Qualifications for Architectural Services

Town of West Newbury

Conditions Assessment for Dr. John C. Page Elementary School

RFQ #2023-WN-001

May 19, 2023

GIENAPP ARCHITECTS
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20 Conant Street
Danvers, MA 01923

978.750.9062
gienapparchitects.com

Proposal for Architectural Services

Conditions Assessment for Dr. John C. Page Elementary School
West Newbury, MA

DUE DATE:

May 19, 2023

SUBMITTED BY:

Gienapp Architects, LLC
20 Conant Street
Danvers, MA 01923

PRINCIPAL IN CHARGE:

Dale Gienapp, AIA, MCPPO
Telephone: (978) 750-9062
dgienapp@gienapparchitects.com

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Summary of Qualifications

Gienapp Architects is highly qualified for the Town of West Newbury's Page School assessment project. Below is a brief summary of our qualifications. Further information can be found throughout this booklet.

Building Assessment Experience
Gienapp Architects has conducted many building assessments, including:

- Reading Public Schools—Elementary Schools Assessment and Master Plan
- Essex North Shore Agricultural and Technical School—Campus Buildings Assessment
- Middlesex Community College—Campus Buildings Assessment
- Town of Middleton—Building Use Assessment
- City of Watertown—Municipal Buildings Assessment
- Town of Holden—Municipal Buildings Assessment

Municipal Experience
In our 23 years we have performed design services for over 400 municipal projects, including work in the last five years at the City of Watertown, including Watertown Public Schools, Town of Reading, including Reading Public Schools, Town of Boxford, Town of Norwood, City of Somerville, and many more. We are well experienced in projects of all sizes, from large to small, and pride ourselves on our personal attention and rapid response time. On average, we bid one project per month under Chapter 149.

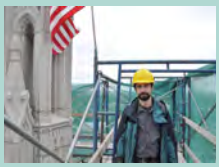
Five staff members are MCPPO certified, including three key staff proposed for this project: Principal in Charge Dale Gienapp, Project Manager Imelda Barnhurst, and Project Architect Nicholas Bottari.

Building Codes and Architectural Access Board Regulations
Gienapp Architects is very knowledgeable about the Massachusetts State Building Code and regulations of the Architectural Access Board (MAAB). Dale Gienapp, Principal-in-Charge, has more than 40 years of experience with design and construction in the state of Massachusetts. Mr. Gienapp and other staff have performed many code reviews, and we are familiar with Building Code rules and regulations. Gienapp Architects has conducted several accessibility evaluations for various buildings, and we have prepared many variance applications and submitted them to the Massachusetts Architectural Access Board (MAAB).

In-House Staff
Key staff for your project include:

- Imelda Barnhurst, AIA, LEED AP BD+C, MCPPO .....Project Manager
- Dale Gienapp, AIA, MCPPO .....Principal in Charge
- Nicholas Bottari, MCPPO .....Project Architect
- Samantha Kelley..... Designer/Drafter

Summary of Qualifications



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A STRONG FOUNDATION

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Project Team
The team we have assembled for your project includes the following:

- **Northeast Engineering and Commissioning Services, Inc.**
  (mechanical, plumbing, and fire protection engineering)
- **Stony Brook Engineering Services**
  (electrical engineering)
- **TLH Consulting, Inc.**
  (structural engineering)
- **Environmental and Construction Management Services, Inc.**
  (hazardous materials consulting)
- **Gienapp Architects**
  (code consulting)
- **Tortora Consulting, Inc.**
  (cost estimating)

Should the Town of West Newbury require other consultants during this process, Gienapp Architects will be happy to engage them. We have long-standing relationships with experts in a variety of disciplines. Our team is ready to work on your project. ■

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Town of West Newbury
Town Clerk Office, First Floor
381 Main Street
West Newbury, MA 01985

RE: QUALIFICATIONS FOR ARCHITECTURAL SERVICES
Conditions Assessment for Dr. John C. Page Elementary School

To Whom It May Concern:

Gienapp Architects is pleased to submit our team's qualifications to provide architectural and engineering services for the Town of West Newbury's Page School assessment project.

We have completed several similar projects for other communities. We have done projects similar to yours for 1) Essex North Shore Agricultural and Technical School, to determine what to do with several buildings that were displaced by the construction of a new school; 2) the Town of Holden, to create a Ten-Year Capital Improvement Plan for 18 Town-owned buildings; and 3) the Town of Watertown, also to create a Ten-Year Capital Improvement Plan for 18 Town-owned buildings. We pride ourselves on our ability to hone in and figure out the issues in order to create solutions that work for our clients.

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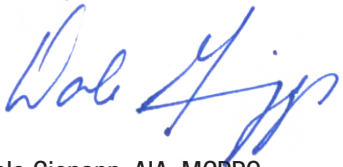
Most recently, we completed a study for the Town of Middleton that included six buildings: the fire station, police station, Memorial Hall (town offices), Old Town Hall (Council on Aging), the DPW, and the library. All of their existing buildings were in various states of repair and code compliance.

For that project, we began with a assessment of their existing buildings to determine the condition of the buildings and review the buildings' ability to meet the Town's needs. Based on that assessment, we developed several master planning options (which is beyond the scope of this RFQ).

For all of these projects we assembled our findings into reports and graphics that could be used by the Town to build awareness and consensus. We will do the same for West Newbury.

We welcome the opportunity to meet with you to review our qualifications and learn more about the project. Please do not hesitate to contact us with any questions or if you require any additional information.

Sincerely,



Dale Gienapp, AIA, MCPPO
Gienapp Architects, LLC
20 Conant Street
Danvers, MA 01923
dgienapp@gienapparchitects.com

SECTION 1

Team Background

GIENAPP
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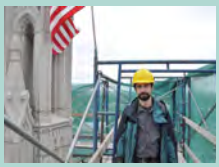
1.1 Firm Profile



Gienapp Architects is a full-service architectural firm serving public and private clients. At Gienapp Architects, we believe that how you begin your project will determine the end result. When you start your project on a strong foundation, you can build a stronger solution. That's why we say—Begin Here, Finish Well.

Our practice is built around understanding our clients' challenges on a fundamental level, with our expert team responding to your needs from start to finish. Our goal is to provide top-quality service custom-tailored to our clients' needs—we work with you to create design solutions that respond to your goals, vision, constraints, and requirements. Dedication to problem-solving and our client-first design approach are what distinguishes Gienapp Architects.

Our project experience demonstrates a commitment to excellence across all areas of the design and construction process. We are experienced with both public and private work, in everything from feasibility studies to project management to building design.

Gienapp Architects' highly qualified staff of 13 includes five registered architects and eight supporting architectural and administrative staff. Our capable and adaptable team has experience in projects both large and small, from master planning to construction administration. Since the firm's founding in 2000, we have steadily gained a reputation for taking on complex and challenging projects.

Our project experience includes a broad range of municipal and private projects. We have successfully completed over 400 municipal projects, including public schools, town halls, fire stations, and other civic buildings. Many of our projects have been on buildings that represent the "character" of a town, or are otherwise civic or historic landmarks. We are experienced in working with municipalities, state agencies, and grant programs, as well as town halls, businesses, educational, justice, and library facilities.

Additional details on the members of Gienapp Architects' team that will be assigned to the Page School assessment project, as well as our skilled team of consultants, can be found in further sections of this qualifications booklet. ■

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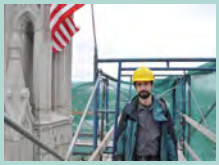
1.2 Organization Chart



THE TOWN OF WEST NEWBURY INCORPORATED 1819

Architecture, Code

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MP/FP Engineering

NE
Northeast Engineering & Commissioning

Electrical Engineering

Stony Brook Engineering Services

Structural Engineering

TLH CONSULTING, INC.

Hazardous Materials Consulting

Environmental & Construction Management Services, Inc.

Cost Estimating

TCi Tortora Consulting Inc.
Construction Cost Estimating

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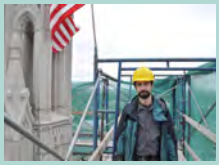
1.3 Project Team



Gienapp Architects is a highly cohesive team with diverse knowledge, technical strengths, and design capabilities. Together, our design team has experience with solving difficult issues in every phase of the project life cycle. Our people are resourceful, tenacious, and consistently seeking new industry information in order to deliver the best possible end product for our clients. We have demonstrated our ability to evaluate the critical needs of each project and work as part of the Project Team to determine the most practical and economical solution for your planning challenges.

Our staff is experienced with the tools and software necessary to effectively communicate with our engineering consultants, as well as to produce a variety of media (i.e., presentation boards, 3D models, PowerPoint presentations, etc.) to meet the needs of any audience.

Our Project Team proposed for the Page Elementary School project, both in-house staff and consultants, has worked together on many projects. Gienapp Architects' key staff on your project will be as listed below and our consultants' information is included in Section 1.4: Consultants.

Imelda Barnhurst, AIA, LEED AP BD+C, MCPPO ***Project Manager***
Vice President

Imelda Barnhurst will serve as our Project Manager and will know all aspects of the project including tasks, schedule, and all involved parties. She will be the prime person organizing the flow of all information and daily contact between all parties. One of the most critical roles of the Project Manager in our organizational structure is to engage and coordinate the work of our other staff and consultants, to bring the best resources to any given task.

While she is a very capable architect, Ms. Barnhurst will draw upon our firm's and consultants' resources as needed.

Dale Gienapp, AIA, MCPPO ***Principal in Charge***
Principal

Dale Gienapp will be the Principal in Charge participating in your project. Mr. Gienapp will actively participate in performing the project evaluations, forming conclusions and making recommendations, with Ms. Barnhurst orchestrating the team. Mr. Gienapp's time is best allocated to the technical evaluation of the building's condition.

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Nick Bottari, MCPPO ***Project Architect***

Nick Bottari is one of Gienapp Architects' staff Project Architects who will assist with technical evaluation and lead the documentation of observations and findings. He is familiar with all aspects of a project, and has the capability and skills to assist in executing your projects.

Samantha Kelley ***Designer/Drafter***

Samantha Kelley will participate in organizing and documenting the findings. In her participation, she will visit the building and use her knowledge of the building to be sure the information is reported in a manner that is technically accurate, but will be clear to the non-technical reader.

Gienapp Architects also has an array of qualified support staff who will be available as needed to complete your project smoothly, efficiently, on schedule and budget. Our firm has the capacity to begin work on your project right away. ■

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Imelda R. Barnhurst, AIA, LEED AP BD+C, MCPPO
Vice President

PROFESSIONAL EXPERIENCE

2009-	Gienapp Architects, LLC	Vice President, Project Manager
2008-09	Wallin/Gomez Associates, LLC	Designer/Drafter
2007	Sarfatty Associates, LLC	Designer/Drafter
2005-07	Hill Foley Rossi & Associates, LLC	Designer/Drafter

REGISTRATION/ CERTIFICATIONS

Massachusetts #50999
New Hampshire #05031
LEED AP BD+C Accreditation
Maine #ARC5453
South Dakota #16063
MCPPO Certification

EDUCATION

2009	Illinois Institute of Technology	Master of Architecture
2005	Georgia Institute of Technology	Bachelor of Science Architecture

PROJECT EXPERIENCE

Essex North Shore Agricultural & Technical School Building Assessments — *Hathorne, MA*
Evaluation of existing conditions of four school buildings, examination of enrollment projections and proposed curriculum developments, and development of planning options for valid choices that would allow the school to creatively maximize their existing space.

Reading Public Schools—Elementary School Master Plan — *Reading, MA*
Comprehensive ten-year master plan to analyze the use of five existing elementary schools, and account for projected elementary school growth and changes to facilities that may be required.

City of Watertown Building Assessments — *Watertown, MA*
Performed assessment of 18 City-owned buildings varying from small (e.g. small office and storage building at the Ridgelawn Cemetery) to large (e.g. the Watertown High School). The project was performed in multiple overlapping phases: on-site investigation of the existing conditions; compilation of data; analysis of the information; development of strategies for addressing required repairs and upgrades; and creation of a report.

Holden Town & School Building Assessments — *Holden, MA*
Investigation and evaluation of 18 town buildings, including three public schools; review of roof and structure, heating and cooling, electrical, plumbing, and fire protection systems.

Middlesex Community College Conditions Assessments — *Lowell,* MA
Assessment of masonry conditions at two historic late 1800's-era buildings, the Talbot and Derby Buildings. Evaluation to determine extent of damage, urgency of repair, and required repair method. Repairs included rebuilding portions of the brick veneer, repointing extensive areas of mortar, patching the roof, replacing rotten window trim, replacing copper flashing, and resealing windows.

Ms. Barnhurst and Mr. Gienapp are both consultants to the Massachusetts School Building Authority on numerous projects. They are very knowledgeable about schools, but as consultants to the MSBA are not eligible for school construction projects. This means we can offer you a completely objective evaluation.

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Dale Gienapp, AIA, MCPPO, NCARB
Principal in Charge

PROFESSIONAL EXPERIENCE

2000-	Gienapp Architects, LLC	Owner and Principal
1998-99	CSS Architects, Inc.	Vice President of Operations
1990-98	DiNisco Design, Inc.	Vice President
1982-90	Stopfel Associates, Inc.	Associate
1980-82	TRO Jung/Brannen (f/k/a Jung/Brannen)	Designer/Draftsman

REGISTRATION/ CERTIFICATIONS

Massachusetts #6578
New Hampshire #3366
MCPPO Certification

EDUCATION

1985	Harvard University Graduate School of Design	Master in Architecture
1980	Iowa State University College of Design	Bachelor of Science, Architecture
1975-77	Drake University	Physics Engineering

GIENAPP ARCHITECTS

EXPERIENCE

- Project Manager for projects $5,000 - $40M for all project phases
- Programming through Construction Administration
- Project Designer
- Master Plan and Feasibility Studies
- Programming

PROJECT EXPERIENCE

Mr. Gienapp oversees all projects, but has particular expertise in masonry repairs and evaluation on both private and public projects. He has been involved in school projects since 1989.

Mr. Gienapp and Ms. Barnhurst are both consultants to the Massachusetts School Building Authority on numerous projects. They are very knowledgeable about schools, but are consultants to the MSBA are not eligible for school construction projects. This means we can offer you a completely objective evaluation.

Nicholas Bottari, MCPPO

PROFESSIONAL EXPERIENCE

2017-	Gienapp Architects, LLC	Project Architect
2016	Gienapp Architects, LLC	Architectural Designer Intern
2015	Gienapp Architects, LLC	Architectural Designer Intern
2012-2015	Gordon Conwell Theological Seminary	Facilities Assistant

EDUCATION

2017	Wentworth Institute of Technology	Master of Architecture
2016	Wentworth Institute of Technology	Bachelor of Architecture

PROJECT EXPERIENCE

City of Watertown—On-Call Services *Watertown, MA*
Including Watertown Public Schools
Study, design, and construction administration services for multiple projects. Work has included feasibility studies and building assessments including a 10-Year Capital Improvement Plan, MEP/FP improvements, locker room renovations, classroom renovations, and exterior improvements to City-owned buildings.

City of Somerville—On-Call Services *Somerville, MA*
Including Somerville Public Schools
On-call contract for the City of Somerville for architectural design and management projects. Notable projects include building conditions assessment at the Winter Hill School. This included water testing, structural assessments, and masonry repair. At the Cummings School, work was done to assess the state of the building and determine what necessary repairs could be made to ready the former school to be used as “swing space” for City operations.

Reading Public Schools—Elementary School Master Plan *Reading, MA*
As part of an on-call contract, developed documents and planning diagrams for use in determining a 10-year Master Plan to handle projected growth in elementary school enrollment for the Town of Reading. Assisted in the development of a comprehensive report for the Town’s reference and use.

Department of Youth Services—House Doctor Services *Various Locations, MA*
Study, design, and construction administration services for various projects at DYS facilities throughout the state. Work has included HVAC upgrades, roofing replacement, and façade renovations, security and safety improvements, and outdoor recreation areas.

City of Gloucester—Senior Center Generator Study *Gloucester, MA*
Study for the installation of a new emergency backup generator.

Bedford Old Town Hall—Flooring & Exterior Stair *Bedford, MA*
Replacement of exterior wood steps with granite to match existing granite steps, and replacement of interior wood floor in the “Great Room” of the historic Town Hall.

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Samantha Kelley

PROFESSIONAL EXPERIENCE	2021-	Gienapp Architects, LLC	Designer/Draftsperson
	2019	GMT Home Designs	Architectural Intern
	2019-2021	Roger Williams University	Archivist

EDUCATION	2020	Roger Williams University	Master of Architecture
	2019	Roger Williams University	Bachelor of Science, Architecture

PROJECT EXPERIENCE

Norwood Civic Center *Norwood, MA*
Assessment of masonry conditions for water infiltration, and recommendations for repair. Subsequent repairs included restoration of stone façade, limited repairs of brick façade, limited roof replacement, attic replacement, and flood-proofing lower level.

Watertown Police Station Exterior Repainting *Watertown, MA*
Development of existing conditions and construction documents for exterior painting of municipal police station.

Essex North Shore Agricultural & Technical School *Hathorne, MA*
Alumni Gym MEP/FP Upgrades
Architectural and engineering services to provide upgraded MEP/FP systems at the gymnasium. The gym had no air conditioning system—only an old ventilation system and an outdated steam/hot water system. This project brought the systems up to date and introduced air conditioning into the building in the most cost-effective way. The electrical and plumbing work was designed to support the new HVAC, and a new automatic smoke detection system and related equipment and fixtures were installed.

Essex North Shore Agricultural & Technical School *Hathorne, MA*
Alumni Gym Flooring
Replacement of a wooden gym floor with new resilient multi-sport flooring.

North Shore Community College—Laboratory Renovation *Lynn, MA*
Design of renovations to the Anatomy and Physiology lab, including new millwork, storage, a drop-off room with cubbies for personal belongings, upgraded lighting and mechanical systems, and ADA-compliant stations integrated into four-person workstations.

Glen Magna Mansion *Danvers, MA*
Code review and conditions assessment at a historic manor house currently in use as an event venue. Several issues had to be assessed and accessibility and other code solutions developed. This project involved careful repairs and improvements conducted in a historic space. Notable work included design for a lift that would match the building's historical tone.

Little Red Schoolhouse *Boxford, MA*
Development of construction drawings for a renovation to a historic schoolhouse.

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Consultants

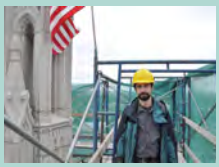
Gienapp Architects works with a range of consultants and has consistently demonstrated our ability to manage and coordinate their work. To best assure a coordinated and communicative team, we collaborate with consultants with whom we have a proven record of success. For your project we have proposed preferred smaller firms where the principal engineer performs the work. We feel this is the best approach to obtain the maximum technical expertise.

Each of the consultants has been selected for their demonstrated performance and for demonstrating capabilities to solve issues similar to those in this project. License and Registration information is included in Section 7: Designer Selection Board Application Forms.

For your project, we are proposing:

- **Northeast Engineering and Commissioning Services, Inc.**
  (mechanical, plumbing, and fire protection engineering)
- **Stony Brook Engineering Services**
  (electrical Engineering)
- **TLH Consulting, Inc.**
  (structural engineering)
- **Environmental and Construction Management Services, Inc.**
  (hazardous materials consulting)
- **Gienapp Architects**
  (code consulting)
- **Tortora Consulting, Inc.**
  (cost estimating)

Should the Town of West Newbury require other consultants during this process, Gienapp Architects will be happy to engage them. ■



Northeast Engineering & Commissioning

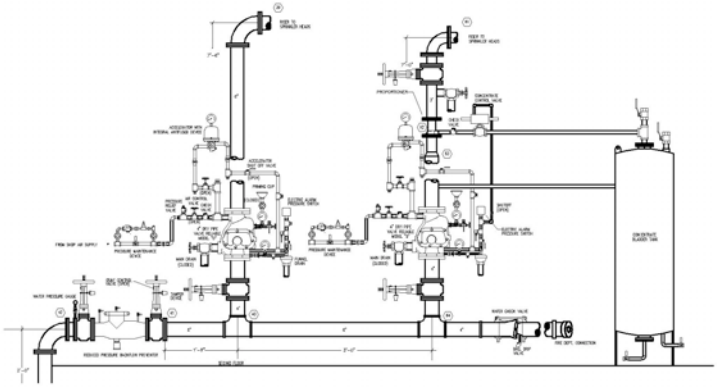
Northeast Engineering & Commissioning was formed in 2009 to provide excellence and precision in engineering and commissioning services, while meeting the Client's needs for a successful project.

Mission Statement

Northeast's mission is to provide top quality engineering & Commissioning services to the construction industry and strives to cultivate close working relationships with our clients and to develop a reputation for excellence, reliability and responsiveness.

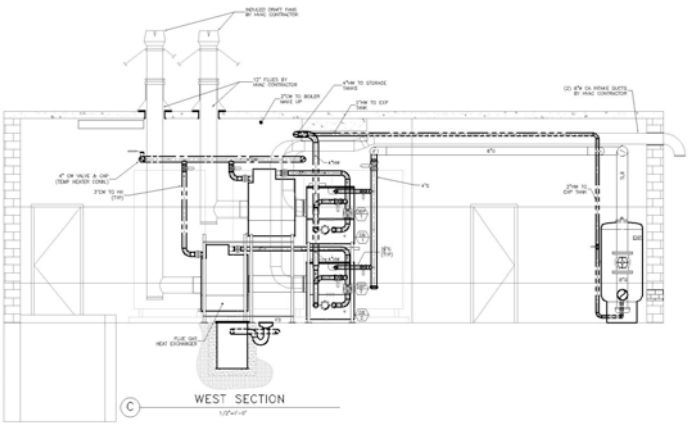
Engineering Services

Our Engineering services include due diligence reports, studies, plant master plans, construction plans and specifications, cost estimates and bidding services for all types of projects including commercial, government, educational, industrial, institutional, hospital and laboratory space. We also provide construction administration services, including review of Contractor submittals, inspection of work, and resolution of field issues. Other services include code interpretation and peer design review.



Commissioning Services

Northeast's Commissioning services consist of working side by side with the design engineers and the installing contractors to run the building systems through their normal and emergency sequences to ensure that the building is operating as safely and efficiently as possible.



Location

Northeast Engineering & Commissioning has field offices located in Westwood and Brookfield, Massachusetts, as well as Auburn, New Hampshire. This location affords easy access to all of New England.

Contact Us

If you have questions or would like more information, please call us at (978) 857-0305, or email us at JRWEng@Charter.net

NORTHEAST ENGINEERING AND COMMISSIONING SERVICES INC.
20 Meadowbrook Road, Westwood, MA 02090 (978) 430-0565

Team Resumes

Jeffrey R. White, MS, PE

EDUCATION: **Worcester Polytechnic Institute, Worcester Massachusetts**
Bachelor of Science in Mechanical Engineering – May, 1995
Master of Science in Fire Protection Engineering - May, 2002

REGISTRATIONS & PROFESSIONAL AFFILLIATIONS

Professional Engineer, Massachusetts, Mechanical, No. 41477
Professional Engineer, Massachusetts, Fire Protection No. 45668
Professional Engineer, New Hampshire, Mechanical, No. 10707
Professional Engineer, Vermont, Mechanical, No. 8049
Professional Engineer, Connecticut, Mechanical, No. 23559
Professional Engineer, Rhode Island, Mechanical, No. 7811
Member, National Fire Protection Association (NFPA)
Member, The Association of Energy Engineers (AEE)
Associate, American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)
Member, Salamander Honorary Fire Protection Engineering Society
Certified Firefighter I/II, Massachusetts Dept. of Fire Services #1622

PROFESSIONAL EXPERIENCE:

2009 to PRESENT **Northeast Engineering and Commissioning Services, Inc.**

Partner and project manager for HVAC, Fire Protection and Plumbing systems engineering and design. Duties include client contact; project design and management; specification development; construction administration including site review of system installation and shop drawing review.

2001 to Present **JRW Engineering, Brookfield, MA**

Mr. White is Owner and Chief Engineer of JRW Engineering with 18 years of experience in the design of mechanical building systems for various size and types of projects including Office, Institutional, Industrial, Educational, Hotel, Medical, Retail, Commercial, Transportation/Airport, Housing, Municipal and State Facilities. Design experience includes MGL Chapter 149 Public Bidding, Design Build and Selective Bid for Private Clients.

2001 to 2008 **CLNW Engineers, LLP., Danvers, MA.**

Founding partner of Cronis, Liston, Nangle & White, LLP (CLN&W). Shares duties with other founding partners including Design, Engineering, Project Management, Construction Administration, Project Scheduling, Job Proposals and Interviewing. Principal in charge for Fire Protection and Plumbing designs, as well as select HVAC projects.

1997 to 2001 **Richard D. Kimball Company, Inc., Andover, MA**

Senior Mechanical Engineer, Project Manager and team co-captain responsible for the design, engineering, project management and construction administration of HVAC systems for industrial, commercial, residential and educational facilities. Project manager for the MEP team and responsible for the mechanical drafting and design team reporting directly to the Principals. Other responsibilities included studies, evaluations, reports and cost estimates.

1995 to 1997 **University of Massachusetts Medical Center, Worcester, MA.**

Facilities Mechanical Engineer. Design, Engineering, and Construction Management responsibilities included study, evaluation and design of HVAC, Plumbing and Fire Protection systems for various renovation projects to the hospital and university, including satellite campuses.

NORTHEAST ENGINEERING AND COMMISSIONING SERVICES INC.
20 Meadowbrook Road, Westwood, MA 02090 (978) 430-0565

Team Resumes

TODD MASON, PE

EDUCATION: **Northeastern University, Boston, MA**
Bachelor of Science, Mechanical Engineering

PROFESSIONAL REGISTRATIONS:

Massachusetts	Maine	New York	Pennsylvania	Vermont
New Jersey	Virginia	California	Oregon	Washington
Georgia	North Carolina	Ohio	Texas	Connecticut
New Hampshire				

PROFESSIONAL AFFILIATIONS:

Member American Society of Heating, Refrigeration and Air Conditioning Engineers
Member National Fire Protection Association

ENGINEERING EXPERIENCE:

2009 to PRESENT **Northeast Engineering and Commissioning Services, Inc.**

Partner and project manager for HVAC systems engineering and design. Duties include client contact; project design and management; specification development; construction administration including site review of HVAC system installation and shop drawing review; project construction meetings and working with client , architect and contractors to provide the most cost efficient and performance oriented HVAC systems installations.

1989 to PRESENT **MTE Engineering, Westwood, MA.**

More than twenty-two years of mechanical design experience in the engineering field. Responsible for engineering reviews, design and investigations of mechanical systems, HVAC, energy performance based designs and facilities management programs. Provided lead forensic engineering services for over 250 claim investigation cases throughout the northeast for the past eight years. Much of this work involved inspecting loss sites and/or equipment, determining the cause and origin of the loss, preparing reports on the findings and providing expert testimony via depositions and/or trial testimony if the matter proceeds to litigation. Case investigations included: boiler/heating system failures, wet/dry sprinkler/fire protection system failures, plumbing freeze up cases, oil tank spills/leaks, ladder, window and overhead garage door personal injury claims, humidification/dehumidification cases, air-handling units/HVAC system failures and assessments of physical buildings. Performed product defect inspections including: refrigerators, pellet stoves, dishwashers, washing machines, dryers, water heaters, toilets, boilers/burners/furnaces, sump pumps, tow bars and various valve and mechanical/plumbing system components.
Designed high efficiency energy performance based replacement mechanical systems.
Designed new energy efficiency HVAC controls with new high efficiency equipment including, boilers, pumps and solar water heaters.

Electrical Engineering Qualifications

Stony Brook Engineering
Services LLC
69 Stonybrook Rd
Westford, MA 01886
978-729-2378

Mark McCarthy, PE

Electrical Engineer, Principal

Mr. McCarthy is the Principal and lead Electrical Engineer at Stony Brook Engineering Services LLC. He has 30+ years experience in electrical systems design and construction. The scope of the electrical work includes electric service and power distribution, lighting systems, fire alarm system, low voltage systems (security, data networking, telephones, etc.). Work responsibility includes preliminary development, detailed design, and commissioning. Types of projects include Data Centers, Newspaper Printing, Retail, Commercial, Pharmaceutical Production and Laboratory Spaces, Light Manufacturing, and Office spaces. Specialized skills include electrical fault analysis, emergency and standby generator design, and electric service upgrades.

Education

BSEE, University of Vermont, Burlington, VT

Registrations

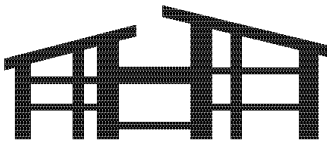
Massachusetts, New Hampshire, Rhode Island, Maine

Employment

1986 thru 1987 – Ringling Brothers and Barnum and Bailey's Circus (Electrician)
1988 thru 1989 – Jung Brannen Associates
1989 thru 1990 – Shooshanian Engineering Associates, Boston, Massachusetts
1990 thru 1992 – Arcadd, Newton, Massachusetts
1992 thru 1995 – United Engineers and Constructors Inc, Cambridge, Massachusetts
1995 thru 2000 – Asfour Associates Inc, Milford, Massachusetts
2000 thru 2003 – Carlson Associates, Inc, Framingham, Massachusetts
2003 thru 2007 – SPEC Process Engineering and Construction Inc, Burlington, Massachusetts
2007 thru 2022 – 2020 Engineering, LLC, Natick, Massachusetts
2022 – Current – Stony Brook Engineering Services

Sample Project Experience

Citizens Bank. 150,000 sf renovation of 3 floors in a 13 story historical bldg. in Philadelphia
State Street Corp. New construction of a 149,000 sf 2N data center in Shrewsbury MA
Aspen Aerogels. Complete renovation of existing 149,000 sf industrial plant in Providence RI
Fresenius Kabi. Complete remodel/reconfiguration of a 50,000 warehouse facility into a drug compounding center and ISO 7 clean room in Canton, MA
Acceleron Pharma Inc. Renovation of an existing 39,000 sf lab and office building into a clinical manufacturing facility and warehouse.
Cell Signaling Technology Renovation of a 3 floor wing of a lab and office bldg. in Beverly MA
Biogen Idec Renovations to the 6th floor of building 8 into new labs
E-Ink Corp. Electrical service upgrade for a 32,000 sf manufacturing facility in South Hadley MA while maintaining ongoing 24 hour operations
Liberty Mutual. Electrical reconfiguration of an existing 2N Data Center in Kansas City.
EMC Corporation, Hopkinton, MA. 150,000 sf renovation of existing large bay facility (formerly Caterpillar manufacturing plant) into a Computer testing and office facility.
EISAI Laboratories, Andover, MA. New construction of a 40,000 sf Pilot plant/R&DLaboratory
US Government. Naval Undersea Warfare Center, Newport RI. New construction of 200,000 sf R&D and office facility.
Raytheon, Corp. Relocatable Over the Horizon Radar (ROTHR); Ground Based Radar Installation (GBR-T) Kwajaelin Islands; Ballistic Missile Early Warning System (BMEWS) Shemja, AK
Daqing Petrochemical Design Institute (DPDI). Technical advisor for industrial EB Styrene monomer plant in Daqing China.
Genzyme Corporation, Allston Landing, MA. New construction of a 150,000 sf Biopharmaceutical Manufacturing Facility



TLH CONSULTING, INC.
Structural Engineering
3 Survey Circle, Suite 2
Billerica, MA 01862
(978) 362-1804

PROFILE:

After 22 years of experience at various engineering firms, Todd Hedly created his own structural engineering company in August 2008. Currently, we have a staff of 6 engineers, 2 intern engineers, office manager & office assistant. We are licensed in 11 states; Massachusetts, New Hampshire, Connecticut, Rhode Island, New York, Maine, Vermont, Michigan, New Mexico, Georgia and Texas.

TLH SERVICES:

- Analysis and design of structural building components including structural steel, reinforced masonry, cold formed metal framing, and wood framing
- Foundation design for pre-engineered metal buildings
- Structural steel connections
- Structural peer reviews
- Site visits and field measurements
- Reports and Affidavits
- Signed and Sealed Drawings & Calculations

TLH EXPERIENCE:

Commercial Buildings:

- Design of new retail facilities, supermarkets, office buildings, restaurants, and banks
- Analyze existing structural systems for reuse; reinforce existing systems as required

Residential Buildings:

- Design of structural systems for condominiums, town houses, and single and multi-family house
- Analyze existing structural systems for renovations; reinforce exiting systems as required; design new structural components as required

Industrial Buildings:

- Design of warehouses, production facilities, and distribution centers
- Design of various platforms for production facilities
- Analyze existing structural systems for specific loading conditions
- Industries include food and beverage, metal recycling, pharmaceutical, and biotechnology

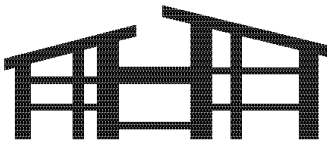
Institutional Facilities:

- Analyze and design existing and new structural systems for various K-12 schools
- Analyze and design existing and new structural systems for various colleges and universities

AFFILIATIONS:

- Professional Member, American Institute of Steel Construction (AISC)
- Member, American Society of Civil Engineers (ASCE)
- Chi Epsilon, Civil Engineering Honor Society

Structural Engineering Qualifications



TLH CONSULTING, INC.
Structural Engineering
3 Survey Circle, Suite 2
Billerica, MA 01862
(978) 362-1804

Todd L. Hedly, P.E.

PROFILE:

Todd Hedly, P.E. is the Principal in charge of TLH Consulting, Inc. Todd has over 30 years of experience as a structural engineer. He has worked on a variety of project types including commercial, residential, industrial, and institutional facilities. He has designed and analyzed structures constructed of a variety of materials including structural steel, stainless steel, reinforced concrete, reinforced masonry, wood, and cold formed metal framing. In addition to his engineering experience, Mr. Hedly has two years of experience with a general contractor as an office engineer.

EXPERIENCE:

Commercial Buildings:

- Design of new retail facilities, supermarkets, office buildings, and banks.
- Analyze existing structural systems for reuse; reinforce existing systems as required

Residential Buildings:

- Design of structural systems for condominiums, town houses, and single family homes
- Analyze existing structural systems for renovations; reinforce exiting systems as required; design new structural components as required

Industrial Buildings:

- Design of warehouses, production facilities, and distribution centers
- Design of various platforms for production facilities
- Analyze existing structural systems for specific loading conditions
- Industries include food and beverage, metal recycling, pharmaceutical, and biotechnology

Institutional Facilities:

- Analyze and design existing and new structural systems for various K-12 schools
- Analyze and design existing and new structural systems for various colleges and universities

EDUCATION:

- MS, Structural Engineering, University of Massachusetts, Lowell, MA, 2002
- BS, Civil and Environmental Engineering, University of Rhode Island, Kingston, RI, 1994
- BS, Civil Engineering Technology, Roger Williams University, Bristol, RI, 1988
- AS, Civil Engineering, Wentworth Institute of Technology, Boston, MA, 1986

TLH CONSULTING, INC.
Structural Engineering
3 Survey Circle, Suite 2
Billerica, MA 01862
(978) 362-1804

Todd L. Hedly, P.E.

AFFILIATIONS:

- Professional Member, American Institute of Steel Construction (AISC)
- Member, American Society of Civil Engineers (ASCE)
- Chi Epsilon, Civil Engineering Honor Society

LICENSED REGISTRATIONS:

- CT, Professional Engineer, Registration Number 27997
- MA, Structural Engineer, Registration Number 41433
- ME, Professional Engineer, Registration Number 12566
- NH, Structural Engineer, Registration Number 11673
- NM, Professional Engineer, Registration Number 23025
- NY, Professional Engineer, Registration Number 5780368
- RI, Professional Engineer, Registration Number 9937
- TX, Professional Engineer, Registration Number 115296
- VT, Professional Engineer, Registration Number 5745
- MI, Professional Engineer, Registration Number 3055307
- GA, Professional Engineer, Registration Number 44438
- National Council of Examiners for Engineering and Surveying (NCEES), Record Number 26432

Environmental & Construction Management Services, Inc. Company Introduction

Environmental & Construction Management Services, Inc. (ECMS) is a Boston area environmental and construction consulting firm founded in 2000 to specialize in construction management, asbestos, lead-based paint and environmental/hazardous materials management as it relates to site development and building construction. Its founders have a dedicated perseverance to provide all of our clients with the best possible technical consulting services at a competitive cost. *ECMS* provides consulting services to clients in both the public and private sector. As indicated by our firm's name, we focus our technical expertise on a best management strategy for our clients' construction and environmental concerns. These issues may range from management of demolition and/or construction; environmental liabilities associated with real estate financing; soil and groundwater remediation to health and safety concerns regarding asbestos; indoor air quality or lead-based paint. Regardless of a client's issue, it is *ECMS*' role to assist our clients in addressing their individual concerns in the least burdensome manner. All services are provided out of *ECMS* sole location in Braintree, Massachusetts. *ECMS* employs between five and ten employees.

ECMS' commitment is based upon providing the highest quality service to our clients, with each of the firm's Principals get directly involved with our clients with a "hands on" approach and have managed large environmental assessment and remediation projects in the New England area including the Central Artery/Tunnel (CAT) project, Harvard University First Science Project, many local schools, hospitals, colleges and universities, property management companies, commercial and industrial clients. Our resources include Licensed Site Professionals (LSPs); Certified Hazardous Materials Managers; Lead Inspectors; EPA and MADOS Accredited Asbestos Professionals; and other state certified professionals.

ECMS' environmental consulting service areas include:

- Asbestos Management
- Lead-Based Paint Management
- Environmental Engineering Services
- Indoor Air Quality and Microbial Management
- Asbestos Training (MADLS License No. AT000070)

ECMS Mission Statement

ECMS will offer high quality innovative alternatives for consulting services in construction, asbestos, lead-based paint, indoor air quality and environmental disciplines as it relates specifically to site development and building construction. These services will be offered with an emphasis on providing superior consulting expertise, to balance all applicable regulatory as well as client fiscal objectives. Clients will understand that working with *ECMS* is a more personal, professional, cost effective and less risky alternative to assist them in managing their construction, environmental and hazardous waste issues.

ECMS Safety Record

In business for 22 years, *ECMS* is proud of its "zero incident" safety record.

STEPHEN T. WEYDT

Principal Environmental Scientist

Stephen has over 34 years of asbestos, lead-based paint and construction management experience. In addition to his fiscal and marketing duties as President of *Environmental & Construction Management Services, Inc.* (*ECMS*), he oversees the technical staff, coordinates business and professional development of the Corporation, provides technical QA/QC, and offers specialized technical support in accordance with state and federal regulatory agencies.

Prior to co-founding *ECMS* in 2000, Stephen served as Division Manager for asbestos and lead management services at Hygienetics Environmental Services, Inc. in Boston. As Division Manager, Mr. Weydt was responsible to review all Quality Assurance policies, procedures, instructions, and manuals, as well as perform Quality Assurance review of all outgoing documents.

In addition, Stephen served as Project Manager for all asbestos and lead-based paint activities associated with the $14 billion dollar Massachusetts Central Artery/Tunnel Project.

Prior to joining Hygienetics Environmental, he served as senior project manager at a national environmental consulting firm on hundreds of asbestos and lead projects including lead testing, abatement design, and clearance testing for many Boston area and National clients.

In 1990, Stephen became one of the first twenty people in the State of Massachusetts to be licensed by the Massachusetts Department of Public Health as a Master Lead Inspector. Since 1990, he has performed thousands of inspections for the presence of lead-based paint in both residential and commercial settings. In addition, as a Master Lead Inspector, Stephen has trained dozens of Provisional Lead Inspectors.

Some of his recent accomplishments include:

- Through CDM Smith, served as Project Manager during the removal of asbestos-containing materials for a multi-million-dollar upgrade at a water treatment facility.
- Through CDM Smith, served as Project Manager during the inspection, design and removal of asbestos-containing materials, materials coated with lead-based paint for the demolition of several abandoned housing structures.
- Through CDM Smith, served as Project Manager during the testing, excavation and removal of 10s of thousands of cubic yards of urban fill material for the construction of a large science facility.

Technical Specialties:

Lead-Based Paint Survey and Abatement

Asbestos Survey and Abatement

Asbestos Training

Environmental Site Assessment

Regulatory Compliance

Construction Management

Structural Demolition & Painting

Education:

B.A., Philosophy/History, St. John's Seminary College, 1989

Certifications:

Former Master Lead Paint Inspector (MA License No. M1200)

EPA/AHERA Accredited Asbestos Inspector (Massachusetts DOS AI000018)

EPA/AHERA Accredited Asbestos Management Planner (Massachusetts DOS AP000030)

EPA/AHERA Accredited Asbestos Project Designer

Former Lead Paint Abatement Supervisor (MA License No. DS00474)

KEVIN J. KAVANAUGH, L.S.P., CHMM

Principal Environmental Engineer

Kevin has over 36 years of engineering/hydrogeological consulting, environmental site assessment and site remediation experience. In addition to his fiscal and marketing duties as a Principal at *Environmental & Construction Management Services, Inc.* (*ECMS*), he oversees the environmental staff, coordinates business and professional development of staff, provides technical QA/QC, and offers specialized corporate technical support in accordance with state and federal regulatory agencies.

Prior to co-founding *ECMS*, Kevin was the National Accounts Director for Hygienetics Environmental Services, Inc. (Hygienetics) in Boston, Massachusetts. As the National Account Director he managed the nationwide environmental due diligence and consulting services for Hygienetics National Accounts including GE Capital Real Estate, Archon Group LP, Finova Realty Capital, American General Realty Advisors, Metropolitan Life Insurance and State Teachers Retirement System of Ohio for all of Hygienetics 14 Offices throughout the Continental United States.

Kevin is a Massachusetts Licensed Site Professional (LSP) since May 1994 and Certified Hazardous Materials Manager (CHMM) since 1998 with extensive experience with preparation and submission of every aspect of the Massachusetts Contingency Plan (MCP) 310 CMR 40.0000 including; Phase I through Phase V reports, Downgradient Property Status (DPS), Activity and Use Limitations (AULs), Method 1 and 3 Risk Characterizations, Class A, B and C Response Action Outcome (RAO) and Permanent Solutions, Numerical Site Ranking, Immediate Response Action (IRA) Plans and Release Abatement Measure (RAM) Plans, status and completion reports, Tier I Permit Applications and Major Permit Modifications. He also provided LSP technical report review and provided cost estimates for various lending institutions, insurance companies, law offices and other property acquisition/development corporations. In addition to his extensive experience in Massachusetts, he has personally performed either environmental site assessments and/or site remediation in New Hampshire, Georgia, Rhode Island, New Jersey, Texas, Kansas, California, Florida, Michigan and Pennsylvania.

Prior to joining Hygienetics in 1996, Kevin worked as a Site Operation's Manager/Senior Environmental Engineer responsible for all technical and business activities for a 13-person branch office for Groundwater & Environmental Services, Inc. (a full-service environmental consulting/remediation firm).

Some of his accomplishments include:

- Performed all phases of environmental project development and management including: groundwater modeling, hydrogeologic studies, physical and chemical interpretation of field data, preparation and review of initial and complex site assessments, and remedial action reports in accordance with MGL21E, MCP, RCRA and other regulations.

Technical Specialties:

Phase I and II Environmental Site Assessments

Soil and Groundwater Investigations

Risk-Based Closure Assessments

UST Management/Closure

Soil and Groundwater Remediation

Education:

B.S., Civil Engineering, University of Maine at Orono, 1985

Certifications:

Massachusetts Licensed Site Professional (LSP) License No. 7610

Certified Hazardous Materials Manager (CHMM) License No. 9287

OSHA Standard 29 CFR 1920 and SARA Section 126(d) (HAZWOPER)

Professional Affiliations:

Massachusetts Licensed Site Professionals Association (LSPA)

National Groundwater Association

Boston Chamber of Commerce

TCi Tortora Consulting Inc.
Construction Cost Estimating

Company Introduction

TCI is a consulting, cost and management firm started here in Massachusetts. It is built on years of hands on construction planning and management experience at renowned firms. The challenges of planning, repositioning, constructing, and managing public, institutional and private projects are not new to us. Our focus in planning, cost estimating and management offer value to clients who need to make informed and intelligent decisions regarding the economic and cultural future of their properties.

We offer services with the following principles

- Dependable service, predictable outcome. We offer a dependable and cost effective outsourcing with predictable outcome, no surprises.
- Guaranteed unconditional representation. Our services are offered with unconditional dedication and commitment to your business needs. We are a third party consultant seeking no benefits from your project expenditures. This releases us from any incentives that may conflict with quality and outcome.
- Experience, expertise, Principal involvement. Our construction expertise and experience is provided with 100% principal involvement

Services

Cost Estimating
Our professional staff prepares detailed cost estimates utilizing in-house pricing database for current market conditions. We provide complete cost estimates from division 1 –16 in CSI format and or elemental. We perform a complete quantity take-off for all estimates including material and labor pricing. Estimates are provided at conceptual, schematic, design and contract phases of the project. On occasion, we will contact specialty contractors to verify pricing.

We provide the following when we are estimating:

- Accuracy of quantities and pricing
- Understand the scope of work
- Understand the design team's intent
- Be aware of the current market conditions

Cost Control
As a component of our estimating service, we are prepared to make recommendations when appropriate for identifying and pricing alternate material and or systems for potential cost savings. Part of this process includes a value engineering cost and approval tracking sheet that follows the savings through the design phases and keeps accountability in place.

Change and Scope Review
We provide general construction consulting including change order review, plan review, and final documents scope review prior to bidding.

Cost Estimating Qualifications

TCi Tortora Consulting Inc.

Construction Cost Estimating

Resumes

Gerry Tortora - Lead Cost Estimator

Gerry has over 29 years of experience managing and estimating public and private building construction projects. Over his years of experience he has been in the field running projects, estimating for construction management-and-project management consulting firms. For the last ten years, his strength as a cost estimator and project manager has been in pre-construction and cost consulting.

Prior Experience

- Director of Project Management and Estimating - Construction Cost Management Inc.
- Sr. Construction Project Manager Cost Estimator - Daedalus Projects Inc.
- Sr. Estimator - Kennedy & Rossi Inc.
- Chief estimator/project manager – All Interiors Inc.

Education

Wentworth Institute of Technology, Boston MA

Licenses

Unrestricted Massachusetts Builders License

Associations

Society of Professional Estimators

Jeff Harding – Mechanical Cost Estimator

Jeff has over 33 years of experience as a mechanical estimator. Through professional associations with consulting engineering firms, both in the design office and the field, as well working in contracting as an estimator and project manager. In addition, he has considerable estimating experience, ranging from conceptual design through construction.

Prior Experience

- Sr. Mechanical Cost Estimator - Construction Cost Systems, Inc
- Mechanical Cost Consultant – j Harding
- Construction Manager - Schneider Electric, Inc.
- Sr. Mechanical Cost Estimator - Walsh Brothers, Inc

Education

University of Massachusetts Bachelor of Science Degree

Northeastern University - Certificate for Mechanical Engineering / Construction Estimating

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Michael R. Mainella, P.E. - Electrical Cost Estimator

Michael has over 31 years of experience as a registered Electrical Engineer. Through professional associations with consulting engineering firms, both in the design office and the field, as well working in contracting as an estimator and project manager, he has acquired skills in insurance inspections and claims work, and forensic engineering. In addition, he has considerable estimating experience, ranging from conceptual design through construction. Licensed Professional Engineer - New York State

Prior Experience

- Electrical estimator - Boston based consulting firm
- Electrical estimator/Project Manager - NYC General Contracting Firm
- Project engineer - NYC Consulting Firm

Education

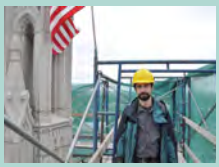
Bachelor of Science, Electrical Engineering, State University of New York at Buffalo

SECTION 2

Relevant Experience

GIENAPP
ARCHITECTS

2.1 Representative Projects



Gienapp Architects has performed numerous projects with direct relevance to the scope of services required for West Newbury's Page Elementary School assessment. Example projects and references are mentioned below and on the following pages. ■

City of Watertown, including Watertown Public Schools

- **City Building Assessments**
  For a ten-year Capital Improvement and Maintenance Plan, evaluation of 18 City-owned facilities, including **five schools**, for maintenance needs and development of cost estimates for proposed work.

Town of Holden, including Holden Public Schools

- **Town Building Assessments**
  Investigation and evaluation of 18 town buildings, including **three schools**; review of envelope and building systems; and recommendations for repairs, priorities, and cost estimates.

Essex North Shore Agricultural & Technical School

- **Building Assessments & Master Plan**
  Evaluation of existing conditions of **four school buildings**, examination of enrollment projections and proposed curriculum developments, and development of planning options for valid choices that would allow the school to creatively maximize their existing space.

Reading Public Schools

- **Building Assessments & Master Plan**
  Comprehensive ten-year master plan to analyze the use of **five elementary schools**, and account for projected elementary school growth and changes to facilities that may be required.

Town of Middleton

- **Town Building Assessments**
  The assessment included evaluation of all of the non-school Town-owned buildings. We performed a detailed conditions assessment for the Town Hall, fire station, police station, and senior center with a cursory review of the Department of Public Works and town library. The assessment included the buildings' physical conditions, evaluation of space needs, site assessments, and documentation of the town's projected staff growth.

- **Public Safety Complex Study**
  Evaluation to determine the feasibility of building a new Fire and Police Department on their existing site, or whether they should be relocated to a larger parcel.

SUCCESS STARTS WITH

A STRONG FOUNDATION

Town of Weston

- **Brook School Apartments Feasibility Study**
  Site evaluation and preliminary design studies for locating fifteen additional elderly housing units on the Brook School Apartments site. This study involved assessing the impact of construction on the site, defining environmental concerns, and looking at ways to minimize disruption to residents and to the Town. This is a Town affordable senior housing project, but is not a state-funded DHCD housing project.

CAPABLE SOLUTIONS TO
COMPLEX PROBLEMS

GIENAPP
ARCHITECTS
Begin Here. Finish Well.

READING PUBLIC SCHOOLS—ELEMENTARY SCHOOLS ASSESSMENT AND MASTER PLAN

Reading, MA

As part of our On-Call contract with the Town of Reading, the Gienapp Architects team was asked to develop an Elementary Schools Master Plan for the Town's future use. As a fast-growing municipality with a significant projected population influx in the next ten years, the Town of Reading was concerned about their ability to accommodate an additional number of students in their school system, particularly in the elementary schools, most of which were built prior to the last 20 years.

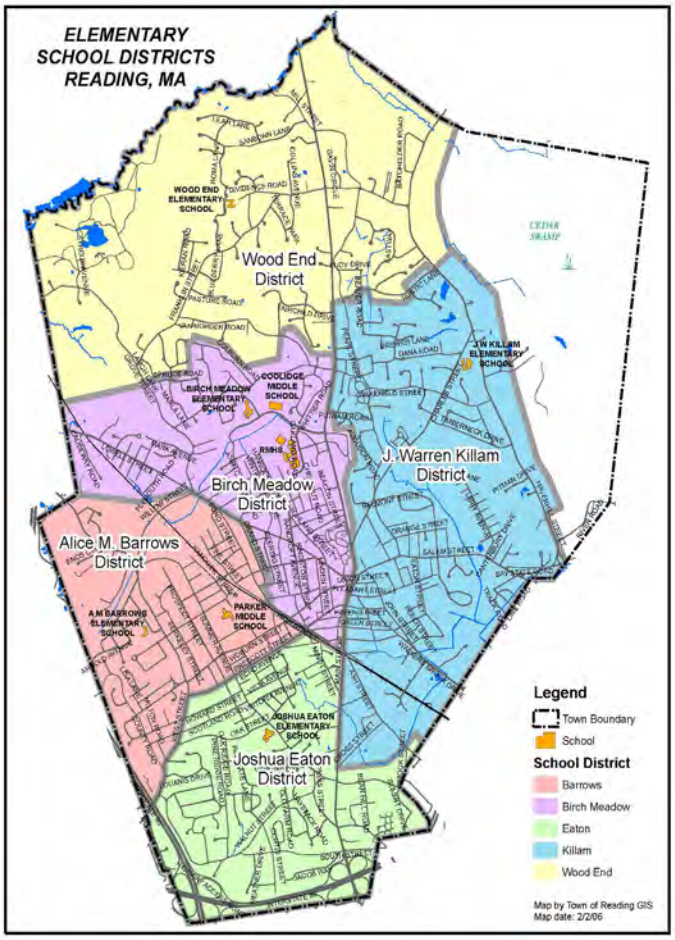
Our team worked with the New England School Development Council, or NESDEC, to assess the actual numbers of proposed growth to understand the numbers the Town needed to plan for. In addition to this, we conducted a series of assessments at all of the Town's elementary schools, including taking detailed measurements of all relevant spaces and interviewing staff and teachers. We then compared this data with the guidelines as established by the Massachusetts School Building Authority to assess how each school met the needs of its users.

One of the issues the Town faced was the fact it had five extant elementary schools. This greater number of buildings meant higher maintenance and staffing costs, as well as additional logistical headaches for town administration. Several of the schools, as they currently existed, could not easily accommodate additional classroom and student space, due to either site or structural limitations. The Town was not interested in pursuing modulars or "portable" classrooms as a long-term item at the schools, and wanted a more permanent solution.

Following this data-gathering phase, our team got together to collaborate, share information, and develop a report containing recommendations to the Town that detailed potential planning options and solutions. Factors considered, in addition to the above, included busing distance for students, examining the particular areas in Town that would see population growth, and doing our best to minimize possible re-districting. One of the concerns of the Town was how elementary school catchment areas compared with middle-school areas, in order to minimize the number of children who would go to elementary school together and then be split for middle school.

Our team developed this comprehensive report, including cost assessments and long-term recommendations, to the Town and to all relevant parties. The Town is currently in the process of pursuing one of the report's Preferred Options. ■

Two of the Town's Existing Elementary Schools
Birch Meadows (top) and Joshua Eaton (bottom)



School district map.

READING PUBLIC SCHOOLS—ELEMENTARY SCHOOLS ASSESSMENT AND MASTER PLAN

Reading, MA

Various locations town-wide.

Client Contact:

Mr. Joseph Huggins, Director of Facilities
Town of Reading
62 Oakland Road, Reading, MA 01867
jhuggins@ci.reading.ma.us
(781) 670-2824

Contract Value: $157,000

Completion Date: November 2019

Further action:

Reading Public Schools is currently in the process of seeking funds to replace Killam Elementary School. ■

WATERTOWN CITY-WIDE BUILDING ASSESSMENTS

Watertown, MA

As part of their effort to generate a ten-year Capital Improvement and Maintenance Plan, the City of Watertown hired Gienapp Architects and our engineering consultant to review 18 of its City-owned facilities. This included the police station, three fire stations (one main fire station and two branch stations), the library, City Hall, six schools including the high school, the DPW, the Senior Center, and four other buildings. The final product was a single, long report including item descriptions, recommended projects, and estimated costs.

The project began with an in-depth walkthrough by several of our staff and MEP/FP engineers. We identified all the building systems, and determined the condition and age. In addition to our observations, we collected input from the facilities caretakers and users. The information was consolidated into a database for analysis.

Each item was reviewed to determine if they were individual items or symptoms of other problems. Items were given priorities depending on the urgency of the issue and categorized by type of work and overall system (i.e. MEP, site, interior). Once this was complete, each item was evaluated to determine if they needed to be addressed in the short term (1 – 3 years), medium term (3 – 7 years), or long term (8 – 10 years). This depended on both the priority and relation to other work. For example, if windows needed to be replaced (high priority) and the sills needed to be repainted (low priority), they were assigned to the same time period since they were related.

We also developed cost estimates for the work, which included escalation to the determined time period. The cost estimates included direct cost, estimated construction cost (which included other contractor costs such as general conditions and bonds), and estimated project budgets (which included soft costs, such as design fees). Once this information was ascertained, we were able to determine if other work (i.e. accessibility, sprinklers) would be triggered, and if so, we included this in the estimates.

All of this information was combined into a report and presented to the City, who is currently using it as a guide for what projects and buildings need attention. ■

Watertown Free Public Library.

Department of Public Works.

Watertown City Hall.

WATERTOWN CITY-WIDE BUILDING ASSESSMENTS

Watertown, MA

Various locations city-wide.

Client Contact:

Mr. James Kane, Director of Public Buildings
City of Watertown Department of Public Buildings
309 Main Street Rear, Watertown, MA 02472
james.kane@watertown.k12.ma.us
(617) 924-0402

Contract Value: $150,000

Completion Date: November 2016

Further action:

This study has provided the City with a tool for capital planning and prioritizing projects. ■

HOLDEN TOWN-WIDE BUILDING ASSESSMENTS

Holden, MA

Gienapp Architects performed an assessment of 18 existing town and school facilities to determine deficiencies and recommend improvements. The Town sought to understand the condition of the buildings and establish a planning-level scope of work and budget of capital repairs and capital improvements for a five- to ten-year period. To this end, we performed the following work:

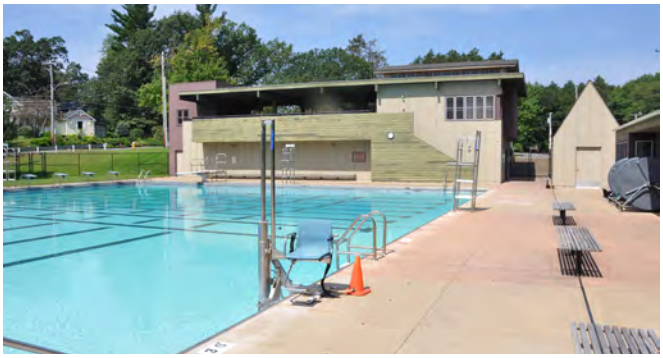
1. Assessed the overall condition of the buildings. This included an evaluation of the exterior envelope, building systems (i.e. HVAC, plumbing, electrical, fire protection, fire alarm), accessibility, structural elements (visual inspection by architect of exposed structure), and other Code-required components.
2. Developed recommendations for required repairs, upgrades, or improvements. This included a general cost estimate for the recommended work.
3. Developed cost estimates for recommended improvements and correlated Project Budget.
4. Developed phased improvement priorities based on recommendations.
5. Identified and summarized "code thresholds" for facility repairs, such as handicapped accessibility/ADA compliance, egress issues, emergency notification compliance and seismic standards. ■

Davis Hill Elementary School.

Town Hall.

Gale Free Library.

Starbard Administration Building.



Dawson Pool Complex.

Municipal Light Department.

HOLDEN TOWN-WIDE BUILDING ASSESSMENTS
Holden, MA

Various locations town-wide.

Client Contact:

Mr. John Woodsmall, Director
Town of Holden Department of Public Works
1196 Main Street, Holden, MA 01520
jwoodsmall@holdenma.gov
(508) 210-5550

Contract Value: $163,000

Completion Date: January 2019

Further action:

This provided the Town with a means to estimate and prioritize capital planning expenditures. ■

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL—BUILDING ASSESSMENTS & MASTER PLAN

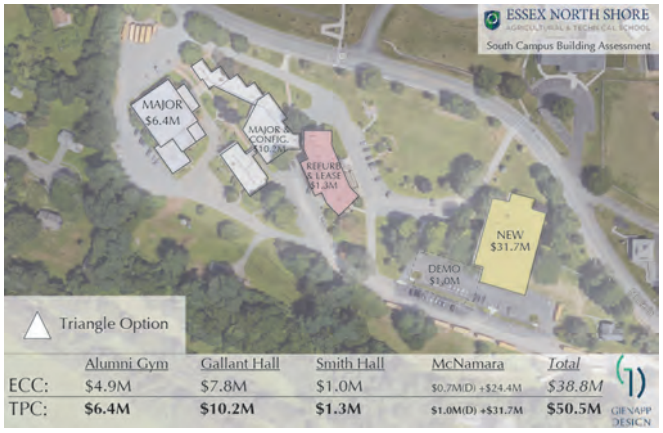
Hathorne, MA

Gienapp Architects was hired by Essex North Shore Agricultural and Technical School of Hathorne, MA, to evaluate the buildings on the school's South Campus. The school is growing rapidly, and was looking for ways to expand school buildings to deal with increased enrollment.

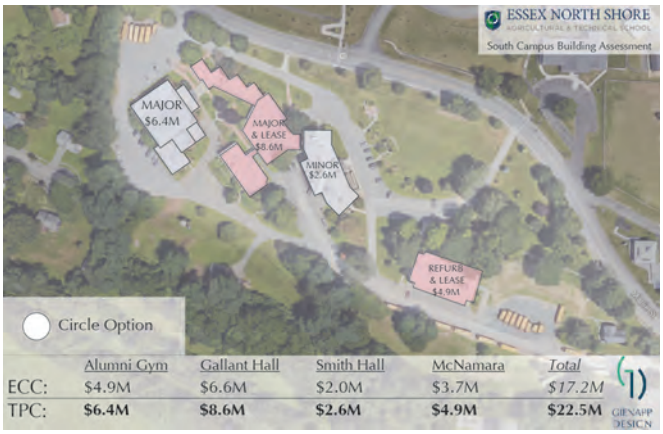
Our firm performed a thorough assessment of all buildings on the school's South Campus, an area mainly used for administrative and assembly functions. Many spaces were underutilized and some were in poor condition.

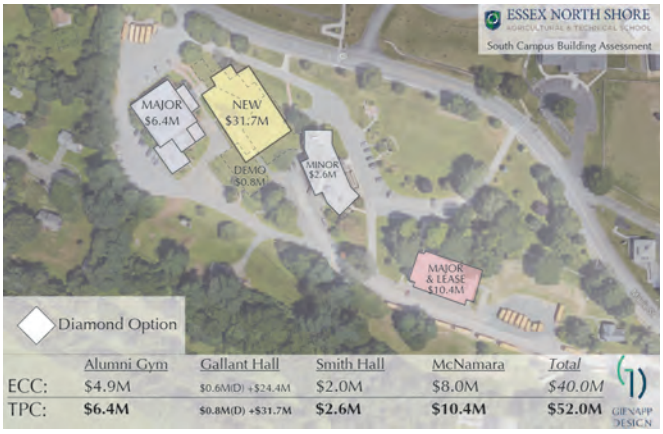
We began by conducting a thorough conditions assessment of all relevant South Campus buildings. Working with our team of engineers, we examined each building for capital maintenance needs, systems status, structural condition, and utility to the school. Following this process, we developed multiple planning options for the school, and developed feasible ways to implement them. Our recommendations were designed to allow the school to plan for desired work in phases, over a period of time. ■

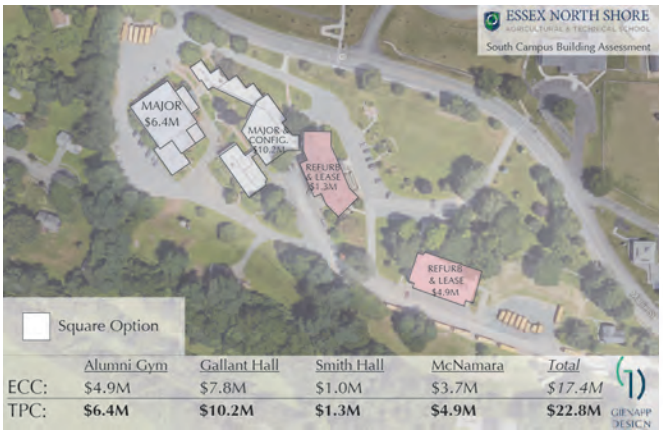
South Campus.



Planning options, above and right.







ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL—BUILDING ASSESSMENTS & MASTER PLAN

Hathorne, MA

565 Maple Street
Hathorne, MA 01923

Client Contact:

Ms. Marie Znamierowski, Director of Business Operations
Essex North Shore Agricultural & Technical School
565 Maple Street, Hathorne, MA 01923
mznamierowski@essextech.net
(978) 304-4700 x 7201

Contract Value: $65,000

Completion Date: December 2018

Further action:

This study helped the School prioritize capital expenditures, which are currently being implemented. ■

MIDDLETON TOWN BUILDING ASSESSMENTS

Middleton, MA

Gienapp Architects performed a planning study for the Town of Middleton. This project consisted of developing a master plan for six Town-owned buildings. The key element of this project was to determine the space needs program for four of the buildings (senior center, Town Hall, police station, and fire station) and reviewing potential Town-owned and privately owned sites (available for purchase) to locate a new building for each of these four programs.

The analysis also included review of two additional Town-owned buildings (Library and DPW) to determine if the reallocation of programs between buildings would provide operating efficiency and/or reduce the amount of construction that is required. This project included developing and evaluating an array of planning options for presentation to the Select Board and ultimately for Town Meeting presentation.

Planning options included separate sites for each building an potential combined Public Safety Building (Police and Fire). We also explored the purchase of a large site allowing for the long-term development of a new Town Center for all four of the new buildings.

The scope of services included:

1. Evaluation of each of the six buildings.
2. Development of a space needs program for the four main buildings (Senior Center, Town Hall, Police, and Fire).
3. Development and evaluation of an array of planning options.
4. Developed conceptual cost estimates for each planning option.
5. Development of materials for presentation to the Select Board and ultimately Town Meeting.
6. Development of a Final Report for public distribution and a guide as the Master Plan is implemented over the next several years. ■

Middleton Senior Center.

Middleton Town Hall.

Middleton Fire Department.

Middleton Police Department.

MIDDLETON TOWN BUILDING ASSESSMENTS
Middleton, MA

48 Main Street
Middleton, MA 01949

Client Contact:

Mr. Ryan Ferrara, Assistant Town Administrator
Town of Littleton
37 Shattuck Street, Littleton, MA 01460
rferrara@littletonma.gov
(978) 540-2463

Mr. Ferrara was previously Assistant Town Administrator for the Town of Middleton, and we worked directly with him on this project.

Contract Value: $9,900

Completion Date: May 2019

Further action:

This assessment assisted the Town with determining the long-term value of assets and was a precursor to proceeding with planning for significantly different Municipal buildings. ■

MIDDLETON PUBLIC SAFETY COMPLEX FEASIBILITY STUDY
Middleton, MA

For the Town of Middleton, Gienapp Architects evaluated the existing Town-owned Memorial Hall site at 48 Main Street for site fit options and to determine if the site would accommodate a new fire station or combined fire station/police station Public Safety Complex. The 7.2-acre site, while large enough for the proposed Public Safety Complex, was restricted by wetlands, grade issues, and a limited area for public and restricted vehicle access which decreased the buildable area.

Additionally, we evaluated the site to determine if a larger site was required for separate fire station and police station buildings. To this end we developed a preliminary program for the Public Safety Complex, along with site fit diagrams and an Opinion of Probable Cost. Working with the Town, the Fire Department, and the Police Department, Gienapp Architects analyzed the programmatic requirements based on staffing, Fire, Police, and EMS calls and projected future needs.

The program was refined based on additional research of new fire stations, police stations, and public safety complexes in comparable towns (population and area) and review by our public safety consultants. We developed the preliminary program to maximize the efficiency of the required area and minimize the site area required for the Public Safety Complex.

To minimize the building footprint on the site and provide for construction of the fire station and police station in separate phases, a shared space was added to the program which would include the public lobby, elevator, a local emergency services dispatch, fitness room, and building support. Additionally, a moderately sized combined training/meeting room is included in the shared space which would support both Fire and Police training needs as well as other Town meetings and functions.

The program was further tested with concept diagrams that allowed Gienapp Architects to determine that the proposed Public Safety Complex could be built as a two-story structure on the existing Town-owned land and with the addition of one or two adjacent lots site circulation and functionality could be improved while providing additional buildable area for a new Town Hall building. ■

Public Safety Complex Site Fit Diagram

MIDDLETON PUBLIC SAFETY COMPLEX FEASIBILITY STUDY
Middleton, MA

48 Main Street
Middleton, MA 01949

Client Contact:

Mr. Ryan Ferrara, Assistant Town Administrator
Town of Littleton
37 Shattuck Street, Littleton, MA 01460
rferrara@littletonma.gov
(978) 540-2463

Mr. Ferrara was previously Assistant Town Administrator for the Town of Middleton, and we worked directly with him on this project.

Contract Value: $325,000

Completion Date: March 2018

Further action:

This study provided the Town with sufficient information to proceed with purchase of the land and commence planning and design of this new Town Center Complex. ■

BROOK SCHOOL APARTMENTS FEASIBILITY STUDY
Weston, MA

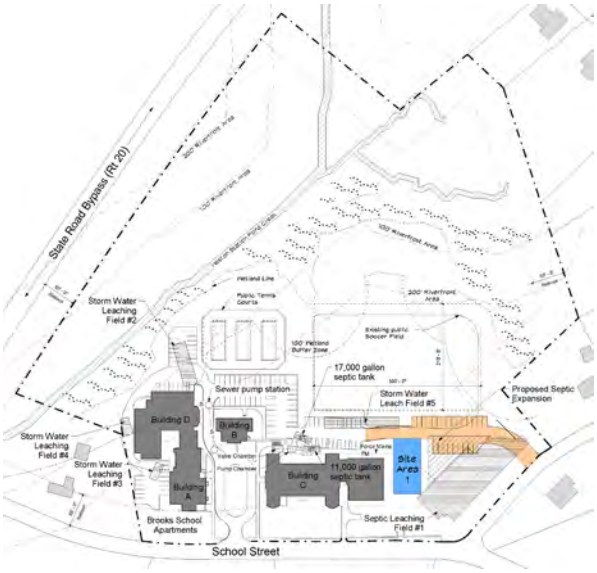
Under our House Doctor "On-Call" contract with the Town of Weston, Gienapp Architects provided a design study to potentially add additional affordable housing units on the former Brook School Compound.

The Brook School Apartments currently consist of 75 units located in three separate buildings. The Town is seeking to add as many as 30 additional units to accommodate demand. Gienapp Architects' study includes evaluation of the extensive environmental concerns related to the site, including the need for compliance with the Rivers Act and local wetlands protection laws (this was especially necessary in context of the project's septic system needs).

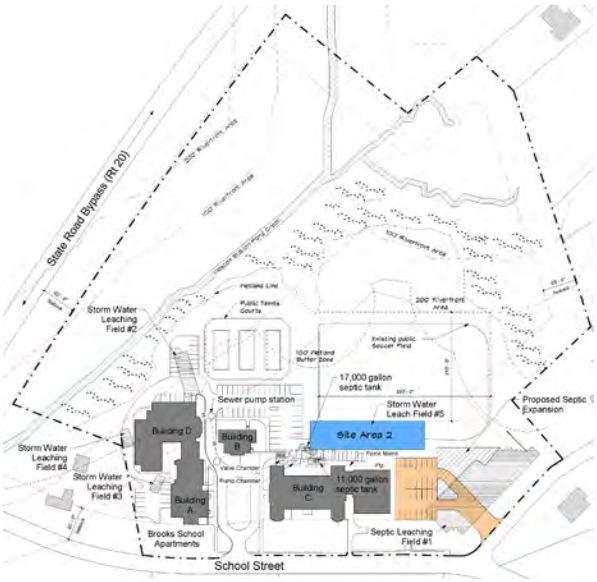
In addition to the housing units, the site also has a soccer field and tennis courts that are used by the Town at large. These uses, particularly the soccer, add additional peak hour parking demands.

It is anticipated that following completion of study report that the project will proceed into design of a building addition, or new building that will provide 15-20 additional housing units on the site. ■

View of existing campus.

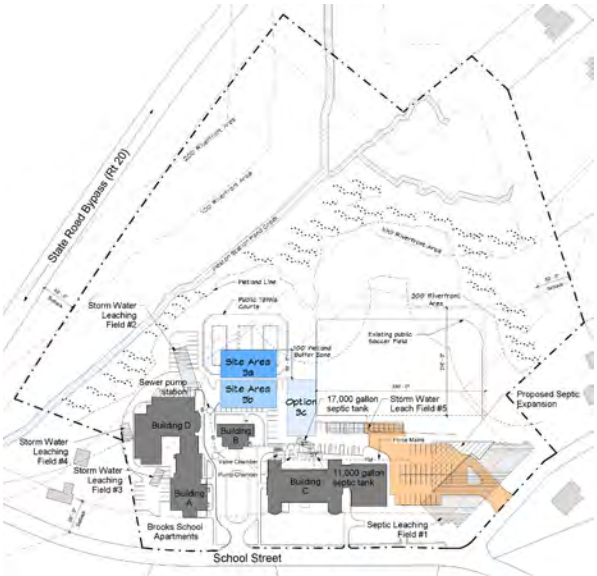


Site Plan Option 1.



Site Plan Option 2.

Existing Site Plan.



Site Plan Option 3.

BROOK SCHOOL APARTMENTS FEASIBILITY STUDY
Weston, MA

44 School Street
Weston, MA 02493

Client Contact:

Mr. Gary Jarobski, Facilities Director
Town of Weston
11 Town House Road, Weston, MA 02493
jarobskig@weston.org
(781) 786-5270

Contract Value: $23,500

Completion Date: May 2019

Further action:

This assisted the Town with determining whether to construct additional units and the scope/cost of new infrastructure that would be needed, most notably a sewer treatment plant. ■

SECTION 3

Work Plan & Schedule

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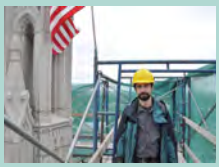
3.1 Work Plan



Gienapp Architects will approach the project in several specific steps that are described in this section. While each of the steps are important and are designed to address a specific aspect of the project, the basic approach to the project can be summarized as follows:

1. **Review background information** to become acclimated to the building.
2. **On-site observations** by our experienced Architectural and Engineering team.
3. **Compile the observations** in a concise and organized manner.
4. **Analyze the observations** to recommend and prioritize the required capital improvements.
5. **Prepare a cost estimate.**
6. **Compile a final report.**

These basic steps are further elaborated below.

PROJECT APPROACH

Acclimate to Buildings

Gienapp Architects' first step will be to organize and review any available information on the existing building. We understand that you have assembled information and one or two of our staff will review it and brief the rest of our team in advance of the actual inspections.

This step is so the architects and engineers doing the on-site inspection know as much as possible about the building before arriving at the site. This is essential in order to maximize the learning opportunity from on-site observations and minimize disruption to the building occupants.

On-Site Assessment

For the site assessments we will identify at least two or three zones. We will schedule our site assessments for six-hour days. Based on our experience, longer periods have a diminishing rate of return. Even the best and most diligent personnel can only observe and download so much information in one day. Site visits may be scheduled two or three days apart.

The evaluation team will use a standardized chart/checklist to provide consistent recording of all aspects of the building. The benefit of a checklist is obvious.

We will schedule the individual visit in two parts: an initial walkthrough of the building by all (or most) of the entire team. The team will then split into groups to allow investigation of the specific disciplines. There are usually three groups: 1) architectural; 2) HVAC, plumbing, and fire protection; and 3) electrical.

It is valuable to have time, either at the visit or subsequent day, to review the building with your facilities staff that have knowledge about the building that is not physically visible. Your team did such an excellent job at the walkthrough,

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and it is clear that your team has intimate knowledge of the building. They are a great resource to use to the advantage of the project.

Compiling and Analysis of Data

The data will likely be compiled in a database program (Access, Filemaker, or Sequel) rather than spreadsheets. This allows much greater flexibility in analyzing the data and running alternative reports. This is particularly valuable when exploring potential "packaging" of multiple items that would be repaired together, in one project. The database also allows running many different reports based on specific criteria: e.g., all items with an estimated useful life of more than two but less than five years.

A database also allows tracking many different aspects of a particular item together, from serial numbers to expected remaining life. This is a useful tool in analysis of the data, but will also be a useful tool for the Town after the project. In Section 4: Sample Report is an excerpt from our Holden assessments, and you can see the advantages of the use of a database.

As part of the evaluation we will establish an evaluation method for identifying priorities. This may include the following, which Gienapp Architects used on other projects.

a. **Does Not Meet Current Building Type Standards.** Conditions that do not meet the current standards and impact regular building functions.

b. **Does Not Meet Desired Functions.** Conditions that result in an inability to provide certain services. For example, insufficient wifi access points.

c. **Current Critical.** Conditions require immediate action to: correct a cited safety hazard; stop accelerated deterioration; correct an environmental hazard.

d. **Potential Critical.** Conditions, if not corrected expeditiously, will become critical within a short period, including: intermittent operations; rapid deterioration; potential life safety hazards; environmental non-compliance.

e. **Necessary—Not Yet Critical.** Conditions require appropriate attention to preclude predictable deterioration or potential downtime and the associated damage or higher costs if deferred further.

f. **Recommended.** Conditions in this category include items that represent a sensible improvement to existing conditions. These are not required for the most basic function of the facility, but will improve overall usability and/or reduce long-term maintenance cost. Since West Newbury is seeking only an assessment rather than planning options, this may not be applicable to your project.

g. **Does Not Meet Current Codes/Standards.** "Grandfathered" conditions in this category include items that do not conform to existing codes, but are grandfathered in their condition. No action is required at this time, but should substantial work be undertaken in contiguous

areas, certain existing conditions may require correction.

This is a critical item to an assessment. Missing this item is often the "failure" of cost estimates, not because the estimated value is incorrect, but because not all collateral work is included in the scope of work.

Perhaps the best example is budgeting the cost to install a fire protection system, but not recognizing that other work will be required, such as a new fire alarm system, or removal of ceilings to install sprinklers in concealed combustible spaces. Using a database system allows keying/connecting items so they are captured in the cost estimate of the "parent" issue.

h. **Noted for Information—No Work.** Condition noted in the file for information only. No work is required.

3. Determine urgencies based on time frames, which may include the following:
   a. "Urgent Items" (1 to 3 years)
   b. "Short Term Items" (4 to 7 years)
   c. "Long Term Items" (8 to 10 years)

Cost Estimate

To the greatest extent possible, cost estimates will be developed on a quantity take-off basis rather than "allowances." In particular, roof areas, HVAC tonnage, and other definable attributes will be used. Estimates will be developed on a Uniformat or "systems" basis, or will be collected into systems, rather than presented only in CSI breakout. For example, "boiler replacement" rather than having the boiler cost identified but the associated fire protection and electrical work that are necessitated by the boiler work being tracked elsewhere.

Final Report

We anticipate reporting a minimum of a three-stage process:

1. Verbal report on general findings and anticipated information to be contained in Report.
2. Draft Report for the Town's review and input.
3. Final Report.

The Draft Report will be generated as the work progresses. We will establish the Table of Contents and layout of all sections of the Report. As a building zone is reviewed, the observations will be documented in the forms and manner that will be contained in the report. This is the most efficient, but also allows the information to be recorded while it is fresh in our minds.

We will prepare materials and attend public meetings as required. ■

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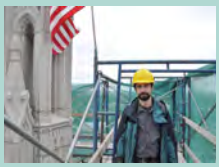
3.2 Schedule



Gienapp Architects proposes the schedule outlined below. However, there is more than adequate time for our office to perform this project, and we are happy to work with you to accomplish any milestones that may be important to the Town.

We specifically generated the schedule for site visits to be when students are not in the building, and hopefully avoiding the pre-opening maintenance rush (e.g. floor waxing).

Acclimate ..... July 3 - July 21

On-Site Assessment (three visits)..... July 25, August 1, August 15

Compiling and Analysis..... July 26 - August 31

Cost Estimate .....September 5 - October 6

Draft Report..... August 15 - November 17

Town Comments to Gienapp Architects ..... December 1

Final Report ..... December 15

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SECTION 4

Sample Report

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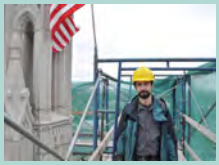
4.1 Assessment Report Example



Gienapp Architects (then known as Gienapp Design) performed a facilities assessment of 18 Town buildings for the Town of Holden. We compiled our findings, analysis, and recommendations into a 450-page report. Excerpts from the report are on the following pages. Short explanations of each of the sample pages are below.

- Excerpt Page 1: **Cover Sheet**
- Excerpt Page 5: **Preface**

  The report contents will be similar to your project, with a preface, acknowledgments, executive summary that includes explanations about how the assessment was performed and how values were calculated, building summaries, recommended projects, and appendices with charts.

- Excerpt Page 9-12: **Executive Summary**

  This summary gives an overview of the study process, including a summary of existing conditions, system categories, and project types.

- Excerpt Page 17 and F.1-2: **Cost Estimate**

  Cost estimates are prevalent in several sections of the report. One of the reasons for using a database for documentation is that it easily facilitates organizing and subtotaling the costs in several different ways.

  For instance, we can determine the total cost by 1) building (not applicable to West Newbury, but could be done by floor or wing); 2) project type (e.g. all HVAC); 3) reason (e.g. life safety, efficiency, water infiltration); 4) by years (e.g. 1-2, 3-5, 5-10); or 5) other as applicable to the project.

- Excerpt Page 22: **Summary Matrix**

  This chart shows in short form all needs for all buildings.

- Excerpt Page 87: **Summary for a Specific Building**

  This summary outlines existing conditions.

- Excerpt Page F.1-2: **Cost per Year Chart for a Specific Building**

  This chart shows all issues and suggested actions with project costs.

- Excerpt Page F.3-28 - F.3-30: **Issues Photos**

  This is an excerpt from a second volume where a photo is included to illustrate the issue. This was a separate volume to have more manageable file and booklet sizes. ■

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Study Report

Town of Holden

Town and School Building Assessments

Various Locations
Holden, MA

January 31, 2019

Awarding Authority
Town of Holden
1196 Main Street
Holden, MA 01520
T: (617) 972-6414

Architect
Gienapp Design Associates
20 Conant Street
Danvers, MA 01923
T: (978) 750-9062

MP/FP Engineers
Northeast Engineering and Commissioning
136 Coleman Road
Auburn, NH 03032
T: (978) 430-0565

Electrical Engineers
Nangle Engineering Inc.
32 Prince Street
Danvers, MA 01923
T: (978) 777-7650

GIENAPP DESIGN ARCHITECTURE

A. PREFACE

This facilities assessment and report was prepared for the Town of Holden to provide a 10-year Capital Improvement and Maintenance Plan for various Town facilities. The buildings have been listed below in alphabetical order and not by user or department.

1. Chaffins Sub-Station Fire Department
2. Damon House
3. Davis Hill Elementary School
4. Dawson Elementary School
5. Dawson Pool Complex
6. Eagle Lake Bath House
7. Gale Free Library
8. Hendricks House
9. Hendricks House Barn
10. Mayo Elementary School
11. Municipal Light Department
12. Public Safety Building
13. Public Safety Building Annex
14. Recreation Building
15. Senior Center
16. Starbard Building
17. Town Hall
18. Trout Brook Function Hall

Although individual improvement items have been identified for each facility, performing the work by building may not be the best option for all issues. Consequently, a list of anticipated projects is included in Section E Anticipated Projects, which includes some projects that can be performed at multiple facilities under a single contract.

C. EXECUTIVE SUMMARY

C.1 STUDY PURPOSE

Gienapp Design Associates and our engineering consultants, Northeast Engineering and Commissioning Services and Nangle Engineering, Inc., visited 18 town facilities between August 2018 and September 2018 to develop a 10-year Capital Improvement and Maintenance Plan for the Town of Holden. The plan includes items observed during the site visit assessments as well as items reported by the buildings' caretakers and occupants.

The buildings have been listed alphabetically as opposed to by user or department., and include the following:

1. Chaffins Sub-Station Fire Department
2. Damon House
3. Davis Hill Elementary School
4. Dawson Elementary School
5. Dawson Pool Complex
6. Eagle Lake Bath House
7. Gale Free Library
8. Hendricks House
9. Hendricks House Barn
10. Mayo Elementary School
11. Municipal Light Department
12. Public Safety Building
13. Public Safety Building Annex
14. Recreation Building
15. Senior Center
16. Starbard Building
17. Town Hall
18. Trout Brook Function Hall

C.2 OVERVIEW OF FINDINGS

In general, the buildings are in good shape. Most of the buildings' issues are related to maintenance items, with minor other issues. However, some of the buildings have the potential for major improvements which the Town should review. Specifically, this includes work at:

1. Chaffins Sub-Station Fire Department
2. Damon House and Hendricks House
3. Recreation Building
4. Starbard Building
5. Town Hall

Additional information regarding these major improvements are included in the Building Summary section by building.

C.2.1 Work Categorization

Work Categorization indicates the category of work of the item and are as follows:

1	Maintenance	Items that could be addressed with Town forces or through maintenance contracts. It should be noted that not all maintenance items were logged. Only items that were readily apparent or reported by the building occupants during the on-site assessments were included in this report. Also, if a maintenance item was deemed large enough in quantity or complexity, it was assigned the "Capital Repair or Modernization" categorization.
2	Capital Repair or Modernization	Items that will require a capital repair or modernization project.
3	Elective Improvement	Items that are not required, but would benefit the Town. For example, when visiting the schools, it was noted that there is no emergency panic button directly connected to the Police and Fire Department. Since this was noted by the building users, it was included in the charts as an "Elective Improvement".
4	Noted for Information	Items that are noted for information.
5	Other	Items that do not fit into the categories above. For example, the rear stairs' handrails in Town Hall are not accessible. However, due to the historic configuration, it is unlikely fully compliant handrails could be installed and therefore, the Town should seek a variance from the accessibility board.

C.2.2 System Category

Each item identifies a "System Category", which refers to the construction category of which the item is an element. There are six categories:

1	Code	Building Code (9th Edition of the Massachusetts State Building Code) or Accessibility Code (521 CMR Architectural Access Board) items. Examples include: insufficient handrail heights, insufficient door clearances, and missing door levers.
2	Elevator	The elevators were not evaluated as part of this assessment other than obvious issues, such as the floor of the elevator not lining up with the floor elevation.
3	Envelope	Items that are part of the building envelope. Examples include: exterior masonry, windows, and roofs.
4	Interior	Items that are part of the interior of the building. Examples include: flooring, ceilings, and paint.
5	MEP/FP	Items that are part of the building's system (mechanical, electrical, plumbing, and fire protection). Examples include: plumbing fixtures, boilers, and lighting.
6	Site	Items that are part of the building's property. Examples include: sidewalks, parking lots, and curbs
7	Structural	Structural items of concern. Examples include deteriorating framing.

Two categories not included which may have a substantial cost impact are security and technology. It is clear many of the buildings will need work in each of these categories. However, the full impact of these needed upgrades is difficult to monetize. Consequently, further evaluation and design must be done prior to being able to estimate a construction cost.

C.2.3 Work Type

Each item identifies a "Work Type", which indicates what type of work is required for each line item. The work types are as follows:

Code Related Work Types:

1. Accessibility
2. Code (i.e. Building or other, not Accessibility)

MEP/FP Work Types

3. Building Systems (i.e. work involves multiple systems)
4. Electrical
5. Emergency Lighting
6. Fire Alarm
7. Fire Protection
8. HVAC
9. Lighting
10. Plumbing

Miscellaneous Work Types:

11. Doors
12. Elevator
13. Finishes (Exterior) (i.e. wood trim)
14. Finishes (Interior) (i.e. flooring)
15. Flashing
16. Gutters and Downspouts
17. Insulation
18. Maintenance
19. Masonry
20. Renovation (Multiple Types)
21. Roofing
22. Sealant (Exterior)
23. Site
24. Structural
25. Windows

Information for Note:

26. FYI

These categories are included in the Summary Matrix section starting on page 11.

C.2.4 Project and Project Types

Gienapp Design item identified potential "Projects" during which the work could be performed. The projects listed here are recommendations only; the work may be performed in a number of different ways and combinations. Each project indicates a "Project Type". The "Project Type" suggests the type of contractor (i.e. DCAMM Certification category) that would be needed on the recommended project.

Please note: The Work Type list and the Project Type list appear to be very similar; however, the Project Type is a recommended type based on the recommended Projects whereas the Work Type is simply the type of work required by each item. Many of the identified Projects have been given the Project Type "Renovation (Multiple Types)" and include several different Work Types.

The Project Type and Certification categories are intended to be as follows:

A. Accessibility ..... General Building Construction
B. Code ..... General Building Construction
C. Renovation (Multiple Types) ..... General Building Construction
D. Masonry ..... Masonry

E. Roofing ..... Roofing
F. Windows ..... Doors & Windows
G. Finishes (Interior) ..... General Building Construction
H. Elevator ..... Elevators
I. Building Systems ..... General Building Construction
J. Fire Protection ..... Fire Protection Sprinkler Systems
K. Plumbing ..... Plumbing
L. HVAC ..... HVAC
M. Electrical ..... Electrical
N. Fire Alarm ..... Electrical
O. Lighting ..... Electrical
P. Site ..... General Building Construction
Q. Maintenance ..... General Building Construction

Projects have been assigned a recommended time period (See Article 'Time Periods'), which may be different than the individual issue's recommended time period. This is to take advantage of the presence of a contractor on site or economy of scale. The cost for Projects have been escalated to their own appropriate time period; therefore, the total value of the work may be different than when issues are described and identified individually. Additionally, where work has been combined into Projects, consideration is given toward when Code required work will be triggered. For example, for Town Hall, several accessibility items have been listed and are escalated to Year 6 for consistency. However, a large Project is recommended to address a number of items in the building for Years 1 to 3, which will trigger accessibility upgrades. Consequently, accessibility items are included in the Project's Years 1 to 3 escalation cost.

C.2.5 Group Designation

Group Designations denote urgency, preference, or Code requirement and are as follows:

A	Current Critical	Conditions require immediate action to: correct a cited safety hazard; stop accelerated deterioration; return a facility to operation; correct an environmental hazard.
B	Potentially Critical	Conditions, if not corrected expeditiously, will become critical within a short period, including: intermittent operations; rapid deterioration; potential life safety hazards; environmental non-compliance.
C	Necessary – Not Yet Critical	Conditions require appropriate attention to preclude predictable deterioration or potential downtime and the associated damage or higher costs if deferred further.
D	Recommended	Conditions in this category include items that represent a sensible improvement to existing conditions. These are not required for the most basic function of the facility, but will improve overall usability and/or reduce long-term maintenance cost.
E	Does Not Meet Current Codes/Standards	"Grandfathered" conditions in this category include items that do not conform to existing codes, but are grandfathered in their condition. No action is required at this time, but should substantial work be undertaken in contiguous areas, certain existing conditions may require correction.

C.6.2 Cost Estimate by Building by Work Categorization

Capital Improvement and Maintenance Plan COST PER CATEGORIZATION						
Building Name	**Total Project Cost**				**Cost if Triggered by Code** *(Escalated to Year 6)*	**Total** *(Subtotal and Code Triggered Cost)*
	Years 1 to 3	**Years 4 to 7**	**Years 8 to 10**	***Subtotal***		
MAINTENANCE						
Chaffins Sub-Station Fire Department	$10,350		$7,490	*$17,840*		*$17,840*
Damon House	$16,410	$65,290		*$81,700*	$8,490	*$90,190*
Davis Hill Elementary School	$92,740	$13,370	$31,500	*$137,610*		*$137,610*
Dawson Elementary School	$30,160	$10,520	$3,780	*$44,460*		*$44,460*
Dawson Pool Complex	$1,900			*$1,900*		*$1,900*
Eagle Lake Bath House	$750			*$750*		*$750*
Gale Free Library	$9,750	$6,750		*$16,500*		*$16,500*
Hendricks House	$10,410	$3,900		*$14,310*		*$14,310*
Hendricks House Barn	$5,450			*$5,450*		*$5,450*
Mayo Elementary School	$33,970	$10,490		*$44,460*		*$44,460*
Municipal Light Department	$19,500			*$19,500*		*$19,500*
Public Safety Building	$13,500		$3,760	*$17,260*		*$17,260*
Public Safety Building Annex	$5,920			*$5,920*		*$5,920*
Recreation Building	$5,620	$5,230		*$10,850*		*$10,850*
Senior Center	$25,300	$38,520		*$63,820*		*$63,820*
Starbard Building	$10,230		$6,750	*$16,980*	$2,930	*$19,910*
Town Hall	$7,490	$11,260	$36,810	*$55,560*		*$55,560*
Trout Brook Function Hall	$11,640	$8,780		*$20,420*	$1,350	*$21,770*
Total Maintenance	**$311,090**	**$174,110**	**$90,090**	***$575,290***	**$12,770**	***$588,060***
CAPITAL REPAIR OR MODERNIZATION						
Chaffins Sub-Station Fire Department	$977,450	$478,070	$87,360	*$1,542,880*	$1,227,370	*$2,770,250*

Building Name	Area (SF)	Accessibility	Building Systems	Code	Doors	Electrical	Elevator	Emergency Lighting	Finishes (Exterior)	Finishes (Interior)	Fire Alarm	Fire Protection	Flashing	FYI	Gutters & Downspouts	HVAC	Insulation	Lighting	Maintenance	Masonry	Plumbing	Renovation (Multiple Types)	Roofing	Sealant (Exterior)	Site	Structural	Windows
Mayo Elementary School	83,889			X	X	X	X		X	X	X			X	X	X		X		X	X	X	X	X	X		X
Municipal Light Department	14,719					X					X			X		X		X		X	X	X		X			
Public Safety Building	24,898					X					X	X		X		X		X			X	X					
Public Safety Building Annex						X		X			X					X		X			X		X				
Recreation Building	3,769	X				X			X	X	X	X		X	X	X		X			X	X					
Senior Center	9,269			X		X		X	X		X	X		X		X		X			X	X	X		X		
Starbard Building	5,627	X		X		X	X	X		X	X					X		X		X	X				X	X	X
Town Hall	7,020	X		X	X	X	X	X	X	X	X			X		X	X	X		X	X	X	X		X	X	X
Trout Brook Function Hall	1,599	X						X	X	X	X			X		X		X			X		X				X

D.12 PUBLIC SAFETY BUILDING

Address:	1370 Main Street Holden, MA
Size:	24,898 SF
Built:	2009
Assessed Value:	$5,713,800 (9/5/18)
Floors:	2
Date Visited:	August 28, 2018

The Holden Public Safety Building houses the police station and the fire department. It was built very recently—in 2009. It is two stories, served by an elevator. The garage for fire vehicles is a grade higher, and is only one floor. The exterior of the building is brick and wood clapboard with wood trim. The roof is asphalt shingle. The interior is carpeted, with ceramic tile in the bathrooms. The walls are gyp board, with suspended acoustical tile ceilings. The garage has an exposed concrete floor and no gyp board.

As of January 1, 2015, this building is assessed at $5,713,800. 30% of the building's value is $1,714,140.

Assessment General Comments

Overall, the building is in good shape.

The Public Safety Building was built in 2009 and all equipment is working as intended. There have been issues with the geothermal systems, but we are told that the system is currently operating satisfactorily.

There are smoke detectors in the supply and return of air handling unit AHU-1. There appears to be a code issue with the return system. The 2009 International Mechanical Code Section 606 requires return duct mounted smoke detectors in the return from each floor in systems over 15,000 CFM. AHU-1 is a 18,800 CFM unit. The exception to the requirement is when all the spaces served by the air handler are provided with room mounted smoke detectors.

The chilled water supply piping to the air handler has a leak approximately two feet before the pipe enters the chilled water coil.

In the laundry room just off the apparatus room there is no way for make-up air to get into the space when the dryers are running. This reduces the capacity of the clothes drying process.

The equipment is in good condition and well maintained, no other work recommended at this time.

The plumbing system appears to be in good condition. The only item seems to be the lack of an expansion tank on the domestic hot water system. Otherwise no work other than regular preventative maintenance is required.

The fire protection system appears to be in great condition, is well maintained and regularly serviced. The quick response sprinklers and extended coverage sprinklers are required to be either tested or replaced after 20 years in accordance with NFPA-25. These should be scheduled to be tested in the next 10 years.

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Capital Improvement and Maintenance Plan

COST PER YEAR CHART

#	Location and Issue	Group Designation	System Category	Work Type	Urgent	Suggested Action and Recommended Project	Cost per Year (Total Project Cost) 1-3	4-7	8-10	Subtotal	Cost (Triggered by Code)
6	*Rear Left of Apparatus Bay.* Partial Roof Collapse	A	Envelope	Structural	Yes	Replace rusted metal deck and replace roofing (total roof approximately 20 ft x 68 ft). - *Interior and Exterior Renovation (Chaffins)*	$603,750			*$603,750*	
7	*Entire Building.* Ceiling Worn	D	Interior	Finishes (Interior)	No	If the lights are replaced, the ceiling grid and tile should also be replaced. - *Interior and Exterior Renovation (Chaffins)*		$32,980		*$32,980*	
8	*Dayroom.* Insufficient Lockers (Optional)	Z	Interior	FYI	No	This item is just noted for your information. - *Interior and Exterior Renovation (Chaffins)*					
9	*Men's Room.* Clean-out Plug	E	MEP/FP	Plumbing	No	Chip out flooring to provide access to clean-out. - *Interior and Exterior Renovation (Chaffins)*			$7,490	*$7,490*	
10	*Bottom of Stairwell.* Electric Service Equipment	C	MEP/FP	Electrical	No	Upgrade service equipment with new, sized to accommodate current and future loads, in a new electrical room with separate metering for different occupants. - *Interior and Exterior Renovation (Chaffins)*					$336,380
11	*Entire Building.* Emergency Egress Lighting	E	MEP/FP	Emergency Lighting	No	Provide exit signs, emergency battery units and remote heads with LED units to meet current code. - *Interior and Exterior Renovation (Chaffins)*					$92,430

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Capital Improvement and Maintenance Plan

ISSUES PHOTOS

#	Issue	Photos

DAWSON ELEMENTARY SCHOOL

107 **Door Accessibility Issues**
Entire Building - There is only about 6" from the pull side of door to the nearest obstruction (wall) at almost all classrooms and a few other doors.

108 **Brick Staining**
Exterior, Various Locations - Water is either getting into the soffit at a few locations or running along the underside of the soffit, then running down the brick and staining it.

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Capital Improvement and Maintenance Plan

ISSUES PHOTOS

#	Issue	Photos
109	**Canopy Finish Damage** *Exterior, Various Locations* - Where there are metal canopies at entrances, the paint is worn and there are bird droppings.	
110	**Masonry Crack** *Rear Side of Left Wing* - There is a crack through the masonry from soffit to foundation.	

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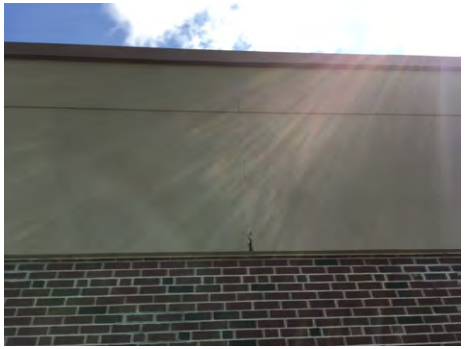
Capital Improvement and Maintenance Plan

ISSUES PHOTOS

#	Issue	Photos
111	**Roof Age Concern** *Entire Roof* - Many repairs and sealed seams. There are a couple of locations with standing water including over the health room area. Note: the EPDM roof is old, but well maintained.	
112	**Sealant Failure at EIFS** *Exterior* - The sealant at the EIFS is starting to fall out.	 

SECTION 5

Required Forms

GIENAPP
ARCHITECTS

Date Range from: 1/1/2022 to 12/31/2022

Assets

CURRENT ASSET			
Cash			
Edward Jones Investment	96,379.06		
North Shore Bank Checking 7204	-29,917.19		
North Shore Bank Savings 5319	1,299.03		
Petty Cash	35.76		
Salem Five Bank Checking 4220	5,000.00		
Total Cash		72,796.66	
Work In Progress			
Work In Progress - Consultants	10,944.57		
Work In Progress - Expenses	318.23		
Work In Progress- Labor	48,048.75		
Total Work In Progress		59,311.55	
Total Current Assets			
Accounts Receivable	660,143.07		
Total Total Current Assets		660,143.07	
Prepaid Insurance			
Prepaid Commercial Insurance	2,142.96		
Total Prepaid Insurance		2,142.96	
TOTAL CURRENT ASSET			794,394.24
NON-CURRENT ASSET			
Leasehold Improvements			
Accum. Depr. - Leaseholds	-63,293.07		
Leasehold Improvements	205,280.13		
Total Leasehold Improvements		141,987.06	
Computer Hardware			
Accum. Depr. - Comp. Hardware	-92,293.75		
Computer Hardware	92,294.98		
Total Computer Hardware		1.23	
Computer Software			
Accum Depr. - Computer Software	-89,543.76		
Computer Software	89,544.88		
Total Computer Software		1.12	
Equipment			
Accum. Depreciation - Equipment	-75,883.95		
Equipment	75,885.57		
Total Equipment		1.62	
Furniture			
Accum. Depreciation - Furniture	-83,644.57		
Furniture	83,643.89		
Total Furniture		-.68	
TOTAL NON-CURRENT ASSET			141,990.35
TOTAL ASSETS			**$ 936,384.59**

Profit and Loss Statement

Gienapp Architects, LLC
Basis: Cash
Print accounts with activity

Wednesday, May 17, 2023

Date Range from: 1/1/2022 to 12/31/2022

	Current Month	%	YTD Balance	%
Income				
Professional Services Revenues	17,028.75	1	17,028.75	1
Income - Engineering, OPM, etc.	213,513.61	8	213,513.61	8
Income - Design	2,282,274.78	91	2,282,274.78	91
Income - Reimbursed Expenses	975.00		975.00	
Total Income	**2,513,792.14**	**100**	**2,513,792.14**	**100**
Cost Of Sales				
Billable Cost				
Cost of Goods Sold	1,095,125.14	44	1,095,125.14	44
Total Billable Cost	**1,095,125.14**	**44**	**1,095,125.14**	**44**
Nonbillable Cost				
Nonbillable Cost of Services	61,317.49	2	61,317.49	2
Indirect Labor Cost	6,363.33		6,363.33	
Business Growth and Development	76,927.38	3	76,927.38	3
Cost of Goods Sold	4,558.00		4,558.00	
Total Nonbillable Cost	**149,166.20**	**6**	**149,166.20**	**6**
Total Cost Of Sales	**1,244,291.34**	**49**	**1,244,291.34**	**49**
Gross Margin	**1,269,500.80**	**51**	**1,269,500.80**	**51**
Expenses				
Indirect Labor Cost	463,884.19	18	463,884.19	18
Office Expenses	159,895.15	6	159,895.15	6
Communications	15,020.13	1	15,020.13	1
Business Insurance	22,281.45	1	22,281.45	1
Automobile Expense	5,023.80		5,023.80	
Business Growth and Development	78,257.98	3	78,257.98	3
Dues, Licenses & Subscriptions	36,883.53	1	36,883.53	1
Employee & Owner Insurance	41,487.98	2	41,487.98	2
Interest Expense	14,639.62	1	14,639.62	1
Payroll Taxes	85,766.44	3	85,766.44	3
Professional Fees	41,106.29	2	41,106.29	2
Repairs & Maintenance	24,134.45	1	24,134.45	1
Retirement Contribution	33,733.89	1	33,733.89	1
Taxes	1,095.28		1,095.28	
Travel & Ent	11,633.69		11,633.69	
Utilities	6,743.41		6,743.41	
Total Expenses	**1,041,587.28**	**41**	**1,041,587.28**	**41**
Net Operating Income	**227,913.52**	**9**	**227,913.52**	**9**
Other Income				
Other Income - Other	-3,461.10		-3,461.10	
Total Other Income	**-3,461.10**		**-3,461.10**	
Net Income (Loss)	**224,452.42**	**9**	**224,452.42**	**9**

GIENA-1 OP ID: CWP

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 01/12/2023

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

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

PRODUCER Poole Professional B&B of MA 107 Audubon Rd, #2, Ste 305 Wakefield, MA 01880 781-245-5400	CONTACT NAME: Cameron W. Poole PHONE (A/C, No, Ext): 781-245-5400 FAX (A/C, No): 781-245-5463 E-MAIL ADDRESS:
INSURED Gienapp Architects, LLC 20 Conant Street, Ste 1 Danvers, MA 01923	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Travelers Indemnity Co of CT — 25682 INSURER B : Travelers Casualty & Surety Co — 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 REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	☐ COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	☐ OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N ☐ (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		UB2K986511	04/15/2022	04/15/2023	X PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
B	Arch/Eng/Prof Liab			107762873	01/10/2023	01/10/2024	Per Claim	1,000,000
	Incl Pollution						Aggregate	2,000,000

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

FOR PROPOSAL USE

CERTIFICATE HOLDER

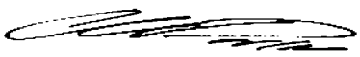
PROPO-0

Gienapp Architects, LLC
20 Conant Street, Ste 1
Danvers, MA 01923

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



GIENAPP ARCHITECTS

SECTION 6

Designer Selection Board Application Form

Commonwealth of Massachusetts

Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)

1. Project Name/Location For Which Firm Is Filing:

Town of West Newbury
Conditions Assessment for Dr. John C. Page Elementary School
West Newbury, MA

2. Project # 2023-WN-001

This space for use by Awarding Authority only.

3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:

Gienapp Architects, LLC
20 Conant Street
Danvers, MA 01923

3. Name Of Proposed Project Manager:

For Study: Imelda Barnhurst, AIA, LEED AP BD+C, MCPPO
For Design: Imelda Barnhurst, AIA, LEED AP BD+C, MCPPO

3b. Date Present and Predecessor Firms Were Established:

February 2000

3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:

3c. Federal ID #: 87-0759464

3g. Name and Address Of Parent Company, If Any:

3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required):

Dale Gienapp, AIA, MCPPO
Mass. Registration #6578
Email Address: admin@gienapparchitects.com
Telephone No: (978) 750-9062 Fax No.:

3. Check Below If Your Firm Is Either:

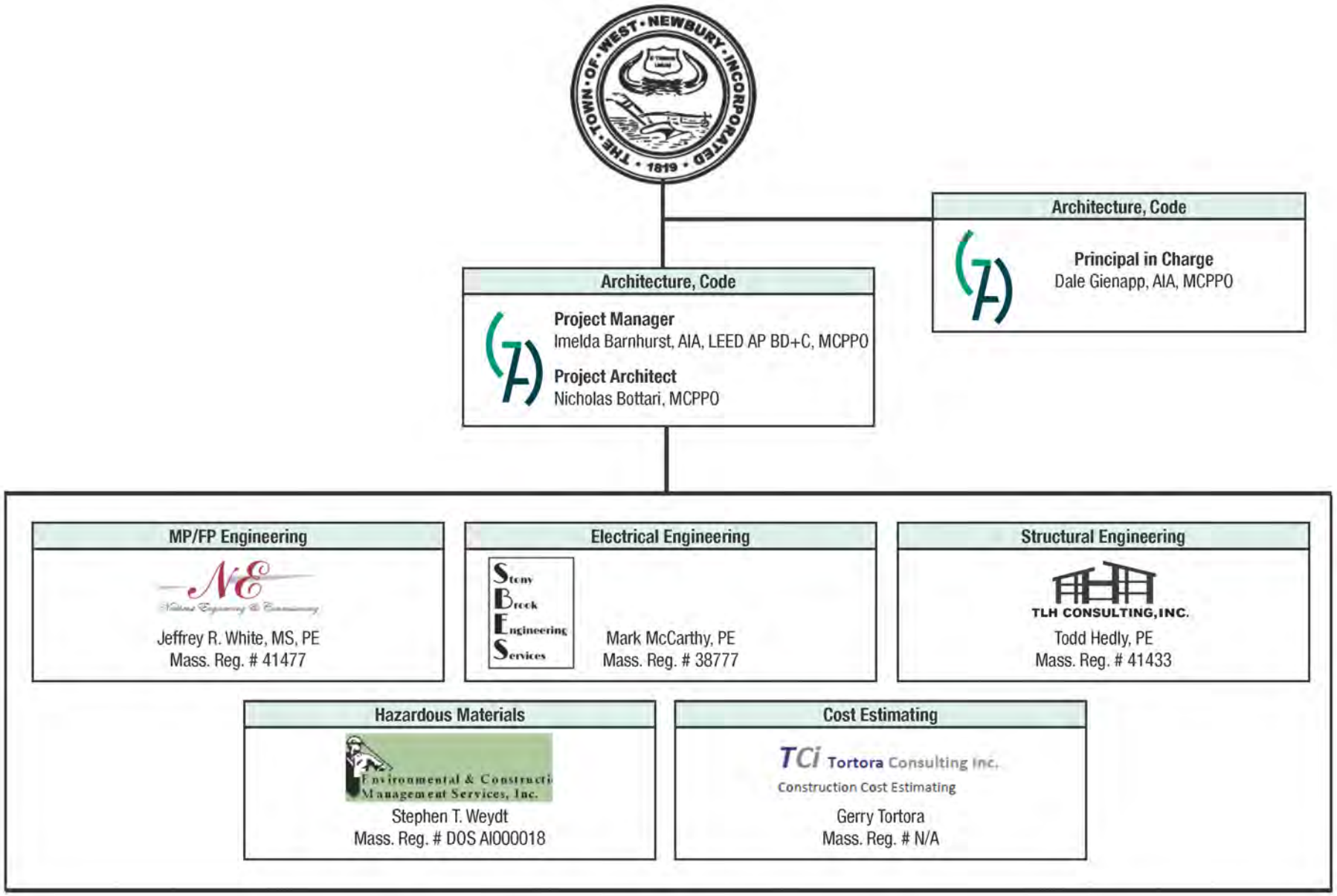
(1) SDO Certified Minority Business Enterprise (MBE) ❑
(2) SDO Certified Woman Business Enterprise (WBE) ❑
(3) SDO Certified Minority Woman Business Enterprise (M/WBE) ❑
(4) SDO Certified Service Disabled Veteran Owned Business Enterprise (SDVOBE) ❑
(5) SDO Certified Veteran Owned Business Enterprise (VBE) ❑

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):

Admin. Personnel	4	( )	Ecologists		( )	Licensed Site Profs.		( )	Other		( )
Architects	9	(5)	Electrical Engrs.		( )	Mechanical Engrs.		( )			( )
Acoustical Engrs.		( )	Environmental		( )	Planners: Urban./Reg.		( )			( )
Civil Engrs.		( )	Fire Protection		( )	Specification Writers		( )			( )
Code Specialists		( )	Geotech. Engrs.		( )	Structural Engrs.		( )			( )
Construction Inspectors		( )	Industrial Hygien-		( )	Surveyors		( )			( )
Cost Estimators		( )	Interior Designers		( )			( )			( )
Drafters		( )	Landscape Archi-		( )			( )	Total Personnel	13	(5)

5. Has this Joint-Venture previously worked together? ❑ Yes ❑ 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:



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:
Dale Gienapp, AIA, MCPPO: Owner

b. Project Assignment:
Principal-in-Charge

c. Name and Address Of Office In Which Individual Identified In 7a Resides:

Gienapp Architects, LLC
20 Conant Street
Danvers, MA 01923

MBE ❑
WBE ❑
SDVOBE ❑
VBE ❑

d. Years Experience: With This Firm: **23** With Other Firms: **20**

e. Education: Degree(s) /Year/Specialization
Master in Architecture, Harvard University, 1985
Bachelor of Arts in Architecture, Iowa State University, 1980

f. Active Registration: Year First Registered/Discipline/Mass Registration Number

1986/Architecture/Mass. Registration # 6578

g. Current Work Assignments and Availability For This Project:

Mr. Gienapp is available to work on this project. This project will be a priority for Gienapp Architects, and will receive Mr. Gienapp's direct involvement as Principal in Charge. Mr. Gienapp will participate in major project decisions. He will work closely with our team to monitor progress and technical development.

h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):

Mr. Gienapp has considerable experience in building assessments and feasibility studies for municipal and other public clients.

Clients include:

- City of Watertown, including Watertown Public Schools
- Essex North Shore Agricultural and Technical School
- Town of Holden
- Town of Middleton
- Town of Westford
- Middlesex Community College

REPRESENTATIVE PROJECTS

Essex North Shore Agricultural and Technical School—Assessments

Evaluation of existing conditions of four school buildings, examination of enrollment projections and proposed curriculum developments, and development of planning options for valid choices that would allow the school to creatively maximize their existing space.

City of Watertown—Assessments

Assessment of 18 City-owned buildings varying from small (e.g. small office and storage building at the Ridgelawn Cemetery) to large (e.g. the Watertown High School). The project was performed in multiple overlapping phases: on-site investigation of the existing conditions; compilation of data; analysis of the information; development of strategies for addressing required repairs and upgrades; and creation of a report.

Town of Westford—Assessments

Study of three Town-owned buildings which are leased to non-profit groups. The buildings were reviewed for accessibility, building systems, roofing, and overall condition. The goal of the study was to assist the Town with a 10-year capital plan.

Middlesex Community College—Assessments

Review of the exterior masonry conditions of the Pollard Exchange Building and the masonry at the Middle Street façade of the Derby Building; review the condition of the windows on the fifth floor of Pollard and all of Derby, with an overview of Talbot windows; roof membrane inspection at all 21 campus buildings; and summary reports with rough cost estimates.

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

a. Name and Title Within Firm:
Imelda Barnhurst, AIA, LEED AP BD+C, MCPPO: Vice President

b. Project Assignment:
Project Manager

c. Name and Address Of Office In Which Individual Identified In 7a Resides:

Gienapp Architects, LLC
20 Conant Street
Danvers, MA 01923

MBE ❑
WBE ❑
SDVOBE ❑
VBE ❑

d. Years Experience: With This Firm: **14** With Other Firms: **4**

e. Education: Degree(s) /Year/Specialization
Master of Architecture, Illinois Institute of Technology, 2009
Bachelor of Science in Architecture, Georgia Institute of Technology, 2005

f. Active Registration: Year First Registered/Discipline/Mass Registration Number

2016/Architecture/Mass. Registration # 50999

g. Current Work Assignments and Availability For This Project:

Ms. Barnhurst is available to work on this project. This project will be a priority for Ms. Barnhurst and will receive her direct involvement as Project Manager. She will serve as the project's main point of contact.

h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):

Ms. Barnhurst has been involved with many education projects such as assessments, envelope repairs, interior renovations, feasibility studies, HVAC upgrades, space planning, and more.

Projects featuring public school and other educational facilities include:

- Town of Reading, including Reading Public Schools
- City of Watertown, including Watertown Public Schools
- Town of Holden, including Holden Public Schools
- City of Somerville, including Somerville Public Schools
- Essex North Shore Agricultural and Technical School
- Middlesex Community College

REPRESENTATIVE PROJECTS

Town of Weston—Brook School Apartments Feasibility Study

Site evaluation and preliminary design studies for locating 15 additional elderly housing units on the Brooks School Apartments site. This study involved assessing the impact of construction on the site, defining environmental concerns, and looking at ways to minimize disruption to residents and to the Town.

City of Watertown—Assessments

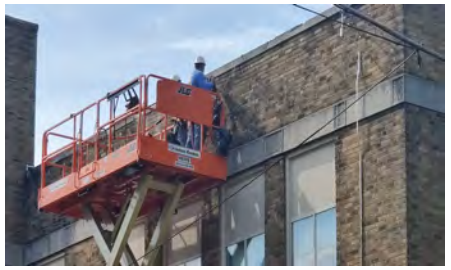
Assessment of 18 City-owned buildings varying from small (e.g. small office and storage building at the Ridgelawn Cemetery) to large (e.g. the Watertown High School). The project was performed in multiple overlapping phases: on-site investigation of the existing conditions; compilation of data; analysis of the information; development of strategies for addressing required repairs and upgrades; and creation of a report.

Town of Holden—Assessments

Investigation and evaluation of 18 existing schools and town buildings; review of roof and structure, heating and cooling, electrical, plumbing, and fire protection systems.

City of Somerville—Assessments

Building conditions assessment at the Winter Hill School, including water testing, structural assessments, and masonry repair. At the Cummings School, work was done to assess the state of the building and determine what necessary repairs could be made to ready the former school to be used as swing space for City operations.



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: **Todd M. Mason, P.E. - Partner**	a. Name and Title Within Firm: Jeffrey R, White, P.E.- Partner
b. Project Assignment: **Plumbing and HVAC Engineering**	b. Project Assignment: **Project Manager& Plumbing and Fire Protection Engineer**
c. Name and Address Of Office In Which Individual Identified In 7a Resides: **Northeast Engineering and Commissioning Services, Inc.** **20 Meadowbrook Road** **Westwood, MA 02090** MBE ❑ WBE ❑ SDOVBE ❑ VBE ❑	c. Name and Address Of Office In Which Individual Identified In 7a Resides: **Northeast Engineering and Commissioning Services, Inc.** **40 Town Farm Road** **Brookfield, MA 01506** MBE ❑ WBE ❑ SDOVBE ❑ VBE ❑
d. Years Experience: With This Firm: **12** With Other Firms: **24**	d. Years Experience: With This Firm: **12** With Other Firms: **16**
e. Education: Degree(s) /Year/Specialization **Northeastern University, B.S.M.E. 1987**	e. Education: Degree(s) /Year/Specialization **Worcester Polytechnic Institute, B.S.M.E. 1995** **Master of Science in Fire Protection Engineering, May, 2002**
f. Active Registration: Year First Registered/Discipline/Mass Registration Number **1999/Professional Mechanical Engineer/41330**	f. Active Registration: Year First Registered/Discipline/Mass Registration Number: **1995/Professional Mechanical Engineer/41477** **2003/Professional Fire Protection Engineer/45668**
g. Current Work Assignments and Availability For This Project: Bedford, MA School Ventilation analysis 206 Central Street, Norwood, MA – Roof Mounted HVAC equipment relocation for new roof. Mr. Mason is available to engineer the HVAC work on this project.	g. Current Work Assignments and Availability For This Project Current projects in construction include: Winchendon Housing Authority Ready Drive HVAC & Reading Police Station Renovation. Current design projects include: Lynn Armory Renovations, 48 Andrew St Renovations & Auburn Elks HVAC Renovation. Mr. White will act as the MP/FP Principal-in-Charge, as well as personally engineer the HVAC, Plumbing & Fire Protection systems for this project.
h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not C Mr. Mason has extensive experience in the design of HVAC, and Plumbing system. Town of Holden, Holden, MA-19 Town buildings HVAC systems evaluation and report. Mr. Mason Is currently the project manager on the Bedford Library project. Mr. Mason is also involved in commissioning two other buildings for the Town of Bedford.	h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed , If Not Current Firm): Mr. White has considerable experience with HVAC, Plumbing and Fire Protection design. Relevant projects include: Lincoln Library Lincoln MA. HVAC systems design. Boxford Town Hall Renovations, Town of Holden, Holden, MA 19 Town buildings HVAC systems evaluation and report Bedford Town Center Renovations, Bedford, MA Bagg Hall Renovations, Princeton, MA

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: Mark McCarthy, Principal/owner	a. Name and Title Within Firm:
b. Project Assignment: Electrical Engineer	b. Project Assignment:
c. Name and Address Of Office In Which Individual Identified In 7a Resides: Stony Brook Engineering Services 69 Stonybrook Rd Westford, MA MBE ❑ WBE ❑ SDOVBE ❑ VBE ❑	c. Name and Address Of Office In Which Individual Identified In 7a Resides: MBE ❑ WBE ❑ SDOVBE ❑ VBE ❑
d. Years Experience: With This Firm: 1.5 With Other Firms: 33	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization BSEE, 1986, Univ of VT	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number PE-MA 1995, 38777, Electrical	f. Active Registration: Year First Registered/Discipline/Mass Registration Number:
g. Current Work Assignments and Availability For This Project: Currently: Engineer/PM on Marine Park (south Boston) Engineer Barnstable Park & Ride Barnstable, MA Engineer for 3rd party review of Cambridge Fire Department HQ (50% CD) Available to start on project within 1 week's notice	g. Current Work Assignments and Availability For This Project
h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): Design of new 2 story school and student center in Weston, MA including cafeteria/dining hall, classrooms, commercial kitchen, and student lounge. Work done at 2020 Engineering LLC in 2010 (Owner/Principal) Inspections and evaluations for three schools in Bangor ME (RSU 63) Work done at 2020 Engineering LLC in 2010 (Owner/Principal) Design of electric service upgrade for residential towers at Boston University Work done at 2020 Engineering LLC in 2012 (Owner/Principal)	h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed , If Not Current Firm):

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: Todd Hedly, P.E., Principal	a. Name and Title Within Firm: Alex Buntin, E.I.T., Project Engineer II
b. Project Assignment: Principal in charge	b. Project Assignment: Lead engineer/ project manager
c. Name and Address Of Office In Which Individual Identified In 7a Resides: TLH Consulting, Inc. 3 Survey Circle Suite 2 Billerica, MA 01862 MBE ❑ WBE ❑ SDOVBE ❑ VBE ❑	c. Name and Address Of Office In Which Individual Identified In 7a Resides: TLH Consulting, Inc. 3 Survey Circle Suite 2 Billerica, MA 01862 MBE ❑ WBE ❑ SDOVBE ❑ VBE ❑
d. Years Experience: With This Firm: 14 With Other Firms: 16	d. Years Experience: With This Firm: 5 With Other Firms: 0
e. Education: Degree(s) /Year/Specialization MS, Structural Engineering, University of Massachusetts, Lowell, MA, 2002 BS, Civil and Environmental Engineering, University of Rhode Island, Kingston, RI, 1994 BS, Civil Engineering Technology, Roger Williams University, Bristol, RI, 1988 AS, Civil Engineering, Wentworth Institute of Technology, Boston, MA, 1986	e. Education: Degree(s) /Year/Specialization MS, Structural Engineering, University of Massachusetts, Lowell, MA, Anticipated 2022 BS, Civil and Environmental Engineering, University of Massachusetts, Lowell, MA, 2017
f. Active Registration: Year First Registered/Discipline/Mass Registration Number 2000/STR/41433	f. Active Registration: Year First Registered/Discipline/Mass Registration Number:
g. Current Work Assignments and Availability For This Project: **Oversees daily operations of firm. Will be available to oversee the project and ensure project is executed properly.**	g. Current Work Assignments and Availability For This Project Various projects are being worked the same time. Alex would work the project from inception to completion.
h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):

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: Stephen T. Weydt, President, Principal Environmental Scientist	a. Name And Title Within Firm Kevin Kavanaugh, Principal Environmental Engineer
b. Project Assignment: Project Manager	b. Project Assignment: LSP, QA/QC
c. Name And Address Of Office In Which Individual Identified In 7a Resides: Environmental & Construction Management Services, Inc. 288 Grove Street, #391 Braintree, Massachusetts 02184 MBE ❑ WBE ❑	c. Name And Address Of Office In Which Individual Identified In 7a Resides: Environmental & Construction Management Services, Inc. 288 Grove Street, #391 Braintree, Massachusetts 02184 MBE ❑ WBE ❑
d. Years Experience: With This Firm: 23 With Other Firms: 12	d. Years Experience: With This Firm: 23 With Other Firms: 15
e. Education: Degree(s) /Year/Specialization B.A. Philosophy, 1989, St. John's Seminary College	e. Education: Degree(s) /Year/Specialization B.S. Environmental Engineering, University of Maine 1985
f. Active Registration: Year First Registered/Discipline/Mass Registration Number Asbestos Inspector 2000, Asbestos Management Planner 2000, Asbestos Designer 2000	f. Active Registration: Year First Registered/Discipline/Mass Registration Number: Licensed Site Professional 1995 7610
g. Current Work Assignments And Availability For This Project: Stephen serves in the same capacity on a variety of on-going projects. He will be assigned as necessary to support this project.	g. Current Work Assignments And Availability For This Project: Kevin serves in the same capacity on a variety of on-going projects. He will be assigned as necessary to support this project.
h. Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): Stephen has over 30 years of asbestos, lead-based paint and construction management experience. In addition to his fiscal and marketing duties as President of *Environmental & Construction Management Services, Inc.* (*ECMS*), he oversees the technical staff, coordinates business and professional development of the Corporation, provides technical QA/QC, and offers specialized technical support in accordance with state and federal regulatory agencies. Prior to founding *ECMS*, Stephen served as Division Manager for asbestos and lead management services at a large national consulting firm in Boston. As Division Manager, Mr. Weydt was responsible to review all Quality Assurance policies, procedures, instructions, and manuals, as well as perform Quality Assurance review of all outgoing documents. In addition, Stephen served as Project Manager for all asbestos and lead-based paint activities associated with the $22 billion dollar Massachusetts Central Artery/Tunnel (CA/T) Project. In this capacity, Stephen was responsible for all asbestos and lead-based paint survey, design and abatement projects for the CA/T Project, as a member of the Right-of-Way Assessment and Remediation Services (ROWARS) team. This team provided all environmental engineering services required by the multi-billion dollar CA/T Project in Boston, Massachusetts. The ROWARS scope of work encompassed the relocation of utilities, demolition of the elevated Central Artery superstructure, and partial or complete demolition of over 100 buildings along the right of way. As a part of this work, Mr. Weydt participated in the development of industry standard construction management and abatement methods and was required to gain over 100 waivers from the MADEP for asbestos and lead paint abatement. In 1990, Stephen became one of the first twenty people in the State of Massachusetts to be licensed by the Massachusetts Department of Public Health as a Master Lead Inspector. Since 1990, Stephen has performed thousands of inspections for the presence of lead-based paint in both residential and commercial settings. In addition, as a Master Lead Inspector, Stephen trained dozens of Licensed Lead Inspectors.	h. Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed , If Not Current Firm): Kevin has over 34 years of engineering/hydrogeological consulting, environmental site assessment and site remediation experience. In addition to his fiscal and marketing duties as a Principal at *Environmental & Construction Management Services, Inc.* (*ECMS*), he oversees the environmental staff, coordinates business and professional development of staff, provides technical QA/QC, and offers specialized corporate technical support in accordance with state and federal regulatory agencies. Prior to co-founding *ECMS*, Kevin was the National Accounts Director for Hygienetics Environmental Services, Inc. (Hygienetics) in Boston, Massachusetts. As the National Account Director he managed the nationwide environmental due diligence and consulting services for Hygienetics National Accounts including GE Capital Real Estate, Archon Group LP, Finova Realty Capital, American General Realty Advisors, Metropolitan Life Insurance and State Teachers Retirement System of Ohio for all of Hygienetics 14 Offices throughout the Continental United States. Kevin is a Massachusetts Licensed Site Professional (LSP) since May 1994 and Certified Hazardous Materials Manager (CHMM) since 1998 with extensive experience with preparation and submission of every aspect of the Massachusetts Contingency Plan (MCP) 310 CMR 40.0000 including; Phase I through Phase V reports, Downgradient Property Status (DPS), Activity and Use Limitations (AULs), Method 1 and 3 Risk Characterizations, Class A, B and C Response Action Outcome (RAO), Numerical Site Ranking, Immediate Response Action (IRA) Plans and Release Abatement Measure (RAM) Plans, status and completion reports, Tier I Permit Applications and Major Permit Modifications. He also provided LSP technical report review and provided cost estimates for various lending institutions, insurance companies, law offices and other property acquisition/development corporations. In addition to his extensive experience in Massachusetts, he has personally performed either environmental site assessments and/or site remediation in New Hampshire, Georgia, Rhode Island, New Jersey, Texas, Kansas, California, Florida, Michigan and Pennsylvania.

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: Gerry Tortora, President	a. Name and Title Within Firm:
b. Project Assignment: Cost Estimator	b. Project Assignment:
c. Name and Address Of Office In Which Individual Identified In 7a Resides: Tortora Consulting Inc. Post Office Box 1988 North Falmouth, Ma 02556 MBE ❑ WBE ❑ SDVOBE ❑ VBE ❑	c. Name and Address Of Office In Which Individual Identified In 7a Resides: MBE ❑ WBE ❑ SDVOBE ❑ VBE ❑
d. Years Experience: With This Firm: 15 With Other Firms: 14	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization BS Construction Management, 1989 Wentworth Institute of Technology	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number N/A	f. Active Registration: Year First Registered/Discipline/Mass Registration Number
g. Current Work Assignments and Availability For This Project: TCi has the availability to complete the efforts of this project Current 2022 & 2023 projects 1. Multiple Municipal projects 2. Multiple Institutional renovations 3. Multiple Federal building projects	g. Current Work Assignments and Availability For This Project:
h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): Construction Cost Estimator, Divisions 1-40 Member of Society of Professional Estimators Massachusetts Unrestricted Construction Supervisor's License	h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include ONLY Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).

a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	C. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated)	Fee for Work for Which Firm Was Responsible
(1) **City of Watertown—Assessments** Watertown, MA PIC: Dale Gienapp, AIA, MCPPO	Relevance: • Assessment • Education • Municipal	City of Watertown 149 Main Street Watertown, MA 02472 James Kane, Director of Public Buildings (617) 924-0402	2017	Study	$134K

As part of their effort to generate a 10-year Capital Improvement and Maintenance Plan, the City of Watertown hired Gienapp Architects and our engineering consultant to review 18 of its city-owned facilities. This included the police station, three fire stations (one main fire station and two branch stations), the library, City Hall, six schools including the high school, the DPW, the Senior Center, and four other buildings. The final product was a single long report including item descriptions, recommended projects, and estimated costs.

The project began with an in-depth walkthrough by several of our staff and MEP/FP engineers. We identified all the building systems, and determined the condition and age. In addition to our observations, we collected input from the facilities' caretakers and users. The information was consolidated into a database for analysis.

Each item was reviewed to determine if it was an individual item or a symptom of other problems. Items were given priorities depending on the urgency of the issue and categorized by type of work and overall system (i.e. MEP, site, interior).

Once this was complete, each item was evaluated to determine if they needed to be addressed in the short term (1 – 3 years), medium term (3 – 7 years), or long term (8 – 10 years). This depended on both the priority and relation to other work. For example, if windows needed to be replaced (high priority) and the sills needed to be repainted (low priority), they were assigned to the same time period since they were related.

We also developed cost estimates for the work, which included escalation to the determined time period. The cost estimates included direct cost, estimated construction cost (which included other contractor costs such as general conditions and bonds), and estimated project budgets (which included soft costs, such as design fees). Once this information was ascertained, we were able to determine if other work (i.e. accessibility, sprinklers) would be triggered, and if so, we included this in the estimates.

All of this information was combined into a report and presented to the City, which is currently using it as a guide for what projects and buildings need attention.


Final report, with drone used in survey.


Phillips Elementary School.


Watertown High School.


Watertown Public Library.

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include ONLY Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).

a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	C. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated)	Fee for Work for Which Firm Was Responsible
(2) **Town of Holden—Assessments** Holden, MA PIC: Dale Gienapp, AIA, MCPPO	Relevance: • Assessments • Education • Municipal	Town of Holden 1196 Main Street Holden, MA 01520 John Woodsmall, Director of Public Works (508) 210-5550	2018	Study	$163K

Gienapp Architects performed an assessment of 18 existing town and school facilities to determine deficiencies and recommend improvements. The Town sought to understand the condition of the buildings and establish a planning-level scope of work and budget of capital repairs and capital improvements for a five- to ten-year period. To this end, we performed the following work:

- Assessed the overall condition of the buildings. This included an evaluation of the exterior envelope, building systems (i.e. HVAC, plumbing, electrical, fire protection, fire alarm), accessibility, structural elements (visual inspection by architect of exposed structure), and other code-required components.
- Developed recommendations for required repairs, upgrades, or improvements. This included a general cost estimate for the recommended work.
- Developed cost estimates for recommended improvements and correlated Project Budget.
- Developed phased improvement priorities based on recommendations.
- Identified and summarized "code thresholds" for facility repairs, such as handicapped accessibility/ADA compliance, egress issues, emergency notification compliance, and seismic standards.

Davis Hill Elementary School.


Gale Free Library.


Dawson Elementary School.


Starbard Administration Building.

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include ONLY Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).

a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	C. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated)	Fee for Work for Which Firm Was Responsible
(3) **Middlesex Community College—Assessments** Bedford & Lowell, MA PIC: Dale Gienapp, AIA, MCPPO	Relevance: • Assessment • Education	Middlesex Community College 591 Springs Road Bedford, MA 01730 John Lyons, former Director of Administrative Services (781) 760-2984 (c)	2013	Studies	$100K per project

Gienapp Architects performed numerous studies and design services for various capital improvement projects at Middlesex Community College under a House Doctor contract. Projects included:

Roofing Assessments
Roof membrane inspection of the 21 roofs of all buildings occupied by the college. Roof replacement for Bedford Buildings 6 and 7 (asphalt shingle), Federal Building (copper, slate, and PVC), Merrimack Street (EPDM), and repairs at the Bedford campus (standing seam metal).

Federal Building Assessment
Investigation of ongoing water infiltration at this historic masonry building. Based on the result of thorough testing, a system was designed to make the building weather-tight once again and to replace damaged materials on the interior and exterior.

Pollard & Derby Buildings Assessments
Review of the exterior masonry conditions of the Pollard Exchange Building and the masonry at the Middle Street facade of the Derby Building; review the condition of the windows on the fifth floor of Pollard and all of Derby, with an overview of Talbot windows; and a summary report with rough cost estimate.

Pollard Exchange Building Assessment
Assessment of masonry conditions at a historic late 1800's-era building. Evaluation to determine extent of damage, urgency of repair, and required repair method. Repairs included rebuilding portions of the brick veneer, repointing extensive areas of mortar, patching the roof, replacing rotten window trim, replacing copper flashing, and resealing windows.


Pollard Exchange Building.


Talbot Building.


Federal Building.


Derby Building.

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include ONLY Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).

a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	C. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated)	Fee for Work for Which Firm Was Responsible
(4) **Essex North Shore Agricultural and Technical School—Assessment** Hathorne, MA PIC: Dale Gienapp, AIA, MCPPO	Relevance: • Assessment • Education	Essex North Shore Agricultural and Technical School 565 Maple Street Hathorne, MA 01923 Marie Znamierowski, Dir. of Business Operations (978) 304-4700 x 7201	2018	Study	$65K

Gienapp Architects was hired by Essex North Shore Agricultural and Technical School of Danvers, MA, to evaluate the buildings on the school's South Campus. The school is growing rapidly, and was looking for ways to expand school buildings to deal with increased enrollment.

Our firm performed a thorough assessment of all buildings on the school's South Campus, an area mainly used for administrative and assembly functions. Many spaces were underutilized and some were in poor condition.

We began by conducting a thorough conditions assessment of all relevant South Campus buildings. Working with our team of engineers, we examined each building for capital maintenance needs, systems status, structural condition, and utility to the school.

Following this process, we developed multiple planning options for the school, and developed feasible ways to implement them. Our recommendations were designed to allow the school to plan for desired work in phases, over a period of time.

Several of the planning options.

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8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include ONLY Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).

a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	C. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated)	Fee for Work for Which Firm Was Responsible
(5) **Town of Middleton—Assessments** Middleton, MA PIC: Dale Gienapp, AIA, MCPPO	Relevance: • Assessment • Municipal	Town of Middleton 48 South Main Street Middleton, MA 01949 Ryan Ferrara, Assistant Town Administrator, now at Town of Littleton (978) 540-2463	2019	Study	$10K

Gienapp Architects performed a planning study for the Town of Middleton. This project consisted of developing a master plan for six Town-owned buildings. The key element of this project was to determine the space needs program for four of the buildings (senior center, Town Hall, police station, and fire station) and reviewing potential Town-owned and privately owned sites (available for purchase) to locate a new building for each of these four programs.

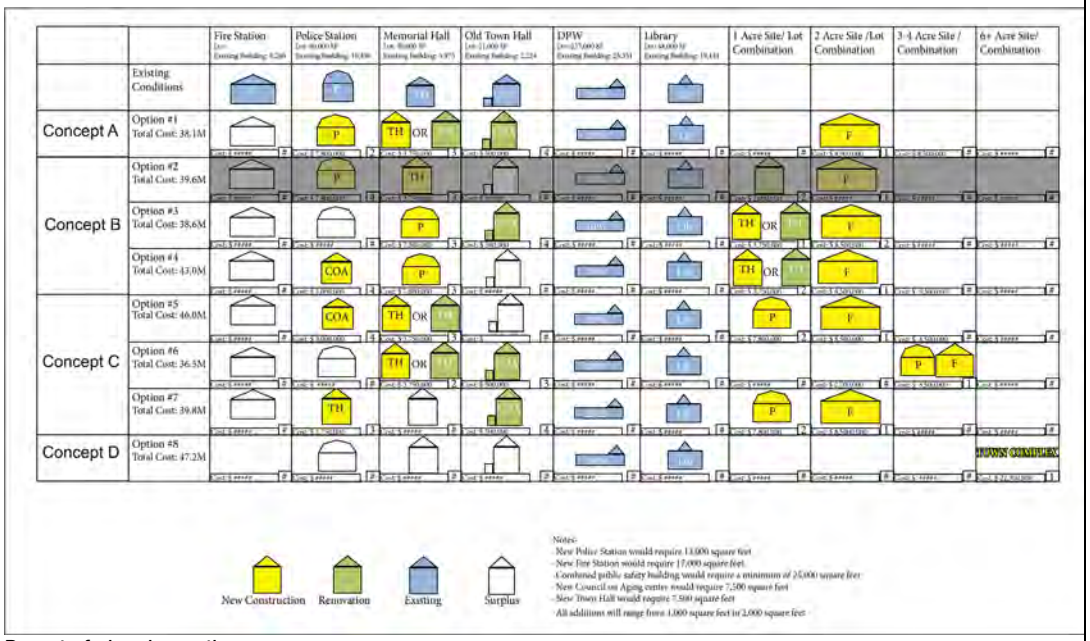
The analysis also included review of two additional Town-owned buildings (Library and DPW) to determine if the reallocation of programs between buildings would provide operating efficiency and/or reduce the amount of construction that is required. This project included developing and evaluating an array of planning options for presentation to the Select Board and ultimately for Town Meeting presentation.

Planning options included separate sites for each building an potential combined Public Safety Building (Police and Fire).

We also explored the purchase of a large site allowing for the long-term development of a new Town Center for all four of the new buildings.

The scope of services included:

- Evaluation of each of the six buildings.
- Development of a space needs program for the four main buildings (Senior Center, Town Hall, Police, and Fire).
- Development and evaluation of an array of planning options.
- Development of conceptual cost estimates for each planning option.
- Development of materials for presentation to the Select Board and ultimately Town Meeting.
- Development of a Final Report for public distribution and a guide as the Master Plan is implemented over the next several years.



Report of planning options.

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: Northeast Engineering & Commissioning Services, 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)	**Lincoln Public Library 3 Bedford Road Lincoln, MA Jeffrey R. White**	**Design of replacement building HVAC systems with emphasis on renewable energy system evaluation.**	**Ms. Barbara Myles Director, Lincoln Public Library 3 Bedford Road Lincoln, MA 01773 (781) 259-8465 x 201**	**August 2020 (Act.)**	**$260.0 K**	**$40.0 Kk**
(2)	**Town of Holden Town Building Mechanical Systems Assessment and Report Loucas T. Cronis, P.E.**	**Provide a condition assessment of existing HVAC, Plumbing and Fire Protection systems and recommend modifications and or replacement for the development of a capital improvement plan.**	**John R. Woodsmall, III, P.E Director of Public Works Town of Holden 1196 Main Street Holden, MA 01520 (508) 210-5550-**	**Nov.2018 (Act.)**	**To Be Determined**	**36.0 K**
(3)	**North Shore Community College LE301 Lab Renovations Lynn, MA Jeffrey R. White, P.E.**	**Providing HVAC, Plumbing & Fire Protection Engineering services for the lab renovation**	**Dale Gienapp Gienapp Architects 20 Conant St Danvers, MA. 01923 (978) 750-9062**	**Dec 2023 (Est)**	**580K (act)**	**12K**
(4)	**Parker Middle School Roof Replacement Reading, MA. Jeffrey R. White, P.E.**	**HVAC & Plumbing support for roof replacement project**	**Kevin Cabuzzi Asst. Director of Facilities Town of Reading, MA 01867 781-942-5492**	**August 2022 (est)**	**250K (est)**	**15K**
(5)	**Northfield Elementary School Bathroom Renovation Northfield, MA Jeffrey R. White, P.E.**	**Providing HVAC, Plumbing & Fire Protection Engineering services to renovate the boys and girls bathrooms**	**Tom Chalmers Austin Design Brattleboro, VT. (413) 624-9669**	**Sept. 2023 (est)**	**318K**	**7K**

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Sub-Consultant Name: Stony Brook Engineering Services					
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) Rivers School and Student Center Weston, MA PIC-Joe Hale	Design of new 2 story school and including cafeteria/dining hall, classrooms, commercial kitchen, and student lounge. Work done at 2020 Engineering LLC in 2010 (Owner/Principal	Dario Designs 318 Main St. Suite 210 Northborough, MA Dario DiMare 508-877-4444	August 2011	Over $5,000	$102
(2) Site inspections and evaluations for 3 schools in Bangor ME PIC-Joe Hale	Examining electrical systems (power, lighting fire alarm, etc.) and Identifying code violations and system capacity for 3 schools in the RSU 63 school district. The schools evaluated were Holden Elementary, Holbrook Middle School, and Eddington Elementary. Project included designs for HVAC and generator upgrades at different schools	Energy Systems Group (ESG) 9877 Eastgate Ct. Newburgh, IN Don Bresnehan 617-513-3078	February 2019	**Unknown**	**$72**
(3) Boston University design for two electric substation upgrades for residential student housing at 140 Baystate Rd. Boston, MA PIC-Mark McCarthy	The local utility was upgrading their primary electric service in the neighborhood and two substations in the basement of the student towers needed to be replaced and refed from and adjacent building. The project was a schematic design for the substation upgrades and new underground feeder from the building next door.	Boston University 140 Baystate Rd Boston, MA Joe Kajunski Assistant Director of facilities 617-990-6319	September 2019	**Unknown**	$9.9

(4) Regional school District #57 Waterboro ME design for new energy metering at 8 locations PIC – Mark McCarthy	In order to establish the energy consumption and alert facilities staff, new power meteres, surge protectors, and building management systems tie-ins were designed for the following schools in Waterboro: Alfred Elementary, Line Elementary, Shapleigh Memorial, Waterboro Elementary, Middle School and 3 locations in the High school campus	Energy Systems Group (ESG) 9877 Eastgate Ct. Newburgh, IN Don Bresnehan 617-513-3078	February 2018	**Unknown**	$10
(5) Office building evaluation for the town or Norwell, MA PIC – Mark McCarthy	The project was an evaluation, report, and preliminary cost estimate of a 20,000 sf office building in Norwell to be evaluated as a possible location for the town hall.	Gienapp Architects 20 Conant St. Danvers, MA Dale Geinapp 978-750-9062	October 2022	**Study**	$3.75

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Sub-Consultant Name: TLH Consulting, 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) Watertown Middle School Todd Hedly, P.E.	Perform renovations that include installing a new freezer and a new cooler along the west wall of the existing school building and infill masonry for an opening that was too large.	Nick Bottari Gienapp Architects, LLC 20 Conant Street Danvers, MA 01923	2023	$1.8M	$6,000
(2) Gloucester High School Auditorium Todd Hedly, P.E.	Perform a feasibility study for Gloucester High School Auditorium. The study concentrates on sound, lighting, HVAC, and accessibility issues. The study also addressed other issues including storage spaces, stage issues, and curtain issues.	Leno Filippi AIA Gienapp Architects, LLC 20 Conant Street Danvers, MA 01923	2023	$240,000	$4,000
(3) Gloucester Schools Modular Roof Repair, Plum Cove & Beeman Schools Todd Hedly, P.E.	Perform renovations that include a new layer of insulation, a new layer of EPDM membrane atop an existing modular building's roof, and installing new HVAC units atop an existing modular building's roof.	Leno Filippi AIA Gienapp Architects, LLC 20 Conant Street Danvers, MA 01923	2023	Study	$2,000
(4) Amesbury Police Station Todd Hedly, P.E.	Performed structural consulting for a balcony repair for the building.	Kevin Latady Latady Designs, LLC 6 Chestnut Street, Unit 209 Amesbury, MA 01913	2021	$200,000	$5,000

(5)	Veteran's Memorial Stadium Wall Quincy, MA Todd Hedly, P.E.	Perform an initial study of the existing stadium perimeter brick masonry wall, develop a report, then develop construction documents and specifications for wall repairs.	Walter F. Macdonald III Director of Building Maintenance One Merrymount Parkway City of Quincy, MA	2023	$700,000	$10,300

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Sub-Consultant Name: Environmental & Construction Management Services, 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)	Welch Elementary School Peabody, Massachusetts 01960 Stephen Weydt Kevin Kavanaugh	21E Environmental Site Assessment; Hazardous materials survey, abatement and construction monitoring for a school building and demolition project.	Owner's Representative DiNisco Design Partnership, Limited 99 Chauncy Street, Suite 901 Boston, Massachusetts 02111 Ms. Donna DiNisco-Crawford (617) 426-2858	2023	35,000	60
(2)	Hastings Elementary School Lexington, Massachusetts 02168 Stephen Weydt Kevin Kavanaugh	21E Environmental Site Assessment; Hazardous materials survey, abatement and construction monitoring for a school building and demolition project.	Owner's Representative DiNisco Design Partnership, Limited 99 Chauncy Street, Suite 901 Boston, Massachusetts 02111 Mr. James Shuttleworth (617) 426-2858	Summer 2020	45,000	100
(3)	Diamond and Clarke Elementary Schools Lexington, Massachusetts 02168 Stephen Weydt Kevin Kavanaugh	Hazardous materials survey, abatement and construction monitoring for two school renovation projects.	Owner's Representative DiNisco Design 99 Chauncy Street, Suite 901 Boston, Massachusetts 02111 Ms. Donna DiNisco-Crawford (617) 426-2858	Summer 2019	37,500	65
(4)	J. Henry Higgins Middle School 1 King Street Ext. Peabody, Massachusetts 01960 Stephen Weydt Kevin Kavanaugh	21E Environmental Site Assessment; Hazardous materials survey, abatement and construction monitoring for a school demolition project.	Owner's Representative DiNisco Design 99 Chauncy Street, Suite 901 Boston, Massachusetts 02111 Mr. James Shuttleworth (617) 426-2858	Fall 2016	83,000	100
(5)	Estabrook Elementary School 117 Grove Street Lexington, Massachusetts 02420 Stephen Weydt Kevin Kavanaugh	21E Environmental Site Assessment; Hazardous materials survey, abatement and construction monitoring for a school demolition project.	Owner's Representative DiNisco Design 99 Chauncy Street, Suite 901 Boston, Massachusetts 02111 Mr. Richard Rice (617) 426-2858	Summer 2014	32,000	60

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Sub-Consultant Name:	Tortora Consulting, 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)	
					Construction Costs (Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was/Is Responsible
(1)	Gloucester Schools Plum Cove and Beeman Modular Unit Repairs Gloucester, Ma PIC Gerry Tortora	SD, DD and CD Cost Estimating	Leno Filippi AIA Gienapp Architects lfilippi@gienapparchitects.com 978-750-9062	3/20/22	$1,500	$10
(2)	Watertown Middle School - Second Floor AC Upgrade Watertown, Ma PIC Gerry Tortora	SD, DD and CD Cost Estimating	Leno Filippi AIA Gienapp Architects lfilippi@gienapparchitects.com 978-750-9062	3/5/22	$2,200	$10
(3)	Parker Middle School Roofing Reading, Ma PIC Gerry Tortora	SD, DD and CD Cost Estimating	Leno Filippi AIA Gienapp Architects lfilippi@gienapparchitects.com 978-750-9062	8/10/22	$2,800	$15
(4)	Town Wide Security Project Reading, Ma PIC Gerry Tortora	SD, DD and CD Cost Estimating	Dale Gienapp Gienapp Architects dgeinapp@gienapparchitects.com 978-750-9062	1/22/19	$2,600	$10
(5)	Ashland Public Safety Building Ashland, Ma PIC Gerry Tortora	SD, DD and CD Cost Estimating	HKT Architects Janet Slemenda jslemenda@hktarchitects.com 617-776-6545	9/15/20	$ 2,900	$60

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: 102	# of Active Projects: 21	Total Construction Cost (In Thousands) of Active Projects (excluding studies): $21,975K

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 Completed)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
P		1. **Town of Carlisle** **On Call** Carlisle, MA PIC: Dale Gienapp, AIA, MCPPO *Recently awarded—no assignment yet*	Town of Carlisle 66 Westford Street Carlisle, MA 01741 Ryan M. McLane, Town Administrator (978) 371-6688	On Call	2026
P		2. **Town of Tewksbury** **On Call** Tewksbury, MA PIC: Dale Gienapp, AIA, MCPPO *Recently awarded—no assignment yet*	Town of Tewksbury 1009 Main Street Tewksbury, MA 01876 Richard A. Montuori, Town Manager (978) 640-4300	On Call	2024
P	C.D., B.D.	3. **Town of Danvers** **Pavilion Structural Improvements** Danvers, MA PIC: Dale Gienapp, AIA, MCPPO	Town of Danvers Department of Public Works 1 Sylvan Street Danvers, MA 01923 Leif Rochna, Supervisor, Building Division (978) 777-0001 x 3016	$151K	2023
P	St., Sch., D.D., C.D., A.C.	4. **Gloucester City Hall Restoration** Gloucester, MA PIC: Dale Gienapp, AIA, MCPPO	City of Gloucester 9 Dale Avenue Gloucester, MA 01930 Michael B. Hale, Director of Public Works (978) 325-5600	$3,911K	2025 (R)
P	St., Sch., D.D., C.D., A.C.	5. **City of Lynn** **On Call** Lynn, MA PIC: Dale Gienapp, AIA, MCPPO *Task 1: Senior Center Feasibility Study* *Task 2: Senior Center Renovation & Expansion*	City of Lynn 3 City Hall Square Lynn, MA 01901 Michael J. Donovan, Chief ISD/Building Commissioner (781) 586-6820	On Call *Task 1: Study* *Task 2: $321K*	2023 (R)

P	Sch., C.D.	6. **Little Red Schoolhouse Historic Rehabilitation** Boxford, MA PIC: Dale Gienapp, AIA, MCPPO	Town of Boxford 7A Spofford Road Boxford, MA 01921 Robert Hazelwood, Permanent Building Committee (978) 887-0710	$250K (E)	2022 (R)
P	Sch., C.D.	7. **Old Town Hall Exterior Stairs** Bedford, MA PIC: Dale Gienapp, AIA, MCPPO	Town of Bedford 101 McMahon Road Bedford, MA 01730 Taissir Alani, Director of Facilities (781) 275-5290	$175K (E)	2022
P	C.D.	8. **Old Town Hall Floor Replacement** Bedford, MA PIC: Dale Gienapp, AIA, MCPPO	Town of Bedford 101 McMahon Road Bedford, MA 01730 Taissir Alani, Director of Facilities (781) 275-5290	$100K (E)	2022
P	St.	9. **Balch Elementary School Masonry Conditions Evaluation** Norwood, MA PIC: Dale Gienapp, AIA, MCPPO	Town of Norwood 206 Central Street, 2nd Floor Norwood, MA 02062 Paul Riccardi, Director of Facilities (781) 762-6804	Study	2022
P	St.	10. **Town of Reading** **On Call** Reading, MA PIC: Dale Gienapp, AIA, MCPPO <u>Second On-Call Contract</u> *Task 1: Senior Center Feasibility Study*	Town of Reading 16 Lowell Street Reading, MA 01867 Joseph Huggins, Director of Facilities (781) 670-2824	On Call *Task 1: Study*	2023 (R)
P	Sch., D.D., C.D., A.C.	11. **Essex North Shore Agricultural & Technical School** **On Call** Hathorne, MA PIC: Dale Gienapp, AIA, MCPPO *Task 1: Alumni Gym Floor Replacement* *Task 2: Gallant Hall & Alumni Gym Window & Door Replacement* *Task 3: Gallant Hall HVAC & Electrical Upgrade* *Task 4: Gallant Hall Addition* *Task 5: Alumni Gym HVAC & Electrical Upgrade*	Essex North Shore Agricultural & Technical School District 565 Maple Street Hathorne, MA 01923 Marie Znamierowski, Dir. of Business Operations (978) 304-4700 x 7201	On Call *Task 1: $375K* *Task 2: $250K (E)* *Task 3: $6,547K* *Task 4: $4,400K (E)* *Task 5: $2,085K (E)*	2025 (R) (N)

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 Completed)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
P	St., Sch., D.D., C.D., A.C.	12. **City of Gloucester** **On Call** Gloucester, MA PIC: Dale Gienapp, AIA, MCPPO *Task 1: Beeman & Plum Cove Schools Modular Classroom Siding* *Task 2: Beeman & Plum Cove Schools Modular Classroom HVAC* *Task 3: Senior Center HVAC RTU Replacement* *Task 4: Senior Center Reroofing* *Task 5: School Administration Building Conditions Assessment* *Task 6: O'Maley Middle School Kitchen HVAC* *Task 7: High School Auditorium Renovation Feasibility Study* *Task 8: Senior Center Generator* *Task 9: Beeman School Flooring Replacement* *Task 10: Beeman & Plum Cove Schools Exterior Repainting*	City of Gloucester 9 Dale Avenue Gloucester, MA 01930 Michael B. Hale, Director of Public Works (978) 325-5600	On Call *Task 1: $1,658K* *Task 2: $124K* *Task 3: $400K* *Task 4: $127K* *Task 5: Study* *Task 6: $25K (E)* *Task 7: Study* *Task 8: $247K* *Task 9: $606K* *Task 10: $550K (E)*	2024 (R)
P	St. Sch., D.D., C.D., A.C.	13. **City of Watertown** **On Call** Watertown, MA PIC: Dale Gienapp, AIA, MCPPO *Task 1: Public Library Door Replacement* *Task 2: Ryan Skating Arena Exit Ramp Replacement* *Task 3: Phillips School Generator Study* *Task 4: Middle School Locker Rooms Renovations* *Task 5: Middle School & High School A/C Feasibility Study* *Task 6: East Fire Station MEP/FP Improvements* *Task 7: Police Firing Range HVAC Upgrades* *Task 8: City Hall Interiors Upgrades Assessment* *Task 9: Middle School HVAC Upgrade* *Task 10: Middle School Fire Protection Study* *Task 11: Middle School Boiler Study* *Task 12: Phillips School Preschool & Pre-K Classrooms* *Task 13: Middle School Second/Third Floor HVAC Upgrades* *Task 14: Police Station Exterior Repainting* *Task 15: Middle School Comprehensive Miscellaneous Plan* *Task 16: Middle School Soundproofing*	City of Watertown 149 Main Street Watertown, MA 02472 James Kane, Director of Public Buildings (617) 924-0402	On Call *Task 1: $172K* *Task 2: $150K (E)* *Task 3: Study* *Task 4: $879K* *Task 5: Study* *Task 6: $1,320K* *Task 7: $451K* *Task 8: Study* *Task 9: $543K* *Task 10: Study* *Task 11: Study* *Task 12: $525K* *Task 13: $1,783K (E)* *Task 14: $59K* *Task 15: Study* *Task 16: $600K*	2023 (R)

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 Completed)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
P	N/A	14. **Massachusetts School Building Authority** **Peer Review** Various MA locations PIC: Dale Gienapp, AIA, MCPPO	Massachusetts School Building Authority 40 Broad Street Boston, MA 02109 Karl Brown, Senior Architect (617) 720-4466	On Call $N/A	2023
P.	N/A	15. **Massachusetts School Building Authority** **Post-Occupancy Evaluations** Various Locations, MA Dale Gienapp, AIA, MCPPO	Massachusetts School Building Authority 40 Broad Street Boston, MA 02109 Karl Brown, Senior Architect (617) 720-4466	On Call $N/A	2024
P	St. Sch., D.D., C.D., A.C.	16. **North Shore Community College** **House Doctor** Danvers and Lynn, MA PIC: Dale Gienapp, AIA, MCPPO *Task 1: Lynn Campus ADA Site Improvements* *Task 2: Danvers Campus ADA Site Improvements* *Task 3: Danvers Math & Science Building Inverter Replacement* *Task 4: Danvers Berry Building Mass Notification System* *Task 5: Lynn Campus Fire Map Diagrams* *Task 6: McGee Building Entry & Loading Dock ADA Improvements* *Task 7: Lynn Campus Broad Street Lot Repaving* *Task 8: Lynn Campus Laboratory Renovation DCAMM Study* *Task 9: Lynn Campus Laboratory Renovation*	North Shore Community College 1 Ferncroft Road Danvers, MA 01923 Jamieson Wicks, Assistant Vice President, Facilities Operations & Services (978) 762-4000 x 4286	On Call *Task 1: $264K* *Task 2: $38K* *Task 3: $95K* *Task 4: $720K* *Task 5: $18K* *Task 6: $800K* *Task 7: $205K* *Task 8: Study* *Task 9: $543K*	2023 (R)
P	St., Sch.	17 **Town Hall Renovation** Norwell, MA PIC: Dale Gienapp, AIA, MCPPO	Town of Norwell 345 Main Street Norwell, MA 02061 Peter Morin, Town Administrator (781) 659-8000	$5,936K (E)	2022 (R)
P	St.	18. **Town Hall Relocation Study** Norwell, MA PIC: Dale Gienapp, AIA, MCPPO	Town of Norwell 345 Main Street Norwell, MA 02061 Peter Morin, Town Administrator (781) 659-8000	Study	2022

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 Completed)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
P	Sch., D.D., C.D., A.C.	19. **Memorial Hall Bell Tower Restoration** Norwood, MA PIC: Dale Gienapp, AIA, MCPPO	Town of Norwood 566 Washington Street, 3rd Floor Norwood, MA 02062 Catherine Carney, Director of Administrative Services (781) 762-1240 x 6036	$325K	2022 (R)
P	St., Sch., D.D., C.D., A.C.	20. **Town of Reading** **On Call** Reading, MA PIC: Dale Gienapp, AIA, MCPPO <u>First On-Call Contract</u> *Task 1: Elementary Schools Master Plan* *Task 2: Senior Center Fire Alarm* *Task 3: Police Dispatch Renovation* *Task 4: Town-Wide Security Systems* *Task 5: Coolidge Middle School Boiler Replacements* *Task 6: Birch Meadow School Renovation* *Task 7: COVID Space Study* *Task 8: Security Window Film* *Task 9: Public Schools Tel/Data Upgrade* *Task 10: Police Department Expansion FF&E* *Task 11: Parker Middle School Roof Replacement* *Task 12: Public Library Booksale Room Renovation* *Task 13: Police Department Office Expansion & Training Room* *Task 14: Coolidge Middle School Freezer Installation* *Task 15: Security Window Film Phase 2*	Town of Reading 16 Lowell Street Reading, MA 01867 Joseph Huggins, Director of Facilities (781) 670-2824	On Call *Task 1: Study* *Task 2: $25K* *Task 3: $4,194K* *Task 4: $2,308K* *Task 5: $1,695K* *Task 6: $807K* *Task 7: Study* *Task 8: $54K* *Task 9: Study* *Task 10: $55K* *Task 11: $1,361K* *Task 12: Study* *Task 13: $851K* *Task 14: $135K* *Task 15: $135K*	2022 (R)
P	St., Sch., D.D., C.D., A.C.	21. **Massachusetts Department of Youth Services** **House Doctor** Various MA locations PIC: Dale Gienapp, AIA, MCPPO *Task 1: Leahy Alternative Lockup Facility HVAC Additions* *Task 2: Connelly Facility Greenhouse* *Task 3: Grafton Facility Sewer Improvements* *Task 4: Connelly Facility Outdoor Recreation Area* *Task 4: Connelly Facility Training Room*	Massachusetts Dept. of Youth Services 600 Washington Street, 4th Floor Boston, MA 02111 Eugene Deutsch, Assistant Director of Capital Planning (617) 727-7575	On Call *Task 1: $1,424K* *Task 2: $487K* *Task 3: $672K* *Task 4: $725K* *Task 5: $1,713K*	2022 (R) (N)

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 Completed)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
P	St.	22. **Civic Center Women's Locker Room Renovations** Norwood, MA PIC: Dale Gienapp, AIA, MCPPO	Town of Norwood 566 Washington Street, 3rd Floor Norwood, MA 02062 Catherine Carney, Director of Administrative Services (781) 762-1240 x 6036	Study	2022
P	St.	23. **Civic Center Lobby Expansion** Norwood, MA PIC: Dale Gienapp, AIA, MCPPO	Town of Norwood 566 Washington Street, 3rd Floor Norwood, MA 02062 Catherine Carney, Director of Administrative Services (781) 762-1240 x 6036	Study	2021 (R)
P	Sch., D.D., C.D., A.C.	24. **City of Somerville** **House Doctor** Somerville, MA PIC: Dale Gienapp, AIA, MCPPO *Task 1: Winter Hill School Waterproofing* *Task 2: Cummings School Envelope Repair*	City of Somerville 93 Highland Avenue Somerville, MA 02143 Debora Mitrano, Project Assistant, Capital Projects (617) 666-3311	On Call *Task 1: $359K* *Task 2: $973K*	2021 (R)
P	Sch., D.D., C.D. A.C.	25. **Town Hall & Library HVAC Replacement & Envelope Repairs** Boxford, MA PIC: Dale Gienapp, AIA, MCPPO	Town of Boxford 7A Spofford Road Boxford, MA 01921 Robert Hazelwood, Permanent Building Committee (978) 887-0710	$1,875K	2021 (R)
P	St.	26. **Morse House Master Plan** Norwood, MA PIC: Dale Gienapp, AIA, MCPPO	Town of Norwood 566 Washington Street, 3rd Floor Norwood, MA 02062 Catherine Carney, Director of Administrative Services (781) 762-1240 x 6036	Study	2021
P	Sch., D.D., C.D., A.C.	27. **Highland Cemetery Administration Building Renovation** Norwood, MA PIC: Dale Gienapp, AIA, MCPPO	Town of Norwood 566 Washington Street, 3rd Floor Norwood, MA 02062 Catherine Carney, Director of Administrative Services (781) 762-1240 x 6036	$650K	2021 (R)

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 Completed)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
P	Sch., D.D., C.D., A.C.	28. **Electric Department Roof Repairs** Norwood, MA Dale Gienapp, AIA, MCPPO	Town of Norwood 566 Washington Street, 3rd Floor Norwood, MA 02062 Catherine Carney, Director of Administrative Services (781) 762-1240 x 6036	$150K	2021 (R)
P	St., Sch.	29. **Municipal Light Department Modernization & Addition** Georgetown, MA Dale Gienapp, AIA, MCPPO	Georgetown Municipal Light Department 94 Searle Street Georgetown, MA 02184 David Schofield, General Manager (978) 352-5730	$2,466K (E)	2021 (R)
P	C.D.	30. **Hood Elementary School Asbestos Abatement at Lift** North Reading, MA Dale Gienapp, AIA, MCPPO	North Reading Public Schools 189 Park Street North Reading, MA 01864 Michael A. Connolly, Assistant Superintendent of Finance & Operations (978) 664-7811	$3K	2021 (R)
P	Sch., D.D.	31. **Civic Center Envelope Repairs** **Norwood, MA** **Dale Gienapp, AIA, MCPPO**	Town of Norwood 566 Washington Street, 3rd Floor Norwood, MA 02062 Catherine Carney, Director of Administrative Services (781) 762-1240 x 6036	$1,980 (E)	2021 (R)
P	Sch., D.D., C.D.	32. **Senior Center Accessibility Ramp** Boxford, MA Dale Gienapp, AIA, MCPPO	Town of Boxford 7A Spofford Road Boxford, MA 01921 Robert Hazelwood, Permanent Building Committee (978) 887-0710	$8K	2021 (R)
P	Sch., D.D., A.C.	33. **East Fire Station Women's Facilities** Boxford, MA	Town of Boxford 7A Spofford Road Boxford, MA 01921 Robert Hazelwood, Permanent Building Committee (978) 887-0710	$3K	2021 (R)

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 Completed)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
P	St., Sch., D.D., C.D., A.C.	34. **Chapel of St. Gabriel the Archangel Repairs** Norwood, MA PIC: Dale Gienapp, AIA, MCPPO	Town of Norwood 566 Washington Street, 3rd Floor Norwood, MA 02062 Catherine Carney, Director of Administrative Services (781) 762-1240 x 6036	$1,057K	2019 (R)
P	St., C.D., A.C.	35. **McNamara O'Shea Building Demolition** Hathorne, MA PIC: Dale Gienapp, AIA, MCPPO	Essex North Shore Agricultural & Technical School 562 Maple Street Hathorne, MA 01923 Marie Znamierowski, Dir. of Business Operations (978) 304-4700 x 7201	$552K	2019
P	Sch., D.D., C.D., A.C.	36. **Department of Housing & Community Development** **House Doctor** Various MA Locations PIC: Dale Gienapp, AIA, MCPPO *Task 1: West Newbury Roof Replacement* *Task 2: Amesbury Roof Replacement* *Task 3: Amesbury Bulkhead & Concrete Repairs* *Task 4: Millis Asbestos Abatement for Fiber Optic Installation*	Dept. of Housing & Community Development 100 Cambridge Street, Suite 300 Boston, MA 02114 Simone Early, Assistant Director for Architecture & Engineering Unit (617) 573-1100	On Call Task 1: $80K Task 2: $100K Task 3: $70K Task 4: $40K	2019 (R)
P	St.	37. **Town Building Assessments** Holden, MA PIC: Dale Gienapp, AIA, MCPPO	Town of Holden 1196 Main Street Holden, MA 01520 John Woodsmall, Director of DPW (508) 210-5550	Study	2019
P	St. Sch., D.D., C.D., A.C.	38. **Town of Weston** **House Doctor** Weston, MA PIC: Dale Gienapp, AIA, MCPPO *Task 1: Town Hall Space Planning* *Task 2: Community Center Programming & Space Needs Study* *Task 3: Rand House Roof & Trim Assessment* *Task 4: High School F Wing Roof Replacement*	Town of Weston 11 Town House Road Weston, MA 02493 Gerard McCarty, Deputy Director, Project Management (781) 786-5270	On Call *Task 1: Study* *Task 2: Study* *Task 3: Study* *Task 4: Study*	2019 (R)

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 Completed)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
P	Sch., D.D., C.D., A.C.	39. **Accessibility Upgrades** Haverhill, MA PIC: Dale Gienapp, AIA, MCPPO	Haverhill Housing Authority 25-C Washington Square Haverhill, MA 01831 Joe Hart, Executive Director (978) 372-6761	$1,800K	2019 (R)
P	Sch., D.D., C.D., A.C.	40. **Municipal Light Department Patio** Reading, MA Dale Gienapp, AIA, MCPPO	Reading Municipal Light Department 230 Ash Street Reading, MA 01867 Paul McGonagle (781) 942-6598	$167K	2019 (R)
P		41 **Police Station Entrance Vestibule** Norwood, MA Dale Gienapp, AIA, MCPPO	Town of Norwood 566 Washington Street, 3rd Floor Norwood, MA 02062 Catherine Carney, Director of Administrative Services (781) 762-1240 x 6036	$20K	2019 (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

☐ Active project ☐ Completed project

10. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 ½" X 11" Supplementary Sheets Will Be Accepted. APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.

Gienapp Architects is a full-service architectural firm serving public and private clients. At Gienapp Architects, we believe that how you begin your project will determine the result. When you start your project on a strong foundation, you can build a stronger solution.

That's why we say—Begin Here, Finish Well.

Our practice is built around working from a holistic understanding of our clients' challenges, with our expert team responding to your needs from start to finish. Our goal is to provide top-quality service custom-tailored to our clients' needs.

We work with our clients to define a unique Scope of Services to respond to their goals, vision, constraints, and requirements. Our dedication to problem-solving, coupled with our commitment to communication, distinguishes Gienapp Architects.

Our project experience demonstrates a commitment to excellence across all areas of the design and construction process. We are experienced with both public and private work, in everything from feasibility studies to project management to building design. Once engaged in a project, we promise to remain energized from beginning to end.

Evaluation Criteria Response

1. Prior Similar Experience

Reading Public Schools—Elementary School Assessment and Master Plan
Comprehensive ten-year master plan to analyze the use of five existing elementary schools, and account for projected elementary school growth and changes to facilities that may be required.

MA Courts—Capital Repairs Need Assessment
Development of Court Capital Repairs Need assessment for all MA courts. This project included all 68 state-owned and 25 county-owned courts. Services included: review of existing drawings and previous reports; meet with DCAMM and building supervisors to identify capital repair needs of each building; on-site assessment of the majority of the buildings; CAMIS data for all buildings; cost estimates of all repairs; developing an Implementation Report identifying all repairs and priorities.

Essex North Shore Agricultural & Technical School—South Campus Assessment
Evaluation of existing conditions of four school buildings, examination of enrollment projections and proposed curriculum developments, and development of planning options for valid choices that would allow the school to creatively maximize their existing space.

Glen Magna Mansion—Assessment
Code review and conditions assessment at a historic manor house in Danvers, MA, currently in use as an event venue. Several issues had to be assessed and accessibility and other code solutions developed. This project involved careful repairs and improvements conducted in a historic space. Notable work included design for a lift that would match the building's historical tone.

Town of Holden—School & Municipal Building Assessments
Investigation and evaluation of 18 existing schools and town buildings; review of roof and structure, heating and cooling, electrical, plumbing, and fire protection systems.

City of Lynn—Senior Center Feasibility Study
Study of options to convert an existing 16,000 square foot City property into a senior center, with some offices for School District administration. Spaces to be accommodated in the senior center are large and small program rooms, private medical conference spaces, dining areas, and offices.

Middlesex Community College—Assessments
Review of the exterior masonry conditions of the Pollard Exchange Building and the masonry at the Middle Street façade of the Derby Building; review the condition of the windows on the fifth floor of Pollard and all of Derby, with an overview of Talbot windows; roof membrane inspection at all 21 campus buildings; and summary reports with rough cost estimates.

Town of Middleton—Town Facilities Planning Study
A planning study to determine long-term planning options for four town facilities: fire station, police station, Council on Aging (senior center), and Town Hall. The project includes six existing facilities and multiple potential sites for acquisitions. The study identified a range of options for renovation and new construction.

Town of Middleton—Public Safety Complex Study
Evaluation of existing Town-owned site fit options to determine if it would accommodate a new fire station or combined fire station/police station Public Safety Complex. Additionally, we evaluated the site to determine if a larger site was required for separate fire station and police station buildings. To this end we developed a preliminary program for the Public Safety Complex, along with site fit diagrams and an Opinion of Probable Cost. Working with the Town, the Fire Department, and the Police Department, Gienapp Architects analyzed the programmatic requirements based on staffing, Fire, Police, and EMS calls and projected future needs.

Norwood Town Hall—Assessment
Study of exterior conditions for water infiltration at masonry and roofing areas needing long-term repair and restoration; established priorities for long-term repair and restoration. Assessment included: foundations, wall cladding/trim, window frames, doors, roofs, chimneys, flashing, gutters, and downspouts. Design of masonry, roofing, and flashing repairs to address water infiltration.

Norwood Civic Center—Assessment
Assessment of masonry conditions for water infiltration, and recommendations for repair.

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Town of Reading—Senior Center Feasibility Study
Feasibility study to determine planning options to expand or replace the current senior center. Options include a new building on a different site, a new building on the existing site, or a renovation and expansion of the existing senior center.

City of Somerville—Assessments
Building conditions assessment at the Winter Hill School, including water testing, structural assessments, and masonry repair. At the Cummings School, work was done to assess the state of the building and determine what necessary repairs could be made to ready the former school to be used as swing space for City operations.

City of Watertown—Municipal Buildings Assessment
Assessment of 18 City-owned buildings, including five schools, varying from small—a small office and storage building at the Ridgelawn Cemetery—to large—Watertown High School. The project was performed in multiple overlapping phases: on-site investigation of the existing conditions; compilation of data; analysis of the information; development of strategies for addressing required repairs and upgrades; and creation of a report.

Town of Westford—Historical Building Assessments
Gienapp Architects performed a study of three Town-owned buildings which are leased to non-profit groups. The buildings were reviewed for accessibility, building systems, roofing, and overall condition. The goal of the study was to assist the Town with a 10-year capital plan.

Town of Weston—Brook School Apartments Feasibility Study
Site evaluation and preliminary design studies for locating 15 additional elderly housing units on the Brooks School Apartments site. This study involved assessing the impact of construction on the site, defining environmental concerns, and looking at ways to minimize disruption to residents and to the Town.

2. Past performance on public school assessment studies

Gienapp Architects has provided assessments for 19 public schools.

At Watertown and Holden, assessments of a combined eight schools were to assist in the creation of 10-year capital improvement and maintenance plans. We walked through every space of the existing buildings, both inside and out. We determined urgencies and priorities, cost, and recommended schedules. At Watertown, renovations are underway.

At Balch Elementary School in Norwood and Winter Hill Community School in Somerville, we were brought in to assess specific conditions. We performed a conditions assessment at both schools to evaluate failing masonry; repairs at the Balch School are now underway.

At Essex North Shore Agricultural and Technical School, our assessment enabled the school to plan for modernizations and repairs to several buildings on their South Campus. We evaluated the current assets, what was needed, and potential uses of the assets, considering their configurations, and helped determine advantageous and disadvantageous options. We provided cost information for all options and a generalized schedule. These resulting repairs and modernizations are underway.

The Town of Reading has five elementary schools, with shifting enrollment projections. We evaluated the existing school buildings, and developed plans to determine what was needed and at which locations to handle increased enrollment. Options considered at each school were to leave it unchanged; to renovate; renovation and addition; or replace. Cost and schedule were developed for all options.

3. Knowledge of cost estimating and budgeting

Gienapp Architects and our cost estimating consultant, Tortora Consulting Inc., have an extensive history of accurate cost estimating, including estimating performed with schematic level drawings and documents. We understand the importance of having an accurate scope of work in order to provide the best estimates; consequently, even at early stages of design, we work very hard to identify unexpected "triggered" work and avoid scope creep. For example, this is especially true with accessibility improvements once the cost exceeds 30% of the building's value. We are also very experienced in developing and monitoring Total Project Budgets that account for all costs, not just construction cost.

4. Financial stability and capacity to perform work

Financial Stability
Since our founding in 2000, we have enjoyed nearly continuous growth in number of staff, project size, and revenue. There was a brief lull in 2005-2006 when the construction industry, and particularly architectural practices, were in crisis. There was 40% unemployment of architects in greater Boston. However, even during that tumultuous time we maintained all staff and operations due to many projects with repeat clients. In fact, we continued our excellent business performance and in 2010 purchased a commercial building for our office.

Net income has grown at an average rate of 15% since 2007; gross revenue has been even greater because as we have increased our project size and complexity, we are responsible for more consultants in our total fee. Our balance sheet assets have increased 70% since over the last ten years (2013). We are proud that during the COVID shutdown, we retained all our staff at full salary.

As our projects have grown, we have not only increased the number of staff but the number of highly experienced staff (over 25 years) to provide greater depth to our capability and enhance our service to clients.

10. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 ½" X 11" Supplementary Sheets Will Be Accepted. APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.

Current Project Workload

Gienapp Architects has recently completed major projects at the Town of Reading Police Dispatch ($1M renovation), Reading Middle School ($2.5M roof replacement), and Department of Youth Services Visitor Center ($1.3M renovation). We have completed design on the Carousel Building at Salisbury Beach ($3.5M new construction). Gienapp Architects typically completes the design and awards construction contracts for 15 to 20 projects per year with a wide range of costs, in addition to executing private projects. We typically are in various stages of design services of 10 to 15 projects at any one time. Our firm has the skills, capacity, and availability to complete your project.

5. Qualifications of project team

Gienapp Architects is a highly cohesive team with diverse knowledge, technical strengths and design capabilities. Together, our design team has experience with solving difficult issues in every phase of the project life cycle.

Our people are resourceful, tenacious, and consistently seeking new industry information to deliver the best possible end product for our clients. We have demonstrated our ability to evaluate the critical needs of each project and work as part of the Project Team to determine the most practical and economical solution for your design challenges.

Our staff is experienced with the tools and software necessary to effectively communicate with our engineering consultants, as well as produce a variety of media (i.e., presentation boards, 3D models, PowerPoint presentations, renderings, animations, walkthroughs, etc.) to meet the needs of any audience.

Gienapp Architects' key staff on your project will be as listed below.

Imelda Barnhurst, AIA, LEED AP BD+C, MCPPO
Project Manager

Vice President Imelda Barnhurst will serve as our Project Manager and will know all aspects of the project including tasks, schedule, and all involved parties. She will be the prime person organizing the flow of all information and daily contact between all parties.

One of the most critical roles of the Project Manager in our organizational structure is to engage and coordinate the work of our other staff and consultants, to bring the best resources to any given task.

Currently, Ms. Barnhurst is working on studies for the Massachusetts School Building Authority, renovation of Gloucester City Hall, on call contracts with Essex North Shore Agricultural and Technical School and the City of Watertown, and renovations to life sciences laboratories at North Shore Community College. She has availability for this project.

Dale Gienapp, AIA, MCPPO
Principal in Charge

Dale Gienapp will be the Principal in Charge for your project. Mr. Gienapp will actively participate in performing the project evaluations and making project decisions and recommendations. He will be actively involved in all aspects of the project and be a familiar face to those involved.

As our Principal in Charge, Mr. Gienapp is involved with all of Gienapp Architects' work on a supervisory basis. He has availability for this project.

Nicholas Bottari, MCPPO
Project Architect

Nick Bottari is one of Gienapp Architects' staff Project Architects who will assist with technical aspects of a project and documentation of all elements. He is familiar with all aspects of the project and has the capability and skills to assist in executing your project.

Currently, Mr. Bottari is working on HVAC projects for Watertown Public Schools and is completing construction administration for new construction of a retail facility and renovation of a commercial property. He has availability for this project.

Samantha Kelley
Designer/Drafter

Samantha Kelley will participate in evaluating and documenting conditions and will perform and oversee the production of documents for the project. Ms. Kelley will be knowledgeable of all aspects of the project.

Currently, Ms. Kelley is working on a MEP upgrades at Essex North Shore Agricultural and Technical School, a laboratory renovation at North Shore Community College, and finishing construction administration for a building to house a historic carousel at Salisbury Beach. She has availability for this project.

Gienapp Architects also has an array of qualified support staff who will be available as needed to complete your project smoothly, efficiently, on schedule and budget. Our firm has the capacity to begin work on your project right away.

10. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 ½" X 11" Supplementary Sheets Will Be Accepted. APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.

Consultants

Gienapp Architects has worked with a range of consultants and has consistently demonstrated our ability to manage and coordinate their work. To best assure a coordinated and communicative team, we collaborate with consultants with whom we have a proven record of success. Each of the consultants has been selected for their demonstrated performance and for demonstrating capabilities to solve issues similar to those in your project.

For this project we are proposing:

Northeast Engineering and Commissioning Services, Inc. (MP/FP engineering)

Stony Brook Engineering Services (electrical engineering)

TLH Consulting, Inc. (structural engineering)

Environmental Construction & Management Services (hazardous materials consulting)

Tortora Consulting, Inc. (cost estimating)

Gienapp Architects will provide code consulting services.

Conclusion

Our project experience demonstrates our technical expertise and ability to perform the technical aspects of this project. However, the success of the project will also be determined by two additional factors:

- Management of Project and Process

  Gienapp Architects excels in organizing and managing projects to bring them to a successful completion. We have extensive experience with projects for educational facilities, establishing our credibility and confidence to lead your project to successful completion as well.

- Creative Solutions

  In every design project, there is a need for creative solutions. Gienapp Architects has repeatedly demonstrated our creative design solutions.

For Gienapp Architects, the Town of West Newbury's Page School Assessment will be a priority project for which we will remain energized from beginning to end.

11. Professional Liability Insurance:

Name of Company	Aggregate Amount	Policy Number	Expiration Date
Poole Professional LTD	**$2,000,000**	**PAAEP016803**	**1/12/2024**

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
Dale Gienapp, AIA	**Owner**	**6578**	**Architecture**				

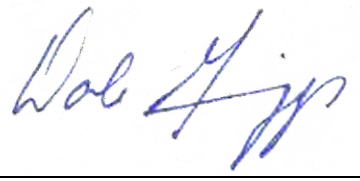
14. If Corporation, Provide Names Of All Members Of The Board Of Directors:

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

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

Name And Title	% Ownership	MA. Reg.#	Status/Discipline	Name And Title	% Ownership	MA. Reg.#	Status/Discipline
a.				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 7C, Section 44 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted by (Signature) 

Printed Name and Title Dale Gienapp, AIA Owner

Date 5/18/2023

DSB S-CA	Commonwealth of Massachusetts **Designer Selection Board SUB-CONSULTANT ACKNOWLEDGMENT**

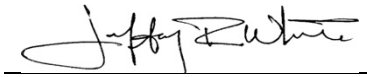
Project: **Architectural/Engineering Consultant Services for a Conditions Assessment for:**
Dr. John C. Page Elementary School

Applicant Designer: **Gienapp Architects, LLC**

Sub-consultant: **Northeast Engineering and Commissioning Services, 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

Jeffrey R. White, Principal
Print Name and Title

May 15th, 2023
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.

DSB S-CA	Commonwealth of Massachusetts **Designer Selection Board SUB-CONSULTANT ACKNOWLEDGMENT**

Project: West Newbury Page School

Applicant Designer: Mark McCarthy

Sub-consultant: Stony Brook Engineering Services

SUB-CONSULTANT ACKNOWLEDGMENT

The sub-consultant named above hereby certifies that it has been notified by the Applicant Designer that it has been nominated to perform work on the Applicant Designer's team for the above Project, which is under consideration at the Designer Selection Board.

Signature of Sub-Consultant Duly Authorized Representative

Mark McCarthy Principal / owner Stony Brook Engineering Services

Print Name and Title

5/16/23

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.

DSB S-CA	Commonwealth of Massachusetts **Designer Selection Board SUB-CONSULTANT ACKNOWLEDGMENT**

Project: Town of West Newbury –
Dr. John C. Page School Elementary School

Applicant Designer: Gienapp Architects, LLC

Sub-consultant: TLH Consulting, 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

Todd L. Hedly
Print Name and Title

May 12, 2023
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.

DSB S-CA	Commonwealth of Massachusetts **Designer Selection Board SUB-CONSULTANT ACKNOWLEDGMENT**

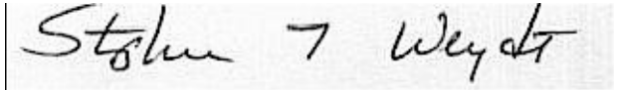
Project: **Architectural/Engineering Consultant Services for a Conditions Assessment for Dr. John C. Page Elementary School**

Applicant Designer: **Gienapp Architects, LLC**

Sub-consultant: **Environmental & Construction Management Services, 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

Stephen T. Weydt - President

Print Name and Title

May 12, 2023

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.

DSB S-CA	Commonwealth of Massachusetts **Designer Selection Board SUB-CONSULTANT ACKNOWLEDGMENT**

Project: Town of West Newbury
Page Elementary School Condition Assessment

Applicant Designer: Gienapp Architects

Sub-consultant: Tortora Consulting 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

Gerry Tortora, President
Print Name and Title

May 18, 2023
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.