ch. 149.

*We have completed several projects in MA under MGL 149 and 149A*

- E. Financial strength and solvency of the firm.

*Our firm has been in business for six years and has always shown a healthy profit. In 2017, we were able to demonstrate this financial security to the SBA when we were able to take an SBA loan to assist with the purchase of our building. Beyond this single loan, we have always been a cash-positive practice.*

- F. Professional liability insurance in the amount of \$1,000,000.

*Please see attached insurance forms outlining the various insurances we carry.*

If you have any questions or requests, please do not hesitate to call.

Sincerely,



David Sisson

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**Proposed work plan & schedule of completion. NOTE: project schedule is based on the proposed timeline outlined in the RFQ.**

February 5, 2019 → Proposals due



8 Days



February 13, 2019 → Firm Interviews (Tentative per RFQ)



7 Days



February 20, 2019 → Project awarded



7 Days → Negotiate fee & sign contract



February 27, 2019 → Phase 1/ Pre-Design begins,



- 90 days
- Meeting with stakeholders on space needs
  - Consultant team existing condition investigation, tests and studies
  - Overall site campus review/ investigation
  - Consultant team report compilation
  - Potential



May 28, 2019 → Study/ report submission



7 days (Project Manager/ Departmental review)



June 4, 2019 → Meeting with Project Manager and Town Officials for study presentation and review



Phase 2/ Design and Construction – *To Be Determined*

**David Sisson Architecture PC**  
**345 Taunton Ave.**  
**East Providence RI 02914**  
**401-595-7070**  
**www.ds-arch.com**  
**dave@ds-arch.com**

## **Capabilities Statement**

David Sisson Architecture PC is a strong - service professional Architectural firm focused on residential, commercial, institutional and municipal markets. Our experience and service includes projects from \$25,000 to over \$20,000,000. We are an S-corporation headquartered in Rhode Island. We enjoy challenging projects including zoning, planning and wetlands/coastal challenges and working with clients with collaborative decision-making processes.

### **Education**

University of Michigan, Ann Arbor MI 1995 - B. Architecture  
Rice University, Houston, TX 1999 - M. Architecture

### **Architectural Licenses**

Massachusetts #31932  
Rhode Island #4510  
New York #034332  
Washington #9560

### **Employees**

David Sisson - President / Principal In Charge  
James Waithaka - Project Manager  
Abd Soufan - Intern Architect  
Jennifer Quinn - Intern Architect

**Additional:** LEED Accredited Professional BD+C #10823359

### **Insurance**

Professional Liability - We maintain an errors and omissions policy for our architectural practice of \$500,000 each claim / \$1,000,000 aggregate.

General Liability - We maintain a general liability policy of \$1,000,000.

DUNS #079419824

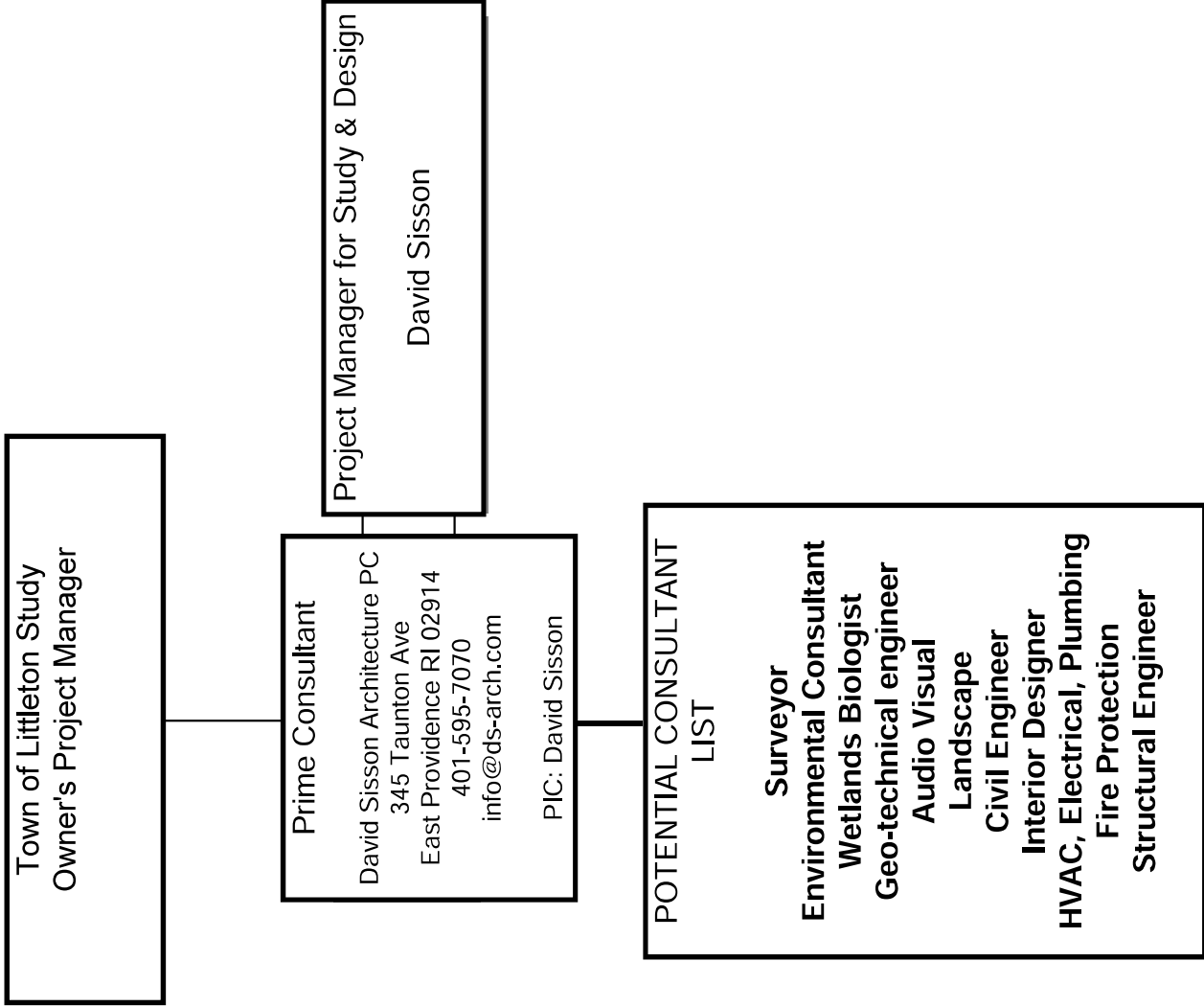
### **David Sisson - selected experience previous to David Sisson Architecture PC**

HOLT Architects, Ithaca, NY - Project Manager (responsible for multimillion dollar projects in mixed use/multifamily, healthcare and governmental sectors)  
ZGF Architects, Seattle WA - Project Architect (responsible for multimillion dollar projects in healthcare sectors)  
Mitchell and Mouat Architects, Ann Arbor, MI - Project Architect (responsible for multimillion dollar projects in the educational sector)  
Dillon Kyle Architects, Houston TX - Project Architect (responsible for high end residential projects)  
Glassman Shoemaker Maldonado, Houston TX - Project Architect (responsible for high end residential projects)

We have many repeat clients and satisfied customers that call upon us regularly to perform architectural and consulting tasks because of our technical expertise, practical knowledge of the construction process and emphasis on professionalism and communication. Please contact us regarding the type of project that you are interested in and we will provide a list of applicable references.

<b>Commonwealth of Massachusetts</b>  <b>Standard Designer Application</b> <b>Form for Municipalities and Public</b> <b>Agencies not within DSB</b> <b>Jurisdiction (Updated July 2016)</b>	1. Project Name/Location For Which Firm Is Filing: Littleton Town Building and Space Needs Project - Town of Littleton Office of the Town Administrator Town Hall 37 Shattuck Street, Littleton, MA 01460		2. Project # Study-Littleton-SpaceNeeds-2019  This space for use by Awarding Authority only.																																																																																											
3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:  David Sisson Architecture PC 345 Taunton Ave, East Providence 02914	3. Name Of Proposed Project Manager:  For Study: (if applicable) David Sisson For Design: (if applicable)																																																																																													
3b. Date Present and Predecessor Firms Were Established:  July 2013	3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:  N/A																																																																																													
3c. Federal ID #: 47-1443562	3g. Name and Address Of Parent Company, If Any:  N/A																																																																																													
3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required):  David Sisson, President (MA registration #31932)  Email Address: dave@ds-arch.com  Telephone No: 401-595-7070 Fax No.:																																																																																														
3. 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 (MWBE) <input type="checkbox"/> (4) SDO Certified Service Disabled Veteran Owned Business Enterprise (SDVOBE) <input type="checkbox"/> (5) SDO Certified Veteran Owned Business Enterprise (VBE) <input type="checkbox"/>																																																																																														
4. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):  <table border="0"> <tr> <td>Admin. Personnel</td> <td>( )</td> <td>( )</td> <td>( )</td> <td>( )</td> <td>( )</td> <td>( )</td> <td>( )</td> <td>( )</td> <td>( )</td> </tr> <tr> <td>Architects</td> <td>4</td> <td>( 1 )</td> <td>Ecologists</td> <td>( )</td> <td>( )</td> <td>Licensed Site Profs.</td> <td>( )</td> <td>( )</td> <td>( )</td> </tr> <tr> <td>Acoustical Engrs.</td> <td>( )</td> <td>( )</td> <td>Electrical Engrs.</td> <td>( )</td> <td>( )</td> <td>Mechanical Engrs.</td> <td>( )</td> <td>( )</td> <td>( )</td> </tr> <tr> <td>Civil Engrs.</td> <td>( )</td> <td>( )</td> <td>Environmental</td> <td>( )</td> <td>( )</td> <td>Planners: Urban./Reg.</td> <td>( )</td> <td>( )</td> <td>( )</td> </tr> <tr> <td>Code Specialists</td> <td>( )</td> <td>( )</td> <td>Fire Protection</td> <td>( )</td> <td>( )</td> <td>Specification Writers</td> <td>( )</td> <td>( )</td> <td>( )</td> </tr> <tr> <td>Construction Inspectors</td> <td>( )</td> <td>( )</td> <td>Geotech. Engrs.</td> <td>( )</td> <td>( )</td> <td>Structural Engrs.</td> <td>( )</td> <td>( )</td> <td>( )</td> </tr> <tr> <td>Cost Estimators</td> <td>( )</td> <td>( )</td> <td>Industrial</td> <td>( )</td> <td>( )</td> <td>Surveyors</td> <td>( )</td> <td>( )</td> <td>( )</td> </tr> <tr> <td>Drafters</td> <td>( )</td> <td>( )</td> <td>Interior Designers</td> <td>( )</td> <td>( )</td> <td></td> <td>( )</td> <td>( )</td> <td>( )</td> </tr> <tr> <td></td> <td>( )</td> <td>( )</td> <td>Landscape</td> <td>( )</td> <td>( )</td> <td>Total</td> <td>( )</td> <td>( )</td> <td>( )</td> </tr> </table>					Admin. Personnel	( )	( )	( )	( )	( )	( )	( )	( )	( )	Architects	4	( 1 )	Ecologists	( )	( )	Licensed Site Profs.	( )	( )	( )	Acoustical Engrs.	( )	( )	Electrical Engrs.	( )	( )	Mechanical Engrs.	( )	( )	( )	Civil Engrs.	( )	( )	Environmental	( )	( )	Planners: Urban./Reg.	( )	( )	( )	Code Specialists	( )	( )	Fire Protection	( )	( )	Specification Writers	( )	( )	( )	Construction Inspectors	( )	( )	Geotech. Engrs.	( )	( )	Structural Engrs.	( )	( )	( )	Cost Estimators	( )	( )	Industrial	( )	( )	Surveyors	( )	( )	( )	Drafters	( )	( )	Interior Designers	( )	( )		( )	( )	( )		( )	( )	Landscape	( )	( )	Total	( )	( )	( )
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5. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No																																																																																														


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



<p>7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers.</u> Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.</p>			
a.	Name and Title Within Firm: David Sisson / President / PIC	a.	Name and Title Within Firm: See attached resumes for additional personnel
b.	Project Assignment: PIC/ Project Manager	b.	Project Assignment:
c.	<p>Name and Address Of Office In Which Individual Identified In 7a Resides:</p> <p>David Sisson Architecture PC MBE <input type="checkbox"/></p> <p>345 Taunton Ave WBE <input type="checkbox"/></p> <p>East Providence, RI 02914 SDVOBE <input type="checkbox"/></p> <p>VBE <input type="checkbox"/></p>	c.	<p>Name and Address Of Office In Which Individual Identified In 7a Resides:</p> <p>MBE <input type="checkbox"/></p> <p>WBE <input type="checkbox"/></p> <p>SDVOBE <input type="checkbox"/></p> <p>VBE <input type="checkbox"/></p>
d.	Years Experience: With This Firm: 6 With Other Firms: 15	d.	Years Experience: With This Firm: With Other Firms:
e.	<p>Education: Degree(s) /Year/Specialization</p> <p>BS Architecture/University of Michigan/1995/Architecture</p> <p>Master of Architecture/University/Rice University/1999/Architecture</p>	e.	Education: Degree(s) /Year/Specialization
f.	<p>Active Registration: Year First Registered/Discipline/Mass Registration Number</p> <p>Initial registration: 2008 / Washington State</p> <p>MA registration: Architect / #31932</p>	f.	Active Registration: Year First Registered/Discipline/Mass Registration Number
g.	<p>Current Work Assignments and Availability For This Project</p> <p>Ongoing workload on approximately 3 projects.</p> <p>Availability - primary contact for this project</p>	g.	Current Work Assignments and Availability For This Project:
h.	<p>Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):</p> <p>HOLT Architects (Ithaca NY) Project Manager 2010-2013</p> <p>Zimmer Gunsul Frasca (Seattle WA) Project Architect 2007-2010</p> <p>Mitchell and Mouat (Ann Arbor MI) Project Architect 2002-2005</p>	h.	Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):

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 Advertisement (List Up To But Not More Than 5 Projects).						
a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	c. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)		Fee for Work for Which Firm Was Responsible
				Construction Costs (Actual, Or Estimated If Not Completed)		
(1)  Town of Oak Bluffs MA	STUDY TO EVALUATE CONDITION OF EXISTING ROOF AND HVAC EQUIPMENT, OFFER DESIGN ALTERNATIVES AND ESTIMATE PROBABLE CONSTRUCTION COSTS. ASSIST WITH PUBLIC FUNDING PROCESS. FUTURE PHASE: REPLACE EXISTING ROOF	Robert Whritenour Town Administrator 56 School St., Oak Bluffs, MA 02568 rwhritenour@oakbluffsma.gov 508-693-3554	December 2017	\$5M		\$18K for study
(2)  Town of Oak Bluffs MA	DESIGN FOR REPLACEMENT OF ROOF AND ROOFTOP HVAC EQUIPMENT, INCLUDING SLOPED AND FLAT ROOFING, ARCHITECTURAL METALS, FALL PROTECTION, SKYLIGHTS	Robert Whritenour Town Administrator 56 School St., Oak Bluffs, MA 02568 rwhritenour@oakbluffsma.gov 508-693-3554	Design - Oct. 2018 Construction - 2019	\$5M		\$240K
(3)  QHA-O'Brien Towers QUINCY, MA	Replacement of exterior windows & sliding doors at 8 story residential tower	Ric Mahoney QUINCY HOUSING AUTHORITY 80 CLAY STREET QUINCY, MA 02170 (617) 847-4350 Ext. 500	Design - Oct. 2018 Construction - 2019	\$2.5M		\$34K
(4)  Tompkins County Legislature	Renovation of historic courthouse into county legislative meeting chambers, including community access television and A/V capabilities	Arel LeMaro 607-274-0300	2013	\$750K		(project done with HOLT Architects)
(5)  GSA Leases	9,000 sf office and garage facility to serve federal governmental agency	Mark Monahan Department of Justice 202-648-7771	August 2018	\$1.6M		\$18K




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. <b>APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.</b>				
	<b>Be Specific – No Boiler Plate</b>		See attached		
11.	Professional Liability Insurance:				
	Name of Company	Aggregate Amount	Policy Number	Expiration Date	
	XL Specialty Insurance Co	\$1M	DPR9921961	02/05/2019	
12.	Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer <b>YES</b> or <b>NO</b> . 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 #	Title	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 #	Title	Status/Discipline
	a. David Sisson	President	#31932	Architecture	d.
	b.				e.
	c.				f.
15.	Names Of All Owners (Stocks Or Other Ownership):				
	Name And Title	% Ownership	MA. Reg.#	% Ownership	Status/Discipline
	a. David Sisson	President			d.
	b.	100%	#31932	Architecture	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 7C, Section 44 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.				
	Submitted by (Signature)		Printed Name and Title		Date
			David Sisson / President		01-31-2019

## LITTLETON MUNICIPAL BUILDING - REQUIRED FORMS

### CERTIFICATE OF NON-COLLUSION

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

  
\_\_\_\_\_  
Signed

01-29-2019  
\_\_\_\_\_  
Date

David Sisson, President  
\_\_\_\_\_  
Name and Title

NAME OF PROPOSER: David Sisson Architecture PC  
\_\_\_\_\_

## LITTLETON MUNICIPAL BUILDING - REQUIRED FORMS

### TAX CERTIFICATION

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



\_\_\_\_\_  
\*\*Signature of Individual

47-1443562

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

By: David Sisson, President  
Corporate Officer  
(Mandatory, if applicable)

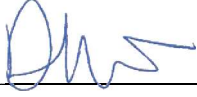
Date: 01-29-2019

NAME OF CONTRACTOR: David Sisson Architecture PC

## **LITTLETON MUNICIPAL BUILDING - REQUIRED FORMS**

### STATEMENT ON MGL AND BUILDING CODE

I certify, on behalf of the Proposer named below, that all information provided to the Town of Littleton in response to the Town's RFQ for Owner's Project Manager Services for the Town's Municipal building Project is submitted under penalties of perjury and that I am familiar with the State Building Code and also Massachusetts General Laws, Chapter 149, Sections 44A-44H and Section 44M, Chapter 193 of the Acts of 2004, and General Laws Chapter 30, Section 39M.

 _____ Signed	 _____ 01-29-2019 Date
 _____ David Sisson, President Name and Title	
 _____ David Sisson Architecture PC Name of Proposer	

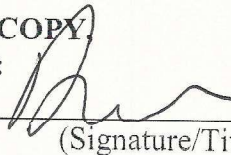
LITTLETON MUNICIPAL BUILDING - REQUIRED FORMS

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

At a duly authorized meeting of the Board of Directors/Members/Partners of the DAVID SISSON ARCHITECTURE PC  
(Name of Entity)  
held on 01-29-2019 (Date) at which all the Directors/Members/Partners were  
present or waived notice, it was voted that DAVID SISSON PRESIDENT  
DAVID SISSON (Name) (Officer/Title)  
of this company, be and he hereby is authorized to execute contracts and bonds in the name and  
behalf of said company, and affix its Corporate Seal thereto, and such execution of any contract of  
obligation in this company's name on its behalf of such DAVID SISSON under  
seal of the (Officer) company, shall be  
valid and binding upon this company.

A TRUE COPY

ATTEST:



PRESIDENT

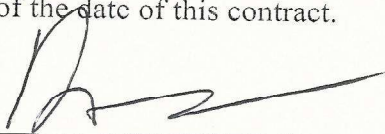
(Signature/Title)

Place of  
Business:

345 TAUNTON AVE

EAST PROVIDENCE, RI 02914

I hereby certify that I am the PRESIDENT of the DAVID SISSON ARCHITECTURE PC  
(Title) (Name of Corporation)  
that DAVID SISSON is duly elected PRESIDENT  
(Officer, Name) (Title)  
of said company, and the above vote has not been amended or rescinded and remains in full force  
and effect as of the date of this contract.



PRESIDENT

(Signature/Title)

DAVID SISSON, PRESIDENT

(Typed Name/Title)

01-29-2019

(Date)

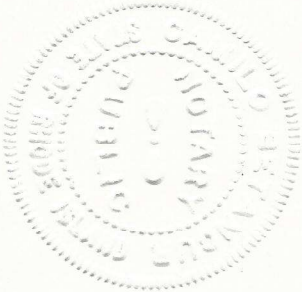
Subscribed and sworn to before me

(Corporate Seal)

If applicable (i.e., not necessary for sole proprietorships or *partnerships*)  
this 29 day of January, 2010

[Signature] (Notary Seal)  
Notary Public

My Commission Expires \_\_\_\_\_



CAMILLO BETANCUR  
Notary Public, State of Rhode Island  
My Commission Expires Sept. 13, 2022



# Dave Sisson

238 5<sup>th</sup> St.  
Providence RI 02906

tel: 401.595.7070  
dave@ds-arch.com

## Education

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**Rice University** – *Master of Architecture, 1999*

*Houston, Texas*

**University of Michigan** – *Bachelor of Science in Architecture, 1995*

*Ann Arbor, Michigan*

## Experience

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### David Sisson Architecture PC

*President*

*Providence RI  
2013-present*

- Multiple projects in residential and commercial sectors.

### HOLT Architects

*Project Manager*

*Ithaca, New York  
2011-2013*

- Cayuga Medical Center – Surgical addition and renovations – Technical production of building envelope and mechanical spaces. Project awarded LEED registered status.
- Seneca Way Apartments – \$9 Million, 65,500 square foot mixed use office and apartment building including site plan approval with the City of Ithaca Planning board. Project seeking LEED Platinum.
- Tompkins County Legislature – managed design and production of renovation of historic courthouse into County legislative offices and public meeting chambers.
- Cayuga Medical Center – Gastroenterology Clinic – worked as a team member throughout project, specifically coordinating building envelope, building code analysis, consultant coordination and managing of junior team members.

### Zimmer Gunsul Frasca Architects

*Project Architect*

*Seattle, Washington  
2007 – 2010*

- Providence Regional Medical Center Everett – Central Utility Plant – managed design and production of 25,000 square foot, \$40 million utility plant from Schematic Design through Construction, including complex city and neighborhood approval process. Significant client contact and consultant management and coordination were required for this project.
- Providence Regional Medical Center Everett – C Wing renovations – Schematic Design – managed design and production of schematic design documents including programming with owner and coordination of consultants.
- Providence Regional Medical Center Everett – Campus Master Plan and rezoning – expansion plans for hospital required rezoning of newly purchased 9 acre property. Prior to purchase, client explored master plan design alternatives with ZGF. Subsequently to purchase, the city required additional refinement of the Master Plan to approve rezone of property. Significant public input and complex approval process required for this project.

### Mitchell and Mouat Architects

*Project Architect*

*Ann Arbor, Michigan  
2004 – 2005 & 1996*

- Ann Arbor Public Schools – collaborated on the development of multiple projects district wide, including: designed \$2.1 million Stone School additions and renovations; managed \$3 million electrical upgrades project at Huron High School; produced comprehensive master plan for Pioneer High School's athletic campus; guided \$1.3 million in athletics-related projects; assisted with complex administration of multiple funding sources for long-term phased projects.
- Headed historic preservation team in production of feasibility and recommendations document for rehabilitation of historic boathouse at the Cranbrook Educational Community.
- Administered construction of Applied Process Offices and Research and Development Lab suite in Livonia, Michigan.
- Assisted with design, detailing and construction documentation for the \$1.3 million Lake Erie Transit Authority Bus Terminal in Monroe, MI.
- Contributed to design and documentation of multiple projects for Whitmore Lake Public Schools and Albion Public Schools.

Additional work and project experience available on request.

## Additional

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- Registered Architect, State of Rhode Island, #4510, State of Massachusetts, #xx, State of New York, #034332, State of Washington, #9560.
- NCARB certificate #66177.
- Former Planning Commissioner, City of Ypsilanti, Michigan, 2005.



# JAMES WAITHAKA

## EDUCATION

**Master of Architecture**  
December 2009

The University of Texas, Arlington

**Bachelor of Science in Architecture**  
August 2006

The University of Texas, Arlington

## EXPERIENCE

### **Project Designer and Manager (PD/PM)**

Schematic and Design development

Feasibility study and programming schematics. Conceptual design and presentation package layout with 3D modeling.

Permit Documents: Building code, FHA, ADA research and revision per jurisdiction comments. Consultant team coordination.

Construction Documents: Revision and consultant team coordination. Addenda coordination and issue.

Construction Administration: RFI and ASI coordination. Submittal and shop drawing review, site visit and field observation. Coordination of consultant document revisions.

## ENDEAVORS

### **Multi-Family and Mixed Use Projects**

Southtown Flats (PD/PM) - 229 units with leasing, art gallery, amenity center and pool courtyard. 5 story Type III FRT wood construction with Type 1 pre-cast garage

Project phasing including multiple firewalls

Eastern Phase 1 (PD/PM) - 40 units with private garages 3 story Type V wood construction

Vickery lofts (PD/PM) - Abandoned 2 story Type 1 concrete building renovation into 40 units with enclosed garage. Third story addition with fire barrier construction.

### **Municipal Recreation facilities**

MARQ community center (PD) - Indoor gym, turf field, aquatics and administration wing  
2 story Type IIB construction

### **Hospitality**

**Resort/ Boutique** - Bishop's Lodge resort - 120 keys. (PM)

Individual unique cottage guest rooms on a multi-acre site with shared public spaces

**Prototype brands:** Hilton Tru - 118 keys (PM), Hampton Inn and Suites - 116 keys (PM)

Adapting prototype packages to site and jurisdiction specific requirements

## EMPLOYMENT

**Studio Red Dot** (2016 - current) - Project Designer and Manager

**BRS Architecture** (2015 - 2016) - Project Designer

**Wilder Belshaw Architects** (2012 - 2015) - Project Designer and Manager

## ENTERPRISE TOOLS

3D modeling and drafting: AutoCAD, Revit, SketchUp with podium renderer

Review and Graphic editing: Bluebeam, Photoshop, Illustrator, Acrobat, Premiere

Microsoft Office suite: Word, Excel, Powerpoint, Publisher

# ABDULLAH SOUFAN

19 Roma Street, bristol 02809, RI, USA Telephone number: +1 (401)-499-5975

Birth Date: 07/02/1993 Email: Asoufan717@g.rwu.edu

Portfolio link : <https://abdsoufan.portfoliobox.net/>



## LANGUAGES

English (Advanced), Arabic (Advanced), Turkish (Advanced),  
Spanish (Good), Russian (Good)

## SUMMARY

Dedicated person with a high work ethic. Motivated, collaborative teammate and student with record of academic success and involvement.  
Strong field survey and documentation skills, construction knowledge and design experience.

## EDUCATION

ROGER WILLIAMS UNIVERSITY, M.ARCH	2017-2019
NEAR EAST UNIVERSITY, M.ARCH	2016-2017
NEAR EAST UNIVERSITY, CYPRUS	2014 – 2016
BACHELOR OF ARCHITECTURE	
GRADUATED IN 2016 CGPA: 3.06	

## MOST IMPORTANT RELATED COURSES(Master degree)

RESEARCH METHODS STRUCTURAL SYSTEM I-II  
CONSTRUCTION RESEARCH PROJECT  
ARCHITECTURE DESIGN METHODS  
COMPUTER APPLICATIONS FOR PROF PRAC

## Skills

AUTOCAD	(Advanced)	
3DS MAX	(Advanced)	InDesign (very good)
ADOBE PHOTOSHOP	(Advanced)	Adobe illustrator (very good)
LUMION	(Advanced)	MS office (Advanced)
REVIT	(Good)	V-ray (Advanced)

## Campus Leadership

- NEAR EAST UNIVERSITY Dormitory floor managment Feb 2014-Aug 2016
- NEAR EAST UNIVERSITY Tennis team member
- NEAR EAST UNIVERSITY President of music club
- NEAR EAST UNIVERSITY BAND MEMBER
- NEAR EAST UNIVERSITY RADIO SHOW HOST
- ARAB INTERNATIONAL UNIVERSITY BAND MEMBER

## INTERNSHIP

FARHOUD THE WAY, DAMASCUS, SYRIA June-Sep/2014  
EXPERIENCE: CONSTRUCTION SITE MAIN ARCHITECT ASSISTANT  
**OFFICE WORK:** ARCHITECTURAL DRAWING, MATERIALS CALCULATIONS.

## WORK

### EXPERIENCE

RWU Graduate assistantship	02/2018-06/2018
RWU CPC program	02/2018-
Tek Antika Yapi / Nicosia, Cyprus (full time architect)	09/2016-09/2017
Near east library, Cyprus	06/2015-02/2016
FARHOUD THE WAY /syria (online part time)	10/2014-10/2017

## NON-PROFIT

AAN Band (lead vocalist)	2012-2013
Near East university International day (university band)	2014-2015
Meet us on the roads (charity musical band) for damaged families in Syria	2013
Khasa el jou (charity feeding foundation)	2013
Refugees helping center	2012(06-07)

## HONORS

ROGER WILLIAMS UNIVERSITY SCHOLARSHIP FOR SYRIANS  
NEAR EAST UNIVERSITY MASTER SCHOLARSHIP  
Honor certificates for educational excellence at Near East University  
2014 autumn, 2015 autumn, 2016 spring.  
**The State Tennis Club - Damascus, Syria** 2010 - 2012  
• Member of the Syrian national team for under 18

# Jennifer Quinn

## Contact:

42 Shea Dr., Marlborough, MA 01752  
Cell Phone (774)-285-4321  
[jquinn663@g.rwu.edu](mailto:jquinn663@g.rwu.edu)  
[linkedin.com/in/jennifer-quinn-80b75a9b](https://www.linkedin.com/in/jennifer-quinn-80b75a9b)

## Education:

College - Roger Williams University School of Architecture, Art, and Historic Preservation  
Bachelor of Science in Architecture August 2013 - May 2017  
Master of Architecture August 2017 - May 2019  
High School - Advanced Math and Science Academy Charter School  
Graduated June 2013

## Work experience:

Marlowe Building and Design Summer 2017  
Sullivan Tire Courtesy Van Driver Summer 2016  
NewStore June 2015  
RWU Summer Academy in Architecture 2015

## Skills:

Rhinoceros  
Revit  
Adobe Photoshop, Indesign, Illustrator  
2D drafting  
3D model making

## Awards/Other:

AIAS member for four years  
Member of Women's Leadership Network RWU  
Winner of John and Abigail Adams Scholarship 2013  
SAAHP Dean's List 6 semesters  
Tau Sigma Delta Honor Society Inductee  
AIAS Mentor for Freshmen 2017-2018  
ACE Mentor RI 2017-2018



SISSONDA01

PATRA1

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/14/2019

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 have ADDITIONAL INSURED provisions or 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).

PRODUCER <b>Smith Brothers Insurance, LLC.</b> 68 National Drive Glastonbury, CT 06033	CONTACT NAME: <b>Santina Ragonese</b>	
	PHONE (A/C, No, Ext): <b>(860) 430-3292</b> FAX (A/C, No):	
	E-MAIL ADDRESS: <b>sragonese@smithbrothersusa.com</b>	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: <b>Charter Oak Fire Insurance Co</b>	<b>25615</b>
INSURED  <b>David Sisson Architecture P.C.</b> 238 5th Street Providence, RI 02906	INSURER B: <b>Travelers Casualty and Surety Company of America</b>	<b>31194</b>
	INSURER C: <b>XL Specialty Insurance Co</b>	<b>37885</b>
	INSURER D:	
	INSURER E:	
	INSURER F:	

## 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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<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"/> PROJECT <input type="checkbox"/> LOC OTHER:			6804H526905	6/15/2018	6/15/2019	EACH OCCURRENCE \$ <b>1,000,000</b>
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>1,000,000</b>
							MED EXP (Any one person) \$ <b>5,000</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>
							Hired Non Owned \$ <b>1,000,000</b>
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below			UB3H986254	6/15/2018	6/15/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER \$ <b>1,000,000</b>
							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>
C	Professional Liab.			DPR9921961	2/5/2018	2/5/2019	Each Claim <b>1,000,000</b>
C	PL Retro:1-1-2013			DPR9921961	2/5/2018	2/5/2019	Annual Aggregate <b>1,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
FOR PROFESSIONAL LIABILITY COVERAGE, THE AGGREGATE LIMIT IS THE TOTAL INSURANCE AVAILABLE FOR CLAIMS PRESENTED WITHIN THE POLICY PERIOD FOR ALL OPERATIONS OF THE INSURED. THIS LIMIT WILL BE REDUCED BY PAYMENTS OF CLAIMS AND EXPENSES. THIS INSURANCE IS NOT FOR A SPECIFIC PROJECT.

Evidence of Insurance.

## CERTIFICATE HOLDER

## CANCELLATION

Evidence of Insurance	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 <i>Kimberly S. Connolly</i>

## DAVID SISSON ARCHITECTURE PC

**PROJECT:** OAK BLUFFS ELEMENARY SCHOOL - ROOF REPLACEMENT  
**DESCRIPTION:** REPLACEMENT OF LOW SLOPE ROOFING, INSULATION & ROOF DETAILS.  
REPLACEMENT OF ASPHALT SHINGLE ROOFING, ROOF GUTTERS, RAIN LEADERS,  
METAL FASCIAS. REPLACEMENT OF HVAC EQUIPMENT  
**LOCATION:** OAK BLUFFS, MA  
**COST:** ESTIMATED \$5M  
**DATE:** STUDY 2017 / DESIGN 2018 / CONSTRUCTION 2019  
**OWNER:** THE TOWN OF OAK BLUFFS MA  
**CONTACT** ROBERT L. WHRITENOUR, JR. / 508-693-3554





## DAVID SISSON ARCHITECTURE PC

**PROJECT:** QUINCY HOUSING AUTHORITY - O'BRIEN TOWERS - WINDOW / DOOR REPLACEMENT  
**DESCRIPTION:** REPLACEMENT OF WINDOWS AND SLIDING GLASS DOORS IN APARTMENT UNITS, APPROXIMATELY 500 OPENINGS. HUD FUNDED PROJECT.  
**LOCATION:** QUINCY, MA  
**COST:** ESTIMATED \$1.5M  
**DATE:** DESIGN 2018 / CONSTRUCTION 2018 / 2019  
**OWNER:** QUINCY HOUSING AUTHORITY, QUINCY MA  
**CONTACT** RIC MAHONEY, MODERNIZATION COORDINATOR (617) 847-4350 EXT. 500



## DAVID SISSON ARCHITECTURE PC

**PROJECT:** TOMPKINS COUNTY LEGISLATURE  
**DESCRIPTION:** RENOVATION OF HISTORIC COURTHOUSE INTO COUNTY LEGISLATIVE MEETING CHAMBERS, INCLUDING COMMUNITY ACCESS TELEVISION AND A/V CAPABILITIES.  
**LOCATION:** ITHACA, NY  
**COST:** \$750,000  
**DATE:** 2013  
**OWNER:** TOMPKINS COUNTY (NY)  
**CONTACT** AREL LEMARO / 607-274-0300  
<<WITH HOLT ARCHITECTS>>





## DAVID SISSON ARCHITECTURE PC

**PROJECT:** GSA LEASES 2MA0162  
**DESCRIPTION:** 9,000 SF OFFICE AND GARAGE FACILITY TO SERVE FEDERAL GOVERNMENTAL AGENCY  
**LOCATION:** HOPEDALE, MA  
**COST:** \$1.6M  
**DATE:** COMPLETION AUGUST 2018  
**OWNER:** NOT REVEALED  
**CONTACT** MARK MONAHAN DEPARTMENT OF JUSTICE / 202-648-7771

