

THE CITY OF WALTHAM  
MASSACHUSETTS

PURCHASING DEPARTMENT

**Design, Summit Ave Reconstruction & Drainage  
Improvement Project**

**ADDENDUM NO. 1**

October 29th, 2019

**CHANGES, CORRECTIONS AND CLARIFICATIONS**

The attention of bidders submitting proposals for the above subject project is called to the following addendum to the specifications. The items set forth herein, whether of omission, addition, substitution or clarification are all to be included in and form a part of the proposal submitted.

THE NUMBER OF THIS ADDENDUM (NO. 1) MUST BE ACKNOWLEDGED IN SECTION  
BID PRICE FORM

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**ITEM 1: DELETE AND REPLACE**

- Please DELETE pgs. 3-5 of the **GENERAL INFORMATION AND SUBMISSION REQUIREMENTS** Section and REPLACE with the attached new pgs. 3-5.
- Please DELETE pg. 26 **BID PRICE FORM** and REPLACE with the attached new **BID PRICE FORM**
- Please DELETE pg. 38 **SUMMIT AVE SURVEY LIMITS** and REPLACE with the attached new **SUMMIT AVE SURVEY LIMITS**

**End of Addendum 1**

- 11) Any RFB's received after the advertised date and time for opening will be returned to the responder unopened.
- 12) Purchases by the City of Waltham are exempt from federal, state and municipal sales and/or excise taxes.
- 13) All the documents in the COMPLIANCE Section must be included with the bid response. The bid must be signed by the authorized individual(s). All forms must bear original "wet" signatures.
- 14) Unexpected closures. If, at the time of the scheduled bid opening, City Hall is closed due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the bid opening will be postponed until 2:00 PM on the next normal business day. RFB's will be accepted until that date and time.
- 15) Responses to the RFB must be prepared according to the guidelines set forth herein. Selection of the successful responder will be based upon an evaluation and analysis of the information and materials required under the RFB.

## **II. SCOPE OF SERVICES.**

### **1. OVERVIEW OF REQUEST:**

The City of Waltham is seeking professional engineering services to design the reconstruction of approximately 810 linear feet of roadway including drainage and utility improvements along Summit Avenue. Presently, the section of Summit Avenue is a "dirt" road. The City is seeking to construct two 11 foot travel lanes on an existing slope greater than 9%.

### **2. PROJECT SCOPE:**

The scope of work for the project is been provided below, and reference plans are included herein. The field survey work shall be performed using instrument survey methods to provide accurate and complete information as specified. Limits of survey are along Summit Avenue from Villa Street to Weston Street, including portions of all intersecting streets as shown in the attached "Survey Limits."

#### **Task I: Existing Conditions Plans**

Consultant shall

- Perform an on-the-ground survey of the project area. Survey shall located all semi-permanent and permanent features including but not limited to edge of traveled way, utility structures (rim and invert elevations), utility poles, overhead wires, walls, curbing / berms, fences, driveways, house corners, property monumentation, trees 4-inch or greater in caliper landscaping features, and general topography of project area. A locus map of project area is attached to this IFB.
- Survey shall include cross-section elevations of the right-of-way every 25 feet.
- Survey shall extend 10 feet beyond the limits of the right-of-way.
- Perform utility research for any private underground utility that may be within the project area, including but not limited to natural gas, electric, communication, and cable. The Consultant shall be solely responsible for all costs for obtaining plans from private utility companies and shall do so at no additional cost to the City.
- Establish benchmarks for horizontal and vertical control at each end of the project area with an additional vertical benchmark located in the center of the project area to be used during construction.
- Coordinate Police Details for traffic management.
- Survey is to be on North American Datum 1983 (NAD83) and North American Vertical Datum 1988 (NAVD88).
- Prepare the existing conditions plan using AutoCAD Civil 3D version 2018. Plan set shall be 24" x 36". Plan view shall be scaled at 1"=20'. Plan shall provide 1 foot contours, existing utility locations, invert and rim elevations, property information, and other noted existing conditions. Please refer to the Plan and Utility Requirements attached to this Invitation for Bids.
- Plan shall indicate the frontages of each abutting property along the portion of Summit Avenue. This plan will be recorded at the Middlesex South Registry of Deeds and used to assess betterments to abutters for improvements to a Private Way. Plan must conform to the rules and regulations of the Registrar of Deeds of the

Commonwealth of Massachusetts.

- Submit original Mylar and bond paper existing conditions plan original wet stamped by a Professional Land Surveyor registered in the Commonwealth of Massachusetts.
- Submit the electronic .dwg file of the existing conditions survey to the City via CD or external hard drive.
- Upon completion of construction activity, consultant shall remobilize to the project area and re-survey the project area to update the original existing conditions plan with the new construction.
- Submit an original bond paper updated existing conditions plan original wet stamped by a Professional Land Surveyor registered in the Commonwealth of Massachusetts.
- Submit the updated electronic .dwg file of the updated existing conditions survey to the City via CD or external hard drive.

## **Task II: Evaluation of Existing Utilities**

Consultant shall

- Inspect via closed circuit television (CCTV) approximately 600 feet of 8" sewer main, 750 feet of 18" drain main, 300 feet of 30" drain main, and associated catch basin laterals. CCTV inspections shall pan and tilt at all connections to inspect service connections. All CCTV work is to include light cleaning of main. This task shall carry an allowance of 500 feet of heavy cleaning. All associated CCTV work shall be preformed per NASSCO standards.
- Perform inspections of approximately 5 sewer manholes, 8 drain manholes, and 7 catch basins.
- Coordinate Police Details for traffic management.
- Review tie cards and other city records for excessive sewer service stoppages.
- Review tie cards and other city records for presence of iron water services.
- All debris removed from mainlines during cleaning shall become property of the consultant and shall be disposed of in accordance with all local, state, and federal regulations at no additional cost to the City. The City does not provide a location for disposal of removed materials.
- Provide to the City a copy of the written log of all inspections along with all CCTV footage.

## **Task III: Roadway Reconstruction and Drainage Design/Bidding Assistance**

Consultant shall

- Attend a design kick off meeting with City personnel to review design criteria.
- Develop a roadway reconstruction and grading plan to provide positive drainage characteristics for the roadway.
- Drainage analysis/design of the area to intercept storm water run-off. Flood Plain Zone with the Community Panel Number from the latest F.E.M.A. Map delineated on plans. Storm drainage must be analyzed by a MA registered Professional Civil Engineer based on 10-yr., 25-yr. and 100-yr. storm events. Piped drainage systems shall be designed with a capacity for a 25-yr. storm event. Detention basins/tanks/pits shall be designed to be capable of safely discharging the 100-yr. storm events. All drainage designs shall comply with the guidance set forth in the MassDEP Stormwater standards and policies. The drainage improvements shall capture all storm water runoff on Summit Ave without shedding water onto Elmwood Avenue, Weston Street (US Route 20), or abutting properties. Please refer to the Requirements for Plans and Drainage Calculations and the Engineering Department Policy on Drainage Calculations attached to this Invitation for Bids.
- Preform test pit and percolation test for sizing underground storm water management system if required.
- Review all utility inspection reports and videos along with tie cards and City records and incorporate necessary proposed improvements into the design plans.
- Preliminary Design on the existing conditions base which will include the proposed drainage improvements. The preliminary design will include preliminary grading and roadway profile, sidewalk width and location, proposed utility and service connection improvements and roadway cross-section improvements. Final Design will occur after a complete review by the Engineering Department. Plan set shall be 24" x 36". Plan view shall be scaled at 1" = 20' and profile view shall be scaled at 1" = 4' unless otherwise approved.

- As part of this task the Consultant shall stakeout the proposed baseline of the roadway prior to construction activity.
- The City of Waltham Purchasing Department will be provided an electronic version of the final design and Bid Documents for bidding purposes. The Consultant shall assist the City in the bid process in regards to answering questions from bidding contractors and developing any addendums.

#### **Task 4: (Alternate) Construction Administration/Oversight**

##### **Consultant Shall**

- Perform construction administration and on-site oversight during the implementation of the designed plans produced in Task 3. The Consultant will be responsible to ensure that all work is done in accordance with the design plans and specifications, as well as recording construction activity and item quantities used. For this task, it will be assumed that 400 hours of Construction Administration and 1,200 hours of Construction Oversight will be required.

##### **Bidding:**

The selected professional engineering firm will provide assistance to the City in project bidding and bid evaluation. The selected firm will provide to the City an electronic version of the plans and technical specifications to be distributed by the City. The engineering firm will be responsible to respond to Contractor questions, attend a pre-bid site meeting, attending a bid opening, reviewing bid proposals, prepare bid tabulation sheets, check the qualifications of bidders, issue a recommendation to award, assist with contract for construction and construction administration.

The City Chief Procurement Officer will distribute plans and technical specifications provided by the consultant and hold a bid opening at City Hall, 610 Main Street, Waltham, MA 02452.

##### **Responsibilities of The City of Waltham:**

The CITY will provide to the CONSULTANT all available record information for street layouts, water lines and building services, sanitary drain lines and building connections, and storm drain lines. The CITY will operate all existing valves during design and construction.

##### **Delivery to The City:**

The CONSULTANT shall begin performance of the services designated in the contract promptly upon receipt of a written Notice to Proceed. The 90% preliminary design shall be submitted within 90 days from the Notice to Proceed and the final design shall be submitted within 120 days of the Notice to Proceed unless unable to do so due to causes not under his control. Cost and schedule commitments shall be subject to renegotiation for unreasonable delays beyond the control of the CONSULTANT. It is anticipated that construction can begin in April 2020.

##### **Consultant's Liability:**

Professional services provided by the CONSULTANT shall be in accordance with the generally accepted engineering principles and practices. The CONSULTANT shall be liable for all damage caused by errors or omissions in his work or the work of his subcontractors, agents or employees performed under the contract entered into by the CITY and the selected CONSULTANT. The CONSULTANT expressly agrees that his subcontractors, agents or employees shall possess the experience, knowledge and character necessary to qualify them individually for the particular duties they perform.

The CONSULTANT will be required to furnish a Certificate of Insurance, naming the CITY as Additional Insured, for General Liability and Vehicle Liability in the amount of \$500,000 per occurrence and \$1,000,000 in the aggregate and Worker's Compensation Insurance as prescribed by law.

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**SUMMIT AVENUE RECONSTRUCTION & DRAINAGE IMPROVEMENT PROJECT**

**BID PRICE FORM INCLUDES ITEMS 1-4:**

1. Existing Conditions Plans \$ \_\_\_\_\_

2. Evaluation of Existing Utilities \$ \_\_\_\_\_

3. Design/Bidding Assistance \$ \_\_\_\_\_

4. Allowance for Police Details \$ 3,520.00

**Base Bid Total Tasks #1-4** \$ \_\_\_\_\_

5. Bid Alternate Construction Oversight/Administration \$ \_\_\_\_\_  
(Total of Tasks 5A + 5B)

**Task 5A: Construction Administration 400 hrs @ \$ \_\_\_\_\_ per hour \$ \_\_\_\_\_**

**Task 5B: Construction Oversight 1,200 hours @ \$ \_\_\_\_\_ per hour \$ \_\_\_\_\_**

**Total Bid Alternate (Task 5A + 5B)** \$ \_\_\_\_\_

My Company Acknowledges receipt of Addenda #: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

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Company's Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name of Authorized Signatory: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_



October 28, 2019



- Streams  
**EOP**  
 — Edge of Pavement  
 - - - Unpaved Area  
 [Red Box] Tax Map Grid  
 [Black Box] City Boundary  
 [Light Blue Box] Swimming Pools  
 [White Box] Bridges  
 [Black Box] Parcels  
**Buildings**  
 [Blue Box] Building Footprints  
 [Brown Box] Deck  
 [Pink Box] Private Walkways  
 [Dashed Line] Sidewalks  
**Parking**  
 [Green Box] Paved Area  
 [Yellow Box] Unpaved Area  
**Driveways**  
 [Green Box] PAVED  
 [Yellow Box] UNPAVED  
**Water Bodies**  
 [Blue Box] Water Bodies  
 [Light Blue Box] Wetland Area  
**Paths**  
 [Green Box] PAVED  
 [Yellow Box] UNPAVED  
**Sports**  
 [Blue Box] Basketball Court  
 [Yellow Box] Dirt  
 [Green Box] Athletic Field  
 [Pink Box] Other  
 [Brown Box] Playground  
 [Pink Box] Spray Park  
 [Green Box] Tennis Court  
 [Pink Box] Track  
 [Green Box] Vegetated Areas

1" = 100 ft



1" = 100 ft



Summit Ave  
Survey Limits  
Addendum #1