



CUMBERLAND COUNTY

Maine

Design and Renovation of a New Unified County Office Building





Letter of Interest

October 10, 2023

William Trufant, Facilities Director
Cumberland County
142 Federal St., Ste 1
Portland, ME 04101

**WSP USA Environment &
Infrastructure Inc.**
511 Congress Street
Portland, ME 04101
(207) 910-1047

wsp.com

Subject: Design and Renovation of a New Unified County Office Building

Mr. Trufant:

WSP USA Environment & Infrastructure Inc. (WSP) has prepared this Statement of Qualifications (SOQ) to Cumberland County to provide architectural and engineering services for the Design and Renovation of a New Unified County Office Building. Our SOQ is in response to the "Request for Qualifications" and our understanding of the requirements for this project.

WSP brings to Cumberland County our commitment to creativity, functional efficiency, safety, and sustainability. Our work for Maine government agencies has included innovative space planning, renovation and new construction designs, and energy analysis across the State of Maine Bureau of General Services' and Maine Army National Guard's building portfolios. We have provided programming and space planning services for over 300,000 SF for the State of Maine and major renovation design for 220,000 SF at the Cultural Building and the DEP's office space in the Ray Building in Augusta.

This SOQ describes WSP's capabilities to assist clients with project planning and construction, assess and understand their building needs, perform office programming, conduct energy analyses, and provide detailed design for office renovation projects. We are fully qualified based on the key points below:

- ▶ We have local, recent, and relevant project experience with multiple Maine government agencies for developing and implementing programming and space planning for office building designs.
- ▶ We bring the expertise of a dedicated energy team with local subject matter experts to optimize building systems as part of renovation design.
- ▶ We have experience planning, designing, and executing complex renovation projects using a variety of project and construction delivery methods.

We appreciate your consideration of WSP's services and look forward to your response. If you have any questions regarding our SOQ, please contact Alissa Camire at (207) 910-1047 or alissa.camire@wsp.com.

Sincerely,

WSP USA Environment & Infrastructure Inc.

Alissa Camire, RA
Project Manager
alissa.camire@wsp.com

Elizabeth Huckins, NCARB, NCIDQ
Project Architect & Interior Designer
elizabeth.huckins@wsp.com

Statement of Qualifications

WSP's architectural and engineering design team is experienced in working with - Maine government agencies and understands the complexities of completing renovation design projects.

WSP has prepared this Statement of Qualifications (SOQ) for Cumberland County's Design and Renovation of a New Unified County Office Building at 27 Northport Drive, Portland, Maine based on the provided "Request for Qualifications" and our understanding of the requirements for this project.

The project scope includes:

- ▶ Renovation design of a newly acquired County-owned office building.
- ▶ Programming and design of a modern, safe, efficient office building layout for 30,000+ square feet.
- ▶ Creating enough physical space across County-owned properties for all employees to work safely, also allowing County employees to be sited more effectively.
- ▶ Designing the space and building systems to reduce the spread of airborne pathogens.
- ▶ Bidding and construction phase architectural and engineering (A/E) services to support successful construction of the final approved design.
- ▶ Coordinating between Cumberland County and other pertinent parties throughout the design process and construction.

Key Qualifications

- ▶ *The WSP Process*
- ▶ *Office Programming & Renovation Experience*
- ▶ *COVID-19 Related Office Design Expertise*
- ▶ *Dedicated Energy Team*
- ▶ *Quality Control & Integrated Design*

A. Qualifications to Undertake this Project

WSP provides complete A/E services from assessment, planning and initial concept through final design, construction, and post-construction consultation. Our project experience covers a broad range of new construction and renovation projects, especially for administrative office space and state and federal government projects. Our most notable qualifications to undertake this project are our proven office programming and design process, renovation planning and design expertise, dedicated energy team, quality control (QC) review process, and integrated design.

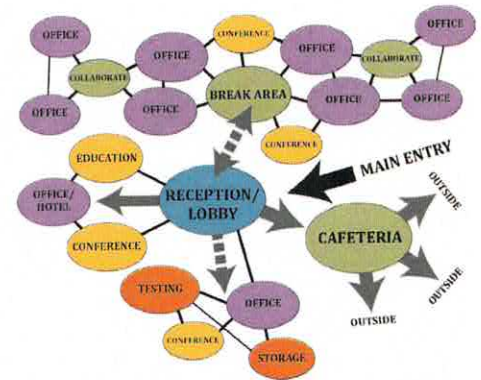
The WSP Process

Our team has a reputation for tackling complex problems and being a partner for our clients throughout the design and construction process, helping them successfully execute projects. We understand every client has unique requirements and priorities for a specific project. We have a proven process for developing projects with frequent, open communication, and collaboration throughout design, including:

- ▶ Conducting site investigations and interviews.
- ▶ Identifying project goals and priorities and balancing them with project budgets.
- ▶ Evaluating alternatives and energy conservation measures, including life cycle cost analyses.



- ▶ Programming and space planning for optimizing space utilization and functionality and implementing client's space requirements for multiple agencies in one building.
- ▶ Developing and integrating fast track and/or phasing plans into the design and cost estimate.
- ▶ Developing detailed designs to achieve the project goals.
- ▶ Performing QC and constructability reviews throughout design to mitigate risk and reduce unforeseen conditions and delays during construction.



An interactive, collaborative, and integrated design process is critical for a project's success, and we recognize the need for and benefit of regular progress touchpoints among the project team and with clients, in addition to key stakeholder meetings. Our practices of open communication and QC reviews carry forward from design into construction.

The WSP Team

Our Portland, Maine office has its roots as the former E.C. Jordan Company, founded in 1873; our current corporate identity as WSP began in 2022. Over the past 15 years, our local Maine architects, interior designers, engineers (including MEP, energy, fire protection, structural, and civil) and cost estimators have provided A/E design services for numerous Maine government projects. Our location in downtown Portland will allow us to quickly respond to this project's needs if an on-site presence or in-person meeting is required. Most of the team proposed for this project has been working together for more than eight years, including on Maine government projects.

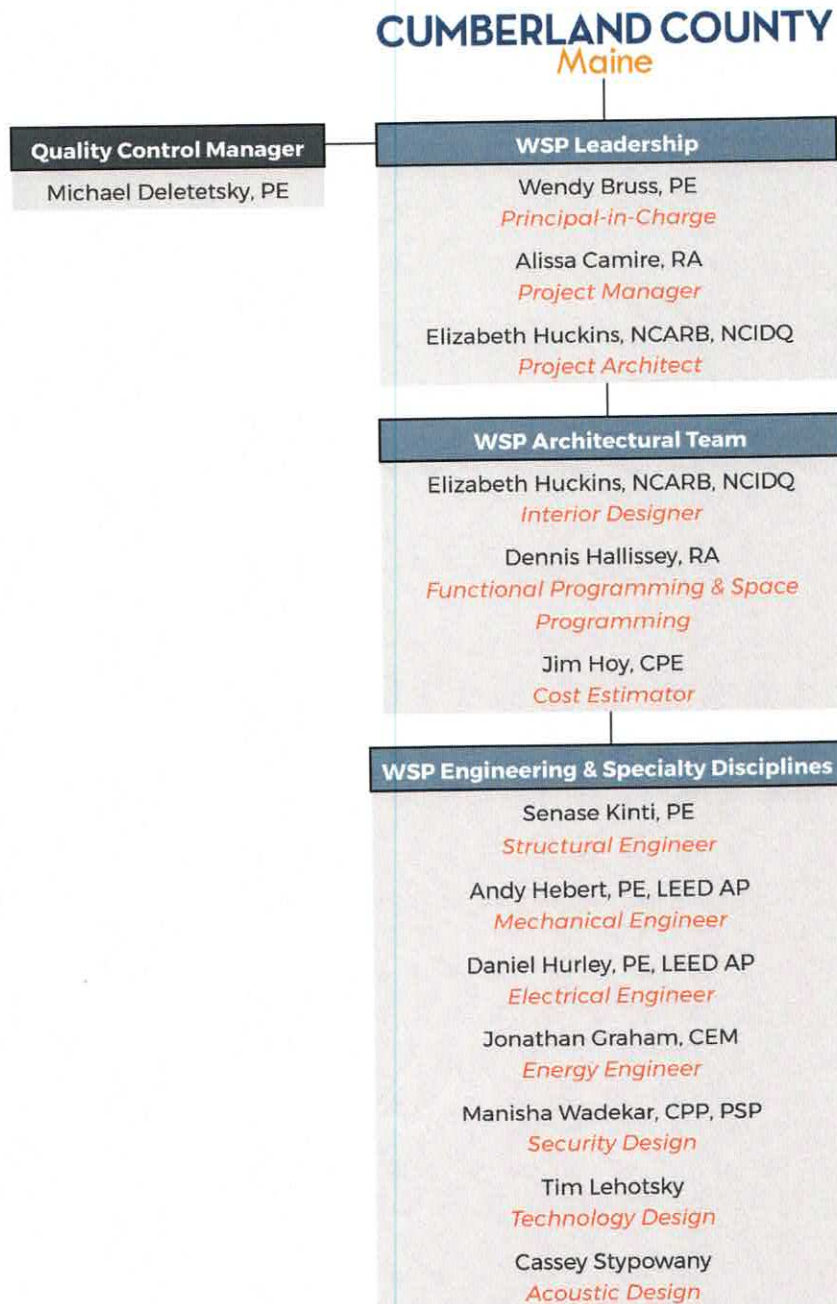
As a large firm, WSP brings together a highly accomplished team of specialists in Maine, Boston and throughout the northeast that covers the entire spectrum of building design and engineering should additional expertise or resources be needed. We provide an integrated service offering nationwide experience and resources with a local presence. Our Maine team regularly collaborates on projects with staff across the country in a remote, virtual environment, which has developed a network of trusted partners for seamlessly executing projects if additional resources are needed.



An added benefit of WSP's size and diversity of services is our ability to leverage specialty consulting expertise and technical review for unique project requirements and supplement our local experience. Within WSP's northeast offices, our A/E team has access to specialized teams of building security, technology, and acoustic professionals who research and implement current technology trends and the latest, best-in-practice solutions. They are available to Cumberland County and our local team to support the Design and Renovation of a New Unified County Office Building.

An organizational chart of our team is provided below. Refer to **Section E** for additional information on our project team, and **Attachment A** for staff resumes.

Organizational Chart



Specialized Experience

Renovation Planning & Design

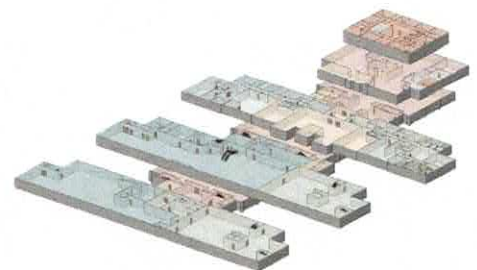
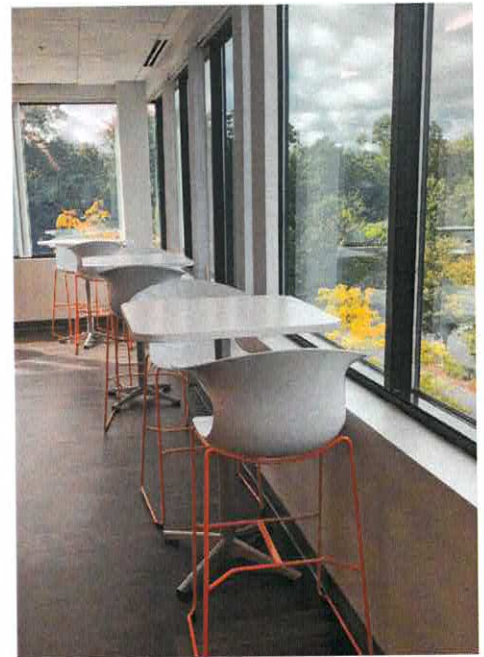
WSP's team specializes in existing building investigation, renovation, and repair design. Every renovation project begins with a site investigation to understand the existing building and systems impacted by the scope of work, as well as to identify critical life safety, accessibility, or performance concerns to bring to the client's attention. Our team regularly conducts comprehensive building condition assessments with prioritized repair recommendations and implementation plans as standalone projects to support clients' facility asset management planning. We bring the thoroughness of this process and the knowledge gained from assessing many different building types and systems to the investigation and pre-design planning phase of renovation projects.

Leading our team is project architect and interior designer, Elizabeth Huckins, who specializes in office renovation design and has been recognized for her expertise, most recently for her hybrid office planning related to the COVID-19 pandemic. She has recorded a podcast on the *Future workplace: humanising the office of tomorrow* and presented at a Society of American Military Engineers' (SAME) conference in October 2022 on the *Benefits and Strategies of a Hybrid Office Environment*. Elizabeth is passionate about reusing existing buildings, and she embraces office design as an opportunity to promote employee health and wellness, attract and retain employees, and reduce individuals' and an organization's carbon footprint.

Elizabeth capitalizes on her qualifications as both an architect and interior designer to lead clients and multidiscipline teams in comprehensive planning for renovations and provides consistent understanding of the project history, goals, and priorities through design development, construction, furniture selection and procurement, and move-in. Along with key personnel identified for this project, Elizabeth has designed full office building renovations and interior office tenant improvements for commercial and government clients in Maine and nationwide.

WSP's team is also experienced in developing and implementing phased renovation projects due to funding limitations, to accommodate client occupancy requirements, and to accelerate construction timelines. We regularly collaborate with construction contractors as members of a design build team.

Refer to **Section C** for additional information on how WSP's specialized renovation planning and experience will be employed in the design of this project.



Building System & Energy Upgrades

Office renovation projects typically impact building systems due to space reconfiguration, change in use of spaces, capacity and age of the systems, client energy efficiency goals, and current energy code requirements. The key staff assembled for this project understand the process for evaluating alternatives for building systems, performing energy and life cycle cost analyses, and developing designs to implement recommended improvements at facilities in Maine, and similar cold weather climates.

We recently designed a full office building renovation for the Maine Department of Environmental Protection's (DEP) Ray Building in Augusta. The Ray Building had limited renovations completed since the 1970s and required extensive building system repairs to meet current code and energy requirements, including adding a new fire suppression system to the four-story historic building. Our team uses three-dimensional Building Information Modeling (BIM) to coordinate system upgrades within the often-limited space in existing buildings.

Along with electrical system and lighting upgrades, building envelope repairs can have a significant impact on loads for HVAC systems and energy efficiency, especially if they include improvements for thermal performance. WSP performs energy audits and modeling as a standard part of our renovation design process to evaluate design alternatives and develop design solutions. Our lead energy engineer, Jonathan Graham, is a member of our nationwide energy planning team, which has been providing energy auditing services for more than 25 years. Jonathan recently led a 2021 Installation Energy and Water Plan (IEWP) project for Maine Army National Guard facilities statewide as part of a federal resiliency planning program.

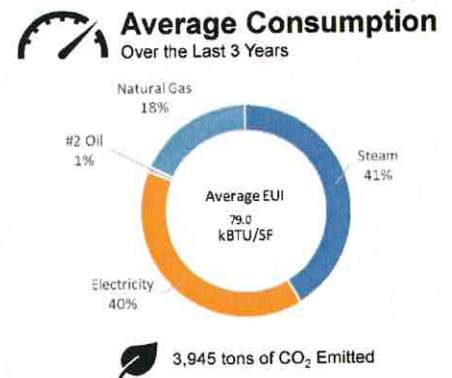
Refer to **Section C** for additional information on how WSP's specialized energy experience will be employed in the design of this project.

Quality Control (QC) & Integrated Design

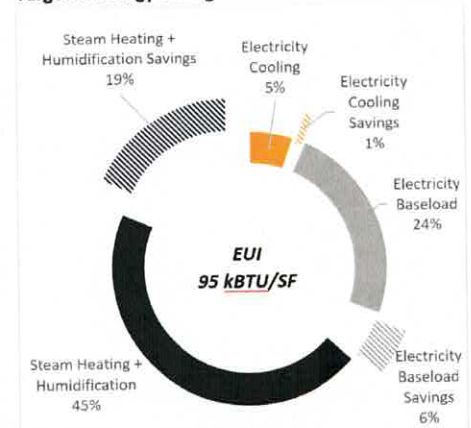
Quality of our services is integral to the success of WSP's design projects. Quality review is an ongoing process throughout the performance of services to our clients that is facilitated by our integrated design approach. With standard A/E and specialty services all being offered internally, our team is experienced in taking a holistic design approach to delivering projects. The quality of our designs is further improved by WSP's corporate requirement for all submissions to clients to be independently discipline peer reviewed, followed by a coordination review for completeness and a constructability review.

- ▶ Peer review by senior technical professionals independent of day-to-day production.
- ▶ Overall coordination and constructability review by the QC Manager.
- ▶ Project management review for deliverable completeness in addressing project scope and any previous client comments.

Coordinated by quality control manager Michael Deletetsky, the WSP QC review process and integrated design approach results in a direct benefit to our clients in the reduction of unplanned costs to projects.



Targeted Energy Savings



B. Cost Control Experience

It is critical for the Cumberland County to have project costs accurately defined through all phases of the project. Your projects have funding limitations that cannot be exceeded, and it is crucial to continually review projected costs throughout design so potential areas of concern can be identified quickly and addressed. We will provide cost estimates at major design milestones of your project, in a level of detail appropriate to the project phase. The basis of the estimate will be developed during the schematic design phase and will be updated throughout the process of design development and contract documents.

The chart below provides some examples of our estimates for projects completed in the last five years.

Select WSP Projects - Estimate vs Bid Construction Costs

| Project Name | Estimate | Bid Amount | Difference |
|---|----------|------------|------------|
| Maine Riverview Psychiatric Center Attic Sprinkler Extension, Augusta, ME (2019) | \$123.5K | \$89.9K | -27.2% |
| Maine Columbia St. Fire Alarm Upgrades, Augusta, ME (2021) | \$91.1K | \$96.8K | +6.3% |
| DLA Building 01846 Renovation, Naval Air Station Corpus Christi, TX (2021) | \$10.3M | \$9.9M | -3.9% |
| Maine Cultural Building Phase 1: Early Abatement, Augusta, ME (2021) | \$2.8M | \$2.7M | -3.6% |
| Maine Cultural Building Phase 2: Mechanical Upgrades & Museum Abatement, Augusta, ME (2022) | \$9.1M | \$17.1M* | +87.9% |
| Maine DEP Ray Building Renovation, Augusta, ME (2022) | \$12.6M | \$14.5M* | +15.1% |
| Maine Army National Guard, Field Maintenance Shop #1, Saco, ME (2022) | \$18.6M | \$24.6M* | +32.2% |
| Georgia-Pacific Terminal Warf Repairs, Long Beach, CA (2023) | \$3.9M | \$3.6M | -7.7% |

*Project was issued for bid in the first half of 2022 and was subject to the volatility of the bidding environment at the time due to geopolitical and economic events, including supply chain problems. The design-phase cost estimate could anticipate some of these factors but not their combined effect on the additional costs and risks reflected in construction bids.

The chart below provides some examples of cost per square foot for construction projects completed in the past two years, excluding site costs and professional fees:

Select WSP Projects - Construction Costs per Square Foot

| Project Name | Project Type | Cost per SF |
|--|------------------------------------|-----------------------------------|
| DLA Building 01846 Renovation, Naval Air Station Corpus Christi, TX | Office/Warehouse Renovation | \$65/SF (\$225/SF Office Only) |
| Maine Cultural Building Phase 1 & 2: Asbestos Abatement & Mechanical Upgrades, Augusta, ME | Museum/Library/Archives Renovation | \$185/SF |
| Maine DEP Ray Building Renovation, Augusta, ME | Office Renovation | \$246/SF |
| Maine Army National Guard, Field Maintenance Shop #1, Saco, ME | New Construction | \$485/SF |

WSP believes it is critical to define accurate estimates at schematic design, providing the cost basis during the project design to review costs and trends and assist in decision making. During the design process we can identify alternate bid items for pricing, giving you control over the actual contract award amount and maintaining your budget. We recognize the importance of accurate cost control and estimating, and our cost estimators are fully integrated into our A/E design process, from initial planning through project development, design, and construction.

Our estimators work with our A/E team to design within the project budget and funding limitations, including:



- ▶ Discussing cost saving alternative design and detailing solutions, including phasing if needed.
- ▶ Comparing the overall design and components against actual construction costs of past projects.
- ▶ Assessing impacts of the current bidding environment, including contacting local subcontractors and vendors to anonymously discuss budgetary costs.
- ▶ Providing appropriate contingency and mark-ups.

Our cost estimators are active members of the American Society of Professional Estimators (ASPE) and meet the GSA requirements for Ethics and Due Diligence Expectations.

"There were very few requests for information from the contractor during construction. The completeness and clarity of the documentation resulted in a very successful construction project that was completed ahead of schedule."

Justin Zagorski, Contracting Officer
US General Services Administration



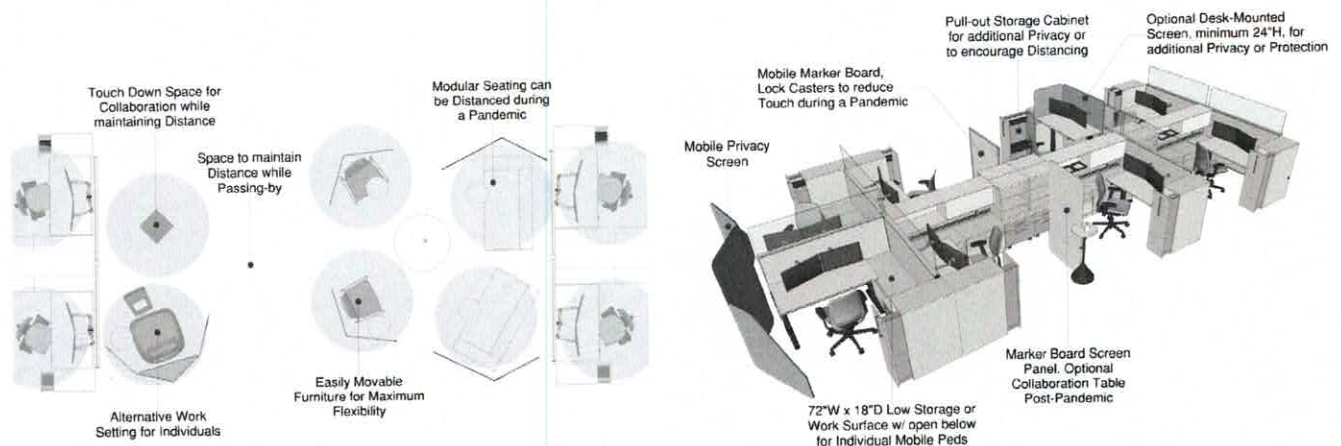
C. Questions that Demonstrate WSP's Capabilities

1. How have the recent challenges with COVID 19 changed the way you plan to design the physical layout?

Project architect and interior designer, Elizabeth Huckins, has led WSP's team in partnering with multiple clients over the past three and a half years to help them address public health concerns through the physical design of their office spaces. In the early stages of the COVID-19 pandemic, Elizabeth led a study for the State of Maine Bureau of General Services to identify potential impacts of how a pandemic may affect office space needs and configuration. Refer to Part D for an overview of the programming and space planning project for two State agencies that included this study. Some information from the study is included below to address this question.

The U.S. Center for Disease Control refers to The National Institute for Occupational Safety and Health's (NIOSH) framework for the "hierarchy of controls" to reduce the likelihood of virus transmission among office workers. Engineering controls to isolate staff from a hazard are the most effective and appropriate control measure to apply to office settings during a pandemic, in combination with administrative controls (rules and behaviors) and personal protective equipment, when necessary. Some strategies for incorporating engineering controls into office design include:

- ▶ Increasing the distance between people through larger circulation paths and gathering areas.
 - These spaces also facilitate casual interactions among coworkers and alleviate the congestion felt in traditional/historic open office layouts as density has increased overtime.
- ▶ Creating a flow of spaces that naturally lends itself to one-way or distanced circulation habits.
- ▶ Providing physical and perceived barriers to separate individuals for public health and personal comfort, which can be partitions or functional furniture such as storage components.
 - These barriers should not compromise human comfort and connectivity or the long-term functionality and aesthetics of the workplace (such as the clear plastic barriers that were prevalent during the height of the COVID-19 pandemic).
- ▶ Orienting workspaces so individuals do not face each other.
- ▶ Providing flexible furniture, such as movable partitions, screens, and panels, that can easily be moved and reconfigured to allow individuals or groups to separate themselves.
 - Flexibility can be facilitated using modular, free-standing furniture components that can be easily modified and rearranged.
- ▶ Configuring mechanical systems and distribution to control air flow patterns and achieving a greater standard of ventilation.
- ▶ Providing higher levels of filtration, and potentially ultraviolet treatment, in mechanical systems.



While the physical space can be designed and configured to mitigate the impact of a public health emergency and reduce the likelihood of disease transmission, planning for long-term adaptability and flexibility will reduce the cost impact during transition periods and future reconfigurations.

The prevalence and acceptance of working remotely during the COVID-19 pandemic also has had an impact on physical space design and patterns of workplace use. A hybrid office considers how individuals interact at work; it is a space designed to accommodate flexibility and provide choice in where and how people work. The contemporary office space must incorporate easy-to-use technology to facilitate collaboration. The features of a hybrid office benefit all users even if remote work is not widely practiced, providing a variety of spaces with different levels of privacy, collaboration, and ergonomics. Design for offices today recognizes the need for enclosed breakout and private spaces. The resulting program requirements can result in the need for expanded space beyond historic rules of thumb rather than reducing space, with the added benefit of alleviating congestion and noise in the office.

When considering the physical office from a public health or hybrid work viewpoint, individuals should be made aware of and be mindful of the intent of the space configuration and follow established protocols and expected behaviors for the space to be successful and support productive activities. Experience gained from these planning exercises has become part of our design toolbox and are often best practice. These concepts and strategies continue to be considered during our programming and space planning efforts, and they inform our approach to office design as appropriate.

2. What are some lessons learned on past projects, which you would incorporate in projects of this type?

- ▶ Engage with compliance and regulatory agencies early in the process. Clear definition and understanding of the process and concerns will make things go more smoothly as the project continues.
- ▶ Develop an in-depth knowledge and understanding of the site, including its history and development. This can aid in due diligence reviews to anticipate potential unforeseen conditions that are part of renovation projects.
- ▶ Evaluate the project budget at the beginning of the project to determine a general approach to meeting it. If it does not appear to be realistic, have open and honest discussions to resolve the issue before moving further into the design process.
- ▶ Communicate clearly with the client on out-of-scope items, regardless of budgetary constraints, that may impact the project or future work at a facility, such as code or construction issues based on due diligence review.
- ▶ Include furniture design and layout in the space planning and conceptual design process even if detailed furniture design and specifications are not part of the team's design scope. This will ensure the built space is designed to work with and accommodate the furniture requirements, and the design team and client have a mutual understanding of how the space will be used.

3. How do you design acoustics, low noise levels, and quiet building systems?

Acoustic design is essential to a successful office design and must be addressed through multiple aspects of a project, from built elements and equipment and distribution systems to furnishings. WSP's acoustic design services focus on maximizing the intelligibility of speech, ensuring privacy and confidentiality, as well as reducing the negative impact of equipment noise, sound transmission between spaces, and overall background noise. Our specialists advise on the type and level of acoustic construction needed depending on the function of the space and type of noise expected to be encountered, such as how to control noise and vibration from mechanical equipment rooms and adjacent noise-sensitive spaces. Four key factors affect the overall acoustic design of a building:

- ▶ Interior Sound Isolation – reducing noise transmission between interior spaces.
- ▶ Exterior Sound Isolation – reducing noise ingress from the surrounding environment.
- ▶ Interior Room Acoustics – designing a space to have appropriate levels of sound absorption (soaking up sound), sound reflection (sound reflecting off hard surfaces back into the room), and/or diffusion (scattering of reflected sound).
- ▶ Background Noise – controlling airborne and structure-borne noise from mechanical-electrical-plumbing (MEP) systems inside the building, as well as noise projected out to adjacent properties.

Sound-rated wall and floor construction are commonly used in acoustic design for spaces such as equipment rooms, private offices, and conference rooms. Noise from building systems can be further reduced through duct insulation, equipment isolation pads, and correct system balancing. An open office layout requires a different approach to limit noise and allow for focus work. Some strategies for acoustic design for open offices include:

- ▶ Ceilings with a higher noise reduction coefficient (NRC) than commonly installed in older offices.
- ▶ Electronic sound masking systems.
- ▶ Soft, sound absorbing finishes beyond carpet, such as wall panels, furnishings, and area dividers.
- ▶ Desk-mounted privacy screens that raise and lower with height adjustable desks.
- ▶ Easily moveable screens to serve as area dividers or enclose an individual or group of workstations.
- ▶ Break-away work settings for group collaboration that may be noisier and distracting.
- ▶ Enclosed huddle spaces, call-rooms, privacy nook-type furnishings, and phone booth-style spaces for louder conversations, virtual meetings, or tasks requiring deeper focus than typical.



4. Please describe unique aspects your firm may employ in the design of this project.

Proven Programming Process & Tools for Government Agencies

The WSP programming, architecture, and interior design team proposed for this project has been working together and specializing in office programming and space planning since 2016. Our team has programmed over 500,000 SF of office space in seven years, including across eight space planning projects for State of Maine government office space. Through these projects, we have developed a proven, effective, and efficient process and tools to facilitate and execute programming and space planning for government agencies as the initial step of the renovation design process. Project architect and interior designer, Elizabeth Huckins, is skilled in leading successful planning charrettes and stakeholder meetings, capable of addressing and diffusing conflicting opinions from different agencies or user groups.

Elizabeth worked with functional and space programmer, Dennis Hallissey, on developing an approach to implementing a hybrid office design, which included studying how to optimize space utilization and functionality for redesign of State of Maine agencies' office spaces. This experience is directly related to the planned office renovation at 27 Northport Drive; it will benefit Cumberland County by providing a proven approach to implement multiple County agencies' programming and space requirements efficiently in the new space.

Pre-Design Planning & Budget Analysis

WSP's general design process and specialized renovation design experience are described in **Section A**. While conducting initial site investigations for this project, we will employ our extensive experience conducting facility condition assessments to develop an in-depth knowledge and understanding of the site, including its history and development. This will provide our team with the information needed for the next steps in pre-design as well as form the basis of design development.

The pre-design planning process sets project up for success by clearly defining the extents of renovation scope and establishing mutual understanding of scope and expectations across the project team. Our cost estimators are involved in every step of the planning process, helping the design team develop alternatives with associated rough order of magnitude costs for evaluation. Our team has successfully employed this process on multiple renovation projects, establishing a clear path forward for the design:

- ▶ Workshops and stakeholder meetings.
- ▶ Functional and space programming.
- ▶ Conceptual floor plans with preliminary furniture layouts.
- ▶ Energy modeling and analyses.
- ▶ Life cycle cost analyses.
- ▶ Evaluation of alternative solutions for building systems.
- ▶ Overall project budget analysis with prioritized recommendations to finalize renovation scope.
- ▶ Establish project milestones and schedule through design and construction.
- ▶ Evaluate alternative project and construction delivery methods, if appropriate.

Project Delivery & Construction Approach

WSP understands Cumberland County is pursuing an aggressive timeline for design, construction, and move-in for this project. Members of our cost estimating and project management teams have backgrounds in the construction industry and regularly develop estimated construction schedules as part of our design-phase deliverables. This helps our team have early and on-going conversations with clients about critical path, long lead-time items, and impact of different design decisions. We can also identify opportunities for fast tracking or phasing portions of the project to accelerate the construction timeline.

Our design team is experienced renovating government buildings where building systems and design are often approached as core and shell components versus tenant space components. A similar approach could be employed for this project to accelerate design and delivery for major equipment that can have long lead times. Fit and finish of the office spaces could further be design and delivered on a floor-by-floor basis, allowing a contractor to systematically move through the renovation. These are just a few examples of options for accelerating the overall project timeline that WSP can help the County evaluate during the pre-design planning process.

Our team is also experienced and comfortable working collaboratively with contractors in a traditional A/E construction administration capacity and as part of design-build teams. We have developed design-build requests for proposals for renovation projects, which may be useful in issuing early bid packages where the design is not yet fully detailed but construction requirements must be clearly articulated for bidding. We also have a dedicated construction management team available to advise on constructability.

Project manager, Alissa Camire, has assisted the State of Maine in navigating the construction phase of the complex renovation project at the Cultural Building in Augusta. Based on availability of funding, additional design scope was added during construction, and Alissa managed coordinating the design and construction administration efforts of the A/E team. She worked with the client and contractor to understand construction critical path and managed WSP's response to support the needs of the project

on a day-to-day basis. This demonstrates WSP's commitment to being a partner for County from design through construction for successful implementation of design and project requirements.

Energy Planning & Design

WSP performs energy audits and modeling as a standard part of our renovation design process to evaluate design alternatives and develop design solutions. Our specialized energy expertise described in **Section A** will have the following benefits to Cumberland County and this renovation project.:

- ▶ Using our proprietary energy analysis and calculation tools, we can quickly evaluate the impact and savings for implementing energy conservation measures, such as exterior wall insulation, window replacement, lighting replacement and HVAC equipment and control upgrades.
- ▶ Our methods and tools have been proven to work through measurement and verification of designs resulting from many of our energy audits; this data has been incorporated into our system for continuous improvement of our energy analyses.
- ▶ We will use relevant energy audit and analysis tools to inform the design for this project and help Cumberland County contribute to the State of Maine's mandate to reduce greenhouse gas emissions and achieve carbon neutrality by 2045.

Quality Control Reviews

WSP understands the quality of our designs and deliverables is crucial to the successful execution of resulting construction projects. Our QC review process outlined in **Section A** is unique in its rigor and how consistently it is applied across our projects. It is engrained in our team and our design and construction administration processes, and it will be employed throughout the course of this project.



D. General Project Experience

WSP has broad experience providing A/E services for preliminary project programming and planning, integrated multi-discipline office renovation design, and construction administration. Representative A/E projects demonstrating our team's planning and design, accessibility and energy upgrades, and local Maine government design capabilities are provided on the following pages.



Maine DEP Ray Building Renovation, August, ME



Project Relevance

- ▶ Full Renovation Design
- ▶ Programming and space planning
- ▶ Stakeholder Meetings
- ▶ Workshops to Review Goals & Objectives
- ▶ Space Layouts for Offices
- ▶ Energy Efficiency Goals
- ▶ Furniture Specifications
- ▶ HVAC, Controls, & Lighting Replacement
- ▶ Telecommunications & Security Design

Client/Customer:
Maine Bureau of General Services

Project Value
\$15.2M (\$246/SF)
4% Change Orders

Project Size:
60,000 SF

Completion Date:
2022 (Design Phase)
Est. Feb. 2024 (Construction)

Client Contact:
Maine BGS,
Jill Instasi, Project Manager
(207) 624-734

WSP designed a full renovation to the 60,000 SF Ray Building for the Maine Department of Environmental Protection (DEP). The scope included assessing existing conditions, functional programming to develop space requirements, space planning, and developing a conceptual layout for the full renovation design. Our team led a series of goal setting and planning workshops to gather end-user feedback and form the basis of the space program. Discussions of a hybrid workplace, occupant comfort, and air quality were integral to the design process, which occurred during the COVID-19 pandemic while DEP staff were working remotely.

Following programming exercises with stakeholders, WSP developed a conceptual layout for the extensive renovation, which included spatial reconfigurations, building systems, fire protection, envelope upgrades, accessibility upgrades, finishes, and furnishings. The team evaluated

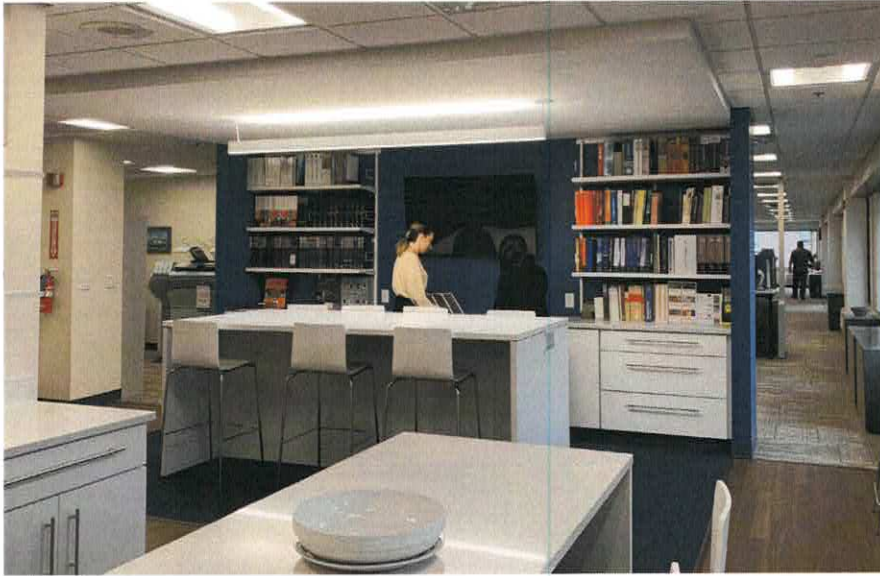
building system alternatives, conducted a budget analysis, and reviewed prioritized recommendations with the client to establish a renovation scope within the available funds.

The interior spaces included private and open office space; conference and collaboration rooms; ADA compliant restrooms; break rooms; storage, file, and utilities rooms; and lab space. The scope included building envelope enhancements to improve energy efficiency while considering historic features and thermal comfort. WSP designed a full replacement of the building's mechanical systems. Electrical scope included complete replacement of the building's lighting, power, telecommunications, security, access control, and audio/visual systems.

WSP is supporting this project during construction, working with the contractor to cost effectively resolve unforeseen conditions



Ocean Gate Plaza Office Renovation, Portland, Maine



Project Relevance

- ▶ Full Office Renovation
- ▶ Programming and space planning
- ▶ Review Space Utilization
- ▶ Furniture Specifications
- ▶ HVAC, Controls, & Lighting Replacement
- ▶ Building Energy Upgrades
- ▶ Sound Masking Acoustic Design

Client/Customer:
Wood E&I

Project Value:
\$850,000 (\$77/SF)
Change Orders N/A

Project Size:
44,000 SF Programmed
11,000 SF Renovation

Completion Dates:
2019

Client Contact:
Jayme Connolly
(207) 205-3155

For this three-story tenant improvement, the WSP team developed programming and concept layouts including furnishings, followed by detailed design for permitting and construction documents. Renovated spaces included office areas, break rooms on each floor, and a variety of meeting spaces accommodating two to three individuals up to 100.

WSP led planning charrettes for 140 staff and conducted occupancy studies for offices, meeting rooms, and common space. Conceptual alternatives for space layouts and furnishings were developed, evaluated, and refined into a preferred alternative. The detailed design included finish selections, and furniture design, selection, and procurement. WSP facilitated the permitting submissions, and during construction, the team worked with the contractor and landlord to control costs and value engineer while maintaining a high level of quality and performance for the finished space.

The office was designed as a prototype, exploring alternative work environments and workstation configurations. Furnishings were selected to maximize flexibility and future reconfiguration to accommodate growth. Common areas were designed for multi-purpose and offered a variety of seating and worksurface options. Operable partitions allowed for meeting rooms to be reconfigured for larger groups.

Separate mechanical systems were provided for independent control of larger meeting spaces, consisting of heat pumps and a heat recovery ventilator to improve energy efficiency. Lighting was replaced throughout with LED fixtures that qualified for Efficiency Maine rebates. The fixtures are wirelessly controlled and incorporate daylight harvesting and occupancy sensors on each fixture.

This project established the office planning process and programming tools our team has successfully implemented for numerous projects since and continues to use today.



DLA Building-01846 Renovation, Naval Air Station (NAS) Corpus Christi, TX



Project Relevance

- ▶ Full Renovation Design
- ▶ Programming and space planning
- ▶ Conceptual Test Fit Plans
Space Layouts for Offices
- ▶ Condition Assessment
- ▶ Scope & Budget
Development for Funding
- ▶ HVAC, Controls, & Lighting
Replacement
- ▶ Telecommunications &
Security Design
- ▶ Integrated Design

Client/Customer:

U.S. Air Force Civil Engineer
Center & DLA Distribution

Project Value

\$11.8M (\$225/SF Office Only)
6% Change Orders (Bldg)

Project Size:

20,000 SF (Office Only)
163,000 SF (Whole Bldg)

Completion Date:

2021 (Design Phase)
Est. Jan. 2024 (Construction)

Client Contact:

DLA, Mayank Shah
Project Manager
mayank.shah@dla.mil

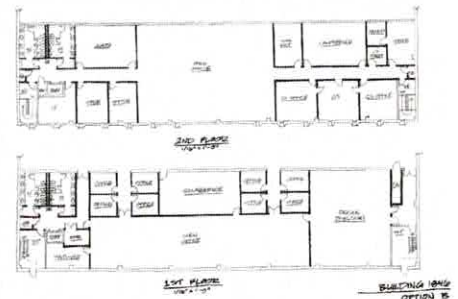
Building-01846 houses the Defense Logistics Agency (DLA) Distribution command and administration offices for operations at NAS Corpus Christi within a larger conditioned warehouse building. Initially WSP was contracted to conduct facility condition assessments following Hurricane Harvey and design repairs related to storm damage, primarily due to flooding in the office areas. Damage was extensive, so WSP worked with DLA to reprogram their two-story office space and develop concept layout options for consideration prior to proceeding with the renovation design.

During the assessment, the design team identified critical life safety deficiencies relating to fire-resistance-rated separation of building occupancies, accessible means of egress, and unenclosed egress stairwells. DLA expanded WSP's scope of work to include a full renovation design of the administrative offices to address the life safety concerns and provide complete electrical, mechanical, and plumbing system upgrades. The design relocated restrooms stacks to provide an accessible configuration and improve access from both the offices and the warehouse space. The office space was configured to optimize flow and security between the offices and warehouse. Mechanical equipment was located on a new

elevated platform in the warehouse due to limited ceiling space and to avoid risk of damage on the roof from windborne debris. The office design also included IT and security upgrades.

The multi-discipline renovation design scope also included replacement of warehouse air handling units on new equipment platforms suspended from the roof; complete replacement of the building fire sprinkler and alarm systems; a building addition to house a fire pump; site utility work to increase water service and electric supply to the building; and temporary office trailers on-site to serve as swing space during construction.

WSP developed cost estimates and prepared federal funding request documentation, DD Form 1391. The team coordinated with DLA Headquarters' project management staff, local DLA staff, and Navy facilities to phase construction to limit impact on the warehouse operations and command mission. WSP provided full construction administration services, including onsite observation.



Maine DOE & OAG Planning Charrettes, Cross Office Building, Augusta, Maine



Project Relevance

- ▶ Pre-Design Planning
- ▶ Review Space Utilization
- ▶ Stakeholder Meetings
- ▶ Programming and space planning
- ▶ Conceptual Test Fit Plans
- ▶ Office Space Layouts
- ▶ Hybrid Office Design
- ▶ Public Health Guidelines for Office Design

Client/Customer:
Maine Bureau of General Services

Project Value:
N/A, Furniture cost unknown

Project Size:
25,800 SF (DOE office)
37,000 SF (OAG Office)

Completion Dates:
2020

Client Contact:
Maine BGS
Marsha Alexander
Project Manager
(207) 624-7356

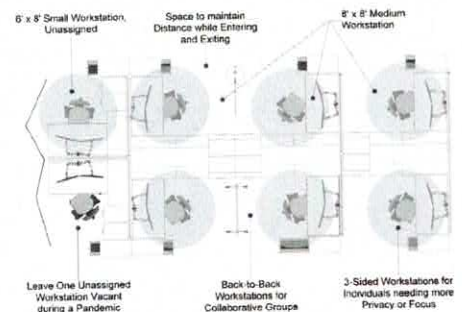
WSP provided programming and space planning for two agencies in the Cross Office Building, the Department of Education (DOE, on the fifth floor) and the Office of the Attorney General (OAG, on the sixth and seventh floors). The spaces had reached capacity in their current configuration.

WSP documented the current space utilization and led planning charrettes with representatives from each agency to identify goals, objectives, challenges, opportunities, and key functional and spatial programmatic requirements. Using our proven process and tools, we developed a detailed space program for each agency, identifying spatial efficiencies in the existing office layouts. The programs included requirements and adjacencies for each division as well as shared spaces.

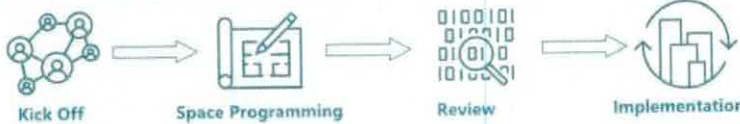
As space programs were being finalized, the COVID-19 pandemic began. The client requested additional planning services to develop a telework model for each agency and identify resulting changes in programming requirements and space needs for a hybrid workplace. The study included identifying potential impacts of how

a pandemic may affect office space needs and configuration. The team researched relevant public health and industry guidelines for pandemic response as they pertain to space planning. The findings were documented in the program reports, including the specific implications for the DOE and OAG's spaces.

WSP prepared typical layouts for workstations, private offices, and conference rooms to provide multi-purpose functionality and a flexible, long-term solution to furniture needs and space planning. Furniture components were selected to provide a flexible, functional, and welcoming office space while addressing safety concerns. We developed test-fit layouts demonstrating how the DOE office could be reconfigured within their existing space, with an approximate 20 percent reduction in required space. This made space available on the fifth floor to meet the OAG's additional space needs. The team also developed conceptual layouts to improve spatial efficiency within the OAG's existing offices spaces.



Maine Telework Hybrid Office Pilot Project, Augusta, Maine



Project Relevance

- ▶ Programming and space planning
- ▶ Stakeholder Meetings
- ▶ Space Layouts for Offices
- ▶ Hybrid Office Design
- ▶ Review Space Utilization
- ▶ Pre-Design Planning
- ▶ Public Health Guidelines for Office Design
- ▶ Implementation for Government Agencies

Client/Customer:
Maine Bureau of General Services

Project Value:
N/A, Furniture cost unknown

Project Size:
6,200 SF (BHR office)
35,000 SF (IFW office)

Completion Dates:
2023

Client Contact:
Maine BGS
Marsha Alexander
Project Manager
(207) 624-7356

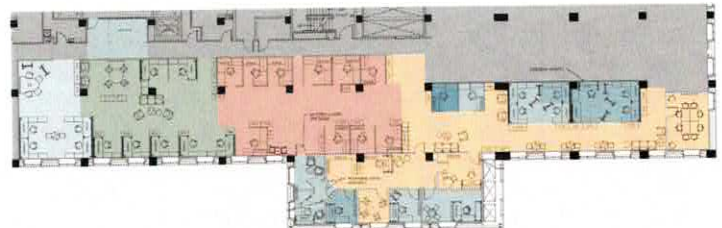
WSP provided programming and space planning services for a pilot project to establish a process for determining the types and quantity of spaces a State agency needs when implementing staff teleworking plans. We prepared an introductory pamphlet on Space Planning for the Hybrid Workplace for communication with Department Commissioners and their agencies. The pamphlet included definitions of the hybrid office, a summary of the State's telework policy, an explanation of the planning process, public health guidance, and examples of types of office space.

For the pilot project, WSP assisted two State agencies in determining an appropriate telework approach and hybrid office model for their staff, workflow, and spaces. The design team led kick-off meetings with each agency, Bureau of Human Resources (BHR) and Department of Inland Fisheries and Wildlife (IFW), sharing the introductory pamphlet and orienting stakeholders to the space planning process. The kick-off was followed by an on-site meeting and tour of each agency's existing office space to discuss

relevant options for a telework hybrid office approach and to gather preliminary information to inform programming.

WSP developed detailed space programs for the two agencies, identifying required spaces, usage, occupant capacity, square footage, and circulation. The resulting space programs served as a basis for identifying the extent of modifications needed to the space. We compiled an executive summary documenting the total space needs and critical requirements. WSP went on to develop a conceptual layout for BHR's office space on the fourth floor of the Cross Office Building in Augusta.

We applied our proven office programming process and tools to this project, resulting in clear information and consistent, useful deliverables for the client. We led organized meetings, listening to stakeholder feedback throughout the planning process, which led to an actionable final space program.



E. Profiles of Key Personnel

Organization of Team & Profiles of Key Personnel

The organization of our proposed A/E team and qualifications of key project personnel as they relate to this project are highlighted below. Resumes for our key staff further demonstrating their qualifications, training, and experience are provided as Attachment A.

| Role/Discipline | Name | Experience | Relevant Qualifications & Responsibilities |
|--|---------------------------------|------------|--|
| Principal in Charge | Wendy Bruss, PE | 23 years | <ul style="list-style-type: none"> Experience in engineering design and leading multi-discipline design teams in successful project execution Responsible for contractual oversight and overall performance of project team |
| Project Manager | Alissa Camire, RA | 17 years | <ul style="list-style-type: none"> Experience managing design development and team coordination, including on Maine government projects Responsible for management of project team |
| Project Architect & Interior Designer | Elizabeth Huckins, NCARB, NCIDQ | 17 years | <ul style="list-style-type: none"> Expertise in space planning and office design including pandemic mitigation measures and 7 years working with Maine government agencies Experience on multiple ADA, energy efficiency, office renovation projects, including furniture design Responsible for overall design, discipline coordination, and interior design |
| Functional Programming & Space Programming | Dennis Hallissey, RA | 14 years | <ul style="list-style-type: none"> Experience in programming and space planning for office spaces, including 5 State of Maine agencies Responsible for functional and space programming |
| Cost Estimator | Jim Hoy, CPE | 37 years | <ul style="list-style-type: none"> Developed cost estimates for more than 15 Maine government projects in the past 8 years Responsible for estimating probable cost to construct and assisting team in aligning design with budget |
| Quality Control Manager | Michael Deletetsky, PE | 42 years | <ul style="list-style-type: none"> More than 35 years involvement in construction oversight including project quality control reviews for Maine state and municipal governments for 25 years Army Corps of Engineers Construction Quality Management training Responsible for project quality reviews |
| Structural Engineer | Senase Kinti, PE | 24 years | <ul style="list-style-type: none"> Expertise in structural design and reinforcement for government and State of Maine projects Responsible for all elements of structural design |
| Mechanical Engineer | Andy Hebert, PE, LEED AP | 42 years | <ul style="list-style-type: none"> Expertise in energy efficient mechanical and plumbing design for government projects Responsible for the mechanical and plumbing design |
| Electrical Engineer | Daniel Hurley, PE, LEED AP | 34 years | <ul style="list-style-type: none"> Expertise in electrical engineering for government renovation and new construction projects Responsible for lighting and electrical design |
| Energy Engineer | Jonathan Graham, CEM | 11 years | <ul style="list-style-type: none"> Experience on energy audit, energy planning, controls, and mechanical design projects for Maine projects Responsible for energy modeling and analyses |

| Role/Discipline | Name | Experience | Relevant Qualifications & Responsibilities |
|-------------------|---------------------------|------------|--|
| Security Design | Manisha Wadekar, CPP, PSP | 20 years | <ul style="list-style-type: none"> ▪ Expertise in physical and technological security design focused on integrated, future-ready solutions ▪ Responsible for security design |
| Technology Design | Tim Lehotsky | 30 years | <ul style="list-style-type: none"> ▪ Experience in building information technology, IT Infrastructure design, and project management. ▪ Responsible for low-voltage, information technology, and audio-visual design |
| Acoustic Design | Cassey Stypowany | 11 years | <ul style="list-style-type: none"> ▪ Experienced in developing cost-effective strategies for minimizing noise and vibration impacts. ▪ Responsible for acoustic design consulting |

WSP has full A/E resources located in New England if additional technical resources are needed to support this project design. The key personnel identified above will be supported by technical design staff experienced in renovation projects, as well as registered architects and engineers providing independent technical reviews as part of our quality control program. Additional team members, such as a WSP fire protection engineer or civil engineer, will be included on the project team depending on the project requirements.

F. Workload Projection

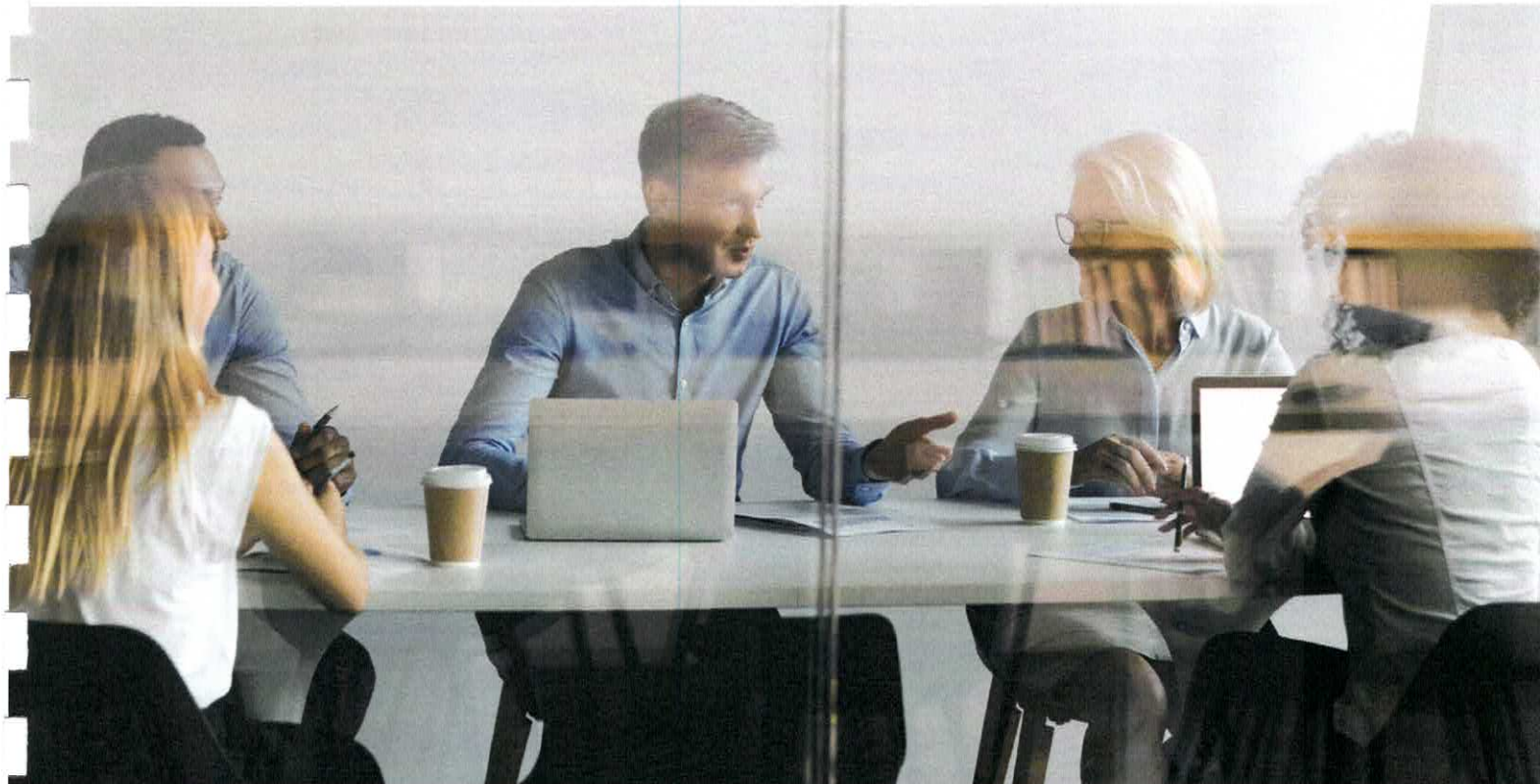
WSP understands that this project is expected to begin the fourth quarter of 2023. The WSP team is prepared to begin the project promptly upon contract award.

Current Workload of our Team

The staff members assigned to this project have been selected based not only on their technical abilities and experience, but also on their availability and ability to respond quickly to client needs. Their project commitments and availability are regularly reviewed as part of our resource management. Our team's current design workload includes various projects for the USPS, US Fish and Wildlife Service, and US Air Force. Several of our larger projects have transitioned into construction phase, resulting in a lower workload and availability of the design team selected for this project.

Ability to Absorb this Project

With more than 200 A/E professional staff in our Portland and Boston offices, WSP has the technical ability and staff availability to handle multiple projects concurrently. Our New England offices have been increasingly collaborating on local projects, facilitated by seamless digital connectivity and proximity for easy in-person teamwork. The WSP team is committed to providing the necessary staff and resources to expeditiously complete each phase of this project. Based on our current resource management projections, we have the capacity and staff available to support the services requested for the duration of the project.



Attachment A – Resumes of Key Personnel

Resumes for the following key staff are provided after this page:

Architectural Team

- ▶ Principal in Charge – Wendy Bruss, PE
- ▶ Project Manager – Alissa Camire, RA
- ▶ Project Architect & Interior Designer – Elizabeth Huckins, NCARB, NCIDQ
- ▶ Functional Programming & Space Programming – Dennis Hallissey, RA
- ▶ Cost Estimator – Jim Hoy, CPE
- ▶ Quality Control Manager – Michael Deletetsky, PE

Engineering & Specialty Disciplines

- ▶ Structural Engineer – Senase Kinti, PE
- ▶ Mechanical Engineer – Andy Hebert, PE, LEED AP
- ▶ Electrical Engineer – Daniel Hurley, PE, LEED AP
- ▶ Energy Engineer – Jonathan Graham, CEM
- ▶ Security Design – Manisha Wadekar, CPP, PSP
- ▶ Technology Design – Tim Lehotsky
- ▶ Acoustic Design – Cassey Stypowany

Wendy Bruss, PE

Principal-in-Charge

Experience

Industry: 23 years

WSP: 10 years

Education

MS, Civil Engineering,
University of South
Carolina, 1998

BS, Civil Engineering,
University of South
Carolina, 1995

Professional Qualifications

Professional Engineer,
Civil Engineering, NC No.
036005, SC No. 30675,
SD No. 7753

Professional Memberships

American Institute of
Steel Construction
(AISC)

Trainings

Society of Professional
Rope Access
Technicians (SPRAT),
Level I Certification

Areas of Expertise

Project Management
Design Management
Schedule & Budget
Management
Structural Engineering
Facility Assessment
Technical Specifications

Office Location

Portland, Maine

Phone & Email

(704) 357-5533

Wendy.Bruss@wsp.com

Career Summary

Wendy leads WSP's Portland, Maine Design Center. She is a structural engineer with 23 years of industry experience including new construction and building remediation, project management, and consulting on a variety of commercial, institutional, and residential structures for both public and private sector clients. In her engineering role, Wendy evaluates and designs repairs for existing structural systems of buildings and other structures showing signs of material degradation, overloading, excessive deflections, improper construction, inadequate design, and structures requiring change of occupancy or building code updates. As Design Center lead, she oversees project contract execution and manages staffing and resources for projects.

Project Experience

Principal-in-Charge

State of Maine – Ray Building Renovation, Augusta, ME

Oversaw financial management and resources during construction. WSP designed a full renovation of the 60,000 SF historic building that houses the Maine DEP's office spaces, public access file room, and biology lab. Design included historic window replacement, brick repair, and site drainage repairs.

Principal-in-Charge

State of Maine – Cultural Building Asbestos Abatement & Mechanical Upgrades, Augusta, ME

Oversaw financial management and resources during construction. The project is for the renovation of the 160,000 SF building that houses the Maine State Museum, Library and Archives.

Project Manager / Structural Engineer

National Park Service – Perry's Victory & International Peace Memorial, Put-In-Bay, OH

Served as primary client contact and managed design team's effort. Provided structural investigations and repair recommendations. WSP performed an existing conditions assessment of this 352-foot tall column, underground support spaces, associated plazas and walkways, and landscaped grounds. WSP's multi-discipline team is designing repairs to rehabilitate the plaza and underlying structure.

Structural Engineer

DLA Building-01846 Renovation, Naval Air Station (NAS) Corpus Christi, TX

Conducted structural facility conditions assessment and prepared recommendations for repairs. Developed structural design for replacement of non-code compliant metal pan stairs. WSP's design team identified critical life safety deficiencies relating to fire-resistance-rated separation of building occupancies, accessible means of egress, and unenclosed egress stairwells. DLA expanded WSP's scope of work to include a full renovation design of the administrative offices to address the life safety concerns and provide complete electrical, mechanical, and plumbing system upgrades. The design included replacement of warehouse mechanical units on equipment platforms suspended from the roof framing.

Alissa Camire, RA

Project Manager

Experience

Industry: 18 years

WSP: 16 years

Education

Bachelor of
Architectural
Engineering Technology,
Wentworth Institute of
Technology

Professional Qualifications

Registered Architect,
ME, ARC4352

Areas of Expertise

Project Management
Design Management
Schedule & Budget
Management
Facility Assessment
Architectural Design
Technical Specifications
Cost Estimating

Office Location

Portland, Maine

Phone & Email

(207) 910-1047

Alissa.Camire@wsp.com

Career Summary

Alissa leads Portland's Project Management and Delivery Team. She has 17 years of architectural experience ranging from historic preservation to heavy industrial, with a more recent focus on Federal multi-discipline projects. Her involvement in design includes site investigations, code studies, programming and schematic design, contract documents, specifications, report writing, 3D renderings and presentation materials. Alissa is a capable project manager and design manager with a focus on projects that require multi-discipline coordination and attention to technical detail. She has strong written and verbal communications skills both with her team and clients and is committed to executing projects that deliver on scope, on schedule and on budget.

Project Experience

Project Manager

State of Maine – Ray Building Renovation, Augusta, ME

Managed design team's effort during construction. WSP designed a full renovation of the 60,000 SF historic building that houses the Maine DEP's office spaces, public access file room, and biology lab. Design included historic window replacement, brick repair, and site drainage repairs.

Project Manager

State of Maine – Cultural Building Asbestos Abatement & Mechanical Upgrades, Augusta, ME

Managed design team's effort and served as primary client point of contact during construction. Assisted client in resolving construction phase challenges and managed over \$7 million of client-requested scope additions during construction for this complex multi-discipline renovation. The project is for the renovation of the 160,000 SF building that houses the Maine State Museum, Library and Archives.

Project Manager / Lead Designer

Milton CAT – Sales, Service and Warehouse Facility, Londonderry, NH

Worked directly with the Project Architect from site selection through construction documents to design a new showroom, sales and service facility for Milton CAT. Responsible for leading the design charrette and guiding the client through major project decisions. Transitioned to project manager during construction and led the project through completion.

Project Manager

US General Services Administration, Alares, LLC, Federal Building Program Development Study, Burlington, VT

Managed design team in developing the Program Development Study (PDS). Coordinated site investigation and accessibility review. Oversaw finalizing the PDS and addressing government comments. WSP provided architectural, structural, and civil investigation and design for the study of building envelope, site, and common spaces at the six-story, 169,000 SF building. Estimated construction cost was \$111M.



Elizabeth Huckins, NCARB, NCIDQ

Project Architect & Interior Designer

Experience

Industry: 17 years

WSP: 11 years

Education

Bachelor of
Architecture, Carnegie
Mellon University, 2005

Professional Qualifications

Registered Architect,
ME, ARC4338

Registered Architect, RI,
MA, NY, PA, GA, IL, OR,
HI, AK

NCARB Certificate,
70717

NCIDQ Certificate,
30600

Areas of Expertise

Architectural Design

Interior Design

Office Renovations

Hybrid Office Planning

Programming / Space
Planning

Technical Specifications

Furniture Specifications

Facility Assessment

Code Reviews and
Accessibility

Design Team
Coordination

Office Location

Portland, Maine

Phone & Email

(207) 910-1033

Elizabeth.Huckins
@wsp.com

Career Summary

Elizabeth has 17 years of architectural experience with a focus on comprehensive interior design in both public and private sector, including space planning and office renovations for the State of Maine, Federal agencies, and commercial clients. Her experience includes programming, design and production of contract documents, design team management, and construction administration. Elizabeth has developed an expertise in office renovation design, having programmed more than 350,000 SF of office and storage space across seven facilities over a five-year period. Her work includes building code review, life safety code analysis, and barrier free design. She has a strong understanding of whole building design through extensive building systems coordination and diverse CA experience.

Project Experience

Project Architect / Interior Designer

State of Maine – Ray Building Renovation, Augusta, ME

Led bi-weekly client design progress meetings. Facilitated design team's pre-design planning, development of scope alternatives, ROM cost estimating, and prioritization of scope within client's budget. Developed programming, space planning, and concept layouts. Oversaw preparation of architectural, interior design, and furniture design documents for full renovation of the 60,000 SF building that houses the Maine Department of Environmental Protection agency's office spaces, public access file room, and biology lab.

Project Manager / Project Architect / Interior Designer

State of Maine – DOE & OAG Planning Charrettes, Augusta, ME

Provided architectural and interior design services for this programming and space planning study for 62,000 SF of office space across three floors of the Cross Office Building for the Department of Education and Office of the Attorney General. Led planning charrettes with user representatives and developed programming and conceptual layouts for a hybrid office space. Conducted COVID-19 pandemic related study for impacts on office design.

Architect / Interior Designer

Ocean Gate Plaza Office Renovations, Portland, ME

Led planning charrettes, conducted occupancy studies, and developed programming and concept layouts for renovation to the 44,000 SF office space across three floors and a basement level. Developed detailed renovation construction documents; coordinated furniture design, selection and procurement; and managed the project through construction.

Project Architect / Interior Designer

DLA Building-01846 Renovation, Naval Air Station (NAS) Corpus Christi, TX

Provided space planning and furniture layout for office space and temporary trailers. The 20,000 SF office renovation included office spaces, conference rooms, classroom, break room, reception and security office, and related support spaces. Provided building code and accessibility review. Prepared detailed construction documents. Coordinated multidiscipline team's efforts and provided construction phase services including on-site observations.

Dennis Hallissey, RA**Functional Programming & Space Programming****Experience**

Industry: 15 Years

WSP: 8 Years

EducationMaster of Architecture,
Wentworth Institute of
Technology, 2010Bachelor of
Architecture,
Wentworth Institute of
Technology, 2008**Professional****Qualifications**Registered Architect,
MA**Areas of Expertise**

Architectural Design

Office Renovations

Programming / Space
Planning

Facility Assessment

Evaluation of
AlternativesCode Reviews and
Accessibility**Office Location**

Portland, Maine

Phone & Email

(617) 543-3218

Dennis.Hallissey
@wsp.com**Career Summary**

Dennis is an architect with over 15 years of experience. He has participated in stakeholder meetings and developed programming and space planning for State of Maine office spaces for four State agencies. He has developed conceptual test fit layouts for office and library spaces for Maine State and Municipal government agencies. He has prepared furniture specifications and procurement drawings for office spaces. Dennis is also experienced in assessing envelope design for various types of projects including office buildings, post offices, and residential projects. His experience includes taking the findings from assessments and developing options with costs for evaluation and determination of the project scope. Additionally, he has provided assessments of projects have involved the evaluation and design of improvements to USPS building facades and envelopes.

Project Experience**Designer****State of Maine – Telework Hybrid Office Pilot Project, Augusta, ME**

Performed onsite assessments and programming and space planning for the pilot project to establish a process for determining the types and quantity of spaces a State agency needs when implementing staff teleworking plans and a hybrid office design. Participated in stakeholder meetings. Prepared conceptual test-fit layouts. The pilot project includes space programming for two State agencies, Bureau of Human Resources (approx. 6,200 SF) and Department of Inland Fisheries and Wildlife (approx. 35,000 SF).

Designer**State of Maine – Ray Building Renovation, Augusta, ME**

Participated in planning interviews with five major user groups to identify specific space requirements and analyzed resulting programming information and data. WSP design a full renovation of the 60,000 SF building that houses the Maine Department of Environmental Protection agency's office spaces, public access file room, and biology lab.

Designer**State of Maine – Telework Hybrid Office Planning for Library & Archives, Augusta, ME**

Developed programming and space planning for the Maine State Library and Maine State Archives administrative offices spaces. Determined the types and quantity of spaces each agency needed when implementing staff teleworking plans and a hybrid office design. Prepared conceptual furniture layouts for each agency.

Designer**Ocean Gate Plaza Office Renovations, Portland, ME**

Participated in planning charrettes and conducted occupancy studies to support programming and space planning for renovation to the 44,000 SF office space across three floors. The renovations focused on updating the image for the office, improving meeting spaces, promoting employee engagement, and providing more views to the exterior.

Jim Hoy, CPE

Cost Estimator

Experience

Industry: 37 Years

WSP: 13 Years

Education

Bachelor of Accounting and Finance, Southern New Hampshire University, 1980

Professional Qualifications

Certified Professional Estimator, #1.4-799-0711

Professional Memberships

Member, American Society of Professional Estimators

Corporate, Society of American Military Engineers

Areas of Expertise

Cost Estimating

Budget & Rough Order of Magnitude Estimates

Integrated Design

Federal Agency-Specific Cost Estimate Formats

Construction Scheduling

Construction Phase Estimates

Office Location

Portland, Maine

Phone & Email

(207) 450-7961

Jim.Hoy@wsp.com

Career Summary

Jim leads the development cost estimates on design projects, from rough order of magnitude (ROM) cost estimates based on existing condition assessments, to highly detailed final project cost estimates. Jim's 16 years of construction experience in the field and 10 years of bid estimating for local Maine general contractors complement his work for WSP as a senior cost estimator. He has provided WSP design teams accurate budgets and estimates for our projects over the last 13 years.

Project Experience

Cost Estimator

State of Maine – Ray Building Renovation, Augusta, ME

Developed ROM estimates based on building assessments to assist with pre-design planning and project scoping. Prepared detailed cost estimates with each design milestone. WSP designed a full renovation and reconfiguration of the 60,000 SF building that houses the Maine DEP's office spaces and labs. Design included HVAC, electrical, lighting, and fire protection upgrades.

Cost Estimator

State of Maine – Army National Guard Field Maintenance Shop #1, Saco, ME

Prepared detailed cost estimates with each design milestone to support the design team and client in design making and value engineering. The project was for a new joint 34,100 SF field maintenance shop, including vehicle maintenance bays, a wash bay, training and physical fitness areas, supply storage, and administration office space.

Cost Estimator

State of Maine – Cultural Building Asbestos Abatement & Mechanical Upgrades, Augusta, ME

Developed ROM cost estimates for pre-design options based on condition assessments. Assisted in prioritizing upgrades within project budget. Prepared detailed cost estimates throughout design, tracking costs against the project budget. Provided input on constructability and phasing plans for executing the project. The project was for renovation of the 160,000 SF building that houses the Maine State Museum, Library, and Archives.

Cost Estimator

DLA Building-01846 Renovation, Naval Air Station (NAS) Corpus Christi, TX

Prepared detailed cost estimates with each design milestone. The 20,000 SF office renovation included office spaces, conference rooms, classroom, break room, reception and security office, and related support spaces. WSP's design team identified critical life safety deficiencies relating to fire-resistance-rated separation of building occupancies, accessible means of egress, and unenclosed egress stairwells. DLA expanded WSP's scope of work to include a full renovation design of the administrative offices to address the life safety concerns and provide complete electrical, mechanical, and plumbing system upgrades. The office space was configured to optimize flow and security between the offices and warehouse. and security upgrades.

Michael Deletetsky, PE**Quality Control Manager****Experience**

Industry: 42 Years

WSP: 33 Years

Education

BS, Civil Engineering,
University of Maine at
Orono, 1979

**Professional
Qualifications**

Professional Engineer,
ME, 5023

Professional Engineer,
MA, NH, VT

Areas of Expertise

Design Quality Control
Project Management
Design Management
Stakeholder Issues
Management & Conflict
Resolution

Facilities Design &
Construction

Renovation Design
Mechanical Engineering

Office Location

Portland, Maine

Phone & Email

(207) 650-9336

Michael.Deletetsky
@wsp.com

Career Summary

Michael has more than 40 years of experience, and his roles include project management and quality assurance/quality control reviewer. He has managed a wide variety of clients for WSP such as governmental agencies, telecommunication firms, and private clients such as Milton Caterpillar. He has been involved in construction oversight for more than 35 years. Michael ensures that all deliverables are reviewed prior to submission to a client, including independent discipline technical reviews. As quality control reviewer, he conducts a technical review and an overall coordination review of reports, specifications, and drawings before delivery. This comprehensive assessment requires a deep knowledgebase of all building design and engineering disciplines and how they integrate with each other.

Project Experience**Quality Control Manager****State of Maine – Ray Building Renovation, Augusta, ME**

Responsible for performing the design review and review of technical documents before submission to client. Reviewed responses to contractor's requests for information during the construction phase. WSP designed a full renovation of the 60,000 SF historic building that houses the Maine DEP's office spaces, public access file room, and biology lab. Design included historic window replacement, brick repair, and site drainage repairs.

Quality Control Manager**State of Maine – Army National Guard Field Maintenance Shop #1, Saco, ME**

Responsible for performing the design review and review of technical documents before submission to client. Participated in value engineering. Led site permitting presentations with municipal officials and the local community. The project was for a new joint 34,100 SF field maintenance shop, including vehicle maintenance bays, a wash bay, training and physical fitness areas, supply storage, and administration office space.

Quality Control Manager**State of Maine – Cultural Building Asbestos Abatement & Mechanical Upgrades, Augusta, ME**

Responsible for performing the design review and review of technical documents before submission to client. Assisted in resolving unforeseen conditions and construction phase challenges for this complex multi-discipline renovation. The project is for the renovation of the 160,000 SF building that houses the Maine State Museum, Library and Archives.

Quality Control Manager**DLA Building-01846 Renovation, Naval Air Station (NAS) Corpus Christi, TX**

Responsible for performing the design review and review of technical documents before submission to client. The 20,000 SF office renovation included office spaces, conference rooms, classroom, break room, reception and security office, and related support spaces. WSP's design team identified critical life safety deficiencies relating to fire-resistance-rated separation of occupancies, accessible means of egress, and unenclosed egress stairwells.

Senase Kinti, PE

Structural Engineer

Experience

Industry: 25 Years

WSP: 8 Years

Education

BS, Civil Engineering,
University of Abomey-
Calavi (National
University of Benin), 1998

MS, Infrastructure
Planning, University of
Stuttgart, Germany, 2003

MS, Civil Engineering,
Structural, North
Carolina State University,
2013

Professional Qualifications

Professional Engineer,
ME, 13615

Professional Associations

Structural Engineers
Association of Maine
(SEAM)

Areas of Expertise

Structural Engineering
Structural assessments
Foundation/Geotechnical
Engineering
Seismic Engineering
Technical Specifications
Value Engineering
Construction Inspection

Office Location

Portland, Maine

Phone & Email

(207) 321-8817

Senase.Kinti@wsp.com

Career Summary

Senase is a Civil/Structural Engineer with broad-based experience in the heavy industrial sector (power plants, pulp and paper, processing plants), commercial sector, institutional sector, and residential sector. His experience includes structural concept development, structural analysis, design and inspection, foundation design (oil and water tanks and other equipment), dynamic analysis of machine foundations, project engineering, construction quality control, project management, and supervisory roles. He is proficient in STAAD.Pro, RISA-3D, AutoCAD, and Microsoft Office, and is familiar with RAM Structural System, Autodesk® Robot™ Structural Analysis, and ANSYS. Senase is a team lead for the Portland, Maine Design Center.

Project Experience

Structural Engineer

State of Maine - Ray Building Renovation, Augusta, ME

Oversaw structural design for repairs and structural reinforcement related to found deficiencies and equipment support requirements. WSP designed a full renovation of the 60,000 SF historic building that houses the Maine DEP's office spaces, public access file room, and biology lab. Design included historic window replacement, brick repair, and site drainage repairs.

Structural Engineer

State of Maine - Cultural Building Asbestos Abatement & Mechanical Upgrades, Augusta, ME

Oversaw structural design for masonry repairs, equipment support structures, and museum exhibit support systems. The project is for the renovation of the 160,000 SF building that houses the Maine State Museum, Library and Archives and renovation of the third floor Museum galleries.

Structural Engineer

Project Black Bear Svcs, AMEC PPA Maine ECI HFM2060, ME

Performed structural analysis and design for structural steel and foundations; conducted a dynamic analysis of machine foundation; reviewed structural calculations; supervised "For Construction" drawings development; reviewed and approved construction drawings; and provided construction engineering support.

Structural Engineer

State of Maine - Army National Guard Field Maintenance Shop #1, Saco, ME

Provided senior technical review of structural design. Oversaw development of detailed design, drawings, and specifications for the new joint 34,100 SF field maintenance shop. Spaces included vehicle maintenance bays, a wash bay, training and fitness areas, storage, and offices.

Andy Hebert, PE, LEED AP

Mechanical Engineer

Experience

Industry: 42 Years

WSP: 1 Year

Education

MBA, Bryant College,
Smithfield, RI, 1986

BS, Mechanical
Engineering, College of
Engineering, Cornell
University, 1981

Professional Qualifications

Professional Engineer:
ME, AR, CO, GA, IA, IN,
MD, MI, MN, NH, PA, RI,
VA

LEED Accredited
Professional

Building Energy
Modeling Professional
(BEMP), ASHRAE

Areas of Expertise

Mechanical Engineering

Plumbing Engineering

Energy Improvements

Commissioning

Controls

Construction
Administration

Technical Specifications

Cost Estimating

Office Location

Boston, Massachusetts

Phone & Email

(781) 707 7428

Andre.Hebert@wsp.com

Career Summary

Andy is an engineering professional with over 40 years of experience and expertise in all phases of facility design and construction including project management, programming, planning, cost estimating, scheduling, design, engineering, and construction administration. Diverse background provides extensive knowledge of mechanical, plumbing, and electrical system design and commissioning, and the ability to interface with utility companies, contractors, building officials and other consultants. Enthusiastic mentor for junior staff and focused team leader with outstanding record of achievement on numerous successful projects.

Project Experience

Mechanical Engineer / Project Manager

CVS Store Support Center, Woonsocket, RI

\$41M, 216,000-sf, 4-story office building incorporating an on-line expandable 1200-ton central plant, conference center and kitchen/dining facility. Project included N+1 design for the 40,000-sf data center's mechanical and electrical infrastructure systems.

Mechanical Engineer

City of Providence - Providence Public Safety Complex, Providence, RI

\$32 million, 130,000-sf municipal facility that is home to the City's police and fire departments as well as its Emergency Management Agency, Communications Department and Municipal Courts. Building includes police officer and firefighter locker and training areas, 32-cell detention area, crime scene evidence collection, drying and storage rooms, ballistics rooms, forensic laboratories, fire battalion dormitory and apparatus bays, a 100-seat auditorium, and below-grade parking and sally ports.

Mechanical Engineer

Progressive Insurance Company, Cleveland, OH

Lead mechanical engineer for 550,000-sf multi-building office complex. Project included a kitchen/dining facility, fitness center, and 2700-ton central chilled water plant to serve the new complex as well as the adjacent 22,000-sf data center

Mechanical Engineer

National Park Service - Federal Hall National Monument, New York, NY

Design of comprehensive historic restoration, repair, and stabilization of the 1842 structure starting with replacing outdated MEP and life safety systems.

Mechanical Engineer

City of Manchester - Manchester Airport, Manchester, NH

\$20 million, 170,000-SF terminal building that includes 14 jetways/gates, airport authority offices, ticketing and baggage handling facilities, passenger services (food court, lounges, retail shops) and a conference/business center. Mechanical systems incorporated custom VAV air handlers providing 540 tons of cooling, a 500-hp central heating plant, and various smoke control systems.

Daniel Hurley, PE, LEED, AP

Electrical Engineer

Experience

Industry: 34 Years

WSP: 10 Years

Education

National Certificate in
Electrical Engineering
(with Honors) 1987, Cork
Institute of Technology,
Cork City, Ireland

City and Guilds of
London Institute -
Power, Engineering
Science

Northeastern University
- Design of Building
Electrical Systems 1990

Professional Qualifications

Professional Electrical
Engineer in ME, MA, CT,
RI, VT, DC

LEED Accredited
Professional

Areas of Expertise

Electrical Engineering

Lighting Design

Renovation Design

Technical Specifications

Construction

Administration

Project Management

Office Location

Boston, Massachusetts

Phone & Email

(617) 210-1624

Daniel.Hurley@wsp.com

Career Summary

Daniel is a senior electrical engineer at WSP with experience in the design of new and renovation projects. Dan has been responsible for the project management and the electrical engineering design, system upgrades and feasibility studies on a broad range of projects, including numerous higher education, healthcare, corporate office, government, science and research facilities.

Project Experience

Electrical Engineer

Nuance Communications - 675 Massachusetts Avenue, Boston, MA

Electrical engineer for 26,800 SF office tenant fit-up in existing building.

Electrical Engineer

101 Seaport Boulevard, Boston, MA

Electrical engineer for design of core and shell office tower with a major focus on sustainability. Project achieved LEED Platinum certification.

Electrical Engineer

Subaru New England - New Facility, Norwood, MA

Electrical engineer for new construction 120,000 sf headquarters facility that houses office space, conference rooms, training facilities, and a distribution center.

Electrical Engineer

City of Dover - Dover Police Station, Dover, NH

This was a new ground up 28,000 sf police station with crime scene lab, facility gym/locker rooms, operations, records, rooftop garden and more, plus 1st floor parking garage. Project was completed in 2016 at a cost of \$9 million.

Electrical Engineer

City of Boston - EMS River Moor, Boston, MA

Renovations to an existing 12,000 sf warehouse facility into a new EMS training facility located in West Roxbury. Project is currently in construction and is scheduled to be completed in 2023. Construction costs are \$4 million.

Electrical Engineer

Massachusetts Port Authority - Logan International Airport, Terminal B, Boston, MA

Electrical engineer for multiple renovation projects within this facility. Projects were completed in 2018.

Electrical Engineer

Massachusetts Port Authority - Logan International Airport, Terminal C, Boston, MA

Electrical engineer for multiple renovation projects within this facility. Projects were completed in 2017.

Jonathan Graham, CEM**Energy Engineer****Experience**

Industry: 8 Years

WSP: 8 Years

Education

Bachelor of Science,
Mechanical Engineering,
Georgia Institute of
Technology, 2013

**Professional
Qualifications**

Certified Energy
Manager (CEM)
No. 26696

**Professional
Memberships**

Member, American
Society of Heating,
Refrigerating and Air-
Conditioning Engineers
(ASHRAE)

Areas of Expertise

Mechanical Engineering
Plumbing Engineering
Energy Audits & Studies
Energy Improvements
Facility Condition
Assessments
HVAC Decarbonization
Geothermal Design
Construction
Administration
Technical Specifications

Office Location

Portland, Maine

Phone & Email

(207) 828-3401

Jonathan.Graham
@wsp.com

Career Summary

Jonathan's experience has been focused on Heating Ventilating and Air Conditioning (HVAC) and plumbing engineering with an emphasis on sustainability and resiliency. This includes existing system assessment, greenhouse gas (GHG) inventories, energy audits, and equipment selection and specification. He has prepared energy models and performs energy audits on more than two million square feet. Jonathan has experience with a variety of building types including government, laboratory, military, healthcare, industrial, commercial, and multi-family residential. He has expertise in assessing facility energy consumption as part of an Energy Performance Contract (EPC) and recommending ECMs to reduce energy and GHG emissions. His experience with EPCs has implemented a variety of unique ECMs including combined heat and power (CHP), off grid solar PV with battery backup, HVAC decarbonization, and geothermal.

Project Experience**Energy / Mechanical Engineer****State of Maine – Army National Guard Field Maintenance Shop #1, Saco, ME**

Led mechanical and plumbing design, including energy modeling and evaluating system alternatives to meet sustainability goals and functional requirements. Developed detailed design, drawings, and specifications for the new joint 34,100 SF field maintenance shop. Spaces included vehicle maintenance bays, a wash bay, training and fitness areas, storage, and offices.

Energy / Mechanical Engineer**State of Maine – Army National Guard Installation Energy & Water Plan, ME**

Prepared an IEWP for the MEARNG, which assessed 54 facilities located throughout the State of Maine. The scope of work included assimilating existing available utility usage records, previous reports, and other data to determine the baseline energy and water use for each critical mission.

Energy / Mechanical Engineer**State of Maine – Nash Building Assessment, Augusta, ME**

Reviewed and evaluated energy usage at the historic Nash School as part of a multidiscipline team. Created a building energy model of the site, developed energy conservation measures, analyzed utility data, performed code analysis, and wrote a technical report of the findings and recommendations of the condition assessment and energy audit.

Energy Engineer**State of Maine – Cultural Building Asbestos Abatement & Mechanical Upgrades, Augusta, ME**

Assisted with energy modeling, mechanical design, and on-site construction administration. Assisted with and provided technical review of plumbing design for accessible restroom upgrades. The project was for renovation of the 160,000-square-foot building that houses the Maine State Museum, Library, and Archives, including 20,000 SF climate-controlled storage space.

Manisha Wadekar, CPP, PSP**Security Design****Experience**

Industry: 20 Years

WSP: 5 Years

Education

Bachelor's Degree,
Mechanical Engineering,
VIT, University of Pune,
India

**Professional
Qualifications**

Certified Practice
Professional (CPP)

Physical Security
Professional (PSP)

**Professional
Memberships**

ASIS International

Areas of expertise

Access Control

Video Surveillance

Intrusion system

Security communication
system

Network Design

System integration

Analytics

Perimeter Protection
System

Command Center
design

Office Location

New York, New York

Phone & Email

(212) 760-5622

Mainsha.Wadekar
@wsp.com

Career Summary

Manisha is a Building Technology Leader for WSP's Specialty Services. She leads a team of low voltage engineers for trades such as security, telecom, network, and audio visual. She is a security subject matter expert for the northeast region, with over 20 years of experience in the technology industry focused on business integration and security consulting. Manisha also leads WSP's security QA/QC nationally with the help of qualified security professionals across the US. She is on a Specifications and Technical Committee for drawing standards representing low voltage technology.

Manisha is also a technical project manager, experienced with management of clients, project delivery, and coordination and development of drawings and specifications. She works with multiple trades to deliver an integrated project design, creating future ready security systems engaging her deep knowledge of integrated solutions. Manisha provides site surveys, physical security design, implementation, and commissioning for private and public sector projects.

Project Experience**Government**

- ▶ Land Port of Entry, MA
- ▶ Shattuck Hospital, MA
- ▶ NYPA Emergency Control Center, New York
- ▶ NYPA St Lawrence Power and Substation, New York
- ▶ United Nations, New York, NY*
- ▶ Turkish Consulate, New York, NY*
- ▶ WTC China Center, New York, NY*

Cultural

- ▶ Louis Armstrong Museum, NY
- ▶ Apollo Theatre, NY
- ▶ Studio Museum of Harlem, NY
- ▶ 9/11 Memorial Museum, New York, NY*

Commercial, Sports, & Mixed-use

- ▶ Winthrop Square, MA
- ▶ New Balance Track, Boston, MA
- ▶ Polar Park, MA
- ▶ Mohegan Sun Convention & Exposition Center, Uncasville, CT
- ▶ 50 Hudson Yards, New York, NY
- ▶ MSG Training Center, New York, NY
- ▶ Javits Center Expo Transformer Yard, New York, NY

**Project experience from previous employer*

Tim Lehotsky

Technology Design

Experience

Industry: 30 Years

WSP: 6 Years

Areas of Expertise

Commercial

Corporate Interiors

Healthcare

Residential

Education

Government

Hospitality

Retail

Pharmaceutical

Museum/Cultural

Office Location

New York, New York

Phone & Email

(212) 951-2754

Tim.Lehotsky@wsp.com

Career Summary

Tim brings has 30 years of experience in Building Information Technology, with 20 years in IT Infrastructure design and project management experience. His strong attention to detail and accuracy, and a proven ability to develop formidable and effective relationships with clients makes him an asset to every project design team. Tim's project experience spans across multiple industries, including many Fortune 100 Companies. His job responsibilities include performing site surveys and interviewing clients to assess needs and develop scope, coordinating with architects and MEP engineers, preparing construction specifications and detailed drawings, attending project meetings and visiting the site during implementation.

Project Experience

Technology Designer

Philadelphia Family Court House, Philadelphia, PA*

This is a 14-story family court building in Philadelphia with tight budgetary constraints. Every design aspect of the telecommunications cabling and infrastructure system was scrutinized for the most efficient and cost-effective approach. The Philadelphia and Pennsylvania court system has no published standards for courthouse IT infrastructure and therefore a large part of this project is developing those standards for this and all future projects.

Technology Designer

Joint Operations center, New York, NY *

This project includes the renovation of an existing 2 story above grade, 3 story below grade concrete structure for Command and Control operations for the NYPD. The physical constraints of the structure required careful attention to all slab penetrations due to the unique 'Waffle' construction of the floor slab. Another significant challenge was the design of a 100 watts/sf data center space totaling 2000sf on a floor with only 8'4" slab to slab distance.

Project Manager / Technology Designer

Public Safety Awareness Center II (PSAC II), Bronx, NY *

Provided IT, Data Center, AV, and Security design services. \$500M project, approximately 450,000 square feet. Prominently located along the Hutchinson River Parkway and Pelham Parkway in the Bronx, this facility augmented existing 911 services in New York, strengthening the city's ability to maintain communication in the event of a natural disaster or large-scale emergency. The center is designed to operate continually under adverse conditions and provide redundancy to the city's primary call center.

Other Government Projects

- ▶ FBI San Juan, Puerto Rico
- ▶ National Park Services - Valley Forge Visitor's Center, Valley Forge PA
- ▶ United Nations, New York, NY*

**Project experience from previous employer*

Cassey Stypowany

Acoustic Design

Experience

Industry: 11 Years

WSP: 2 Years

Education

BS, Engineering,
University of Hartford,
2012

BS, Acoustical
Engineering, University
of Hartford, 2012

Areas of Expertise

Acoustic Design

Office Acoustics

Equipment Noise
Reduction

Sound Isolation

Office Location

New York, New York

Phone & Email

(716) 348-0269

Cassey.Stypowany
@wsp.com

Career Summary

Cassey Stypowany is a lead building technology systems consultant with more than 11 years of experience as an acoustical consultant for architects, mechanical engineers, structural engineers, developers, and owners. Cassey is experienced in multiple market sectors, including residential, commercial, education, healthcare, and cultural. She manages projects of various sizes while maintaining project deliverables and a high level of client satisfaction.

Project Experience

Acoustic Designer

Trilith LIVE Entertainment Complex, Fayetteville, GA

Acoustic designer for the mixed-use entertainment complex. The project is part of an eight-acre multi-faceted development where WSP was lead acoustical designer for the office building, cinema, large atrium, and educational facility. The educational facility included youth music spaces and sound stages to support singing or learning to play an instrument with hands-on lessons in small groups and practice spaces. The team also provided base building coordination for the 1,800-seat auditorium.

Acoustic Designer*

SUNY Purchase – Center for Media, Film, and Theatre, Purchase, NY

Acoustic designer for five acoustically complex spaces including a performance room, screening room, studio classrooms and a performance studio, several of which have recording capabilities. While the interior room acoustics were immeasurably important, it was also a complex practice in sound isolation as the rooms were adjacent to one another with some horizontally abutted against one another and some of the other spaces directly above.

Other Project Experience

- ▶ *185 Broadway, New York
- ▶ *450 West Thirty-third Street, New York
- ▶ *610 Lexington, New York
- ▶ *626 First Avenue, New York
- ▶ *662 Pacific Avenue, Brooklyn, New York
- ▶ *All Saints Church, Yale University, New Haven, Connecticut
- ▶ *American Museum of Natural History, New York
- ▶ *Barnard Women's College, New York
- ▶ *Bronx Animal Clinic, New York
- ▶ *Brookfield Place, New York
- ▶ *Brooklyn Friends School, Brooklyn, New York
- ▶ *Children's Aid Society, New York
- ▶ *City Harvest, New York

**Project experience from previous employer*

Attachment B – American Rescue Plan Act Materials

CUMBERLAND COUNTY Maine

Required Document Checklist

The American Rescue Plan Act

Each bidder, prospective contractor, or proposed subcontractor shall state as an initial part of the bid or negotiations of any federal award or contract, compliance with PART 200 - Uniform Administrative Requirements, Cost Principles, & Audit Requirements for Federal Awards. All bidders' submissions must contain all of the following documents, signed and completed.

1. ☒ Certification of the Bidder regarding Disbarment (Please include a print out from SAMs, showing standings)
2. ☒ Certification of the Bidder regarding conflict of interest
3. ☒ Certification of the Bidder regarding EEO and signed EEO Statement
4. ☒ Certification of the bidder regarding Federal Provisions

NOTE: BIDDERS MUST READ THE FEDERAL PROVISIONS REQUIREMENTS OF THIS PACKET PRIOR TO BIDDING ON THIS PROJECT

CONTRACTOR DISBARRED OR SUSPENSION Applicable to bidder

Contractor: WSP USA Environment & Infrastructure Inc. Telephone: (704) 357-5533 Ext. _____
Contact Person: Wendy Bruss Fax: _____ E-mail: _____
Wendy.Bruss@wsp.com Tax ID: 91-1641772 BID _____
PRICE: \$ N/A BID DATE: 10 / 10 / 2023 PROJECT _____
LOCATION: 27 Northport Drive, Portland, ME PROJECT # TBD

THIS CERTIFICATION IS REQUIRED BY THE REGULATIONS IMPLEMENTING EXECUTIVE ORDER 12549, DEBARMENT AND SUSPENSION, 29 CFR PART 98, SECTION 98.510, PARTICIPANTS' RESPONSIBILITIES. THE REGULATIONS WERE PUBLISHED AS PART VII OF THE MAY 26, 1988 FEDERAL REGISTER (PAGES 19160-19211).

1. THE PROSPECTIVE PRIMARY PARTICIPANT CERTIFIES TO THE BEST OF ITS KNOWLEDGE AND BELIEF THAT IT AND ITS PRINCIPALS:

CUMBERLAND COUNTY

Maine

- a) ARE NOT PRESENTLY DEBARRED, SUSPENDED, PROPOSED FOR DEBARMENT, DECLARED INELIGIBLE, OR VOLUNTARILY EXCLUDED FROM COVERED TRANSACTIONS BY ANY FEDERAL DEPARTMENT OR AGENCY; b) HAVE NOT WITHIN A THREE-YEAR PERIOD PRECEDING THIS PROPOSAL BEEN CONVICTED OF OR HAD A CIVIL JUDGMENT RENDERED AGAINST THEM FOR COMMISSION OF FRAUD OR A CRIMINAL OFFENSE IN CONNECTION WITH OBTAINING, ATTEMPTING TO OBTAIN, OR PERFORMING A PUBLIC (FEDERAL, STATE OR LOCAL) TRANSACTION OR CONTRACT UNDER A PUBLIC TRANSACTION, VIOLATION OF FEDERAL OR STATE ANTI-TRUST STATUTES OR COMMISSION OF EMBEZZLEMENT, THEFT, FORGERY, BRIBERY, FALSIFICATION OR DESTRUCTION OF RECORDS, MAKING FALSE STATEMENTS, OR RECEIVING STOLEN PROPERTY;
- c) ARE NOT PRESENTLY INDICTED FOR OR OTHERWISE CRIMINALLY OR CIVILLY CHARGED BY A GOVERNMENT ENTITY (FEDERAL, STATE OR LOCAL) WITH COMMISSION OF ANY OF THE OFFENSES ENUMERATED IN PARAGRAPH 1.B OF THIS CERTIFICATION; AND
- d) HAVE NOT WITHIN A THREE-YEAR PERIOD PRECEDING THIS APPLICATION/PROPOSAL HAD ONE OR MORE PUBLIC TRANSACTIONS (FEDERAL, STATE OR LOCAL) TERMINATED FOR CAUSE OR DEFAULT.

2. WHERE THE PROSPECTIVE PRIMARY PARTICIPANT IS UNABLE TO CERTIFY TO ANY OF THE STATEMENTS IN THIS CERTIFICATION, SUCH PROSPECTIVE PARTICIPANT SHALL ATTACH AN EXPLANATION TO THIS PROPOSAL.

Donna J. Aucoin Asst Vice President, Contracts
NAME AND TITLE, AUTHORIZED REPRESENTATIVE

Dj Aucoin
10/5/2023
SIGNATURE & DATE

*****Please attach a print out of good standing from SAMs.*****

WSP USA ENVIRONMENT & INFRASTRUCTURE, INC. • Active Registration

| | | |
|--|---|--|
| Unique Entity ID MZQ8YJKMLQ94 | CAGE/NCAGE 1SVL3 | Purpose of Registration All Awards |
| Physical Address 1075 Big Shanty RD NW Suite 100 Kennesaw, Georgia 30144-3652 United States | Mailing Address 1075 Big Shanty RD NW Suite 100 Kennesaw, Georgia 30144-3652 United States | |

EXCLUSIONS

There may be instances when an individual or firm has the same or similar name as your search criteria, but is actually a different party. Therefore, it is important that you verify a potential match with the excluding agency identified in the exclusion's details. To confirm or obtain additional information, contact the federal agency that took the action against the listed party. Agency points of contact, including name and telephone number, may be found by navigating to the Agency Exclusion POCs page within Help.

Active Exclusions

There are no active exclusion records associated to this entity by its Unique Entity ID.

PROCEEDINGS

There are no proceedings associated to this entity by its Unique Entity ID.

OTHER RESPONSIBILITY & INTEGRITY INFORMATION

There are no other responsibility information records associated to this entity by its unique entity ID.

CORPORATE RELATIONSHIPS

| Legal Business Name | CAGE | Responsibility & Integrity Record |
|----------------------------|-------------|--|
| Highest Owner | | |
| WSP GLOBAL INC | L0AN6 | No |
| Immediate Owner | | |
| WSP USA INC. | 5D213 | No |
| Predecessors | | |
| (none) | (none) | N/A |

CUMBERLAND COUNTY

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CONFLICT OF INTEREST

2 CFR 200.112 and 2 CFR 200.318

Conflicts of interest arise when officials or staff stand to benefit either directly themselves or indirectly through business partners or relatives from the awarding or contracting of grant funds. When conflicts of interest arise, ARPA Staff will identify, disclose, and manage them in compliance with Super Circular (2 CFR Part 200.112 Conflict of Interest) and 24 CFR Part 570.611 Conflict of Interest for ARPA.

In the procurement of supplies, equipment, construction, and services by the subrecipients, the conflict of interest provisions in 2 CFR 200.318 shall apply. In all cases not governed by 2 CFR 200.318, this policy will be followed. Such cases include the acquisition and disposition of real property and the provision of assistance by its subrecipients/entities to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).

A Conflict of Interest is a real or apparent incompatibility between a person's private interests and his/her public or fiduciary duties. For the purposes of ARPA, the rule is that no persons who are a (n):

- Employee,
- Agent,
- Consultant,
- Officer,
- Elected Official, and/or
- Appointed official

OF THE:

CUMBERLAND COUNTY

Maine

- Town, City or County under the Cumberland County jurisdiction.
- Recipient of ARPA funds (applies to all non-profit agencies)
- Federal Government

WHO:

- Exercise or have exercised any functions or responsibilities with respect to ARPA activities, and/or
- Are in a position to participate in decision making process or gain inside information with regard to such activities,

SHALL NOT:

- Obtain a financial interest or benefit from a ARPA -assisted activity,
- Have a financial interest in any contract, subcontract, or agreement with respect to an ARPA -assisted activity, or with respect to the proceeds of the ARPA -assisted activity.

Either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

EXCEPTIONS

Upon the written request of the recipient, Treasury may grant an exception to the provisions of this section on a case-by-case basis when it has satisfactorily met the threshold requirements below:

Treasury will consider an exception only after the recipient has provided the following documentation:

1. A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and description of how the public disclosure was made. AND
2. An opinion from the Cumberland County-Legal Department must be obtained indicating the interest for which the exception is sought would not violate State or local law.

IMPORTANT: *Mere submission of a request for an exception does not*

CUMBERLAND COUNTY

Maine

authorize a recipient to engage in any activity or enter into any contract that constitutes a conflict. An exception is not granted until the subrecipient receives such determination in writing from the County as instructed by Treasury.

In order to successfully obtain an exception from Treasury, the following points must be addressed:

- Significant cost benefit or essential expertise to the project.
- Opportunity for open competitive bidding or negotiation
- Person affected:
 - Member of low or moderate income class of persons intended to be beneficiaries of the assisted activity.
 - Exception will permit such person to receive same benefits as the class.
- Person affected has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the assisted activity.
- Interest or benefit was present before affected person was in the conflict position.
- Undue hardship to subrecipient or person affected which weighed against public interest served by avoiding the prohibited conflict.
- Any other relevant considerations.

***** CONFLICT OF INTEREST FORMS MUST BE SIGNED BY
ADMINISTRATION, STAFF AND BOARD OF DIRECTORS.***

CONFLICT OF INTEREST

2 CFR 200.112 and 2 CFR 200.318

No employee, officer or agent of Cumberland County, or its set a sides communities, sub grantee or subrecipient shall participate in selection, award or administration of contract or conduct business with a vendor if a conflict of interest, real or apparent would be involved.

- A. the employee, officer or any agent
- B. a member of his/her immediate family
- C. his or her partner
- D. an organization, which employs or is about to employ, any of the above, has financial or other interest in the firm selected for award.

Cumberland County's, sub-grantee or subrecipient, officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements, vendors or potential vendors. Depending on gravity, violation of this Conflict of Interest could result in dismissal, probation or suspension of officers, employees or agents involved or termination of contractual agreements with subrecipients.

Non-disclosure Policy any Cumberland County employee, sub-grantee or subrecipient shall make no disclosure of verbal or written price quotations. Violation of the nondisclosure policy shall be subject to disciplinary action as provided by the County or termination of contractual agreements when a subrecipient/sub-grantee employee is involved.

Personal Interest No member of the County Commissioners or any officer or employee of the County, sub-grantee or subrecipient shall have a financial interest, direct or indirect or by reason of ownership of stock in any corporation, in any contract or in the sale to the County of Cumberland, sub-grantee or subrecipient or to a contractor supplying the County of Cumberland, sub-grantee or subrecipient of any land or rights or interest in any land, material, supplies, or services, or in any matter in which he acts for the County of Cumberland. Any willful violation of this section shall constitute malfeasance in office, and any officer or employee of the

CUMBERLAND COUNTY

Maine

County of Cumberland, sub-grantee or subrecipient found guilty shall there by forfeit his or her office. Any violation of this section with the knowledge, express or implied, of the person or corporation contracting with the County of Cumberland, sub-grantee or subrecipient shall render the contract void by the Compliance and Audit Director or the County Commissioners.

Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Alissa Camire, RA Asst. VP, Project Manager

Alissa Z Camire

Oct 9, 2023

NAME AND TITLE, AUTHORIZED REPRESENTATIVE

SIGNATURE & DATE

CUMBERLAND COUNTY

Maine

CERTIFICATION OF CONTRACTOR REGARDING EQUAL EMPLOYMENT OPPORTUNITY

Certification by Bidders

Name of prime contractor:

WSP USA Environment & Infrastructure Inc.

Address of prime contractor:

1075 Big Shanty Road NW STE 100 Kennesaw GA 30144-3652

Tax ID # of prime contractor:

91-1641772

1. Bidder has participated in a previous contract or subcontract subject to the EEO Clause.

☒ Yes ☐ No

2. Compliance reports were required to be filed in connection with such contract or subcontract.

☒ Yes ☐ No

3. Bidder has filed all compliance reports due under applicable instructions, including SF-100.

☒ Yes ☐ No

4. Have you ever been or are you being considered for sanction due to violation of Executive Order 11246, as amended?

☐ Yes ☒ No

This certification is required pursuant to Executive Order 11246 (30 F.R. 12319-25). The implementing rules and regulations provide that any bidder or prospective contractor, or any other of their proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause, and if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the bidder has not filed a compliance report due under applicable instructions, such bidder shall be required to submit a compliance report within seven (7) calendar days after bid opening. No contract shall be awarded unless such report is submitted.

By signing below, you are certifying your answers to the four questions above were truthful:

Donna J. Aucoin Asst Vice President, Contracts

Name and Title of Authorized Representative (print or type)

DJ Aucoin

Signature of Authorized Representative Date of Signature

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EQUAL EMPLOYMENT OPPORTUNITY STATEMENT E.O.

11246 requires covered contractors and subcontractors to refrain from discrimination and to engage in affirmative steps to ensure that applicants and employees receive equal employment opportunity regardless of race, color, religion, sex, sexual orientation, gender identity, and national origin. Additionally, E.O. 11246 prohibits contractors and subcontractors from taking adverse action against employees or applicants for asking about, discussing or disclosing their pay or the pay of their co-workers.

During the performance of this contract, the contractor agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
2. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
3. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
4. The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
5. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
6. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
7. In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or

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with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

8. The contractor will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: *Provided*, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Alissa Camire, RA Asst. VP, Project Manager

Alissa Z Camire

Oct 9, 2023

NAME AND TITLE, AUTHORIZED REPRESENTATIVE

SIGNATURE & DATE

CUMBERLAND COUNTY

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FEDERAL REQUIREMENTS FOR SLFRF

1. TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

(P.L. 88-352), as amended, (42 USC 2000d) and the requirements imposed by the Regulations of the Department of Commerce (15 CFR Part 8) issued pursuant to that Title. In accordance therewith no person in the United States shall, on the grounds of race, handicap, color, sex, national origin or familial status be excluded from participation in, be denied the benefits or be otherwise subjected to discrimination under any program or activity which is paid for with federal funds. The Owner further adds that there shall not be any form of discrimination by any party in any ARPA contract on the basis of familial status, sexual orientation or sex.

2. REHABILITATION ACT OF 1973

29 USC 794, Executive Order 11914, Section 504. No otherwise qualified handicapped individual shall, solely by reason of his/her handicap, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance.

3. SECTION 202 OF EXECUTIVE ORDER 11246 Applicable to Federally assisted construction contracts and related subcontracts. During the performance of this contract, the contractor agrees as follows:

- A. The contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of Compensation; and selection for training, including apprenticeship.
- B. The contractor shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Contracting Officer setting forth the provisions of this non-discrimination clause. The Contractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- C. Contractors shall incorporate foregoing requirements in all subcontracts.
- D. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration without regard to race, color, religion, sex, or national origin.
- E. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the Contract Compliance Officer advising the said labor union or workers' representative of the contractor's commitment under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- F. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- G. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the Department and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- H. In the event of the contractor's noncompliance with the non-discrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or

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suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- I. The contractor will include the provisions of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the Department may direct as a means of enforcing such provision, including sanctions for non-compliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Department the contractor may request the United States to enter into such litigation to protect the interest of the United States.
 - J. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." The applicant hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on -the credit of the Federal Government pursuant to a grant, contract, loan insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:
 - (b) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor; state that all qualified applicants WM receive considerations for employment without regard to race, color, religion, sex, or national origin.
 - (c) The contractor will send to each labor union or representative of workers. With which he has a collective bargaining agreement or other contract.
4. **Disbarment & Suspension.** Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
5. **CERTIFICATION OF NONSEGREGATED FACILITIES AS REQUIRED BY THE MAY 19, 1967, ORDER (32 F.R. 74390 ON ELIMINATION OF SEGREGATED FACILITIES, BY THE SECRETARY OF LABOR.** Prior to the award of any construction contract or subcontract, the Contractor shall submit signed Certification of Nonsegregated Facilities Forms for him/herself and all subcontractors.
6. **THE AGE DISCRIMINATION ACT OF 1975**
No person in the United States shall, on the basis of age, be excluded from participation or be denied the benefits of, or be subjected to discrimination under, any program or activity undertaken with federal funds.

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7. LABOR STANDARDS

Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

A. Specific to ARAP and when it is the sole source of federal funds, Davis Bacon is application **only to Projects over 10 Million dollars for projects over \$10 million:**

B. recipient may provide a certification that, for the relevant project, all laborers and mechanics employed by contractors and subcontractors in the performance of such project are paid wages at rates not less than those prevailing, as determined by the U.S. Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code (commonly known as the "Davis-Bacon Act"), for the corresponding classes of laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the State (or the District of Columbia) in which the work is to be performed, or by the appropriate State entity pursuant to a corollary State prevailing-wage-in-construction law (commonly known as "baby Davis-Bacon Acts"). If such certification is not provided, a recipient must provide a project employment and local impact report detailing:

- (a) The number of employees of contractors and sub-contractors working on the project;
 - (b) The number of employees on the project hired directly and hired through a third party;
 - (c) The wages and benefits of workers on the project by classification; and
 - (d) Whether those wages are at rates less than those prevailing.
- (e) The County must maintain sufficient records to substantiate this information upon request.
- (f) A recipient may provide a certification that a project includes a project labor agreement, meaning a pre-hire collective bargaining agreement consistent with section 8(f) of the National Labor Relations Act (29 U.S.C. 158(f)).

8. **Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333).** All laborers and mechanics employed by contractors or subcontractors shall receive overtime compensation in accordance with and subject to the provisions of the Contract Work Hours and Safety Standards Act, and the contractors and subcontractors shall comply with all regulations issued pursuant to these acts and with other applicable Federal laws and regulations pertaining to labor standards. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis

of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work

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in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

9. **Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
10. **Copeland Anti-Kickback Act** requires that workers be paid at least once a week, and without any deductions or rebates except permissible deductions. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
11. **SPECIAL CONDITIONS PERTAINING TO HAZARDS, SAFETY STANDARDS AND ACCIDENT PREVENTION TITLE IV OF THE LEAD BASED PAINT POISONING PREVENTION ACT A. Lead-Based Paint Hazards** (Applicable to contracts for construction or rehabilitation of residential structures) The construction or rehabilitation of residential structures is subject to the HUD Lead-Based Paint regulations, 24 CFR Part 35. The contractor and Subcontractors shall comply with the provisions for the elimination of lead-based paint hazards under sub-part B of said regulations. The Owner will be responsible for the inspections and certifications required under Section 35.14(f) thereof.

B. Use of Explosives When the use of explosives is necessary for the prosecution of the work, the Contractor shall observe all local, state and federal laws in purchasing and handling explosives. The Contractor shall take all necessary precautions to protect completed work, neighboring property, water lines, or other underground structures. Where there is danger to structures or property from blasting, the charges shall be reduced and the material shall be covered with suitable timber, steel or rope mats. The Contractor shall notify all owners of public utility property of intention to use explosives at least eight hours before blasting is done, close to such property. Any supervision of direction of use of explosives by the Engineer does not in any way reduce the responsibility of the Contractor or his Surety for damages that may be caused by such use.

C. Danger Signals and Safety Devices The Contractor shall make all necessary precautions to guard against damages to property and injury to persons. They shall put up and maintain in good condition, sufficient red or warning lights at night, suitable barricades and other devices necessary to protect the public. In case the Contractor fails or neglects to take such precautions, the Owner may have such lights and barricades installed and charge the cost of this work to the Contractor. Such action by the Owner does not relieve the Contractor of any liability incurred under these specifications or contract.
12. **THE UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970.** (P.L. 91-646 as amended), 15 CFR Part 916 including amendments thereto and regulations there under, as provided by 1. M.R.S.A 901 et seq. The Contractor and Grantee will ensure that all work performed under this Agreement will be done in accordance with this act.

13. **ARCHITECTURAL BARRIERS ACT (P.L. 90-480), 42 USC 4151, AS AMENDED,** and the

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regulations issued or to be issued there under, prescribing standards for the design and construction of any building or facility intended to be accessible to the public or which may result in the employment of handicapped persons therein.

14. THE CLEAN AIR ACT AS AMENDED, 42 USC 1857 ED SEQ.9 THE FEDERAL WATER POLLUTION CONTROL ACT, AS AMENDED, 33 USC 1251 et seq. and the regulations of the Environmental Protection Agency with respect thereto, at 40 CFR Part 15, as amended from time to time. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). In no event shall any amount of the assistance provided under this Agreement be utilized with respect to a facility, which has given rise to a conviction under section 113(c) (1) of the Clean Air Act or section 309(c) of the Federal Water Pollution Control Act.

15. MINORITY BUSINESS ENTERPRISES Referenced in Executive Order #11625, OMEB Circular A-102 Attachment 0 Procurement Standards. Grantees are to give priority to Minority Business Enterprises in purchase of supplies, equipment, construction, and services.

16. SECTION 319 OF PUBLIC LAW 101-121The grantee shall comply with the requirements of Section 319 of Public Law 101-121 regarding government wide restrictions on lobbying.

17. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. See: § 200.323. See § 200.216. See § 200.322. [78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014; 85 FR 49577, Aug. 13, 2020]

18. Remedial Actions. In the event of Recipient's noncompliance with section 603 of the Act, other applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, Treasury may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of section 603(c) of the Act regarding the use of funds, previous payments shall be subject to recoupment as provided in section 603(e) of the Act.

19. Hatch Act. Recipient agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.

20. False Statements. Recipient understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.

21. Publications. Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Recipient] by the U.S. Department of the Treasury."

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22. Debts Owed the Federal Government. Any funds paid to Recipient

1. in excess of the amount to which Recipient is finally determined to be authorized to retain under the terms of this award;
2. that are determined by the Treasury Office of Inspector General to have been misused; or 3. that are determined by Treasury to be subject to a repayment obligation pursuant to section 603(e) of the Act and have not been repaid by Recipient shall constitute a debt to the federal government.

23. Disclaimer. The United States expressly disclaims any and all responsibility or liability to Recipient or third persons for the actions of Recipient or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award. The acceptance of this award by Recipient does not in any way establish an agency relationship between the United States and Recipient.

24. Protections for Whistleblowers.

- a. In accordance with 41 U.S.C. § 4712, Recipient may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.
- b. The list of persons and entities referenced in the paragraph above includes the following:
 - i. member of Congress or a representative of a committee of Congress;
 - ii. An Inspector General;
 - iii. The Government Accountability Office;
 - iv. A Treasury employee responsible for contract or grant oversight or management;
 - v. An authorized official of the Department of Justice or other law enforcement agency;
 - vi. A court or grand jury; or
 - vii. A management official or other employee of Recipient, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.
- c. Recipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

25. Increasing Seat Belt Use in the United States. Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Recipient should encourage its contractors to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.

26. Reducing Text Messaging While Driving. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), Recipient should encourage its employees, subrecipients, and contractors to adopt and enforce policies that ban text messaging while driving, and Recipient should establish workplace safety policies to decrease accidents caused by distracted drivers.

The Bidder hereby agrees, to and will comply with the terms and use of the federal program and its provisions hereto as a condition of the Bid and thereby award. The bidder acknowledges that they have read and understand said provisions hereto.

Alissa Camire, RA Asst. VP, Project Manager



Oct 9, 2023

NAME AND TITLE, AUTHORIZED REPRESENTATIVE

SIGNATURE & DATE