



**TOWN OF TYNGSBOROUGH**  
Office of the Town Administrator  
25 Bryants Lane  
Tyngsborough, MA 01879  
Tel: 978 649-2300 Ext. 100 Fax: 978 649-2320  
E-mail: mhanson@tyngsboroughma.gov

## **Town of Tyngsborough**

### **Request for Proposals**

#### **First Parish Meeting House Interior Renovation Designer and Owner's Project Manager**

The Town of Tyngsborough through its Board of Selectmen is seeking proposals from registered architects or engineers to serve as designers and to provide Owner's Project Manager (OPM) services for the interior renovation of the First Parish Meeting House. Qualified persons or firms are requested to submit proposals to the attention of: Matthew Hanson, Assistant Town Administrator, 25 Bryants Lane, Tyngsborough, MA 01879 no later than Thursday, August 25, 2016 at 11:00 AM. The Town of Tyngsborough through the Board of Selectmen is the awarding authority and reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information, and minor irregularities; to accept exceptions to these specifications; to award contracts or to cancel this Request for Proposals if it is in the Town's best interest to do so.

A Pre-Proposal Meeting will be held on Thursday, August 11th at 10:00 AM at the First Parish Meeting House at 214 Middlesex Road. Proposals shall examine all information and materials contained in and with this RFP. Failure to do so shall be at the proposer's risk. The Town of Tyngsborough is an affirmative action/equal opportunity employer.

#### **1. PROJECT DESCRIPTION**

The work includes design work and bid document preparation for the interior renovation of a wood-framed historic building. The Scope of work also includes code compliance such as sprinkler systems, plumbing, HVAC, electrical work and Americans with Disabilities Act (ADA) compliance, as well as acting as an OPM during the construction/renovation phase of the project.

Town Meeting will need to approve a construction appropriation for this project. An Invitation for Bids is expected to be issued as soon as funding is in place. Applicants should provide a detailed budget in their price proposal which outlines the costs associated with each portion of the project, design, bidding, and OPM services. The town intends to pay for work as it is completed. The town has funding in place for the design and bidding services but not for the OPM portion of this RFP. Funding for that portion of the project is contingent upon Town Meeting approval.

## 2. SCOPE OF SERVICES

Working on behalf of the Town of Tyngsborough, the person or firm shall be consistent with State and Federal statutes and be an advocate for the Town through the Construction Phase of the Project. A construction funding request is expected to be made at the fall Town Meeting in November 2016. While an Owner's Project Manager may not be required due to the size and scope of the project, the Town intends for the successful bidder to provide construction oversight similar to standard Owner's Project Management services. For purposes of this solicitation we will refer to these services as Owner's Project Management (OMP). These services are expected to commence on or around February 2017 depending on the construction schedule.

During Design, the Architect/Engineer shall:

- The selected designer will evaluate existing conditions of the buildings
- Identify deficiencies that need to be addressed
- Provide design specs to enhance efficiency, code compliance, ADA accessibility, HVAC, electrical, plumbing, security and restore the bathroom/kitchen facilities in the lower level
- Provide design specs for the repair of peeling paint, water damage to the ceilings and walls, and all other areas of interior dilapidation
- Selected designer shall provide estimated costs for recommended improvements
- Selected designer shall prepare and release an IFB/RFP for a contractor to complete the renovations

Prior to construction, the OPM shall:

- Meet with the Owner, designer and other stakeholders as necessary
- Prepare a master construction schedule and work with the owner to develop detailed project-specific quality control program
- Assist in the prequalification of contractors, review bids, and assist in final selection
- Assist in the prequalification of subcontractors and bid review.

During construction, the OPM shall:

- Coordinate with and advise the Town during supervision of construction.
- Represent the Owner and monitor the preconstruction meetings
- Attend meetings from the preconstruction period to the completion of the project
- Review and comment on the schedule of Values for payments as prepared by the contractor to ensure conformance with the expected flow of work as stated in the Contract Documents
- Assist in the development of contingency plans for corrective action, recommend to the owner and with the Owner's approval; implement such plans as required
- Participate in weekly construction and progress meetings with the Contractor to discuss such matters as procedures progress, construction problems and scheduling.

- Review the contractors' construction schedule to determine if the schedule is consistent with milestones
- Review project correspondence and logs maintained by the Architect's supplemental instructions, proposal request, change orders and construction change directives. Review the contractors shop drawing schedule. Advise the Owner on all of the above items
- Expedite and participate in the Owner's review of data and samples when such review is requested by the Architect/OPM
- Advise the owner of necessary or desirable changes in the project. Assist in negotiation of the Contractor's proposals for these changes, and submit recommendations to the Architect and the Owner. Establish and implement a change order monitoring system and report on job cost events including approved change orders, spending change orders, and anticipated change orders. Establish a time line for the change order process that does not interfere with the progress of the work
- Develop and implement procedures for prompt review and processing of applications for payment from the Contractor for progress and final payments, including certification requirements by the Architect. Make recommendations to the Owner for payment. Maintain a computerized spreadsheet recording all project expenditures
- Advise the Town on an ongoing basis of all project developments, including conditions and circumstances that may cause delay in the project schedule, increase costs, or otherwise may be inconsistent with the Owner's expectations.
- In conjunction with the Architect, review the Contractor's submittal of Notice of Substantial Completion, for a phase or the entire project, and make a recommendation to the Owner
- Prepare monthly reports via email to the Town summarizing the progress of the construction and the financial status of the project. The reports should highlight important events and identifying pending issues that must be addressed
- Maintain regular contact with the Town Administrator regarding the progress of the project and issues to be addressed
- As requested, coordinate with other municipals officials in Tyngsborough concerning project related issues
- Assist the Town Administrator, or their designated representative and the Architect in the procurement of fixtures, and equipment/technology. This effort is to include scheduling and monitoring of delivery, storage and installation. Assist the Town in the procurement of testing and other services, consultants or materials required on the project
- Maintain a complete project file, including but not limited to, a master list of permits, certificates of insurance, licenses and approvals, correspondence, monthly reports, daily reports and payment records
- At the conclusion to the project, provide the Town with as-built drawings and all the other construction-related documents and all materials required for building occupancy, and project closeout.

### 3. TIME SCHEDULE AND COMPENSATION

The Designer/OPM shall be prepared to become fully engaged in the Project immediately upon availability of funding. The selected bidder is expected to be under contract until the Project is complete. Upon selection, the Town Administrator will negotiate the amount of compensation and the method of payment. The Owner expects that the OPM will devote an average of 4 hours per week to the project during the construction period, although the number of hours may vary above and below this average for a particular week, depending on the Project needs.

The individuals or firm filling these positions will be considered as independent contractors in all contractual arrangements.

### 4. EXPERIENCE

Pursuant to M.G.L. c. 149, s. 44A1/2, the Designer/OPM shall be a person and/or firm who is registered by the Commonwealth as an Architect or Professional Engineer and who has at least five (5) years experience in the construction and supervision of construction of buildings or a person, if not registered as an Architect or Professional Engineer, who has at least seven (7) years experience in construction and supervision of construction of buildings.

Proposers must provide all of the services described in Section 2: Scope of Service and comply with Section V: Proposal Submission Procedures/Criteria.

The Designer/OPM must have excellent presentation and communication skills. The individual or firm must be able to demonstrate financial adequacy and managerial stability. Each person and/or firm must submit 1) the Project Manager Qualification Statement 2) a certificate of non-collusion; 3) a certification of tax compliance.

### 5. REQUEST FOR SERVICES

Qualified persons and/or firms interested in submitting proposals must submit six (4) copies of proposals requirements on or before Thursday, August 25, 2016 at 11:00 AM. A Pre-Proposal Meeting will be held on Thursday, August 11th at 10:00 AM at the First Parish Meeting House at 214 Middlesex Road.

Proposals Submitted by: Qualified persons or firms with demonstrated successful Designer/OPM experience on similar projects.

Service: Designer/OPM to provide technical assistance to the Town of Tyngsborough during the course of the project.

Proposals Due: No later than Thursday, August 25, 2016 at 11:00 AM.

The Fee for services will be negotiated, not to exceed \$80,000.

Payment: The selected individual or firm will enter into a contract with the Town of Tyngsborough whereby progress payments will be made to complete the scope of work within established timeframes.

Work to Begin: On or after September 14, 2016.

Work To Be Completed By: Summer 2017

Contact: Matthew Hanson, Assistant Town Administrator, 25 Bryants Lane, Tyngsborough, MA 01879

## 6. SUBMISSION PROCEDURES CRITERIA

Six (6) copies of the proposal must be submitted in an envelope clearly marked REQUEST FOR PROPOSALS, First Parish Meeting House Interior Renovation. Interested individuals and firms are required to clearly tab the proposals in order to identify the minimum and comparative criteria. Tabbing the criteria will allow for the Town to effectively evaluate prospective individuals and/or firms. Proposals without the criteria tabbed will be deemed nonresponsive and not considered. Fee proposals are to be submitted in sealed separately marked envelope. Fee proposals will not be opened prior to the final technical service proposal rankings assigned by the Town of Tyngsborough. The Fee shall be subject to negotiation. All fees shall be expressed as a lump sum not to exceed cost, including the costs of all sub-consultants and reimbursable expenses. Hourly rates for architects, engineers, clerk of the works and other applicable professionals assigned to the project should be indicated on the Fee Proposals.

The following schedule is anticipated for the proposal review and award of this contract:

- Proposal Due Date: Thursday, August 25, 2016 at 11:00 AM.
- Proposal Award Date: Tuesday, September 13, 2016

Fax or electronic submissions will not be accepted. Late delivery of materials due to any type of delivery system shall be cause for rejection. In the event the school office are closed due to emergency or weather conditions on the proposal due date, proposals will be due at 4:00 pm on the next business day during which offices are open.

## 7. SALES TAX EXEMPTION

All materials purchased for this project shall be exempt from Massachusetts sales tax. The Town of Tyngsborough exemptions forms may be obtained from the office of the Town Administrator.

## 8. EVALUATION & MINIMUM CRITERIA.

Proposals will be uniformly evaluated by the Town. Based on the review of the proposals up to three finalists will be short-listed and interviewed by the Town. All firms or individuals short-listed will be notified at least three business days prior to their scheduled interview. All interviews will be conducted as part of a posted public meeting. All firms or individuals submitting proposals will be notified by the Town. The Town will rate the firm as submitting a responsible and responsive proposal if it fulfills the following minimum criteria:

- Firm/Individual Name, Contact Name, Address, Telephone and Fax Numbers.
- Firm/Individual History including length of time the firm/individual has been in business.
- Names and Titles of firm partners and/or officers.
- Key personnel that will be employed as part of the Owner's Project Management team including: applicable registration numbers, resumes, professional designations, licenses held, information on experience with similar projects, and each person's level of involvement in, and the organizational structure of the staffing for this historic rehabilitation project.
- A listing of current and past public and private projects of a similar nature with the names and telephone numbers of references to contact. Photos may be provided.
- Submission of 1) the Project Manager Qualification Statement; 2) a Certificate of Non-Collusion; 3) a Certification of Tax Compliance.
- Any other information that the applicant considers relevant for the purpose of evaluating its qualifications for the project.
- h) Adequate financial stability and proof of professional liability insurance. The Town of Tyngsborough must also be able to be named an "additional insured". Other town insurance requirements for comprehensive, etc. will be included in the contract for services.

## 9. EVALUATION OF NON-PRICE PROPOSALS COMPARATIVE CRITERIA

The Town will evaluate proposals and assign the rank of "highly advantageous," "advantageous," "not advantageous," or "unacceptable." Any proposal that receives an "unacceptable" rating for any of the criteria may be rejected. In addition to the material submitted within the proposal for all firms deemed to have submitted responsive and responsible proposals, the Town will likely contact the listed references and may ask for additional information or a clarification of any responses.

- Ability to demonstrate a high degree of qualifications and experience in performance of services on projects of a similar nature.
- Thorough knowledge of the Massachusetts State Building Code, Massachusetts public construction laws and all other pertinent codes and regulations related to the successful completion of the project.
- Ability to work with architects, contractors, subcontractors, consultants, school officials, municipal officials, state officials, and committee members on behalf of the Owner in providing relevant information and facilitating decisions and actions

of the various participants with the goal of advancing the progress of the Project on a timely basis.

- Ability to commit the resources necessary to complete the services outlined in this RFP and the ability to sustain that commitment for the entire duration of the Project.
- Evaluation of references for similar projects.
- The qualifications and educational backgrounds of those assigned to the project, including past relevant experience in all phases of this design and construction work. Identification of the primary contact is required, and the primary contact shall not be changed during the engagement without permission of the Town.
- Experience in actual rehabilitation projects that included site development, access road development and/or suitable school projects that may relate, to this project. List references by community, relevant project, contact name, and daytime telephone number. List and contact information for all Massachusetts design projects within the past five years would be beneficial.
- Capabilities of firm's public building management experience, including:
  - Cost and budget controls
  - Timeliness, construction completion to client's satisfaction
  - Contractor supervision
  - Contract administration
  - Familiarity and experience of firm with public bidding, including history of previous and successful experiences with general and sub-bid challenges under MGL Chapter 149.
  - List all experiences with public contracts in the past ten years that required some form of arbitration or legal action in the state or federal court systems to complete the contract work and the role your firm played in the resolution of these disputes, if any.

## 10. FEE PROPOSALS

Fee proposals are to be submitted in sealed separately marked envelope. Fee proposals will not be opened prior to the final technical service proposal rankings assigned by the Town. All Fees shall be subject to negotiation. All Fees shall be expressed as a lump sum not to exceed cost, including the costs of all subconsultants and reimbursable expenses. Hourly rates for OPMs and other applicable professionals assigned to the project should be indicated on the Fee Proposal. The Town of Tyngsborough reserves the right to contact any firm in order to clarify any aspect of a submitted proposal. The overall goal of the evaluation process shall be to recommend award of the contract to the person or firm whose proposal best meets the requirements of the RFP in the opinion of the Town and is at the same time cost-effective and within the budget allocated for the project.

## 11. AWARD SELECTION

The Town will determine the most responsive, responsible, and advantageous proposal. The Town will submit its recommendation to the Board of Selectmen, who will award a contract for the Designer/OPM services to the person or firm submitting the proposal or

qualifications most beneficial to the Town of Tyngsborough and First Parish Meeting House Interior Renovation.

## 12. PUBLIC RECORD

All documents submitted in response to this RFP shall become property of the Town of Tyngsborough when received and are deemed public records under M. G. L. Chapter 30B, s. 3 and are open to public inspection; however, all proposals shall remain confidential until the completion of all evaluations pursuant to this RFP.

## 13. GENERAL AND SPECIAL PROVISIONS

The Town of Tyngsborough reserves the right to reject any and all proposals, waive informalities, and to award contracts as may be in the best interest of the Town of Tyngsborough. The applicant selected shall be expected to comply with all applicable federal and state laws in performance of services. The consideration of all proposals and subsequent selection of the successful applicants shall be made without regard to race, color, sex, age, handicap, religion, political affiliation or national origin. Services provided by the successful applicant shall be rendered through a professional services contract. The Designer/OPM Services will require full compliance of all aspects of the New Construction Reform Law, M. G. L. c. 193 Acts of 2004, and the SOMWBA (State Office of Minority and Women Business Assistance) guideline. A copy of the New Construction Reform Law, M. G. L. c. 193 act of 2004, and the SOMWBA (State Office of Minority and Women Business Assistance) guideline is included as part of the RFP information packet. Prospective applicants who have any questions regarding the Request for Proposal may contact Matthew Hanson, Assistant Town Administrator, 25 Bryants Lane, Tyngsborough, MA 01879, or 978-649-2314.

APPENDIX A

TAXES, NON-COLLUSION, SIGNING AUTHORITY, AND STATEMENT

Pursuant to M.G.L. c. 62C, § 49A, the undersigned certifies under the penalties of perjury that the company named below has filed all Massachusetts State tax returns and paid all State taxes required by Massachusetts.

The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this paragraph, the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

The undersigned certifies under penalties of perjury that he/she is authorized on behalf of the company named below to bind the bidder contractually. If the bidder is a corporation, a clerk's certificate of vote and minutes of a Director's meeting will be provided.

The undersigned certifies that all information is submitted under penalties of perjury and that the undersigned is familiar with the State Building Code and also Massachusetts General Laws, Chapter 149, Section 44A-44H, Section 44M, Chapter 149A, Chapter 193 of the Acts of 2004 and Chapter 30, Section 39M.

\_\_\_\_\_  
Social Security Number or Federal Identification Number

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Printed Name of Signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, SS

On this \_\_\_\_ day of \_\_\_\_\_, 2015, before me, the undersigned notary public, personally appeared \_\_\_\_\_, proved to me through satisfactory evidence of identification or personally known to me to be the persons whose names are signed on the preceding or attached document, and acknowledged to me that they signed it voluntarily for its stated purpose.

\_\_\_\_\_  
, Notary Public  
My Commission Expires:

## **APPENDIX B**

### **AGREEMENT FOR SERVICES**

Agreement between the Town of Tyngsborough, a Massachusetts municipal corporation with a usual place of business at Town Hall, 25 Bryant Lane, Tyngsborough, Massachusetts 01879, (the "Town") acting through its School Committee, and \_\_\_\_\_, a corporation doing business at 155 Dow St., Suite 400, Manchester, NH 03101, (the "Company").

WHEREAS, the Town solicited submission of formal Requests for Proposals for \_\_\_\_\_ "Project;" and the Company submitted a proposal to perform the Project; and the Town has decided to award the contract to the Company;

NOW THEREFORE, the Town and the Company for mutual consideration agree as follows:

1. The Company shall provide and/or deliver to the Town the following:

And additional work as set forth in the forth in the Request for Qualifications (Exhibit A) and the Company's Proposal (Exhibit B), together with necessary or incidental services.

2. Payment. The Town agrees to pay to the Company the sum of \$xx,000.
3. Payment. The Company shall submit to the Town monthly, invoices for payment for the Project, for work completed as a percentage (%) of the total project completion. The Town shall make payments within thirty (30) days after its receipt of the invoice, if approved.
4. Contract Term. The Company agrees to commence its obligation upon notification of a notice to proceed by the Town and to complete its obligation under this Contract on or before June 30, 2016.

5. Claims. The Company shall be responsible for and pay all claims for damages resulting from negligent errors or omissions of services as provided by the Agreement; and it will conform to the determination of the Town relative to the suitability and quality of the services performed and the Company's Standard of Care defined herein.
6. Laws. This Agreement is made subject to all applicable laws of the Commonwealth of Massachusetts; and if any provision of this Agreement does not conform to said laws, such provision of the Agreement shall be void and the applicable provision of the General Laws shall apply. Any suit shall be filed in the Middlesex Superior Court or in the Lowell District Court.
7. Contract Documents. The contract documents consist of this Agreement, the Request for Qualifications, Exhibit A; the Proposal, Exhibit B; and all addenda issued prior to execution of this Agreement; and the contract documents constitute the agreement between the Town and the Company, except for modifications issued after execution of this Agreement; and all are as fully a part of this Agreement as if attached. In the event of conflicting provisions, the language of this Agreement shall govern, provided that, if the conflict relates to quality of services, the higher quality specified shall be required.
8. Performance of Project. The Company shall furnish all labor, equipment, and materials to accomplish the Project in strict conformity with all applicable federal, state, and local laws, each of which is incorporated by reference and shall be responsible for obtaining all necessary approvals as required for the performance of the Project.
10. Multiple Years. If the Contract term is for more than one year, the Agreement is subject to annual appropriation by the Town. (N/A)
11. Indemnification of the Town. The Town's liability shall be limited to the amounts due the Company for services actually rendered. The Company shall indemnify and hold harmless the Town, its officers, boards, agents, and employees from any liability, loss, or expense resulting from any employees or third-party contractor or supplier's claim for payment for wages, labor, materials, goods or services rendered to the Company or from any claim for injury to person or property, which may be made as a result of any negligent act, omission or default on the part of the Company or any of its agents or employees, and will pay promptly on demand all

costs and expenses of any investigation, including attorney's fees and expenses. If any such claim is made, the Town may retain out of any payments, then or thereafter due to the Company, a sufficient amount to protect the Town against such claims, costs, and expenses.

12. **Company's Standard of Care.** The Company shall perform its services and obligations in conformity with the standard of professional skill and care applicable to established providers of such services. The Company represents that it is familiar with the services relative to this Project.
13. **Company's Personnel.** The Company shall utilize only its employees and shall not utilize any third-party contractors without prior written approval of the Town.
14. **Insurance.** The Town requires that the Company provide a Certificate of Insurance, indicating evidence of General Liability, Automobile Liability with minimum limits of \$1,000,000.00, all as set forth in the Specifications, and Worker's Compensation in accordance with the General Laws. The Town requires the Certificate of Insurance to include naming the Town of Tyngsborough as an additional insured.
15. **Independent Contractor.** The Company is an independent contractor and is not an agent or employee of the Town and is not authorized to act on behalf of the Town. The Town will not withhold federal, state or payroll taxes of any kind on behalf of the Company or the employees of the Company. The Company is not eligible for, and shall not participate in, any employee pension, health, or other fringe benefit plans of the Town.
16. **Successors.** This Agreement is binding upon the parties and their successors. Neither the Town nor the Company shall assign or transfer any interest in the Agreement without the written consent of the other.
17. **Inspection and Reports.** The Town shall have the right at any time to inspect the records of the Company relative to services provided to the Town pursuant to this Agreement. This shall include the right to enter upon any property owned or occupied by the Company whether situated within or beyond the limits of the Town. Upon request, the Company shall immediately furnish to the Town any and all written reports relative to such services arising out of its operations under this Agreement during and/or after the termination of the Agreement.

18. Termination.

- a. For Cause. The Town shall have the right to terminate this Agreement:
- (i) if the Company neglects or fails to perform or observe any of its obligations and a cure is not effected by the Company within seven (7) days next following its receipt of a notice of breach, non-performance, or poor performance issued by the Town; (ii) if an order is entered against the Company approving a petition for an arrangement, liquidation, dissolution or similar relief relating to bankruptcy or insolvency and such order remains unvacated for thirty (30) days; or (iii) immediately if the Company shall file a voluntary petition in bankruptcy or any petition or answer seeking any arrangement, liquidation, or dissolution relating to bankruptcy, insolvency, or other relief for debtors, or shall seek or consent or acquiesce in appointment of any trustee, receiver or liquidation of any of the Company's property.

The Town shall pay all reasonable and supportable costs incurred prior to termination, which payment shall not exceed the value of services provided.

- b. For Convenience. The Town may terminate this Agreement at any time for any reason upon submitting to the Company thirty (30) days prior a written notice of its intention to terminate. Upon receipt of such notice, the Company shall immediately cease to incur expenses pursuant to this Agreement unless otherwise directed in the Town's termination notice. The Company shall promptly notify the Town of costs incurred to date of termination, and the Town shall pay all such reasonable and supportable costs which payment shall not exceed the unpaid balance due on this Agreement.
- c. Return of Property. Upon termination, the Company shall immediately return to the Town, without limitation, all documents and items of any nature whatever, supplied to the Company by the Town or developed by the Company in accordance with this Agreement.

19. Notice. Any and all notices or other communications required or permitted under this Contract shall be in writing and delivered by email, hand or mailed postage prepaid, return receipt requested, by registered or certified mail, or by other

reputable delivery service, to the parties at the address set forth on Page 1 or furnished from time to time in writing by one party to the other party. Any such notice or correspondence shall be deemed given when so delivered by hand, if so mailed when deposited with the United States Postal Service or if sent by private overnight or other delivery service.

20. Severability. If any term of this Contract or its application shall to any extent be held invalid, illegal, or unenforceable by a court of competent jurisdiction, legality and the enforceability of the remaining terms and conditions of the Contract shall not be deemed affected unless one or both parties would be substantially or materially prejudiced.

IN WITNESS WHEREOF, the Town and the Company have executed this Agreement this \_\_\_\_\_, day of \_\_\_\_\_, 2016.

TOWN OF TYNGSBOROUGH

[\_\_\_\_\_]

By: \_\_\_\_\_

By: \_\_\_\_\_

Its Authorized \_\_\_\_\_

Date: \_\_\_\_\_, 2016

Its Authorized Officer

Date: \_\_\_\_\_, 2016

Approved as to Availability of Funds:

\_\_\_\_\_

Town Accountant

Date: \_\_\_\_\_, 2016

Approved as to Form:

\_\_\_\_\_

Charles J. Zaroulis  
Town Counsel

Date: \_\_\_\_\_, 2016