

**CITY OF WALTHAM  
REQUEST FOR DESIGN SERVICES**

**“HOT WATER BOILER REPLACEMENT IN THE NEW LIBRARY ADDITION”**

The City of Waltham requests design services proposals from experienced design consultants to design the Replacement of the Hot Water Heater in the New Addition of the Waltham Library located at **735 Main Street Waltham, MA. 02151**

Proposals will be received at the Office of the Purchasing Agent, 610 Main Street, Waltham, MA 02452, until **10:00 AM Thursday March 23, 2017.**

**A Pre-bid briefing and site inspection will be held 10:00 AM Wednesday March 15, 2017  
Meet at the Waltham Library, 735 Main Street, Waltham 02151**

Four (4) copies of the Design Services Proposals shall be submitted in sealed envelopes with Proposer's name and clearly labeled "Design Services Proposals for the Boiler Replacement".

The Proposals will be evaluated based upon price and experience. Draft contract attached.

All proposals must comply with Chapter 30B of Massachusetts General Laws. All proposals are subject to funding. The City reserves the right to accept or reject any or all proposals and to make awards as it determines to be in the best interest of the City.

Any questions pertaining to this Request for Proposal are to be directed to Joseph Pedulla, MCPPO, CPM, Purchasing Agent, City of Waltham, City Hall, 610 Main Street, Waltham, MA 02452, Tel. 781-314-3244, Email: [jp pedulla@city.waltham.ma.us](mailto:jp pedulla@city.waltham.ma.us).

**I. INTRODUCTION**

Waltham Public Library traces its roots to 1865 when the town created what was called the Free Town Library. It was formed from the merger of three older libraries: the Waltham Social Club, the Rumford Institute, and the Agricultural Library Association. The new library was located on the top floor of a bank building, later, in 1880, moving to new quarters at the corner of Charles and Moody Streets.

It took a generous benefactor, Francis Buttrick, to give the town the building now in use. He started out as a carpenter in town in 1838, eventually starting his own business and purchasing a lumberyard in 1857. He made his fortune in real estate and was able to give the money for a new library building.

In 1913 the planning committee decided that the new library's site would be where the old Central House stood on Main Street. It went back to 1679 and was run as a tavern by a David Smith. Loring and Leland, architects in Boston, were chosen in 1914 for the design of the new building, and the groundbreaking was held on October 23 of that year. The formal dedication of the new library was held on December 11, 1915 with a gala event, and the library reopened to welcome patrons on the thirteenth.

There have been many changes since that time. Several branches have come and gone. A community room called the Sears Art Gallery was added in 1933, partly to house paintings done by Charles Woodbury and bequeathed to the library. It was named for Sarah Lyman Sears, a granddaughter of Theodore Lyman, builder of the "Vale" estate, and sister of Lydia Paine, whose family built "Stonehurst." The most recent renovations were in 1994, doubling the library's space.

## **II. BACKGROUND**

The library consists of two buildings: the original building and an addition. There are two and separate heating boilers for each of the buildings.

The New Library Addition was completed in 1994. At that time a new 3 burner gas fired hot water boiler and mechanical system were installed supplying only the new building. A single Honeywell pneumatic controller runs both systems. The Boiler is a gas fired hot water heater that supplies hot water heat throughout the new building. This Unit has been regularly maintained but it is in bad conditions requiring regular mechanical intervention.

This project is funded by Federal CDBG Funds and as such it must comply with the following terms and conditions.

### **Federal Funding Provision**

The City has applied for and received funds from the United States Government under the provisions of Title I of the Housing and Community Development Act of 1974, as amended, Public Law 93-383; and Catalog of Federal Domestic Assistance Number 14.218; the City wishes to engage the Contractor to assist the City in utilizing such funds to carry out the purposes and responsibilities associated therewith in connection with the City's Community Development Program, and; Agreement sets forth the terms and conditions under which the Contractor will become the recipient of said grant;

### **Federal Objective**

The activity funded with Community Development Block Grant (hereinafter referred to as CDBG) funds must meet the national objective of benefit to low-and moderate-income persons; as defined in 24 CFR570.208.

### **Uniform Administrative Requirements**

The Contractor shall comply with Federal Regulation 2 CFR 200. Upon request of the Contractor, the City will assist the Contractor in complying with applicable regulations and standards, and in establishing necessary administrative procedures and recordkeeping and financial control systems and procedures. This offer of assistance shall not in any way relieve the Contractor of the responsibility to ensure compliance with all relevant management requirements. Contractor agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls and maintain necessary source documentation for all costs incurred.

The Contractor agrees that the City of Waltham, The United States Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives shall have access to any records, Agreements, invoices, materials, payrolls, personnel records, books, documents, papers, financial records or computer data maintained, kept or used by which are related to this

Agreement, for the purpose of making copies, audits, examinations, excerpts, and transcriptions. Such inspections may be made during normal business hours, and as often as the aforementioned governmental agencies deem necessary.

### **III. SCOPE OF SERVICES**

#### **Task 1 & 2**

- A. The City desires to enter into a contract with a designer for the replacement of the existing boiler in the addition of the Waltham Public Library with a unit that is 94% efficient or greater.

The Project will include:

- 1. Develop technical specification for bidding purposes, drawings, and cost estimates for the boiler replacement to include:
  - a. Re-program existing Honeywell controller for the efficient operation of the unit without affecting the effectiveness of the boiler in the original building.
  - b. Connect new boiler to the existing duct system without replacing the duct or damaging it
  - c. Calibrate the new unit and the boiler in the original building.
  - d. Disconnect and remove the old boiler.
  - e. Approve and accept the boiler installation

#### **Task 3**

- A Bid Procedures  
Limited to reviewing bids, checking references, making recommendation for award, answer questions and attend a Pre-bid meeting.

#### **Task 4**

- A. Construction Inspections/Oversight  
The designer will devote no less than 2 hours per week, during construction, for the supervision of the boiler removal and installation

### **IV. THE DESIGNER WILL BE RESPONSIBLE FOR:**

- 1. Design listed above.
- 2. Prepare specifications for bid documents and final bid documents.
- 3. Attend at least two meetings with city officials and the Waltham Energy Committee
- 4. Prepare any necessary filings with local and state agencies.
- 5. Answer technical questions during the bid process

6. Construction oversight during the entire construction period. No less than 2 hours per week.

7. Final bid documents will be due within 30 days of the date of award.

**V. QUALIFICATIONS**

Licensed Architect, proof of demonstrated experience HVAC design, and associated systems for at least 5 similar projects.

**VI. REQUIRED SUBMISSION**

1. Professional liability insurance in the amount of \$1,000,000.00 worker's comp and automobile insurance.
2. Name, address and contact information of all MA governmental units to which the Proposer has provided similar consulting.
3. The name, address, contact person's name and telephone number of all private sector clients to which the proposer has provided similar design consulting services and a brief synopsis of the services provided, including contract dates.
4. Resumes of key personnel who will be interacting with the City including a statement of professional experience, qualifications and education together with a report of specific experience related to the scope of services.
5. A Plan of Services detailing specifically how the proposer will complete the scope of work.
6. Completed Compliance section.

Replacement of the existing boiler in the addition of the Waltham Public Library with a unit that is 94% efficient or greater.

## **COST EVALUATION FORM**

Scope of Work

Task Cost

Task 1– Preliminary Design/  
Cost Estimates

\_\_\_\_\_

Task 2 – Construction Drawings/  
Specifications/Final Cost  
Estimates

\_\_\_\_\_

Task 3 – Bid Procedures

Limited to reviewing bids, checking references,  
making recommendation for award, answer  
questions and attend a Pre-bid meeting.

\_\_\_\_\_

Task 4– Construction Inspections/  
Oversight  
(no less than 2 hrs. per week)

\_\_\_\_\_

Project Total: \_\_\_\_\_

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

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

Print Name: \_\_\_\_\_

**AGREEMENT**

CITY OF WALTHAM

**ARTICLE 1.** This agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, 2017 by and between the CITY OF WALTHAM, party of the first part, hereinafter called the CITY, by its MAYOR, and

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Hereinafter called the CONTRACTOR.

**ARTICLE 2.** Witnesseth, that the parties to this agreement, each in consideration of the agreement on the part of the others herein contained, do hereby agree, the CITY OF WALTHAM for itself, and said contractor for his heirs, executors, administrators and assigns as follows:

To furnish all equipment, machinery, tools and labor, to furnish and deliver all materials required to be furnished (except as otherwise specified) and deliver in and about the project and to do and perform all work in strict conformity with the provisions of this Contract and of the Notice to Bidders, Bid, Project Manual, and Drawings hereto annexed. The said Notice to Bidders, Bid, Project Manual, documents submitted in response to the bid and Drawings are hereby made a part of this contract as fully and to the same effect as if the same had been set forth at length and incorporated in the contracts.

**ARTICLE 3.** In consideration of the foregoing premises the CITY agrees to pay and the CONTRACTOR agrees to receive as full compensation for everything furnished and done by the CONTRACTOR under this contract, including all work required but not included in the items herein mentioned, and also for all loss or damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen obstruction or difficulty encountered in the prosecution of the work, and for all expenses incurred by or in consequence of the suspension or discontinuance of the work specified, and for well and faithfully completing the work, and the whole hereof, as herein provided, such prices as are set forth in the accompanying bid.

This Agreement entered into as of the day and year first written above.

**CITY OF WALTHAM, MASSACHUSETTS**

**FOR THE CITY**

\_\_\_\_\_  
Jeannette A. McCarthy, MAYOR,  
City of Waltham  
Date: \_\_\_\_\_

\_\_\_\_\_  
John B. Cervone, City Solicitor  
Date: \_\_\_\_\_  
APPROVED AS TO FORM ONLY

\_\_\_\_\_  
Joseph Pedulla, Purchasing Agent  
Date: \_\_\_\_\_

\_\_\_\_\_  
Paul Centofanti, Auditor  
Date: \_\_\_\_\_  
I CERTIFY THAT SUFFICIENT FUNDS  
ARE AVAILABLE FOR THIS CONTRACT

\_\_\_\_\_  
William Forte, Buildings Superintendent  
Date: \_\_\_\_\_

**FOR THE COMPANY**

\_\_\_\_\_  
CONTRACTOR (Signature),  
Date: \_\_\_\_\_

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

# Compliance

**These documents must be signed and returned with your bid**



# Compliance

The compliance documents in this section must be completed, signed and returned **with your bid package.**

## Purchasing Department

City of Waltham

610 Main Street

Waltham, MA 02452

Failure to submit the completed documents will cause the disqualification of the proposal.

## Section Index

Check when Complete

- Non-collusion form and Tax Compliance form..... \_\_\_\_\_
- Corporation Identification Form..... \_\_\_\_\_
- Certificate of Vote Authorization..... \_\_\_\_\_
- Certificate of Vote Authorization (**IF LLC**)..... \_\_\_\_\_
- Certificate of Insurance (showing all limits of WC &GL)..... \_\_\_\_\_
- Three (3) References..... \_\_\_\_\_
- Debarment Certificate ..... \_\_\_\_\_

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

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

Service or Product Bid \_\_\_\_\_

**NOTE:** Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal.

**NON-COLLUSION FORM AND TAX COMPLIANCE FORM**

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals. The undersigned certifies that no representations made by any City officials, employees, entity, or group of individuals other than the Purchasing Agent of the City of Waltham was relied upon in the making of this bid

\_\_\_\_\_  
(Signature of person signing bid or proposal)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Name of business)

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**TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. c. 62C, & 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Signature of person submitting bid or proposal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of business

**NOTE**

Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal.

**CERTIFICATE OF VOTE OF AUTHORIZATION**

Date:

I \_\_\_\_\_, Clerk of \_\_\_\_\_ hereby certify that at a meeting of the Board of Directors of said Corporation duly held on the \_\_\_\_\_ day of \_\_\_\_\_ at which time a quorum was present and voting throughout, the following vote was duly passed and is now in full force and effect:

VOTED: That \_\_\_\_\_ (name) is hereby authorized, directed and empowered for the name and on behalf of this Corporation to sign, seal with the corporate seal, execute, acknowledge and deliver all contracts and other obligations of this Corporation; the execution of any such contract to be valid and binding upon this Corporation for all purposes, and that this vote shall remain in full force and effect unless and until the same has been altered, amended or revoked by a subsequent vote of such directors and a certificate of such later vote attested by the Clerk of this Corporation.

I further certify that \_\_\_\_\_ is duly elected/appointed \_\_\_\_\_ of said corporation

SIGNED:

(Corporate Seal)

\_\_\_\_\_  
Clerk of the Corporation:

Print Name: \_\_\_\_\_

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**COMMONWEALTH OF MASSACHUSETTS**

County of \_\_\_\_\_

Date:

Then personally appeared the above named and acknowledged the foregoing instrument to be their free act and deed before me, \_\_\_\_\_

Notary Public;

My Commission expires: \_\_\_\_\_

### **CORPORATION IDENTIFICATION**

The bidder for the information of the Awarding Authority furnishes the following information.

**If a Corporation:**

Incorporated in what state \_\_\_\_\_

President \_\_\_\_\_

Treasurer \_\_\_\_\_

Secretary \_\_\_\_\_

Federal ID Number \_\_\_\_\_

**If a foreign (out of State) Corporation** – Are you registered to do business in Massachusetts?

Yes \_\_\_\_\_, No \_\_\_\_\_

If you are selected for this work you are required under M.G.L.ch. 30S, 39L to obtain from the Secretary of State, Foreign Corp. Section, State House, Boston, a certificate stating that you Corporation is registered, and furnish said certificate to the Awarding Authority prior to the award.

**If a Partnership:** (Name all partners)

Name of partner \_\_\_\_\_

Residence \_\_\_\_\_

Name of partner \_\_\_\_\_

Residence \_\_\_\_\_

**If an Individual:**

Name \_\_\_\_\_

Residence \_\_\_\_\_

**If an Individual** doing business under a firm's name:

Name of Firm \_\_\_\_\_

Name of Individual \_\_\_\_\_

Business Address \_\_\_\_\_

Residence \_\_\_\_\_

Date \_\_\_\_\_

Name of Bidder \_\_\_\_\_

By \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Business Address \_\_\_\_\_ (POST OFFICE BOX NUMBER NOT ACCEPTABLE)

State Telephone Number \_\_\_\_\_ Today's Date \_\_\_\_\_

**PROVIDE THREE (3) SERVICE APPROPRIATE REFERENCES**

1. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

2. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

3. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

**NOTE**

**Failure to submit any of the required documents, in this or in other sections, with your bid response package will be cause for the disqualification of your company.**

**DEBARMENT CERTIFICATION**

In connection with this bid and all procurement transactions, by signature thereon, the respondent certifies that neither the company nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts, procurement or non procurement programs from the Commonwealth of Massachusetts, the US Federal Government and /or the City of Waltham. "Principals" means officers, directors, owners, partners and persons having primary interest, management or supervisory responsibilities with the business entity. Vendors shall provide immediate written notification to the Purchasing Agent of the City of Waltham at any time during the period of the contract of prior to the contract award if the vendor learns of any changed condition with regards to the debarment of the company or its officers. This certification is a material representation of fact upon which reliance will be placed when making the business award. If at any time it is determined that the vendor knowingly misrepresented this certification, in addition to other legal remedies available to the city of Waltham, the contract will be cancelled and the award revoked.

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Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Signed by Authorized Company Representative:

\_\_\_\_\_

Print name \_\_\_\_\_,

Date \_\_\_\_\_

**(Fill out ONLY if an LLC)**

**CERTIFICATE OF AUTHORITY LIMITED  
LIABILITY COMPANY**

**The undersigned**, being (a/the) duly elected, qualified and active (member/ manager) of \_\_\_\_\_,  
a Massachusetts limited Liability Company (hereinafter "the Company")

**Does Hereby Certify that:**

1. The Articles of Organization of the Company were duly filed with the Office of the Secretary of State of the State of Massachusetts on \_\_\_\_\_ and the Articles of Organization have not been (further) amended..
2. The Company has complied with the publication requirements contained in Section 67 of the Limited Liability Company Law.
3. There exists an Operating Agreement of the Company and that the said Operating Agreement has not been amended or repealed and that the said Operating Agreement remains in full force and effect as of this date.
4. Neither the Articles of Organization nor the Operating Agreement (as amended) require any further act to be taken or a meeting to be held by its members other than as follows:
5. All said requirements, whether as contained in the Articles of Organization or in the Operating Agreement or by operation of law as to the transaction of \_\_\_\_\_, 20\_\_\_\_ have been met.
6. The following person or persons has/have been duly authorized by the Company to execute all documents in connection with said transaction and that the signature appearing to the right of their name(s) is his/her genuine signature.

NAME	OFFICE HELD	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**IN Witness Whereof**, the undersigned has executed this Certificate of Authority this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature)

STATE OF MASSACHUSETTS, COUNTY OF \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, the undersigned personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/ they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Notary Stamp: