

**Town of Sudbury
Historical Commission**

REQUEST FOR QUOTES
Sudbury Community Wide Historic Preservation Plan

DATE OF ADVERTISEMENT:

Tuesday, July 13, 2021

SUBMISSIONS DUE:

Thursday, August 12, 2021 at 10:00 AM

Late Submissions Will Be Rejected

DELIVER COMPLETED SUBMISSIONS TO:

Town of Sudbury
Planning and Community Development Department
278 Old Sudbury Road
Sudbury, MA 01776

For further information, please contact:

Adam L. Duchesneau, AICP
Director of Planning and Community Development
Town of Sudbury
978-639-3387 or DuchesneauA@sudbury.ma.us

REQUEST FOR QUOTES

Sudbury Communitywide Historic Preservation Plan

The goal of this solicitation is to provide the best value of commodities and services to achieve the procurement goals of the Town of Sudbury (Town). The Town may negotiate a change in any element of contract performance or cost identified in the original request for the selected proposer or the selected proposer or contractor's response that results in a lower cost or more effective or better value than was presented in selected proposer or contractor's original response.

Costs not specifically identified in the Proposer's Response and accepted by the Town as part of a Contract, will not be compensated under any contract awarded pursuant to the Request for Quotes (RFQ). The Town will not be responsible for any costs or expenses incurred by Proposers responding to this RFQ.

The Town makes no guarantee any Commodities or Services will be purchased as a result of this solicitation.

The purpose of this solicitation is the selection of a qualified historic preservation consultant to provide professional research and documentation services to complete a communitywide Historic Preservation Plan meeting current Massachusetts Historical Commission standards.

I. INTRODUCTION

The Town of Sudbury (Town) is seeking responses from qualified historic preservation consultants to undertake the creation of a communitywide Historic Preservation Plan for the Town of Sudbury. This Request for Quotes (RFQ) stipulates the procedures and requirements to be used by the Town in its selection for consulting services. The project will be divided into four phases, to be completed over a nine-month period:

- ❖ PHASE I – Background on the Town's historic resources, programs and policy, and partners and stakeholders;
- ❖ PHASE II – Outreach to the public, local groups and organizations, local boards and commissions, municipal staff, and stakeholder groups; review status of municipally-owned historic properties; convene a Public Forum and provide an overview of Historic Preservation Issues and Challenges;
- ❖ PHASE III – Recommendations – provide recommendations for historic properties inventory, National Register listings, public engagement, bylaws and regulations, policy and capital improvement, and mechanisms to protect public investment in private historic properties; produce an Action Plan, Executive Summary, and Draft Historic Preservation Plan; convene a Public Forum to present the recommendations of the Draft Plan; provide a summary report of input from Public Forum and comments on Draft Plan;
- ❖ PHASE IV – Prepare final version of the Sudbury Communitywide Historic Preservation Plan, incorporating comments on the Draft Plan.

The Town will evaluate all timely responses to ensure all required submittals have been included in responses and that all responses meet the selection criteria. Proposals deemed to be complete shall be presented to a selection committee consisting of the Director of Planning and Community Development and members of the Sudbury Historical Commission. Complete responses that meet the selection criteria will also be reviewed by the Massachusetts Historical Commission (MHC) before an award can be made.

Proposers must provide fee amounts for these four tasks in their proposal. The Town has established a budget not to exceed \$32,000.

All submissions regarding this Request for Quotes must be received by the Town **no later than 10:00 AM on Thursday, August 12, 2021** and addressed to the attention of Adam L. Duchesneau, Director of Planning and Community Development, Town of Sudbury. Submissions may be emailed to DuchesneauA@sudbury.ma.us and, if emailed, must be marked “RFQ Historic Preservation Plan” in the subject line. Submissions can also be faxed as well to 978-639-3314.

II. PROJECT AREA

The project area will include the Town of Sudbury, Massachusetts.

III. FUNDING SOURCE(S)

The Project is being funded in part by the Town of Sudbury, and in part through a Massachusetts Historical Commission Survey and Planning Grant, with Federal funds from the National Park Service, U.S. Department of the Interior.

IV. PROJECT OBJECTIVES

See Attachment A for the complete Scope of Work.

The purpose of this project is to prepare an action-oriented communitywide historic preservation planning document to promote and coordinate critically needed advancement of the protection, preservation and development of the historic and cultural resources within the Town of Sudbury.

In the 1960's Sudbury Town Meeting approved the creation of the Historic Structures Committee when the community became alarmed at the loss and disrepair of historic buildings in town. Then in 1963, the town created a Historic Districts Commission by Special Legislative Act, initially creating the first – Old Sudbury Center – of five historic districts, the last one created in 2008 initiated by a neighborhood. Town Meeting has since approved the enlargement of two districts. In 1968 the Historical Commission was established under M.G.L. Chapter 40, Section 8D. The Commission, among its duties under the statute, is responsible for protection and preservation oversight of the town-owned ca. 1780 Hosmer House, the ca. 1710 Loring Parsonage, and other town-owned historic sites and properties such as the Haynes Garrison and the ca. 1725 Revolutionary War Cemetery. Town Meeting approved a six-month Demolition Delay Bylaw in 2004, adopted the Community Preservation Act (CPA) in 2002 with a maximum surcharge of 3%, and established a Scenic Roads Bylaw in 2007. Town Meeting has also approved funding historic properties surveys since the 1990's, and a Communitywide Historic Properties Inventory is currently being produced, funded by a Sudbury CPA grant and MHC Survey & Planning grant match. Town Meeting recently approved CPA funds for the creation of this Historic Preservation Plan.

Despite the availability of these preservation planning tools, Sudbury's historic resources and historic areas are increasingly under threat of loss through demolition, neglect and development pressures. Since its establishment the Sudbury Historical Commission has identified over 300 structures built prior to 1940

in the town, but it estimates that more than half of these have either been significantly altered or lost entirely. Most of the town's historic properties are located outside of the five historic districts and therefore are not protected, and even within the historic districts there are properties not being maintained and vulnerable to demolition by neglect, as was the case with the loss of a 17th century barn in the King Philip Historic District. Within the last 22 months Sudbury has lost the historically significant, town-owned Greek Revival Frost Farm, the 1730 John Brown House, the ca. 1750 Asa Puffer House, and the ca. 1850 Stone Farm Greek Revival Barn.

The short duration of the six-month Demolition Delay Bylaw pause has not provided adequate time to seek alternative solutions to the demolition of historic properties. Earlier this year Sudbury failed to approve the creation of a single-property local historic district to protect one of its most historically important farm properties associated with a founding family of 1639 Sudbury Plantation and numerous Revolutionary-era patriots.

The overall objective of this project is the development of a planning document that will articulate a set of comprehensive, shared preservation goals for the town's boards, commissions, and municipal departments, and provide recommendations for mechanisms for advocacy and preservation activities for all community stakeholders. The need for a communitywide Historic Preservation Plan (HPP) was identified as a high priority by the 2021 Sudbury Town Master Plan which recommends the development of a HPP as a "Critical Path" Action Item.

For specific project objectives, please see the Scope of Work (Attachment A).

V. SUBMISSION REQUIREMENTS; QUALIFICATIONS

Please note: any proposal that fails to include all of the information noted below – or is submitted by a person or persons who do not meet the qualifications outlined in Section V.B. below – will be rejected as unresponsive, and will not be afforded a complete review by the selection committee.

Five (5) copies of the submission must be furnished to the Director of Planning and Community Development for review by the Selection Committee. The overall proposal must include:

A. The identity of the individual, partnership, or corporation applying for contract award, credentials of the personnel who would actually perform the work, as well as their managers, and the nature of the supervision. State the responsibilities of each of the project personnel. If the consultant intends to sub-contract the photography or any other work required in the scope of services, the sub-contractor must be identified. Sample work products are required for all personnel. This item is a major determinant in assessing the proposer's qualifications and will be incorporated as a condition in the contract to be awarded.

B. A proposer's qualifications statement, including professional qualifications and work experience attesting to capacity to perform the required work program. Include resume(s), detailing academic and professional work experience attesting to capacity to perform the required work program. Resumes are required for all project personnel. Proposers must meet the following minimum criteria:

1. Bachelor's Degree in Historic Preservation, Architectural History, History, Art History, or a closely related field and at least two (2) years full-time experience in an area relevant to the project; or
2. Master's Degree in Historic Preservation, Architectural History, History, Art History, or a closely related field.

C. A detailed explanation of the proposer's approach to this project: methodology, demonstrated understanding of the scope of work and completion deadline, and the proposer's expectations of assistance and services from the Town. A technical work plan and project timeline for accomplishing the tasks described in the scope of services must be provided.

D. A client reference list, with names, addresses, telephone numbers, and e-mail addresses (if available) especially for clients for whom the proposer has performed similar services within the past five (5) years.

E. Sample work products for all personnel.

F. Any other information deemed relevant to the project, and which the proposer believes will further the competitiveness of the proposal.

G. Price Quotation Form, Quotation Signature Form, and Certificate of Vote of Corporation, as applicable (see Attachments B, C, and D).

VI. SELECTION CRITERIA

A. Quality and Depth of Project Experience. The proposer's response demonstrates superior experience in providing services related to the Town's requirements. The response must demonstrate a wide depth of experience with similar projects (5 or more), and prior experience with municipally, privately, or MHC-funded not-to-exceed or fixed-fee contracts. Project work samples should be of outstanding quality in content and technical presentation.

B. Qualifications of the Proposer. The proposer's resume(s) demonstrates that proposer has superior training, educational background, and work experience appropriate to the project described herein and all key project personnel demonstrate professional experience well beyond the minimum requirements.

C. Desirability of Approach to the Project. The proposer's response demonstrates a superior approach to the subject material, an understanding of the local historic and cultural resource issues addressed by the project, and a clear analysis of the time required for each phase of the project. The response demonstrates a strong understanding of the history and development of local architectural forms in Massachusetts communities.

D. Overall Quality of Client References. References contacted spoke favorably of the work performed by the proposer and would use them again for a similar project. References confirmed that consultant had met schedule expectations and delivered an "on-time" project.

E. Completeness and Quality of Proposal. Response is complete, concise, informative, and highly detailed. Response reflects the proposer is able to perform in a superior manner acceptable to the Town. Selection committee is completely convinced about the proposer's ability to provide the level of services as required by the Town. Response demonstrates excellent communication and documentation skills.

VII. BASIS OF AWARD

The Town will award a contract resulting from this solicitation to the responsible proposer whose offer meets the stated requirements for technical expertise, project experience, qualifications, project approach, client references, proposal quality, and price.

Quotes should be submitted on Attachment B – Price Quotation Form.

VIII. PROJECT FEE

The Town has established a budget not to exceed \$32,000 for the Scope of Services described herein. Proposers must complete Attachment B – Price Quotation Form. Project fees must be provided for each of the four phases of work as described on the Form. Fees shown shall include all costs and expenses (including materials, copying, mileage, photography, etc.) necessary to complete the scope of services defined in Attachment A of this RFQ.

IX. PROJECT SCHEDULE (see Attachment A for description of work components):

- ❖ PHASE I – Background on the City’s historic resources, programs and policy, and partners and stakeholders – November 26, 2021;
- ❖ PHASE II – Outreach to the public, local groups and organizations, local boards and commissions, and municipal staff – February 18, 2022;
- ❖ PHASE III – Recommendations for historic preservation programs, policy, and public engagement – April 29, 2022;
- ❖ PHASE IV – Production of final preservation plan – June 10, 2022.

X. SUBMISSION

Responses will be received at the Planning and Community Development Department, Town of Sudbury, MA **until Thursday, August 12, 2021 at 10:00 AM. Responses received after that date and time will be rejected.**

The mailing address for all deliveries and walk-in service is:

**Town of Sudbury
Planning and Community Development Department
278 Old Sudbury Road
Sudbury, MA 01776**

XI. OTHER REQUIREMENTS

Insurance. The Contractor shall maintain insurance in the amounts set forth below and shall name the Town as an additional insured with regard to liability coverage. Certification of said insurance coverage shall be forwarded to the Town prior to commencement of the work.

General Liability: \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$2,000,000 Annual Aggregate Limit.

Motor Vehicle Liability: At least \$100,000 per occurrence and \$300,000 aggregate.

The Town shall be named as an Additional Insured on the liability policies and the Contractor shall furnish proof of such insurance coverage to the Town at the time of execution of the contract.

SCOPE OF WORK

Town of Sudbury Communitywide Historic Preservation Plan

PROJECT OBJECTIVES

The purpose of this project is to prepare an action-oriented communitywide historic preservation planning document to promote and coordinate critically needed advancement of the protection, preservation and development of the historic and cultural resources within the Town of Sudbury. Specific objectives include:

- 1) An assessment of Sudbury's historic and cultural resources (including buildings, structures, objects, monuments, areas, landscapes, burial grounds, and sites including their current level of identification and general state of preservation;
- 2) Identification of issues and opportunities pertinent to preservation of Sudbury's historic and cultural resources;
- 3) An assessment of the status of historic preservation in the community, including existing preservation mechanisms, and how the present integration of historic preservation activities into the town's broader planning, environmental, social, economic, and sustainability goals and procedures;
- 4) Identification of historic preservation priorities and the development of an Action Plan to ensure the implementation of priority historic preservation goals;
- 5) Identification of ways to further integrate current historic preservation activities with broader planning, environmental, social, economic and sustainability goals and procedures;
- 6) Encouragement of activities that identify, document, preserve and promote historical and cultural resources associated with diverse minority, ethnic, social and cultural groups who have played a role in the history of the Town of Sudbury and Massachusetts;
- 7) Encouragement of communication, cooperation and collaboration between existing groups engaged in historic preservation activities;
- 8) Creation of comprehensive information and materials about historic preservation for town government, residents and the community to serve as educational tools and to support coordination of communitywide efforts to promote preservation.

METHODOLOGY

Anticipated Table of Contents of Sudbury Historic Preservation Plan:

The organization of the Sudbury Communitywide Historic Preservation Plan is anticipated to include the following chapters and sections. However, following a review of municipal preservation plans from other communities and based on discussions with and approval by the Local Project Coordinator and Massachusetts Historical Commission (MHC) staff, this Table of Contents may be adjusted if it would better reflect the preservation planning needs of the Town of Sudbury.

Chapter and Section Name

- I. Executive Summary
- II. Introduction
 - Introduction to Historic Preservation Planning
 - Historic Context for the Town of Sudbury
 - History of Historic Preservation Planning in Sudbury
 - Annotated List of Preservation Partners and Stakeholders in Sudbury
- III. Investigation and Analysis
 - An Overview of Historic Preservation Issues and Challenges in Sudbury
The Historic Properties Inventory – Analysis of Existing Documentation and Needs
 - The National Register of Historic Places – Analysis of Existing Listings and Eligibility
 - Local Public Awareness and Engagement Analysis
 - Municipal Bylaws and Regulations Analysis
 - Municipal Policy, Management and Capital Improvements Analysis
- IV. Recommendations
 - The Historic Properties Inventory – Survey Priorities
National Register of Historic Places – Priorities for Listing Inventoried Properties –
Priorities for Preservation, Levels of Need
 - Public Awareness/Education
 - Municipal Bylaws and Regulations
 - Municipal Policy, Management and Capital Improvements
 - Mechanisms to Protect Public Investment in Private Historic Properties
 - Mechanisms for Oversight/Management of Historic Town-Owned Properties
- V. Action Plan
 - Historic Properties Inventory Next Steps Action Plan
National Register of Historic Places
 - Public Awareness/Education
 - Municipal Bylaws and Regulations
 - Municipal Policy, Management and Capital Improvements
- VI. Bibliography

Phase Meetings:

The project will consist of four phases. The consultant and the local project coordinator will meet with the Massachusetts Historical Commission staff for a startup meeting prior to the beginning of Phases I and to review project progress and products at the end of Phase I, II, and III. The startup meeting and phase meetings will take place by conference call, virtual meeting, or meeting location agreed upon. **No phase meeting will be scheduled until all products for that phase have been submitted for review.** The work to be completed in each phase is described below. The project is anticipated to begin on or about September 13, 2021.

Requirements for All Phase Submittals:

- All illustrations and photos must include captions unless the context is clearly understood.

- All Maps, photos, and illustrations must be suitable for publication, clearly discernable or readable in a reproducible, 8 ½ X 11 black-on-white format.
- Page numbers must be included on all drafts and final submittals.
- All maps, photos and illustrations must have proper permissions for use in the document.
- All Maps must have a title, legend and north arrow.

SCOPE OF WORK

Phase I - Background (11 weeks)

Tasks:

- Meet with LPC and MHC staff to review project goals, scope of work, schedule and protocols.
- Review three (3) to five (5) recent historic preservation plans from comparable communities outside Massachusetts that have advanced, progressive and successful preservation programs. Prepare a brief description of each historic preservation plan reviewed, including its applicability to the development of a plan for the Town of Sudbury.
- Prepare introductory text explaining why historic preservation planning is needed and what a historic preservation plan is.
- Meet with the Historical Commission, Historic District Commission, and Community Preservation Committee.
- Develop a list of all preservation partners and stakeholders with a role in historic preservation. At a minimum, this would include municipal departments, municipal boards and commissions, Sudbury schools, neighborhood groups, local elected officials, the regional planning agency, local business organizations, social organizations, residents, homeowners, business owners, other historic property owners, and non-profit historical organizations. Prepare a brief description of the role of each partner or stakeholder.
- Review the historical development of the community such as settlement patterns, architecture, demography, neighborhoods, transportation, industry, housing, and commerce. Prepare a historic context that encompasses pre-contact to present day periods. The introduction shall include a description of what a historic context is.
- Review previous planning documents such as the Master Plans, Zoning Plans, Open Space Plans, Regional Plans, Heritage Landscape Plans, along with other existing preservation reports, maps and recommendations (archaeological, architectural, historical and cultural). Prepare a chronological narrative that includes plans, reports, major projects and events related to historic preservation.
- Review and analyze existing inventory forms for Sudbury (including the 2021 Community-wide Survey Update) based on current MHC standards. Undertake a reconnaissance to assess inventory coverage town-wide. Prepare an analysis of the current status of the inventory. The introduction shall include a description of what historic properties inventories are.
- Review nominations for National Register listed properties and identify properties that may be eligible for listing in the NR. Prepare an analysis of the current level of National Register listings in Sudbury. The introduction shall include a description of the National Register of Historic Places Program.
- Review existing town bylaws and regulations that could impact historic properties and resources, including at a minimum, zoning, building codes, design review, demolition delay bylaw, scenic roads, and wetlands. The introduction shall include a description explaining municipal bylaws and regulations.
- Meet with LPC and MHC staff to review Phase I activities and products.

Products:

- A Review and Analysis of Model Historic Preservation Plans
- Introduction to Historic Preservation Planning prepared so as to be used as a standalone document
- A Summary of the Historical Commission, Historic District Commission, and Community Preservation Committee meetings
- Annotated Listing of Preservation Partners and Stakeholders in Sudbury
- Historic Context of Sudbury
- History of Historic Preservation Planning in Sudbury
- Historic Properties Inventory Analysis
- National Register of Historic Places Analysis
- Municipal Bylaws and Regulations Analysis

Phase I will be completed by Friday, November 26, 2021.

Phase II Outreach (12 weeks)

Tasks:

- Seek input from local town board and commission members including, at a minimum, the Select Board, Planning Board, Board of Appeals, Historical Commission, Historic District Commission, Conservation Commission, Board of Health, Park and Recreation Commission, Commission on Disability, Town Historian, Community Preservation Committee, Design Review Board, Permanent Building Committee and Goodnow Library trustees. Communication can include phone, email, or in person (or if necessary virtual) interviews and meetings.
- Seek input from municipal staff including, at a minimum, the Town Manager, Assistant Town Manager, Town Clerk, Library Director, Planning Director, Building Inspector, DPW Director, Fire Department, Facilities Director, Cemeteries Foreman, Conservation Coordinator, and Parks Foreman. Communication can include phone, email, and in person (or if necessary, virtual) interviews.
- Review the status of all historic town-owned properties, objects and sites.
- Seek direct input from local groups and organizations such as neighborhood groups and property owners of historic residential and/or commercial buildings and properties, Sudbury business association, cultural and historic institutions to include the Sudbury Historical Society, Wayside Inn Foundation, Sudbury Foundation, and Sudbury Valley Trustees. Communication shall include phone calls, email, and in person (or if necessary, virtual) interviews and meetings.
- Convene a **Public Forum** to seek input and discussion from residents, local groups and organizations such as neighborhood groups, institutions, historic homeowners, business and social organizations.
- Prepare text explaining the overall historic preservation issues and challenges facing Sudbury. Include a description of the types of historic resources currently found in Sudbury, recent and potential losses, ongoing and anticipated issues and challenges to protecting and preserving the town's historical and archaeological resources.
- Meet with LPC and MHC staff to review Phase II activities and accomplished tasks/products.

Products:

- Municipal Policy, Management and Capital Improvements Analysis
- Public Awareness and Engagement Analysis
- Overview of Historic Preservation Issues and Challenges

Phase II Tasks and products are to be completed by Friday, February 18, 2022.

Phase III – Recommendations (10 weeks)

Tasks:

- Develop Historic Properties Inventory recommendations, including phased recommendations for implementing a community-wide inventory update.
- Develop National Register of Historic Places recommendations, including individual properties and districts.
- Develop public awareness/education recommendations.
- Develop municipal bylaws and regulations recommendations, including but not limited to recommendations for changes to zoning, and proposed new preservations-related bylaws.
- Develop municipal policy, management and capital improvements recommendations.
- Develop mechanisms to protect public investment in private historic properties and mechanisms to protect/maintain town-owned historic properties.
- Develop a five-year preservation **Action Plan** that identifies each party responsible for implementation tasks and a schedule for implementation. Said Action Plan should consider priorities in regards to specific properties and heritage landscapes.
- Prepare an illustrated **Executive Summary**, suitable for distribution as a stand-alone document.
- Prepare the complete **draft Historic Preservation Plan** for review and comment based on the confirmed table of contents.
- Present the recommendations of the draft Historic Preservation Plan at a **Public Forum**.
- Prepare a summary report that describes the outreach, attendees and overall discussions at the public forum, as well as written comments received on the draft Historic Preservation Plan.
- Meet with LPC and MHC staff to review Phase III activities and products.

Products:

- Historic Properties Inventory Recommendations
- National Register Recommendations
- Public Awareness, Programming and Education Recommendations
- Municipal Bylaws and Regulations Recommendations
- Municipal Policy, Management and Capital Improvements Recommendations
- Recommendations for Mechanisms to Protect Public Investment in Private Historic Properties
- Recommendations for Management, Maintenance and Stewardship of Town-Owned Historic Properties
- Action Plan
- Executive Summary
- Draft Historic Preservation Plan including revisions to all previously prepared sections
- Power Point presentation utilized at the public forum
- Public Forum/Comments Summary Report

Phase III tasks and products are to be completed by April 29, 2022.

Phase IV Final Plan (6 weeks)

Task:

- Prepare a final version of the **Sudbury Historic Preservation Plan**, incorporating suggestions and comments received on the draft Plan and related products.

The final version must include required federal funding acknowledgement and non-discrimination statements.

Final Products:

- Five (5) bound copies of the Sudbury Historic Preservation Plan provided to the Town of Sudbury
- One (1) electronic PDF copy of the Sudbury Historic Preservation Plan provided to the Town of Sudbury
- Two (2) bound copies of the Sudbury Historic Preservation Plan provided to the Massachusetts Historical Commission
- One (1) electronic PDF copy of the Sudbury Historic Preservation Plan provided to the Massachusetts Historical Commission

Phase IV task and products are to be completed by Friday, June 10, 2022.

**Town of Sudbury
Planning and Community Development Department
278 Old Sudbury Road
Sudbury, MA 01776**

Sudbury Community Wide Historic Preservation Plan

PRICE QUOTATION FORM

The undersigned hereby submits this price quotation to perform the services outlined in the Request for Quotes for the Town of Sudbury Community Wide Historic Preservation Plan.

Proposer Signature: _____

(Print Name): _____

Address: _____

The Proposer hereby pledges to deliver the complete scope of services required, for the rates and charges shown below:

Cost to complete the project:

Phase I: _____

Phase II: _____

Phase III: _____

Phase IV: _____

TOTAL COST: _____

(Not to Exceed \$32,000)

Note: Five (5) copies of proposal are to be submitted.

**Town of Sudbury,
Planning and Community Development Department
278 Old Sudbury Road
Sudbury, MA 01776**

Sudbury Community Wide Historic Preservation Plan

QUOTATION SIGNATURE FORM

The undersigned, hereafter called the Proposer, having fully familiarized him/herself with all the request for quotation documents, hereby agrees and declares:

1. That prices inserted in the Price Quotation cover all necessary expenses to fulfill the conditions of the contract within the time stated.
2. Pursuant to M.G.L. c. 62C, § 49A, the Proposer hereby certifies that the Proposer has filed all state tax returns and paid all state taxes required under law.
3. The undersigned certifies under penalties of perjury that this response has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

The following items are to be completed by the Proposer, if applicable:

Our Company is: A Corporation _____
 A Partnership _____
 Individually Owned _____

Individual/Company Name: _____

Social Security or Federal Identification Number: _____

Signature of Individual or Authorized Official: _____

Address: _____

Telephone Number: _____

E-mail _____

Attachment D

**CERTIFICATE OF VOTE
OF CORPORATION
(if applicable)**

Date: _____

I, _____, Clerk-Secretary of the corporation named in the foregoing Quotation, certify that _____ who signed the said Quotation on behalf of said corporation, was then the _____ of said corporation; that I know his signature; (Title)

and that his signature thereto is genuine and that said Quotation was duly executed on _____, 2021.

(Clerk-Secretary)

Date of Incorporation: _____
(Corporate Seal)