

# PROPOSAL FOR LITTLETON TOWN BUILDING & SPACE NEEDS PROJECT -- DESIGNER SERVICES



SUBMITTED BY:

**Allen Lieb Architects & Associates, P.C.**

P.O Box 1029, 598 Salem Street

p: 781-246-9333

Lynnfield, MA 01940

Email: [amlieb@liebarchitects.com](mailto:amlieb@liebarchitects.com)

**05 FEBRUARY 2019**



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ALLEN LIEB ARCHITECTS  
& ASSOCIATES, P. C.

Architecture  
Planning  
Interior Design  
Project Management

01 February 2019

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

## **Re: Littleton Town Building and Space Needs Project – Designer Services**

Dear Board of Selectmen and Working Group Members:

We at Allen M. Lieb Architects & Associates, P.C. welcome this opportunity to offer our architectural design services for the Building and Space Needs Project, in response to your recent Request for Qualifications. This letter of intent will provide answers to your questions and further information on our experience and capabilities. I'd like to highlight those qualities that clearly distinguish us as a firm uniquely suited to work with you on this project -- and to deliver results that meet or exceed all your criteria. These qualities include:

**A wealth of public sector experience.** We have focused on public sector work since our founding in 1980 and have over 125 years of combined professional experience representing more than \$1 billion of aggregate construction value. We understand the special needs of municipal clients and their facilities, and are fully versed in the codes, laws and ordinances that govern public sector construction. Above all, we know how to deliver maximum value for your budget, designing attractive, functional, cost-effective facilities with low maintenance and durable materials. We incorporate "green design" elements into our projects, as well.



**Wrentham Town Hall**

**Extensive municipal and building adaptive reuse and new town hall design project experience.** To date, we have programmed and designed and restored over 600 municipal facilities in 189 cities and towns, including town halls, historic courthouses and retrofits, and public safety buildings, examples of which are: Hingham Civic Center, Wrentham Town Hall, Dudley Municipal Complex, Middlesex County Registry of Deeds, and Norfolk District Courthouse and Registry of Deeds building and Batavia, Illinois City Hall and Performing Arts Center. *In addition, we have worked with the Town of Littleton on the Program for the Town Building's space needs and initial Schematic Design project in 2017.* We know how to work effectively on projects with cities, towns, and government agencies, and have vast experience working under MGL Chapter 149, Section 44A-H and Chapter 30, Section 39M, as well as extensive experience with DCMM, Department of Capital Asset Management and Maintenance.

**A commitment to quality and a history of promises kept.** We are also well known for the quality of our design and construction documents, our project management process and procedures, and the high standards of workmanship we require from contractors. Our clients know us as a firm that delivers projects on time and within budget, and meets every deadline along the way.

President:  
Allen M. Lieb, AIA/IIDA  
amlieb@liebarchitects.com

P.O. Box 1029  
598 Salem Street  
Lynnfield, MA 01940

p: 781.246.9333

www.liebarchitects.com



**A commitment to personal service and accountability.** When you work with Allen Lieb Architects & Associates, PC, you engage the services of our entire team -- including direct involvement from the principal. *You will not see this in most firms.* We view every project as a collaboration among our associates, you and your team, and all contractors and service providers. You will be kept informed at all times, and you will receive a prompt response to every inquiry. Our commitment to service includes making ourselves available for meetings in the evening and on weekends.



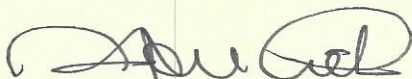
**Dudley Town Hall**

**Summary of Qualifications:**

- In-depth experience in the analysis and design and construction of new buildings, additions, renovations to existing and fire rebuilds, facility needs, programming, design, and construction overview of Municipal Facilities.
- Familiarity with the participatory process required when providing professional services to specialized client needs.
- Demonstrated vigorous commitment to cost-effective design and construction solutions.
- Over 39 years of experience in all phases of building construction, new building, additions, space planning, interior design, renovations and retrofitting of existing structures.
- Expertise in the requirements of applicable building codes and standards.
- Reputation for a high standard of professional service and design excellence with all types of projects and budget ranges on a timely basis.
- Vast experience working with municipal agencies on municipal projects and MGL Chapter 149, Section 44A-H and Chapter 30, Section 39M.
- Extensive working knowledge of the operations and needs of municipal clients combined with the unique ability to develop these specialized needs into cost effective, functional building facilities.
- Allen Lieb Architects & Associates, P.C. is a financially stable Corporation, organized under the Laws of the Commonwealth of Massachusetts and is currently enjoying its thirty-ninth year in business.
- This office has no legal administrative proceedings pending or concluded adversely within the past five (5) years.

Thank you for giving us your consideration. We look forward to the opportunity of an interview to learn more about the Town of Littleton's needs and direction of the project and how our organization can be of service to you on the proposed project.

**Respectfully submitted,  
ALLEN LIEB ARCHITECTS & ASSOCIATES, P.C.**



**Allen M. Lieb, AIA/IIDA/NCARB/CSI  
President  
Email: [amlieb@liebarchitects.com](mailto:amlieb@liebarchitects.com)**



## **ADDITIONAL INFORMATION**

- **Allen Lieb Architects & Associates, P.C., has extensive experience on high performance green buildings and working with the green building rating system (LEED), as well as Life Cycle Cost analysis and always reviewing all material and finishes and their applications with the building owner. Also, we have at times assisted our clients with the preparation of grant applications for funding, as well as tracking owner documentation for LEED prerequisites.**
- **Both this office and that of our Consultants, as well as our Cost Estimating Consultant, North Bay, has extensive demonstrated experience with Life Cycle Cost Analysis, Cost Estimating and Value Engineering and perform these Services in all projects.**
- **Allen Lieb Architects primarily designs and constructs public buildings for the Commonwealth of Massachusetts and cities and towns, and are proud of our reputation we have of having a very satisfactory working relationship with all of our Consultants, Contractors, local and state inspectors and officials, as well as the Permanent Building Committees of the respective cities and towns to whom we work.**
- **In addition, this office has thorough and complete knowledge of the MA State Building Code 780CMR, the International Building Code (IBC) 2009 and 2012, Americans with Disabilities Act (ADA), MA Architectural Barriers/Handicapped Access Standards, 521CMR, MA public construction laws and all other pertinent codes and regulations.**
- **Allen Lieb Architects & Associates will be able to start on the Town of Littleton project immediately.**
- **In the over thirty-nine (39) year history of our firm, we have never had any accidents and/or safety violations and/or fines on any project.**



# **ADDITIONAL INFORMATION**

## **FIRM PROFILE**

### **Firm Name and Address, Telephone No., and Email:**

- Allen Lieb Architects & Associates, P.C.
- P.O. Box 1029, 598 Salem Street, Lynnfield, MA 01940
- T. 781-246-9333
- Email: amlieb@liebarchitects.com
- Web site: www.liebarchitects.com
- Incorporated in 1980 in Massachusetts

## **WHAT MAKES ALLEN LIEB ARCHITECTS & ASSOCIATES, P.C. UNIQUE?**

### **1. Public Sector Experience:**

Allen Lieb Architects & Associates, P.C., has specialized in public sector police, communications, EMS, and fire facilities work for over 39 years

- Thirty-nine years of distinguished history of client and project success.
- Uniquely knowledgeable in Massachusetts General Laws, Chapters 149 and 30B.
- Have worked for over 186 cities, towns, counties, municipal agencies and the Commonwealth, as well as projects in other New England States.

### **1. Firm's Principal Involvement**

Mr. Lieb is the President and Principal-in-Charge of Allen Lieb Architects & Associates, P.C. In that capacity, it is his belief that when Allen Lieb Architects & Associates, P.C. is hired for his professional experience and expertise, he has a responsibility to that client to be personally involved.

This office has many experienced and qualified Architects and staff members; however, Mr. Lieb feels a responsibility to his clients as the principal of a professional organization, to provide the client with his personal experience and attention. *You will not find this in most other firms.*

### **3. Project Services**

- Open Lines of Communication
- User Interviews
- Establish / Define Needs
- Continuous User / Owner Input and Participation
- Architectural Firms Principal availability
- Design Services based upon years of Public Safety Experience
- Detail oriented Construction Documents specifically geared to Public Sector Construction Projects

### **4. Project Scheduling and Budgeting**

- Projects Delivered on or ahead of Schedule
  - Continuous Tracking of Events and Milestones
  - Ability to Fast Track Projects
  - Available Staff
  - Ability to Start Project Immediately
- Projects Delivered on or Under Budget
  - Clearly Established Budgets and Goals
  - Routine Monitoring of Budgetary Issues
  - Value Engineering
  - Dual Cost Estimating (In-House and Outside Consultants)





## TOWN HALL SIMILAR PROJECT EXPERIENCE

Allen Lieb Architects & Associates, P.C. has extensive experience in working with the Renovation of Existing Buildings, including buildings of National Landmark Register and Town Hall Buildings.

Such examples are Dudley Town Hall, Essex Town Hall, Wrentham Town Hall, Westport Town Hall, the Commonwealth of Massachusetts Archives Museum; and including the multitude of renovated existing structures as listed which indicates and provides this offices experience, expertise and invaluable understanding of the unique operational characteristics of these types of buildings, for municipal cities, towns, and the Commonwealth which has played a great role in the extent of functional use.

Allen Lieb Architects & Associates, P.C. has been successfully providing professional services in the public sector for over 39 years and have provided the same on over 600 public projects for over 189 Cities, Towns, and the Commonwealth. We have a complete working knowledge of the procedures and regulations governing Chapter 149 for public sector work, as well as over 39 years' experience in legal and administrative procedures and practices related to the design, funding and construction of Massachusetts public building projects, including the State Building Code, regulations of the Architectural Access Board and Massachusetts Public Building and Procurement Laws, both on the local and state level.

The reputation of our firm is one of professionalism, design quality, and detail of our buildings. Due to our extensive experience and training, our staff is vastly familiar with the Programming, Design, and preparation of Contract Documents for new Town Halls, Historic, and Renovated projects. We of this office take great pride in our record of successfully completed projects and the fact that they have been on time and on budget. Our staff is expertly knowledgeable in the programming and planning on multiple occupancy zones of Town Halls and Renovated Buildings. This enables our staff to initiate the project planning phase with a predetermined understanding of the user's needs and allows us to work more closely with the user on customizing the smallest aspect of the facility to specifically respond to their intended use.

The design of facilities planned for Town Hall and renovated buildings use and access for the physically handicapped requires a slightly different approach than that of a typical structure. The research and application of cost effective, heavier duty, low maintenance materials and systems is a must, in order to accommodate the maintenance factor for the abuse likely to be received in particular public areas. Our staff has been specifically trained and has developed extensive experience in the proper solutions for these types of projects.

We of this office are confident that the team presented herein will provide the Town of Littleton with the most qualified assembly of professionals with reference to the successful completion of this project. We welcome you to contact any of our previous clients listed within this proposal for references regarding this firm and our team of consultants.

# ALLEN LIEB ARCHITECTS & ASSOCIATES, P.C.

## Similar Project Listing

(Key: TH = Town Hall, H = Historic, R = Renovation)

<u>Project</u>	<u>Cost</u>	<u>Phases</u>	<u>Reference</u>
Middlesex County Southern Registry of Deeds Probate Court Exterior Historic Restorations Cambridge, MA (National Historic Register)	\$1,600,000	All H, R	Mr. Sal Fulchino Middlesex County Advisory Board Coordinator 617-494-4113
Town of Essex Police Headquarters, Town Hall, Library and Highway Dept. Essex, MA (National Historic Register)	\$4,679,841	Study TH, H, R	Mr. Arthur Hodges Chairman Building Committee 978-523-1635
Westport Town Hall Renovations & Additions Westport, MA	\$4,257,163	Study TH, R	Ronald A. Desrosiers Board of Selectmen 508-636-8822
Batavia Government Center Police Department Headquarters and City Hall Administrative Offices Batavia, Illinois	\$5,350,000	All TH, H, R	Chief Dennis Anderson Batavia Police Dept. Liaison Officer 708-879-2840
Town of Hingham New Town Hall, Police Headquarters Recreation Department, Senior center Light Plant Administration & School Department Offices, Hingham, MA	\$8,500,000	All TH, H, R,	Mr. Thomas J. Carey Chairman Building Committee 617-731-0890
Wrentham Town Hall Renovations and Additions Wrentham, MA	\$4,212,335	All TH, R,	Mr. Steven Small Bldg. Committee Chair 508-384-2648
Dudley Town Hall, Senior Center, & Police Headquarters Dudley, MA	\$7,365,514	All TH, H, R,	Michael Spahl, Chairman Municipal Bldg. Comm. (508) 922-4502
Littleton Town Offices Renovations, Additions &/or Relocation Littleton, MA	N/A	Study TH, R	Mr. Chris Stoddard Director of Public Works Town of Littleton (978)540-2670





This project consisted of a feasibility study for the relocation and/or restoration of the Littleton Town offices, including the Senior Center, Park & Recreation, Library and CATV. The study included re—design of the interior offices and/or relocation of the offices. This project looked at 3 different scenarios including one re—location site and was prepared for the Board of Selectmen and Town Meeting.

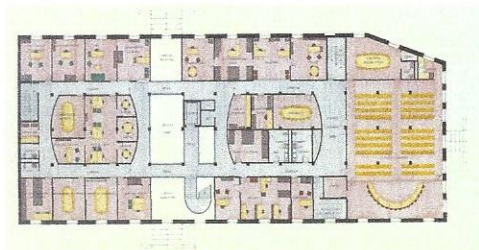
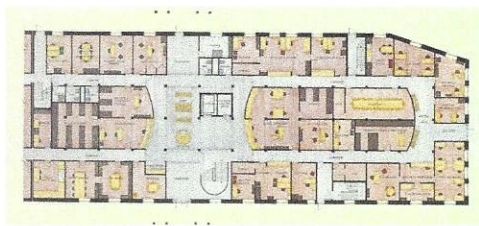
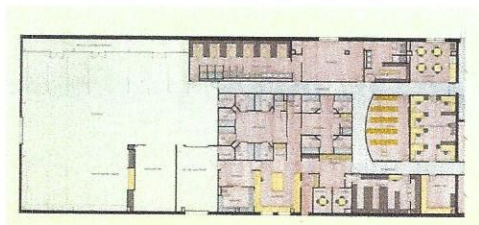
**Project Details:**

Project Completion: 2018  
Project Cost: \$24,000,000 (Estimated)  
(Includes all Architectural/Engineering /  
Testing/Construction and FFE)

**Client Contact:**

Mr. Chris Stoddard,  
Director of Public Works  
Town of Littleton  
978-540-2670





The project consisted of the renovation and expansion of existing municipal facilities into a comprehensive Government Center housing the Batavia, Illinois Police Headquarters and City Hall.

**Project Details:**

Project Completion:	1996
Project Cost:	\$5,350,000
Construction Cost:	\$4,120,000

**Client Contact:**

Chief Dennis Andersen  
Batavia Police Department  
Batavia, Illinois  
708.879.2840





## DUDLEY MUNICIPAL COMPLEX



The New Dudley Municipal Complex encompasses the conversion and total redesign of a 1924 and 1925 school building of approximately 36,000 SF, including new additions to these modern, state-of-the-art Town Hall Municipal Offices, Police Headquarters, and Senior Center. Including the restoration and preservation of various elements of both the exterior and interior of the buildings, including deisgn of new elevator within the building, ADA upgrade/design of all toilets, stairs, doors, etc., to be in accordance with 521CMR.

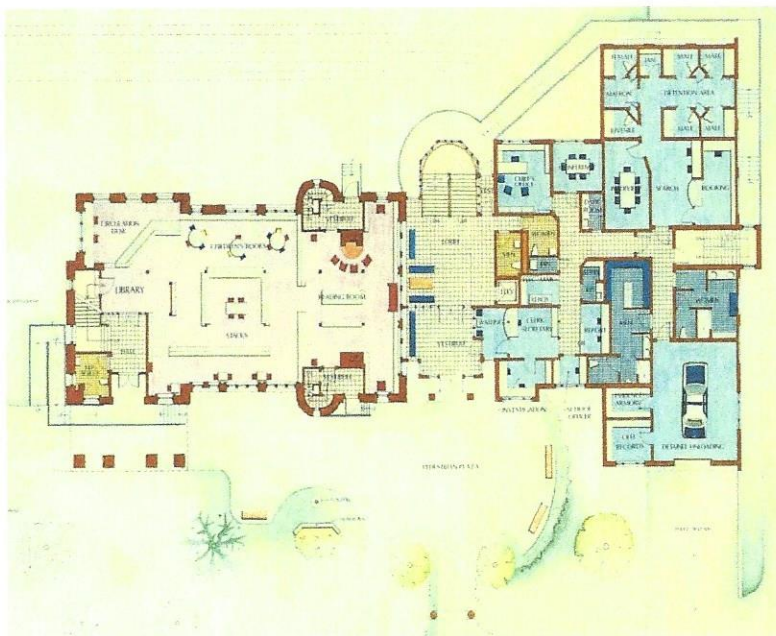
### **Project Details:**

Project Completion:	2004
Total Project Budget:	\$7,365,514
Estimated Construction Cost:	\$6,041,000
Building GSF:	36,000 GSF
Construction Method:	Chapter 149
General Contractor:	(Company is out of business)

### **Client Contacts:**

Mr. Michael Spahl, Chairman, Dudley Building Committee, Town of Dudley  
508.922.4502





The firm was charged with a feasibility and study for renovations and additions to the existing town hall to accommodate the Town Hall, Police Headquarters, and Public Library for the Town of Essex, MA. (1885)

Study Completed: 1989

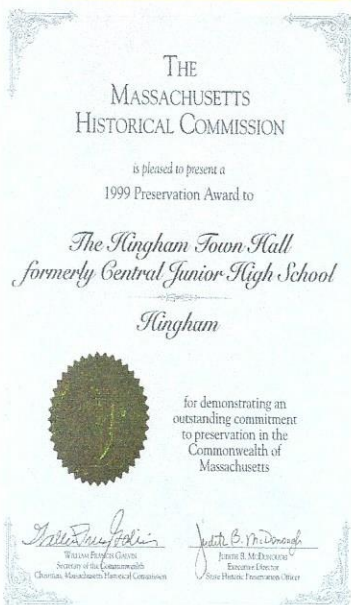
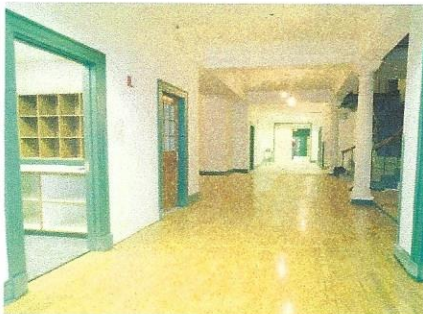
Est. Construction Cost: \$4,679,841

Client Reference:  
Arthur Hodges  
Chairman  
Building Committee  
978.523.1635





## HINGHAM CIVIC CENTER



The renovation, addition and retrofit of an existing 94,000 SF town school building for use as the new municipal facilities for: Town Hall, Police Headquarters, Recreation Department, Senior Center, Light Administration Plant and School Department Offices. This project received three separate awards from the Massachusetts Historical Commission, the Hingham Historical Society and the Massachusetts Executive Office of Public Safety Architectural Access Board.

Project Detail: Completion Date: 1998

Project GSF: 94,000 GSF

Construction Cost: \$7,424,000

Construction Method: Chapter 149

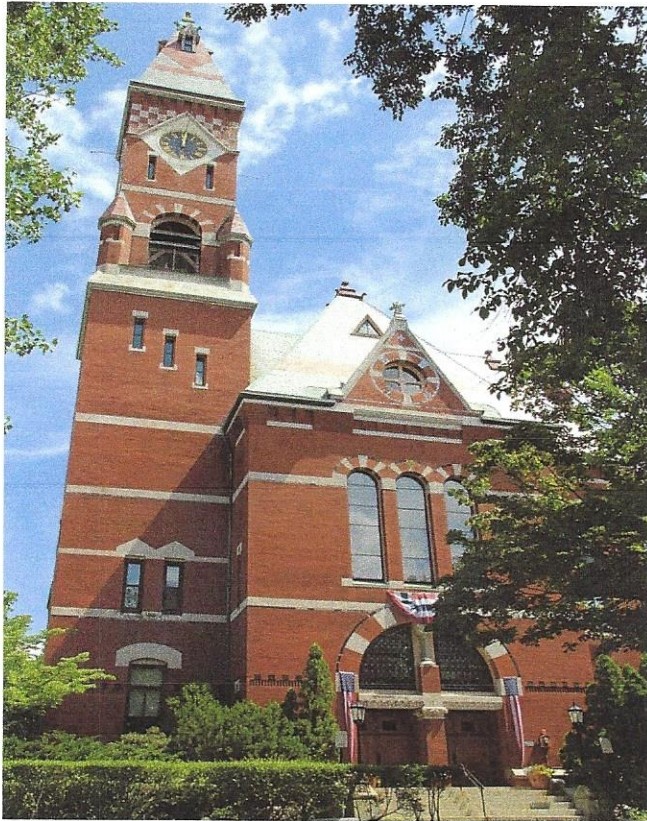
General Contractor: JK Scanlon

Client Contact: **Thomas J. Carey, Chairman, Bldg.Com.**  
781.731.0890





## Marblehead Abbott Hall



### Client Contact:

Herbert Haskell  
Building Inspector  
Town of Marblehead  
Marblehead, MA 01945  
Phone Number: (781) 631-2220

The project centered around the redesign of the Main entrances to Historic Abbott Hall (Town Hall) with new glass doors and side lites at all Main entrances. All doors and side lites are energy efficient glazed doors and side lights at all sides of the Main entrances of the Town Hall. The project included new concrete walkways and granite steps at building entrances.

Initial Building Built: 1875

Project Years: 1987-1988

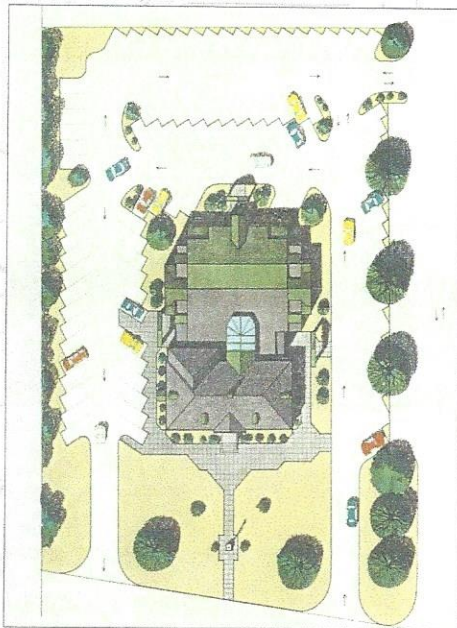
Project Cost: \$250,000

Construction Cost: \$225,000





## WESTPORT TOWN HALL



### Project Statistics

Study Year: 1989

Estimated  
Project Cost: \$4,257,163

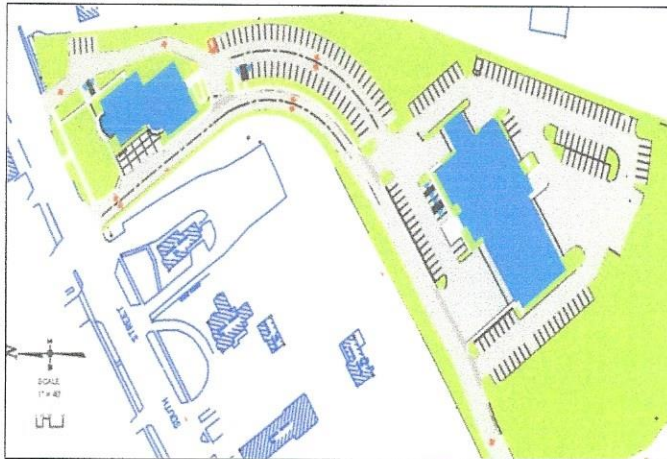
### Client Contact:

Westport Board of  
Selectmen  
(508) 636-8822





## WRENTHAM Town Hall



The project consisted of the additions and renovations to the existing town Hall Structure, including a feasibility study as well as responding to the expanding needs of the Town. Project was designed in contort with neighboring Public Safety Building. It included new roofing, soffits, cornice's, total re-pointing of all exterior masonry, new windows, and total renovations of all departments and including a new addition. The project was completed over several phases while the facility was occupied, including handicap access and elevator, toilets, stairs, doors, etc., to be in full compliance with 521CMR.

### **Project Details:**

Completion Date:	2005
Building SF:	13,834 GSF
Project Cost:	\$4,212,335
Est. Construction Cost:	\$3,458,632
Construction Bid:	\$3,075,000
Change Orders:	\$122,503
Construction Method:	Chapter 149
General Contractor:	CTA Construction

**Client Contact:** Mr. Steve Small, Town of Wrentham , 508.384.2648





## ADDITIONAL PROJECT INFORMATION

### **Hingham Civic Center**

Renovation, Addition and Retrofit of an existing, 94,000 sf school converting the buildings into the new Town Hall, Police Headquarters, Recreational facilities, Senior Center, Headquarters, Recreation Department, Senior Light Plant Administration Center, Light Administration Plant, and School Department offices. *This project won three separate awards from the Massachusetts Historical Commission, the Hingham Historical Society, and the Massachusetts Executive Office of Public Safety Architectural Access Board.*

**Area:** 94,000 GSF

**Cost:** \$8,500,000 (\$ 90.43/GSF)

### **Town of Wrentham Public Safety Complex and Town Hall**

Police, Fire, Dispatch and Town Hall  
Wrentham, MA

Needs assessment, programming, site selection, conceptual design, cost estimating, construction documents, bidding and construction administration  
36,000 GSF

**Area:** 13,934 GSF

**Cost:** \$4,232,335 (\$304.49/GSF)

### **Dudley Municipal Complex**

Town Hall, Senior Center, and  
Police Headquarters  
Dudley, Massachusetts

Design & Construction Admin. for Renovations to a 36,000GSF School Building into New Town Hall, Senior Center, Police and School Department Offices. Scope of work includes the evaluation of existing systems; design of renovations to the site building envelope, interior finishes, handicap accessibility, structural systems, HVAC, electrical, fire protection and plumbing systems; and construction administration.

**Area:** 36,000GSF

**Cost:** \$7,365,514 (\$204.60/GSF)

### **Batavia Civic Center**

Town Hall, County Seat, and Police Station  
Batavia, Illinois

The project consisted of renovation and expansion of existing municipal facilities into a comprehensive Government Center which houses the Batavia, Illinois Police Headquarters and City Hall.

**Area:** 60,000GSF

**Cost:** \$5,350,000 (\$89.17/GSF)

### **City of Revere Accounting Office Renovations**

Revere, MA

Design study, cost estimating, construction documents, bidding, construction administration

**Area:** 5,650 GSF

**Cost:** \$1,075,000 (\$190.27/GSF)



# REFERENCES

**As requested, we have listed references who can attest to the high quality of our architecture's work on projects and Allen Lieb Architects & Associates, P.C., grants permission to contact any of the following references:**

**Hingham Civic Center**

Renovation, Addition and Retrofit of an existing, 94,000 sf school converting the buildings into the new Town Hall, Police Headquarters, Recreational facilities, Senior Center, Headquarters, Recreation Department, Senior Light Plant Administration Center, Light Administration Plant, and School Department offices. *This project won three separate awards from the Massachusetts Historical Commission, the Hingham Historical Society, and the Massachusetts Executive Office of Public Safety Architectural Access Board.*

Reference: Mr. Thomas J. Carey, Chairman, Building Committee, Town of Hingham, 781-731-0890

**Town of Wrentham Public Safety Complex and Town Hall**

Police, Fire, Dispatch and Town Hall  
Wrentham, MA

Needs assessment, programming, site selection, conceptual design, cost estimating, construction documents, bidding and construction administration  
36,000 GSF

Reference: Mr. Steven Small, Building Committee Chairman, 508-384-2648

**Dudley Municipal Complex**

Town Hall, Senior Center, and  
Police Headquarters  
Dudley, Massachusetts

Design & Construction Admin. for Renovations to a 36,000 gsf School Building into New Town Hall, Senior Center, Police and School Department Offices. Scope of work includes the evaluation of existing systems; design of renovations to the site building envelope, interior finishes, handicap accessibility, structural systems, HVAC, electrical, fire protection and plumbing systems; and construction administration.

Reference: Mr. Michael Spahl, Chairman, Dudley Municipal Bldg. Committee, -Town of Dudley, 508-922-4502

**Batavia Civil Center**

Town Hall, County Seat, and Police Station  
Batavia, Illinois

The project consisted of renovation and expansion of existing municipal facilities into a comprehensive Government Center which houses the Batavia, Illinois Police Headquarters and City Hall.

Reference: Chief Dennis Anderson, Batavia Police Dept., 708-879-2840

**City of Revere New Police Headquarters and Engine 1/Ladder 1 Fire Station**

400 Revere Beach Parkway  
Revere, MA

Needs assessment, programming, site selection conceptual Design study, cost estimating, construction documents, bidding, construction administration  
Police Station: 38,000 sf Fire Station: 15,000 sf

Reference: Mr. Frank Stringi, City Planner, City of Revere, 718-286-8181









## **FIRM DESCRIPTION**

### **Allen Lieb Architects & Associates, P.C.**

#### **CLIENT AND ARCHITECT A TEAM APPROACH**

**We provide the optimum response to our client's requirements within a given cost structure**

The operating philosophy of our firm is based on open communication between client and architect in order to achieve a full understanding of the client's needs and the options for solutions to those needs. The translation of need into physical environment is accomplished through the collective effort of a team of professionals. We feel professional teamwork and expertise insures the successful solution to our client's problems and desires.

#### **QUALITY DESIGN**

We are concerned with costs and building codes, but equally important to us are the needs and reactions of the users and the relationship of the building to the surrounding environment now and over time.

#### **INTEGRATED PROFESSIONAL SERVICES: Architecture, Planning, Interior Design, and Project Management**

The skills of our staff cover the entire range of architectural work, enabling us to take any project through the many steps necessary to bring it to fruition. These steps may include programming, feasibility studies, master planning, architectural design, construction management, and interior design.

Because of our broad range of talents, we are able to take on an equally broad range of project types. Our experience includes:

- Police Stations
- Fire Stations
- EMS Facilities
- Public Safety Facilities
- Correctional Facilities
- Police and Fire Facility Dispatch/Communication Facilities
- Public Works Facilities
- **Town Halls**
- Historic Restoration & Preservation
- Building Envelope Repairs
- Space Needs Analysis
- ADA Compliance
- Court Houses
- Elderly Housing
- Senior Centers
- Public Works Facilities
- Industrial Buildings
- Educational Facilities
- Office Buildings
- Retail Shops
- Roof Replacement Design
- "On-Call", House Doctor Projects

**This office is centrally located in Lynnfield, Massachusetts with an office staffed with architects, specification writers, draftspersons, designers, and support staff.**





## DIVERSITY OF DESIGN

### PHILOSOPHY: Costs, Codes, & Concerns

We have developed our professional reputation by designing buildings that function well and are built within our client's budget restrictions.

The code regulations are as stringent as the need for cost control. Our extensive experience in design and construction enables us to stay abreast of cost implications in respect to the changing code regulations.

We believe each project program is individual and requires an individual solution. Therefore, while we learn from experience, we also remain flexible to deal with new and different building types and sites.

There are some concerns that are as important to us as costs and codes. One is the relationship of the final building to its surrounding environment. We strive to design buildings that fit the area, urban or rural, in terms of height, materials, and image. In addition, each site demands its own design response to the direction of sun and wind, as well as to traffic and noise. The nature of the site and its topography determines the functional response.

## FEASIBILITY STUDIES, PROGRAMMING & PLANNING

### EXPERIENCE & EXPERTISE

#### Multi-disciplinary analysis and Practical economic recommendations

Many clients come to Allen Lieb Architects & Associates, PC to make final decisions on how to handle their architectural building needs. Since our firm is a multi-disciplinary organization, preliminary investigations help the client to examine design alternatives that may not be readily apparent.

The factors that can be addressed by our professional staff and our consultants include:

- Project Planning
- Master Planning
- Land Use Analysis
- Demographic Studies
- Environmental Analysis
- Cost Control Management
- New Construction vs. Renovation/Additions
- Analysis of Existing Structure (Interior & Exterior)

Our staff has the expertise in planning and architecture to properly weigh all of the many variables; and make logical, practical, and economic recommendations to our clients to produce an optimum solution to their needs.





## RENOVATIONS AND ADDITIONS

### DESIGN CONCEPTS

#### **Preserve existing character, Express newness, relate the old with the new**

It is essential, when renovating an older building, to preserve those elements that may provide character and individuality over the years. Additions, however, are new and can be expressed as such in an architectural form. The crucial test is creating a relationship between the old and the new, especially on the exterior. Additions that try to emulate the original building can be uninteresting. However, those that unduly advertise their distinctiveness from the original can be equally unsuccessful. Each building, each addition, demands its own response.

### ADVANTAGES AND DRAWBACKS

#### **Reuse of older buildings can realize dollar savings over new construction, but not without careful analysis and design**

Each individual project should be examined carefully to determine if the specific new use is economical within the existing building. Reuse of an older building may be desirable as a means of preserving the architectural heritage of an area, even if its cost is similar to new construction.

Many reuse projects are fraught with costly dangers for those who are unaware of possible problems. Many times the original architectural drawings no longer exist for an older building. Those drawings that do exist are often inaccurate. Time has frequently taken a toll in the hidden recesses of a building. To make maximum use of an existing building, the owner and the designer alike must anticipate all of these problems, and many others.

## COST CONTROL

#### **The teamwork approach allows us to serve our clients most effectively and enables us to exercise effective cost control**

The element of cost is a major responsibility for all team members in order to create a viable project. The architect, as well as, the other members of his team, is responsible to the ever-changing construction cost market. Where fixed limits of cost are established, controls are instituted so that the project does not increase in scope or detail. Time for execution of each effort from design through construction is scheduled and strictly monitored.

Early in the course of events, the team members establish well-organized procedures to effect decision making with respect to both time and cost.

Price escalation, inherent in the construction industry, demands construction and design techniques that maximize the value of the construction dollar. Our research experience with systems building and industrialized construction processes produce substantial savings for our clients in both time and money. Further economies are derived from multi-use planning, technical innovation, and pre-construction site development.





## LEED DESIGN

**Allen Lieb Architects & Associates has always been guided by the belief that well designed buildings can improve the quality of our lives.**

In today's economy, Green Building has become a priority amongst all professions to enhance the atmosphere inside a building as well as decrease the impact it has on the environment. As an office that is geared to expanding with leading technology of today, as well as holding on to the essential principles of architecture, sustainability and efficiency are fundamental to our design approach. This holds true whether we are restoring an historic building or creating new architecture. Allen Lieb Architects has made significant strides in integrating green principles into the firm's business philosophy. We always consider how our buildings impact the natural environment and seek intelligent, energy-efficient solutions to make our work more sustainable. Even when we recognize that sustainable design may not be appropriate for some projects, there are the simple techniques that architecture has been using for years to help improve the quality of the building. To this office, sustainable design takes a strong understanding of the economic, community and environmental context to provide solutions that are constructed and maintained in a manner that can be perpetuated. As a LEED Certified company, all of these aspects are analyzed and through extensive experience in guiding projects through the complete design and development process, from concept to completion, we are able to provide each client with a custom set of services as needed.

## INTERIOR DESIGN & GRAPHIC DESIGN

### SERVICES

**Our in-house services can act independently to meet individual client needs**

To insure design continuity and completeness, our interior and graphic designers are included in the design team of all our architectural projects. Both can also act independently of the architectural team to provide services to clients on any scale.

### EXPERTISE

The interior and graphic design group provides a wide range of services which include:

**Office Planning:** Design and planning of office spaces to create maximum efficiency, ease of communications, and aesthetic design, are all based on the analysis of the real space needs of the client.

**Interior Design:** We provide each space with color, furniture, and fixtures appropriate to its use and in the most attractive and efficient layout. The type of design used is closely coordinated with the client's budget.

**Signage:** Directional, identification, and information signage creates unified visual communications and makes a complex environment more easily understood and enjoyed.

**Architectural Graphics:** Painted murals provide inexpensive decoration for, and give identity to larger spaces.

**Communications Design:** Letterhead, annual reports, and presentation materials can complete the project.

## Project Team

### **Management and Coordination of Consultants**

At Allen Lieb Architects & Associates, P.C., management and coordination of the subconsultants is the responsibility of the Principal-in-Charge and the Project Architect. The Project Architect with their experience and expertise will coordinate all meetings and documents with each of our consultants on a weekly basis at coordination meetings.

Project Architects and Managers at Allen Lieb Architects & Associates also keep running lists of any and all issues or items that have been resolved or need attention. This affords us the ability to accurately track the progress of a project and keep all of the work of our consultants carefully coordinated and up to date.

This office understands the importance of developing and keeping good communication with all of our consultants. To maintain this level of communication, all initial correspondence is written and followed up by a phone call and also imputed into a weekly tickler file in our computer system by the Project Manager, so that until resolution, the item keeps showing up. This office continues to make it readily available to answer any questions and resolve any issues that may arise throughout each phase of the project.

### **Architects/Specifications/Accessibility/Code/ FF&E:**

#### **Allen Lieb Architects & Associates, P.C.**

Lynnfield, Massachusetts

*Allen M. Lieb, AIA/IIDA/CSI/NCARB, President*  
Massachusetts Registration No. 4502

*Jansen Chang, AIA, Senior Designer & Project Manager*

*Sabrina Torchia, LEED, AP, Job Captain*  
*Hugo Lemes, CAD Drafter*  
*Bruce Winslow, Senior CAD Drafter*

*Jamie Garrison, Designer and CAD Manager*  
*Kelley Silvester, CAD Drafter*

### **Structural:**

#### **Ipswich River Engineering**

Middleton, Massachusetts

*Donald L. Peach, P.E., Principal*  
Massachusetts Registration No. 41459

### **Cost Estimator:**

#### **North Bay Construction Consultants (WBE)**

Pembroke, Massachusetts

*Timothy J. Brown, Principal*

### **HVAC, Plumbing and Fire Protection:**

#### **Crowley Engineering, Inc. (WBE)**

Taunton, Massachusetts

*Martin H. Vickey P.E. President*  
MA Registration # 50924  
*Raymond C. Vincent, P.E., Plumbing &  
Fire Protection*  
MA Registration #46528

### **Electrical Engineering/Data Communications:**

#### **Nangle Engineering, Inc.**

Danvers, MA

*Gary P. Nangle, P.E., Principal*  
MA Registration No. 35971





**Allen M. Lieb, AIA/IIDA/NCARB/CSI, President**  
***Allen Lieb Architects & Associates, P.C.***

Allen Lieb Architects & Associates, PC, was formed in 1980, and since that time Mr. Lieb has been involved in every project undertaken by the firm. Mr. Lieb has an experience base of over 42 years, and has been in charge of projects with an aggregate of value of over \$400 million.

Mr. Lieb works on all projects, for which he is responsible for all aspects of the project. His experience includes a wide range of project types including housing for the elderly, secondary and university educational facilities, banks, housing, industrial and commercial buildings, senior centers, condominiums, residences, high-tech research/development office buildings and manufacturing facilities, as well as the design of correctional facilities, police and fire stations, town halls, Courthouses, DPW facilities, and roofing systems design.

**EDUCATION:**

- Franklin Institute of Boston  
Associates of Pre-Engineering Technology
- Boston Architectural College  
Bachelor of Architecture
- Harvard Graduate School of Design  
Continuing Education Courses

**PROFESSIONAL REGISTRATIONS:**

- Registered Architect Commonwealth of  
Massachusetts, No. 4502
- National Council of Architectural Registration  
Board (NCARB)

**SPECIAL TRAINING:**

- 1974 Built-up Roofing Systems Institute, Denver, CO
- 1976 Certified Specification Writer,  
Construction Specification Institute (CSI)
- 1993 The International Chiefs of Police Association  
*Planning, Design, and Construction  
of Police Facilities*

**PROFESSIONAL AFFILIATIONS:**

- American Institute of Architects
- Boston Society of Architects  
Urban Design Committee  
Code Committee
- Boston Architectural College  
Director Alumni Association
- Construction Specification Institute  
President, Boston Chapter
- International Interior Design Association
- American Arbitration Association Panel of Arbiters
- Massachusetts Construction Industry Board,  
Commonwealth of Massachusetts State Building Code  
Commission Article 4 Committee

**COMMUNITY SERVICE ORGANIZATIONS:**

- Massachusetts Jaycees,  
State President (1979-1980)
- U.S. Jaycees, Board of Directors (1979-1980)

- Mount Scopus Lodge A.F. & A.M.
- Massachusetts Consistory Scottish  
Rites 32° Mason
- Aleppo Temple A.A.O.N.M.S.
- Marblehead Police Department (15 Yr. Veteran)
- Chairman, Lynnfield School Building Committee
- Board of Trustees, Cedar Pond Village Condominium

**MILITARY EXPERIENCE:**

- 1961-1967 United States Navy (CPO)  
S.E.A.L. Team 2  
Special Warfare Operations  
Active service in Southeast Asia  
and the Republic of South Vietnam
- 1967-1970 U.S. Navy Reserves

**TEACHING EXPERIENCE:**

- Critic, Architectural Design, Boston  
Architectural College
- Head Critic, Architectural Skills & Construction,  
Boston Architectural College

Mr. Lieb has also served as a lecturer at the Boston Architectural College, Massachusetts College of Art, and other educational institutions and professional organizations.

**AWARDS:**

- Boston Society of Architects  
Excellence in Design
- Boston Architectural College "Distinguished Alumni  
in Practice for Architecture Award 2008"
- Boston Architectural College Exhibition  
Competition Winner
- Boston Architectural College  
Excellence in Design
- Boston Architectural College  
Scholarship in Education
- Construction Specification Institute  
Certificate of Merit
- National Historic Preservation Society Award  
and Merit for historic restoration of the Middlesex  
County Registry of Deeds & Probate Court Building,  
Cambridge
- Commonwealth of Massachusetts Executive Office of  
Public Safety Architectural Access Board Honorable  
Mention for Accessible Design in Public Architecture,  
Hingham Town Hall
- City of Cambridge and the Cambridge Historical  
Commission Preservation Award for the Taylor Square  
Fire Station, Engine 8
- Brookline Historic Commission Historic Preservation  
Award for Brookline Fire Station No. 1
- International Masonry Institute Award of Excellence for  
Masonry Design
- Most Outstanding Project 2010, North Andover Police  
Station, from EMJ Corporation



***Jansen Chang, AIA, Associate***

***Allen Lieb Architects & Associates, P.C.***

Jansen Chang is a Registered Architect with 30+ year's well-rounded design, technical and management experience in architecture. He led the design and production effort on a variety of challenging projects including healthcare hospitals, research facilities, academic, commercial and transportation facilities as well as hospitality, performing arts, education, multi-family and public building structures.

Mr. Chang's passion for design, detailing and solving complicated problems with innovative solutions means that he strives to build consensus to address the complexities of human interaction and design solutions. The key areas of his expertise includes strong technical design and design development, production of working drawings and specifications, contract negotiations, interfacing with clients, contractors and building officials, selection of materials and products, coordination of consultants and other disciplines and the processing of shop drawings and field observations. He coordinates the overall architectural/engineering/consultant efforts and is involved with the review of cost data on the project for completeness and development of design options to maintain client budget. He has managed LEED projects as well.

**EDUCATION:**

- Virginia Polytechnic Institute & State University  
Blacksburg, VA, Bachelor of Architecture

**PROFESSIONAL AFFILIATIONS:**

- American Institute of Architects
- Boston Society of Architects
- Building Envelope Committee
- Construction Specification Institute
- United States Green Building Council
- Arlington Affordable Housing, Board Member
- Arlington Community Development, Board Member
- Urban Workshop, Co-Founder

**COMMUNITY SERVICE ORGANIZATIONS:**

- Boston Architecture College, Thesis Advisor  
Bachelor of Architecture Candidates
- VISTA Worker, Boston South End & Chinatown

**TEACHING EXPERIENCE:**

- Virginia Polytechnic Institute, College of  
Architecture (Assistant Instructor for courses  
"Principles of Art & Design" and "Sculpture I")

**REPRESENTATIVE PROJECT EXPERIENCE:**

- Yale New Haven Hospital, New Haven, CT
- Concord Hospital Expansion, Concord, MA
- Brigham & Women's Hospital, Boston, MA  
Center for Women & Newborns
- Virginia Tech Biology/Vivarium Facility,  
Blacksburg, VA
- Boston University, Life Science & Engineering  
Building
- Adelphi University, Sports & Performing Arts  
Center, Garden City, NY
- Fenway Park Expansion Study & Code Analysis,  
Boston, MA
- Mandarin Oriental Hotel Complex, Boston, MA
- Russian Wharf Development, Condo, Office Space  
and Retail Space, Boston, MA
- Mt. Washington Hotel Renovation, Bretton Woods,  
NH
- Suffolk University, Student Dormitory, Boston, MA





**Jamie Austin Garrison, Designer/Project Manager**  
*Allen Lieb Architects & Associates, P.C.*

Ms. Garrison joined the firm in 1998 as a CAD Draftsman and has developed into a very professional CAD/Project Manager and Designer. Ms. Garrison brings to the team a tremendous amount of design and AutoCAD knowledge. Ms. Garrison aids in the development of design, production drawings, code analysis and rendering on the project team.

Ms. Garrison has led the design and production effort on a variety of challenging projects. Her passion for design, detailing and solving complicated problems with innovative solutions means that he strives to build consensus to address the complexities of human interaction and design solutions. The key areas of her expertise includes strong technical design and design development, production of working drawings and specifications, interfacing with clients, contractors and building officials, selection of materials and products, coordination of consultants and other disciplines and the processing of shop drawings and field observations.

**EDUCATION:**

Boston Architectural College  
Roger Williams University  
The American University

**SPECIAL TRAINING:**

- Certified CAD Operator/Designer
- AutoCAD 2017
- Revit
- MS Word, Excel, Outlook
- SketchUp
- VectorWorks
- Corel Draw X8
- Gibbs Cam 12
- Adobe Acrobat DC
- Model Building
- Rendering
- CPR and First Aid

**SELECTED PROJECTS EXPERIENCE:**

- Salem New Hampshire New Police/  
Public Safety Facility
- Dudley Town Hall and Senior Center
- Hingham Town Hall, Senior Center & Police
- Haverhill Public Schools Roofs
- Tisbury Police
- Erving Fire Station

**AFFILIATIONS AND CERTIFICATIONS**

- American Institute of Architecture Students (AIAS)
- Boston Society of Architects
- Habitat for Humanity
- Boston Center for Adult Education
- South Carolina Miata Club
- USS Princeton Family Readiness Group
- USS Frank Cable Command Ombudsman



**Sabrina M. Torchia, LEED AP, Job Captain**  
*Allen Lieb Architects & Associates, P.C.*

Ms. Torchia joined the firm as an incoming Co-op student from Wentworth Institute of Technology, studying for a Bachelor of Science Degree in Architecture and a Masters of Architecture. Ms. Torchia brings to the team a tremendous amount of design and AutoCad knowledge. Ms. Torchia aids in the development of design, production drawings, code analysis and rendering on the project team.

**EDUCATION:**

**2009 Wentworth Institute of Technology**

Bachelor of Science in Architecture  
Masters of Architecture

**2009 LEED AP**

USGBC, New Construction Certification

**SPECIAL TRAINING:**

- Architectural Desktop 3.3
- Revit
- VectorWorks
- Microsoft Office
- Form-Z
- SketchUp
- Adobe Creative Suite
- Occupational Safety and Health Administration (OSHA) 10 hour Certified
- Massachusetts State Code Book Prep. Class
- CPR/First Aid

**SELECTED PROJECT EXPERIENCE:**

- Revere Police Headquarters
- Revere Fire Facility
- Lynn District Courthouse
- North Andover Police Station
- Multiple Residence Renovations
- Dartmouth Police Headquarters Study

**AFFILIATIONS AND CERTIFICATIONS:**

- American Institute of Architecture Students (AIAS)
- Rotary Club Leaders of America

**AWARDS:**

- Merit Scholarship

**Hugo S. Lemes, Senior CAD Manager & Designer**  
*Allen Lieb Architects & Associates, P.C.*

Hugo S. Lemes is an Architect with a well-rounded design, technical and management experience in architecture. He has led the design and production effort on a variety of challenging projects.

Mr. Lemes' passion for design, detailing and solving complicated problems with innovative solutions means that he strives to build consensus to address the complexities of human interaction and design solutions. The key areas of his expertise includes strong technical design and design development, production of working drawings and specifications, contract negotiations, interfacing with clients, contractors and building officials, selection of materials and products, coordination of consultants and other disciplines and the processing of shop drawings and field observations. He coordinates the overall architectural/engineering/consultant efforts and is involved with the review of cost data on the project for completeness and development of design options to maintain client budget.

**EDUCATION:**

Cornell University, Bachelor of Architecture  
(Cornell International Scholar Award and Scholarship Recipient)

• **PROFESSIONAL AFFILIATIONS:**

Institute of Classical Architects & Art New England

**SELECTED PROJECT EXPERIENCE:**

- Dartmouth Police Headquarters Study

**Skills:**

- |                           |                    |
|---------------------------|--------------------|
| • Auto CAD                | • Microsoft Office |
| • Revit                   | • HTML - CSS       |
| • Unity 3D + Oculus Rift  | • KML              |
| • Sketch Up               | • Javascript       |
| • Rhino + Grasshopper     | • jQuery           |
| • Ecotect                 | • InDesign         |
| • Global Mapper           | • Illustrator      |
| • QuantumGIS              | • Photoshop        |
| • Final Cut/After Effects |                    |
| • Dreamweaver             |                    |



**COMMONWEALTH OF MASSACHUSETTS  
DIVISION OF PROFESSIONAL LICENSURE**

**BOARD OF  
ARCHITECTS**

**ISSUES THE FOLLOWING LICENSE  
REGISTERED ARCHITECT**

**ALLEN M LIEB  
1200 SALEM STREET  
UNIT 169  
LYNNFIELD, MA 01940-2617**

**4502**

**08/31/2019**

**552191**

*Allen M. Lieb*  
LICENSEE SIGNATURE

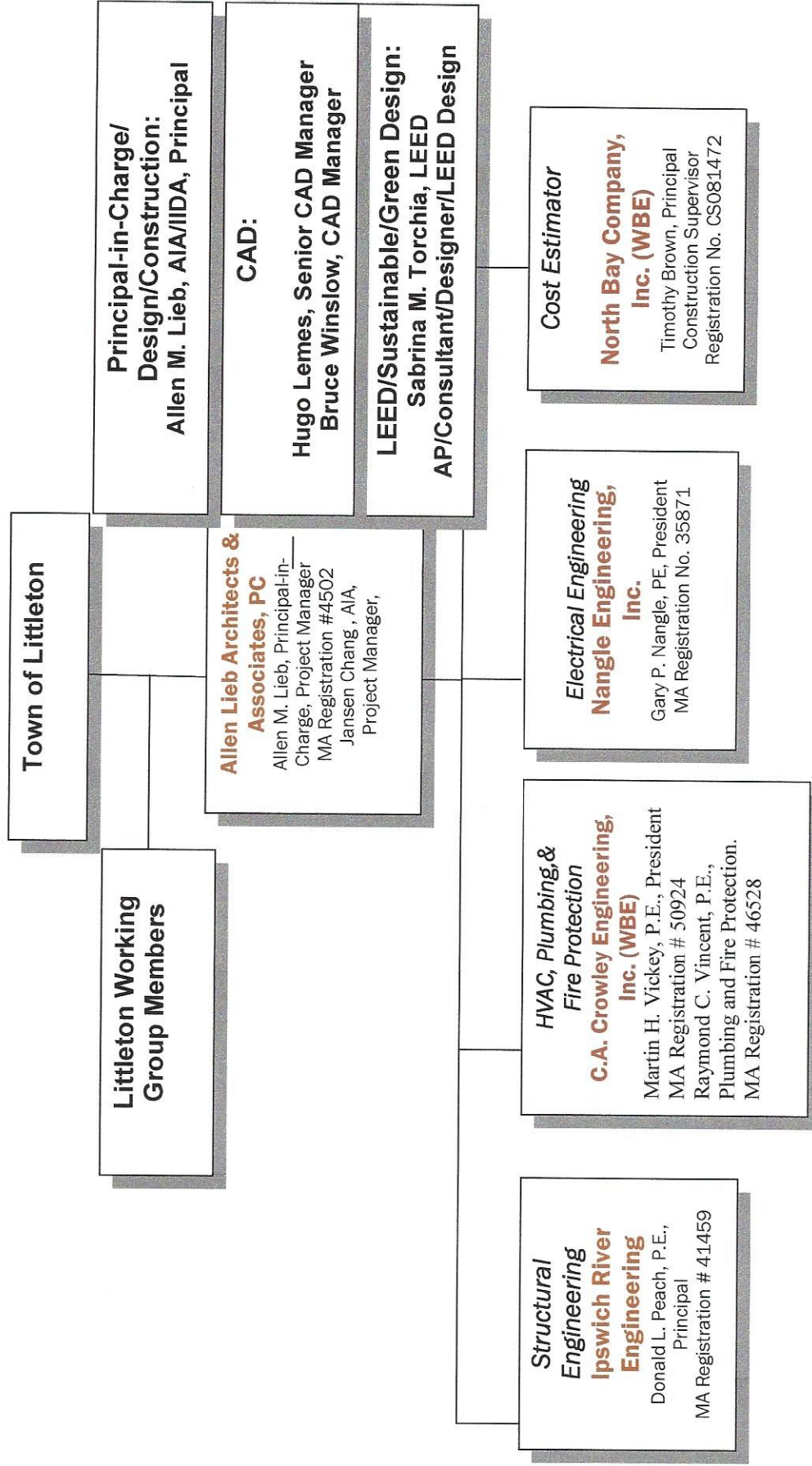
**LICENSE NUMBER      EXPIRATION DATE      SERIAL NUMBER**





<b>Commonwealth of Massachusetts</b>  <b>Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)</b>	<b>1. Project Name/Location For Which Firm Is Filing:</b>  <div style="text-align: center;"> <b>Littleton Town Building &amp; Space Needs Project – Designer Services</b>  <b>LITTLETON, MA</b> </div>	<b>2. Project #</b>  This space for use by Awarding Authority only.																																																																																																																
<b>3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:</b> <b>Allen Lieb Architects &amp; Associates, P.C.</b> <b>P.O. Box 1029, 598 Salem Street</b> <b>Lynnfield, MA 01940</b>	<b>3e. Name Of Proposed Project Manager:</b>  For Study: (if applicable) <b>Allen M. Lieb, AIA/IIDA</b> For Design: (if applicable) <b>Allen M. Lieb, AIA/IIDA</b>																																																																																																																	
<b>3b. Date Present and Predecessor Firms Were Established:</b>  <b>1980</b>	<b>3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above: N/A</b>																																																																																																																	
<b>3c. Federal ID #-:</b> <b>45-3417574</b>	<b>3g. Name and Address Of Parent Company, If Any:</b>																																																																																																																	
<b>3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required):</b> <b>Allen M. Lieb, President #4502</b>  Email Address: <b>amlieb@liebarchitects.com</b> Telephone No: <b>(781)246-9333</b> Fax No.:	<b>3h. Check Below If Your Firm Is Either:</b> (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"/>																																																																																																																	
<b>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):</b>																																																																																																																		
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<b>5. Has this Joint-Venture previously worked together?</b> <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 <b>ONLY</b> Those Prime Applicant and Sub-Consultant Personnel Requested In The Advertisement. Confine Responses To The Space Provided On The Form and Limit Resumes To <b>ONE</b> Person Per Discipline Requested In The Advertisement. 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>Allen M. Lieb, AIA/IIDA, President</b>		Name and Title Within Firm: <b>Jansen Chang, AIA</b>
b.	Project Assignment: <b>Principal In Charge/Project Manager</b>		Project Assignment: <b>Associates/ Project Manager</b>
c.	Name and Address Of Office In Which Individual Identified In 7a Resides: <b>Allen Lieb Architects &amp; Associates, PC</b> <b>P.O. Box 1029, 598 Salem Street</b> <b>Lynnfield, MA 01940</b>	MBE <input type="checkbox"/> WBE <input type="checkbox"/>	Name and Address Of Office In Which Individual Identified In 7a Resides: <b>Allen Lieb Architects &amp; Associates, PC</b> <b>P.O. Box 1029, 598 Salem Street</b> <b>Lynnfield, MA 01940</b>
d.	Years Experience: With This Firm: <b>36</b> With Other Firms: <b>11</b>		Years Experience: With This Firm: <b>6</b> With Other Firms: <b>32</b>
e.	Education: Degree(s) /Year/Specialization <b>Franklin Institute / 1963 / ASCE / CT</b> <b>Boston Architectural Center / 1970 / Bachelor of Architecture</b> <b>Harvard Graduate School of Architecture Continuing Education Program</b>		Education: Degree(s) /Year/Specialization <b>Virginia Polytechnic Institute/1974/Bachelor of Architecture</b>
f.	Active Registration: Year First Registered/Discipline/Mass Registration Number <b>1978 / Architecture / #4502</b> <b>American Institute of Architects (AIA)</b> <b>National Council of Architectural Registration Board (NCARB)</b> <b>International Interior Design Association (IIDA)</b>		Active Registration: Year First Registered/Discipline/Mass Registration Number <b>1980/Architecture</b> <b>American Institute of Architects (AIA)</b>
g.	Current Work Assignments and Availability For This Project:  <b>Mr. Lieb will be the Principal-in-Charge and Project Manager and will dedicate 100% of his time to the project.</b>		Current Work Assignments and Availability For This Project:  <b>Mr. Chang will be the Job Captain and will dedicate 90% of his time to the project.</b>
h.	Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): <b>Allen Lieb Architects &amp; Associates, P.C. was formed in 1980, and since that time Mr. Lieb has been involved in every project undertaken by the firm. Mr. Lieb has an experience base of over 46 years, and has been in charge of projects with an aggregate value of over \$400 million.</b> <b>Mr. Lieb's experience includes a wide range of project types including housing for the elderly, secondary and university educational facilities, restaurants, hotels, banks, religious facilities, transportation centers, recreational centers, housing, industrial and commercial buildings, nursing homes, condominiums, residences, high-tech research/development office buildings and manufacturing facilities as well as the design of correctional facilities, police and fire stations, emergency operations centers, town halls, courthouses and public works facilities.</b> <b>Mr. Lieb and his office have completed town hall facilities for municipalities throughout Massachusetts, including historic restoration of many municipal buildings.</b>		Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): <b>Mr. Chang has 30+ years of well-rounded design, technical and management experience in architecture. He is an expert in managing complex, multidisciplinary teams and problem solving using the latest smart technologies such as evidence based design, interdisciplinary project delivery, virtual techniques, sustainable design and 3 D modeling. Some examples of his experience are:</b> <ul style="list-style-type: none"> <li>- Yale New Haven Hospital, New Haven, CT. - Salvatore Associates</li> <li>- Adelphi University, Garden City, NY - Cannon Design</li> <li>- Student Center and Humanities Bldg., Boston College - TK&amp;A</li> <li>- School of Education, Boston University - SOM</li> <li>- Eleanor Roosevelt College, San Diego, CA - Moshie Safdie Associates</li> </ul>



<p>7. Brief Resume Of <b>ONLY</b> Those Prime Applicant and Sub-Consultant Personnel Requested In The Advertisement. Confine Responses To The Space Provided On The Form and Limit Resumes To <b>ONE</b> Person Per Discipline Requested In The Advertisement. 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.	<p>Name and Title Within Firm:</p> <p><b>Jamie Austin Garrison</b></p>
b.	<p>Project Assignment:</p> <p><b>Architecture / Project Manager/Designer</b></p>
c.	<p>Name and Address Of Office In Which Individual Identified In 7a Resides:</p> <p><b>Allen Lieb Architects &amp; Associates, P.C.</b>  <b>PO Box 1029, 598 Salem Street</b>  <b>Lynnfield, MA 01940</b></p> <p>MBE <input type="checkbox"/> WBE <input type="checkbox"/></p>
d.	<p>Years Experience: With This Firm: <b>17</b> With Other Firms: <b>5</b></p>
e.	<p>Education: Degree(s) /Year/Specialization</p> <p><b>Boston Architectural College</b>  <b>Roger Williams University</b></p>
f.	<p>Active Registration: Year First Registered/Discipline/Mass Registration Number</p>
g.	<p>Current Work Assignments and Availability For This Project:</p> <p><b>AVAILABILITY: 100%</b></p>
h.	<p>Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):</p> <p><b>Ms. Garrison brings to the team a tremendous amount of design and AutoCad knowledge, playing a dual role of Project Manager and Designer. Ms. Garrison aids in the development of design development, production of working drawings and specifications and coordination of consultants and other disciplines.</b></p> <p><b>Skills: AutoCad 2017, Revit, MS Word, Excel, Outlook, SketchUP, Vector Works, Corel Draw X8, Rendering, Adobe Photoshop</b></p>



7. Brief Resume Of **ONLY** Those Prime Applicant and Sub-Consultant Personnel Requested In The Advertisement. Confine Responses To The Space Provided On The Form and Limit Resumes To **ONE** Person Per Discipline Requested In The Advertisement. Resumes Should Be Consistent With The Persons Listed On The Organizational Chart In Question # 6. Additional Sheets Should Be Provided Only As Required For The Number Of Key Personnel Requested In The Advertisement And They Must Be In The Format Provided. By Including A Firm As A Sub-Consultant, The Prime Applicant Certifies That The Listed Firm Has Agreed To Work On This Project, Should The Team Be Selected.

a.	Name and Title Within Firm: <b>Sabrina M. Torchia, LEED AP</b>	a.	Name and Title Within Firm: <b>Hugo S. Lemes</b>
b.	Project Assignment: <b>LEED Consultant</b>	b.	Project Assignment: <b>Senior CAD, Project Manager/Designer</b>
c.	Name and Address Of Office In Which Individual Identified In 7a Resides: <b>Allen Lieb Architects &amp; Associates, P.C. PO Box 1029, 598 Salem Street Lynnfield, MA 01940</b>	c.	Name and Address Of Office In Which Individual Identified In 7a Resides: <b>Allen Lieb Architects &amp; Associates, P.C. PO Box 1029, 598 Salem Street Lynnfield, MA 01940</b>
d.	Years Experience: With This Firm: <b>10</b> With Other Firms: <b>2</b>	d.	Years Experience: With This Firm: <b>7</b> With Other Firms: <b>3</b>
e.	Education: Degree(s) /Year/Specialization <b>Wentworth Institute of Technology, BS in Architecture and Masters of Architecture, 2009</b>	e.	Education: Degree(s) /Year/Specialization <b>Cornell University, BS in Architecture</b>
f.	Active Registration: Year First Registered/Discipline/Mass Registration Number <b>2009/LEED AP/7413A20109</b>	f.	Active Registration: Year First Registered/Discipline/Mass Registration Number <b>NA</b>
g.	Current Work Assignments and Availability For This Project: <b>Availability for this project is 85%</b>	g.	Current Work Assignments and Availability For This Project: <b>Availability of this project is 100%</b>
h.	Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): <b>Ms. Torchia joined the firm in 2006. Starting as a CAD drafter, she has advanced through the years to project manager/job captain. As an Associate of the firm, Ms. Torchia handles all facets of the architectural process - from the initial programming phase through construction management. She is responsible for client contact, building design, engineering coordination, construction drawings and overall project management. Mr. Torchia's primary experience has been in municipal/public sector projects including Police and Fire Facilities, State Courthouses, Town and City Civic buildings and in the repair and renovations to existing structures.</b>	h.	Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): <b>Mr. Lemes joined the firm after spending several years at a firm as a designer, layout engineer and web administrator. Mr. Lemes brings to the team a solid amount of AutoCad knowledge, leading the group as the CAD Project Manager. Mr. Lemes aids in the development and production of drawings and assures complete coordination amongst the team. He also contributes to the design of many projects.</b>

<p>7. Brief Resume Of <b>ONLY</b> Those Prime Applicant and Sub-Consultant Personnel Requested In The Advertisement. Confine Responses To The Space Provided On The Form and Limit Resumes To <b>ONE</b> Person Per Discipline Requested In The Advertisement. 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:	<p><b>Donald L. Peach, P.E., President</b></p>	
b.	Project Assignment:	<p><b>Structural Engineer</b></p>	
c.	Name and Address Of Office In Which Individual Identified In 7a Resides:	<p><b>Ipswich River Engineering, Inc.</b>  <b>1 Central Street, Suite 204</b>  <b>Middleton, MA 01949</b>  <b>T. 978-664-6925 OR 978-739-9135 F. 978-739-9136</b></p>	<p>MBE <input type="checkbox"/>  WBE <input type="checkbox"/></p>
d.	Years Experience: With This Firm: <b>16</b> With Other Firms: <b>12</b>		
e.	Education: Degree(s) /Year/Specialization	<p><b>BSCE/May 1993/Civil Engineering – University of Massachusetts Lowell</b>  <b>MSCE/Feb. 1995/Civil Engineering – University of Massachusetts Lowell</b></p>	
f.	Active Registration: Year First Registered/Discipline/Mass Registration Number	<p><b>2000/Structural Engineer/MA P.E. #41459</b>  <b>2010 – Structural Engineer – New Hampshire P.E. No. 13113</b></p>	
g.	Current Work Assignments and Availability For This Project:	<ul style="list-style-type: none"> <li>• <b>Design Phase – New 3,000 S.f. Restaurant – Marlborough, MA</b></li> <li>• <b>Construction Phase – Crystal Lakes Residences – Melrose, MA</b></li> <li>• <b>Design Phase – New 3,850 s.f. Commercial Bldg. - North Reading, MA</b></li> <li>• <b>General Office Administration</b></li> </ul>	
h.	Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	<ul style="list-style-type: none"> <li>• <b>New ADA Elevator Addition, Lowell Superior Court</b></li> <li>• <b>Westford Town Hall Floor Structural Evaluation, Westford, MA</b></li> <li>• <b>Structural Condition Survey, Bradstreet School, North Andover, MA</b></li> <li>• <b>Danvers Town Hall HVAC Modernization – Danvers, MA</b></li> <li>• <b>Wrentham DMR Heffron Building Renovation – Wrentham, MA</b></li> <li>• <b>Taunton State Hospital, Goss Building, 3<sup>rd</sup> &amp; 4<sup>th</sup> Floors Renovations</b></li> <li>• <b>Revere Police Headquarters – Revere, MA</b></li> <li>• <b>Engine 1, Ladder 1 Fire Station – Revere, MA</b></li> </ul>	




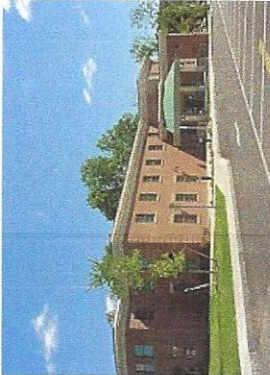

7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. Include Resumes of Project Managers. Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.	
a. Name and Title Within Firm: <b>Martin H. Vickey, P.E., President</b>	a. Name and Title Within Firm: <b>Raymond C. Vincent, P.E.</b>
b. Project Assignment: <b>Principal in Charge - Mechanical</b>	b. Project Assignment: <b>Plumbing and Fire Protection</b>
c. Name and Address Of Office In Which Individual Identified In 7a Resides: <b>c.a.crowley. ENGINEERING, INC. 645 County Street, Unit 6 Taunton, MA 02780</b>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: <b>c.a.crowley. ENGINEERING, INC. 645 County Street, Unit 6 Taunton, MA 02780</b>
d. Years Experience: With This Firm: <b>22</b> With Other Firms: <b>0</b>	d. Years Experience: With This Firm: <b>11</b> With Other Firms: <b>6</b>
e. Education: Degree(s) / Year / Specialization <b>AS / 1992 / Mechanical Engineering Technology BS / 1998 / Mechanical Engineering Technology</b>	e. Education: Degree(s) / Year / Specialization <b>BS / 1994 / Mechanical Engineering</b>
f. Active Registration: Year First Registered / Discipline / Mass Registration Number <b>2012 / Mechanical / 50924</b>	f. Active Registration: Year First Registered / Discipline / Mass Registration Number: <b>2006 / Mechanical / 46528</b>
g. Current Work Assignments and Availability For This Project: <b>Stadium Courts Boiler Replacement - Lawrence, MA (Construction Phase) The Ropewalk - Boston, Ma (Design Phase)</b>	g. Current Work Assignments and Availability For This Project <b>UMASS Amherst Parking Garage Renovations (Construction Phase) Mass. Medical Marijuana - Plymouth, MA (Design Phase)</b>
h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):  <b>Mr. Vickey is available to start on this project immediately.</b>  <b>Mr. Vickey is a Registered Professional Engineer and a LEED Accredited Professional with 21 years' experience in the heating, ventilating and air conditioning engineering field. Responsibilities have included layout, sizing and design of air and hydronic systems, code compliance review, energy efficiency and rebate programs, field surveys, studies and reports including recommendations, design calculations, specifications, shop drawing review, system layout and sizing, cost estimating and construction administration. On many projects, Mr. Vickey has served as principal in charge for many projects through our multiple house doctor contracts and has been responsible for all aspects of the projects from conception through design and construction, including project scheduling, budgets, bidding, approval of contractor's requisitions, and final inspections. Mr. Vickey was Principal-In-Charge for all the projects listed in Item 8b.</b>	h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):  <b>Mr. Vincent is available to start on this project immediately.</b>  <b>Mr. Vincent is a Registered Professional Mechanical Engineer with fifteen years' experience designing HVAC, fire protection and plumbing systems for new and existing construction. Responsibilities have included field surveys, studies/reports, design calculations, equipment selection, specifications, shop drawing review and field supervision and inspection. During his professional career, he has managed the design of housing complexes, office buildings, municipal buildings, educational facilities, industrial facilities, health care complexes, and a number of specialty projects. As project manager Mr. Vincent has completed numerous projects under various house doctor contracts with the University of Massachusetts Amherst, as well as the Fall River Housing Authority, New Bedford Housing Authority, and Quincy Housing Authority. Mr. Vincent is MCPPO Certified. Recent similar projects have included:</b>  <b>Bank Street Armory - Fall River Whitman Town Hall - HVAC Study UMass Isenberg School of Management</b>




<p>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>	
<p>a. Name and Title Within Firm: <b>Gary P. Nangle, President</b></p>	<p>a. Name and Title Within Firm: <b>Carl W. Neunaber, Vice President</b></p>
<p>b. Project Assignment: <b>Project Manager</b></p>	<p>b. Project Assignment: <b>Project Captain</b></p>
<p>c. Name and Address Of Office In Which Individual Identified In 7a Resides: <b>Nangle Engineering</b> <b>32 Prince Street</b> <b>Danvers, MA 01923</b></p> <p> <input type="checkbox"/> MBE  <input type="checkbox"/> WBE  <input type="checkbox"/> SDVOBE  <input type="checkbox"/> VBE         </p>	<p>c. Name and Address Of Office In Which Individual Identified In 7a Resides: <b>Nangle Engineering</b> <b>32 Prince Street</b> <b>Danvers, MA 01923</b></p> <p> <input type="checkbox"/> MBE  <input type="checkbox"/> WBE  <input type="checkbox"/> SDVOBE  <input type="checkbox"/> VBE         </p>
<p>d. Years Experience: With This Firm: <b>20</b> With Other Firms: <b>12</b></p>	<p>d. Years Experience: With This Firm: <b>18</b> With Other Firms: <b>3</b></p>
<p>e. Education: Degree(s) /Year/Specialization <b>BS / 1985 / Electrical Engineering</b></p>	<p>e. Education: Degree(s) /Year/Specialization <b>BS / 1996 / Electrical Engineering, U Mass Lowell</b></p>
<p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number <b>1991 / Electrical / 35871</b></p>	<p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number</p>
<p>g. Current Work Assignments and Availability For This Project: <b>Mr. Nangle is available to work on this project immediately &amp; make it a priority.</b> <b>In Construction: CHA JP State; Dedham HA Fire Alarm Upgrade; Topsfield HA Fire Alarm Upgrade</b> <b>In Design: Brookline HA Mechanical/Electrical for Various Sites</b></p>	<p>g. Current Work Assignments and Availability For This Project: <b>Mr. Neunaber is available to work on this project immediately. His current projects include:</b> <b>In Construction: 8 Harrison Avenue Fit-up, Boston, MA, Hamilton HA Intercom</b> <b>In Design: Peabody Municipal Light Plant; 263 Western Avenue Apartments</b></p>
<p>h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): <b>Gary P. Nangle, the principal and founder of NEI, has over 30 years of experience in the electrical and related design fields in the building industry. Prior to forming NEI, Mr. Nangle's experience included several years with a medium sized design firm, where he served as Assistant Chief Electrical Engineering. Mr. Nangle both designed and managed countless projects, including retail, educational, commercial, industrial, and transportation related projects. He has several years designing high-end security systems for military sites worldwide, and several years designing, constructing, and commissioning a high power electrical testing facility. Mr. Nangle also has experience in the electrical contracting industry, which allows him a "real-world" view of the installation of building systems. Mr. Nangle is a registered professional engineer (PE) in 5 states.</b></p>	<p>h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): <b>Mr. Neunaber has over twenty years experience designing electrical systems for a wide array of projects. Mr. Neunaber presently designs power, lighting, fire detection and alarm systems and data/voice/video networks for residential, commercial and industrial projects. He also has extensive experience performing initial site survey and construction projects interim and final inspection.</b>  <b>Mr. Neunaber is also a highly skilled CAD operator, and is responsible for overseeing and managing the production of all CAD technician sub-consultants.</b></p>



<p>7. Brief Resume Of <b>ONLY</b> Those Prime Applicant and Sub-Consultant Personnel Requested In The Advertisement. Confine Responses To The Space Provided On The Form and Limit Resumes To <b>ONE</b> Person Per Discipline Requested In The Advertisement. 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>Timothy J. Brown, Principal</b>	
b.	Project Assignment:	<b>Principal-In-Charge, Chief Estimator</b>	
c.	Name and Address Of Office In Which Individual Identified In 7a Resides:	<b>North Bay Company, Inc.</b> <b>30 Spring Street</b> <b>Pembroke, MA 02359</b>	MBE WBE
d.	Years Experience: With This Firm:	<b>12</b>	With Other Firms: <b>13</b>
e.	Education: Degree(s) /Year/Specialization	<b>Bachelor of Science, Wentworth Institute of Technology, 1991, Construction Management</b>	
f.	Active Registration: Year First Registered/Discipline/Mass Registration Number	<b>Construction Supervisor #CS081472 since 1993</b> <b>City of Boston Superintendent #B19096 since 2000</b>	
g.	Current Work Assignments and Availability For This Project:	<b>This Project will be a priority</b>	
h.	Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	<b>General Contractor for various projects, North Bay Company, Inc.</b> <b>Bovis Lend Lease, Construction Superintendent, Ritz Carlton Towers, 33 Arch</b> <b>Boston, 10 St. James Ave, Boston, 75 Arlington Street, Boston 1999-2003</b> <b>GBH Macomber Estimator, Assistant Superintendent, 1997-19999</b> <b>Carlson Design/Construct, Estimator/Project Manager 1993-1997</b>	


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), <b>Town Halls</b>					
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) <b>Dudley Municipal Complex</b> Town Hall, Senior Center, and Police Headquarters Dudley, Massachusetts  <b>Allen M. Lieb, AIA/IIDA</b> 	Design & Construction Admin. for Renovations to a 36, 000 sf School Building into New Town Hall, Senior Center, Police and School Department Offices. Scope of work includes the evaluation of existing systems; design of renovations to the site, building envelope, interior finishes, handicap accessibility, structural systems, HVAC, electrical, fire protection and plumbing systems; and construction administration.	Town of Dudley Mr. Michael Spahl Building Committee Chairman 508.922.4502	November 2004	Budget: \$7,500 Const. Cost: \$7,365	750
(2) <b>Wrentham Town Hall</b> Additions & Renovations Wrentham, MA  <b>Allen M. Lieb, AIA/IIDA</b> 	Additions & Renovations to the existing Town Hall Structure, responding to the expanding needs of the town. Project designed in contort with neighboring public safety building	Town of Wrentham Steven Small Building Committee 978.488.2049	May 2005	Budget: \$3,800 Const. Cost \$3,075	266
(3) <b>Littleton Town Offices</b> Restoration and/or Relocation of Exterior & Interior Littleton, MA 	This project consisted of a feasibility study for the relocation or restoration of the Littleton Town Offices including re-design of the interior offices and/or relocation of the offices. This project looked at 3 possible alternatives	Mr. Chris Stoddard, Director of Public Works Town of Littleton 978-540-2670	2017-2018	N/A	60





<p>(4) <b>Essex Town Hall,</b> Library, Police Station Essex, MA</p> <p><b>Allen M. Lieb, AIA/IIDA</b></p> 	<p>Study, Design &amp; Estimates. Renovations &amp; Additions to the Essex Town Hall to accommodate Town Hall, Library &amp; Police.</p>	<p>Essex Board of Selectman</p>	<p>September 1989</p>	<p>4,679</p>	<p>25</p>
<p>(5) <b>Hingham Civic Center</b> New Town Hall, Police Headquarters Recreational Department, Senior Center, Light Plant Administration and School Department Offices Hingham, Massachusetts</p> <p><b>Allen M. Lieb, AIA/IIDA</b></p> 	<p>Renovation, Addition and Retrofit of an existing, 94,000 sf school converting the buildings into the following municipal facilities: Town Hall, Police Headquarters, Recreation Department, Senior Center, Light Administration Plant, and School Department offices. Included restoration and preservation of various historic elements of both the exterior and interior of the buildings. <b>This project won three separate awards from the Massachusetts Historical Commission, the Hingham Historical Society, and the Massachusetts Executive Office of Public Safety Architectural Access Board.</b></p>	<p>Town of Hingham Thomas J. Carey Chairman Hingham Building Committee Hingham, MA 781.731-0890</p>	<p>April 1998</p>	<p>Budget: \$8,500 Const. Cost: \$7,424</p>	<p>750</p>


8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement and They Must Be In The Format Provided.

Sub-Consultant Name: **C.A. Crowley Engineering< inc.**

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
(1) <b>Bedford Town Hall Bedford, MA</b> 	<b>Prepared an Inventory &amp; Condition Assessment Report</b> listing existing MEP equipment and provided information regarding the age and condition of the equipment along with the remaining useful life. MEP systems that were analyzed included Elevator, Fire Protection, Plumbing, Mechanical (HVAC) and Electrical. Once the study portion of the project was completed we were awarded the design portion under a separate contract. The design built upon the findings in the study and included a completely new, high efficiency HVAC system for the entire building.	<b>Richard Jones Bedford Town Hall 10 Mudge Way Bedford, MA 01730 781- 275-0083</b>	<b>Study 2012(A) (2016)(E)</b>	<b>2,200(E)</b>	<b>25/27</b>
(2) <b>Martin Vickey, P.E. Peer Review – State Owned Property Various Locations throughout MA</b>	<b>HVAC, Plumbing and Fire Protection Construction</b> document reviews were conducted for projects at various state-owned properties ranging in size from 22,000 sq. ft. to 90,000 sq. ft. Properties included but were not limited to: <b>Enterprise Block Dev. – Brockton, W. Boylston &amp; Sudbury St. – Worcester, ATC-Worcester, DHHS-DCF Tenant Fit Out – Framingham and DHHS – Quincy, MA</b>	<b>Anthony D'Onofrio, AIA Architects &amp; Planners P. O. Box 457 N. Scituate, MA 02066 781-545-3404</b>	<b>2014</b>	<b>N/A</b>	<b>25</b>
<b>Martin Vickey, P.E.</b>					




<p>(3) Mansfield DPW Garage Study Mansfield, MA</p>  <p>Martin Vickey, P.E.</p>	<p>A study was completed for the Town of Mansfield regarding the heating, ventilating and air conditioning systems in the 14,000 Sq. Ft. Department of Public Works Garage. The existing systems consisted of gas fired unit heaters and sidewall exhaust fans. These systems were not meeting current code requirements for ventilation rates. The Town was concerned that the environment was not safe for the occupants. Adequate temperature control of the space is also a problem. The final report included an existing conditions description, code deficiencies identification, recommendations for renovations to create a code compliant environment, air-conditioning sizing for the front office area and construction cost estimates for all the recommended work.</p>	<p>Town of Mansfield 6 Park Row Mansfield, MA Michael Ahern 508-261-7466</p>	<p>2013 (A)</p>	<p>25 (A)</p>	<p>7.5</p>
<p>(4) Wrentham Town Hall Wrentham, MA</p>  <p>Martin Vickey, P.E.</p>	<p>The scope of the project consisted of renovations and additions to the existing 12,800 sf Town Hall Building. A new HVAC system including new boilers, pumps, piping systems, and air handling units were installed. The new HVAC system provided improved zoning for occupant comfort and energy efficiency. The system was designed in conjunction with the existing building structure to allow the original building character to remain.</p>	<p>Allen M. Lieb Architects 999 Broadway, Ste. 403 Saugus, MA Allen Lieb 781-233-6800</p>	<p>2006(A)</p>	<p>1,800</p>	<p>40</p>

<p>(5) University of Massachusetts Amherst Deferred Maintenance Study Isenberg School of Management Amherst, MA</p>  <p>Martin Vickey, P.E.</p>	<p>This project consisted of the evaluation of the existing HVAC, Plumbing, Fire Protection and Electrical systems. The scope of work for this written report included:</p> <ul style="list-style-type: none"> <li>• The examination of code compliance and recommendations.</li> <li>• Review of existing plans and site surveys.</li> <li>• Calculating current heating and cooling load requirements (per ASHRAE standards) for the building. From this information, two HVAC Upgrade Options were developed along with Alternates.</li> <li>• Examining existing Plumbing and Fire Protection systems with respect to code compliance and upgrade requirements.</li> <li>• Electrical analysis of the existing electrical, lighting, emergency lighting and fire alarm systems along with recommendations with HVAC upgrades.</li> <li>• Architectural analysis of existing code compliance and to determine the affect of HVAC upgrades with respect to code compliance.</li> <li>• Analysis of existing Hazardous Materials present in the building via a contracted consultant.</li> <li>• Provide Total Project Cost for each Upgrade Option.</li> </ul>	<p>Seth Goldfine Faithful &amp; Gould 55 Summer Street 33<sup>rd</sup> Floor Boston, MA 02110 617-423-5548</p>	<p>2011 (A)</p>	<p>Study Only</p>	<p>\$40</p>
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8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement.

Sub-Consultant Name: **NANGLE ENGINEERING INC.**

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/Is Responsible
				Construction Costs (Actual, Or Estimated If Not Completed)		
(1) Building Envelope & Interior Renovations Revere, MA Gary P. Nangle	Provide electrical design, construction documents, site visits and submittal reviews for this multi-family building in Revere, MA.	Gienapp Design Associates 20 Conant Street Danvers, MA 01923 John Maloney 978-750-9062 x118	9/15 (A)	\$689 (E)		\$7
(2) 99 North Common Street Lynn, MA Gary P. Nangle	Electric design, and construction administration for new 10 unit apartment building in Lynn, MA	Deerhill Architects 40 Lowell Street Peabody, MA 01960 John Crowell (978) 532-8660	2016 (A)	\$1,660 (A)		\$11
(3) New Bedford Police Department Sally Port Gary P. Nangle	Provide electrical design, construction documents, submittal review for Police Department.	C.A. Crowley Engineering 645 County Street, Unit 6 Taunton, MA 02780 Marty Vickey 508-884-5094	2018 (E)	Unknown		\$6
(4) Woodland Towers Community Room Renovations Watertown, MA Gary P. Nangle	Provide electrical design, construction documents, site visits and submittal reviews for Woodland Towers Community Room Renovations.	C.A. Crowley Engineering 645 County Street, Unit 6 Taunton, MA 02780 Marty Vickey 508-884-5094	2018(E)	\$300 (E)		\$5
(5) Miscellaneous Repairs and Renovations at Various Local Housing Authorities  Gary P. Nangle	2014 House Doctor Contract - Design, bidding and construction Administration of various electrical, generator, fire alarm, CCTV and security upgrade projects throughout the Commonwealth of Massachusetts.	Commonwealth of Massachusetts Department of Housing And Community Development 100 Cambridge Street Boston, MA 02114 David McClave 617-573-1000	Ongoing	\$3,900 (E)		\$320

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8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement and They Must Be In The Format Provided.

Sub-Consultant Name: **North Bay Company, Inc.**

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
(1) Taunton Housing Authority  Timothy J. Brown	Construction Cost Estimating Services	Taunton Housing Authority Architect: Abacus Architects Mr. David Pollak, AIA 617-562-4446	Summer 2010	\$329,000	\$1,400
(2) Boston Housing Authority  Timothy J. Brown	Construction Cost Estimating Services	Boston Housing Authority Architect: B. Goba & Associates Mr. Bernard Goba, AIA 781-335-6465	Summer 2010	\$500,000	\$1,350
(3) Mass Bay Community College Recreation Wellness Center  Timothy J. Brown	Construction Cost Estimates for the Feasibility study of (4) separate design options	Mass Bay Community College Architect: Gale Associates, Inc. Mr. Ed Stewart, Associate 781-335-6465	Summer 2010	\$2,800,000	\$2,200
(4) Barn Conversion Project Historic Adaptive Re-use Hopkinton, MA  Timothy J. Brown Julie Paul Brown, AIA	Design, Project Management & Construction of the adaptive Re- use of circa 1850 barn and attached structures. Now serving as high-end rental units.	Mr. Patrick Sansonetti 152 Hayden Rowe Street Hopkinton, MA 508-624-8681	September 2009	\$1,400,000	\$75,000
(5) Pembroke Housing Authority Kitchen and Bath Renovations  Timothy J. Brown	Construction Cost Estimating Services	Pembroke Housing Authority Architect: Gale Associates, Inc. Mr. Ed Stewart, Associate 781-335-6465	2004	\$61,124	\$1,000



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.

# of Total Projects: 29		# of Active Projects: 2		Total Construction Cost (In Thousands) of Active Projects (excluding studies):		
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	St., Sch.	1.	North Andover Police Study / Assessment & Design Existing Building Renovation into New Police Headquarters North Andover, MA Allen M. Lieb AIA / IIDA	Town of North Andover Chief Richard Stanley North Andover Police 978-683-3168	\$3,300	November 2010. (R)
P	St., Sch.	2.	Massachusetts State Police Skills Assessment - Firearms Training House New Braintree, MA Mark W. Barrett, NCARB	Mr. Fabian Trudeau Facilities Management (508) 867-1167	\$N/A Est.	May 2008 Est. (R)
P	St. Sch.	3.	Lowell Superior Courthouse Building Accessibility repairs Lowell, MA Allen M. Lieb, AIA/IIDA	Ms. Joan Freeman DCAM Project Manager Comm. Of Mass 617-727-4030	\$913.	March 2011 (Est.) (R)
P	St., Sch., D.D., C.D., A.C.	4.	Nantucket Police Department Police Storage Building - Roof Replacement Nantucket, MA Mark W. Barrett, NCARB	Dep. Chief Charles Gibson Nantucket Police Dept. 508 228-1212	\$60	March 2008 Est. (R)
P	St., Sch., D.D., C.D., A.C.	5.	Revere City Hall - Office Renovations 281 Broadway Revere, MA Allen M. Lieb, AIA/IIDA	Mr. George Anzuoni Director of Finance, City of Revere 781-286-8136	\$275	June 2008 (R)
P	St., Sch., D.D., C.D., A.C.	6.	Lynn District Courthouse Building Renovations and Code Upgrades Lynn, Massachusetts Allen M. Lieb, AIA/IIDA	Commonwealth of MA Chia-Yuan Lee Project Manager (617) 727-4030 x 473	\$5,180	December 2008 Est. (R)
P	St., Sch., D.D., C.D., A.C.	7.	Revere Police Department New Police Headquarters & Fire Sub-Station Revere, Massachusetts Allen M. Lieb, AIA/IIDA	Frank Stringi, Dir. of Planning and Dev. 281 Broadway Revere, MA 02151 (781) 286-8110	\$21,700	July, 2009 (N)
P	St., Sch., D.D., C.D., A.C.	8.	Massachusetts State Police - Troop A Barracks Crime Lab Renovations Danvers, MA Mark W. Barrett, NCARB	Mr. Gerald Densmore Mass State Police 508-820-2650	\$582	June 2008 (est.) (R)
P	St.	9.	Worcester State College Unit Heater Noise Abatement Study Worcester, MA Mark W. Barrett, NCARB	Mr. Bob Barry, DCAM Commonwealth of Massachusetts 617-727-4030	\$ N/A	April 2008 Est. (R)

P	St., Sch	10. Massachusetts State Police New Ambulance Garage Study New Braintree, MA Allen M. Lieb, AIA/IIDA	Mr. Fabian Trudeau Facilities Management (508) 867-1167	\$1,000 Est.	2007
P	St..	11. Lynn District Courthouse Facility. Building Analysis and Study Lynn, Massachusetts Allen M. Lieb, AIA/IIDA	Commonwealth of MA Chia-Yuan Lee Project Manager (617) 727-4030 x 473	\$5,180	2007 (R)
P	St., Sch.	12. North Andover Police Study / Assessment & Design Existing Building Renovation into New Police Headquarters North Andover, MA Allen M. Lieb AIA / IIDA	Town of North Andover Chief Richard Stanley North Andover Police 978-683-3168	\$8,500 Est.	2005 (N)
P	St.	13. Bolton Police Department Facility Needs Study Bolton, MA Mark W. Barrett, NCARB	Chief Celia Hyde Bolton Police Department 978-779-2276	\$4,200	2005
P	St.	14. Swampscott Police Department Study and Design for Proposed Building Renovations Swampscott, MA Mark W. Barrett, NCARB	Chief Ronald Madigan Swampscott Police Department 781-595-2626	\$4200	2005
P	St., Sch., D.D., C.D., A.C	15. Wrentham Town Hall Additions and Renovations Wrentham, MA Allen M. Lieb, AIA/IIDA	Mr. Stephen Small Building Committee Chairman 508-488-2049	\$3,800	2007 (R)
P	St., Sch., D.D., C.D., A.C	16. Wrentham Public Safety Complex Wrentham, MA Allen M. Lieb, AIA/IIDA	Mr. Stephen Small Building Committee Chairman 508-488-2049	\$7,059	2003 (N)
P	St., Sch., D.D., C.D., A.C.	17. Massachusetts State Police Revere Beach Barracks-Observation Tower Repairs Revere, MA Allen M. Lieb, AIA/IIDA	Commonwealth of MA Mr. James Ward Project Manager (617) 727-4030 x 531	1200	April 2010 (R)
P	St., Sch., D.D., C.D., A.C.	18. Barnstable County Regional 911 Center Barnstable, MA Mark W. Barrett, NCARB	Commonwealth of MA Mr. James Ward Project Manager (617) 727-4030 x 531	2100	December 2005 (R)
P	St., Sch., D.D., C.D., A.C.	19. Mass State Police Charles River Basin Boston, MA Allen M. Lieb, AIA/IIDA	Sgt. Joette Robin Mass State Police 508.820.2678	212	November 2005 (R)
P	St., Sch., D.D., C.D., A.C.	20. Concord Police Station Renovations and Additions Concord, Massachusetts Allen M. Lieb, AIA/IIDA	Lt. Paul Macone Concord Police Department 219 Walden Street Concord, MA 01742 (978) 318-3406	\$1,425	June 2005 (R)



P	St., Sch., D.D., C.D., A.C.	21. Dudley Town Hall, Senior Center, and Police Headquarters Dudley, Massachusetts Allen M. Lieb	Ron Sanda, Town Administrator Town of Dudley 40 Schofield Avenue Dudley, MA 01571 (508) 949-8000	\$7,585	Sept. 2004 (est.) (R)
P	Sch., D.D., C.D., A.C.	22. Dudley District Courthouse Renovations West Main Street Dudley, Massachusetts Allen M. Lieb	Mr. Robert Gray, DCAM One Ashburton Place, 15th Floor Boston, MA 02108 (617) 727-4030	\$879	March 2004 (est.) (R)
P	St., Sch., D.D., C.D., A.C.	23. Chelsea Fire Department New Headquarters Facility Chelsea, Massachusetts Allen M. Lieb	Jay Ash City Manager City of Chelsea (617) 889-8391	\$6,854	July 2004 (est.) (N)
P	St., Sch., D.D., C.D., A.C.	24. Salem Police Department New Headquarters Facility Salem, New Hampshire Mark W. Barrett	William Scott, Director Community Development Office 33 Geremonty Drive Salem, NH 03079 (603) 890-2007	\$12,044	September 2004 (est.) (N)
P	St., Sch., D.D., C.D., A.C.	25. Barnstable Police Department Additions and Renovations Barnstable, Massachusetts Mark W. Barrett	Mr. James Stewart Town of Barnstable 367 W. Main Street, 3rd Floor Hyannis, MA 02601 (508) 862-4088	\$1,300 (est.)	2004 (est.) (N) (R)
P	St.	26. Revere Police Department New Police Headquarters & Fire Sub-Station Revere, Massachusetts Allen M. Lieb	Frank Stringi, Dir. of Planning and Dev. City of Revere 281 Broadway Revere, MA 02151 (781) 286-8110	\$21,700	2004 (est.) (N)
P	St., Sch., D.D., C.D., A.C.	27. City of Cambridge Renovations to Engine 8 Taylor Square Fire Station Cambridge, Massachusetts Allen M. Lieb	Ms. Cynthia Griffen, Purchasing Agent 795 Massachusetts Avenue Cambridge, MA 02139 (617) 349-4310	\$5,600 (est.)	Nov. 2002 (est.) (R)
P	St., Sch., D.D., C.D., A.C.	28. North Reading Police Department New Police Headquarters Facility North Reading, Massachusetts Allen M. Lieb	Chief Ed Nolan North Reading Police Department 152 Park Street North Reading, MA 01864 (978) 664-3131 x154	\$6,200	October 2004 (est.) (N)
P	St., Sch., D.D., C.D., A.C.	29. Canton Fire Headquarters Facility Renovations to Existing Facility Canton, Massachusetts Mark W. Barrett	Mr. William Friel Executive Secretary 801 Washington Street Canton, MA 02021 (781) 821-5000	\$2,250 (est.)	December 2004 (est.) (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



**Allen Lieb Architects & Associates, P.C.** has been successfully providing professional services in the public sector for over 39 years. We have a complete working knowledge of the procedures and regulations governing public sector work, both on the local and state level and Chapter 149. The reputation of our firm is one of quality and detail.  
**Client and architect:** a team approach

Our operating philosophy is based on a simple premise: open communication between client and architect. That's the only way for us to fully understand each client's needs and the range of options to fulfill those needs. We translate client needs into physical environment as a team, relying on each other's professional teamwork and expertise to ensure that we develop a successful solution that satisfies all criteria.  
**Quality design**

We strongly believe that buildings can be cost-effective, code-compliant, and beautifully designed. We endeavor to satisfy both our clients' functional needs and their aesthetic sense, paying careful attention to the reactions of users and the relationship of the building to the surrounding environment – now and over time. In addition, we incorporate "green design" elements, such as energy efficiency features and sustainable materials, into our projects to reduce energy costs and safeguard the environment.

At Allen Lieb Architects & Associates, PC, quality design extends to the drawings and reports we produce, the way we work, and the way our designs are executed. We are well known for the quality of our design and construction documents, our project management process and procedures, and the high standards of workmanship we require from contractors.

Our staff is exceptionally knowledgeable in the programming, planning and restoration of Town and Municipal Office Buildings. This enables our staff to initiate the project planning phase with a predetermined understanding of the user's needs, and allows us to work more closely with the user on customizing the smallest aspect of the facility to specifically respond to their intended use and particular mode of operation. The design of public use requires a slightly different approach than that of a typical structure. Specifically, we seek out the application of cost effective, heavy duty, low maintenance materials and systems that will provide the community a rugged, durable structure, while still aesthetically pleasing, that can survive or even thrive on the limited maintenance budgets most municipal buildings are provided.

#### **Designs That Fulfill All Objectives**

This office has developed our professional reputation by designing buildings that function well and are built within our clients' budgets. At the same time, we understand that building code regulations can be as stringent as budget considerations. Our extensive experience in design and construction enables us to stay abreast of the cost implications of changing code regulations and manage the total project accordingly.

We believe each project program is individual and requires an individual solution. Therefore, while we learn from experience, we also remain flexible and creative in dealing with new and different building types and sites.

There are additional criteria that are as important to us as costs and codes. One is the relationship of the final building to its surrounding environment. We strive to design buildings that fit the area, urban or rural, in terms of height, materials, and image. In addition, each site demands its own design response to the direction of sunlight and prevailing winds, as well as traffic and noise. The nature of the site and its topography determines the functional response.

#### **Historical Restoration Experience**

Our firm has extensive experience working on historically significant buildings, as well as those on the National Historic Register, including but not limited to Marblehead Town Hall (Abbott Hall)\*; Hingham Town Hall/Civic Center; Wrentham Town Hall; Revere City Hall\*; Dudley Municipal Complex; Cambridge Engine 8 Fire Station\*; Brookline Engine No. 1, Watertown East Fire Station\*; Lowell Gorham Street Fire Station\*; Lowell Superior Courthouse\*; Essex County Registry of Deeds and Probate Court\*; Middlesex County Registry of Deeds and Probate



Court\*; Massachusetts State Police Lower Basin Barracks\*; Massachusetts State Police Revere Beach Barracks\*. All of these facilities had exterior and interior historical restoration and renovations under the guidance of the Massachusetts Historical Commission Restoration Guidelines which match the guidelines of the Secretary of the Interior Standards for Historic Restoration Architecture and also, all projects are Massachusetts municipality owned historically significant buildings. \*National Historic Register Building

Having worked in the Public Sector for over thirty-nine years and having worked with municipal public committees with limited budgets and unlimited needs, this office has gained extensive experience in the design of functional, cost effective facilities, with low maintenance and highly durable materials. Our success in this area is based upon our extensive municipal experience as well as our in-depth understanding of Municipal Buildings and Town and City Hall Administrative Departments. This office strives to stay current with the modern systems, equipment and materials available in today's industry.

We of this office are confident that the team of professionals assembled for this project will provide the Town of Littleton with the most experienced and qualified team of professionals and experts with reference to the Town of Littleton's project. We welcome you to contact any of our previous clients listed within this proposal for references regarding this firm and our team of consultants.

11 Professional Liability Insurance:

Name of Company  
Travelers Casualty & Surety Co.

Aggregate Amount  
\$2,000,000

Policy Number  
106308055

Expiration Date  
06/08/19

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	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a. Allen M. Lieb	President	4502	Architecture	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. Allen M. Lieb	President	4502	Architecture	d. Allen M. Lieb	Clerk	4502	Architecture
b. Allen M. Lieb	Secretary	4502	Architecture	e.			
c. Allen M. Lieb	Treasurer	4502	Architecture	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. Allen M. Lieb, President	100	4502	Architecture	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 (Signature)

Allen M. Lieb, AIA/IIDA/CSI,  
President

Printed Name and Title

Date

02/01/19



DSB S-CA	Commonwealth of Massachusetts Designer Selection Board SUB-CONSULTANT ACKNOWLEDGMENT
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Project: Littleton Town Building and Space Needs Project  
– Designer Services

Applicant Designer: Allen Lieb Architects & Associates, P.C.

Sub-consultant: Ipswich River Engineering, Inc. (Structural)

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

Donald L. Peach, P.E., President  
Print Name and Title

02/01/19  
Date

It is a requirement that all applicants supply this document signed, attached to the application, for each of the listed sub-consultants stating that they are aware and agree to being nominated by said applicant designer. One copy must have an original signature. Electronic signatures are accepted.

DSB  
S-CA

Commonwealth of Massachusetts  
Designer Selection Board SUB-CONSULTANT ACKNOWLEDGMENT

Project:

Littleton Town Building and Space Needs Project –  
Designer Services

Applicant Designer:

Allen Lieb Architects & Associates, P.C.

Sub-consultant:

C.A. Crowley Engineering, Inc.

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

Martin Vickey, P.E., Chief Operating Officer and President

Print Name and Title

02/01/ 2019

Date

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





**OPERATIONAL SERVICES DIVISION**  
**SUPPLIER DIVERSITY OFFICE**

**THE COMMONWEALTH OF MASSACHUSETTS**  
Executive Office for Administration and Finance  
**OPERATIONAL SERVICES DIVISION**  
One Ashburton Place, Suite 1017  
Boston, MA 02108-1552

Charles D. Baker  
Governor  
Karyn E. Polito  
Lieutenant Governor  
Kristen Lepore  
Secretary  
Gary J. Lambert  
Assistant Secretary for  
Operational Services

April 20, 2017

Ms. Arleen Guyan  
C. A. Crowley Engineering, Inc.  
645 County Street, Suite 6  
Taunton, MA 02780

Dear Ms. Guyan:

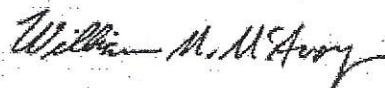
Congratulations! Your firm has been renewed as a woman business enterprise (WBE) with the Supplier Diversity Office ("SDO") under the business description of **MECHANICAL HVAC; PLUMBING & FIRE PROTECTION; ENGINEERING DESIGN; CONSTRUCTION OBSERVATION; ENERGY MODELING AND SUSTAINABLE DESIGN LEED CONSULTING SERVICES**. Your firm will be listed in the SDO Certified Business Directory and the Massachusetts Central Register under this description. **This letter serves as the sole proof of your SDO certification.** Your designation as a WBE is valid for three (3) years unless revoked pursuant to 425 CMR 2.00.

Your firm's next renewal date is April 25, 2020. SDO will send written renewal notices to your business and/or e-mail address on file approximately thirty (30) business days prior to your firm's three (3) years certification anniversary. Additionally, every six (6) years, certified companies that wish to remain certified may undergo a substantive review which will require certain updated supporting documentation.

SDO also reserves the right to monitor your firm and to perform random spot checks to ensure the firm continues to meet the certification criteria. Your firm is required to notify the SDO in writing of any material changes. Examples include but are not limited to changes in its business description, as well as business phone number, fax number, business physical location, webpage and e-mail addresses. Other reportable changes include business structure, ownership (the business is sold or transferred), control and outside employment. You also have a duty to report decertification and debarment notices from this or any other jurisdiction. Failure to abide by the continuing duty requirements shall constitute grounds for the firm's decertification.

We look forward to working with you and your firm to maximize its business opportunities. Should you have any questions, please feel free to contact us via email at [wsdo@state.ma.us](mailto:wsdo@state.ma.us).

Sincerely,

A handwritten signature in dark ink, appearing to read "William M. McAvoy". The signature is fluid and cursive, with the first name "William" being more prominent.

William M. McAvoy  
Deputy Assistant Secretary and  
Chief Legal Counsel



Project: Littleton Town Building and Space Needs Project – Designer  
Services

Applicant Designer: Allen Lieb Architects & Associates, P.C.

Sub-consultant: Nangle Engineering, Inc. (Electrical)

### 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

Gary P. Nangle, P.E., President  
Print Name and Title

February 1, 2019

Date

It is a requirement that all applicants supply this document signed, attached to the application, for each of the listed sub-consultants stating that they are aware and agree to being nominated by said applicant designer. One copy must have an original signature. Electronic signatures are accepted.

Project: Littleton Town Building and Space Needs Project – Designer Services

Applicant Designer: Allen Lieb Architects & Associates, P.C.

Sub-consultant: North Bay Consulting, Inc. (Estimator) (WBE)

**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.



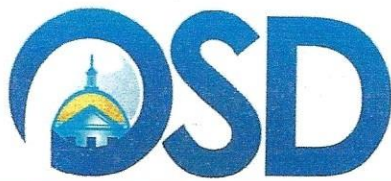
Signature of Sub-Consultant Duly Authorized Representative

Julie Paul Brown, AIA, LEED AP, President  
Print Name and Title

02/01/19  
Date

It is a requirement that all applicants supply this document signed, attached to the application, for each of the listed sub-consultants stating that they are aware and agree to being nominated by said applicant designer. One copy must have an original signature. Electronic signatures are accepted.





**OPERATIONAL SERVICES DIVISION**

**SUPPLIER DIVERSITY OFFICE**

**THE COMMONWEALTH OF MASSACHUSETTS**  
**Executive Office for Administration and Finance**  
**OPERATIONAL SERVICES DIVISION**

One Ashburton Place, Suite 1017  
Boston, MA 02108-1552

Charles D. Baker  
Governor

Karyn E. Polito  
Lieutenant Governor

Kristen Lepore  
Secretary

Kathleen K. Reilly  
Acting Assistant Secretary for  
Operational Services

November 22, 2016

Ms. Julie Brown  
North Bay Company, Inc.  
30 Spring Street  
Pembroke, MA 02359

Dear Ms. Brown:

Congratulations! Your firm has been renewed as a woman business enterprise (WBE) with the Supplier Diversity Office ("SDO") under the business description of ARCHITECTURE, DESIGN & CONSTRUCTION CONSULTING, COST ESTIMATING, PROJECT MANAGEMENT, OWNER'S REPRESENTATIVE, CONSTRUCTION MANAGEMENT AND HISTORIC PRESERVATION CONSULTING. Your firm will be listed in the SDQ Certified Business Directory and the Massachusetts Central Register under this description. This letter serves as the sole proof of your SDO certification. Your designation as a WBE is valid for three (3) years unless revoked pursuant to 425 CMR 2.00.

Your firm's next renewal date is December 21, 2019. SDO will send written renewal notices to your business and/or e-mail address on file approximately thirty (30) business days prior to your firm's three (3) years certification anniversary. Additionally, every six (6) years, certified companies that wish to remain certified may undergo a substantive review which will require certain updated supporting documentation.

SDO also reserves the right to monitor your firm and to perform random spot checks to ensure the firm continues to meet the certification criteria. Your firm is required to notify the SDO in writing of any material changes. Examples include but are not limited to changes in its business description, as well as business phone number, fax number, business' physical location, webpage and e-mail addresses. Other reportable changes include business structure, ownership (the business is sold or transferred), control and outside employment. You also have a duty to report decertification and debarment notices from this or any other jurisdiction. Failure to abide by the continuing duty requirements shall constitute grounds for the firm's decertification.



We look forward to working with you and your firm to maximize its business opportunities. Should you have any questions, please feel free to contact us via email at [wsdo@state.ma.us](mailto:wsdo@state.ma.us).

Sincerely,

A handwritten signature in blue ink that reads "William M. McAvoy". The signature is fluid and cursive, with the first name "William" being the most prominent.

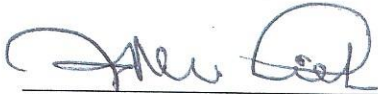
William M. McAvoy  
Deputy Assistant Secretary and  
Chief Legal Counsel



## 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 February 2019  
Date

Allen M. Lieb, President

Name and Title

NAME OF PROPOSER: Allen Lieb Architects & Associates, P.C.

## 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

45-341-7574

\*\*\*Contractor's Social Security Number

Or Corporate Contractor Federal  
Identification Number

By Alben M. Lieb

Corporate Officer

(Mandatory, if applicable)

Date: 01 February 2019

NAME OF CONTRACTOR: Alben Lieb Architects & Associates, P.C.



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

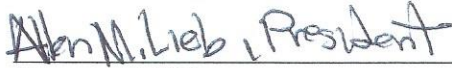
### STATEMENT ON MGL AND BUILDING CODE

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 February 2019  
Date



Name and Title



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 Allen Lieb Architects & Associates, P.C. (Name of Entity)  
held on 28 February 2019 (Date) at which all the Directors/Members/Partners were  
present or waived notice, it was voted that Allen M. Lieb, President  
(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 Allen M. Lieb under  
seal of the Allen Lieb Architects & Associates, P.C. (Officer) company, shall be  
valid and binding upon this company.

A TRUE COPY,

ATTEST:

[Signature]

(Signature/Title)

Place of  
Business:

Allen Lieb Architects & Associates, P.C.

I hereby certify that I am the President of the Allen Lieb Architects & Associates, P.C.  
(Title) (Name of Corporation)  
that Allen M. Lieb 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.

Georgann F. Lieb

Clerk

(Signature/Title)

Georgann F. Lieb, Clerk

(Typed Name/Title)



2/1/19

(Date)

Subscribed and sworn to before me

(Corporate Seal)

If applicable (i.e., not necessary for sole proprietorships or *partnerships*)

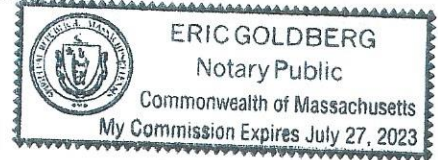
this 1 day of February, 2019



(Notary Seal)

Notary Public

My Commission Expires 7/27/23





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/24/2018

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).

<b>PRODUCER</b>  PAYCHEX INS AGENCY INC 150 SAWGRASS DR ROCHESTER, NY 14620	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (877) 362-6785 FAX (A/C, No): (888) 872-8921 E-MAIL ADDRESS: paychex@travelers.com														
<b>INSURED</b>  ALLEN LIEB ARCHITECTS & ASSOCIATES PC PO BOX 1029 LYNNFIELD, MA 01940	<table border="1"><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A : THE TRAVELERS INDEMNITY COMPANY OF CONNECTICUT</td><td></td></tr><tr><td>INSURER B :</td><td></td></tr><tr><td>INSURER C :</td><td></td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : THE TRAVELERS INDEMNITY COMPANY OF CONNECTICUT		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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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.

INSTR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS								
	<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 <input type="checkbox"/> OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG \$								
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) \$								
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE AGGREGATE \$								
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		IEUB-6J29438-0-18	06/12/2018	06/12/2019	<table border="1"><tr><td><input checked="" type="checkbox"/> PER STATUTE</td><td><input type="checkbox"/> OTH-ER</td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$100,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$100,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$500,000</td></tr></table>	<input checked="" type="checkbox"/> PER STATUTE	<input type="checkbox"/> OTH-ER	E.L. EACH ACCIDENT	\$100,000	E.L. DISEASE - EA EMPLOYEE	\$100,000	E.L. DISEASE - POLICY LIMIT	\$500,000
<input checked="" type="checkbox"/> PER STATUTE	<input type="checkbox"/> OTH-ER														
E.L. EACH ACCIDENT	\$100,000														
E.L. DISEASE - EA EMPLOYEE	\$100,000														
E.L. DISEASE - POLICY LIMIT	\$500,000														

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION****FOR PROPOSAL USE**

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





# CERTIFICATE OF LIABILITY INSURANCE

LIEBA-1

OP ID: AD

DATE (MM/DD/YYYY)

03/05/2018

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).

PRODUCER  
Poole Professional Ltd.  
107 Audubon Rd. #2, Ste. 305  
Wakefield, MA 01880  
Christopher A. Poole

CONTACT  
NAME:  
PHONE  
(A/C, No, Ext): 781-245-5400 FAX  
(A/C, No): 781-245-5463  
E-MAIL  
ADDRESS:

INSURED  
**Allen Lieb Archs & Assoc. PC**  
**PO Box 1029, 598 Salem Street**  
**Lynnfield, MA 01940**

INSURER(S) AFFORDING COVERAGE  
INSURER A: Charter Oak Fire Ins. Co. NAIC # 25615  
INSURER B: Travelers Casualty and Surety 19038  
INSURER C:  
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 PRODUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		680766X273	03/30/2018	03/30/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER					
	POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
	OTHER:					
A	<input type="checkbox"/> AUTOMOBILE LIABILITY					
	ANY AUTO ALLOWED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS <input checked="" type="checkbox"/>		680766X273	03/30/2018	03/30/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/>	OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/>				EACH OCCURRENCE \$ AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Arch & Engrs Professional Liab		106308055	06/08/2018	06/08/2019	Per Claim 2,000,000 Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

**FOR PROPOSAL USE**

## CANCELLATION

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





# Project Approach

In completing the planning and design of Town Hall and Library facilities for more than 39 years, we have developed a process that: is of high integrity; results in a facility that provides unquestioned safety and security for its users and visitors; and that fosters positive community town office integration that will result in a return on the taxpayers' investment that exceeds original expectations. Designing a modern day Town Hall and Library facility is more than a "bricks and mortar" project. The providers of a community's Town Halls and Library require a high level of competence in protecting and servicing its residents. The building too, must reflect many of these same characteristics and deliver to its users and public a highly functional, cost effective and stand as a symbolic gesture of having the highest level of public service.

The following outlines our understanding of the project's requirements relative to the sequencing of tasks and/or phases to be completed.

## **Needs Assessment: Planning and Programming**

Programming: Programming is based on a combination of interviews and work sessions. Interviews are used for asking questions and collecting data. Work sessions are used to verify information and to stimulate client decisions.

- |    |                   |  |
|----|-------------------|--|
| 1. | GOALS             | What does the client want to achieve and why?  |
| 2. | FACTS             | What is it all about?  |
| 3. | CONCEPTS          | How much money, space and what level of quality?   |
| 4. | PROBLEM STATEMENT | What are the significant conditions and the general directions the design of the building should take? |

Programming includes review of owner compiled data, an on-site study, conferences with the client on organization, future growth projections, relationships between the users' departments, as well as maintenance and service considerations, parking, etc. The program is the schedule of steps to be followed in the development of the planning phase, or a "plan for planning." It lists the sequence of steps, their time limits, and the desired results for each in achieving a program for the orderly and systematic development of the project. Goals, policies, and data obtained from the client are assimilated and analyzed to determine the scope of the project and to develop the criteria for the evaluation of the program.

### Programming:

- Interview with department personnel
- Field review of how department utilizes existing space
- Statistics research
- Evaluation of needs
- Projection of needs
- Analysis of operation

- Code research
- Life safety issues
- Building and room occupancies
- Current staffing levels
- Future staffing levels
- User operations and procedures
- Appropriate detailing
- Security
- Determination of current facility needs
- Project future facility needs
- Site limitations
- Administrative requirements
- Safety standards

#### Concerns:

The program, both in preliminary and final stages, will document the user's expectations for specific building needs with data ranging from particular characteristics of a space to expected room occupancy, it's use, and it's adjacency to other spaces. Also, in many programs, an assessment of the present building is found, which outlines the current condition of the facility, expected drawbacks or benefits to renovating, and prevalent life-safety concerns. Also, in Town Hall and Library facility programs prepared by this office, you will find analysis of existing space with comparative of space usage. Additionally, using population and staffing data projections are forecast for potential staffing levels. This is done to accommodate future growth of the departments as best as possible.

Working jointly with the Town and its designated stakeholders, the Design Team will confirm the planning and program assumptions that have been previously prepared with respect to:

- Projected staffing levels (Town Hall Departments and Public Library)
- Associated industry based space standards
- Questionnaire for data and FFE requirements
- Any community related accommodations
- Planning and Zoning related requirements
- A final space program



We understand that the Town may have already identified a potential site for the new Town Hall and/or Library facility. The Lieb Architects team has extensive experience in the evaluation and selection of appropriate sites for this specialized type of facility. Once the program is determined (quantity and size of spaces), we can begin to analyze this and any other sites that may be under consideration. Planning and site development criteria should include, but not be limited to:

- Site size, geometry, topography
- Accessibility
- Multiple means of access and egress
- Available utilities
- Opportunities for “hardening” of the site and building
- Ability to accommodate and separate public and staff parking
- Efficient and safe circulation for pedestrians and staff
- Environmental and sub-surface soil conditions
- Zoning, regulatory and/or permitting limitations/impediments
- Ability to accommodate future expansion

As illustrated in our project experience, we have extensive experience in assisting in the evaluation and selection of appropriate sites for the development of Town Halls and Library facilities. This task will be one of the most important in making sure that the project is successful both upon its completion and its ability to service the community for the many decades ahead.

### **Schematic Design**

Once the work in Needs Assessment is accomplished and all agree on the program, space and quality, then the Architect can proceed with converting the data of the Program into a Schematic Design. At the conclusion of the Project Needs Assessment (Program), the client will have:

- A clear statement of the goals.
- Project statements recommending allocation of space.
- Statements regarding project cost and quality.
- Time frames for composing the Project Schedule.

- Exploration of design solution approaches, i.e., phasing of project or varying project quality/materials in order to reduce initial capital expenditures.

Conceptual Design: The Conceptual Design Phase includes the design of all major engineering and design elements, structures, relationships between building, traffic flow, utilities, services, landscaping, as well as schematic plans and elevations. This phase establishes a preliminary design solution for the building using the requirements set forth in the Program.

The conceptual design phase further defines the client information from into a graphic representation of project needs and expectations. At the conclusion of Schematic Design, the client will have a conceptual/schematic floor plan, preliminary exterior elevations, estimate of probable construction cost, and a project time schedule. They will be able to proceed from this point with a realistic concept of the project and proceed into the further development phases of the project with project cost estimates, presentation drawings, and project schedules.

### **Design Development**

Design Development begins following the Owner's selection of a preferred design alternative and provides the basis for the development of construction documents. The Design Team approach will include the specific deliverables listed in the RFP and, in summary, will consist of drawings and narrative that include, but not necessarily be limited to the following:

- Conduct in-Depth research of interior and exterior materials and systems to be utilized
- Further develop building floor plans, sections, elevations and details
- Recommend initial finishes/colors
- Confirm project phasing schedule and identify any potential "early" bid packages
- Prepare outline specifications for all aspects of the project

Update the Statement of Probable Cost based upon the completed Design Development package for review by the Town. This will include all construction related costs as well as other related costs.

### **Construction Documents**

Construction documents serve as the basis for project bidding. The Design Team approach will include the specific deliverables listed in the RFP and, in summary, will consist of drawings and narrative that include, but not necessarily be limited to the following and include the following:

- Coordinate with all disciplines to incorporate all building elements



- Develop construction drawings
- Develop Project Manual and Project Specifications
- Document building finishes and details clearly illustrating the building construction methods
- Confirm final bid documents and phasing plans

Update the Statement of Probable Cost estimate based upon the 50% completion of construction documents, followed by a subsequent update based upon 90% completion. Upon confirmation of remaining with the agreed upon budget, provide final quality control and document coordination between all disciplines.

### **Bid and Award**

Owner-approved construction documents are released to the public as part of the bid and award process. During this time, the Lieb Architects Team will:

- Answer RFI's from contractors
- Issue addenda, as necessary to provide clarification for questions on drawings and specifications
- Review and discuss contractor recommendations with the Owner
- Review Application for Payment
- Review/Respond to RFI's (Request for Information)
- Prepare Change Orders as may be required
- Prepare and conduct interviews with General Contractors and filed Sub-Bidders

### **Construction Administration**

Maintaining quality control is one aspect of contract administration. The Lieb Architect Team's construction administration staff is comprised of numerous individuals with extensive construction background. Our team has considerable skill and expertise working on highly visible public projects and will perform such tasks as the following throughout the construction phase:

- Review the contract schedule with the OPM/GC and Owner's designated representative
- Make recommendations on the schedule

- Attend on-site project meetings weekly
- Observe and report on field activities to the Owner
- Maintain contact with the OPM/GC based on project needs/parameters and requirements
- Prepare weekly Project Site Meeting and Observation Reports
- Review shop drawings and other submittals to ensure design intent is being met
- Request revisions and/or resubmittal of shop drawings, as appropriate
- Answer RFI's regarding field questions
- Issue bulletins, clarifications and sketches as needs
- Review Change Order requests from contractor
- Prepare punch lists at points of substantial completion
- Assist the Owner with Change Order management and processing
- Upon Substantial Completion, review the construction work and prepare a listing of those items to be completed or corrected before final completion of the contract
- Issue Substantial Completion Certificate and respective paperwork
- Review As-Built drawings and Operating and Maintenance Manuals

Project Close-Out: Perform a post-construction review of warranty/guarantee items prior to their expiration (typically 12 months after completion).



## **PROJECT SCHEDULE**

- |   |  |
|---|--|
| 1. <b><u>Designer Selection</u></b>                                       | February/March, 2019                                       |
| 2. <b><u>Project Award</u></b>  | February/March, 2019                                       |
| 3. <b><u>Programming/Needs Assessment</u></b>                             | 01 March 2019 – 26 April 2019                              |
| 4. <b><u>Town Meeting</u></b>   | May, 2019  |
| 5. <b><u>Schematic Design</u></b>   | 01 June 2019 – 30 August 2019                              |
| 6. <b><u>Design Development</u></b>                                       | 31 August 2019 – 30 November 2019                          |
| 7. <b><u>Construction Documents</u></b>                                   | 01 December 2019 – 31 March 2020                           |
| 8. <b><u>Bid Period</u></b>   | Filed Sub-bids 16 April 2020<br>General Bids 30 April 2020 |
| 9. <b><u>Construction Phase:</u></b><br><b><u>Construction Starts</u></b> | 15 May 2020  |
| 10. <b><u>Construction Complete</u></b>                                   | 15 September 2021  |
| 11. <b><u>Project Closeout</u></b>  | 15 October 2021  |
| 12. <b><u>Occupancy</u></b>   | 15 November 2021   |

# Cost Control

LIEB Architects	PROJECT NAME	ESTIMATED COST	FINAL COST	CHANGE ORDER %
	Revere Police and Fire	\$16,523,000	\$16,475,000	0.003%
	Concord Police Department	\$1,480,500	\$1,425,000	0.068%
	Wrentham Town Hall	\$3,150,000	\$3,075,000	0.051%
	Wrentham Public Safety Complex	\$7,249,000	\$7,125,591	0.009%
	Town of Dudley, New Town Hall, Sen. Cen. & Police St.	\$6,041,000	\$5,745,000	0.001%
	Barnstable Police Department	\$1,316,000	\$1,218,000	0.039%
	Erving Police Department	\$1,389,133	\$1,291,283	0.010%
	Boxford Police Department	\$3,456,605	\$2,688,000	0.075%
	West Tisbury Fire and EMS Facility	\$1,400,000	\$1,617,576	0.047%
	Brookline Fire Station No. 1	\$745,000	\$700,595	- 0.058%
	Johnson St. Fire Station - North Andover	\$101,000	\$86,295	0.182%
	Concord Police Facility	\$415,282	\$460,327	0.113%
	Town of Hingham, Various Town Buildings	\$7,551,389	\$7,424,257	0.037%
	Clinton Police Department	\$1,750,000	\$1,650,306	0.039%
	Stoughton New Police Department Headquarters	\$2,787,000	\$2,650,400	0.057%
	Lincoln Public Safety	\$2,400,000	\$2,372,415	0.019%
	Marblehead E911 Communications Center	\$600,000	\$557,024	0.003%
	Tisbury Police Department	\$1,310,000	\$1,195,265	0.067%
	Newburyport Police Department	\$3,354,000	\$3,153,225	0.027%
	MA State Police Headquarters	\$2,998,000	\$2,732,000	0.000%
	Ludlow Public Safety Complex	\$2,687,000	2,946,000	0.059%
	Franklin Police Department	\$2,548,000	\$2,438,000	0.027%
	Upton New Police Headquarters and Fire Dept. Reno.	\$1,246,940	\$1,224,002	0.034%
	Northbridge Police Department	\$1,408,000	\$1,418,000	0.029%



## Budget / Cost History

The following are examples of our cost control figures on some of our projects. Our detailed knowledge of codes and regulations, as well as our commitment to client satisfaction allows us to design projects that do not expand in scope or cost. Our records in cost estimating and control are excellent due in part to our consistent and constant monitoring of our projects.

<b>Revere Police and Fire New Facility</b> Total Project Budget: \$21,600,000 Estimated Construction Budget: \$16,523,000 Bid: \$16,475,000 Change Orders: \$ 57,480	Captain James Guido Liaison Officer 781.858.2979 (cell) 781.286.8353 (office)
<b>Mass State Police – Lower Basin Roof Replacement</b> Total Project Budget: \$260,000 Estimated Construction Cost: \$240,000 Bid/ Final Construction Cost: \$214,777 Change Orders: \$ 5,000	Paul Hession, Facilities Director Mass State Police 508.800.2650
<b>Mass State Police Headquarters Renovations</b> Total Project Budget: \$3,148,500 Estimated Construction Cost: \$2,998,000 Final Construction Cost: \$2,732,000	Mr. James Ward Construction Manager Commonwealth of MA 617.727.4030 X531
<b>Wrentham Town Hall Additions and Renovations</b> Total Project Budget: \$3,600,000 Estimated Construction Cost: \$3,150,000 Bid/ Final Construction Cost: \$3,075,000 Change Orders: \$ 156,000	Mr. Stephen Small Chairman 508.488.2049
<b>Wrentham Public Safety Complex New Facility</b> Total Project Budget: \$9,500,000 Estimated Construction Cost: \$7,249,000 Bid/ Final Construction Cost: \$7,059,803/\$7,125,591 Change Orders: 12 Totaling \$65,788	Chief Joseph Collomatti (Police) 508.384.2121 Chief Robert Morill (Fire) 508.384.3131
<b>Town of Dudley New Town Hall, Senior Center and Police Facility</b> Total Project Budget: \$7,365,514 Estimated Construction Cost: \$6,041,000 Final Construction Cost: \$5,745,000	Mr. Michael Spahl, Chairman Building Committee 508.922.4502
<b>Town of Hingham New Town Hall, Senior Center, Police Headquarters, Rec. Dept., Light Plant, &amp; School Dept. Offices</b> Total Project Budget: \$8,540,000 Estimated Construction Cost: \$7,551,389 Bid/Final Construction Cost: \$7,159,777/\$7,424,257 Change Orders: 19 Totaling \$264,480	Mr. Thomas Carey Chairman of the Building Committee 617.731.0890



# AWARDS

**Allen Lieb Architects & Associates, P.C has received the following awards:**

- The Massachusetts Historical Commission Preservation Award, Hingham Town Hall
- The Cambridge Historical Commission and the City of Cambridge, Preservation Award -- Cambridge Engine 8 Fire Department
- Brookline Fire Station No. 1 – Historic Preservation from the Brookline Historic Commission
- The Commonwealth of Massachusetts Executive Office of Public Safety, Architectural Access Board, Hingham Town Hall
- Newburyport Police Department – Historical Recognition Award
- Clinton Police Department for Design
- Allen M. Lieb, AIA, “Distinguished Alumni in Practice for Architect Award, Boston Architectural College