



PROJECT MANAGEMENT

LEADERSHIP. COLLABORATION. ACCOUNTABILITY.

A VERTEX COMPANY

TOWN OF SUDBURY | FAIRBANK COMMUNITY CENTER

Sudbury, Massachusetts

Qualifications for Owner's Project Management Services

January 14, 2021

SUBMITTED TO:

Town of Sudbury Permanent Building Committee

Office of the Facilities Director

275 Old Lancaster Road

Sudbury, MA 01776

SUBMITTED BY:

Compass Project Management, Inc.

One Edgewater Drive, Suite 204

Norwood, MA 02062

FAIRBANK
COMMUNITY CENTER
40 FAIRBANK ROAD

January 14, 2021

Town of Sudbury Permanent Building Committee

Office of the Facilities Director
275 Old Lancaster Road
Sudbury, MA 01776

**Re: Request for Qualifications
Owner's Project Management Services | Fairbank Community Center**

Dear Sir/Madam:

We are extremely pleased to present our qualifications to be the **Owner's Project Manager (OPM) for the new Fairbank Community Center Project.**

As an Owner's Project Manager focused on the public market, we are committed to delivering the most cost effective and efficient building projects for our clients. Having successfully worked with the Sudbury Permanent Building Committee (SPBC) on previous projects, we understand the high level of service expected by the Town. Additionally, combined with our parent company, Vertex Companies, we have completed several similar multi-use community centers for municipalities. Additionally, as part of the Vertex family of companies, we now combine the intense personal service that is a Compass hallmark with the broad based resources available from Vertex. Based on our knowledge of the Town of Sudbury and this project, we would offer the following as critical considerations.

- ✓ **Trusting your project to a reliable team.** We have proposed a project team, led by Jeff D'Amico, which is not only highly qualified for this building type but also very familiar to the Town. Jeff and I worked with the SPBC on the Accelerated Repair Project (ARP) at the Peter Noyes School. That project, like the Fairbanks Community Center, was completed on an occupied campus in a sensitive environment. Additionally, Sudbury's Combined Facility Director, Bill Barletta is familiar with Jeff from his work for the Fitchburg Public School system. Jeff managed upgrades to five schools in Fitchburg. Jeff coordinated multiple designers and contractors over several years in those occupied schools. Jeff is a client focused leader and has a proven track record of exceeding the Town's expectations. We have rounded out the team with our Project Manager Chris Eberly, who has experience on public pool bathhouse facilities, and Mia Ayers who has worked exclusively for Compass on occupied campuses.
- ✓ **Experience with Town, Users, Committees & Designers.** Jeff's strengths on a project include building confidence and relationships with all key stake holders. Jeff is often the face of the project team and our firm that can be seen presenting at countless community forums and PBC meetings in Wellesley, Ashland, Hopkinton, Weston, Natick, etc. He works hard to distill information into understandable terms while also working with the designer and PBC to collect the valuable feedback at those community engagements. Through the PBC meetings and community forums we assist in the engagement of multiple municipal stake holders (parks & rec for gym use, fields committee for type of fields needs, after school programs for their needs, etc.) to shape the scope of the project for the benefit of the community.
- ✓ **Employing a collaborative design approach appropriate for a multi-user facility.** Compass, along with its parent company, Vertex, has worked on multiple senior centers, community centers, and administration office's. Additionally, we have developed an organized and transparent approach to the design and

programming process which balances equitably the interests of multiple and diverse end-users. For example, in Watertown, we are in design and programming for a high school which will also house a senior center, district administration, and the town facilities department. We have developed a priority-based decision-making process that has allowed the varied constituencies to meet their programming goals within the target budget. While we know the study for the Fairbanks Community Center has started this process, it is incumbent on your selected project team to employ a collaborative approach to the design process. Furthering that goal, Compass may be the only OPM firm to send all of its project managers to an intensive four-day collaboration skill training program.

- ✓ **Superior document coordination and quality.** Given the unique nature of this project (completing the facility first and then marrying in the public pool facility), it is important that your OPM team possess superior technical skills. With our Vertex family of engineers and technicians along with our own extensive experience as builders and construction managers, we have proposed an interdisciplinary team to monitor and advise the design team on technical challenges. By utilizing in-house resources, we will peer review and critique civil, mechanical and electrical technical systems. Having our own in-house building envelope and code specialists means we can bring a valuable critical eye to the designer's work to avoid preventable design and coordination errors.

We have read your RFQ, Standard Contract and Attachments and have no objection to the terms contained therein. We have not received, nor are we aware of any Addendum. As the Principal in Charge, I have over 30 years of experience in the design and construction of public buildings (MCPPO recertification - November 2020) and exceed the minimum requirements listed in the RFQ. In addition, Jeff D'Amico, Christopher Eberly and Mia-Bianca Ayers are also MCPPO certified (Certificates attached) and exceed the minimum qualifications. We are not a party now, and have never been a party, in any litigation involving our projects. If you have any questions concerning this proposal, please do not hesitate to contact me at tbonfatti@compasspminc.com or at 508-359-6111 or on my cell at 617-590-7765. We look forward to hearing from you.

Sincerely yours,

Compass Project Management, Inc.



Timothy J. Bonfatti
President and Principal in Charge



PHILOSOPHY

Compass Project Management, Inc. was founded on the principle that successful projects result from a deliberate process of developing the best plan, assembling the most qualified team, and committing to excellence in execution from concept to closeout.

QUALIFICATIONS: EXPERIENCE

PETER NOYES SCHOOL, Sudbury, MA

Compass served as Owner's Project Manager for the Sudbury Permanent Building Committee for the Town of Sudbury for the Accelerated Repair Project for Peter Noyes School. The project consisted of replacement of all windows and doors in the school, replacement of roof with added insulation, new access ladders and skylights, replacement of antiquated boilers with new gas fired energy efficient boilers including replacement piping and new automated temperature controls. The repairs breathed new life into this elementary school facility. Compass managed separate contracts direct for the Town of Sudbury for a window contractor, roofer and mechanical prime contractor. In addition to OPM duties, Compass filled the role as general contractor coordinating the work of the three contractors in overlapping areas while in an occupied school. Much of the work was installed in the summer months followed by second shift window installations in the fall to limit impacts to the occupants.



SUDBURY WATER DISTRICT, Sudbury, MA

VERTEX, the parent company of Compass, served as the Owner's Project Manager for the Town of Sudbury Water District Facility for the renovation and addition to its operation building (7,600 sf) as well as construction of its new 7-bay vehicle storage building (6,000 sf). SWD staff resided in temporary leased space during construction. VERTEX was involved in all phases of the design process from designer selection and schematic design, through design development and construction administration. The site required extensive permitting due to its location adjacent to wetlands and water wells. There was also a water treatment plant adjacent to the work site. VERTEX also provided on-site management throughout construction and closeout. The project was completed in October 2019 with a total project budget of \$5.8M. The designer on the project was Weston and Sampson, Vincent Roy, SWD Director.



QUALIFICATIONS: EXPERIENCE



WALPOLE COUNCIL ON AGING, Walpole, MA

COMPASS served as the Owner's Project Manager for the Town of Walpole to manage the design and construction of three major Town projects - Walpole Police Headquarters, Walpole Fire Department Headquarters and Walpole Council on Aging. The new Walpole Council on Aging Facility shares a campus with the new Walpole Police Headquarters and was part of the Town's joint effort with the DEP to re-develop a former industrial site. The new, two-story building is 13,000SF and houses all department offices, in addition to Veterans' Affairs. The facility's interior spaces include full kitchen, multi-purpose common room with a stage, cafe, game room, fitness area and classroom style activity rooms. The exterior spaces include a large patio, gazebo, outdoor stage and bocce court. The project was completed on time in December of 2018 and on budget. The designer was Catlin & Petrovick Architects and general contractor was Page Building Construction.



NORWOOD TOWN HALL, Norwood, MA

Compass served as the Owner's Project Manager for the Town of Norwood managing the restoration of the historic Norwood Town Hall. The Norwood Town Hall is listed on the national register of historic places and is prized by the community of Norwood. The 1926 building is considered one of the finest examples of gothic revival architecture and was designed by famed architect George Upham. The project included a comprehensive restoration of the exterior facade and a limited renovation of interior spaces. The construction included complete scaffolding of the bell tower to remove, clean and replace the existing masonry veneer. The contractor was required to catalog every stone before removing them so that they had roadmap for reinstallation of the historic tower. The project also included replacement of deteriorated limestone, slate and granite to restore the original materials and appearance of the building. Compass managed an extensive design phase exploratory work to successfully limit unforeseen conditions.



QUALIFICATIONS: EXPERIENCE



HAWES BROOK POOL BATHHOUSE, Norwood, MA

General Contractor: Barbato Construction Co., Inc.

Architect: Stephen Kelleher Architects

Construction Cost: \$867,098.00

Project Budget: \$1,100,000

The Hawes Brook Pool Bathhouse project was managed by Christopher Eberly while a Member of the Norwood Permanent Building Construction Committee.

The Hawes Brook Pool Bathhouse project was a replacement for an existing cmu masonry structure built by the DPW in the 1970s. The project was originally conceived of by the Town Manager as unattractive prefabricated trailers that would provide toilet and bathing facilities for the Town's largest public pool and splash ground. The initial budget authorization was insufficient as it failed to provide for the code mandated number of fixtures, and omitted any soft costs or contingency within the budget. As a committee member of the PBCC, Chris led the successful effort within the committee to reconsider the project as a permanent hub at one of the Town's busiest recreational facilities. To maximize value, the committee worked as their own OPM, developed a budget, retained an architect and managed the construction. This included evolving the project from the initially considered prefabricated trailers to a permanent structure built to last 50 years, selecting an architect who modeled the project off their highly durable and low maintenance bath facilities completed for DCR facilities, and developing and leading the successful additional funding request at Town Meeting. The project, completed for the 2017 season, provided low maintenance public changing and toilet facilities, office and rest facilities for the recreation department staff and lifeguards, controlled access points and exterior showers for the pool and splash ground and a separate public toilet room, independent of the pool, for the busy adjacent playground. The committee managed the budget, change orders review, and construction issues throughout construction.



QUALIFICATIONS: EXPERIENCE



FRANKLIN SENIOR CENTER RENOVATION, Franklin, MA

VERTEX, the parent company of Compass, served as the Owner's Project Manager for the \$1.8M renovation of the Franklin Senior Center in Franklin, MA. The building was originally constructed in 2008, but the entire second level was left unfinished due to budget restrictions. The current project involved the complete renovation of the second floor to develop meeting space, multi-purpose rooms, activity rooms, and office space to meet the demands of the growing senior center. It also included the installation of an elevator and a grand stair for egress requirements. The senior center remained completely operational throughout the duration of the construction project, and careful attention was paid to various activities to ensure that nothing hindered any of the center's programs. The building celebrated its grand re-opening and open house on February 26th, 2017. VERTEX's services included attendance at building committee meetings, budget review, and on-site clerk of the works services during the construction phase.



SCITUATE SENIOR & RECREATION CENTER, Scituate, MA

VERTEX, the parent company of Compass, provided Owner's Project Management services for the \$12.2M Senior and Recreation Center on the grounds of former elementary school.

Project Overview: Renovation of existing recreation center and construction of new stand-alone senior center for the Town. Scituate's recreation center was housed in the Veteran's Gymnasium which is part of the former Gates Intermediate School, located on the project site. The senior center is built on a portion of the former school's campus.

Renovation Project: The renovation included providing an elevator, restrooms, and roofing repairs for the gymnasium wing of the former Gates Middle School. Electrical and fire protection upgrades to the lobby and new restrooms. The recreation department remained in the building for the duration of the construction project.

Senior Center: A 15,640sf stand-alone building built in the footprint of a wing of the existing school that was demolished. BH+A was the designer.



QUALIFICATIONS: EXPERIENCE



ARLINGTON SENIOR CENTER, Arlington, MA

VERTEX, the parent company of Compass, is serving as OPM for the Arlington Central School Senior Center and Health and Human Resources renovation project. The scope includes renovation of the ground, first, and partial second floors of an occupied, historical, former 4-story school. The building is used by both Town offices and tenants. Work includes interior renovations, ADA improvements (including 2-story lift), mechanical/electrical upgrades, and exterior improvements including masonry repointing, slate roof repairs and brownstone entry stair repairs. The project is in bidding and work began in 2020.



BURLINGTON TOWN OFFICES (including COUNCIL ON AGING) Burlington, MA

VERTEX, the parent company of Compass, served as the Owner's Project Manager for for the \$3.5M renovation of two town buildings in Burlington, Massachusetts. The renovations of the two town buildings included upgraded amenities for the Council on Aging, Veteran's Services, Board of Health, and Burlington Youth and Family Services. One of the buildings, which included the COA, remained occupied during construction and required coordination with various departments heads and phased construction.



DRACUT TOWN HALL, Dracut, MA

VERTEX, the parent company of Compass, served as the Owner's Project Manager for the construction of the Town of Dracut's new \$9.7M, 22,500SF Town Hall building. The first phase of the project consisted of demolition of two single-family homes, site clearing, new infrastructure to support the new structure, and the construction of the new building. Phase Two, included the relocation of Town offices into the new Town Hall building, demolition of one single-family structure and the existing Town Hall building, reconstruction of a roadway running through the site, reconstruction of an existing parking lot, and landscaping. VERTEX's services included attendance at public meetings, budget preparation and review, bid process oversight, and on-site supervision of construction activities.



FOXBOROUGH TOWN HALL, Foxborough, MA

VERTEX, the parent company of Compass, served as the Owner's Project Manager for the construction of the new \$7.2M Foxborough Town Hall. The project consists of a 2-story building totaling 15,000 SF. The new building will include town offices, archival storage, and administrative work stations. VERTEX's services included overseeing the work of the architect during the design and construction process, attendance at public meetings, coordination with building inspectors and town officials, bid process oversight, project management during construction, and on-site monitoring of construction activities.



QUALIFICATIONS: CODES | REGULATIONS | SUSTAINABILITY | CH. 149A CM AT RISK

MASSACHUSETTS STATE BUILDING CODE, MAAB AND RELEVANT REGULATIONS

The Compass OPM project team includes seasoned building professionals with many years of experience who understand Massachusetts Building Code requirements as well as related codes and regulations such as the IECC (Energy Code), Americans with Disabilities Act and the Massachusetts Architectural Access Board.

Compass leads the inspectional service interface to assure that all possible code “triggers” and implications are addressed as well as planning and other town inspectional authority concerns are noted early. Along with the project architect, Compass will develop a Permitting Risk Assessment. This assessment will cover all possible issues on the project from MAAB regulations to Mass Environmental Protection Act (MEPA) filings. Compass has been directly involved with permitting projects through many cities and towns, State Agencies, as well as the City of Boston.

SUSTAINABILITY

Sustainability, resilience and net zero energy strategies are increasingly a major part of all public and institutional projects we are involved in. While the prospect of a 2% increase in MSBA reimbursement may have incited projects to achieve LEED silver in the past, more communities have dedicated sustainability committees who view these issues in the larger context of preparing for an energy future much different from the present. We are proud that over 80% of our projects have achieved LEED Silver and several have achieved LEED Gold. In addition to extensive experience with the LEED and NE CHPS process, Compass is currently engaged in projects exploring opportunities in renewable energy strategies involving geothermal production (including projects in Ashland, Westwood, Westborough and at Boston University), photo voltaic arrays, and other renewable strategies. Several of our current projects are targeting either Net Zero Energy or Net Zero Energy Ready status.

CONSTRUCTION PROCUREMENT | CHAPTER 149A EXPERIENCE | CM At RISK

Tim Bonfatti was the lead technical representative in a cross industry committee of legislators, architects, engineers, and subcontractors that succeeded in enacting the reforms to the laws concerning the delivery of public construction projects in the Commonwealth of Massachusetts in 2004. Tim crafted the CM at risk portion of the legislation and lobbied for its support with legislators. The resultant changes to the public construction laws were the most significant in more than 30 years. He is a recognized expert on public sector construction and frequent speaker with organizations like Massachusetts Municipal Association, AIA, AGC and recently presented a program to MSBA staff on CM at Risk. Compass has successfully utilized CMR on the Medway Middle School project, UMass Dartmouth Charlton College of Business, Millis Police & Fire Headquarters, Newton Fire Headquarters, Stoughton High School, Clyde F. Brown Elementary School and Marathon Elementary School. Compass has several projects currently soliciting for CMR procurement and evaluates each project on its own merits. Additionally, Compass managed CMR projects for Newton Country Day School (new athletics facility) and has recently managed or is in the process of managing seven CMR projects for Boston University on both their academical and medical campuses. While at Compass, Jeff has managed six CMR projects. At his prior company, he also completed an additional six CMR projects on medical campuses. Tim Bonfatti was appointed to the Commissioner’s Task Force on updating the Construction Reform Act of 2004. The task force recommended amendments to the public construction statutes in the Spring of 2017.

In addition to Tim Bonfatti, Brian Kelley, Vice President of Construction at Compass, worked as a CM for 15 years before joining Compass in 2010. Brian has developed a number of systems to assure clients the most return from their investment in the CM process. His clear competence and integrity assure clients of a professional relationship amongst all parties.

Shortly after enactment of the landmark Construction Reform of 2004, Tim Bonfatti spoke along with the co-chairs of the Massachusetts House and Senate Commission on Public Construction Reform and the Inspector General at the first public informational session on the newly enacted reform.



QUALIFICATIONS: MANAGEMENT APPROACH

STAFFING APPROACH

We have proposed a staff for the project with successful experience managing previous projects for the Town of Sudbury as well as having worked successfully on projects with Sudbury's Combined Director of Facilities, William Barletta, while he was the Facility Director for Fitchburg Public Schools. Tim Bonfatti, as the Principal in Charge, will provide strategic direction and actively monitor the project through completion. While Tim remains actively involved through construction, Jeff D'Amico, the Project Executive, is the primary point of contact for the Town and the Compass lead throughout the project to assure specialized attention is paid on all levels. Christopher Eberly, the Project Manager, will work with the overall Compass Team providing management of the architects, consultants, and construction manager from the start through closeout. Mia-Bianca Ayers, the Construction Site Manager, will work closely with Jeff and Chris during construction phase and manage day to day activities and reporting. Chris and Mia will be responsible for the overall project budget and schedule and assure all deadlines are met. Mia will also be a point of contact and will provide on-site management of the construction operations and will work with the Construction Superintendent and field operations for quality control and logistics management. Mary Kuppens, our Project Accountant, will be responsible for budget reporting and reimbursements from the start of the project through completion.

COMMUNICATION AND DOCUMENT CONTROL

At the client's request, Compass has developed google websites for information sharing and disbursement. At Boston University, we support their in-house public relations department with weekly project updates to alert affected constituencies about upcoming construction impacts. On a management level, we have developed a tiered communication flow that starts with a weekly executive meeting where senior managers are alerted to upcoming critical issues (generally related to cost or schedule) before we discuss them more fully in the weekly construction meeting. Even in those instances, Compass supports those departments by providing all project related information. Similarly, at the client's request, Compass can oversee a third party service to manage all project documentation, engineering, and accounting on a secure on-line platform. Representatives from the Owner who are given appropriate security clearance can receive valuable dashboard reports and scorecards to instantly track the budget and schedule status of the project. These platforms track and communicate:

- Accounting: Budgets; Costs; Change Proposals; Pay Applications
- Design Management: Planning and Approvals; Design Documents
- Schedule: Total Detailed Project Milestone Schedule and Summary Schedules
- Communications: Scorecards; Meetings; Transmittals; Photos
- Construction: Issues; Schedule; RFI's; Submittals; Field Reports; ASI's; Punchlists; Compliance Issues
- Documents: Coordination Drawings; Construction Reports; QA/QC Reports; Testing; Project Directory

We also work frequently with Contractor-supplied vendors such as Procore and Submittal Exchange.



QUALIFICATIONS: MANAGEMENT APPROACH

MEETING MANAGEMENT / PUBLIC FACILITATION

While most people agree that producing effective cost reports and schedules are integral to a project plan, many OPM's overlook the importance of effective meeting management in a project's success, particularly those meetings involving public interface. At Compass, all of our Project Managers receive intensive training in facilitation and collaboration skills including active listening, strategic planning and meeting management. One of the first attributes owners notice on a Compass project is the effectiveness of our meetings. Our meeting management policy focuses on four core principles:

1. All meetings, conference calls and forums have minutes taken consistent with Compass policy.
2. All meetings commence with an explanation of the agenda including:
 - a. Desired Outcomes for meetings and how they fit into strategic plan;
 - b. How the Desired Outcome of the meeting will be achieved (presentation/discussion; brainstorming; decision votes);
 - c. Who is responsible for the topic;
 - d. How long the discussion and deliberation take for the topic.
3. All meetings should have well documented minutes distributed no later than 48 hours after the meeting.
4. All recurring meetings should include interim reviews to assure that critical tasks are being followed up.

BUDGET AND COST REPORTING

Accurate and detailed Project Budget Reports are critical to providing the Owner with sound information on which to base decisions. We will work with the Town's finance department to assure that our project reporting is reconciled monthly with it's accounting department. On all of our projects, we set up a financial reporting kickoff meeting to review a flow chart of how all commitments and expenses will be tracked. We customize each report to meet each client's particular needs and tailor our reporting to each Owner's unique system. From there we will present a Monthly Vendor Invoice Package (VIP) which will include a listing of that month's approved invoices, summary of reimbursements, and a Project Budget Status Report which is a summary of the complete project expenses, commitments, and financial projection.

PROJECT SCHEDULING

The first activity Compass completes for its clients is a draft detailed Total Project Schedule with activities from OPM Selection through Project Closeout. The schedule, which will be updated regularly once agreed by the Committee, reflects the roadmap for keeping all members of the project team on track. We will coordinate a full day planning charette to develop a detailed schedule and phasing plan. Compass utilizes Microsoft Project for all its schedules although it can accommodate other scheduling programs if the Owner desires. Schedules are built properly with appropriate durations and logic sequences so that they are easily updated.



QUALIFICATIONS: MANAGEMENT APPROACH

MONTHLY PROJECT REPORT

Compass prepares a monthly “Project Dashboard” which provides a summary level review of the project status. In the design phase, reports are typically centered around major milestones: Concept, Schematic Design, Design Development, Construction Documents, and Bidding/GMP. During the construction phase, they are submitted monthly to provide a progress update on the project vital signs as well as set expectations for the following month.

CHANGE ORDER TRACKING LOG

One of the basic vital signs for a project is how the project’s construction contingency is tracking. On lump sum bid projects, that means tracking the Proposed Change Orders and Cost Exposures. On CM at Risk projects, it expands to tracking all cost events including CM contingency. Our PCO Log is set up to track estimated, pending, approved, and rejected PCO’s. As a cost event is identified, it moves through those categories until presented for approval. A critical responsibility of the OPM is assuring that a change event is both justified and fairly priced. Compass covers each PCO request with a specific summary indicating the cause of the change, its history, and specific signoff’s obtained before it is presented for approval.

PUBLIC / END-USER INTERFACE

A major focus of Compass’ service is the communication and interface with the public and end-users of the projects we develop. Whether explaining the project during design or hosting regular town meeting updates during construction, Compass project managers are trained to break down project implications in understandable terms. By focusing on communication, particularly focused on explaining project challenges, we have seen a marked reduction in anxiety and a marked increase in understanding by the end-users and stakeholders involved in the project.



QUALIFICATIONS: Value Engineering | Building Commissioning | Financial

WORKLOAD The Firm maintains a healthy backlog of projects in both design and construction, while maintaining the ability to selectively pursue additional work. Please refer to the Organization Chart in the OPM Application for a detailed presentation on staff availability for this project.

FAMILIARITY WITH NE-CHPS / LEED GUIDELINES / BUILDING ENERGY MODELING Nearly all of Compass projects are either pursuing LEED Silver or NE-CHPS designation. In Marshfield, we are successfully assisted the district in achieving LEED Gold. Our staff has been trained in LEED requirements and are successfully monitoring compliance by both the Architect and Contractor. Some of the innovative techniques adopted on Compass projects include: meeting stretch code energy consumption goals; gray water recycling; photovoltaic panels; geothermal cooling; and wind turbine studies. Compass assists the architect in managing the Building Energy Model as early as schematic design to maximize energy conservation. Currently, Compass is managing three school projects that are strongly pursuing Net Zero Energy. Finally, Compass assisted the Town of Medway in acquiring grants to fully pay for the PV array that will power their new DPW.

FAMILIARITY WITH LIFE CYCLE COST ANALYSIS, ESTIMATING AND VALUE ENGINEERING Compass has developed a proprietary design review process which begins the value engineering and life cycle cost analysis at the commencement of design. With each design submission, Compass completes a design review and recommends alternate approaches which will provide more value for the construction dollar. Our intensive and proactive approach to value engineering has resulted in a record of having no projects come in over their construction budget at bid time or exceed their budget at completion.

LIFE CYCLE COSTING We are keenly aware that construction costs represent only the “first in” costs to a district on a project. We have worked with all of our districts on life cycle costs which include energy analyses, maintenance projections, and replacement costs. By focusing on the total life cycle of the project, we have worked to make sure that decisions on cost are always based on total cost.

VALUE ENGINEERING AND MANAGEMENT We begin value management at the concept phase by analyzing whether the design program is suitable for the scope required. By questioning designers on space assumptions and layout, we assure that the community is going to receive the right-sized facility – no more; no less.

During design, we perform detailed design reviews at Schematic Design (20%), Design Development (60%) and Construction Documents (100%). These design reviews identify areas on the drawings and specifications which should be revised to make the project more “buildable” and efficient. We also complete a full Interdisciplinary Document Review at 100% design to assure that all details are coordinated and cross checked. This has worked to limit design mistakes and unforeseen condition change orders to less than 2% on all Compass projects.

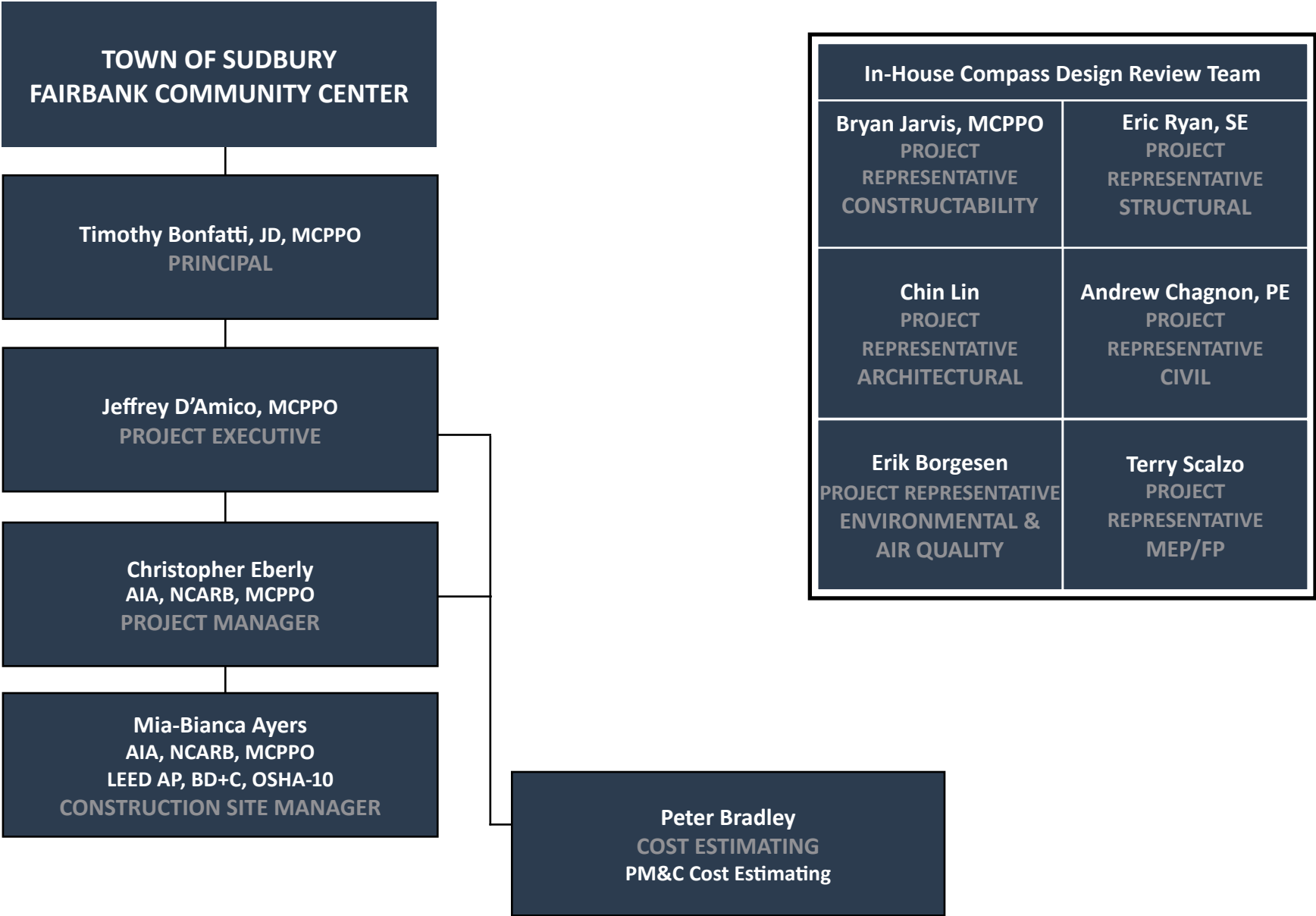
BUILDING COMMISSIONING AND EXTERIOR ENVELOPE INSPECTION Prior to the MSBA’s policy of retaining Commissioning agents for all projects, Compass developed the commissioning protocol for the Norwood High School Model School. Under that protocol, Compass developed scopes of work for three distinct commissioning agents in Norwood: MEP systems, exterior envelope, and hardware/ access control. Since the Norwood project, the MSBA has required exterior envelope commissioning on all eligible projects. Compass also manages the MEP and exterior envelope commissioning agents on all projects.

FINANCIAL AND INSURANCES Compass Project Management, Inc. is a wholly owned subsidiary of the Vertex Companies, a 500 person, national AEC firm based in Weymouth, MA. As such, its financial strength is backed by a growing \$110 million employee-owned company. A copy of the Vertex financial statement is included. Vertex CPA is Ernst and Young and their insurance representative is March Risk and Insurance Services. A copy of the Certificate of Insurance is also included.

LEGAL / ADMINISTRATIVE PROCEEDINGS There have been no projects managed by Compass in which the Owner, Architect or Compass have been named in a legal or administrative pleading.



QUALIFICATIONS: ORGANIZATIONAL CHART



QUALIFICATIONS: RESUMES



TIMOTHY J. BONFATTI, Principal

tbonfatti@compasspminc.com | 781.812.6544

Tim began Compass Project Management, Inc. to provide results-oriented project management services to owners in the healthcare and education sector. Tim is a 35 year veteran of the design and construction industry who has been a leading force in the area of public construction. He has managed over \$1 Billion worth of projects that have been completed on time and on budget and all of which have been completed without major litigation. Tim is a past Chairman of the Associated General Contractors and a past member of the Board of Overseers of the Boston Architectural College. He is also a member of the Medfield School Committee and the Medfield Permanent Building Committee.

EXPERIENCE

Compass Project Management, Inc., Norwood MA
Founder, President and CEO | 2009 to Present

RF Walsh Project Management Inc./RF Walsh Co., Inc., Boston MA
Principal and COO | 2000 to 2008

Gilbane Building Company, Inc., Providence, RI
Senior Project Manager | 1999 to 2000

A. Bonfatti & Co., Inc. and Bonfatti/McAlpine JV., Norwood, MA | 1987 to 1999
Vice President, A. Bonfatti & Co., Inc.
Managing Partner, Bonfatti / McAlpine, JV.

EDUCATION

Suffolk University Law School, Boston, MA JD, *cum laude* 1985

University of Massachusetts, Dartmouth, MA BS, Construction Engineering 1982

MEMBERSHIPS | ASSOCIATIONS | CERTIFICATIONS

Massachusetts Bar

Associated General Contractors, Chairman, 2009

Boston Architectural College Board of Overseers 2006 to present

Medfield School Planning and Building Committee, Chairman since 1999

Medfield School Committee, Member, 2006 to 2018; Chair - 2010

Medfield Municipal Building Committee, Member, 2006 to present

MCPPO Certified

Interaction Associates Essential Facilitation Program

REPRESENTATIVE PROJECTS

Boston University Center for Integrated Life Sciences & Engineering

Boston University Myles Standish Hall

Boston University Howard Thurman Center

Boston University Goldman School of Dental Medicine

Boston University Data Sciences Center

Boston University Law School

University of Massachusetts Lowell Coburn Hall Residence

University of Massachusetts Dartmouth Charlton College of Business

University of Massachusetts Science and Engineering Center

Town of Walpole Police, Fire & Council on Aging

Town of Westwood Police Headquarters

Town of Westwood Public Safety Facilities

Town of Medway Dept of Public Works

Town of Norwood Municipal Light Dept

Town of Norwood Dept of Public Works

Town of Norwood Town Hall

Town of Newton Fire Station #3 & HQ

Town of Millis Police & Fire Departments

Town of Weston Case Campus

Norwood High School

Marshfield High School

Stoughton High School

Middleborough High School

REFERENCES

Michael Jaillet, Town Manager
Town of Westwood
mjaillet@townhall.westwood.ma.us

David Flynn, Assistant VP of Design & Construction
Boston University
ddflyn@bu.edu | 617.353.2112

Bruce Spitler, Town of Marshfield Building Committee Chair
blspitler@gmail.com
339.793.0607



QUALIFICATIONS: RESUMES



JEFFREY D'AMICO, Project Executive

jdamico@compasspminc.com | 617.943.4943

Jeff is a focused and results-oriented project professional. With particular experience working in existing building environments, he is a proactive problem solver with a record of positive outcomes. Jeff excels at building successful relationships with the entire project team including owners, regulators, local officials, designers and builders. He has managed complex Historic Restoration, K-12 Schools, Universities and Healthcare projects requiring a thorough understanding of the permitting and approval process. During feasibility studies, he has a unique ability to identify potential challenges in site planning and in the political landscape and works to meet them head on guiding the client to a successful result. Jeff's pivotal role as the day-to-day primary client contact, along with his methodical planning, strategic approach and professional demeanor ensures all his projects exceed client expectations.

EXPERIENCE

Compass Project Management, Inc., Norwood, MA | Senior Project Manager | 2010 to Present

RF Walsh Collaborative Partners, Boston, MA | Project Manager
2006 to 2010

RF Walsh Company, Boston, MA | Assistant Project Manager
2002 to 2006

EDUCATION

Providence College, Bachelor of Science in Marketing | 2002

Wentworth Institute for Technology,
Construction Supervisors Certificate Program

CERTIFICATIONS

Massachusetts Certified Public Procurement Official (MCPPO)

REFERENCES

William Barletta, Combined Director of Facilities
barlettaw@sudbury.ma.us | 978.440.5465

Michael Melnick, Chair Sudbury Permanent Building Committee
memelnick@verizon.net | 61.851.5450

Wayne Klocko, Chair Millis Permanent Building Committee
wayne.klocko@gmail.com | 774.993.8266

Joe Markey, Chair Hopkinton Elementary School Building Committee
jmarkey@hopkintonma.gov | 508.308.5929

REPRESENTATIVE PROJECTS

David Mindess Elementary School, Ashland

University of Massachusetts Dartmouth Science and Engineering Building

Hunnewell Elementary School, Wellesley

Hardy Upham Elementary School, Wellesley

John F. Kennedy Middle School, Natick

Clyde F. Brown Elementary School, Millis

Marathon Elementary School, Hopkinton

Police/Fire Facilities, Millis

University of Massachusetts Dartmouth Charlton College of Business

Field Elementary School, Weston

Town Hall, Norwood

Weston Case Campus Master Plan, Weston

Green Repair Projects - Oversee the replacement of roofs, windows and boilers within various schools in five districts in the Commonwealth of Massachusetts through the MSBA's Green Repair Program



QUALIFICATIONS: RESUMES



CHRISTOPHER EBERLY, Project Manager

ceberly@compasspminc.com | 617.320.4455

Chris has over 18 years of experience in the design and construction industry. He is a licensed architect with an extensive background in designing, coordinating and detailing construction projects. As a Project Architect, Chris led new construction and renovation projects through all phases of design and construction for public and private clients in seven states. His projects included educational facilities, containment laboratories, university dormitories, high profile assembly spaces, as well as hospitality and multi-family residential buildings. At Compass, Chris has been the Construction Site Manager/Project Manager on Municipal, MSBA School, and University projects. Chris has a focused approach to each project with his attention to detail and solutions-based problem-solving skills. He is an excellent communicator and maintains a supportive team environment.

EXPERIENCE

Compass Project Management, Inc., Norwood, MA | 2017 to Present
Project Manager

Peterman Architects, Inc., Concord, MA | 2016 to 2017 | Associate

Beacon Architectural Associates, Boston, MA | 2008 to 2016
Project Manager

Cambridge Seven Associates, Cambridge, MA | 2005 to 2008 | Designer

VMY Vitols Architects, Inc. Newton, MA | 2002 to 2005
Intern Architect

Courtney Miller Architects, Arlington, MA | Intern Architect 2001

Burt Hill Kozar Rittelmann Associates, Boston, MA | Intern Architect 2001

Envision Architects, Albany, NY | Intern Architect 2000

EDUCATION

Wentworth Institute for Technology, Bachelor of Architecture,
Cum Laude, 2003

CERTIFICATIONS | MEMBERSHIPS | ACHIEVEMENTS

Registered Architect, Massachusetts #50169, since 2010| NCARB Certificate

American Institute of Architects, Member since 2010

Alpha Rho Chi Bronze Medal

Wentworth Cooperative Education Award

President, Wentworth Architecture Club

Norwood Permanent Building Construction Committee | 2014-2019

REPRESENTATIVE PROJECTS

University of Massachusetts Dartmouth
Science and Engineering Building, Dartmouth, MA

Clyde F. Brown Elementary School, Millis, MA

Police Headquarters, Walpole, MA

Fire Department Headquarters, Walpole, MA

Council on Aging, Walpole, MA

Hawes Pool, Norwood, MA

Project Manager while at another firm

REFERENCES

Wayne Klocko, Chair Millis Building Committee
wayne.klocko@gmail.com | 508.376.4644

Jim Johnson, Town of Walpole Administrator
jjohnson@walpole-ma.gov | 508.660.7289

Michael Coleman, AIA, Vice President

Beacon Architectural Associates

mcoleman@beaconarch.com | 617.357.7171



QUALIFICATIONS: RESUMES



MIA-BIANCA AYERS, Construction Site Manager

mayers@compasspminc.com | 781.956.3453

Mia has over eleven years of experience in the design and construction industry. She is a licensed architect who has led construction administration teams on several K-12 educational facilities throughout Massachusetts, including spearheading the certification process of numerous LEED Gold school projects. During her time with Compass, Mia has acted as a Construction Site Manager and Project Manager on higher education projects for both Boston University and UMass Lowell. Her work has been largely focused on the renovation of historic buildings, including the phased design-build renovation of Boston University's Myles Standish Hall, an early-20th century hotel, now residence hall, which remained partially occupied during construction. She has served as the Fire Prevention Program Manager (FPPM) on two separate projects in the City of Boston, implementing NFPA 241 and project impairment plans. Mia takes pride in her role on the job site and the relationships formed with the contractor and architect, promoting a cooperative approach during construction. She believes in strong lines of communication and serving as a community liaison with an emphasis on construction mitigation.

EXPERIENCE & REPRESENTATIVE PROJECTS

Compass Project Management, Inc., Norwood, MA | 2015 to Present
Construction Site Manager, Project Manager

Ai3 Architects, Wayland, MA | 2009 to 2015
Construction Team Lead, Architectural Designer

Skidmore, Owings, and Merrill, New York, NY | 2008
Architectural Intern, NATO HQ Interiors Division

EDUCATION

Rensselaer Polytechnic Institute, Troy, New York
Bachelor of Architecture, 2009

RPI's Roman Studies Program, Rome, Italy
Fall 2006

LICENSES | CERTIFICATIONS

Licensed Architect, AIA, NCARB | 2014

LEED AP, BD+C | 2010

OSHA-10 Certified | 201

REPRESENTATIVE PROJECTS

Boston University Myles Standish Hall Renovation,
Boston, MA

University of Massachusetts Lowell Coburn Hall
Renovation, Boston, MA

Boston University Goldman School of Dental
Medicine, Boston, MA

Marathon Elementary School, Hopkinton

Clyde F. Brown Elementary School, Millis

University of Massachusetts Dartmouth Charlton
College of Business

Norwood High School

Plymouth North High School

Natick High School

REFERENCES

David Flynn, Asst Vice President for Major Capital Projects,
Boston University | 617.353.2112 | ddflynn@bu.edu

Lonnie Ash, Project Architect, CBT Architects
617.646.5311 | ash@cbtarchitects.com

Douglas Schultz, Project Executive, Shawmut Design and
Construction | 617.828.8417 | dschultz@shawmut.com



QUALIFICATIONS: RESUMES



Subconsultant: PM&C Cost Estimating | Peter Bradley | 781.740.8007

Peter Bradley, with over 20 years of experience, is an expert in project and cost management with a focus on conceptual project budgeting. A creative and practical problem solver, Peter has provided cost estimating services on all Compass projects. Peter is highly regarded in the construction world for being a strategic team builder helping owners and architects complete projects on schedule and within budget. He founded PM&C to partner directly with clients and provide them with unsurpassed cost and project management services.

Peter is a graduate of the highly regarded Quantity Surveying program of the University of Ulster in Belfast, Northern Ireland, is a certified in Leadership in Energy and Environmental Design Accredited Professional (LEED AP), and a member of the Association for the Advancement of Cost Engineering (AACE.) He was the founder of the Boston Scholarship, a locally-based foundation that sends students from underprivileged backgrounds in Northern Ireland to the University of Ulster.

PM&C was started in 2005 to provide owners architects, real estate developers and financial institutions peace of mind during construction projects. Our in-depth expertise in cost and project management enables our clients to focus on what they do best, while we ensure they are getting the best value for their money.

PM&C produces precise, thoroughly supported cost estimates at every stage of the design process, knowing that the quality of their work can be the key to turning the owner's vision into a practical reality. PM&C can be relied on to always look for the best possible cost-to-value options.





The Commonwealth of Massachusetts



Office of the Inspector General

Massachusetts Certified Public Purchasing Official Program

MASSACHUSETTS SCHOOL BUILDING AUTHORITY CERTIFICATION

This certificate is presented to

Timothy Bonfatti

For successfully completing

Recertification for School Project Designers and Owner's Project Managers

As required by 963 CMR 2.03

Field(s) of study: Business law, finance and management services

Content area: Leadership and administration

Instructional delivery method: Group-live

11/24/2020 - 11/24/2020

Grade: Pass

AIA
Continuing
Education
Provider

Provider ID#: 1029 7 LUs Type: Elective

NASBA Sponsor ID#: 103866 1 CPEs Business law
4 CPEs fiancé
2 CPEs management services

PDP

Provider ID#: F20190015 7 PDPs Total hours: 7

Description of assessment: Formative assessments, including problem sets and case studies.

Objective: Identify updates to the law and best practices, including contract administration) for the procurement (and disposition where relevant) of supplies, services, real property and design and construction services.

In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on the 50-minute hour.



*The Commonwealth of Massachusetts
Office of the Inspector General
One Ashburton Place, Boston, MA 02108*



Massachusetts Certified Public Purchasing Official Program

Hereby presents this certificate to

Jeffrey D'Amico

for successful completion of

Recertification for School Project Designers and Owner's Project Managers

*Boston, Massachusetts
May 23, 2018*

*Glenn A. Cunha
Inspector General*



7 CPE Credits – “In accordance with the standards of the National Registry of CPE Sponsors, CPE credit has been granted based upon a 50-minute hour.”

The Massachusetts Office of the Inspector General is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.NASBARegistry.org.

Sponsor ID#103866
Field of Study: Specialized Knowledge and Applications
Instructional/Delivery Method: Group-Live

PDP

Qualifies for 7 Professional Development Points based on the State Plan for Professional Development

The Massachusetts Office of the Inspector General is registered with the Department of Elementary & Secondary Education to award professional development points (PDP).



Qualifies for 7 MCPPO points toward recertification

Expires May 2021



The Commonwealth of Massachusetts
Office of the Inspector General



Massachusetts Certified Public Purchasing Official Program

MASSACHUSETTS SCHOOL BUILDING AUTHORITY CERTIFICATION

This certificate is presented to

Christopher Eberly

For successfully completing

***Recertification for School Project Designers and Owner's
Project Managers***

As required by 963 CMR 2.03(2)(o)

This certificate will expire three years from the date of issuance



Description of assessment: Formative assessments, including problem sets and case studies.

Objective: Identify updates to the law and best practices, including contract administration) for the procurement (and disposition where relevant) of supplies, services, real property and design and construction services.

Field(s) of study: Finance and management services

Content area: Leadership and administration

Instructional delivery method: Online

6/19/2020 - 6/19/2020

Grade: Pass

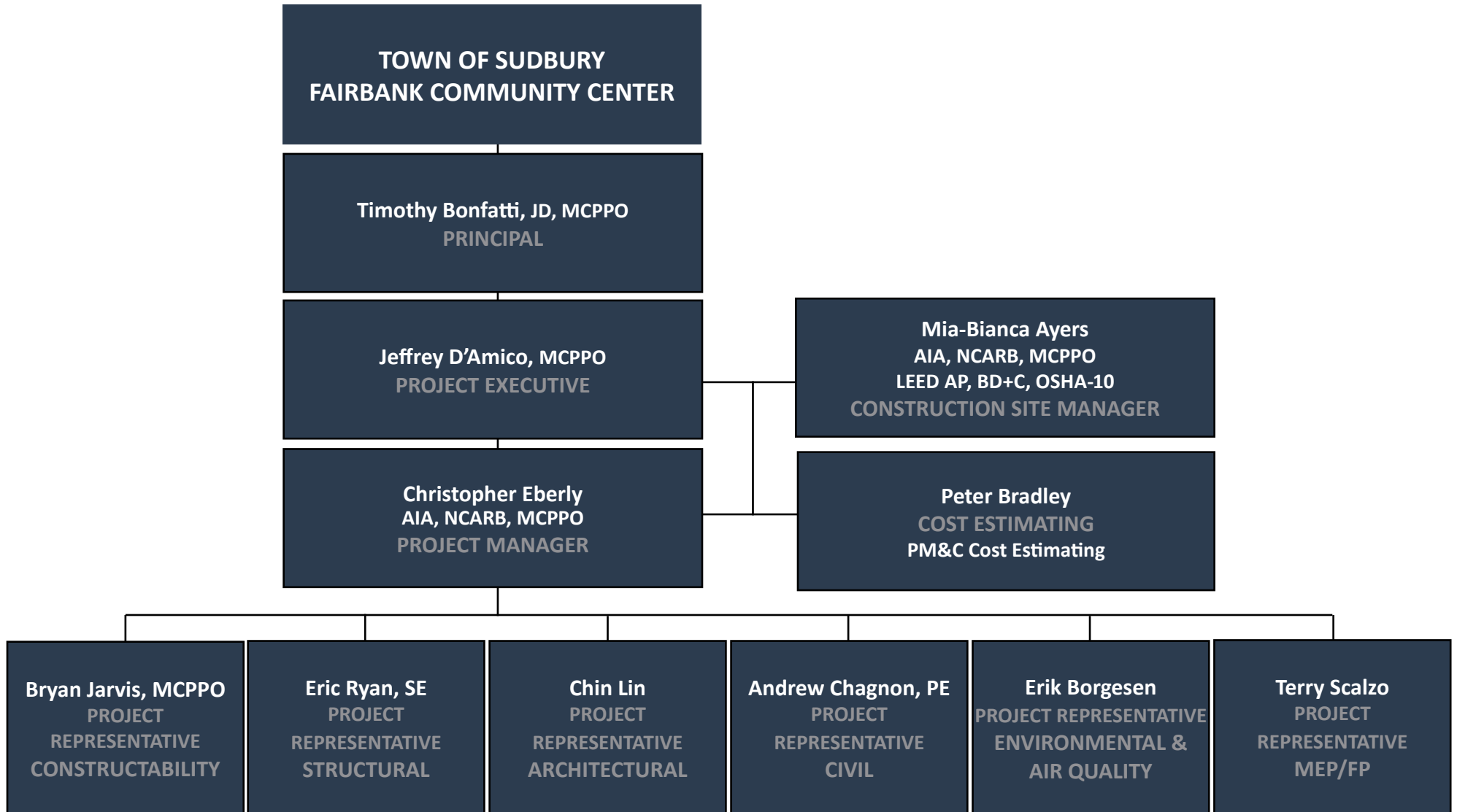
GLENN A. CUNHA

INSPECTOR GENERAL

COMPASS PROJECT MANAGEMENT, INC. OWNER'S PROJECT MANAGER APPLICATION FORM - MARCH 2017						
1.	Project Name/Location for Which Firm is Filing: TOWN OF SUDBURY FAIRBANK COMMUNITY CENTER					
1a.	MSBA Project Number: #					
2a.	Respondent, Firm (Or Joint-Venture) - Name and Address of Primary Office to Perform the Work: COMPASS PROJECT MANAGEMENT, INC. ONE EDGEWATER DRIVE, SUITE 204 NORWOOD, MA 02062			2b.	Name and Address of Other Participating Offices of the Prime Applicant, if different from Item 3a above: N/A	
2c.	Date Present and Predecessor Firms were Established: 2009			2d.	Name and Address of Parent Company, if any: THE VERTEX COMPANIES, INC. 400 LIBBEY PARKWAY WEYMOUTH, MA 02189	
2e.	Federal ID#: 26-3959248			2f.	Name of Proposed Project Director: TIMOTHY J. BONFATTI	
3.	Personnel from Prime Firm included in Question #2 above by discipline (list each person only once, by primary function - average number employed throughout the preceding 6 month period. Indicate both the total number in each discipline):					
	Admin Personnel	4	Cost Estimators		Other	
	Architects		Electrical Engineers		President/Project Director	1
	Acoustical Engineers		Environmental Engineers		Vice President of Construction	1
	Civil Engineers		Licensed Site Professionals		Project Managers	15
	Code Specialists		Mechanical Engineer		Construction Managers	6
	Construction Inspectors					
					TOTAL	27
4.	Has this Joint-Venture previously worked together? NO					



5. List ONLY those Prime and Sub-Consultant Personnel identified as Key Personnel in the Response to Request for Services. This information should be presented below in the form of an Organization Chart modified to fit the firm's proposed management approach. Include Name of Firm and Name of Person:



6. Brief Resume for Key Personnel ONLY as indicated in the Request for Services. Resumes should be consistent with the persons listed on the Organizational Chart in Question#5. Additional Sheets should be provided only as required for the number of Key Personnel and they must be in the format provided. By including a firm as a Subconsultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the Team be selected.

a. Name and Title within Firm: **Timothy J. Bonfatti, President**

b. Project Assignment: **Principal in Charge**

c. Name and Address of Office in which Individual identified in 6a resides:
Compass Project Management, Inc. Headquarters
One Edgewater Drive, Suite 204
Norwood, MA 02062

d. Years Experience: With this Firm: **11** With Other Firms: **28**

e. Education: Degree(s) / Year / Specialization:
Suffolk University, JD 1985
UMASS Dartmouth, Construction Engineering, BS 1982

f. Date of MCPPO Certification: **November 2020**

g. Applicable Registrations and Certifications: **BBO #547369**

h. Current Work Assignments and Availability for this Project (*availability should be identified as a percentage: eg: "As of 5/30, 50% available"*):
Tim provides senior level oversight to all Compass projects and will be available up to 6 hours per week during design phase and 2 hours per week during construction phase.

i. Other Experience and Qualifications relevant to the proposed Project: (Identify OPM Firm by which employed, if not current firm. Please distinguish between OPM work and any design work performed by the firm.):
2000-2008 RF Walsh Co., Inc., President (2003-2008)
1999 Gilbane Construction Company, Sr. Project Manager
1985-1999 A. Bonfatti & Co., Vice President

Tim Bonfatti started Compass Project Management, Inc. to provide results-oriented project management services to Owners in the public and private sector. Tim is a 30 year veteran of the design and construction industry who has been a leading force in improving public sector construction. He has managed over \$1 billion worth of projects including many high profile projects with intense public scrutiny. Tim is member of the Medfield Permanent Building Committee and former long-standing member of the Medfield School Committee. He is past Chairman of the Associated General Contractors of Massachusetts and the Board of Overseers of the Boston Architectural College. He is a graduate of the University of Massachusetts and Suffolk University Law School and is a member of the Massachusetts Bar Association.

a. Name and Title within Firm: **Jeffrey D'Amico, Senior Project Manager**

b. Project Assignment: **Senior Project Manager**

c. Name and Address of Office in which Individual identified in 6a resides:
Compass Project Management, Inc. Headquarters
One Edgewater Drive, Suite 204
Norwood, MA 02062

d. Years Experience: With this Firm: **9** With Other Firms: **9**

e. Education: Degree(s) / Year / Specialization:
Providence College, BS Marketing, 2002

f. Date of MCPPO Certification: **May 2018**

g. Applicable Registrations and Certifications:

h. Current Work Assignments and Availability for this Project (*availability should be identified as a percentage: eg: "As of 5/30, 50% available"*):
Clyde F. Brown Elementary School, Millis, MA
Hunnewell Elementary School, Wellesley, MA
Hardy Upham Elementary School, Wellesley, MA
David Mindess Elementary School, Ashland, MA
Jeff will be available 30%

i. Other Experience and Qualifications relevant to the proposed Project: (Identify OPM Firm by which employed, if not current firm. Please distinguish between OPM work and any design work performed by the firm.):
2002-2010 RF Walsh Co., Inc. (now Hill International), Project Manager

Jeff is a focused and results-oriented project professional. With particular experience working in existing building environments, he is a proactive problem solver with a record of positive outcomes. Jeff excels at building successful relationships with the entire project team including owners, regulators, local officials, designers and builders. He has managed complex Historic Restoration, K-12 Schools, Universities and Healthcare projects requiring a thorough understanding of the permitting and approval process. During feasibility studies, he has a unique ability to identify potential challenges in site planning and in the political landscape and works to meet them head on guiding the client to a successful result. Jeff's pivotal role as the day to day primary client contact, along with his methodical planning, strategic approach and professional demeanor ensures all his projects exceed client expectations.

6. Brief Resume for Key Personnel ONLY as indicated in the Request for Services. Resumes should be consistent with the persons listed on the Organizational Chart in Question#5. Additional Sheets should be provided only as required for the number of Key Personnel and they must be in the format provided. By including a firm as a Subconsultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the Team be selected.

a. Name and Title within Firm: **Christopher Eberly, Project Manager/
Construction Site Manager**

b. Project Assignment: **Construction Site Manager**

c. Name and Address of Office in which Individual identified in 6a resides:
**Compass Project Management, Inc. Headquarters
One Edgewater Drive, Suite 204, Norwood, MA 02062**

d. Years Experience: With this Firm: **3** With Other Firms: **18**

e. Education: Degree(s) / Year / Specialization:
Wentworth Institute for Technology, Bachelor of Architecture, *Cum Laude* | 2003

f. Date of MCPPO Certification: **June 2020**

g. Applicable Registrations and Certifications:
Registered Architect, MA, #50169; NCARB Certificate

h. Current Work Assignments and Availability for this Project (*availability should be identified as a percentage: eg: "As of 5/30, 50% available"*):
**UMass Dartmouth Science & Engineering Building
Chris will be available 100%**

i. Other Experience and Qualifications relevant to the proposed Project: (Identify OPM Firm by which employed, if not current firm. Please distinguish between OPM work and any design work performed by the firm.):
Peterman Architects, Inc., Concord, MA | 2016 to 2017, Associate
Beacon Architectural Associates, Boston, MA | 2008 to 2016, Project Manager
Cambridge Seven Associates, Cambridge, MA | 2005 to 2008, Designer
VMY Vitols Architects, Inc. Newton, MA | 2002 to 2005, Intern Architect
Courtney Miller Architects, Arlington, MA | Intern Architect 2001
Burt Hill Kozar Rittelmann Associates, Boston, MA | Intern Architect 2001
Envision Architects, Albany, NY | Intern Architect 2000

Chris has over 18 years of experience in the design and construction industry. He is a licensed architect with an extensive background in designing, coordinating and detailing construction projects. As a Project Architect, Chris led new construction and renovation projects through all phases of design and construction for public and private clients in seven states. His projects included educational facilities, containment laboratories, university dormitories, high profile assembly spaces, as well as hospitality and multi-family residential buildings. At Compass, Chris has been the Construction Site Manager/Project Manager on MSBA School projects. Chris has a focused approach to each project with his attention to detail and solutions-based problem-solving skills. He is an excellent communicator and maintains a supportive team environment.

a. Name and Title within Firm: **Mia-Bianca Ayers, Project Manager**

b. Project Assignment:

c. Name and Address of Office in which Individual identified in 6a resides:
**Compass Project Management, Inc. Headquarters
One Edgewater Drive, Suite 204
Norwood, MA 02062**

d. Years Experience: With this Firm: **6** With Other Firms: **10**

e. Education: Degree(s) / Year / Specialization:
Rensselaer Polytechnic Institute, Bachelor of Architecture, 2009

f. Date of MCPPO Certification: N/A

g. Applicable Registrations and Certifications:
**OSHA-10 Certified | Licensed Architect | LEED AP BD+C | NCARB
Certification**

h. Current Work Assignments and Availability for this Project (*availability should be identified as a percentage: eg: "As of 5/30, 50% available"*):
**Boston University Goldman School of Dental Medicine
Mia will be available 100%**

i. Other Experience and Qualifications relevant to the proposed Project: (Identify OPM Firm by which employed, if not current firm. Please distinguish between OPM work and any design work performed by the firm.):
**Monteforte Architectural Studios, Neptune, NJ | 2005 to 2008
Skidmore, Owings and Merrill, New York, NY | 2008
Architectural Designer | 2009 to 2012
Ai3 Architects, Wayland, MA | 2012 to 2015**

Mia began her career in architecture in the public school market where she had been a member of and led construction teams on educational facilities throughout Massachusetts including the certification of numerous LEED and CHPS K-12 school projects. As a Project Manager at Compass, Mia has worked on a variety of Compass projects including Boston University Myles Standish Hall, University of Massachusetts Lowell, Hopkinton Early Education Center, Millis Clyde F. Brown School, University of Massachusetts Dartmouth Charlton College of Business and is currently working at Boston University Goldman School of Dental Medicine. Mia maintains a team-oriented environment with a hands-on approach. She has excellent organizational, time management and communication skills which allow her to set clear goals and implement strategies to keep the team focused.

7a	Past Performance: List all Completed Projects, in excess of \$1.5 million, for which the Prime Applicant has performed, or has entered into a contract to perform Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.									
	Project Name, Location & Project Director <i>Timothy Bonfatti served as Project Director on all projects listed below</i>	Brief description of Project and Services (include reference to areas of similar experience)	Project Dollar Value	Completion Date (Actual or Estimate)	On Time (Yes or No)	Original Construction Contract Value	Change Orders	Number of Accidents & Safety Violations	Dollar Value of any safety fines	Number & outcome of Legal Actions
1	Norwood High School Norwood MA	Construction of new 227,500sf High School and related site development	\$68M	July 2012	Yes	\$54.4M and \$900K-FSB adj & PV System	29 / \$400K	0	0	0
2	Norwood Department of Public Works Norwood MA	Construction of new DPW facility on existing site	\$16.8M	August 2015	Yes	\$14.9M	10 / \$419K	0	0	1 / settled b/f trial
3	Marshfield High School Marshfield MA	Construction of new 266,000sf High School and related site development	\$103M	July 2015	Yes	\$87M	20 / \$1.2M	0	0	0
4	Field Elementary School Weston MA	Construction of new 66,000sf Elementary School	\$31M	December 2014	Yes	\$24M	27 / \$2.1M	0	0	0
5	Weston High School Weston MA	28,000sf expansion and renovation of science lab	\$12M	September 2012	Yes	\$9.4M	5 / \$175K	0	0	0
6	Medway Middle School Medway MA	Repair program project including new windows, HVAC, electrical	\$22.2M	January 2013	Yes	\$18.2M	2 / \$17K	0	0	0
7	Norfolk County Agricultural High School Walpole MA	Construction of new 85,700sf school and renovations	\$28.5M	February 2014	Yes	\$21.2M	9 / \$800K	0	0	0
8	UMASS Dartmouth Charlton College of Business Dartmouth MA	Construction of new 22,000sf addition	\$15M	June 2016	Yes	\$11.5M	14 / \$324K	0	0	0
9	St. Sebastian's School Needham MA	Construction of 31,000sf new science addition and connecting wing	\$13M	May 2012	Yes	\$9.6M	7 / \$324K	0	0	0
10	Boston University Law School Boston MA	Renovation and addition to existing law school tower	\$135M	September 2015	Yes	\$135M	N/A	0	0	0
11	Boston University Ctr for Integrated Life Sciences Boston MA	Construction of new 9 story life sciences building	\$50M	March 2017	Yes	\$125M	5 / \$500K	0	0	N/A
12	Newton Fire Station #3 & Headquarters Newton MA	Renovation of existing Fire Dept HQ building and new Fire Station	\$20M	December 2016	Yes	\$16M	8 / \$400K	0	0	0
13	Newton Country Day School Newton MA	New gym & athletic facility; accompanying site dvlpmt	\$16M	October 2015	Yes	\$16.5M	0	0	0	0



7a	Past Performance: List all Completed Projects, in excess of \$1.5 million, for which the Prime Applicant has performed, or has entered into a contract to perform Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.									
14	Westwood Police Station Westwood MA	Construction of new 20,000sf police station	\$10.5M	February 2018	Yes	\$10M	12 / \$500K	0	0	0
15	Westwood Fire Station Westwood MA	Construction of new 12,000sf Fire Station	\$7.0M	June 2017	No	\$6.7M	10 / \$170K	0	0	0
16	Boston University Myles Standish Hall Boston MA	Construction/renovation of historic residence ahll	\$150M	September 2018	Yes	\$119M	0	0	0	0
17	Foxborough Regional Charter School Foxborough MA	Construction/renovation	\$10.5M	June 2018	Yes	\$10.5M	0	0	0	0
18	Marathon Elementary School Hopkinton MA	Construction of new elementary school	\$47.1M	September 2018	Yes	\$47.1M	0	0	0	0
19	Walpole Police Headquarters Walpole MA	Construction of new police headquarters	\$10.4M	May 2018	Yes	\$6.6M	10 / \$50K	0	0	0
20	Walpole Fire Station Headquarters Walpole MA	Construction of new central fire station and headquarters	\$14.5M	August 2018	Yes	\$10.5M	12/ \$300K	0	0	0
21	Walpole Council on Aging Walpole MA	Construction of new council on aging building	\$9.8M	November 2018	Yes	\$5.9M	10 / \$200K	0	0	0
22	Alma del Mar Charter School New Bedford MA	Construction of new 43,000sf 2-story K-8 School	\$12.7M	August 2017	Yes	\$12.4M	\$420K	0	0	0
23	Norwood Municipal Light Department Norwood MA	Add/Reno of 45,000sf vehicle garage and 20,000sf 2-story office building	\$14.4M	December 2019	Yes	\$11.2M	26/\$92K	0	0	0
24	University of Massachusetts Lowell Coburn Hall Lowell MA	Construction/Renovation of existing building	\$45M	Spring 2020	Yes	\$31.1M	2/\$285M	0	0	0
25	Boston University Howard Thurman Center Boston MA	Renovation	\$32M	August 2019	Yes	\$23.9M		0	0	0
26	ARP Projects (2) Topsfield MA	Roof/window/door rplcmt; historic restoration; mechanical upgrades	\$7.9M (combined)	December 2018	Yes	\$6.4M (combined)	\$134K	1 / 0	0	0
27	ARP Projects (2) Chicopee MA	Roof/window replacement; masonry restoration; ADA upgrades	\$3.9M (combined)	February 2019	No	\$3.2M (combined)	\$97K	0	0	0
28	Peter Noyes Elementary School ARP Project Sudbury MA	Replace roof, windows, doors, boilers and mechanical upgrades	\$2.6M	October 2011	Yes	\$1.9M	\$63K	0	0	0
29	Five Schools upgrade ARP Projects Fitchburg MA	Replace roof, windows, doors, boilers and mechanical upgrades	\$10.5M (combined)	Various	yes	\$7.2M	\$340K	0	0	0



7b	Past Performance: Provide the following information for those completed Projects listed above in 7a for which the Prime Applicant has performed, or has entered into a contract to perform Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.						
	Project Name, Location & Project Director <i>Timothy Bonfatti served as Project Director on all projects listed below</i>	Original Project Budget	Final Project Budget	If different, provide reason(s) for variance	Original Project Completion	Actual Project Completion On Time (Yes or No)	If different, provide reasons(s) for variance
1	Norwood High School Norwood MA	\$68M	\$68M		July 2012	Yes	
2	Norwood Department of Public Works Norwood MA	\$15M	\$15M		August 2015	Yes	
3	Marshfield High School Marshfield MA	\$103M	\$103M		July 2015	Yes	
4	Field Elementary School Weston MA	\$31.5M	\$32M	Unforeseen PCBs during demo, move abatement needed more money	December 2014	Yes	
5	Weston High School Weston MA	\$12M	\$12M		September 2012	Yes	
6	Medway Middle School Medway MA	\$22.2M	\$22.2M		January 2013	Yes	
7	Norfolk County Agricultural High School Walpole MA	\$28.5M	\$28.5M	Bonding company replaced original contractor because they went out of business	February 2014	Yes	
8	UMASS Dartmouth Charlton College of Business Dartmouth MA	\$15M	\$15M		June 2016	Yes	
9	St. Sebastian's School Needham MA	\$13M	\$13M		May 2012	Yes	
10	Boston University Law School Boston MA	\$135M	\$135M		September 2015	Yes	
11	Boston University Ctr for Integrated Life Sciences Boston MA	\$50M	\$50M		March 2017	Yes	
12	Newton Fire Station #3 & Headquarters Newton MA	\$16M	\$16M		December 2016	Yes	
13	Newton Country Day School Newton MA	\$16.5M	\$16.5M		October 2015	Yes	



7b	Past Performance: Provide the following information for those completed Projects listed above in 7a for which the Prime Applicant has performed, or has entered into a contract to perform Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.						
14	Westwood Police Station Westwood MA	\$10M	\$10M		February 2018	Yes	
15	Westwood Fire Station Westwood MA	\$7M	\$7M		June 2017	No	
16	Boston University Myles Standish Hall Boston MA	\$119M	\$119M		September 2018	Yes	
17	Foxborough Regional Charter School Foxborough MA	\$10.5M	\$10.5M		June 2018	Yes	
18	Marathon Elementary School Hopkinton MA	\$47.1M	\$47.1M		September 2018	Yes	
19	Walpole Police Headquarters Walpole MA	\$10.4M	\$10.4M		May 2018	Yes	
20	Walpole Fire Station Headquarters Walpole MA	\$14.5M	\$14.5M		August 2018	Yes	
21	Walpole Council on Aging Walpole MA	\$9.8M	\$9.8M		November 2018	Yes	
22	Alma del Mar Charter School New Bedford MA	\$12.4M	\$12.4M		August 2017	Yes	
23	Norwood Municipal Light Department Norwood MA	\$14.4M	\$14.4M		December 2019	Yes	
24	University of Massachusetts Lowell Coburn Hall Lowell MA	\$45M	\$45M		Spring 2020	Yes	
25	Boston University Howard Thurman Center Boston MA	\$32M	\$32M		August 2019	Yes	
26	ARP Projects (2) Topsfield MA	\$7.9M (combined)	\$7.9M (combined)		December 2018	Yes	
27	ARP Projects (2) Chicopee MA	\$3.9M (combined)	\$3.9M (combined)		February 2019	No	GC late on submission of key trade pckgs delaying arrival of materials and coord of work. Rain slowed progress on exterior work.
28	Peter Noyes Elementary School ARP Project Sudbury MA	\$2.6M	\$2.4M	Favorable bid savings	October 2011	Yes	
29	Five Schools upgrade ARP Projects Fitchburg MA	\$10.5M	\$9.2M	Favorable bid savings	Various	Yes	Most finished on time, some projects ran into unforeseen conditions



8	Capacity: Identify all current/ongoing work by Prime Applicant, Joint-Venture Members or Sub-Consultants. Identify project participants and highlight any work involving the project participants identified in the response.								
	Project Name, Location & Project Director <i>Timothy Bonfatti served as Project Director on all projects listed below</i>	Brief description of Project and Services (include reference to areas of similar experience)	Original Project Budget	Current Project Budget	Project Completion Date	Current Forecast Completion Date On Time (Yes or No)	Original Construction Contract Value	Number and Dollar Value of Change Orders	Number and Dollar Value of Claims
1	Lasell Village Newton MA	Construction/Renovation for community space for multi-family residences	\$7.4M	\$7.4M	May 2019	June 2019 / No	\$5.2M	5 / \$200K	N/A
2	Boston University Data Science Center Boston MA	New Construction	TBD	TBD	March 2022	Yes	\$288.7M	N/A	N/A
3	Hunnewell Elementary School Wellesley MA	New Construction	Feasibility Study / TBD	TBD	TBD	TBD	TBD	N/A	N/A
4	Hardy Upham Elementary School	New Construction	Feasibility Study / TBD	TBD	TBD	TBD	TBD	N/A	N/A
5	Mildred Aitken Elementary School Seekonk MA	Construction/Renovation	\$10M	\$10M	August 2020	Yes	N/A	N/A	N/A
6	Stoughton High School Stoughton MA	New construction of 214,000sf high school	\$123M	\$123M	Fall 2020	Yes	\$100M	24 / \$1.9M	N/A
7	Clyde F. Brown Elementary School Millis MA	New construction of elementary school	\$52.9M	\$52.9M	May 2020	Yes	\$42.6M	11 / \$255K	N/A
8	Middleborough High School Middleborough MA	New construction of high school	\$103M	\$103M	January 2021	Yes	\$83M	N/A	N/A
9	Boston University Goldman School of Dental Medicine Boston MA	Construction/Addition/Renovation of existing facility	\$113M	\$113M	November 2020	Yes	\$85.8M	64 / \$488K	N/A
10	John F. Kennedy Middle School Natick MA	New construction of middle school	\$109.5M	\$109.5M	December 2021	Yes	TBD	N/A	N/A
11	Medway Department of Public Services Medway MA	New construction of DPW facility; 35,000sf Admin & Vehicle Facility, Parking & Storage	\$13.7M (est)	\$13.7 (est)	May 2020	N/A	\$11M (est)	\$0	N/A
12	Watertown High School Watertown MA	New construction / design of high school for 720 students	\$108-120M	\$108-120M	Fall 2023 (est)	Yes	\$90-100M	N/A	N/A



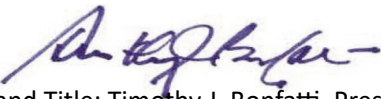
8	Capacity: Identify all current/ongoing work by Prime Applicant, Joint-Venture Members or Sub-Consultants. Identify project participants and highlight any work involving the project participants identified in the response.								
13	Hanlon Elementary School Westwood MA	New construction of 34,000sf (approx) elementary school	TDB	TBD	August 2023 (est)	Yes	\$30-50M (est)	N/A	N/A
14	David Mindess Elementary School Ashland MA	New construction of 92,000-122,500sf elementary school	\$65-92M	\$1M (feasibility study phase)	Fall 2023 (est)	Yes	N/A	N/A	N/A
15	Alma del Mr 2 Charter School New Bedford MA	New construction of elementary school	TBD	TBD	TBD	TBD	TBD	TBD	TBD
16	University of Massachusetts Dartmouth Science & Engineering Building, Dartmouth, MA	Renovation/Update	\$45M	\$45M	June 2022	Yes	TBD	TBD	TBD
17	Massachusetts Maritime Academy Residence Building Buzzards Bay, MA	New Construction	\$16M	\$16M	TBD	Yes	TBD	N/A	N/A
18	Bird Middle School Walpole, MA	TBD	TBD	TBD	2024	TBD	TBD	N/A	N/A
20	Cooperative Bank of Cape Cod Hyannis, MA								
21	Coakley Middle School, Norwood, MA								



9 **References:** Provide the following information for completed and current Projects listed above in 7 and 8 for which the Prime Applicant has performed, or has entered into a contract to perform Owner's Project Management Services for all Public Agencies within the Commonwealth within the past 10 years.

	Project Name, Location & Project Director <i>Timothy Bonfatti served as Project Director on all projects listed below</i>	Client Name	Client Address	Contact Person Name	Contact Person Phone / Email
1	Stoughton High School Stoughton MA	Town of Stoughton	232 Pearl Street Stoughton MA	TJ Recupero, Chairman Building Committee	tjrecupero@gmail.com
2	Middleborough High School Middleborough MA	Town of Middleborough	10 Nickerson Avenue Middleborough MA	Kathleen Piatelli, Director of Business & Finance	508.946.2000 x2118 kpiatelli@middleboro.k12.ma.us
3	Norwood High School Norwood MA	Town of Norwood	275 Prospect Street Norwood MA	Bernie Cooper, Asst. Town Manager	781.762.1240 bcooper@ci-norwood.ma.us
4	Marshfield High School Marshfield MA	Town of Marshfield	76 South River Street Marshfield MA	Bruce Spitler, Chair	617.632.8233 blspitler@gmail.com
5	Field Elementary School Weston MA	Town of Weston	11 Town House Road Weston MA	Jerry McCarty, Facilities Manager	508.613.5227 mccartyg@weston.org
6	Marathon Elementary School Hopkinton MA	Town of Hopkinton	18 Main Street Hopkinton MA	Dr. Carol Cavanaugh, Superintendent	508.417.9360 ccavanaugh@hopkinton.k12.ma.us
7	Clyde F. Brown Elementary School Millis MA	Town of Millis	900 Main Street Millis MA	Wayne Klocko, Chairman	508.376.4644 wayne.klocko@libertymutual.com
8	Weston High School Weston MA	Town of Weston	11 Town House Road Weston MA	Jerry McCarty, Facilities Manager	508.613.5227 mccartyg@weston.org
9	Medway Middle School Medway MA	Town of Medway	155 Village Street Medway MA	Tom Anderson, Chair	508.422.3800 Thomas.Anderson@natdep.com
10	Norfolk County Agricultural School Walpole MA	Norfolk County Agricultural School	400 Main Street Walpole MA	Rick Fitzpatrick, Chair	508.668.0269 x221 rickfitzpatrick@norfolkaggie.org
11	University of Massachusetts Dartmouth Charlton College of Business Dartmouth MA	University of Massachusetts Dartmouth Charlton College of Business	285 Old Westport Road North Dartmouth MA	Peter Geldmacher	508.999.8938 pgeldmacher@umassd.edu
12	Boston University Law School Boston MA	Boston University	765 Commonwealth Avenue Boston MA	David Flynn	617.353.2112 ddflyn@bu.edu

10 I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. The information contained in this Application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted By: 
(Signature)
Printed Name and Title: Timothy J. Bonfatti, President
Date: January 14, 2021

CERTIFICATE OF TAXES/TAX ATTESTATION

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under penalties of perjury that Compass Project Management, Inc. a Vertex Company ha/have complied with all laws of the commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

26-3959248

Social Security Number, or
Federal Identification Number




Signature of Individual, or
Corporation Name

By: Timothy Bonfatti, President
Corporate Officer & Title (if applicable)

AFFIX CORPORATE SEAL

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid, or proposal, 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.

Signature of Individual, or
Corporation Name 


By: Timothy Bonfatti, President
Corporate Officer & Title (if applicable)

AFFIX CORPORATE SEAL

**TOWN OF SUDBURY, MASSACHUSETTS
CERTIFICATE OF CORPORATE AUTHORITY**

The principal, officer, or person to sign below pledges under penalties of perjury, that he or she has been designated by the Owner(s) or the Board of Directors of the below named firm as an authorized representative.

Date: January 14, 2021

Signature of individual submitting bid or proposal: 

Printed Name of Person signing the bid or proposal: Timothy Bonfatti

Title of Person signing the bid or proposal: President

Name of Business: Compass Project Management, Inc., A Vertex Company

Business Address: One Edgewater Drive, Suite 204, Norwood, MA 02062

Business Phone: 508.389.5061

MUST BE SIGNED AND RETURNED WITH RESPONSE