

# Contract User Guide for PRF69

## PRF69: Facilities Engineering

**UPDATED:** April 28, 2025

<b>Contract #:</b>	PRF69
<b>MMARS MA #:</b>	PRF69*
<b>Initial Contract Term:</b>	December 22, 2017 – December 21, 2020
<b>Maximum End Date:</b>	Up to 12 years with 3 options to renew for three years each
<b>Current Contract Term:</b>	December 22, 2022 – December 21, 2025
<b>Category Managers:</b>	Hayley Lebert, 617-720-3146, <a href="mailto:hayley.lebert@mass.gov">hayley.lebert@mass.gov</a> Gerry Dawson, 978-429-4512, <a href="mailto:gerard.dawson@mass.gov">gerard.dawson@mass.gov</a>
<b>This Contract Contains:</b>	Environmentally Preferable Products, Small Business Purchasing Program, MBE/MWBE/WBE, Service Disabled Veteran-Owned Business, Prompt Payment Discounts
<b>UNSPSC Codes:</b>	<b>81-10-00</b> Professional Engineering Services <b>81-10-15</b> Civil Engineering <b>81-10-16</b> Mechanical Engineering <b>81-10-17</b> Electrical and Electronic Engineering <b>81-10-21</b> Ocean Engineering <b>81-10-22</b> Transportation Engineering <b>81-10-24</b> Electrical Power Transmission Engineering <b>81-10-25</b> Permitting Services <b>81-10-26</b> Sampling Services
<b>Updates:</b>	Quote Requirement Specifications and ADA Accessibility Update

**\*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).**

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## Contract Summary

This is a Statewide Contract for Facilities Engineering Services. The award includes a wide-ranging list of independent, experienced and qualified contractors to provide services as specified in the PRF69 RFR. Services sought will be in support of Eligible Entities' physical infrastructure including but not limited to buildings, roads, bridges, utility systems, rinks, pools, athletic fields and trails. Anticipated services include but are not limited to site evaluation, technical analysis and reports, schematic, preliminary, final design, preparation of technical specifications, cost estimation, construction oversight services, and related capital asset project tasks.

This contract has minimum [quote requirements](#).

## Contract Categories

This contract includes 11 categories of service as listed below:

Category 1:	Civil Engineering	<a href="#">PO-18-1080-OSD03-SRC3-12312</a>
Category 2:	Coastal Engineering	<a href="#">PO-18-1080-OSD03-SRC3-12331</a>
Category 3:	Mechanical Engineering	<a href="#">PO-18-1080-OSD03-SRC3-12333</a>
Category 4:	Energy Systems Engineering	<a href="#">PO-18-1080-OSD03-SRC3-12335</a>
Category 5:	Surveying	<a href="#">PO-18-1080-OSD03-SRC3-12337</a>
Category 6:	Facilities Engineering	<a href="#">PO-18-1080-OSD03-SRC3-12313</a>
Category 7:	Construction Engineering	<a href="#">PO-18-1080-OSD03-SRC3-12332</a>
Category 8:	Geotechnical Engineering	<a href="#">PO-18-1080-OSD03-SRC3-12334</a>
Category 9:	Structural Engineering	<a href="#">PO-18-1080-OSD03-SRC3-12336</a>
Category 10:	Transportation Engineering	<a href="#">PO-18-1080-OSD03-SRC3-12338</a>
Category 11:	Water Resources Engineering	<a href="#">PO-18-1080-OSD03-SRC3-12339</a>

## Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, and vendor management and oversight.

Many vendors offer Prompt Pay Discounts (see [Appendix C](#)).

## Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, pricing, and a Statement of Work template, visit the "Master Contract Record" for PRF69 Master Blanket Purchase Order (MBPO) at [PO-18-1080-OSD03-SRC3-12388](#).
- To locate all Bidders in a particular Category for the purpose of requesting multiple quotes, visit the MBPO numbers shown under "[Contract Categories](#)."

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## Who Can Use This Contract

### Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Construction Materials and Services: G.L. c. 149, s. 44A; G.L. c. 30, § 39M.

### Eligible Entities

Please see the standard list of Eligible Entities on our [Eligible Entities Which May Use Statewide Contracts](#) webpage.

## Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

Prior approval of the department is required for any subcontracted service of the Contract. Contractors are responsible for the satisfactory performance and adequate oversight of their subcontractors.

## Construction Requirements

**Purchasers must ensure that any services involving construction are limited to \$50,000 or less.**

Purchasing entities are responsible for compliance with applicable construction law requirements. Information concerning specific, M.G.L. c. 149 and c. 30 construction requirements may be found in the Office of the Inspector General's Public Procurement Charts at:

<https://www.mass.gov/download-oig-public-purchasing-and-public-construction-manuals>. It is the responsibility of the Eligible Entity to determine whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M. Chapter 30B Procurement Assistance from the Office of the Inspector General is available at <https://www.mass.gov/how-to/get-public-procurement-assistance-from-our-chapter-30b-team>. Access the 30B Hotline at 617-722-8838 or email them at: [30BHotline@massmail.state.ma.us](mailto:30BHotline@massmail.state.ma.us).

Questions about public construction bidding should be directed to Deborah Anderson, Counsel II for the Attorney General's Office, at 617-963-2371. Visit the Attorney General's [Public Construction web page](#) to learn more about Public Bidding Laws.

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See [Quotes Including Construction Services Requirements](#) below for information on quoting these types of projects.

## Supplier Diversity Requirements

**When selecting vendor(s) without soliciting quotes or a statement of work, Executive Departments should follow below guidance:**

When selecting contractors and placing orders, Executive departments shall utilize diverse and small businesses to the extent possible based on contract terms, SDO and departmental policies, laws, and regulations. Additionally, departments shall make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.

OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the [Statewide Contract Index](#) available on the COMMBUYS home page. See the “Programs (SDO and SBPP)” tab for current certification and small business status of contractors on this contract.

**When selecting vendor(s) from multiple quotes and statement of work, Executive Departments should follow below guidance:**

Requirements of the Small Business Purchasing Program for Small Procurements (expected annual value of \$250,000 or less) or the Supplier Diversity Program for Large Procurements (expected annual value exceeding \$250,000) apply to Executive Departments soliciting quotes or issuing statements of work.

**Small Business Award Preference:** In accordance with the Supplier Diversity Office’s SBPP Policy, Departments must award contracts for Small Procurements to SBPP-participating small business bidders if both of the following conditions are met:

- The response is received from an eligible small business; AND
- The response meets the Department’s best value criteria as defined in the RFR or RFQ.

**SDP Commitment:** Businesses awarded large Commonwealth contracts for goods and services (also called prime contractors or prime vendors) are required to make measurable financial commitments to do business with one or more diverse businesses (often called SDP Partners). This business-to-business relationship requirement applies to all Large Procurements for goods and services, which were historically defined as those expected to exceed \$150,000 in total spending. Effective July 1, 2021, Large Procurements will be defined as those expected to exceed \$250,000 in annual spending.

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Executive departments should take into consideration contracted vendors SDP commitments when evaluating responses. Specifically, the following fields of the new SDP Plan Form correspond to the goals stated above:

Type of information collected from bidders	Possible use of the information by the CMT
SDP focus statement	Assess the bidder's level of integration of supplier diversity into company operations.
SDP policy link or attachment (if any)	
Additional creative initiatives (if any)	
SDP commitment – subcontracting	Evaluate the bidder's SDP commitment.
SDP commitment – ancillary	
SDP commitment – total	
List of proposed partners	Assess the likelihood of the bidder meeting their SDP commitment.
Company prior year spending with the list of partners (if available)	
Company average gross annual revenue	If deemed necessary by the Agency or Statewide Contract Category Management Team (CMT) and included in the evaluation criteria, consider the bidder's company size during the evaluation of the ancillary SDP commitments and total prior year spending.

#### Key Evaluation Requirements

The following key requirements apply to the evaluation of submitted SDP Plans:

- At least 25% of the available evaluation score must be dedicated to the evaluation of the bidder's SDP Commitment.
- The majority of the SDP evaluation score should be dedicated to the bidder's SDP commitment.
- bidders offering more value in their SDP Plan submissions must receive higher scores.

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Other Requirements:

Expected annual value of the RFQ	RFQ process requirements
Less than or equal to \$250,000/year	<ul style="list-style-type: none"> <li>• <b>Notify at least two small businesses</b> capable of providing the product or service of the opportunity, if available.</li> <li>• Include SBPP contract language and place it prominently within the RFQ. <a href="#">See SDO Template Language.</a></li> <li>• Evaluate bids received from, and award a contract to, an SBPP-participating small business that meets the department's best value criteria.</li> <li>• Award to a large business only if there is no SBPP participating business meeting departments' best value criteria.</li> <li>• Conduct a clarification/BAFO/negotiation before disqualifying an SBPP-participating business based on price or desirable criteria.</li> <li>• See the <a href="#">Best Value Evaluation of Responses to Small Procurements: A Guide for Strategic Sourcing Teams</a> for additional guidance.</li> </ul>
More than \$250,000/year	<ul style="list-style-type: none"> <li>• <b>Notify at least two diverse and/or small businesses</b> capable of providing the product or service of the opportunity, if available.</li> <li>• Make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.</li> <li>• See the <a href="#">Best Value Evaluation of SDP Plan Forms: A Guide for Category Management Teams</a> for additional guidance.</li> </ul> <p><b>Note:</b> Departments may ask the prime Contractor for an additional SDP commitment specifically related to the Department's purchase or engagement. SDP spending for such a purchase or engagement must be reported by the Contractor using the SDP Reporting Form directly to the Department and may not be included in any other SDP reporting filed by the Contractor.</p>

OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the [Statewide Contract Index](#) available on the COMMBUYS home page. See the "Programs (SDO and SBPP)" tab for current certification and small business status of contractors on this contract.

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## Pricing, Quote and Purchase Options

### Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- Purchases made through this contract will be direct, outright purchases
- This is a fee for service contract

### Pricing Options

- The compensation structure for PRF69 is according to individual projects as described and agreed to in the SoW provided by the purchasing entity.
- **Ceiling/Not-to-Exceed:** Pricing, including hourly rates and other pricing, published under the “Master Contract Record” ([PO-18-1080-OSD03-SRC3-12388](#)) represents “ceiling” or “not-to-exceed” pricing, and may be further negotiated.

### Product/Service Pricing and Finding Vendor Price Files

Pricing, including hourly rates and other pricing, published under the “Master Contract Record” ([PO-18-1080-OSD03-SRC3-12388](#)) represents “ceiling” or “not-to-exceed” pricing, and may be further negotiated.

### Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth’s electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or [OSDhelpdesk@mass.gov](mailto:OSDhelpdesk@mass.gov).

When contacting a vendor on statewide contract, always reference PRF69 to receive contract pricing.

### How To Purchase From The Contract

- **Solicit quotes and select and purchase quoted item**

COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes. Buyers must include “PRF69 RFQ” when entering information in the Description field.

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Each Contract Category is set up on COMMBUYS with its own MBPO to facilitate distribution of RFQs (quote requests) to multiple vendors in the same Category (see [Contract Categories](#).)

- See [How to Request Quotes from Vendors on Statewide Contracts](#).

Non-Executive Departments that do not use COMMBUYS may solicit quotes via email. See the [Vendor List and Information](#) for vendor email addresses.

### Quote Requirements

Contract users should always reference PRF69 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

- Engagements with estimated costs less than \$25,000.00 requires at least one quote **OR** an accepted Statement of Work with an estimated value.
- Engagements with estimated costs to exceed \$25,000.00 in value requires at least three quotes **AND** detailed Statement of Work (SoW).

### Quotes Including Construction Services

Quotes under the following contract categories may include construction services:

- Category 1: Civil Engineering
- Category 2: Facilities Engineering
- Category 4: Construction Engineering
- Category 6: Geotechnical Engineering

Please note specific requirements that apply for quoting construction services, depending upon the scope of your bid:

- Where the construction projects with estimated costs less than \$10,000: Select a vendor based on sound business practices, consistent with your entity's procurement policies and procedures.
- For construction projects with estimated costs between \$10,000-\$50,000: Must solicit a minimum of three quotes and receive two written responses; award to lowest responsible bidder.
- For construction projects with estimated costs above \$50,000: OSD contract cannot be used. Eligible entities must go out to public bid ([M.G.L. c. 149 § 44A](#))

Any quotes with construction considerations must also be in compliance with [M.G.L. c. 149 § 44A](#).

- **Document items in COMMBUYS that have already been purchased**

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This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

For a description of how to complete this purchase in COMMBUYS, see

➤ [How to Record a Contract Purchase Previously Made \(RPA Release\)](#)

### Prevailing Wage Requirements

The Massachusetts prevailing wage laws require that covered employees on public works projects be paid a minimum hourly rate set by the Department of Labor Standards (DLS). The prevailing wage laws apply to both union and non-union employers and employees. The buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at [www.mass.gov/dols](http://www.mass.gov/dols). To get the proper rates for your region/job, you must request a determination. Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at (617) 626-6953.

If prevailing wage is required, make sure to include this information in your quotes or bids so vendors know to include prevailing wage.

In addition, all contracts by a state agency or state-assisted contracts for design, construction, reconstruction, installation, demolition, maintenance or repair must contain Workforce Participation Goals for minorities and women. This is required by M.G.L. c. 149, § 44A(2)(G). A “state-assisted contract” is a construction project undertaken by a political subdivision of the commonwealth or two or more subdivisions thereof for planning, acquisition, design, construction, demolition, installation, repair or maintenance whose costs are paid for, reimbursed, grant funded, or otherwise supported, in whole or in part, by the commonwealth. An affected awarding authority’s bid documents must include a reference to the specific goals that will be contained in the contract. The contract must also include the processes and procedures to ensure compliance with the Workforce Participation Goals, including reporting and enforcement provisions. For questions about the Workforce Participation Goals law, please contact Deborah Anderson at the Attorney General’s Office at 617-963-2371, or visit the Attorney General’s [Public Construction Bidding in Massachusetts FAQ](#).

The Office of the Attorney General’s Fair Labor Division is responsible for enforcing the prevailing wage laws. Visit [www.mass.gov/prevailing-wage-enforcement](http://www.mass.gov/prevailing-wage-enforcement) for more information.

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## Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

## Contract Exclusions and Related Statewide Contracts

Users with projects that are primarily environmentally-focused should consider using Statewide Contract PRF67 Designated DCAMM for Environmental Engineering, Diagnostics and Testing or its successor as an appropriate contract vehicle.

PRF69 vendors can address environmental issues if applicable to a particular Category or project.

## Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Response Supplies, Services and Equipment Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

## Additional Information/FAQs

### Geographical Service Area

PRF69 provides an array of firms providing services Statewide or limited to specific regions. Information on each awarded vendor includes a list of covered geographic service area. The five geographic regions for PRF69 RFR are:

- Boston Region
- North Region
- Central Region
- West Region
- South Region

Refer to [Appendix B](#) for a comprehensive list of cities/towns within each geographic region listed above.

### Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy.

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Payment days will be measured from the date goods are received and accepted/performance was completed OR the date an invoice is received by the Commonwealth, whichever is later, to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment “issue” is the date a payment is considered “paid” not the date a payment is “received” by a Contractor.

#### **Performance and Payment Time Frames Which Exceed Contract Duration**

All agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than one year beyond the current contract term of this Statewide Contract as stated on the [first page](#) of this contract user guide. No new agreements for services may be executed after the Contract has expired.

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# Contract User Guide for PRF69

## Strategic Sourcing Team Members

- John Clarkeson, DCR
- Raul Silva, DCR
- Ruth Teixeira, DCR
- John Bianchi, DCR
- Bill Perkins, Designer Selection Board
- Hayley Lebert, OSD
- Gerry Dawson, OSD

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OPERATIONAL SERVICES DIVISION

# Contract User Guide for PRF69

## Vendor List and Information\*

For Category and Geographical Service Area Information, please see [Appendix A](#). For Prompt Pay Discounts (PPD), please see [Appendix C](#).

**NOTE: As of August 3, 2023, not all vendors have been renewed. Vendors whose renewals are still pending are shaded in yellow. Current engagements with those vendors may continue, but no new engagements may be processed until their contracts have been renewed.**

Vendor	Contact Person	Phone #	Email	Main Office Location in MA	SDO Diversity and/or SBPP Certification Type**	SDP Commitment Percentage
PRF69 Facilities Engineering Service <a href="#">Master Contract Record</a> (All contract documents)**	Hayley Lebert Gerry Dawson	617-720-3146 978-429-4512	<a href="mailto:hayley.lebert@mass.gov">hayley.lebert@mass.gov</a> <a href="mailto:gerard.dawson@mass.gov">gerard.dawson@mass.gov</a>	N/A	N/A	N/A
AECOM Technical Services, Inc.	Michael Stiller	617-283-6284	<a href="mailto:michael.stiller@aecom.com">michael.stiller@aecom.com</a>	Chelmsford, MA		3%
<b>AI Engineers, Inc.</b>	<b>Basil B. Bantimba</b>	<b>860-635-7740</b>	<b><a href="mailto:bbantimba@aiengineers.com">bbantimba@aiengineers.com</a></b>	<b>Boston, MA</b>		<b>10%</b>
Alares LLC	Donald Maggioli	617-481-6390	<a href="mailto:dmaggioli@alaresllc.com">dmaggioli@alaresllc.com</a>	Quincy, MA		8%
Alfred Benesch & Company	Matt Card	617-288-0900	<a href="mailto:mcard@benesch.com">mcard@benesch.com</a>	Boston, MA		10%
Allen & Major Associates, Inc.	Timothy J. Williams	781-305-9448	<a href="mailto:twilliams@allenmajor.com">twilliams@allenmajor.com</a>	Woburn, MA	SBPP	5%
ALPHA Survey Group, LLC.	James E. Peterson	508-295-5505	<a href="mailto:james@alphals.com">james@alphals.com</a>	Middleboro, MA		5%
A-Plus Construction Services	Carol Marinelli	781-681-6667	<a href="mailto:cmarinelli@aplussurvey.com">cmarinelli@aplussurvey.com</a>	Norwell, MA		1%
Applied Coastal Research and Engineering, Inc.	John Ramsey	508-539-3737	<a href="mailto:jramsey@appliedcoastal.com">jramsey@appliedcoastal.com</a>	Mashpee, MA		1%

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OPERATIONAL SERVICES DIVISION

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Vendor	Contact Person	Phone #	Email	Main Office Location in MA	SDO Diversity and/or SBPP Certification Type**	SDP Commitment Percentage
Arcadis US, Inc.	Stephen G. Perry, Jr.	781-213-4950	<a href="mailto:stephen.g.perry@arcadis.com">stephen.g.perry@arcadis.com</a>	Wakefield, MA		5%
Banks II Quan Associates, Inc. dba B2Q Associates, Inc.	Nancy Banks	978-447-5619	<a href="mailto:nbanks@b2qassociates.com">nbanks@b2qassociates.com</a>	Andover, MA	WBE, SBPP	1%
Bayside Engineering, Inc.	Norman H. Brown	781-932-3201	<a href="mailto:nbrown@baysideengineering.com">nbrown@baysideengineering.com</a>	Woburn, MA		15%
Berkshire Design Group, Inc.	Cheryl Piper	413-582-7000	<a href="mailto:bdg@berkshiredesign.com">bdg@berkshiredesign.com</a>	Northampton, MA		5%
BETA Group, Inc	Mark R. Gershman	781-255-1982	<a href="mailto:mgershman@beta-inc.com">mgershman@beta-inc.com</a>	Norwood, MA		5%
BSC Group, Inc.	Gary Cameron	617-896-4377	<a href="mailto:gcameron@bscgroup.com">gcameron@bscgroup.com</a>	Boston, MA		3%
CDM Smith Inc.	Daniel D. Durfee	518-782-4500	<a href="mailto:durfeedd@cdmsmith.com">durfeedd@cdmsmith.com</a>	Boston, MA		5%
CEI (Collins Engineers, Inc.)	Alex Tetreault	781-205-2018	<a href="mailto:atetreault@collinsengr.com">atetreault@collinsengr.com</a>	Chicago, IL		0%
Churchill Engineering, Inc.	Richard M. Churchill	508-747-6969	<a href="mailto:Rickc.cei@verizon.net">Rickc.cei@verizon.net</a>	Plymouth, MA		.10%
Civil & Environmental Consultants, Inc.	Barry VanLaarhoven	774-501-2176	<a href="mailto:bvanlaarhoven@cecinc.com">bvanlaarhoven@cecinc.com</a>	Raynham, MA		5%
Clough Harbour & Associates, LLP.	Eric J. Poreda	781-982-5408	<a href="mailto:eporeda@chacompanies.com">eporeda@chacompanies.com</a>	Norwell, MA		10%

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**NOTE: As of August 3, 2023, not all vendors have been renewed. Vendors whose renewals are still pending are shaded in yellow.** Current engagements with those vendors may continue, but no new engagements may be processed until their contracts have been renewed.

Vendor	Contact Person	Phone #	Email	Main Office Location in MA	SDO Diversity and/or SBPP Certification Type**	SDP Commitment Percentage
Comprehensive Environmental, Inc.	Eileen Pannetier	508-281-5160	<a href="mailto:epannetier@ceiengineers.com">epannetier@ceiengineers.com</a>	Bolton, MA	WBE	5%
Coneco Engineers and Scientists, Inc.	Kevin McHugh	617-640-7949	<a href="mailto:kmchugh@coneco.com">kmchugh@coneco.com</a>	Bridgewater, MA		5%
EFI Global, Inc.	Robin Decker	978-688-5494	<a href="mailto:robin.decker@efiglobal.com">robin.decker@efiglobal.com</a>	Wilmington, MA		8%
Elliott, LeBoeuf & McElwain, P.C.	Roger M. LeBoeuf	703-321-2100 x101	<a href="mailto:roger@elaengineers.com">roger@elaengineers.com</a>	De Pere, WI		5%
Foth Infrastructure & Environment LLC	Susan Nilson	508-762-6262	<a href="mailto:susan.nilson@foth.com">susan.nilson@foth.com</a>	Boston, MA	WBE	10%
Fuss & O'Neill, Inc.	Timothy St. Germain	413-452-0445	<a href="mailto:tgermain@fando.com">tgermain@fando.com</a>	Quincy, MA		10%
GEI Consultants, Inc.	Ileen S. Gladstone	781-721-4000	<a href="mailto:igladstone@geiconsultants.com">igladstone@geiconsultants.com</a>	Woburn, MA		4%
Geocomp Consulting, Inc.	Anant Panwalkar	978-635-0012	<a href="mailto:apanwalkar@geocomp.com">apanwalkar@geocomp.com</a>	Acton, MA		10%
Gill Engineering Associates, Inc.	Joseph Gill	781-355-7100	<a href="mailto:jgill@gill-eng.com">jgill@gill-eng.com</a>	Needham, MA	SBPP	5%
GZA GeoEnvironmental, Inc.	Anders Bjarngard	781-278-4802	<a href="mailto:Anders.bjarngard@gza.com">Anders.bjarngard@gza.com</a>	Norwood, MA		8%

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Vendor	Contact Person	Phone #	Email	Main Office Location in MA	SDO Diversity and/or SBPP Certification Type**	SDP Commitment Percentage
Hesnor Engineering Associates, PLLC.	Michael Trzcinski	413-743-9500	<a href="mailto:mtrzcinski@hesnor.com">mtrzcinski@hesnor.com</a>	Adams, MA		18%
Howard Stein Hudson	Thomas A. Stokes	617-348-3303	<a href="mailto:tstokes@hshassoc.com">tstokes@hshassoc.com</a>	Boston, MA		11%
HRP Associates, Inc.	Thomas R. Battles	860-674-9570	<a href="mailto:thomas.battles@hrpassociates.com">thomas.battles@hrpassociates.com</a>	East Longmeadow, MA		15%
Jacobs Engineering Group, Inc.	Andrew White	617-242-9222	<a href="mailto:andrew.white@jacobs.com">andrew.white@jacobs.com</a>	Boston, MA		10%
Kleinfelder Northeast, Inc.	Becky Weig	508-370-8256	<a href="mailto:ctripp@kleinfelder.com">ctripp@kleinfelder.com</a>	San Diego, CA		12%
Nitsch Engineering, Inc.	Lisa A. Brothers	617-338-0063	<a href="mailto:lbrothers@nitscheng.com">lbrothers@nitscheng.com</a>	Boston, MA	WBE	16%
Onsite Engineering, Inc.	David C. Formato	508-553-0616 x700	<a href="mailto:dformato@onsite-eng.com">dformato@onsite-eng.com</a>	Franklin, MA		5%
Pare Corporation	J. Matthew Bellisle	508-543-1755	<a href="mailto:mbellisle@parecorp.com">mbellisle@parecorp.com</a>	Foxborough, MA		12%
Patrick Engineering, Inc.	Paul Queeney	617.583.1930	<a href="mailto:pqueeney@patrickco.com">pqueeney@patrickco.com</a>	Boston, MA		15%
RMA Environmental, LLC	Joshua Rosenberg	401-741-9667	<a href="mailto:josh@rmahydro.com">josh@rmahydro.com</a>	Kingstown, RI	MBE	15%
Sanborn, Head & Associates, Inc.	Patricia Pinto	978-577-1012	<a href="mailto:ppinto@sanbornhead.com">ppinto@sanbornhead.com</a>	Westford, MA		10%
Simpson Gumpertz & Hager, Inc.	Diego Arabbo	781-424-3967	<a href="mailto:dsarabbo@sgh.com">dsarabbo@sgh.com</a>	Waltham, MA		10%

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Vendor	Contact Person	Phone #	Email	Main Office Location in MA	SDO Diversity and/or SBPP Certification Type**	SDP Commitment Percentage
Stantec Consulting Services Inc.	John K. Hendrockson	781-221-1133	<a href="mailto:john.hendrickson@stantec.com">john.hendrickson@stantec.com</a>	Burlington, MA		10%
Stephens Associates Consulting Engineers, LLC.	Bethel A.H. Stephens	978-988-2115	<a href="mailto:bahstephens@stephensengineers.com">bahstephens@stephensengineers.com</a>	Brentwood, NH	WBE	1%
Tighe & Bond, Inc.	April Lassard	413-572-3214	<a href="mailto:alassard@tighebond.com">alassard@tighebond.com</a>	Westfield, MA		5%
The Vertex Companies, Inc.	Andrew J. Chagnon	781-952-6000	<a href="mailto:achagnon@vertexeng.com">achagnon@vertexeng.com</a>	Weymouth, MA		2%
Toole Design Group, LLC	Jason Degray	301-927-1900	<a href="mailto:jdegray@tooledesign.com">jdegray@tooledesign.com</a>	Silver Spring, MD	WBE	5%
TRC Environmental Corporation	Thomas Rooney	617-385-6024	<a href="mailto:TRonney@trcsolutions.com">TRonney@trcsolutions.com</a>	Boston, MA		10%
VHB	Jacob San Antonio	617-607-2710	<a href="mailto:jsanantonio@vhb.com">jsanantonio@vhb.com</a>	Watertown, MA		10%
Weston & Sampson Engineers, Inc.	Frank Ricciardi	978-532-1900	<a href="mailto:ricciardif@wseinc.com">ricciardif@wseinc.com</a>	Peabody, MA		5%
Woods Hole Group, Inc.	Robert P. Hamilton, Jr.	508-540-8080	<a href="mailto:bhamilton@whgrp.com">bhamilton@whgrp.com</a>	Bourne, MA		5%

\*Note that COMMBUYS is the official system of record for vendor contact information.

\*\*The Master Contract Record is the central repository for all common contract files and vendor price files.

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\*\*\*Massachusetts Supplier Diversity Office (SDO) Diversity and/or Small Business Purchasing Program (SBPP) Certification status as of 9/24/2023. Please visit the [Statewide Contract Index](#) for the most up-to-date information. At the bottom of the landing page, click the *Programs (SDO and SBPP)* tab for certifications listed by Statewide Contract and Vendor Name.

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## Appendix A: Categories and Geographical Service Areas

Vendors shaded in yellow have not yet been renewed.

Vendor Name	Civil Engineering	Coastal Engineering	Mechanical Engineering	Energy Systems Engineering	Surveying	Facilities Engineering	Construction Engineering	Geotechnical Engineering	Structural Engineering	Transportation Engineering	Water Resources Engineering	Geographical Service Areas
Category Number	1	2	3	4	5	6	7	8	9	10	11	N/A
AECOM	X	X	X	X	X	X	X	X	X	X	X	All
AI Engineers, Inc.	X				X		X		X	X		All
Alares LLC			X	X		X	X	X				All
Alfred Benesch	X				X		X		X	X		All
Allen & Major Associates, Inc.	X				X		X		X	X		All
Alpha Surveying & Engineering, Inc.					X							All
A-Plus Construction Services	X	X			X		X	X				All
Applied Coastal Research and Engineering, Inc.		X										All
ARCADIS U.S., Inc.	X	X	X	X		X	X	X	X		X	All
B2Q Associates			X	X		X						All
Bayside Engineering, Inc.	X				X	X	X	X	X	X		All
Berkshire Design Group, Inc.	X				X							Central and West only
BETA Group, Inc.	X									X	X	All
BSC Group, Inc.	X	X			X	X	X		X	X		All
CDM Smith Inc.	X	X	X	X		X	X	X	X	X	X	All
CEI (Collins Engineers, Inc.)	X	X							X	X		All
Churchill Engineering	X	X				X	X		X	X		All
Civil & Environmental Consultants, Inc.	X	X			X		X	X	X	X	X	All

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Vendor Name	Civil Engineering	Coastal Engineering	Mechanical Engineering	Energy Systems Engineering	Surveying	Facilities Engineering	Construction Engineering	Geotechnical Engineering	Structural Engineering	Transportation Engineering	Water Resources Engineering	Geographical Service Areas
Category Number	1	2	3	4	5	6	7	8	9	10	11	N/A
Clough, Harbour & Associates LLP	X		X	X	X	X		X	X	X		All
Comprehensive Environmental, Inc.	X	X					X	X			X	All
Coneco Engineers & Scientists, Inc.	X		X	X	X	X	X	X		X		All
EFI Global, Inc.						X						All
Elliott, LeBoeuf & McElwain, P.C.	X					X			X			All
Foth Infrastructure & Environment LLC	X	X			X	X	X	X	X			All
Fuss & O'Neill, Inc.	X	X	X	X		X			X	X	X	All
GEI Consultants, Inc.	X	X			X		X	X	X			All
Geocomp Consulting, Inc.	X	X	X	X	X	X	X	X	X	X	X	All
Gill Engineering	X								X			All
GZA GeoEnvironmental, Inc.	X	X		X		X	X	X	X		X	All
Hesnor Engineering Associates, PLLC			X	X		X						Central and West only
Howard Stein Hudson	X						X			X	X	All
HRP Associates Inc.	X											All
Jacobs Engineering Group Inc.	X		X	X		X	X		X	X		All
Kleinfelder Northeast, Inc.	X					X	X	X	X	X	X	All
Nitsch Engineering, Inc.	X				X				X	X		All
Onsite Engineering, Inc.											X	All
Pare Corporation	X	X				X	X	X	X	X	X	All
Patrick Engineering Inc.	X	X	X	X	X	X	X	X	X	X	X	All

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Vendor Name	Civil Engineering	Coastal Engineering	Mechanical Engineering	Energy Systems Engineering	Surveying	Facilities Engineering	Construction Engineering	Geotechnical Engineering	Structural Engineering	Transportation Engineering	Water Resources Engineering	Geographical Service Areas
Category Number	1	2	3	4	5	6	7	8	9	10	11	N/A
RMA Environmental, LLC	X							X				All
Sanborn, Head & Associates, Inc.								X			X	All
Simpson Gumpertz & Heger Inc.	X	X			X	X		X	X	X		All
Stantec Consulting Services Inc.	X	X	X	X	X	X	X	X	X	X	X	
Stephens Associates Consulting Engineers, LLC	X	X					X	X	X		X	All
The Vertex Companies, Inc.	X		X			X	X		X			All but West
Tighe & Bond, Inc.	X	X	X	X		X	X	X	X	X	X	All
Toole Design Group, LLC	X									X		All
TRC Environmental Corporation				X		X						All
VHB	X	X			X	X		X	X			All
Weston & Sampson Engineers, Inc.	X	X	X	X	X	X	X	X	X	X	X	All
Woods Hole Group, Inc.		X										All

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# Contract User Guide for PRF69

## Appendix B: Towns in each Geographic Service Area

1 - Central Region	2 - North Region	3 - South Region	4 - West Region	5 - Boston Region
Ashburnham	Acton	Abington	Adams	Arlington
Ashby	Amesbury	Acushnet	Agawam	Belmont
Athol	Andover	Aquinnah	Alford	Boston
Auburn	Ashland	Attleboro	Amherst	Brookline
Ayer	Ayer	Avon	Ashfield	Cambridge
Barre	Bedford	Barnstable	Becket	Dedham
Belchertown	Berlin	Bellingham	Belchertown	Everett
Bellingham	Beverly	Berkley	Bernardston	Lexington
Blackstone	Billerica	Boston Islands	Blandford	Malden
Boylston	Bolton	Bourne	Buckland	Medford
Brimfield	Boston (East Boston)	Braintree	Charlemont	Milton
Brookfield	Boxborough	Brewster	Cheshire	Needham
Charlton	Boxford	Bridgewater	Chester	Newton
Clinton	Burlington	Brockton	Chesterfield	Quincy
Douglas	Carlisle	Canton	Chicopee	Somerville
Dudley	Chelmsford	Carver	Clarksburg	Waltham
Dunstable	Chelsea	Chatham	Colrain	Watertown
East Brookfield	Concord	Chilmark	Conway	Wellesley
Erving	Danvers	Cohasset	Cummington	Weston
Fitchburg	Dover	Dartmouth	Dalton	Winchester
Franklin	Dracut	Dedham	Deerfield	
Gardner	Dunstable	Dennis	East Longmeadow	
Grafton	Essex	Dighton	Easthampton	
Granby	Everett	Duxbury	Egremont	
Groton	Framingham	East Bridgewater	Erving	
Hampden	Georgetown	Eastham	Florida	
Hardwick	Gloucester	Easton	Gill	
Holden	Groveland	Edgartown	Goshen	
Holland	Hamilton	Fairhaven	Granby	
Hopedale	Harvard	Fall River	Granville	
Hopkinton	Haverhill	Falmouth	Great Barrington	
Hubbardston	Holliston	Foxborough	Greenfield	

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1 - Central Region	2 - North Region	3 - South Region	4 - West Region	5 - Boston Region
Lancaster	Hopkinton	Franklin	Hadley	
Leicester	Hudson	Freetown	Hancock	
Leominster	Ipswich	Gosnold	Hatfield	
Leverett	Lawrence	Halifax	Hawley	
Ludlow	Lexington	Hanover	Heath	
Lunenburg	Lincoln	Hanson	Hinsdale	
Mendon	Littleton	Harwich	Holyoke	
Milford	Lowell	Hingham	Huntington	
Millbury	Lynn	Holbrook	Lanesborough	
Millville	Lynnfield	Hull	Lee	
Monson	Malden	Kingston	Lenox	
Montague	Manchester	Lakeville	Leverett	
New Braintree	Marblehead	Mansfield	Leyden	
New Salem	Marlborough	Marion	Longmeadow	
North Brookfield	Maynard	Marshfield	Ludlow	
Northborough	Medfield	Mashpee	Middlefield	
Northbridge	Medford	Mattapoissett	Monroe	
Northfield	Medway	Middleborough	Montague	
Oakham	Melrose	Milton	Monterey	
Orange	Merrimac	Nantucket	Montgomery	
Oxford	Methuen	Needham	Mount Washington	
Palmer	Middleton	New Bedford	New Ashford	
Paxton	Milford	Newton	New Marlborough	
Pelham	Millis	Norfolk	North Adams	
Pepperell	Nahant	North Attleborough	Northampton	
Petersham	Natick	Norton	Northfield	
Phillipston	Needham	Norwell	Otis	
Princeton	Newbury	Norwood	Palmer	
Royalston	Newburyport	Oak Bluffs	Peru	
Rutland	North Andover	Orleans	Pittsfield	
Shirley	North Reading	Pembroke	Plainfield	
Shrewsbury	Northborough	Plainville	Richmond	
Shutesbury	Peabody	Plymouth	Rowe	

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1 - Central Region	2 - North Region	3 - South Region	4 - West Region	5 - Boston Region
Southbridge	Pepperell	Plympton	Russell	
Spencer	Reading	Provincetown	Sandisfield	
Sterling	Revere	Quincy	Savoy	
Sturbridge	Rockport	Randolph	Sheffield	
Sutton	Rowley	Raynham	Shelburne	
Templeton	Salem	Rehoboth	South Hadley	
Townsend	Salisbury	Rochester	Southampton	
Upton	Saugus	Rockland	Southwick	
Uxbridge	Sherborn	Sandwich	Springfield	
Wales	Southborough	Scituate	Stockbridge	
Ware	Stoneham	Seekonk	Sunderland	
Warren	Stow	Sharon	Tolland	
Warwick	Sudbury	Somerset	Tyringham	
Webster	Swampscott	Stoughton	Washington	
Wendell	Tewksbury	Swansea	West Springfield	
West Boylston	Topsfield	Taunton	West Stockbridge	
West Brookfield	Tyngsborough	Tisbury	Westfield	
Westborough	Wakefield	Truro	Westhampton	
Westminster	Wayland	Walpole	Whately	
Winchendon	West Newbury	Wareham	Wilbraham	
Worcester	Westborough	Wellfleet	Williamsburg	
	Westford	West Bridgewater	Williamstown	
	Wilmington	West Tisbury	Windsor	
	Winchester	Westport	Worthington	
	Winthrop	Westwood		
	Woburn	Weymouth		
	Wellesley	Whitman		
	Wenham	Wrentham		
	Wellesley	Yarmouth		
	Wenham			

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## Appendix C: Prompt Payment Discounts (PPD)

Vendors shaded in **yellow** have not yet been renewed.

Vendor Name	PPD – 10 Days	PPD – 15 Days	PPD – 20 Days	PPD – 30 Days
AECOM	1.5%	0%	0%	0%
Al Engineers, Inc.	0%	0%	0%	2%
Alares LLC	4%	3.00%	2%	1%
Alfred Benesch & Company	2%	0%	0%	0%
Allen & Major Associates, Inc.	2%	2%	2%	2%
Alpha Survey Group, LLC	5%	3%	2.5%	0%
A-Plus Construction Services	2%	2%	1%	1%
Applied Coastal Research and Engineering, Inc.	1%	0.5%	0%	0%
Arcadis U.S., Inc.	0.08%	0.04%	0%	0%
B2Q Associates	2%	1%	0%	0%
Bayside Engineering, Inc.	2%	0%	0%	0%
Berkshire Design Group, Inc.	4%	3%	2%	1%
BETA Group, Inc.	1%	0.5%	0%	0%
BSC Group, Inc.	2%	1.5%	1%	0.05%
CDM Smith Inc.	1%	0%	0%	0%
CEI (Collins Engineers, Inc.)	1%	0%	0%	0%
Churchill Engineering	4%	3%	2 %	1%
Civil & Environmental Consultants, Inc.	2%	2%	2%	2%
Clough, Harbour & Associates LLP	4%	3%	2%	2%
Comprehensive Environmental, Inc	2%	1%	0%	0%
Coneco Engineers & Scientists, Inc.	5%	3%	2.000%	0%
EFI Global, Inc.	2%	2%	1%	1%
Elliott, LeBoeuf & McElwain, P.C.	2%	1.5%	1%	0.5%
Foth Infrastructure & Environment LLC	1.5%	1%	0.5%	0%
Fuss & O'Neill, Inc.	1%	1.000%	0%	0%
GEI Consultants, Inc.	2 %	1.5%	1%	0.5%
Geocomp Consulting, Inc.	1%	1%	1%	1%
Gill Engineering	0%	0%	0%	0 %
GZA GeoEnvironmental, Inc.	1.25%	1%	0.75%	0.5%
Hesnor Engineering Associates, PLLC	5%	4%	3%	2%
HRP Associates Inc.	2%	1.5%	1%	0.5%
Jacobs Engineering Group Inc.	0.5%	0%	0%	0%

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Vendor Name	PPD – 10 Days	PPD – 15 Days	PPD – 20 Days	PPD – 30 Days
Kleinfelder Northeast, Inc.	2%	2%	0%	0%
Nitsch Engineering, Inc.	1%	0.75%	0.5%	0.25%
Onsite Engineering, Inc.	5%	4%	2%	1%
Pare Corporation	2%	2%	1%	0.5%
Patrick Engineering, Inc.	1%	0%	0%	0%
RMA Environmental, LLC	5%	4%	2%	1%
Sanborn, Head & Associates, Inc.	1%	0.75%	0.5%	0.25%
Simpson Gumpertz & Heger, Inc.	2%	2%	2%	2%
Stantec Consulting Services Inc.	2%	2%	1%	0.5%
Stephens Associates Consulting Engineers, LLC	2%	1.5%	1%	0.5%
The Vertex Companies, Inc.	1 %	0.75%	0.5%	0%
Tighe & Bond, Inc.	1%	0.5%	0%	0%
Toole Design Group, LLC	0.5%	0.4%	0.2%	0%
TRC Environmental Corporation	2%	2%	1%	1%
VHB	1%	1%	1%	0%
Weston & Sampson Engineers, Inc.	1%	1%	1%	1%
Woods Hole Group, Inc.	2%	1.5%	1%	0.5%

**NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).**

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