

345 Taunton Ave East Providence RI 02914 www.ds-arch.com info@ds-arch.com tel: 401.595.7070

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
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

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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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5. Review and respond to potential change Conduct a Punch List inspection and prepare a punch list
6. Conduct a Final Inspection and prepare "close-out" documents

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)

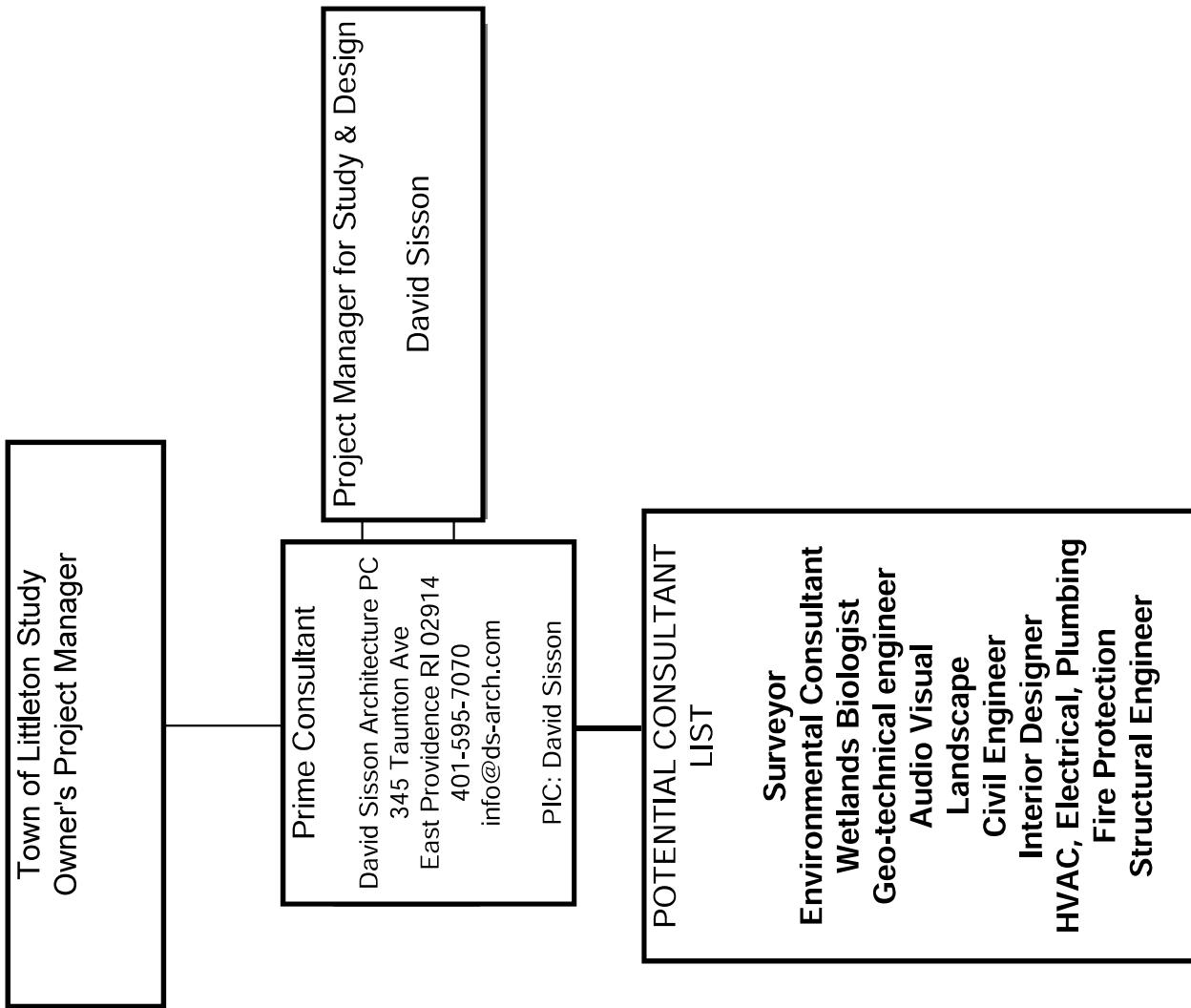
Dillon Kyle Architects, Houston TX - Project Architect (responsible for high end residential projects)

Glassman Shoemake 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.

Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not Within DSB Jurisdiction (Updated July 2016)		<p>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</p> <p>2. Project # Study -Littleton-SpaceNeeds -2019</p> <p>This space for use by Awarding Authority only.</p>																																																						
<p>3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:</p> <p>David Sisson Architecture PC 345 Taunton Ave, East Providence 02914</p>		<p>3. Name Of Proposed Project Manager: For Study: (if applicable) David Sisson For Design: (if applicable)</p>																																																						
<p>3b. Date Present and Predecessor Firms Were Established:</p> <p>July 2013</p>		<p>3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:</p> <p>N/A</p>																																																						
<p>3c. Federal ID #:</p> <p>47-1443562</p>		<p>3g. Name and Address Of Parent Company, If Any:</p> <p>N/A</p>																																																						
<p>3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required):</p> <p>David Sisson, President (MA registration #31932)</p> <p>Email Address: dave@ds-arch.com</p> <p>Telephone No: 401-595-7070 Fax No.: </p>		<p>3. Check Below If Your Firm Is Either:</p> <p>(1) SDO Certified Minority Business Enterprise (MBE) <input type="checkbox"/></p> <p>(2) SDO Certified Woman Business Enterprise (WBE) <input type="checkbox"/></p> <p>(3) SDO Certified Minority Woman Business Enterprise (M/WBE) <input type="checkbox"/></p> <p>(4) SDO Certified Service Disabled Veteran Owned Business Enterprise (SDVOBE) <input type="checkbox"/></p> <p>(5) SDO Certified Veteran Owned Business Enterprise (VBE) <input type="checkbox"/></p>																																																						
<p>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):</p> <table border="1"> <thead> <tr> <th>Admin. Personnel</th> <th>(<u> </u>)</th> <th>Ecologists</th> <th>(<u> </u>)</th> <th>Licensed Site Profs.</th> <th>(<u> </u>)</th> </tr> </thead> <tbody> <tr> <td>Architects</td> <td>(<u> 4 </u>)</td> <td>Electrical Engrs.</td> <td>(<u> </u>)</td> <td>Mechanical Engrs.</td> <td>(<u> </u>)</td> </tr> <tr> <td>Acoustical Engrs.</td> <td>(<u> </u>)</td> <td>Environmental</td> <td>(<u> </u>)</td> <td>Planners: Urban/Reg.</td> <td>(<u> </u>)</td> </tr> <tr> <td>Civil Engrs.</td> <td>(<u> </u>)</td> <td>Fire Protection</td> <td>(<u> </u>)</td> <td>Specification Writers</td> <td>(<u> </u>)</td> </tr> <tr> <td>Code Specialists</td> <td>(<u> </u>)</td> <td>Geotech. Engrs.</td> <td>(<u> </u>)</td> <td>Structural Engrs.</td> <td>(<u> </u>)</td> </tr> <tr> <td>Construction Inspectors</td> <td>(<u> </u>)</td> <td>Industrial</td> <td>(<u> </u>)</td> <td>Surveyors</td> <td>(<u> </u>)</td> </tr> <tr> <td>Cost Estimators</td> <td>(<u> </u>)</td> <td>Interior Designers</td> <td>(<u> </u>)</td> <td></td> <td></td> </tr> <tr> <td>Drafters</td> <td>(<u> </u>)</td> <td>Landscape</td> <td>(<u> </u>)</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Total</td> <td>(<u> </u>)</td> </tr> </tbody> </table>			Admin. Personnel	(<u> </u>)	Ecologists	(<u> </u>)	Licensed Site Profs.	(<u> </u>)	Architects	(<u> 4 </u>)	Electrical Engrs.	(<u> </u>)	Mechanical Engrs.	(<u> </u>)	Acoustical Engrs.	(<u> </u>)	Environmental	(<u> </u>)	Planners: Urban/Reg.	(<u> </u>)	Civil Engrs.	(<u> </u>)	Fire Protection	(<u> </u>)	Specification Writers	(<u> </u>)	Code Specialists	(<u> </u>)	Geotech. Engrs.	(<u> </u>)	Structural Engrs.	(<u> </u>)	Construction Inspectors	(<u> </u>)	Industrial	(<u> </u>)	Surveyors	(<u> </u>)	Cost Estimators	(<u> </u>)	Interior Designers	(<u> </u>)			Drafters	(<u> </u>)	Landscape	(<u> </u>)							Total	(<u> </u>)
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<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:



<p>7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers.</u> Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.</p> <p>a. Name and Title Within Firm: David Sisson / President / PIC</p> <p>b. Project Assignment: PIC/ Project Manager</p>		<p>a. Name and Title Within Firm: See attached resumes for additional personnel</p> <p>b. Project Assignment:</p> <p>c. Name and Address Of Office In Which Individual Identified In 7a Resides:</p> <p>David Sisson Architecture PC 345 Taunton Ave East Providence, RI 02914</p> <p>MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOBE <input type="checkbox"/> VBE <input type="checkbox"/></p> <p>c. Name and Address Of Office In Which Individual Identified In 7a Resides:</p> <p>MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOBE <input type="checkbox"/> VBE <input type="checkbox"/></p> <p>d. Years Experience: With This Firm: 6 _____ With Other Firms: 15 _____</p> <p>d. Years Experience: With This Firm: _____ With Other Firms: _____</p> <p>e. Education: Degree(s) /Year/Specialization BS Architecture/University of Michigan/1995/Architecture Master of Architecture/Rice University/1999/Architecture</p> <p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number Initial registration: 2008 / Washington State MA registration: Architect / #31932</p> <p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number</p> <p>g. Current Work Assignments and Availability For This Project: Ongoing workload on approximately 3 projects. Availability - primary contact for this project</p> <p>h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):</p> <p>HOLT Architects (Ithaca NY) Project Manager 2010-2013 Zimmer Gunsul Frasca (Seattle WA) Project Architect 2007-2010 Mitchell and Mouat (Ann Arbor MI) Project Architect 2002-2005</p> <p>h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):</p>	
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Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include ONLY Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To 8a. But Not More Than 5 Projects).					
a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	c. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands) Construction Costs (Actual Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1) 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 Whrittenour Town Administrator 56 School St., Oak Bluffs, MA 02568 rwhrittenour@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 Whrittenour Town Administrator 56 School St., Oak Bluffs, MA 02568 rwhrittenour@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. **APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.**

Be Specific – No Boiler Plate

See attached

11. Professional Liability Insurance:	Name of Company XL Specialty Insurance Co	Aggregate Amount \$1M	Policy Number DPR9921961	Expiration Date 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 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 a. b. c.	Title MA Reg #	Status/Discipline d. e. f.	Name MA Reg # Status/Discipline d. e. f.
14. If Corporation, Provide Names Of All Members Of The Board Of Directors:	Name a. David Sisson President	Title MA Reg # #31932	Status/Discipline Architecture d. e. f.	Name MA Reg # Status/Discipline d. e. f.
15. Names Of All Owners (Stocks Or Other Ownership):	Name And Title a. David Sisson President	% Ownership 100%	MA. Reg.# #31932	Name And Title d. e. 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 <i>David Sisson</i> (Signature)		Printed Name and Title <i>David Sisson</i> / President Date 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*.



47-1443562

**Signature of Individual

***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

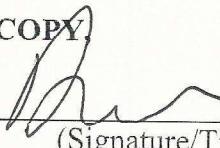
LITTLETON MUNICIPAL BUILDING - REQUIRED FORMS

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

DAVID SISSON

At a duly authorized meeting of the Board of Directors/Members/Partners of the ARCHITECTURE PC
DAVID SISSON (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 or
obligation in this company's name on its behalf of such DAVID SISSON under
seal of the DAVID SISSON (Officer) company, shall be
valid and binding upon this company.

A TRUE COPY
ATTEST:

 PRESIDENT

(Signature/Title)

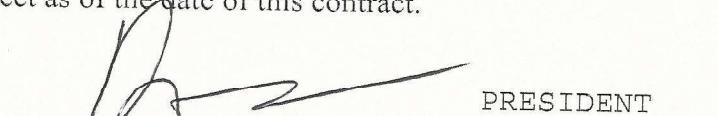
Place of
Business:

345 TAUNTON AVE

EAST PROVIDENCE, RI 02914

I hereby certify that I am the PRESIDENT of the DAVID SISSON ARCHITECTURE PC
DAVID SISSON (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



(Notary Seal)

Notary Public

My Commission Expires _____



CAMILO BETANCUR

Notary Public, State of Rhode Island

My Commission Expires Sept. 13, 2022

Dave Sisson

238 5th St.
Providence RI 02906

tel: 401.595.7070
dave@ds-arch.com

Education

Rice University – *Master of Architecture, 1999*

Houston, Texas

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

Ann Arbor, Michigan

Experience

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

- 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 The University of Texas, Arlington
December 2009

Bachelor of Science in Architecture The University of Texas, Arlington
August 2006

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 management 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: ARCHITECTUAL DRAWING, MATERIALS CACULATIONS.

WORK EXPERIENCE RWU Graduate assistantship 02/2018-06/2018
RWU CPC program 02/2018-
Tek Antika Yapi / Nicosia,Cyprus (full time arhcitect) 09/2016-09/2017
Near east library, Cyprus 06/2015-02/2016
FARHOUD THE WAY /syria (online part time) 10/2014-10/2017
AAN Band (lead vocalist) 2012-2013

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

COVERS **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 <input type="checkbox"/> <input type="checkbox"/> 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	\$ 1,000,000	
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000	
							MED EXP (Any one person)	\$ 5,000	
							PERSONAL & ADV INJURY	\$ 1,000,000	
							GENERAL AGGREGATE	\$ 2,000,000	
							PRODUCTS - COMP/OP AGG	\$ 2,000,000	
							Hired Non Owned	\$ 1,000,000	
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$	
	ANY AUTO OWNED AUTOS ONLY	<input type="checkbox"/>	SCHEDULED AUTOS				BODILY INJURY (Per person)	\$	
	Hired AUTOS ONLY	<input type="checkbox"/>	NON-OWNED AUTOS ONLY				BODILY INJURY (Per accident)	\$	
	UMBRELLA LIAB	<input type="checkbox"/>	OCCUR				PROPERTY DAMAGE (Per accident)	\$	
	EXCESS LIAB	<input type="checkbox"/>	CLAIMS-MADE					\$	
	DED	<input type="checkbox"/>	RETENTION \$				EACH OCCURRENCE	\$	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in N/A) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y / N	N / A	UB3H986254	6/15/2018	6/15/2019	<input checked="" type="checkbox"/> PER STATUTE	OTHE-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000	
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000	
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000	
C	Professional Liab.			DPR9921961	2/5/2018	2/5/2019	Each Claim	\$ 1,000,000	
C	PL Retro:1-1-2013			DPR9921961	2/5/2018	2/5/2019	Annual Aggregate	\$ 1,000,000	

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

Kimberly S. Connolly

DAVID SISSON ARCHITECTURE PC

PROJECT: OAK BLUFFS ELEMENTARY 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

