

City of Waltham

Jeannette A. McCarthy
Mayor

CITY OF WALTHAM
CITY CLERK'S OFFICE

2018 FEB -8 A 11:47

RECORDED

February 8, 2018

TO: The City Council

RE: Transfer and Appropriation Request – Building – Moody St. Fire Station Design

Dear Councillors:

I respectfully request a transfer and appropriation of funds totaling \$380,000.00 to award the Request for Proposal (RFP) for the design services of the new Moody Street Fire Station.

TRANSFER FROM:

#310-000-2000-6200	Building-General	\$ 34,935.00
#310-000-2007-6000	Building-General	\$ 1,790.00

APPROPRIATE FROM:

#001-000-3590-3590	Unreserved Fund Balance	\$343,275.00
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TOTAL		\$380,000.00
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TRANSFER TO:

#310-192-2000-6256	Building-Moody St Fire Station Design	\$ 34,935.00
#310-192-2007-6256	Building-Moody St Fire Station Design	\$ 1,790.00

APPROPRIATE TO:

#001-192-5800-6256	Building-Moody Street Fire Station Design	\$343,275.00
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TOTAL		\$380,000.00
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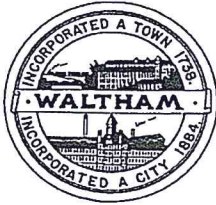
The Inspector of Buildings William Forte and/or Purchasing Agent Joseph Pedulla will be available to answer questions concerning this request.

Sincerely,

Jeannette A. McCarthy
JAM/ccb

Enclosures

cc: William Forte
Joseph Pedulla



City of Waltham
Massachusetts

Waltham Building Department
William L. Forte
Inspector of Buildings
Superintendent of Public Buildings

February 8, 2018

The Honorable Jeannette A. McCarthy
Waltham City Hall
610 Main Street
Waltham, MA 02451

RE: Funding for renovation of the Moody Street Fire Station Design.

Dear Mayor McCarthy,

I respectfully request a transfer and appropriation of funds totaling \$380,000 to award the Request for Proposal (RFP) for the design services of the new Moody Street Fire Station.

TRANSFER FROM:

#310-000-2000-6200 Building-General	\$ 34,935
#310-000-2007-6000 Building-General	\$ 1,790

APPROPRIATE FROM:

#001-000-3590-3590 Unreserved Fund Balance	\$343,275
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<u>TOTAL</u>	<u>\$380,000</u>
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TRANSFER TO:

#310-192-2000-6256 Building-Moody St Fire Station Design	\$ 34,935
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APPROPRIATE TO:

#001-192-5800-6256 Building-Moody Street Fire Station Design	\$343,275
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<u>TOTAL</u>	<u>\$380,000</u>
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Respectfully,

William L. Forte Inspector of Buildings Superintendent of Public Buildings



CDR | MAGUIRE

January 24, 2018

Joseph Pedulla, MCPPO
Chief Procurement Officer
Purchasing Department
City of Waltham
610 Main Street
Waltham, MA 02452

RE: New Moody Street Fire Station

We are excited to begin working together on this important project. Based on the RFP I have put together the following proposed scope of services. Our scope of work includes full architectural and engineering services through construction administration.

Fee

Our cost of services is \$380,000.00 - Three hundred eighty thousand and no cents.

We have included a class 1 site survey and have excluded geotechnical and environmental services.

If you have any questions regarding the above, please do not hesitate to call our office.

Very truly yours,

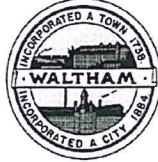
Accepted By:

Mark Saccoccio, NCARB/AIA

*City of Waltham
Waltham, Massachusetts
Purchasing Department*

*Joseph P. Pedulla, MCPPPO
Chief Procurement Officer*

*610 Main Street
Waltham, MA 02452
Tel: 781-314-3244*



BID AWARD LETTER

January 25, 2018

Mr. Mark Saccoccio
CDR Maguire
2 Granite Avenue, Suite 150
Milton, MA 02186

**RE: Award for the Design of the New Moody Street
Fire Station**

Dear Mr. Saccoccio:

This is to notify you that your proposal for the "Design of the New Moody Street Fire Station", submitted to the City of Waltham, has been accepted and awarded to your Company, pending approval and availability of funds. Congratulations! This contract is for the **Negotiated and Agreed amount of \$380,000.00** as memorialized in your letter of January 24, 2018 and attached here as reference.

Please forward to my office a certificate of insurance with the following PRECISE words in the Description of Service Box and supported by an endorsement: "The City of Waltham is a named additional insured for General Liability as required by contract".

Contracts are being prepared for your signature and will be sent to you shortly. No work is to commence until the contract between our two organizations is signed by Mayor McCarthy.

Thank you for your response and interest in conducting business with the City of Waltham.

Very truly yours,

Joseph Pedulla,
Chief Procurement Officer

cc: Mayor Jeannette A. McCarthy
Chief Paul Ciccone
William Forte

Attachment