

Section 4: Assurances and Certifications

A. Qualifications and Duties of Project Personnel

- 1) Project Director. Complete this form for the project director. The library director may function as the project director.

Name and Position: Rownak P. Hussain, Library Director

Current Duties and Responsibilities:

Coordinate, facilitate and participate in managing a Library Construction Grant Application process. Participate and provide relevant information to the Permanent Building Committee and other town boards/committees.

Proposed Project-Related Responsibilities:

Attend all Permanent Building Committee meetings, maintain communication with the Town Manager and the Library Liaison, update other town departments, boards and committees with the status and requirement of the library construction project and also maintain communication with the MBLC. Collaborate with the OPM and the architect on library design, planning and submission of the grant application.

Qualifications, Education and Professional Experience Applicable to This Project:

Masters in Library and Information Science.

Experienced in managing library construction project. As a librarian at New Hampshire Community Technical College in Nashua, New Hampshire, I provided leadership in planning a new library with a floor plan, layout and design, interior decoration, organization of library materials, selection of furniture and library shelving. Planned and coordinated closing of the old library and moving to a new library. Successfully executed opening ceremonies of a new Library.

Section 4: Assurances and Certifications, cont.

A. Qualifications and Duties of Project Personnel, cont.

2) Architect. Complete this form for the architect working on the project.

Name, Firm and Position :J. Stewart Roberts, Johnson Roberts Associates, Inc. principal

Current Responsibilities:

Mr. Roberts is Principal-in-charge of library projects at Johnson Roberts Associates, Inc. Architects

Description of Proposed Project-Related Work:

Mr. Roberts will lead the design team, have primary responsibility for the design, communication with the Committee and OPM, adherence to the schedule, and production of the schematic design and feasibility study documentation.

Qualifications, Education and Professional Experience Applicable to This Project:

Bachelor of Science in Art and Design, Massachusetts Institute of Technology, 1975.

Master of Architecture, Massachusetts Institute of Technology, 1978.

Registered Architect, Commonwealth of Massachusetts, number 5076.

J. Stewart Roberts AIA, has over thirty years of architectural experience in both public and private sector projects including numerous public libraries, municipal facilities, commercial office buildings, interiors, and residential designs.

Since founding the firm in 1996 Mr. Roberts has been responsible for the design of over fifty public libraries throughout New England, and has completed construction of twenty-four public library projects.

Mr. Roberts continues his commitment to library design as a member of the American Library Association, the Library Administration and Management Association, and the Massachusetts Library Association. The firm's work has been illustrated in the Library Journal Architectural numerous times, on display by request at the MIT Library of Architecture, and has won multiple design awards.

Prior to forming J. Stewart Roberts Associates, Inc. Architects in 1996, Mr. Roberts was the Senior Associate with Anthony Tappé and Associates, in charge of library and municipal facility design.

Section 4: Assurances and Certifications, cont.

A. Qualifications and Duties of Project Personnel, cont.

- 3) Owner’s Project Manager (OPM). Complete this form for OPM. The OPM also may be the project’s clerk of the works.

TRUSTEE’S OPM:

Name, Firm and Position: Brian Main, Independent Consultant for OPM Services

Current Responsibilities:

OPM for current Hopkinton Library Feasibility Study and MBLC grant proposal
 OPM for School Building Committee submitting new school project to MSBA for funding

Description of Proposed Project-Related Work:

The current OPM anticipates continuing to provide services to the Library Building Committee during the public presentations leading up to Town meeting vote and through the full-design and construction phases.

Services to be provided include value –engineering, plan review, scheduling, budget tracking, pre-qualifications of General and Subcontractors, recommendation for awards, facilitate the permitting process, provide daily on-site construction monitoring, and assist in FF&E fit-up, close-out and final commissioning.

Qualifications, Education and Professional Experience Applicable to This Project:

BS in Architectural Engineering, Wentworth College, 1973
 Registered Architect
 Licensed Construction Supervisor
 Certified Inspector of Buildings
 MCPPO Certified Owner’s Project Manager

Served as Town of Hopkinton’s **Facilities Director** for (8) years
 Responsible for program management of all new capital construction projects, maintenance of all Town facilities, energy conservation programs, and asset management.

- o Received \$1.3M grant from MTC for solar system installation
- o Received multiple utility grants for energy improvements
- o Participated in MHC grant application for Town Hall renovations

Completed “on time and on-budget” the following municipal construction projects as an OPM:

- o \$4.9M / 17,000 SF / New Hopkinton Police Station
- o \$4.4 M / 14,000 SF / New Hopkinton Senior Center
- o \$34M / 190,000 SF / New Hopkinton High School
- o \$2.9 M Renovation to Hopkinton Middle School

Relevant Civic Experience:

- o Hopedale Historic Commission (5) years
- o Hopedale Planning Board (5) years

Section 4: Assurances and Certifications, cont.

A. Project Personnel Qualifications, cont.

4) Library Director. Complete this form for the library director if he/she is not the project director.

Name and Position : Rownak P. Hussain , Library Director

Current Responsibilities Duties:

Director of the library. Administer and manage the public library. Coordinated the library building program and developed the long range plan 2008-2013. Represent the library in town board/committee meetings.

Description of Proposed Project-Related Work:

Participated and provided relevant information to the permanent building committee and facilitated decision making process. Worked with the architect to design floor plan, worked with the OPM to manage the project and develop operating cost. Wrote pertinent sections of the grant application and assisted the grant writing team.

Qualifications, Education and Professional Experience Applicable to This Project:

Masters in Library and Information Science.

Experienced in managing library construction project. As a librarian at New Hampshire Community Technical College in Nashua, New Hampshire, I provided leadership in planning a new library with a floor plan, layout and design, interior decoration, organization of library materials, selection of furniture and library shelving. Planned and coordinated closing of the old library and moving to a new library. Successfully executed opening ceremonies of a new Library.

Section 4: Assurances and Certifications, cont.

A. Project Personnel Qualifications, cont.

5) Town Engineer

Name, Firm and Position: David T. Daltorio, P.E., Town Engineer/Facilities Coordinator

Current Responsibilities:

The Engineering/Facilities Department is entering its first year of operation with a mission to maintain oversight of all Town capital design and construction projects. Responsibilities include participation with all the building committees throughout their project development. We assist the committees in designer selection, bidding, value-engineering, contractor selection, and provide on-site Clerk-of-Works quality assurance services.

Description of Proposed Project-Related Work:

Town Engineer/Facilities Coordinator will continue to provide staff support to the Permanent Building Committee throughout public presentations leading up to Town meeting vote and through the full-design and construction phases.

Services to be provided will include oversight of architect/engineer during final design, bidding and construction contract award. Will be responsible for oversight of construction monitoring activities of designer through construction start to final completion.

Qualifications, Education and Professional Experience Applicable to This Project:

- Registered Professional Engineer, MA #45255
- Registered Professional Engineer, Civil, RI #7260
- MS in Construction Project Management, Worcester Polytechnic Institute, 2002
- BS in Civil Engineering Technology, Wentworth Institute of Technology, 1994
- AS in Civil Engineering Technology, Springfield Technical Community College, 1992

Town of Hopkinton's **Town Engineer/Facilities Director** since May 2010.

Responsible for program management of all new capital construction projects, maintenance of all Town facilities, energy conservation programs, and asset management.

- Completed the following municipal construction projects as an OPM:
- o \$.25M Sewer Construction and Pump Station Upgrade Project

- Current OPM/PM for the following municipal construction projects:
- o \$1.5M Sewer Force Main Construction Project
 - o \$7.5M WWTF Construction Project
 - o \$4.5M Downtown Revitalization and Roadway Improvements Project
 - o \$0.3M Town Hall Repair Project

Relevant Construction/Engineering Experience:

- o Fifteen year (15) of consulting engineering experience with MA municipalities on planning and capital projects ranging from \$10,000 - \$100M

Section 4: Assurances and Certifications, cont.

B. Project Awarding Authority and Fiscal Information

1) The sole awarding legal authority for this project will be:
(Check one)

- Board of Library Trustees
- Local Building Committee
- Other Municipal Official

R.J. Dourney, Chairman, Board of Selectmen

Name and Title of the Chairperson or Municipal Official of Above

18 Main Street

Hopkinton, MA 01748
Address

508-497-9700 rjdourney@hopkinton.org
Phone and Email Address

2) The person legally authorized to receive and safeguard Massachusetts
Public Library Construction Program funds locally:

Maureen Dwinell, Treasurer/Collector
Name and Title

18 Main Street

Hopkinton, MA 10748
Address

508-497-9715 maureen@hopkinton.org
Phone and Email Address

Section 4: Assurances and Certifications, cont.

B. Project Awarding Authority and Fiscal Information, cont.

- 3) The person legally authorized to requisition and approve local expenditures of Massachusetts Public Library Construction Program funds:

R.J. Dourney, Chairman, Board of Selectmen
 Name and Title

18 Main Street

Hopkinton, MA

01748
 Address

508-497-9700 rjdourney@hopkinton.org
 Phone and Email Address

- 4) Name and address of bank or other institution where Massachusetts Public Library Construction Program funds will be deposited:

Unibank for Savings
 Bank or Other Institution
49 Church Street

Whitinsville, MA 01588
 Address

508-234-8112
 Phone and Email Address

- 5) Official accounts of receipts and disbursements for the proposed construction project will be maintained by:

Heidi Kriger, Finance Director

- 6) Official documents to verify information shown in official accounts will be on file at:

Town Clerk's Office
 Agency

Ann Click, Clerk

18 Main Street

Hopkinton, MA 01748
 Address

508-497-9710 annc@hopkinton.org
 Phone and Email Address

Section 4: Assurances and Certifications

C. Compliance Assurances

Applicants shall agree in writing to the 37 assurances found in 605 CMR 6.05 (2) which are based on full municipal enforcement and compliance with federal, state and local laws, rules and regulations.

1. An assurance that new, remodeled or renovated library buildings shall be planned for a minimum operational life of 20 years.
2. An assurance that the completed facility will continue to be used as a free public library for at least 20 years. Prior approval from the Board shall be obtained if there is any change in proportional use, or if the building is sold or reused for a non-public library function. In the event that the building is not kept in continuous use as a free public library for 20 years, the city or town shall return the amount of the grant award plus interest to the Board of Library Commissioners within 30 days of the date the library building falls out of compliance with 605 CMR 6.05.
3. An assurance that the applicant shall make all full and good faith efforts to support the continued participation and qualification of the library in programs established by or the successors to M.G.L. c. 78, §§ 19A and 19B. Should the library fail to be certified by the Massachusetts Board of Library Commissioners to receive State Aid to Public Libraries during the period in which the Grant Agreement is in effect, until project completion and final payment, this shall be considered a breach of the contract.
4. An assurance that when construction is complete, the applicant shall make all full and good faith efforts ensure to that sufficient funds will be available for the effective operation and maintenance of the facility, in accordance with applicable federal, state and local requirements and standards.
5. An assurance that a sign will be displayed on the construction site and a plaque will be placed in the completed building stating that State funds administered by the Massachusetts Board of Library Commissioners have been or are being used for construction.
6. An assurance that the applicant and contractors shall not knowingly employ, compensate, or arrange to compensate any employee of the Massachusetts Board of Library Commissioners during the term of the project, unless such arrangement is permitted under the provisions of M.G.L. c. 268A.
7. An assurance that the Board shall have the authority to review and approve plans, specifications, bid documents, contract awards, payments and all documents of obligation or expenditure for the project.
8. An assurance that if required, precontract and preconstruction conferences will be held with representative(s) from the Board.
9. An assurance that the designer(s) of an approved library project were selected using the Guidelines for Local Designer Selection Procedures as issued by the Designer Selection Board under the provisions of M.G.L. c. 7, § 38K.
10. An assurance that all design, construction, construction contracts and sub-contracts shall be in conformity with all applicable provisions of state and local law, rules and regulations including, but not limited to, M.G.L. c. 143, St. 1972, c. 802, St. 1984, c. 348 and 780 CMR. All construction contracts shall be bid under M.G.L. c. 149, § 44A or M.G.L. c. 30, § 39M.

Section 4: Assurances and Certifications, cont.**C. Compliance Assurances, cont.**

11. An assurance that the applicant shall be in compliance with the provisions of the Governor's Code of Fair Practices, Executive Order 227, and M.G.L. c. 151B as amended. The applicant shall not discriminate in any manner because of race, color, religion, national origin, ancestry, age, sex, or handicap.
12. An assurance that the applicant will require that all construction contracts shall be in conformity with applicable law and regulations related to minority hiring. Every state assisted contract for an approved public library project including sub-contracts shall include the Commonwealth's Supplemental Equal Opportunity/ Anti-Discrimination and Affirmative Action Program as part of the contract.
13. An assurance that the applicant shall comply with Executive Order 237 that includes provisions for a 10% set aside for minority and women's business.
14. An assurance that the applicant is in compliance with Executive Order 215 with respect to the community's housing policies and practices.
15. An assurance that the rules and procedures of the Massachusetts Emergency Finance Board will be followed.
16. An assurance that the applicant shall submit the project to local, regional or state boards or agencies for comment and/or approval as may be required by law or regulation.
17. An assurance that the applicant shall assist the Massachusetts Board of Library Commissioners in complying with the Massachusetts Environmental Policy Act, M.G.L. c. 30, §§ 61 through 62H.
18. An assurance that the building will be designed according to 521 CMR: Architectural Access Board.
19. An assurance that life-cycle cost estimates of all technically feasible energy systems as defined in St. 1976, c. 433, shall be considered during the design development design stage in order to ensure that the energy system with the lowest life-cycle cost estimate will be identified in accordance with the provisions of St. 1976, c. 433.
20. An assurance that the applicant shall closely monitor the cost effects of program and design decisions and materials and systems selections so that the facility can be constructed and operated in a cost effective, sustainable and staff efficient manner considering the type of project and structure.
21. An assurance that there shall be an evaluation of flood hazard so that the facility to be constructed will be located insofar as practicable to preclude the exposure of said facility to potential flood hazards.
22. An assurance that the building shall be designed to minimize the effects of vandalism, weather conditions and natural conditions and that materials and finishes shall be selected to minimize operational costs and maintenance. This shall include provision for a fire-rated enclosure for any exterior book or nonprint materials return that penetrates a wall of the building.

Section 4: Assurances and Certifications, cont.**C. Compliance Assurances, cont.**

23. An assurance that the applicant will be responsible for supplying the Massachusetts Board of Library Commissioners with the necessary documentation, information and drawings so that they can comply with the steps outlined in M.G.L. c. 9, §§ 26 and 27C and 950 CMR 71.00. This shall include an assurance from the municipality that the Massachusetts Historical Commission has been afforded an opportunity to review and comment on projects listed or eligible for listing on the State Register of Historic Places, as early as possible in the planning stages of the project. This shall include a review for the proposed physically handicapped access plans compliance with the Secretary of the Interior's Standards for Rehabilitation and 950 CMR 71.00. Furthermore, applicants shall assist the Board in complying or shall comply with legal and regulatory requirements of the Massachusetts Historical Commission.
24. An assurance that prior approval from the Massachusetts Board of Library Commissioners will be obtained for significant budget, program or plan changes and revisions including deduct change orders. Change orders of an emergency nature shall be excluded.
25. An assurance that the applicant will provide adequate supervision during the term of the project including architectural supervision, value engineering and the retention of a qualified Clerk of the Works and when required a Project Manager that meets the qualifications promulgated by St. 2004, c. 193, entitled "An Act Further Regulating Public Construction In the Commonwealth" signed into law July 19, 2004 and codified in M.G.L. c 149, §44A½.
26. An assurance that designated Agency staff shall be provided reasonable access to the project and site considering site conditions and with appropriate notification.
27. An assurance that monies from any department, unit, agency or board of the Commonwealth of Massachusetts and U.S. Government shall not be used as part of the first 25% of local matching funds.
28. An assurance that every good faith effort will be made to obtain sufficient funds beyond those granted under this program for the non-matching and non-eligible shares of project costs.
29. An assurance that the Board shall not be held responsible for meeting any increased costs or increasing the amount of the grant award beyond the provisional award.
30. An assurance that the project will be completed as described in the application and approved by the Board. Any significant reductions in the project's program shall require prior approval.
31. An assurance that the Massachusetts Board of Library Commissioners, the Governor or his designee, the Secretary of Administration and Finance, and the State Auditor or his designee shall have the right, at reasonable times and upon reasonable notice, to examine the books, records and other compilations of data of the recipient which pertain to the performance of the provisions and requirements of this agreement. Upon request, the recipient shall furnish to the Board copies of any such books, records and compilations. In all contracts or subcontracts entered into by the recipient concerning the project, there shall be included a provision requiring similar access by the Board to the contractor's or subcontractor's books, records and other compilations of data which pertain to the project (as per Executive Order 195 of April 27, 1981).

Section 4: Assurances and Certifications, cont.

C. Compliance Assurances, cont.

32. An assurance that the applicant shall file required reports and the Massachusetts Board of Library Commissioners shall be notified when the approved public library project is completed and a certified reporting of expenditures by category, financial sources and other documentation shall be supplied to the Board.
33. An assurance that all income received by the applicant from the Massachusetts Board of Library Commissioners' grant funds shall be placed in an interest bearing account separate from other applicant accounts. All grant funds including interest income must be expended for purposes specified in the construction grant application. Purposes specifically excluded include landscaping, paving, and associated costs of borrowing.
34. An assurance that the applicant will file a final evaluation form on the performance of contractors on the project as required by the Division of Capital Asset Management (DCAM) upon completion of the project.
35. An assurance that construction on the project will commence within one year of signing a grant agreement with the Massachusetts Board of Library Commissioners.
36. An assurance that a copy of the As-built Drawings, in paper or electronic form, will be supplied to the Massachusetts Board of Library Commissioners within 60 days subsequent to issuance of Certificate of Occupancy.
37. An assurance that the project site will remain as described in the application and approved at the time of award or waiting list placement. The Approved Site may only be changed with Massachusetts Board of Library Commissioners approval and only for circumstances unforeseen and beyond the control of the applicant. In general, such approval would only be granted for physical conditions that cannot be remediated.

Section 4: Assurances and Certifications, cont.

D. Application Certifications

We the undersigned, having official responsibility for the project herein described, do hereby attest to the facts and figures presented as true to the best of our knowledge and belief and do hereby certify our intent to carry out all the provisions and conditions agreed/delineated in this application. (At a minimum, one person officially representing the town and one library trustee representing the library should sign.)

Name: Norman Khumalo

Title and Board/Committee: Town Manager

Signature:  _____ Date 1/18/11

Name: Sarah Duckett

Title and Board/Committee: Chairperson, Library Board of Trustees

Signature: Sarah Duckett _____ Date 1/18/11

Name: _____

Title and Board/Committee: _____

Signature: _____ Date _____

Name: _____

Title and Board/Committee: _____

Signature: _____ Date _____

Name: _____

Title and Board/Committee: _____

Signature: _____ Date _____