Yours,

Failure to adequately address requested qualifications may result in rejection. Upon submission of the application, the applicant must demonstrate qualifications and ensure that the application is completed and signed.

1. Candidate for the requirements in accordance with the following points:

   a. Are for the position.
   b. Describe the position.

In an effort to improve the quality of the applications, applicants should consider the following points:

   a. Describe the position.
   b. Describe the position.

The mission of the Design Selection Committee (DSC) is to select the most appropriate firm with the

IMPORTANT

DATE: June 1, 2007
SUBJECT: Design Applications
To: [Names of Recipients]
From: [Names of Recipients]

[Contact Information]

Design Selection Committee
Community Development
Department of Housing &
Massachusetts
6. Sign the Application. The name of the person who signs the application may be considered principal.

5. Examples of Project Experience should be specific to the project in question. In Part 8 of the application, additional letters of recommendation should be submitted with the application.

4. Provide Registration/License Numbers. Provide the name of the professional registered professional or architect who is responsible for the project. Include the name of the architect or corporate architect who is responsible for the project.

3. Project Details. The application must include the name of the designer or architect responsible for the project. Include the name of the designer or architect responsible for the project.

2. Reproduction of the Application. For Designer Services (Form NC-2) must be accepted.

1. The cover letter accompanying the application should be no more than two pages. Information not included in the form is not part of the DSC file. The name of the designer or architect responsible for the project should be included in the cover letter.

The DSC takes no action on any application for information not included in the cover letter. Information provided by each applicant in providing the requested information shall be used in the final decision.

The DSC may request that additional information be submitted with the application. Additional information may be required by the DSC in order to make a decision.

In the event of any change in the name of the designer or architect responsible for the project, this change should be immediately reported to the DSC.
The following should be submitted to the Design Selection Committee:

- A narrative description of the project's objectives and goals.
- An architectural and engineering design concept, including illustrations, sketches, and elevations.
- A sample of materials and finishes to be used in the project.
- A budget estimate for the project, including materials, labor, and overhead costs.
- A timeline for the project, including key milestones and completion dates.

Project Specific Application Requirements

Project Code: AE-3

Job Title: Project Specific Application - AE-3

Purpose:

To apply for funding under the AE-3 program, please submit the following information:

1. A detailed description of the project, including its scope, objectives, and budget.
2. Architectural drawings and specifications.
3. A list of materials and finishes to be used in the project.
4. A projected completion date and timeline.
5. A budget estimate, including labor, materials, and overhead costs.

Contact Information:

Joe H. Johnson, CHAP
Executive Director
MassDevelopment

100 Cambridge Street
Boston, MA 02206

Telephone: (617) 973-1833
Fax: (617) 973-1828

Application Deadline:

March 31, 2016
DO NOT USE THE FEDERAL STANDARD FORM 225

Applications that are most responsive to the application and RF’s requirements will be given the highest consideration by the committee.

The DSC looks for those applicants that are most responsive to the application and RF’s requirements in providing the requested information and that the information provided is pertinent to the subject project.

Sign the application. The completed form must be signed and dated by an architect or engineer principal or the firm.

The RF is used by each committee in providing the requested information on all key reasons to be involved in the project. Make sure that all applicable requirements are included.

Examples of project experience should be specific to the project in question. In part B of the application, make sure that the examples listed will demonstrate that the applicant has the experience required for this specific project.

Provide registration/license number. Part 7 of the application requires information on all key reasons to be involved in the project. Make sure that all applicable requirements are included.

Title (Name of Firm) or Firm Name: The firm name must be identified in the RF. Each RF must provide a list of specific categories of work for which the firm member must be identified.

If the firm name or firm name is not specified in the RF, the firm name must be identified in the application.

Examples of project experience should be specific to the project in question. In part B of the application, make sure that the examples listed will demonstrate that the applicant has the experience required for this specific project.

Provide registration/license number. Part 7 of the application requires information on all key reasons to be involved in the project. Make sure that all applicable requirements are included.

Each RF must provide a list of specific categories of work for which the firm member must be identified.

Each RF must provide a list of specific categories of work for which the firm member must be identified.

In an effort to improve the quality of the applications and a firm’s chances for selection, applicants should consider the following points when completing the forms.

The mission of the Design Selection Committee (DSC) is to select the most appropriate firm with the best qualifications for each project. To that end, the DSC reviews each application to determine whether or not the project is an appropriate fit for the firm. If an application is incomplete or inappropriate, it is returned without consideration.

In order to review each application, it is necessary when an firm chooses a firm, e is disqualified because their project specific RF for Designer (CHCO-3) is selected as least appropriate for this project. The purpose is to select the most appropriate firm with the best qualifications for each project. To that end, the DSC reviews each application to determine whether or not the project is an appropriate fit for the firm. If an application is incomplete or inappropriate, it is returned without consideration.
A current (updated within the past 12 months) DCUD Master File brochure (DCUD FORM AE-4) must be on file with DCUD in order to be considered for selection.

ALL INFORMATION CONTAINED IN THE FORM SHOULD BE CURRENT AND FACTUAL.

1. Complete forms should be signed by the architect-engineer principal responsible for the conduct of the work or by the chief executive officer of the Joint Venture.

2. The participation schedule will be needed at this time of contract execution. See RF.5 for applicable and required forms.

3. Names of all owners (stocks or shares holding).

4. If corporation, provide names of all members of the board of directors.

5. Name of sole proprietor or names of all partners and officers.

6. Provide a list of all projects on which money were paid by you or on your behalf as a result of professional liability claims.

7. Demonstrate design capabilities of the firm and the team members.

8. Describe how each person or firm within the team provided support and assistance to the joint venture in the proposal.

9. Show the required information regarding professional liability insurance for the firm or if a joint venture team.

10. Demonstrate, through a description of the firm, how the firm or the team has the qualifications and experience required in this section.

11. Given details on all projects for which the applicant has performed or intended to perform services within the firm.

12. Describe design and administration services performed or intended to perform design services within the firm as required in this section.

13. Describe the following in detail (if applicable):

   - C.D. = construction
   - D.D. = design development, C.0. = consultant
   - P.C. = construction
   - A.C. = administration of contract
   - P.D. = project manager
   - S.D. = sales developer
   - S.C. = sales manager
   - S.E. = sales engineer
   - S.Y. = sales driver
   - J.V. = joint venture

14. Provide a list of all members of the board of directors.

15. If corporation, provide names of all members of the board of directors.

16. Name of sole proprietor or names of all partners and officers.

17. Provide a list of all projects on which money were paid by you or on your behalf as a result of professional liability claims.

18. Demonstrate design capabilities of the firm and the team members.

19. Describe how each person or firm within the team provided support and assistance to the joint venture in the proposal.

20. Show the required information regarding professional liability insurance for the firm or if a joint venture team.

21. Demonstrate, through a description of the firm, how the firm or the team has the qualifications and experience required in this section.

22. Given details on all projects for which the applicant has performed or intended to perform services within the firm.

23. Describe design and administration services performed or intended to perform design services within the firm as required in this section.

24. Describe the following in detail (if applicable):

   - C.D. = construction
   - D.D. = design development, C.0. = consultant
   - P.C. = construction
   - A.C. = administration of contract
   - P.D. = project manager
   - S.D. = sales developer
   - S.C. = sales manager
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25. Provide a list of all members of the board of directors.

26. If corporation, provide names of all members of the board of directors.

27. Name of sole proprietor or names of all partners and officers.

28. Provide a list of all projects on which money were paid by you or on your behalf as a result of professional liability claims.

29. Demonstrate design capabilities of the firm and the team members.

30. Describe how each person or firm within the team provided support and assistance to the joint venture in the proposal.

31. Show the required information regarding professional liability insurance for the firm or if a joint venture team.

32. Demonstrate, through a description of the firm, how the firm or the team has the qualifications and experience required in this section.

33. Given details on all projects for which the applicant has performed or intended to perform services within the firm.

34. Describe design and administration services performed or intended to perform design services within the firm as required in this section.

35. Describe the following in detail (if applicable):

   - C.D. = construction
   - D.D. = design development, C.0. = consultant
   - P.C. = construction
   - A.C. = administration of contract
   - P.D. = project manager
   - S.D. = sales developer
   - S.C. = sales manager
   - S.E. = sales engineer
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36. Provide a list of all members of the board of directors.

37. If corporation, provide names of all members of the board of directors.

38. Name of sole proprietor or names of all partners and officers.

39. Provide a list of all projects on which money were paid by you or on your behalf as a result of professional liability claims.

40. Demonstrate design capabilities of the firm and the team members.

41. Describe how each person or firm within the team provided support and assistance to the joint venture in the proposal.

42. Show the required information regarding professional liability insurance for the firm or if a joint venture team.

43. Demonstrate, through a description of the firm, how the firm or the team has the qualifications and experience required in this section.

44. Given details on all projects for which the applicant has performed or intended to perform services within the firm.

45. Describe design and administration services performed or intended to perform design services within the firm as required in this section.

46. Describe the following in detail (if applicable):

   - C.D. = construction
   - D.D. = design development, C.0. = consultant
   - P.C. = construction
   - A.C. = administration of contract
   - P.D. = project manager
   - S.D. = sales developer
   - S.C. = sales manager
   - S.E. = sales engineer
   - S.Y. = sales driver
   - J.V. = joint venture
An up-to-date copy of the DCHD FORM A-4 Master File Package must be on file with the Designee Selection Committee for each participating firm.

If submitted by JOINT VENTURE list participating firms and outline specific areas of responsibility (including administrative, legal, and financial) for each firm. (Please note:

| No | Yes | Has this joint venture previously worked together?
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(____) (____) (____) Structural Engineers (____) (____) (____) Landscape Architects
(____) (____) (____) Specification Writers (____) (____) (____) Interior Designers
(____) (____) (____) Specifiers (____) (____) (____) Industrial Hygienists
(____) (____) (____) Practitioners (____) (____) (____) Civil Engineers
(____) (____) (____) Prime Contact Person (____) (____) (____) Construction Inspectors
(____) (____) (____) Prime Contact Person (____) (____) (____) Civil Engineers
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Each discipline and, within each discipline, the total number holding Massachusetts registrations.

4. Person(s) by discipline: (List each person only once. By primary function -- arrange number employed throughout the preceding 6 month period. Indicate both the total number in each discipline and, within each discipline, the total number holding Massachusetts registrations.)

| No | Yes | Has this joint venture previously worked together?
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☐ C. SDG Certified minority-owned business enterprise (MBE)
☐ D. SDG Certified women-owned business enterprise (WBE)
☐ A. SDG Certified minority-owned business enterprise (MBE)

Fax No: __________________________ (required)
Email Address: __________________________

3d. Name and title of principal-in-charge of the project: (All Registrations Required)

3c. Focal ID:

3b. Date Firm was established:

3a. Firm (or Joint-Venture) to perform the work: Name & Address

3e. Name of Proposed Project Manager:

3f. Brief description of work:

2. Project Number:

1. Local Housing Authority and Development Number (6-67-1-200-2) Department of Housing & Community Development

APPLICATION DCHE FORM A-3

DCHG AE-3 Project Specific Application Instructions and Form (2016 October)
<table>
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<tr>
<th><strong>A.</strong> Name &amp; Title Within Firm:</th>
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<tr>
<td><strong>B.</strong> Project Assignment:</td>
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<td><strong>C.</strong> Name and Address of Office in Which Individual Identified in 7a Resides:</td>
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<td><strong>D.</strong> Years Experience:</td>
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<td><strong>E.</strong> Education: Degree(s) / Field/Specification</td>
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<td><strong>F.</strong> Active Registration: Year First Registered/Discipline/Mass Registration Number</td>
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<td><strong>G.</strong> Current Work Assignments and Availability for this Project:</td>
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<td><strong>H.</strong> Other Experience and Qualifications Relevant to the Proposed Project: (Identify Firm)</td>
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*Work on this Project. Should the team be selected.*

By reviewing a sub-consultant firm's credentials, they need to ensure that the Sub-consultant Recent is requested in the advertisement. Any must be in the Form provided. By including a sub-consultant form provided as required for the number of Key Personnel. Additional sheets should be provided. The number of Key Personnel Sheet should be provided. The space provided on the form and

*Brief Resume of ONLY those Key Staff of Firm and Sub-consultant Personnel Requested in the Advertisement. Continue Responses to the space provided on the form and*
<table>
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<tr>
<th>Role</th>
<th>Construction Cost (in Thousands)</th>
<th>Owner's Name &amp; Address (include contact)</th>
<th>Project Name, Location &amp; Principal-in-Charge</th>
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13. Name of sole proprietor or name of all firm partners and officers:

12. Have insurance 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 $500,000 per incident?

11. Insurance Policy Date

10. Name of Company

9. Professional Liability Insurance:

8. Aggregate Amount

7. Policy Number

6. Expiration Date

5. Yes

4. No

3. If Yes, please include the name(s) of the person(s) and client(s), and an explanation (attach separate sheet if necessary).

2. Respond specifically to the areas of experience requested in the RFS.

1. Use this space to provide any additional information or description of resources supporting the qualifications of your firm and that of your partners for the proposed project. If needed, up
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<th>Date</th>
<th>Printed Name and Title</th>
<th>Signature</th>
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The information contained in this application is true, correct, and sworn to by the undersigned under the pains and penalties of perjury.

I certify that the undersigned is an Authorized Signature of Firm and is a Principal or Officer of Firm. (Other certify that this firm is a "Design Firm," as that term is defined in Chapter 7C, Section 44 of the Massachusetts General Laws, or that the services requested are within the scope of services required in connection with the preparation of the operation of master plans, studies, surveys, soil tests, cost estimates, or programs. The information submitted by the undersigned is to be determined at TEOC. The use of "To be determined" at TEOC or "Not applicable" or "NA" is not acceptable.

- [ ] Other similarly service firm is SDO-certified.
- [ ] Printing firm is a SDO-certified M/WBE.
- [ ] Testing firm is a SDO-certified M/WBE.
- [ ] Sub-consultant is a SDO-certified M/WBE.
- [ ] Final distribution firm is a SDO-certified M/WBE.
- [ ] Applicant firm is a SDO-certified M/WBE.

Please identify which M/WBE requirements to apply in the PFS. (Check all that apply.)