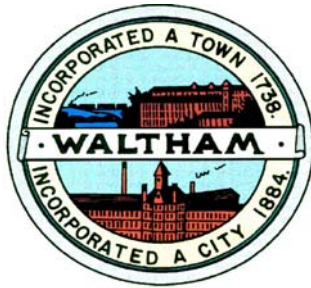


The City of Waltham



*Invites
Interested Parties
To propose the best offer and or bid
For the service or product herewith described:*

Coordinated Sign System, Manufacturing and Installation

The bid opening will be held: Thursday august 30, 2012 at 11:00 am

Phone: 781-314-3244, Fax: 781-314-3245

Invitation to Bid

The City of Waltham

Purchasing Department

REQUEST FOR BID (RFB)

Under the rules of M.G.L. Chapter 149, the Chief Procurement Officer of the City of Waltham Purchasing Department hereby requests sealed bids for:

Consolidated Sign System, Manufacturing and Installation

Price Proposals will be received at the office of the Purchasing Agent, City Hall, 610 Main Street, Waltham MA 02452, until,

Thursday August 30, 2012 at 11:00 am

At which time and place the bids will be publicly opened and read.

Specifications and information available on line by visiting the Waltham Purchasing Department web site at www.city.waltham.ma.us/open-bids

BIDS MUST BE SIGNED AND ENCLOSED IN A SEALED ENVELOPE AND MARKED:

BID FOR: Sign System

A 5% Bid Bond or Certified Check must accompany each bid submitted and made payable to, and become the property of the City of Waltham, if the successful bidder refuses or neglects to comply with the terms of the Contract.

If the Bidder is a corporation, state your correct corporate name and State of incorporation. If Bidder is a partnership, state names and addresses of partners. If Bidder is a trust or other legal entity, state correct names and addresses of trustees or names and address of those legally authorized to bid and enter into contracts.

EXCEPTION OR ALTERNATES TO SPECIFICATIONS, TERMS OF SALE, AND DISCOUNTS AVAILABLE, MUST BE INCLUDED IN THE BID PRIOR TO OPENING DATE.

Intent of Project

The Planning Department of the City of Waltham wishes to purchase a consolidated street signing system that includes manufacturing and installation

AGREEMENT

CITY OF WALTHAM

ARTICLE 1. This agreement, made this _____ day of _____, 2012 by and between the CITY OF WALTHAM, party of the first part, hereinafter called the CITY, by its MAYOR, and

_____ 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, 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 by 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 thereof, 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

Chris D'Aveta, Assistant Planning Director
Date: _____

Joseph Pedulla, Purchasing Agent
Date: _____

Paul Centofanti, Auditor
Date: _____

I CERTIFY THAT SUFFICIENT FUNDS
ARE AVAILABLE FOR THIS CONTRACT

FOR THE COMPANY

CONTRACTOR (Signature),
Date: _____

Company

Address

Instructions

INSTRUCTIONS FOR BIDDERS

1. **READ ALL DOCUMENTS.**

Bidders should familiarize themselves with all the documents contained herein; it is mandatory that all Bids be in compliance with all the provisions contained in said documents.

2. **FORMS AND ATTACHMENTS.**

Bids are to be completed on the forms provided ONLY and enclosed in a sealed envelope marked on the outside "BID (title)" and the name and address of bidder. Attachments submitted in addition to the Waltham Purchasing Department produced forms may not be considered.

3. **PRINTED OR TYPED RESPONSE.**

All information must be typewritten or printed in ink, including the price the bidder offers in the space as provided on the bid form.

4. **CORRECTIONS.**

Bids that are submitted containing cross outs, white outs or erasures, will be rejected.

All corrections or modifications to the original bid are to be submitted in a separate envelope, properly marked on the outside, "CORRECTION/ MODIFICATION TO BID (title)" and submitted prior to the bid opening.

ALL DOCUMENTS SUBMITTED WITH YOUR RESPONSE WILL BE INCORPORATED INTO THE CONTRACT.

5. **PRICE IS ALL INCLUSIVE.**

Bid prices shall encompass everything necessary for furnishing all items, materials, supplies or services as specified, and in accordance with the specifications, including proper packing, cost of delivery, and in the case of services, completion of same, as per specifications.

6. **PRICE DISCREPANCY.**

In the event of a discrepancy between the Unit Price and the Extension, the Unit Price shall prevail.

7. EXPLANATIONS, EXCEPTIONS

Explanations, exceptions or other information pertinent to the specifications may be made in writing and included in the same envelope with the bid.

8. BID DEPOSITS.

Bid deposits are to be made payable to the City of Waltham. In the event that the successful bidder fails to execute a Contract within (10) days of the receipt of said contract, such security shall be retained by the city as liquidated damages. Unsuccessful bidders' deposits will be returned immediately following the award to said successful bidder.

9. WITHDRAW.

A Bid may be withdrawn by written request prior to the schedule for the Bid Opening. No withdrawals are permitted after the bid opening date and time. Withdrawals after the bid opening date will cause the forfeit of the bid Deposit.

10. AWARD.

Bids will be awarded not later than (90) ninety days after the scheduled bid opening date, unless otherwise stated, in the specifications. Unless otherwise specified, bids will be evaluated on the basis of, completeness of your RFP response, responsiveness, responsibility, best price and experience.

11. AWARD CRITERIA.

Qualified and responsive proposals will be evaluated based on Price, Technical, and Compliance requirements:

12. DISCOUNTS.

Discounts for prompt payments will be considered when making awards.

13. TAX EXEMPT.

Purchases by the City of Waltham is exempt from any Federal, State or Massachusetts Municipal Sales and/or Excise Taxes.

14. SAMPLES.

The City of Waltham may require the submission of samples either before or after the awarding of a contract. Samples are to be submitted, at no charge to the City, so as to ascertain the product's suitability. If specifically stated in the Bid that samples are required, said samples must be submitted with the Bid prior to the Official Bid Opening. Failure to submit said samples would be cause for rejection of Bid. All samples must be

called for and picked up within (30) thirty days of award or said samples will be presumed abandoned and will be disposed of.

15. **ACTIVE VENDOR LIST.**

Vendors who wish to remain on the Active Bid List must either submit a Bid, No Bid, or a letter requesting same, no later than the Official Bid Opening. This is applicable to those vendors who have received the Invitation to Bid.

16. **FUNDS APPROPRIATION.**

THE CONTRACT OBLIGATION ON BEHALF OF THE CITY IS SUBJECT TO PRIOR APPROPRIATION OF MONIES FROM THE GOVERNMENTAL BODY AND AUTHORIZATION BY THE MAYOR.

17. **THE AWARDING AUTHORITY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, OR ANY PART OF ANY BID, WHICH IN THE OPINION OF THE AWARDING AUTHORITY, IS IN THE BEST INTERESTS OF THE CITY OF WALTHAM.**

18. **THE TAX ATTESTATION CLAUSE, CERTIFICATION OF NON-COLLUSION AND THE CERTIFICATE OF VOTE AUTHORIZATION,** are required by statute and are an integral part of the Invitation for Bid and must be completed and signed by the person submitting the Bid, or by the person/persons who are officially authorized to do so. Failure to do so may disqualify the bid.

19. **STANDARD OF QUALITY.**

Where, in the specifications, one certain kind, type, catalog number, brand or manufacturer of material is named, it shall be regarded as the required standard of quality. Where two or more are named, these are presumed to be equal and the Bidder may select one or the other. If the Bidder proposes to offer a substitute as an equal, he shall so indicate on the Bid Form, the kind, type, catalog number, brand, or manufacturer of material that is offered as an equal, and describe where it differs from the specifications. Substituted items must be capable of performing all the functions and/or operational features described or indicated in the specifications. Failure to indicate the description of any substitute item on the Bid will be interpreted to mean that the Bidder will furnish the item or service as specified.

20. MODIFICATION.

No agreement, understanding, alteration or variation of the agreement, terms or provisions herein contained shall bind the parties, hereto unless made and executed in writing by the parties hereto.

21. ASSIGNMENT.

The final payment for work done under this Contract shall be made only after the Contractor has signed a statement under the penalty of perjury, certifying that he has completed the work described in the final estimate. Neither party hereto shall assign this Contract or sublet it in part or as a whole without the prior written consent of the other party hereto. The Contractor shall not assign any sum or sums due or becoming due to him hereunder without the prior written consent of the City.

22. DELIVERIES:

a) The Contractor shall pay all freight and delivery charges. The Waltham Purchasing Department does not pay for shipping and packaging expenses. Items must be delivered as stipulated in the specifications. All deliveries must be made to the inside of city buildings. Sidewalk deliveries will not be accepted. City personnel are not required to assist in the deliveries and contractors are cautioned to notify their shippers that adequate assistance must be provided at the point of delivery, when necessary.

b) All items of furniture must be delivered inside the building, set up, in place and ready for use. Deliveries are to be made between the hours of 8:30 a.m. and 3:00 p.m., Monday through Friday, except on holidays.

c) All damaged items, or items which do not comply with specifications will not be accepted and title therefore will not vest to the Waltham Purchasing Department until such items are accepted and signed for, in good order, by the receiving department.

d) The contractor must replace, without further cost to the Waltham Purchasing Department, such damaged or non-complying items before payment will be made.

23. LABELING.

All packages cartons or other containers must be clearly marked with (a) building and room destination; (b) description of contents of item number from specifications; (c) quantity; (d) City of Waltham Purchase Order Number and (e) Vendor's name and order number.

24. GUARANTEES.

Unless otherwise stipulated in the specifications, furniture, equipment and similar durable items shall be guaranteed by the contractor for a period of not less than one year from the date of delivery and acceptance by the receiving department. In addition, the manufacturer's guarantee shall be furnished. Any items provided under this contract which are or become defective during the guarantee period shall be replaced the contractor free of charge with the specific understanding that all replacements shall carry the same guarantee as the original equipment. The contractor shall make such replacement immediately upon receiving notice from the Purchasing Agent.

25. SINGLE VENDOR.

The Waltham Purchasing Department desires to award a single contract based on the Grand Total Price. However, where applicable, the City reserves the right to make multiple awards on a unit price basis if, in the opinion of the Waltham Purchasing Department, it is in the best interest of the Waltham Purchasing Department.

26. CHANGE ORDERS.

Change orders are not effective until, if, as and when signed by the Mayor and no work is to commence until the change orders are fully executed.

28. BID OPENING INCLEMENT WEATHER

If, at the time of the originally scheduled bid opening, City Hall is closed to inclement weather or another unforeseeable event, the bid opening will be extended until 2:00 PM on the next normal business day. Bids will be accepted until that date and time.

29. RETAINAGE

A 5% retainage applies to this project. Payment requests approved by the designer will reflect a 5% retainage for the payment period and a cumulative amount showing the year to date.

GENERAL CONDITIONS

GENERAL CONDITIONS

1. INFORMATION

All information shall come from the Office of the City Purchasing Agent. The Contractor shall inquire at this office for any information needed. Wherever the words “or equal as approved” are used, it is to be understood that the opinion of the City Purchasing Agent shall govern.

2. SUITS

The Contractor shall assume defense of and shall indemnify and hold the City and its agents harmless from all suits and claims against the City and its sub-contractors arising from the use of any invention, patent right labor or employment, or from any act of omission or neglect of the City, its agents, employees or any subcontractor in performing the work, under this contract.

3. LAWS AND REGULATIONS

The Contractor shall conform to all the applicable rules, regulations, laws and ordinances of the City of Waltham, the Commonwealth of Massachusetts, the United States of America and all agencies having jurisdiction over this contract.

4. PROTECTION OF PROPERTY

The Contractor shall take all proper precautions to protect the City’s property from damage and unnecessary inconvenience. Any City property damaged by the Contractor in carrying out the provisions of this contract shall be restored to its original condition, by and at the expense of the Contractor.

5. PROTECTION OF PERSONS

The Contractor shall take all proper precautions to protect persons from injury, unnecessary inconvenience, and shall be responsible for his failure to do so. The Contractor agrees to hold the City harmless from any and all liabilities of every nature and description, which may be suffered through bodily injury, including death, to any person, by reason of negligence of the Contractor, his agents or employees, or any subcontractor.

6. CONTRACT DURATION.

This contract is for the period required to complete the project.

7. **INSURANCE**

A. **WORKMAN'S COMPENSATION:** The Contractor shall provide by insurance for the payment of compensation and furnishing of other benefits under Chapter 152 of the General Laws of the Commonwealth of Massachusetts to all persons to be employed under this contract, the premiums for which shall be paid by the Contractor.

B. **COMPREHENSIVE GENERAL LIABILITY**

Bodily Injury:	\$1,000,000 Each Occurrence
	\$2,000,000 Aggregate
Property Damage:	\$1,000,000 Each Occurrence
	\$2,000,000 Aggregate

C. **AUTOMOBILE (VEHICLE) LIABILITY**

Bodily Injury	\$2,000,000 Each Occurrence
Property Damage	\$1,000,000 Aggregate

D. **UMBRELLA POLICY**

General liability	\$2,000,000
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Your bid response must include a Certificate of Insurance with the above limits as a minimum. In addition, the Certificate of Insurance must have the following text contained in the bottom left box of the Certificate: **"The City of Waltham is a named Additional Insured for all Insurance"**. The Certificate of Insurance must be mailed directly to:

Office of the Purchasing Agent
Purchasing Department
City of Waltham
610 Main Street
Waltham, MA 02452

8. **LABOR AND MATERIALS BOND**

The Contractor agrees to execute and deliver to the City, a Labor and Materials or Payment Bond equal to 100% of the contract value. This contract shall not be in force until said bond has been delivered and accepted by the City. Bond to be issued by a company licensed by the Commonwealth of Massachusetts.

A LETTER FROM A SURETY COMPANY CERTIFYING THAT THE CONTRACTOR IS QUALIFIED AND CAPABLE OF OBTAINING THE ABOVE BONDS MUST BE INCLUDED WITH HIS/HERS BID.

9. PERSONNEL:

The Contractor shall employ a competent supervisor and all properly licensed personnel necessary to perform the services required in this contract. The City Purchasing Agent shall have the right to require the Contractor to remove and/or replace any of the personnel for nonperformance or for unprofessional behavior. The City Purchasing Agent may require the Contractor to submit a weekly performance record of the areas and of the work performed, on forms approved by the City Purchasing Agent. The Contractor or his supervisor shall be available to inspect such work as required by the City Purchasing Agent.

10. PREVAILING WAGES

The Contractor is required to pay the prevailing wages as determined under the provisions of Chapter 149, Sections 26 and 27D of the Massachusetts General Laws, including the submission of weekly payrolls to the awarding authority. The prevailing Wage Schedule is available in the Purchasing Department and a copy will be provided upon requests. The Prevailing Wage Schedule is too large to attach here.

11. MATERIALS

The City or its Agent reserves the right to approve or reject any supplies, material or equipment used by the Contractor. The Contractor agrees to replace any supplies, material or equipment used by the Contractor. The Contractor agrees to replace any rejected supplies, materials or equipment, to the satisfaction of the City or its Agents.

12. TERMINATION OF CONTRACT

This contract may be terminated by the City upon deliverance to the Contractor of a five-day written notice of said termination.

13. CONTRACT OBLIGATIONS

Contract obligations on behalf of the City are subject to an annual appropriation to cover the contract obligation.

14. BIDDER EXPERIENCE EVALUATION

Each bidder shall submit with his bid, all the information relative to their experience and qualifications in performing the work required under this contract and shall

have been in business for a minimum of five (5) years, in order for their bid to be considered.

15. NOT-TO-EXCEED AMOUNT

The bid amount proposed in your company's response is a "not-to- Exceed" amount unless the City makes changes, in writing, to the scope of work to be performed. The Change Order must be signed and approved by the City's Purchasing Agent, City Auditor, Law Department and the Mayor prior to the commencement of the change order work. No work is to begin until the proper approvals have been obtained. A change order will be priced at the unit price. Failure to comply with this procedure will result in the cancellation of the contract and the non-payment of services provided

16. FINANCIAL STATEMENTS.

The City may require, within five (5) days after the bid opening, a complete and detailed Financial Statement prepared by a Certified Public Account, to determine a bidder's financial stability.

17 BREACH OF CONTRACT/ NON PERFORMANCE

If the Contractor shall provide services in a manner, which is not to the satisfaction of the City, the City may request that the Contractor refurnish services at no additional cost to the City until approved by the City. If the Contractor shall fail to provide services, which are satisfactory to the City, the City in the alternative may make any reasonable purchase or Contract to purchase services in substitution for those due from the Contractor. The City may deduct the cost of any substitute Contract for nonperformance of services together with incidental and consequential damages from the Contract price and shall withhold such damages from sums due or to become due to the Contractor. If the damages sustained by the City exceed sums due or to become due, the Contractor shall pay the difference to the City upon demand. The Contractor shall not be liable for any damages sustained by the City due to the Contractor's failure to furnish services under the terms of this Contract if such failure is in fact caused by the occurrence of a contingency the nonoccurrence of which was a basic assumption under which this Contract was made, including a state of war, embargoes, expropriation of labor strike or any unanticipated federal, state or municipal governmental regulation of order, provided

that the Contractor has notified the City in writing of such cause within seven (7) days after its occurrence.

18 RIGHT TO AUDIT

The City of Waltham has the right to review and audit documents related to this contract. This right extends to any subcontractor, supplier or other entity used by the prime contractor to fulfill the obligations under this contract.

19. CITY ORDINANCE. APPROVAL OF CONTRACTS BY MAYOR, SEC. 3-12 OF THE CITY ORDINANCES.

All contract made by any department, board or commission where the amount involved is two thousand dollars (\$2,000) or more shall be in writing, and no such contract shall be deemed to have been made or executed until the approval of the Mayor is affixed thereto. Any construction contract shall, and all other contracts may, where the contract exceed five thousand dollars (\$5,000) be required to be accompanied by a bond with sureties satisfactory to the Mayor.

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

Compliance

(Required Documents.)

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 Insurance (showing all limits of WC &GL)..... _____
- Three (3) References..... _____
- 5% Bid Bond or Certified Check..... _____
- Debarment Certificate _____
- Prevailing Wage Certificate..... _____
- Right-to-know Law..... _____
- OSHA 10 Certificate for all Assigned Employees (MGL ch30, §39M and Ch 149) _____

Before the commencement of the Job, the contractor must provide to the above office:

- Performance Bond for 100% of the contract value and naming the City of Waltham
(letter must be included with your response)

Your Company's Name: _____

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)

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: _____

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)

City

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.

**WEEKLY PAYROLL RECORDS REPORT &
STATEMENT OF COMPLIANCE**

In accordance with Massachusetts General Law c. 149, §27B, a true and accurate record must be kept of all persons employed on the public works project for which the enclosed rates have been provided, A Payroll Form has been printed on the reverse of this page and includes all the information required to be kept by law. Every contractor or subcontractor is required to keep these records and preserve them for a period of three years from the date of completion of the contract.

In addition, every contractor and subcontractor is required to submit, on a weekly basis, a copy of his or her weekly payroll records to the awarding authority. For every week in which an apprentice is employed, a photocopy of the apprentice's identification card must be attached to the payroll report. Once collected, the awarding authority is also required to preserve those reports for three years.

In addition, each such contractor, subcontractor, or public body shall furnish to the awarding authority directly, within fifteen days after completion of its portion of the work, a statement, executed by the contractor, subcontractor or public body who supervises the payment of wages, in the following form:

STATEMENT OF COMPLIANCE

_____, 200__

I _____, _____
(Name of signatory party) (Title)

I do hereby state that I pay or supervise the payment of the persons employed by

_____ on the _____
(Contractor, subcontractor or public body) (Building or project)

and that all mechanics and apprentices, teamsters, chauffeurs and laborers employed on said project have been paid in accordance with wages determined under the provisions of sections twenty-six and twenty-seven of chapter one hundred and forty nine of the General Laws.

Signature _____, Title _____

Print _____

WEEKLY PAYROLL REPORT FORM

Company Name: _____
 Prime Contractor
 Project Name: _____
 Subcontractor
 Awarding Auth.: _____ List Prime Contractor:
 Work Week Ending: _____ Employer Signature: _____
 Print Name & Title: _____

Final Report

Employee Name & Address	Work Classification	Hours Worked							(A) Tot. Hrs.	(B) Hourly Base Wage	Employer Contributions			(F) [B+C+D+E] Hourly Total Wage (prev. wage)	(G) [A*F] Weekly Total Amount	
		S	M	T	T	W	T	F			S	(C) Health & Welfare	(D) Pension			(E) Supp. Unemp.

NOTE: Every contractor and subcontractor is required to submit a copy of their weekly payroll records to the awarding authority.

RIGHT TO KNOW LAW

Any vendor who receives an order or orders resulting from this invitation agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance, pursuant to M.G.L. c. 111F, §§8,9 and 10 and the regulations contained in 441 CMR 21.06 when deliveries are made. The vendor agrees to deliver all containers properly labeled pursuant to M.G.L. c. 111F §7 and regulations contained in 441 CMR 21.05. Failure to furnish MSDS and/or labels on each container may result in civil or criminal penalties, including bid debarment and action to prevent the vendor from selling said substances, or mixtures containing said substances within the Commonwealth. All vendors furnishing substances or mixtures subject to Chapter 111F or M.G.L. are cautioned to obtain and read the laws, rules and regulations referenced above. Copies may be obtained from the State House Bookstore, Secretary of State, State House, Room 117, Boston, MA (617) 727-2834.

Authorized Signature Indicating Compliance with the Right-to-know laws:

Signature

Date

Print Name

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.

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.

Company Name _____

Address _____

City _____, State _____, Zip Code _____

Phone Number (____) _____

E-Mail Address _____

Signed by Authorized Company Representative:

Print name _____

Date _____

10 HOURS OSHA TRAINING CONFIRMATION

Chapter 306 of the Acts of 2004

CONSTRUCTION PROJECTS

AN ACT RELATIVE TO THE HEALTH AND SAFETY ON PUBLIC

The undersigned hereby certifies that all employees to be employed at a worksite for construction, reconstruction, alteration, remodeling, repair, installation, demolition, maintenance or repair of any public work or any public building estimated to cost more than \$10,000.00 have successfully completed a course in construction safety and health approved by the **United States Occupational Safety and Health Administration** that is at least **10 hours** in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first payroll report for each employee and will comply with all laws and regulations applicable to awards of subcontracts subject to section 44F.

Company Name: _____

Address: _____

Signature: _____

Title: _____

Print Name _____

Date

See Chapter 306 of the Acts of 2004

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.

SPECIFICATIONS

SECTION 10430
EXTERIOR SIGNAGE

PART 1, GENERAL

1.00 RELATED DOCUMENTS

- A. The BIDDING REQUIREMENTS, CONTRACT FORMS, AND CONDITIONS OF THE CONTRACT and applicable parts of DIVISION 1 - GENERAL REQUIREMENTS, as listed in the Table of Contents, shall be included in and made a part of this Section.

1.01 WORK INCLUDED

- A. Fabrication of all sign types indicated on the Drawings and enumerated in the Bid Form attached to the end of these Specifications.
- B. Site survey to verify existing site conditions and dimensions. This survey shall note all potential installation conflicts between sign installation locations and existing building conditions and systems.
- C. Sign Message Schedule: Sign Contractor to prepare message schedule and submit to Owner for approval.
- D. Sign Location Plans: Sign Contractor to prepare site-specific dimensioned sign location plans for submittal to Owner.
- E. Coordination with Owner and Designer during all phases of development, fabrication, and installation.
- F. Shop drawings, layouts, samples, and prototypes for Owner and Designer approval.
- G. Full scale prototypes as described in these Specifications.
- H. Structural design and calculations when appropriate to substantiate design. It is required that the Sign Contractor include a certified engineer's review and stamp for all signage elements and footings.
- I. Sign Fabrication: Signs, messages, and graphics are indicated on the Drawings and herein, and require various materials, various finishes, and various fabrication and installation techniques.
- J. Replacement Sign Faces: Fabrication of and storage of additional message panels as described in the Bid Form attached to the end of these Specifications.
- K. Review and coordinate, furnish and install all supports and footings not provided by General Contractor required for the installation of all signs.

L. Review and coordinate, furnish and install all electrical hardware and connections from junction boxes to illuminated signs.

M. Installation of all fabricated signs, including all fasteners related electrical connections.

1.02 REFERENCES

A. Comply with applicable requirements of the following standards. Where these standards conflict with other specified requirements, the most restrictive requirements shall govern.

1. American Concrete Institute (ACI):

304 Measuring, Mixing, Transporting, and Placing Concrete.

305 Hot Weathering Concrete

316 Construction of Concrete Pavements and Concrete Bases.

2. American Society for Testing and Materials (ASTM):

A 53 Pipe, Steel, Black and Hot-Dipped, Zinc-Coated Welded and Seamless

B 209 Aluminum and Aluminum Alloy Sheet and Plate.

B 221 Aluminum-Alloy Extruded Bars, Rods, Wire, Shapes, and Tubes.

B 308 Aluminum-Alloy 6061 T6 Standard Structural Shapes Rolled or Extruded.

B 429 Aluminum-Alloy Extruded Structural Pipe and Tubing.

C 33 Concrete Aggregates

C 94 Ready-Mixed Concrete

C 143 Slump of Portland Cement Concrete

C 150 Portland Cement

C 171 Sheet Materials for Curing Concrete

C 494 Chemical Admixtures for Concrete

D 256 Impact Resistance of Plastics and Electrical Insulating Materials

D 638 Tensile Properties of Plastics

D 648 Deflection Temperature of Plastics Under Flexural Load

3. American Welding Society (AWS):

Aluminum

Welders Certification: Provide certifications signed by Sign Contractor, certifying that welders employed on Project comply with requirements specified under AWS D.1 and AWS D1.3.

4. Manual of Uniform Traffic Control Devices (MUTCD):

Standards for Streets and Highways

5. Massachusetts Department of Transportation - Highway Division (MassDOT):

Specifications Standard Specifications for Construction of Highways, Streets and Bridges

B. CODES:

1. Sign Contractor is responsible for complying with all federal, state, and city/town building codes. Any and all proposed fabrication/installation that does not comply with these codes shall be brought to the attention of the Owner and Designer for review and resolution prior to fabrication.
2. Sign Contractor is responsible for complying with the Americans with Disabilities Act. ADA legislation and guidelines have been published in the Department of Justice Federal Register, July 26, 1991, 28 CFR Part 36, Title III: Public Accommodations and Commercial Facilities. Sign Contractor is responsible for complying with all regulations subsequently issued.
- 3, Any and all proposed fabrication/installation that does not comply with ADA (including but not limited to construction, mounting, finish, contrast, and character height) shall be brought to the attention of the Owner and Designer for review and resolution prior to fabrication.

1.03 SIGN CONTRACTOR QUALIFICATIONS

- A. Indicate five (5) projects which are similar in nature to the project described herein and provide the following for each:
1. Name of project and its geographic location.
 2. Start date and completion date of project/work.
 3. Owner's name, address, telephone, and contact person.

4. Brief, but thorough, description of the work including all trades involved; name(s) of responsible supervisory fabrication and installation personnel.
 5. Photographs of project examples listed above which represent the work of the firm.
- B. The Sign Contractor must have previous experience in the fabrication and installation of a similar sign program. At least three (3) of five (5) of the projects listed above must be of similar scope and complexity to the project described herein.
- C. Firm References: Provide three (3) references from the experience list above. Provide contact name, address, telephone number, and project name and location for each reference. It is imperative that accurate contact names and phone numbers be given for the projects listed. All references should include a contact person who can comment on the firm's ability to successfully complete a project of this type. The Owner reserves the right to contact references for any projects provided as noted above, or through any other source available. Such references will be held in strict confidence.
- D. Insurance: provide a Certificate of Insurance verifying the amount of your firm's coverage for comprehensive general liability, worker's compensation, employer's liability, and professional liability.
- E. Sub-contractors: All sub-contractors must be identified, and a complete description of their role relative to this contract must be included. It is highly desirable that all sub-contractors named will have prior experience working as a team. All sub-contractors must have a good working relationship with the prime contractor. If no sub-contractors are noted, it is understood that all work will be performed by the proposer's staff. The Owner reserves the right to accept or reject any sub-contractor.
- F. Minor irregularities in the bid which are immaterial or inconsequential in nature may be waived whenever it is determined by the Owner to be in their best interest. If company literature or other publications are included, they should include reference to the document name and page. Submittals containing no such citations will be considered complete and without need to refer to other documents.

1.04 SHOP DRAWINGS

- A. The drawings in this package are for design intent only. The Sign Contractor is responsible for the proper engineering of all items. The internal structure, dimensions, and specifications for all items shall be indicated in the shop drawings. Designer will not provide electronic files of design intent drawings – it is intended that the Sign Contractor produce original, CADD-generated shop drawings. In certain cases, artwork will be provided for specified patterns, logos and custom profiles.
- B. Detailed shop drawings, including engineers stamp, to be provided for each and every sign and foundation.

- C. Drawings to be complete, including each and every dimension, complete specification for every material and finish, and part numbers for all hardware.
- D. Description: Provide shop drawings for all items including:
 - 1. Complete fabrication and installation drawings for each sign type, indicate dimensions, materials, finishes, fastening, anchorage, joining, sealing, backing, utility requirements, rough-in, paving, foundation, expansion joints and adjacent related site conditions.
 - 2. Each sign type with all graphic elements.
 - 3. Accurately reproduced letter styles.
 - 4. Provide three (3) complete sets to Owner for review.

1.05 PRODUCT / CATALOG DATA

- A. Submit only manufacturer's standard drawings and catalog sheets, brochures, diagrams, schedules, charts, illustrations, test results, and other standard descriptive data pages which are pertinent. Delete all non-applicable data.
 - 1. Mark-up each copy to identify pertinent materials, products, or models.
 - 2. Clearly mark-up each copy of the submittal data to identify the Section, Page Number, and Article of the Specifications to which it is referenced.
 - 3. Show dimensions and clearances required.
- B. Provide three (3) complete sets to Owner for review.

1.06 SUBMITTALS

- A. Submit physical samples of sufficient size and quantity to illustrate materials, finishes, equipment or workmanship, and to establish standards by which completed work will be judged. Samples must represent the functional characteristics of the product or material, with integrally related parts and attachment devices, colors, and finishes.
- B. Welders Certification: Provide certifications signed by Sign Contractor, certifying that welders employed on Project comply with requirements specified under AWS D.1 and AWS D1.3.
- C. Complete list of prototypes required shall be provided to selected Sign Contractor. Prototypes shall become the property of Owner and may be part of completed signs as noted in Signage Schedule.

- D. First article of production-run items, both large and small, will be reviewed by the Owner and Designer before production run is commenced.
- E. Product Data: Submit manufacturer's product data of work of this Section. Provide complete product description and specifications, catalog cuts, and other descriptive data including concrete admixtures, concrete sealer, curing material.
- F. Sign Message Schedule: Sign Contractor to prepare message schedule and submit to Owner for approval.
- G. Sign Location Plans: Provides herein are diagrammatic sign location plans. Based on these, the Sign Contractor to prepare site-specific dimensioned sign location plans for submittal to Owner. Submittal may be supported by site photos and notes.
- H. Field Measurements: Take all necessary field measurements before preparation of shop drawings and fabrication. Do not delay progress of the job. If field measurements are not possible prior to fabrication, allow for field cutting and fitting.
- I. Initial Selection Samples: Submit samples showing complete range of colors, textures, and finishes available for each material used.
- J. Verification Samples: Submit representative samples of the following materials for approval prior to construction. Show full color ranges and finish variations expected. Provide (4) samples of each having minimum size of 6" x 6".
 - 1. Vinyl samples, in specified type style, size and graphic, for each color and finish designated on Drawings.
 - 2. Representative masked and sprayed sample pattern in each color and finish designated on the Drawings.
 - 3. Paint color and finish sample on 1/8 in. thick aluminum, for each color and finish required.
 - 4. For each sign type, provide one (1) full size sign face layout, accompanied by scaled plots of every sign face as listed in the attached Message Schedule. Templates are not acceptable. Include character and word spacing. Outlined (pen-plotted) lettering is not acceptable. Relate all layouts directly to the sign location plan.
 - 5. Plotted template or camera-ready artwork for making symbols specified; include arrow, parking symbol, etc.
 - 6. One cast cap with finish.
 - 7. A minimum 12" piece of 5" square tubing, hot-dip galvanized and finish painted per specifications.
 - 8. One sample weld of aluminum square bar stock to mounting angle with paint finish.

9. One sample of each piece of hardware used on the entire project.
- K. Painting plan: to include products used for painting of each material (galvanized steel, aluminum, stainless hardware). Provide narrative of steps used for processing of each material.

1.07 PROTOTYPES

- A. Sign Prototype: Prior to commencing work of this Section, provide full-size sign mockup for each sign type listed below, at locations acceptable to Architect.
- B. Include in cost (1) complete, full size type PK1
- C. Include the PK1 sign with brackets attached to an approximate 6' full size, galvanized and finished steel post with finial.
- D. Deliver to City of Waltham for review.
- E. Obtain Owner's acceptance of visual qualities
- F. If mock-up is unacceptable, Sign Contractor must repair or replace at their cost.
- G. Protect and maintain accepted mockups throughout the remainder of work of this Section to serve as criteria for acceptance of visual qualities
- H. Approved mockups may be incorporated into finished work.

1.08 SUBMITTAL REQUIREMENTS

- A. Make submittals at least ten (10) days before date that approved submittals are required.
- B. Accompany submittals with transmittal letter in duplicate, containing:
 1. Date
 2. Project title and number.
 3. Sign Contractor's name and address.
 4. Description of data contained in submittals.
 5. Listing of any letters containing description of deviations from Contract Documents.
 6. Other pertinent data.
- C. Submittals shall include:

1. Date and revision dates.
 2. Project title and name.
 3. The names of Owner, Designer, Sign Contractor, sub-contractor, supplier, manufacturer, and separate detailer when pertinent.
 4. Identification of product or materials.
 5. Relationship of product to adjacent structure or materials.
 6. Clearly identified field dimensions, when known.
 7. Specification Section Number.
 8. Applicable standards, such as ASTM and others.
 9. A blank space, 4" x 4", for the Designer's (or consultant's) stamp.
 10. Identification and description of deviations from Contract Documents.
 11. Written request for selection of colors, patterns, and textures for materials contained in submittals. Note: Provide each and every item of finish, including color, pattern, and texture as selected or approved by Designer.
 12. Sign Contractor's stamp, initialed or signed, indicating review of submittal, compliance with Contract Documents, and verification of field measurements when applicable.
- D. Provide three (3) complete sets to Owner for review.
- E. Calculations: Provide professionally prepared calculations and certification of the performance of the work. Show how design load requirements, wind load requirements and other performance criteria have been met. Provide calculations stamped and sealed by a professional engineer registered in the State of Massachusetts.

1.09 RE-SUBMITTAL REQUIREMENTS

A. Shop Drawings

1. Review drawings and indicate revisions date as required, and resubmit as specified for initial submittal.
2. Indicate on drawings all changes that are different than those requested by the Owner.

- B. Product data and samples: Submit new data and samples in accord with some criteria as required for first submittals.

1.10 DISTRIBUTION OF SUBMITTALS AFTER REVIEW

- A. Distribute copies of shop drawings and product data which carry Owner's approval stamp to:
 - 1. Sign Contractor's file, job site file, and product record documents file.
 - 2. Sub-contractors, suppliers, and Sign Contractors as appropriate.
 - 3. Other prime contractors.
- B. Distribute samples as directed by Owner or Designer

1.11 SIGN CONTRACTOR'S RESPONSIBILITIES

- A. General responsibilities include:
 - 1. Sign Contractor is responsible for all project management and coordination.
 - 2. Coordination shall include all fieldwork, layout and verification.
 - 3. Sign Contractor will provide final location plans that show precise sign locations, dimensioned from curbs, sidewalks, rights of way and / or other control points.
 - 4. Sign Contractor shall stake all locations for approval by city representative, and shall convene a meeting with the representative to review and approve each location.
 - 5. Sign Contractor shall provide all utility locates; if any locations are affected by utility or other obstructions sign relocation must be approved by the city representative.
 - 6. Sign Contractor is responsible for any and all repairs to underground utilities, sidewalks or other structures damaged in the process of installation.
 - 7. Sign Contractor will submit to the City of Waltham a detailed installation plan and schedule for review and approval, including any locations where a street or public right of way will be impeded by their activities. Sign Contractor to include all costs for traffic control, security, police details, and barricades etc. that are required to complete the work.
 - 8. All overtime of off-hours work is to be included.
 - 9. Each location to be properly barricaded during construction.
 - 10. Upon completion each location to be broom clean, all spoils removed in a timely fashion with excavations finished to grade with topsoil. Seeding by others.
- B. Sign Contractor is responsible for providing any necessary computer program conversion, font, computer program, or equipment purchases; or other provisions in order to coordinate exactly with the Designer's drawings and other submissions.
- C. Review shop drawings, product data, and samples prior to submittal to Owner and Designer.
- D. Verify field measurements, field construction criteria, catalog numbers, and similar data.
- E. Coordinate each submittal with work of the project and with the Owner's Contract Documents.

- F. Sign Contractor's responsibility for errors and omissions in submittals or in deviations from the requirements of the Contract Documents is not relieved by the Owner's and Designer's review of submittals.
- G. Notify Owner and Designer in writing of deviations from requirements of the Contract Documents at the time of submittals.
- H. A "deviation" shall be construed to mean any change to the sequence indicated on Drawings or specifications.
- I. A "deviation" is not intended to allow substitutions or product options.
- J. In addition to notifying Owner and Designer in writing of deviations, clearly indicate deviations on shop drawings.
- K. Do not begin work that requires submittals until submittals have been returned with Designer's (or consultant's) stamp and initials indicating review and approval.
- L. After Owner and Designer review, distribute copies of approved drawings, data, and submittals.

1.12 OWNER'S RESPONSIBILITIES

- A. Review submittals with reasonable promptness on basis of design concept of project and information contained in Contract Documents.
 - 1. The scope of the Owner's review is to check for general conformance with the design concept of the project and general compliance with Contract Documents only. No responsibility is assumed by Owner for accuracy of dimensions, details, quantities, or procedures shown on shop drawings or submittals.
 - 2. Omission in shop drawings of items, materials, or processes indicated in Contract Drawings or Specifications, or otherwise required for proper execution and completion of work, does not relieve the Sign Contractor from responsibility for providing such items, materials, or processes. Sign Contractor is responsible for accuracy, dimensions, quantities, strength of connection, coordination with various trades, and conformance to project requirements and all applicable codes.
 - 3. Approval of a separate or specified item does not necessarily constitute approval of an assembly in which item functions.
- B. Affix stamp and initials or signature acknowledging review of submittal as follows:
 - 1. Approved.
 - 2. Approved with notations, re-submittal not required.
 - 3. Not approved. Re-submittal required.

C. Return submittals to Sign Contractor for distribution.

1.13 MAINTENANCE MANUALS

A. Provide three (3) up-to-date copies of all shop drawings, product data, and other information described in this Section.

1. Make required submittals not later than six (6) weeks prior to scheduled completion of project.
2. Submittals shall be made by permanent reproduction copy equipment from typewritten or typeset originals.
3. Pre-punch 8 ½ x 11" sheets for standard three ring binders.
4. Submit larger sheets in rolled and protected packages.

B. Submittal format: Provide each of the following items, as applicable, for each required item.

1. Manufacturer's data: provide catalog data sheets, specifications, name plate data, and parts list.
2. Extra parts: Provide a listing of extra stock or parts furnished as part of the Contract.
3. Warranties: Provide specific manufacturer's warranty. List each component covered with day and date warranty begins, date of expiration, and name, address, and telephone number of person to contact regarding problems during warranty period.
4. Provide names, addresses, and telephone number of Sign Contractor, its subcontractors, suppliers, installers, and authorized service and part suppliers. Format as follows:

4a. Contractor: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Person to Contact: _____

4b. Sub-Contractor: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Person to Contact: _____

4c. Installer: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Person to Contact: _____

4d. Local Representative: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Person to Contact: _____

1.14 WARRANTY

- A. Warrant all work against failure because of faulty materials, workmanship, assembly and installation, for a period of five (5) years from date of substantial completion.
- B. Fading, cracking, warping, peeling, delaminating, rusting, corroding, and structural failure, including distortion by whatever cause, shall be construed to mean failure because of faulty materials and workmanship.
- C. Paint: provide proof of 10 year limited warranty from PPG Company.
- D. Vinyl Graphics: provide proof of 7 year limited warranty from 3M.
- E. Failures during the warranty period shall be repaired or replaced to the satisfaction of the Owner and Designer.

1.15 MAINTENANCE MATERIALS

- A. Touch-up paint: Provide Owner with one quart can of touch-up paint of each type and color used in the work.

1.16 QUALITY ASSURANCE

- A. Source: For each material type required for the work of this Section, provide primary materials which are the product of one manufacturer. Provide secondary or accessory materials which are acceptable to the manufacturers of primary materials.
- B. Installer: A firm with a minimum of three years experience in type of work required by this Section and which is acceptable to manufacturers of primary materials.
 - 1. If installer is different company than sign manufacturer, notify Designer in advance providing installer's name, address, telephone number, and name of contact person.
- C. All work and material shall be in accordance with all applicable codes and standards and shall be acceptable to all authorities having jurisdiction. Work shall meet or exceed the requirements of the Louisiana State Building Code.
- D. Design Criteria: The Drawings indicate size, profiles, and dimensional requirements of signs and graphics, and are based on the specific type and model indicated. Signs by other manufacturers may be considered provided the deviations in dimensions and profiles are minor and do not, in the opinion of the Architect, change the design concept.
 - 1. Fonts: Sign Contractor must purchase specified original font software from font suppliers; Architect will not supply font software or digital copies of fonts. Conversions, translations, or "close matches" are not acceptable.
 - 2. Computer Capabilities: Manufacturer must have capability to process digital files prepared on Windows PC platform. Translations to alternate sign cutting platforms must be approved by the Designer.
 - 3. Software: Manufacturer must possess PC-based software versions of Adobe Illustrator and Microsoft Access. Conversions to other software or platforms must be approved by the Architect.
- E. Lighting materials shall be UL approved and shall conform to NFPA 70 requirements, as applicable.

1.17 PERFORMANCE REQUIREMENTS

- A. Design: Engineer and design signage units to withstand stresses induced by wind loads, live loads, dead loads, temperature, shrinkage, fabrication, handling and erection in accordance with applicable codes. Furnish engineer's certificate stating that sign design meets or exceeds requirements of Contract Documents.
 - 1. Design Wind Load: Positive and negative pressure of 25 psf at typical areas; 35 psf at corner zones.

1.18 DELIVERY, STORAGE AND HANDLING

- A. Deliver materials and products unopened. Store and handle in strict compliance with manufacturer's instructions and recommendations. Store under cover and protect from weather damage.
- B. Sequence deliveries to avoid delays, but minimize on-site storage. Coordinate work and storage requirements with the Building Contractor, subject to approval by the Owner and Architect.

1.19 ENGINEERING

- 1. It is the Sign Contractor's responsibility to provide engineering for all signs, including foundations
- 2. It is the Sign Contractor's responsibility to determine which signs require breakaway foundations required by Mass DOT or Federal Highway regulations (or any other governing body)
- 3. Sign Contractor must engineer breakaway feature to conform to requirements
- 4. All drawings must be stamped by a structural engineer licensed in the Commonwealth of Massachusetts.

PART 2 PRODUCTS

2.01 ALUMINUM

- A. Aluminum, General: Provide alloy and temper recommended by aluminum producer and finisher for type of use and finish indicated, and with strength and durability properties for each aluminum form required not less than that of alloy and temper designated below.
- B. Yield strength for Alloy 6063-T5/T52 is 15 to 16 ksi (105 to 110 MPa).
- C. Extruded Bars and Shapes: ASTM B 221 (ASTM B 221M), Alloy 6063-T5/T52.
- D. Drawn Seamless Tubing: ASTM B 210 (ASTM B 210M) or ASTM B 483/B 483M, Alloy 6063-T832.
- E. Plate and Sheet: ASTM B 209 (ASTM B 209M), Alloy 6061-T6.
- F. Castings: ASTM B 26/B 26M, Alloy A356.0-T6.
- G. All sign panels to be .250 flattened aluminum plate, 5052-H32

- H. Aluminum mounting angles at size shown for signs less than 30" projection, architectural profile, 6063-T52. Signs greater than 30" projection require same size with minimum 3/8" wall, or heavier as engineering requires.
- I. Solid aluminum square stock to be 6061-T6511; minimum 1" square at signs less than 30" projection, minimum 2" square at signs greater than 30" projection, or heavier as engineering requires.
- J. Welding to be performed by certified welders per specifications.
- K. Welds must be performed using TIG method; or if wire-feed equipment all exposed welds must be ground smooth.
- L. All dissimilar metals to be properly isolated from one another.

2.02 STEEL

- A. General: Provide manufacturer's standard extrusions, sections, sheet, and plate, of alloy and temper recommended by steel manufacturer or finisher for type, use, and finish indicated, but not less than strength and durability properties specified below.
- B. Steel Tubing: ASTM A\500 or A 501, hot or cold rolled.
- C. ASTM A-500 square tubing
- D. Steel tube post for signs with less than 30" projection must be minimum 5"x5"x3/16" wall, or thicker wall if engineering requires.
- E. Steel tube post for signs with greater than 30" projection must be minimum of 5"x5"x5/16" wall, or thicker wall if engineering requires.
- F. No horizontal seams allowed in posts.
- G. Steel plates and gussets ASTM A-36, thickness as required by engineering.
- H. Plates and gussets to be precision machine cut.
- I. Welding performed by certified welders only, per specifications.
- J. Steel to be sandblast cleaned prior to galvanizing.

2.03 VINYL

- A. Applied Reflective Vinyl Graphics: Pressure sensitive vinyl graphics shall be Scotchlite Reflective Sheeting Series 3200, Engineer Grade, enclosed lens reflective sheeting, manufactured by 3M, or approved equal. Color shall be manufacturer's standard white.

- B. Applied Non-reflective Vinyl Graphics: Pressure sensitive vinyl graphics shall be Scotchcal, 0.4 mil applied pressure sensitive vinyl, manufactured by 3M, or approved equal.
- C. All white graphics to be 3M engineer grade reflective sheeting.
- D. Blue vinyl graphics to be 3M translucent blue over white reflective sheeting, per approved color and sample.
- E. Graphics to be precision cut on plotter, installed precisely per layouts.
- F. Vinyl cannot be installed on sign panels until completely cured, per PPG MAP and 3M standards.
- G. Air-bubbles or de-lamination of any sort are unacceptable, panels will be rejected.

2.04 MISCELLANEOUS MATERIALS

- A. Fasteners: Unless otherwise indicated, use concealed fasteners in all work of this Section. Fabricate fasteners from metals that are non-corrosive (aluminum or non-magnetic stainless steel) to sign surface materials and mounting substrates.
 - 1. Exposed fasteners shall be roundhead and vandal-resistant.
 - 2. Spacers and washers shall be neoprene or EPDM.
 - 3. Provide break-away bolts where indicated.
- B. Anchors and Inserts: Provide non-ferrous metal or hot-dip galvanized anchors and inserts for exterior installations. Provide toothed steel or lead expansion bolt devices for drilled-in place anchors. Furnish inserts to other trades when required to be cast into concrete.
- C. All hardware to be stainless steel
- D. Anchor bolts to be stainless steel, including nuts and washers; provide leveling nut, top nut and locking nut on each bolt
- E. Hardware and anchor bolts to be sized to conform to engineering calculations and loads
- F. Exposed hardware to be painted to same color as background it is applied to, or other color as designated, using Mathews prescribed system for stainless preparation and painting
- G. Provide to the City of Waltham extra hardware at a quantity equaling 10% of the hardware used on the project.

- H. Permanent Bond Adhesive: Provide structural adhesive suitable for bonding a variety of dissimilar industrial surfaces over a wide temperature range, similar to "PR-943", manufactured by Products Research and Chemical Corporation, Gloucester City, NJ 08030, or approved equal.
- I. Conduit Hub Fittings: Provide Model No. CHM-75 Conduit Hubs as manufactured by OZ/Gedney, Terryville, CT 06705.

2.05 FINISHES: PAINT

- A. Acrylic Polyurethane Finish: For surfaces indicated to be painted with acrylic polyurethane, provide Matthews Acrylic Polyurethane, satin finish paint system consisting of a pigmented component, a catalyst and a flattening agent, manufactured by Matthews Paint Company, Wheeling, IL 60090, or approved equal. Paint shall contain three ultraviolet inhibitors to prevent fading.
- B. Color selection: Exterior aluminum sign, post, and support surfaces indicated to be painted shall be in colors and finishes indicated on the Drawings
 - 1. Compile and maintain a listing of all colors with the factory batch number and formulation code for all paints and coatings. At the date of substantial completion, submit the list to the Owner for future maintenance reference.
- C. Provide finish coat color matching accepted color samples within industry tolerances and identified as specified. More than one color will be required.
- D. Gloss shall be satin.
- E. The term "paint" refers to those materials that require a finished surface as recommended by the approved materials manufacturer. "Paint" includes preparation, priming/sealing, and intermediate and finish coats as applicable.
- F. Sample finishes: Refer to Previous Section.
- G. Application and Finish:
 - 1. Coatings shall be applied by an applicator having facilities, equipment, and experience required to apply the finish to the manufacturer's specifications. All substrates shall be cleansed of any foreign substance such as oil, grease, dirt, etc. Typical finish shall consist of:
 - 1a. An acid-wash prime coat applied per manufacturer's specifications when using raw metal as a substrate.
 - 1b. Primer/filler seal coat, properly applied to all substrates per manufacturer's specifications including dry film thickness.

- 1c. Primer/filler coat sanded smooth before top coating and coated with a minimum of two applications of acrylic polyurethanes in colors indicated on the design drawings. Top coating shall be applied per manufacturer's recommendations to a minimum total dry film thickness of 2.0 mil.
2. Coating Performance Criteria: (In addition to above)
 - 2a. Dry film thickness: Within minus 5% to plus 25% of the specified thickness.
 - 2b. Abrasion resistance: ASTM D968 coefficient of abrasion 65 minimum.
 - 2c. Pencil hardness: 2H minimum.
 - 2d. Salt spray: ASTM B-117 withstanding 3500 hours, 100% salt fog at 95 degrees F and retaining adhesion, corrosion resistance, color, and gloss with no more than minimal blisters no larger than No. 8 (ASTM D-714), and no more than 1/16" creep or loss of adhesion from scribed line.
 - 2e. Humidity test: ASTM D-2247 withstanding 3500 hours 100% relative humidity at 95 to 100 degrees F and retaining adhesion, corrosion resistance, color, and gloss with no more than minimal blisters no larger than No. 8 (ASTM D-714), and no more than 1/16" creep or loss of adhesion from scribed line.
 - 2f. Gloss: ASTM D523, +/-5%, using a 60 degree glossmeter, of the gloss level selected by the Designer.
 - 2g. Adhesion: No removal of any finish after 1/16" crosshatching to base metal, impacting to the point of metal rupture, and subjected to application and quick removal of cellophane tape.
- H. All steel must be completely finished with each and every hole or other penetration, including threading as required. No field drilling or other penetration of any type that disrupts the galvanized surface is allowed.
- I. Steel to be sandblasted and then hot dip galvanized all surfaces inside and out.
- J. Galvanized steel to be finished smooth, prepped, primed, bonding coated, finish coated per exact specifications provided by the PPG Mathews Acrylic Polyurethane procedures and standards.
- K. Provide proof that paint area meets all PPG MAP specifications, and proof that technicians have attended PPG MAP training; provide certificates.
- L. Finish on posts to match control sample in submittals section above.
- M. All aluminum surfaces to be painted, again using prescribed process and finishes per PPG MAP, and per submission.

- N. Provide one quart of brush-able touch up paint of every project color

2.06 WORKMANSHIP

- A. It is intended that the workmanship be of the highest quality obtainable by the respective trades and crafts experienced in the fabrication of signs, and that all work be done by journeymen, or by tradesmen under the direct supervision of journeymen.
 - 1. "Journeymen" shall be interpreted to mean those craftspeople having the qualifications and experience to meet the requirements described in the Job Classification and Description for the Electric Sign Industry, as developed by the NESA/Tri-Trades Committee.

2.07 FABRICATION

- A. General: Fabricate work of this Section in conformance with requirements indicated for materials, thicknesses, finishes, colors, designs, shapes, and sizes.
- B. All Signs: Fabricate flat and curved signs using metals and shapes of sufficient thickness, with reinforcing when necessary, to produce sufficient flatness, free of "oil canning", and to impart sufficient strength for size, design, and application indicated. Produce smooth, even level sign surfaces.
 - 1. Fabricate posts, brackets, and fittings from extruded aluminum to suit sign panel construction and mounting conditions indicated; all seams welded and ground smooth prior to painting.
 - 2. Colors: Where applied graphics require color selection, provide colors as indicated and as approved by Designer.
 - 3. Graphic Content and Style: Provide graphics for signs in letter style, size, spacing, and arrangement indicated.
 - 4. Where applied vinyl copy is indicated, provide die-cut copy characters from vinyl film with pressure sensitive adhesive backing. Apply copy to exposed face of sign panel.
 - 5. Fabricate framing with reinforced corners, fabricated to a hairline fit.
 - 6. All signs to be properly vented top and bottom to minimize water penetration and prevent moisture buildup or condensation on transparent surfaces.
 - 7. Any openings or vents must have fine mesh screen barrier to prevent insect or animal intrusion and nesting.
- C. Allow for thermal movement resulting from a maximum ambient temperature change (range) of 100° F. (55.5° C.). Design, fabricate, and install the sign assembly to prevent buckling, opening up of joints, and overstressing of welds and fasteners.

- D. Welded Connections: Comply with AWS for recommended practices in shop welding. Provide welds behind finished surfaces without distortion or discoloration of the exposed side. Clean exposed welded surfaces of welding flux and dress on all exposed and contact surfaces.
- E. Mill joints to a tight, hairline fit. Form joints exposed to the weather to exclude water penetration.
- F. It is intended that all finished work be of the highest quality to pass eye-level examination and scrutiny by the Owner and Designer.
 - 1. Construct all work to eliminate burrs, dents, cutting edges, and sharp corners.
 - 2. Finish welds on exposed surfaces to be imperceptible in the finished work.
 - 3. Finish all surfaces smooth except as indicated or directed otherwise.
 - 4. Surfaces which are intended to be flat shall be without dents, bulges, oil canning, gaps, or other physical deformities.
 - 5. Surfaces which are intended to be curved shall be smoothly free-flowing to required shapes.
 - 6. All exterior hardware and fasteners shall be non-corrosive, non-rusting aluminum or stainless steel as noted on Fabricator's Shop Drawings.
 - 7. Conceal all fasteners except as indicated or directed otherwise.
 - 8. Make access panels tight-fitting, lightproof, and flush to adjacent surfaces.
 - 9. Conceal all identification labels and U.L. labels to conform to U.L. Codes.
 - 10. Carefully follow manufacturer's recommended fabricating procedures regarding expansion/contraction, fastening, and restraining of all materials.
 - 11. Exercise care to assure that painted, polished, and plated surfaces are unblemished in the finished work.
 - 12. Isolate dissimilar materials. Exercise particular care to isolate nonferrous metals from ferrous metals.
 - 13. All illumination shall be even and without hot spots.

2.08 UNEXPOSED CONCRETE

- A Forms for Unexposed Finish: Plywood, lumber or metal, with lumber dressed on at least two edges and one side.

1. Cylindrical Forms: Sonotube Fibre Forms, wax-impregnated strippable forms manufactured by Sonoco Products Company, General Products Division or approved equal, or ABS or PVC plastic reusable forms.
- B. Form Coatings: Commercial formulation compounds that will not bond with, stain, or adversely affect concrete.
- C. Forms shall be true to line and free from warp, and shall be of sufficient strength, when staked, to resist the pressure of the concrete without springing. Formwork shall be designed so that sections may be fastened together to prevent vertical or horizontal movement of ends.
- D. Concrete shall be air-entrained type, conforming to ASTM C 94.
- E. Unless otherwise indicated on the Drawings, minimum 28 day compressive strength shall be 4,000 psi.
- F. Concrete slump shall be no less than 2 in. no greater than 4 in., determined in accordance with ASTM C 143.
- G. Cement shall be Portland cement, conforming to ASTM C 150, Type I or II.
- H. Aggregates shall conform to ASTM C 33.
- I. Concrete shall contain a water reducing agent to minimize cement and water content of the concrete mix at the specified slump. Water reducing agent shall conform to ASTM C 494.
- J. No calcium chloride or admixtures containing calcium chloride shall be added to the concrete. No admixtures other than those specified shall be used in the concrete without the specific written permission of the Architect in each case.
- K. Excavation, rebar and anchor bolts to be inspected by City of Waltham representative prior to pouring concrete.
- L. Any open excavation to be completely barricaded with constructions fencing, or completely covered with $\frac{3}{4}$ " plywood until concrete is poured.
- M. Sloped grouting to occur between baseplate and concrete foundation.

PART 3 INSTALLATION

3.01 GENERAL

- A. Locate sign units and accessories where shown and scheduled. Use mounting methods indicated.

- B. Cutting, Fitting, and Placement: Perform cutting, drilling, and fitting required for installation of work of this Section.
- C. Erect work square, plumb and true, accurately fitted, and with tight joints and intersections. All anchors, inserts and other members to be set in concrete shall be furnished loose by this trade to be built-into concrete by that trade. Avoid field cutting or drilling to greatest extent possible.
- D. Fit exposed connections accurately together to form hairline joints, except where invisible joints are indicated. Shop weld connections, except when work cannot be shop welded due to shipping size or galvanizing limitations.
- E. Fastening to In-Place Construction: Provide anchorage devices and fasteners necessary for securing work of this Section to in-place construction. Include threaded fasteners for concrete and masonry inserts, toggle bolts, through bolts, lag bolts, wood screws, and other connectors required.
- F. Field Welding: Comply with AWS Code for procedures of manual welding, appearance and quality of welds, and correction methods for defective welds.
- G. Where members other than expansion bolts or inserts are fastened into concrete, set such members in proprietary-type expanding grout manufactured specifically for such purpose. Use grouts strictly in accordance with manufacturer's directions. Form to receive members with galvanized metal sleeves, or other approved method to provide at least 1/2 in. clearance around entire perimeter. At exposed applications, hold expanding grout back 1/2 in. from finish surface and fill voids with Portland cement grout to match color and texture of surrounding concrete surface.
- H. Electrolytic Isolation: Where dissimilar metals are to come into contact with one another, or in contact with concrete, isolate by application of a heavy coating of bituminous paint on contact surfaces in addition to shop coat specified above. Do not permit the bituminous paint in any way to remain on surfaces to be exposed or to receive sealant.

3.02 EXCAVATION AND SUB-GRADE PREPARATION

- A. Provide excavation work as required to install signage and footings as indicated. Sign Contractor shall notify Dig Safe prior to the commencement of excavation.
- B. As excavation approaches underground utilities and structures, excavation shall be done by hand tools. Such manual excavation is incidental to normal excavation and no special payment will be made.
- C. Excavation shall include satisfactory disposal of excavated material not employed as backfill or fill materials.
 - 1. Excavation material, other than topsoil, which is not required for or is unsuitable for backfill or fill materials, shall be legally disposed of off-site.

- D. Prepared sub grade at areas to be paved will be inspected by the Architect. Subgrade shall be approved by the Architect before installation of any work of this Section. Disturbance to sub grade caused by inspection procedures shall be repaired

3.03 UNEXPOSED CONCRETE

- A. Before placing concrete, forms and space to be occupied by concrete shall be thoroughly cleaned, and reinforcing steel and embedded metal shall be free from dirt, oil, mill scale, loose rust, paint, and other material which might tend to reduce bond.
- B. Existing concrete, earth, and other water-permeable material against which new concrete is to be placed shall thoroughly damp when concrete is placed. There shall be no free water on surface.
- C. Concrete which has set or partially set before placing shall not be employed. Retempering of concrete will not be permitted.
- D. Concrete shall be thoroughly spaded and tamped to secure a solid and homogeneous mass, thoroughly worked around reinforcement and into corners of forms.
- E. It is essential that concrete be kept continuously damp from time of placement until end of specified curing period. Between finishing operations surface shall be protected from rapid drying by a covering of waterproofing paper. Surface shall be damp when the covering is placed over it, and shall be kept damp by means of a fog spray of water, applied as often as necessary to prevent drying, but not sooner than 24 hours after placing concrete. None of the water so applied shall be troweled or floated into surface.

3.04 FINISH

- A. Paint finish shall be applied in strict compliance with coating system manufacturer's instructions and recommendations for surface preparation, mil thickness, curing and other requirements.

3.05 INSPECTION

- A. The Installer shall examine substrates, supports, and conditions detrimental to the proper completion of work. Do not proceed with work until unsatisfactory conditions are corrected. Beginning of installation will be construed as installer accepting substrates and conditions.

3.06 TRANSPORTATION OF WORK

- A. Transport, deliver, handle, and store materials and equipment at the job site in such a manner as to prevent damage to both the site and the signs, including damage to finishes

and damage which might result from intrusions of foreign matter or moisture from any source.

B. Packaging:

1. Maintain packaged materials in manufacturer's original container with seals unbroken and labels intact until they are incorporated into the Work.
2. Packaged material shall bear the name of the manufacturer and the product, including brand name, color, stock number, and all other complete identifying information.
3. Packages showing indications of damage that may affect conditions of content are not acceptable.

C. Promptly remove all damaged or otherwise unsuitable materials and equipment from the job site.

D. Storing:

1. Store all materials and equipment in accord with manufacturer's instructions. Store above grade and properly protected from weather and construction activities.

E. Protection:

1. Protect all finished building surfaces, including jambs and soffits of all openings used as passage-ways through which materials and equipment are handled.
2. Provide protection for all finished flooring surfaces in traffic areas before allowing materials and equipment to be moved over those finished surfaces.
3. Maintain all finished surfaces clean, unmarred, and suitably protected until accepted by the Owner.

3.07 SIGN INSTALLATION

- A. General Installation Requirements: Strictly comply with manufacturer's instructions and recommendations, except where more restrictive requirements are specified in this section.
- B. Exterior signs shall be installed in various stages in response to the overall Project construction schedule. Install signage in strict accordance with approved phasing plan.
- C. Installation: Install units plumb, level, in alignment and plane without warp or rack. Anchor securely in place.
- D. Verify the exact location with the Owner and Designer for all signs which are not precisely dimensioned on the Drawings.
- E. Sign installation work shall be under the direct supervision of a journeyman sign erector.

- F. Securely anchor work in proper location using anchors, fasteners, or other methods approved on shop and erection drawings. All anchors/fasteners shall be appropriate for the anchorage condition.
- G. The Sign Contractor shall be held directly responsible for the correct installation of all work performed under this Contract. He/she must make good repair, without expense to the Owner, of any part of the work which may become inoperative on account of leaving the work unprotected or unsupervised during the construction of the system or which may break or give out in any manner by reason of poor workmanship, defective materials, or lack of space to allow for expansion/contraction of the work during a period on one (1) year from date of final acceptance of the work by the Owner.

3.08 TOLERANCES

- A. The following allowable installed tolerances are allowable variations from locations and dimensions indicated by the Contract Documents. Do not add these tolerances to any allowable tolerances indicated for other work.
 - 1. Allowable Variation from True Plumb: + 1/8 in. in 20 ft. - 0 in.
 - 2. Allowable Variation from True Line: + 1/8 in. in 20 ft. - 0 in.
 - 3. Allowable Variation from True Level: + 1/16 in. in 20 ft. - 0 in.

3.09 ADJUSTING, CLEANING, TOUCH-UP, AND PROTECTION

- A. Clean exposed surfaces using manufacturer's printed instructions recommending materials and methods to be used. Remove and replace work which cannot be successfully cleaned.
- B. Touch-up damaged coatings and finishes. Eliminate visible evidence of repair.
- C. Provide temporary protection during the course of work, and immediately after completion to ensure work is not damaged or deteriorated in any way at time of final acceptance. Remove temporary protections and re-clean as necessary immediately prior to final acceptance.
- D. Clean-up work area after installation has been completed.

3.10 PUNCH LIST

- A. When Sign Contractor considers the work has reached final completion (that is, when less than one percent of the Contract remains to be completed), submit written notice, together with a written list of items to be completed or corrected.
- B. The Owner will inspect the status of completion and prepare a "Punch List" setting forth in detail any items on the Sign Contractor's list and additional items found unacceptable. When the Punch List is complete, the Owner will arrange a meeting with the Sign Contractor

to identify and explain all items and respond to questions regarding the work which must be done before final acceptance.

- C. Sign Contractor shall correct Punch List items within an Owner-approved time frame established when the punch list is made. The time frame for completion of the Punch List items shall not exceed the completion date of the Contract. The Contract shall not be considered complete until Punch List items are completed.

END OF SECTION

Design Elements

Typography

FF Meta

by FontFont/Erik Speakerman

Meta was designed to be a readable, sturdy, basic sans serif typeface, working on the postage stamp scale, but also as livery for post boxes and Deutsche Bundespost vehicles.

Attention was paid to creating a face that was easily readable from an angle, and in smaller point sizes.

A font that has ties to historic industry, while firmly planted in the modern era.

Copperplate Gothic

by URW++/Frederic W. Goudy

Copperplate Gothic is a typeface designed by Frederic W. Goudy and released in 1901.

A font with strong ties into 18th century industry and printing.

Charles River
Museum of Industry

FF Meta Medium - Roman

Stonehurst

FF Meta Normal - Roman

GOVERNOR GORE PLACE

FF Meta Normal - Capitals

THE CITY OF WALTHAM

Copperplate Gothic - 31BC

Design Elements

Color Palette

Historic

Industrial

Rich

Vibrant

Festive

Understated

Warm

Inviting

Elegant



Individual Colors

PT.1 - TO MATCH BEN. MOORE 2082-10 CHESTNUT	PT.2 - TO MATCH BEN. MOORE 2160-10 CARAMEL CORN	PT.3 - TO MATCH BEN. MOORE 2050-10 SALAMANDER	PT.4 - TO MATCH BEN. MOORE 2145-10 AVACADO	PT.5 - TO MATCH BEN. MOORE 2063-10 OLD NAVY	PT.6 - TO MATCH BEN. MOORE 2063-30 BLUEBERRY
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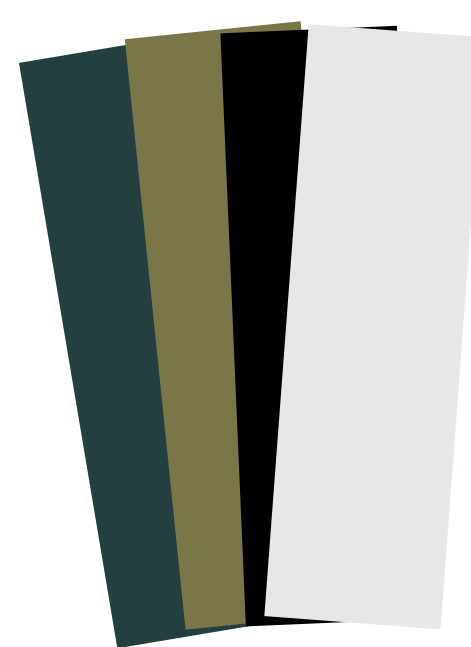


Common Color

PT.1 - TO MATCH BEN. MOORE 2132-10 BLACK	PT.2 - TO MATCH BEN. MOORE 2082-10 WHITE
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Vehicular Palette



Pedestrian Palette



Parking Palette

System Line-up



Gateway

Vehicular

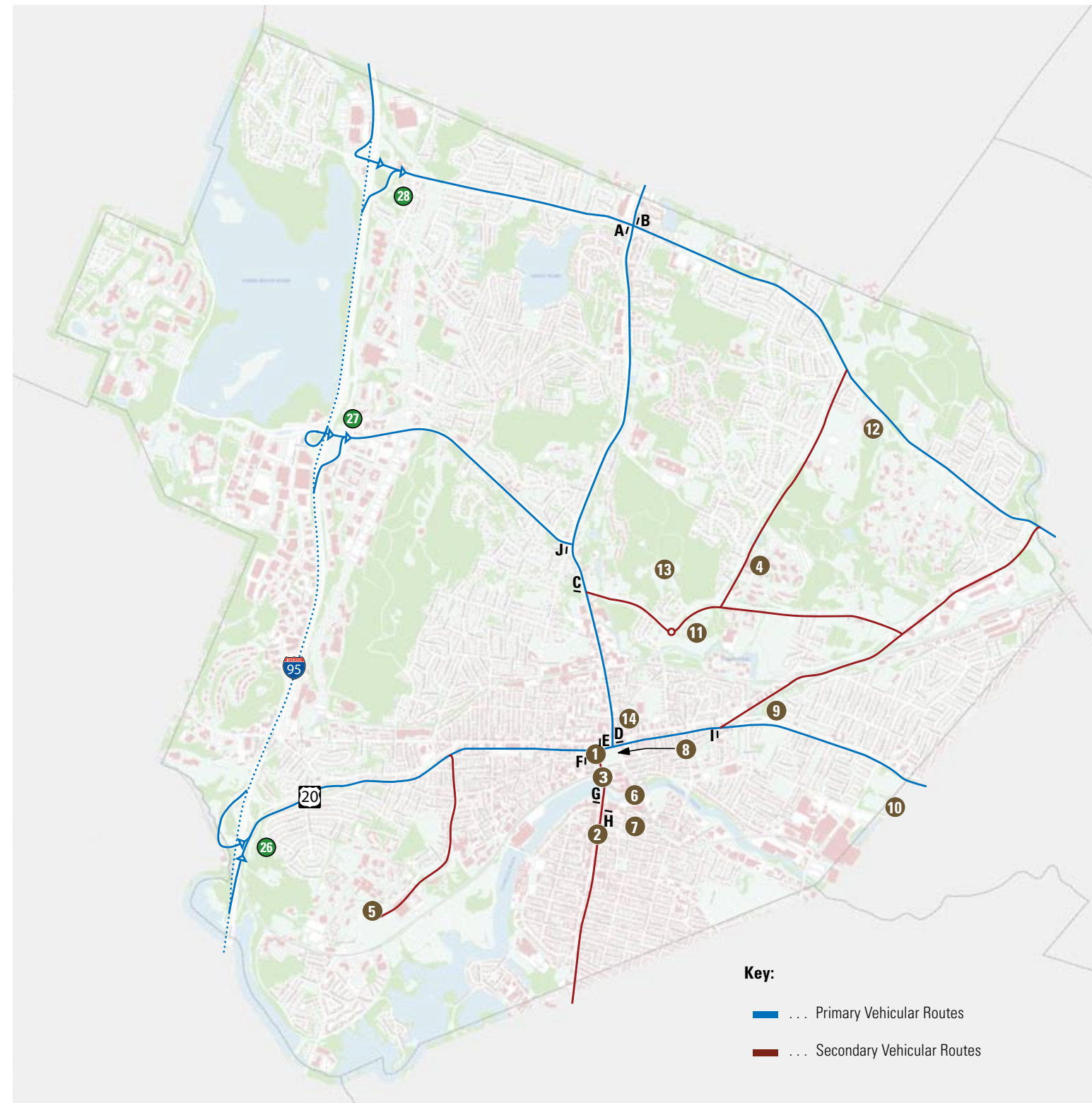
Pedestrian

Parking Lot Identification

Wayfinding Strategy

City-Wide Destinations & Vehicular Directionals

- 1 City Hall & Waltham Common
- 2 Moody Street
- 3 Commuter Rail Station
- 4 Bentley University
- 5 Brandeis University
- 6 Charles River Museum of Industry
- 7 Cinema
- 8 City Hall
- 9 District Courthouse
- 10 Gore Place
- 11 Lyman Estate
- 12 National Archives
- 13 Paine Estate/Stonehurst
- 14 Waltham Museum



Vehicular Directionals

- | | |
|--|--|
| A VH1
↑
National Archives
Bentley University
→
Historic Estates
City Hall & Waltham Common | F VH1
→
Commuter Rail Station
↑
District Courthouse
Gore Place |
| B VH1
←
Historic Estates
City Hall & Waltham Common | G VH1
↑
Public Parking
←
Embassy Parking Facility
Cinema
Charles River Museum of Industry |
| C VH1
←
Lyman Estate
Paine Estate/Stonehurst
↑
City Hall & Waltham Common
Moody and Maine | H VH1
→
Embassy Parking Facility
Cinema
Charles River Museum of Industry
↑
Commuter Rail Station
City Hall & Waltham Common |
| D VH1
←
Commuter Rail Station
Moody Street
Brandeis University
→
District Courthouse
Gore Place | I VH3
← District Courthouse
↑ Gore Place |
| E VH1
←
Commuter Rail Station
Moody Street
↑
Brandeis University | J VH1
←
National Archives
Bentley University
→
Historic Estates
City Hall & Waltham Common |

Wayfinding Strategy

City-Wide Destinations & Vehicular Directionals

- 1 City Hall & Waltham Common
- 2 Moody Street
- 3 Commuter Rail Station
- 4 Bentley University
- 5 Brandeis University
- 6 Charles River
Museum of Industry
- 7 Cinema
- 8 City Hall
- 9 District Courthouse
- 10 Gore Place
- 11 Lyman Estate
- 12 National Archives
- 13 Paine Estate/Stonehurst
- 14 Waltham Museum



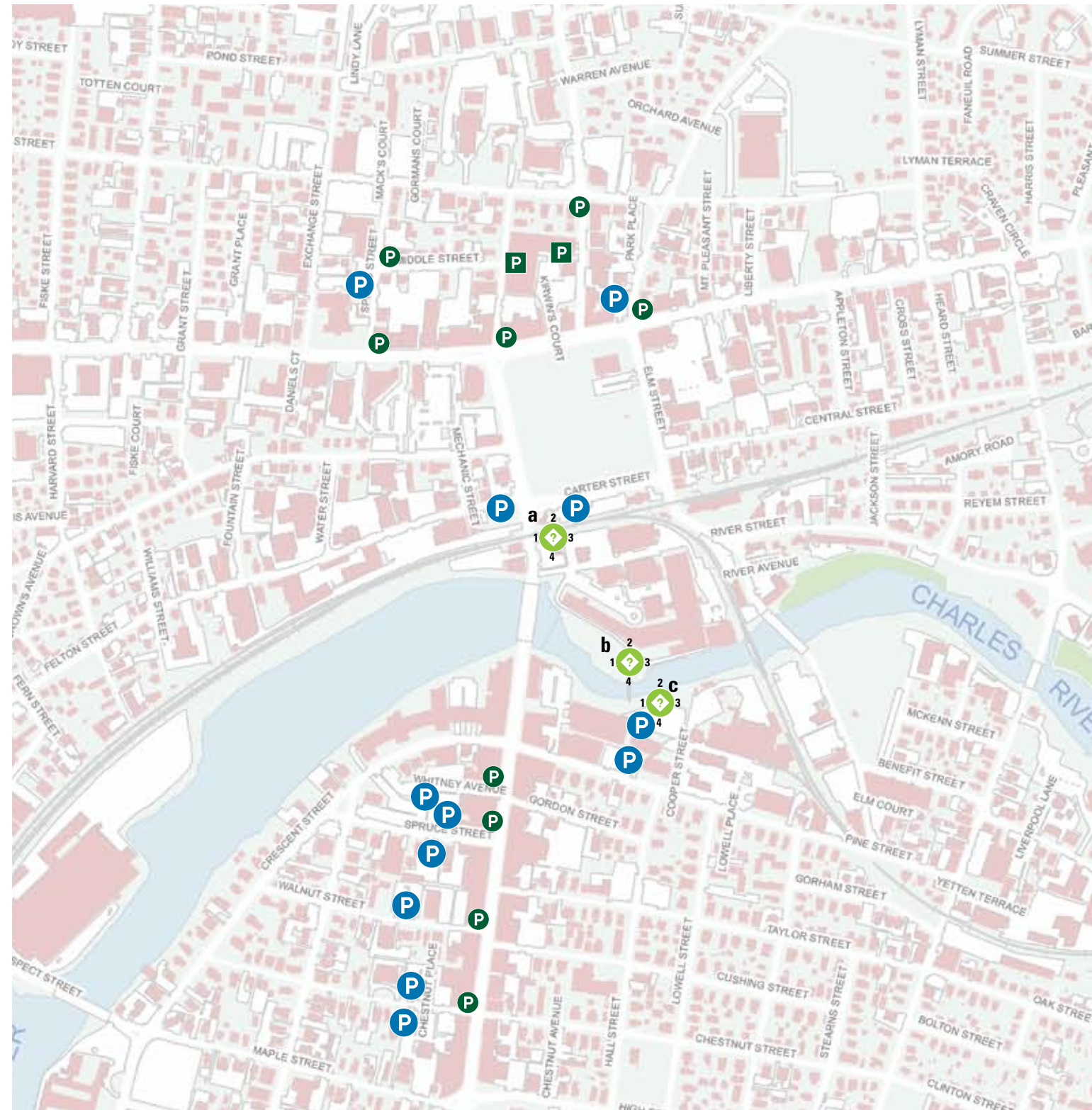
Gateways

GW A-G

Key:

- . . . Primary Vehicular Routes
- . . . Secondary Vehicular Routes

Wayfinding Strategy



Parking & Pedestrian

- a
1. Commuter Rail Inbound
 2. City Hall & Waltham Common
 3. Commuter Rail Outbound
 4. Moody Street Riverwalk

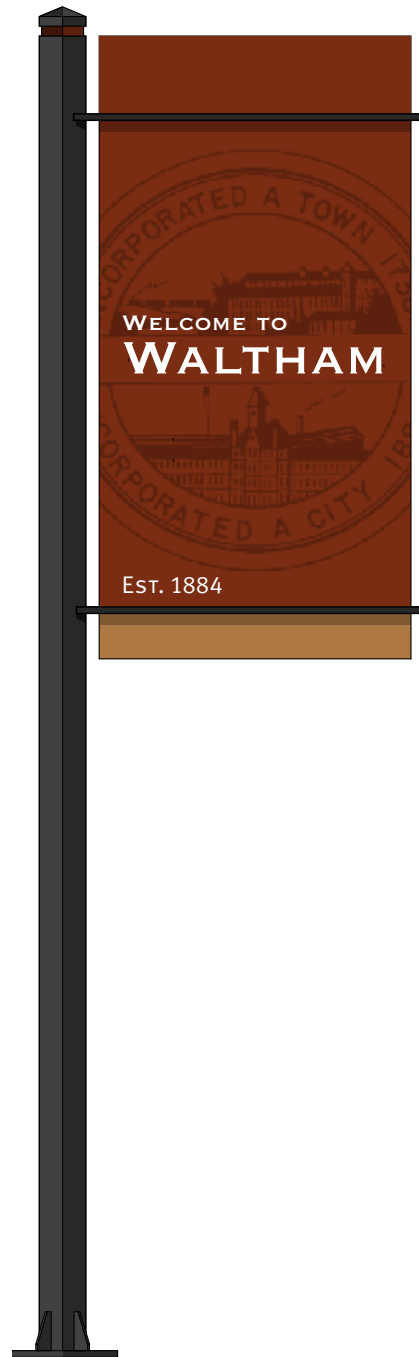
- b
1. Commuter Rail Station City Hall & Waltham Common
 - 2.
 3. Charles River Museum of Industry Public Internet Center Moody Street Cinema Riverwalk

- c
1. Commuter Rail Outbound
 2. Charles River Museum of Industry Public Internet Center
 - 3.
 4. Moody Street District

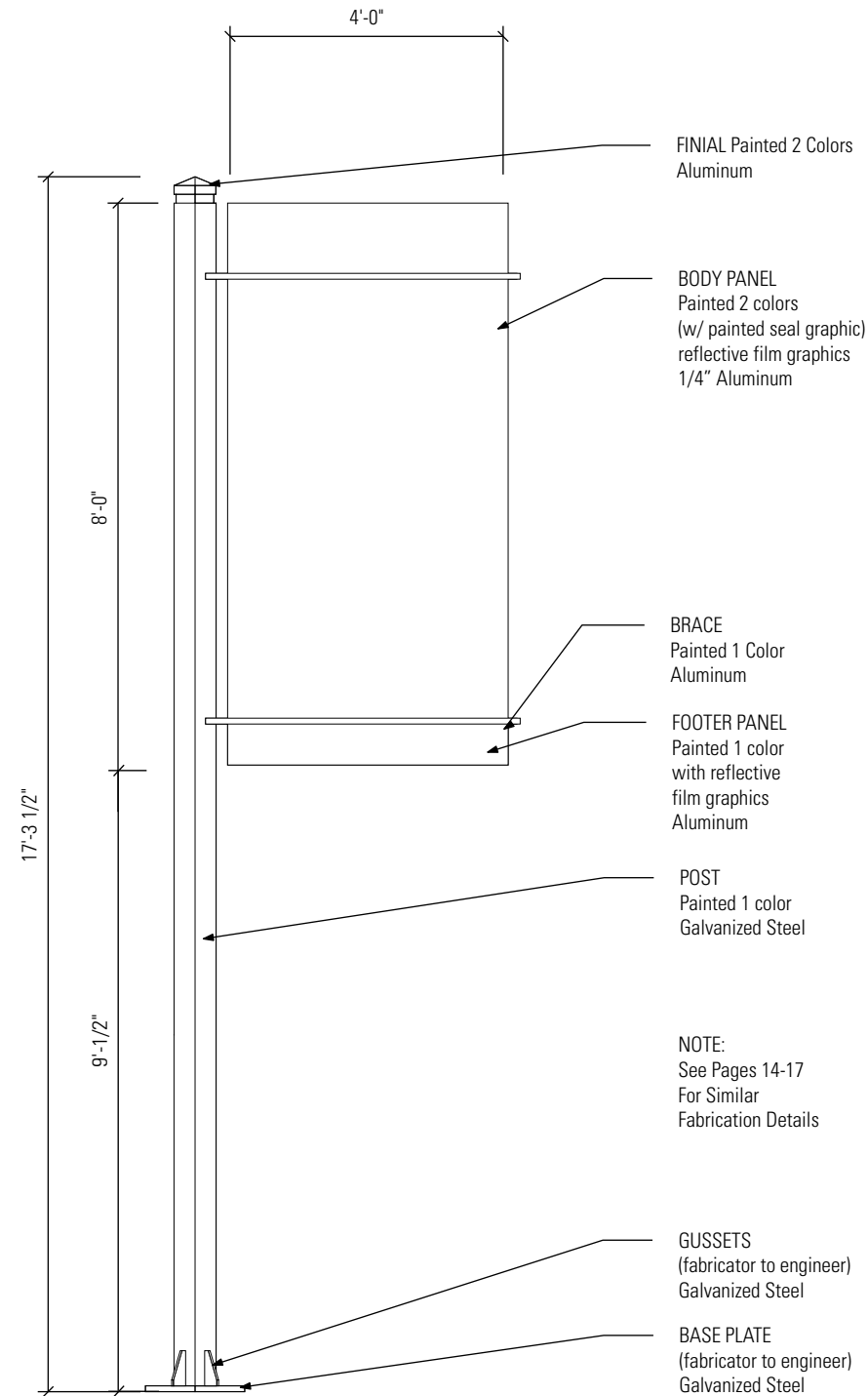
Key:

- ... PK1 Parking Lot ID
- ... PK2 Parking ID Building Mounted
- ... PK3 Parking Lot Trail Blazer
- ... PD Pedestrian Directional

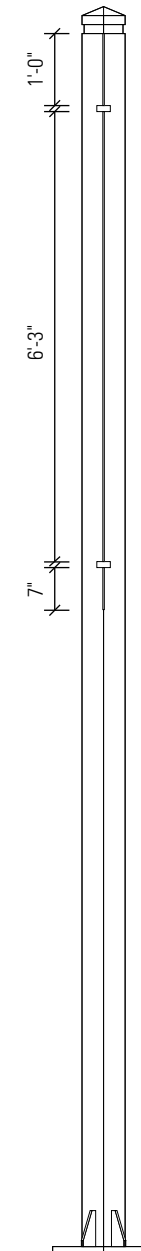
Design Intent Details
Sign Type GW: City Gateway



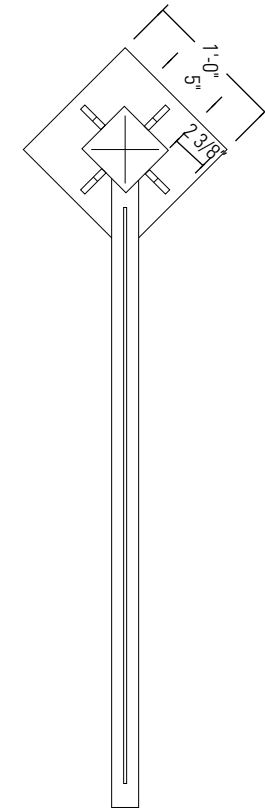
Detail Elevation
 3/8" = 1' - 0" Type GW



2 **Detail Elevation**
 3/8" = 1' - 0" Type GW



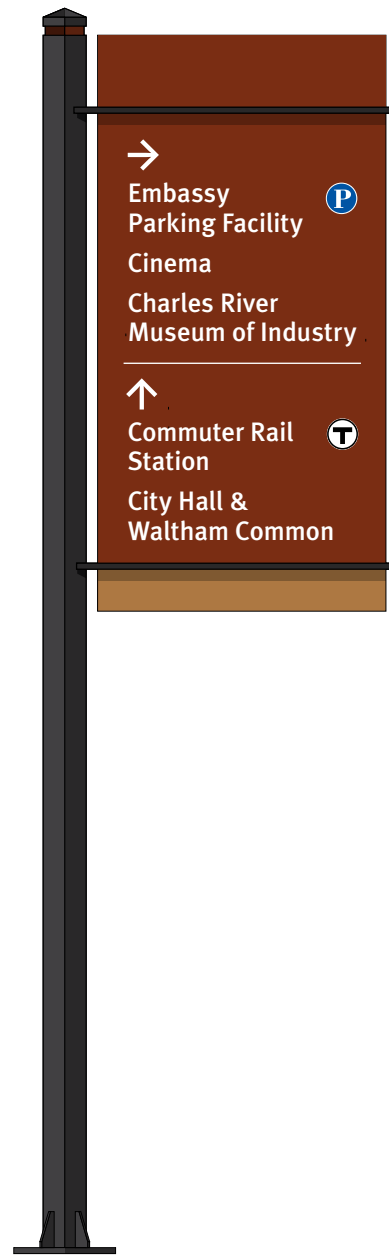
4 **End View**
 3/8" = 1' - 0" Type GW



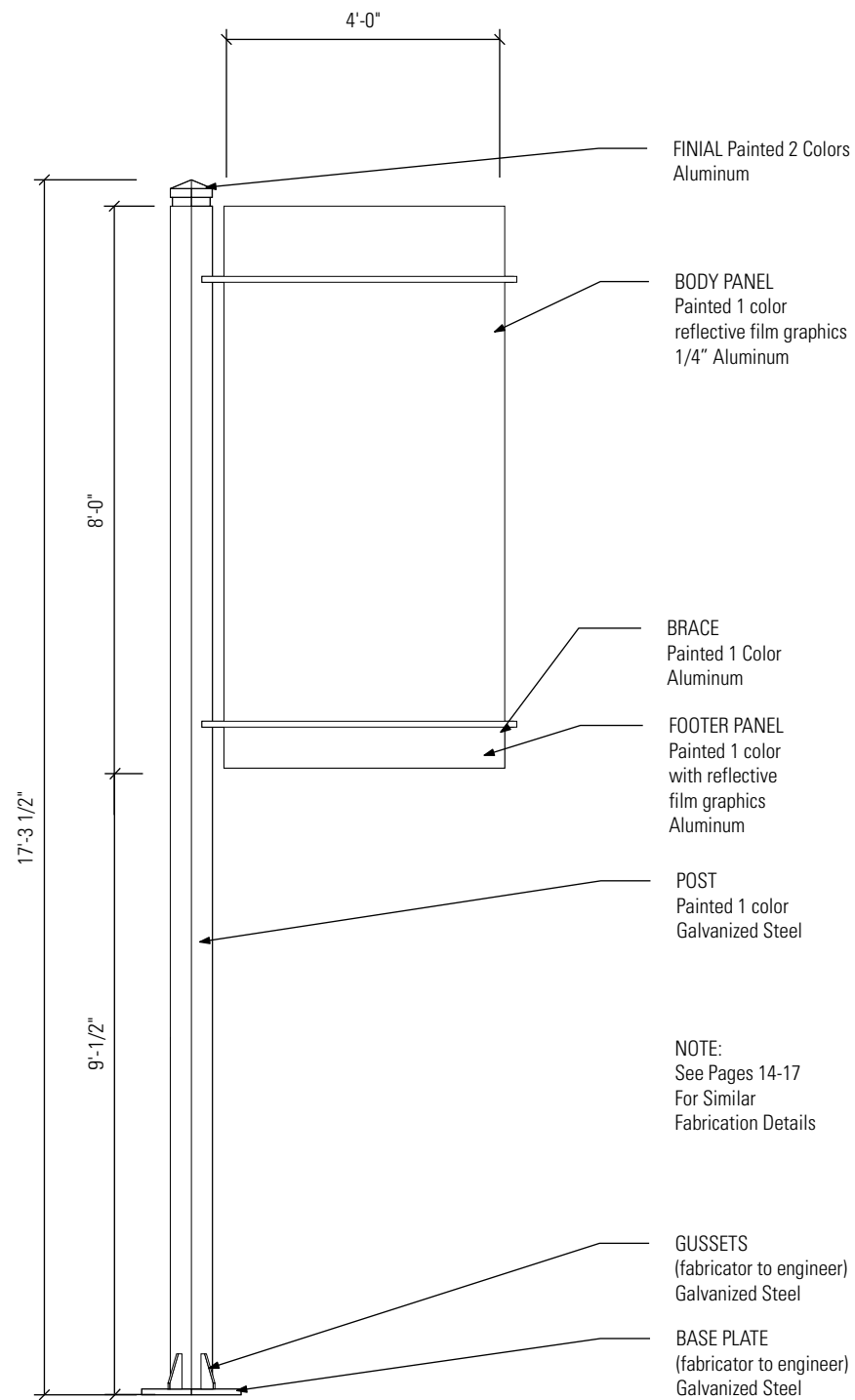
3 **Top View**
 3/4" = 1' - 0" Type GW

Design Intent Details

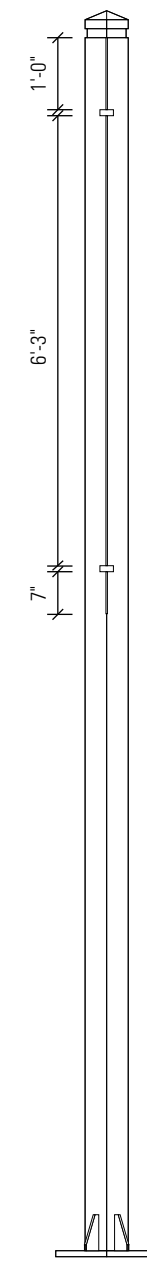
Sign Type VH1: Vehicular Directional – Large



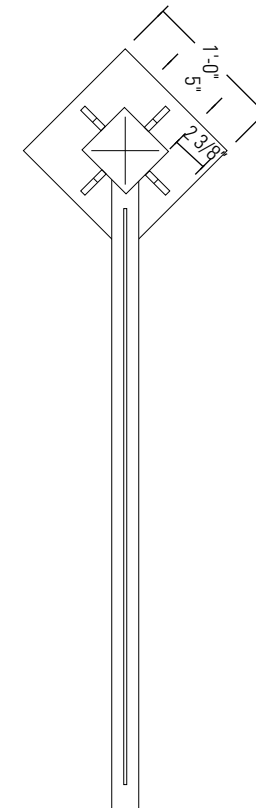
1 Detail Elevation
3/8" = 1' - 0" Type VH1



2 Detail Elevation
3/8" = 1' - 0" Type VH1



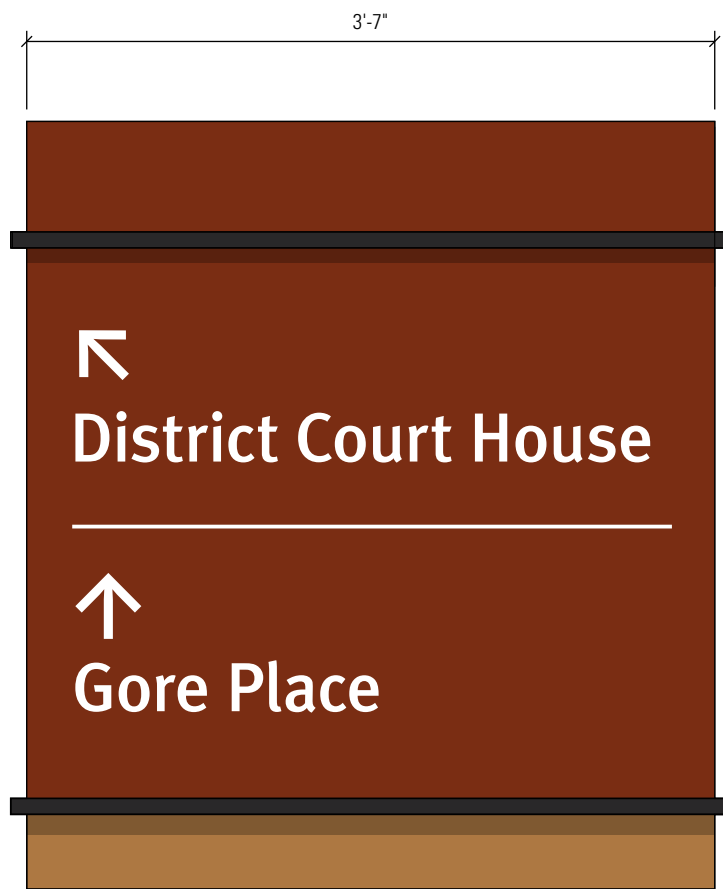
4 End View
3/8" = 1' - 0" Type VH1



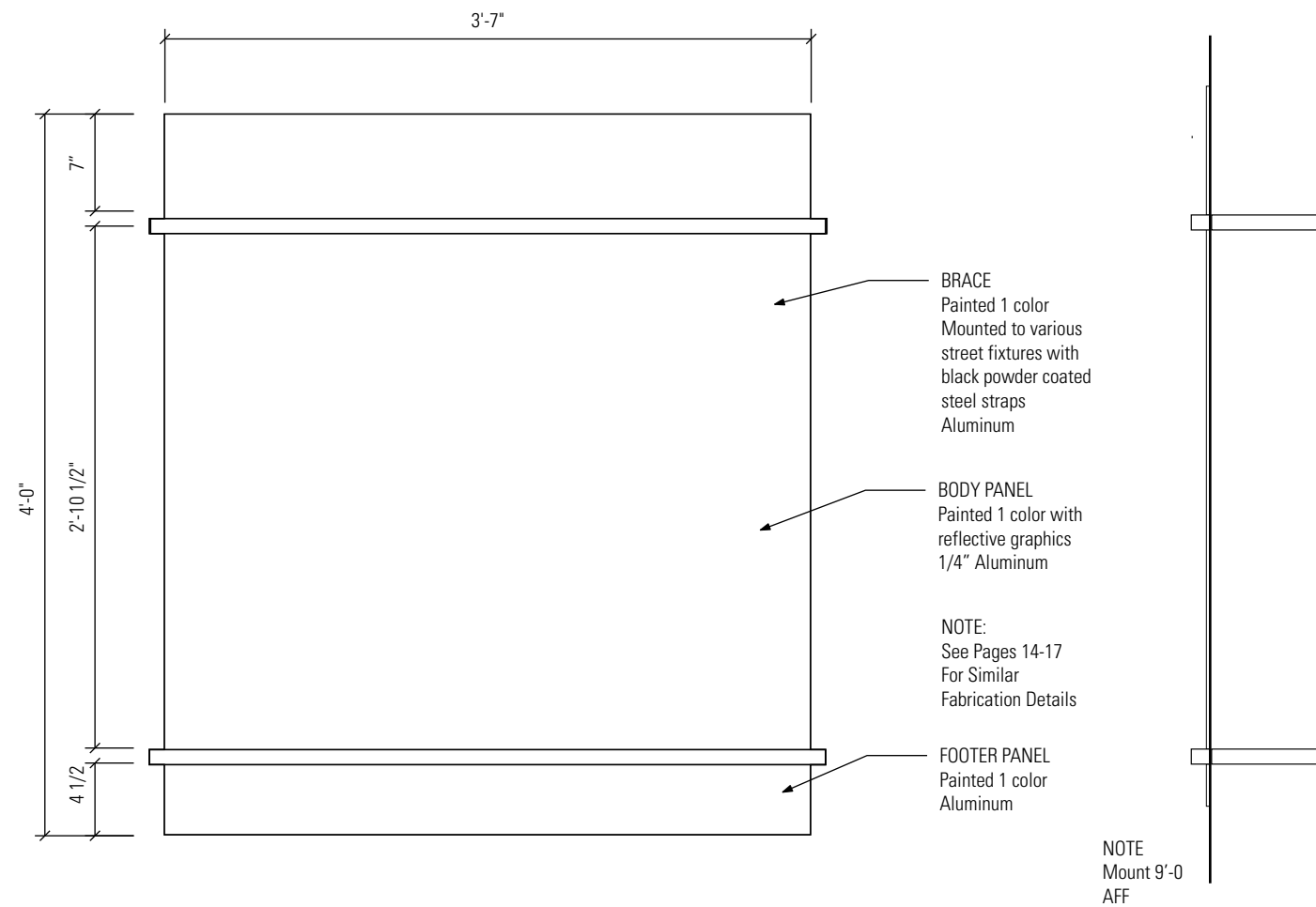
3 Top View
3/4" = 1' - 0" Type VH1

Design Intent Details

Sign Type VH3: Vehicular Directional – Small



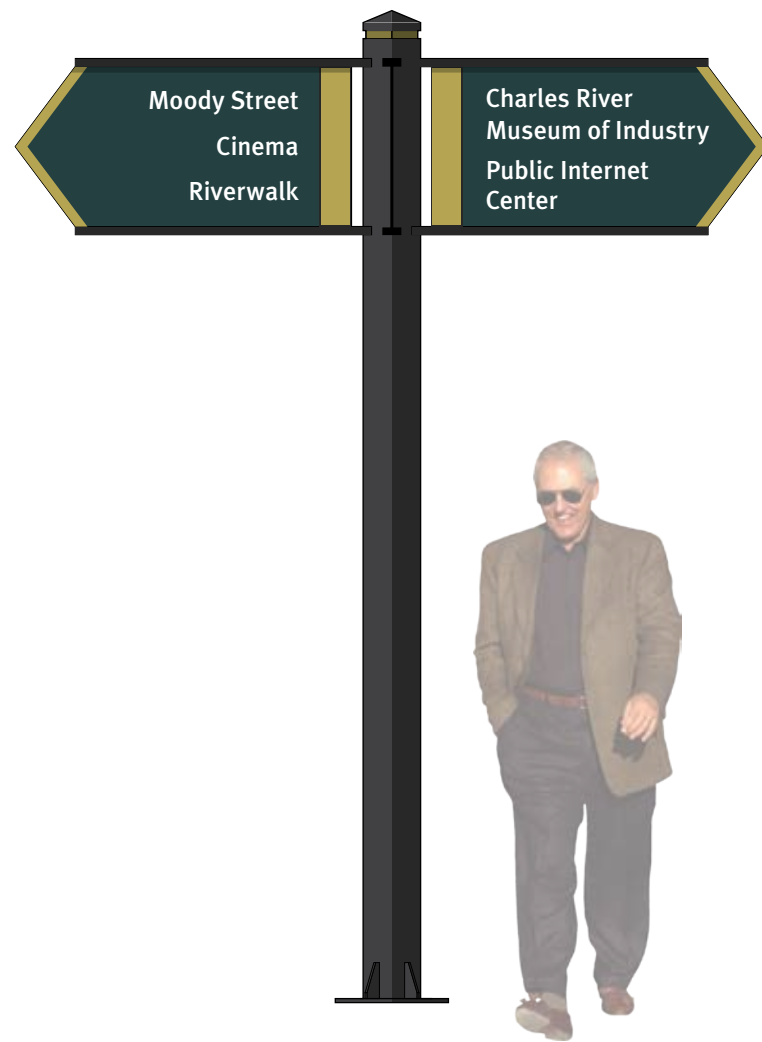
1 Elevation
1" = 1' - 0" Type VH3



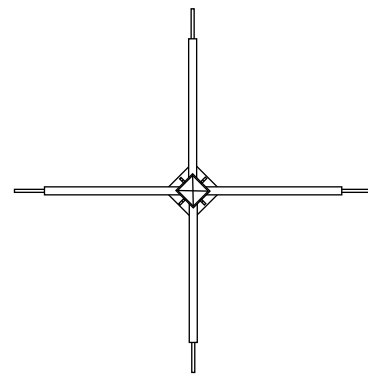
2 Detail Elevation
1" = 1' - 0" Type VH3

3 End View
1" = 1' - 0" Type VH3

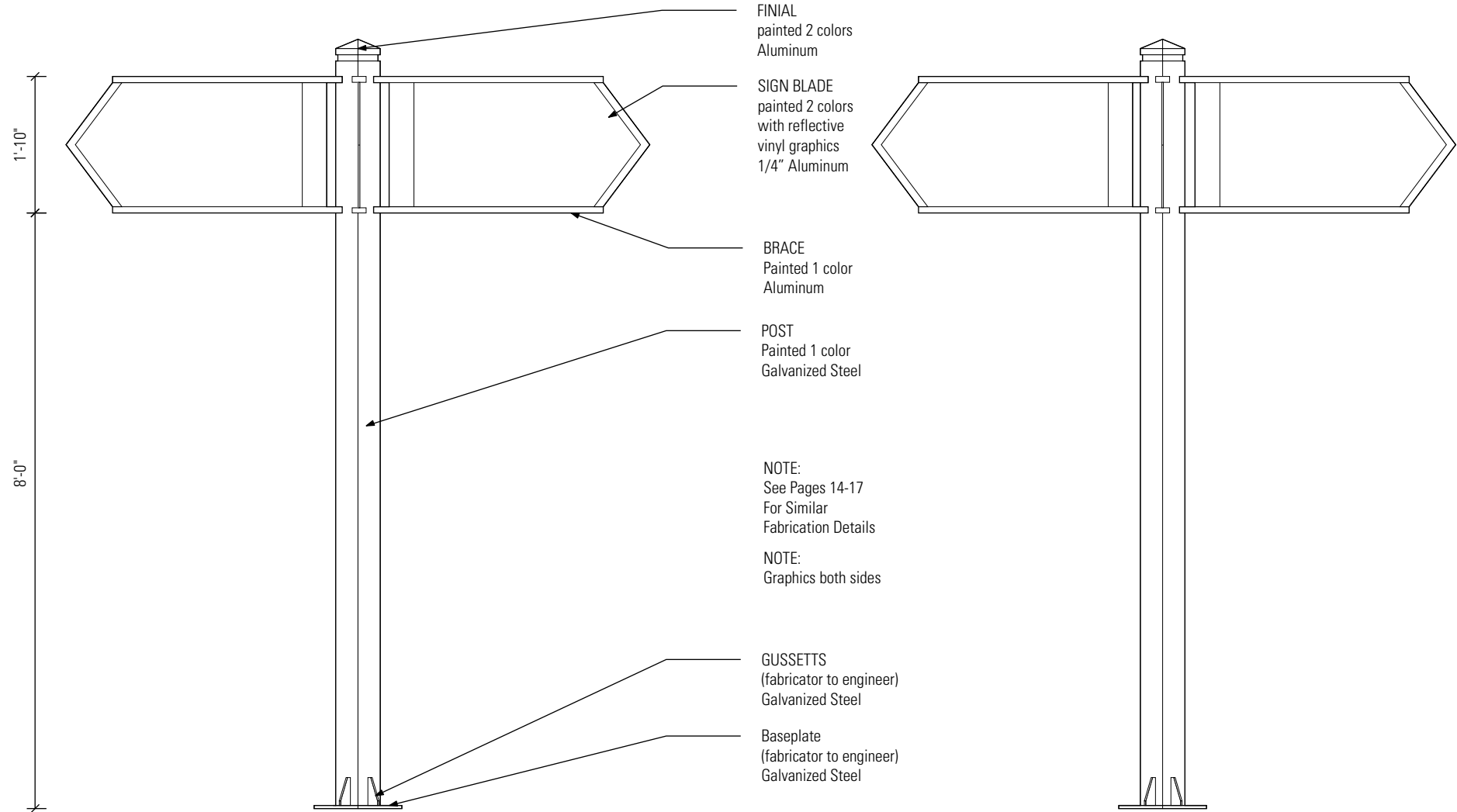
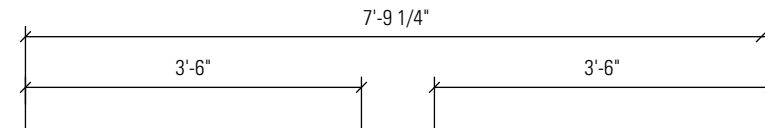
Design Intent Details
Sign Type PD: Pedestrian Directional



1 Elevation
 1/2" = 1' - 0"
 Type PD



4 Top View
 1/4" = 1' - 0"
 Type PD

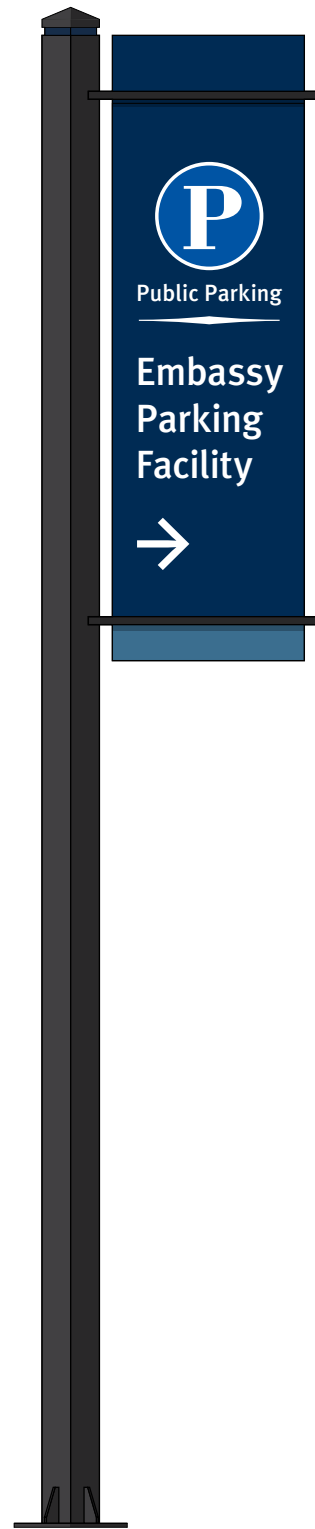


2 Detail Elevation
 1/2" = 1' - 0"
 Type PD

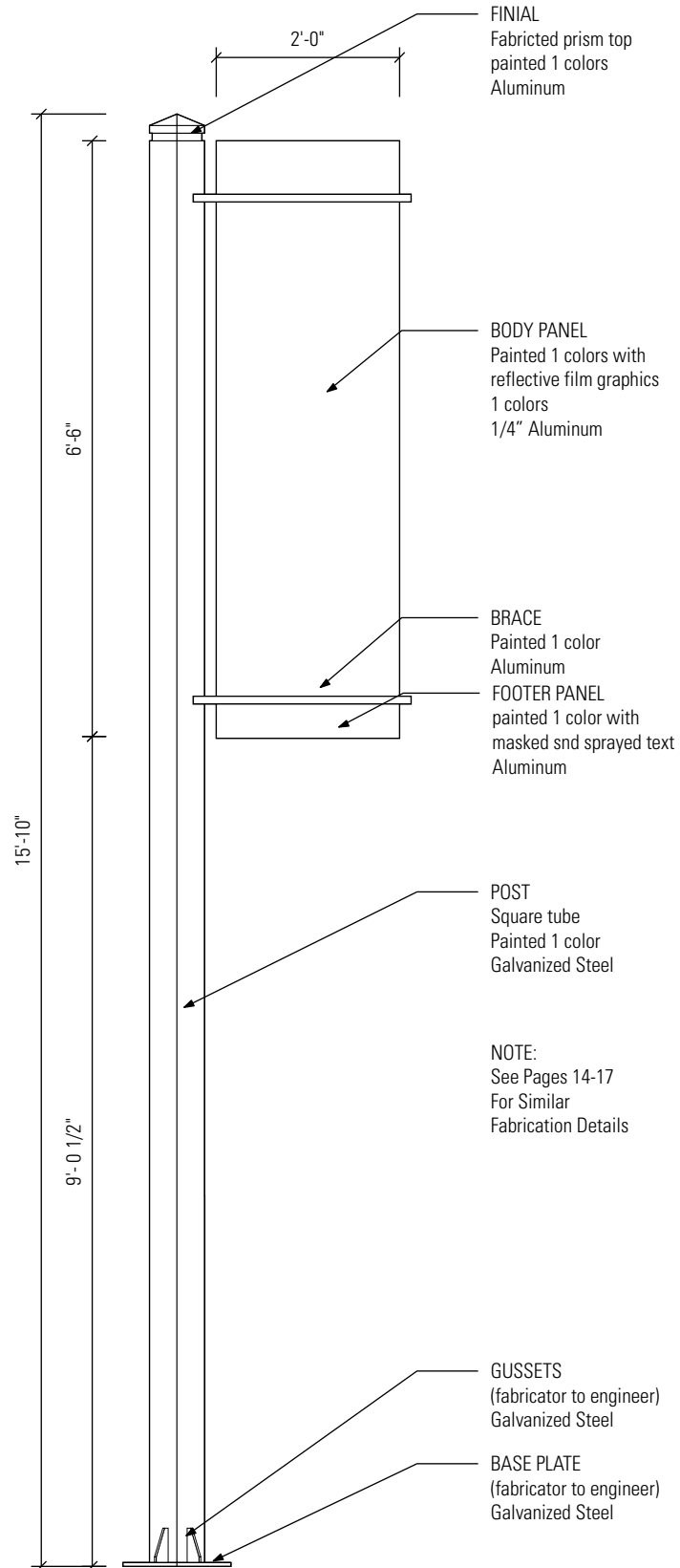
3 End View
 1/2" = 1' - 0"
 Type PD

Design Intent Details

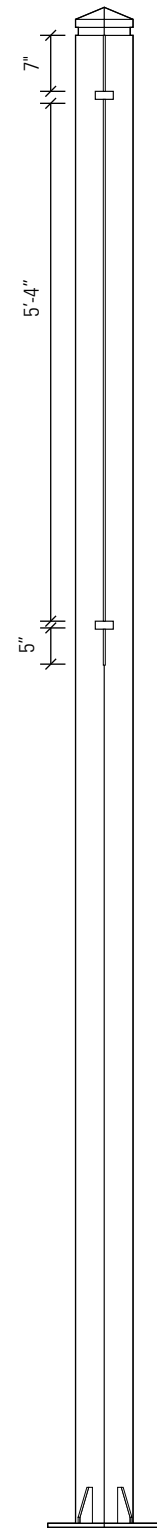
Sign Type PK1: Parking Identification



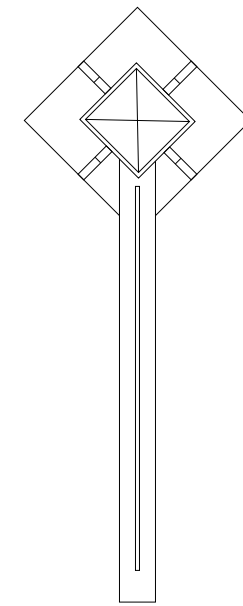
1 Elevation
1/2" = 1' - 0" Type PK1



2 Detail Elevation
1/2" = 1' - 0" Type PK1



3 End View
1/2" = 1' - 0" Type PK1

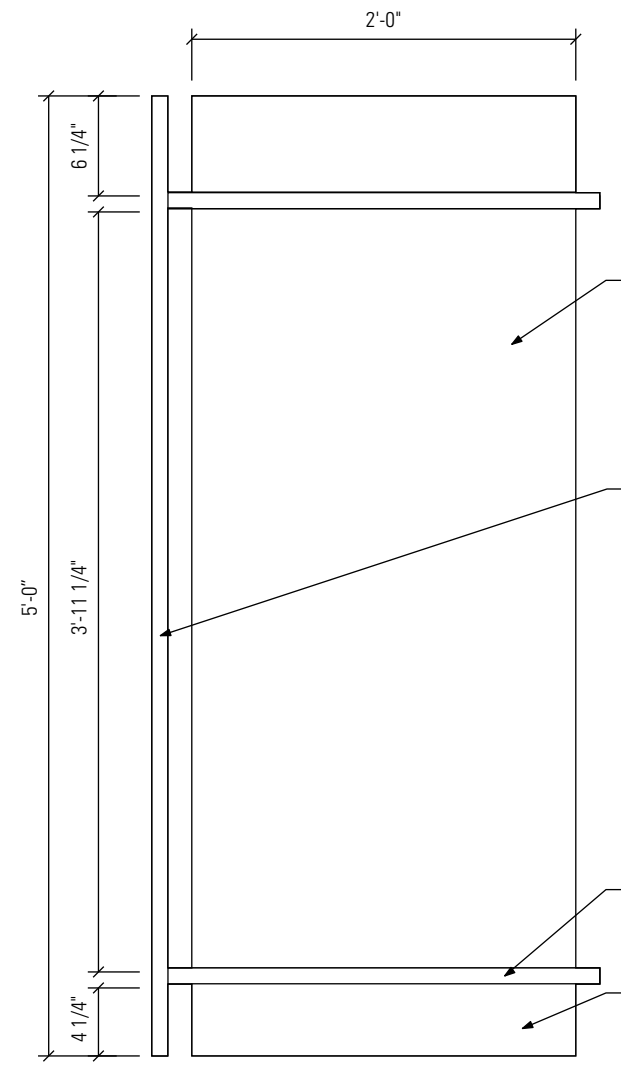
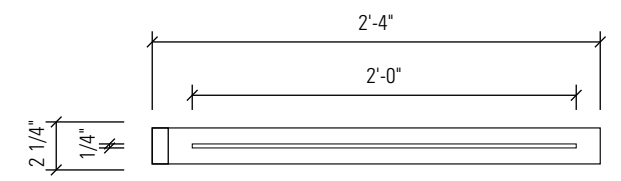


4 Top View
1" = 1' - 0" Type PK1

Design Intent Details
Sign Type PK2: Parking Identification - Building Mounted



1 Detail Elevation
 1" = 1' - 0" Type PK2



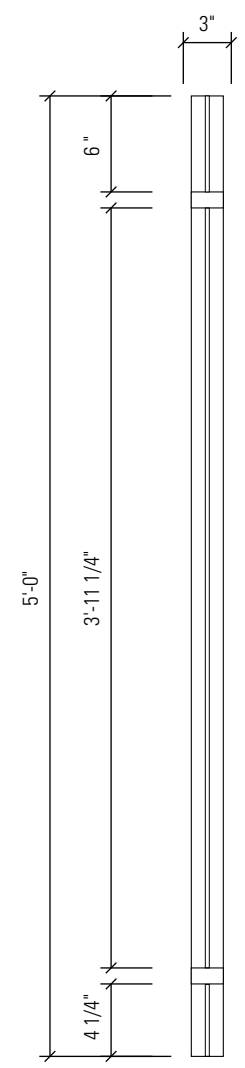
BODY PANEL
 Painted 1 color with reflective film graphics
 1 color
 1/4" Aluminum

MOUNTING PLATE
 Painted 1 color, mounts to building walls garage walls, etc.

NOTE:
 See Pages 14-17 For Similar Fabrication Details

BRACE
 painted 1 color Aluminum

FOOTER PANEL
 painted 1 color with masked and sprayed text
 Aluminum

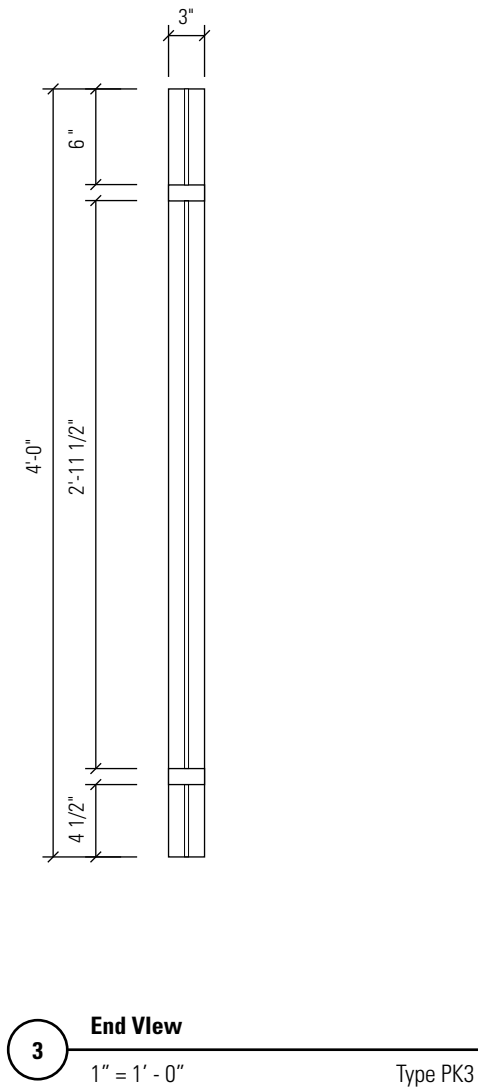
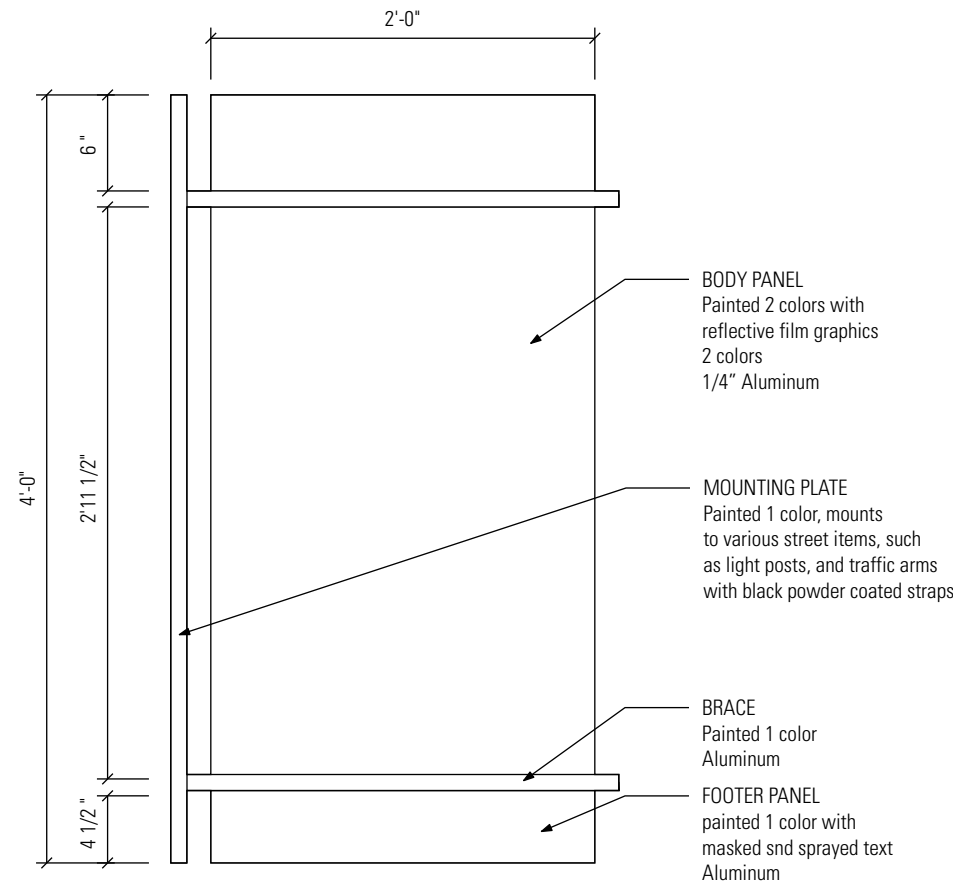
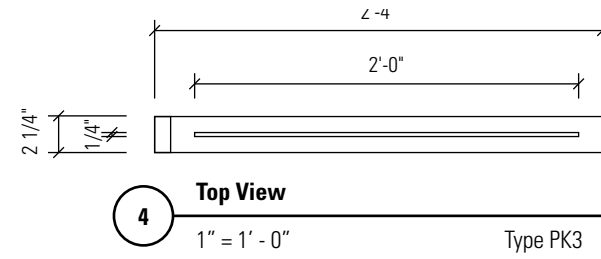


3 End View
 1" = 1' - 0" Type PK2

Design Intent Details
Sign Type PK3: Parking Identification

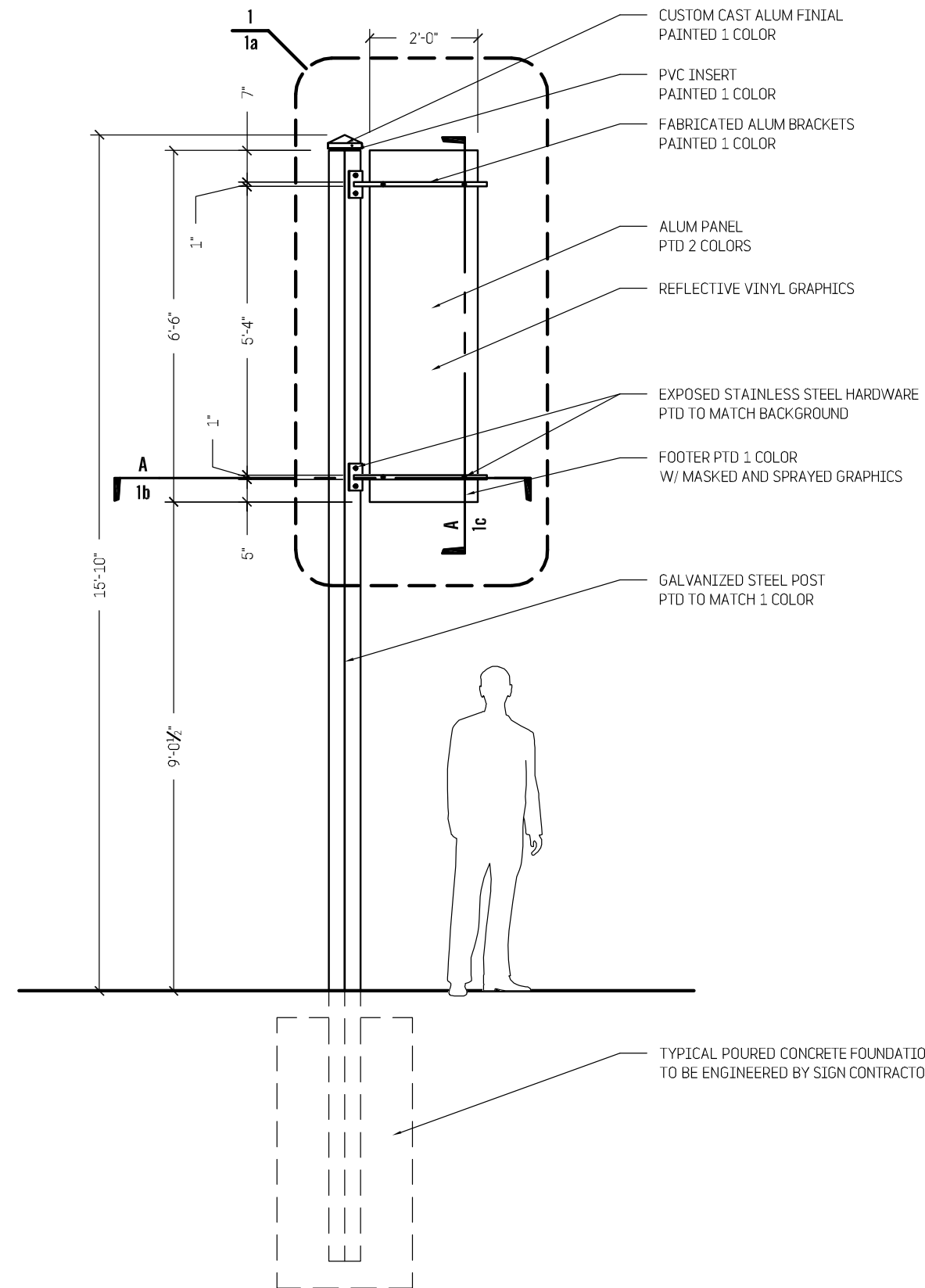


1 Detail Elevation
 1" = 1' - 0" Type PK3



NOTE:
 See Pages 14-17
 For Similar
 Fabrication Details

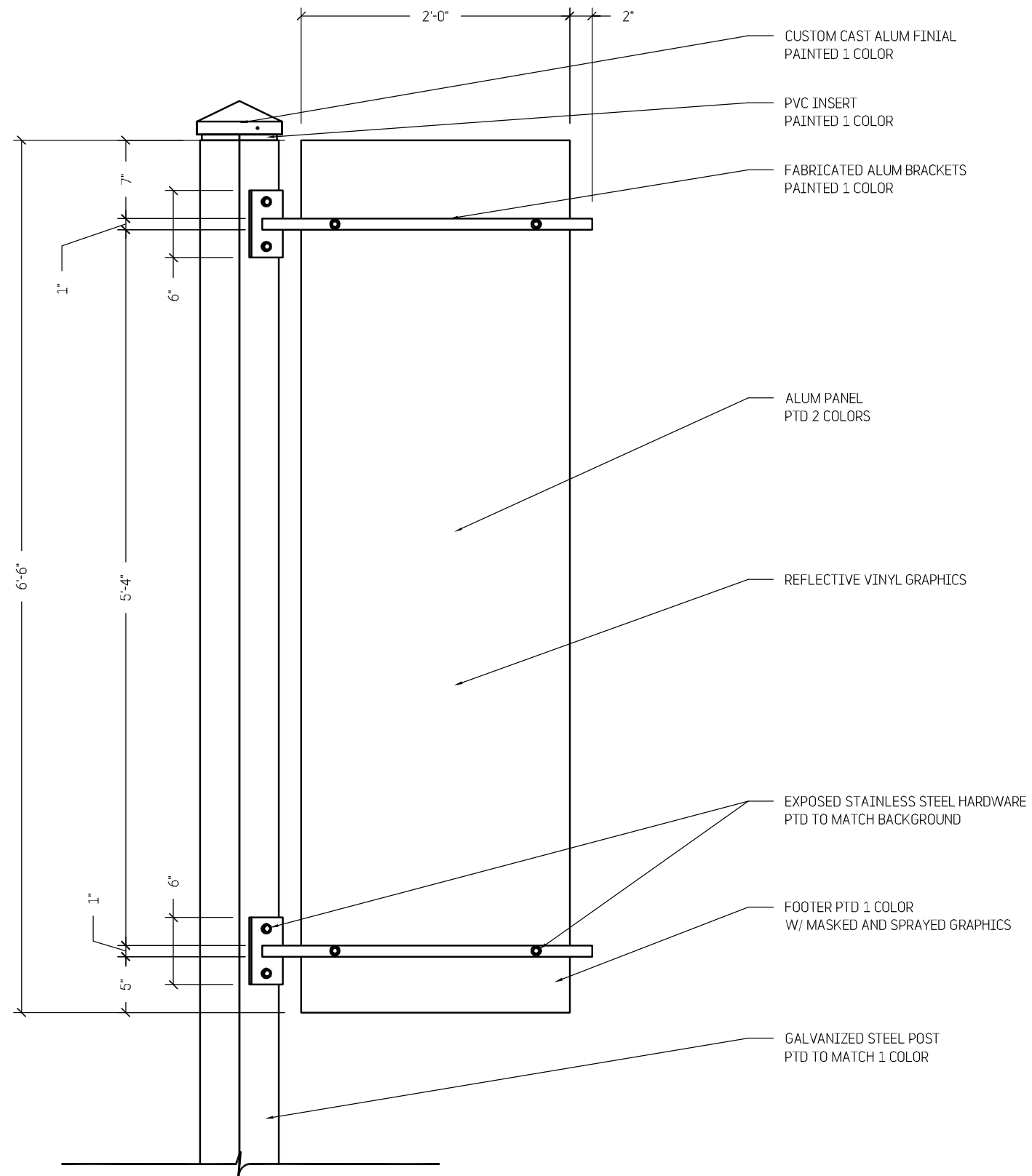
Fabrication Details
Sign Type PK1: Parking Identification



- GENERAL NOTES:**
1. ALL COATINGS TO BE MATTHEWS PAINT SYSTEM OR APPROVED EQUAL
 2. ALL HARDWARE TO BE STAINLESS STEEL AND PAINTED TO MATCH BACKGROUND ON WHICH IT SITS
 3. ALL SIGN POSTS TO COMPLY WITH MASS HIGHWAY BREAK AWAY POLE SAFETY REQUIREMENTS

1 ELEVATION
 3/8" = 1'-0"

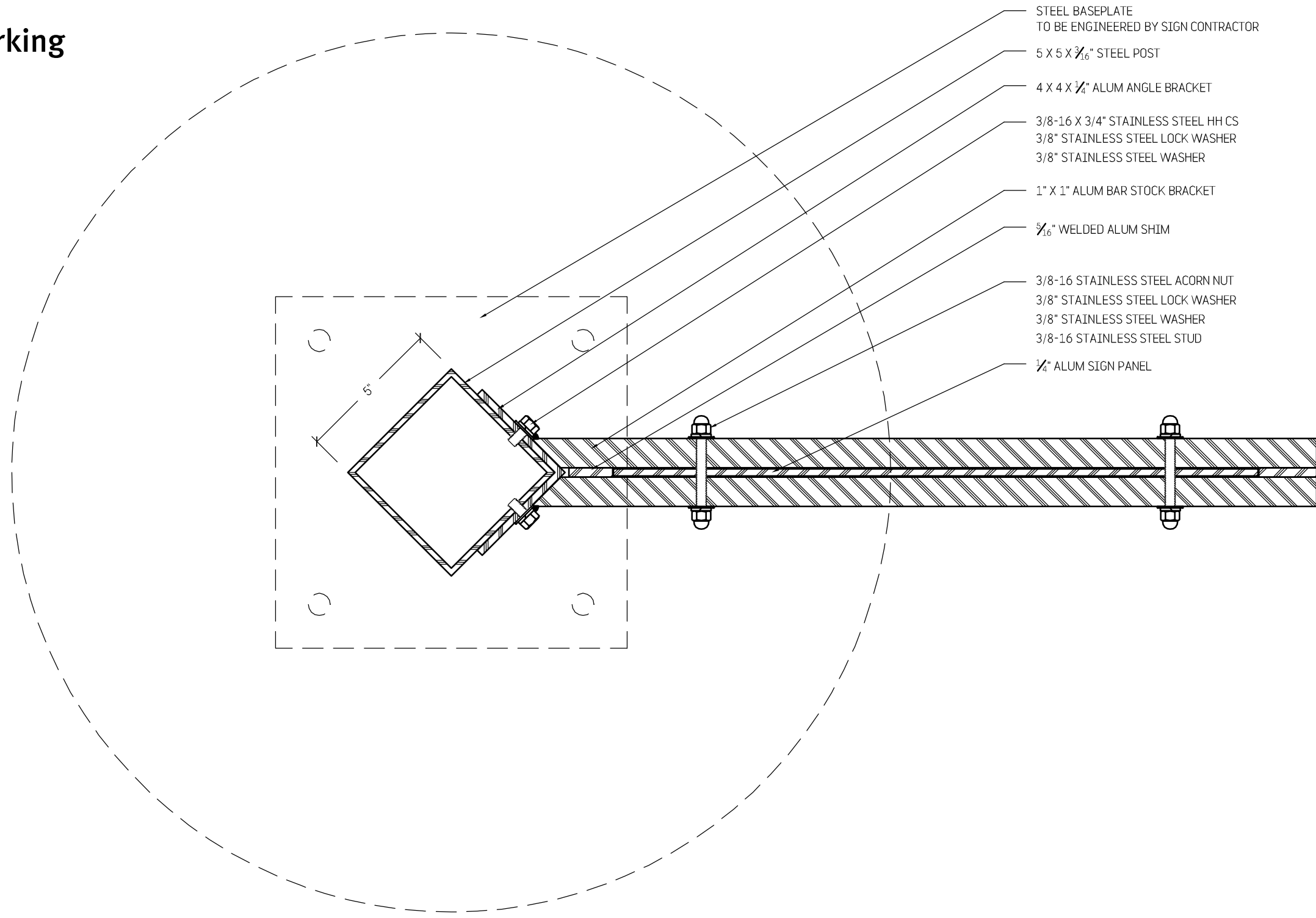
Fabrication Details
Sign Type PK1: Parking Identification



1 DETAIL
 1" = 1'-0"

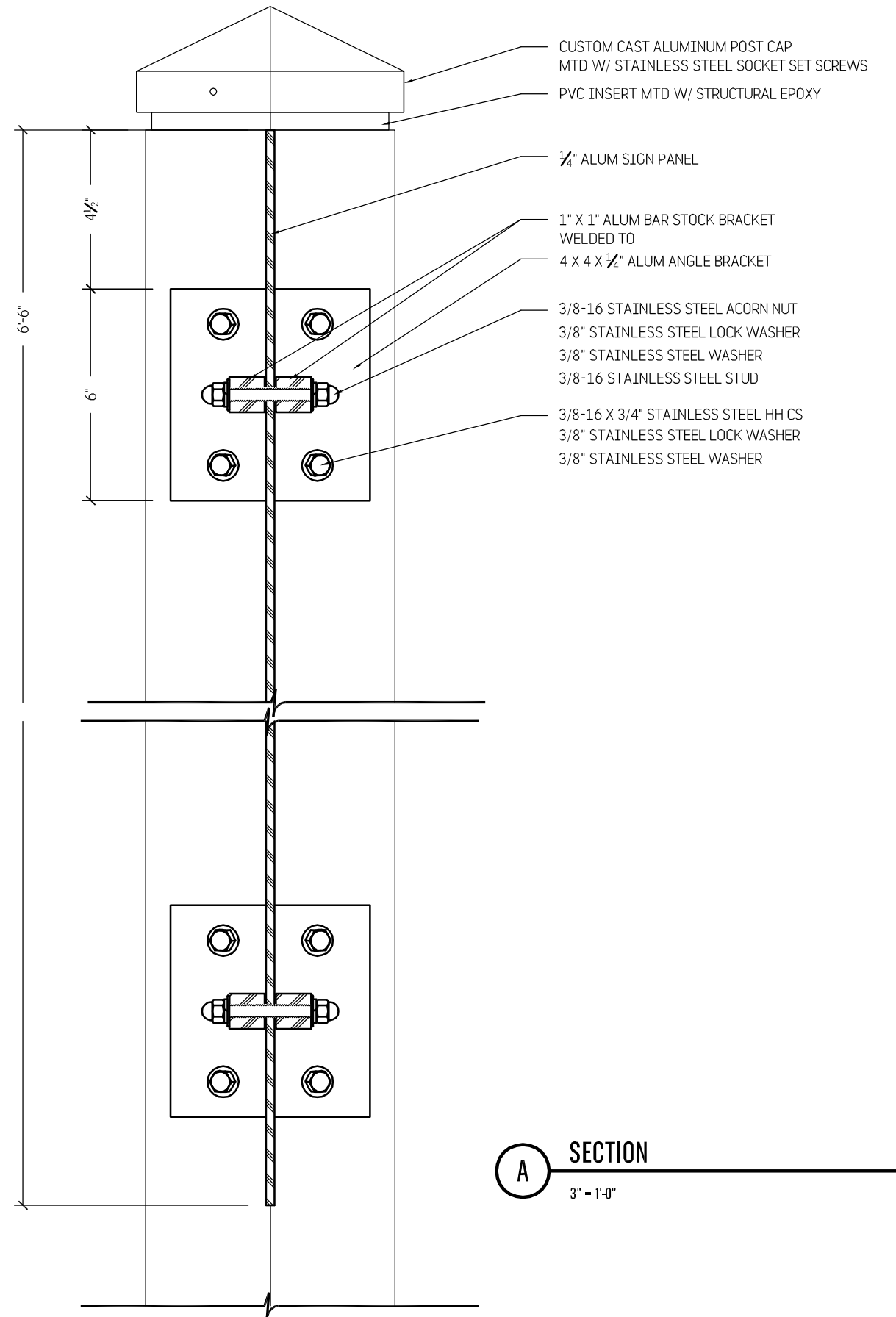
Fabrication Details

Sign Type PK1: Parking Identification



A SECTION
3" - 1'-0"

Fabrication Details
Sign Type PK1: Parking Identification



PRICE SHEET

CONTRACT BID FORM

The City of Waltham
Coordinated Sign System

**SITE SIGNAGE
ASSEMBLY AND INSTALLATION TO WALTHAM, MA**

Submit bid for all items; failure to do so may render the bid non-responsive. On lump-sum bid items, provide total price only on unit price bid items, provide the unit price and the extended amount of bid. If no bid item exists for a portion of the work, include the costs in a related bid item. In case of error in summation, the total of the corrected bid amounts governs.

Bid award will be based on an evaluation of proposals, against a criteria that includes; price (per itemized schedule), contractor capabilities, experience, and financial stability. Criteria for each specific contract will be made part of the actual bid document or request for quotation.

ITEM #	DWG #	DESCRIPTION	QTY	UNIT PRICE	AMOUNT OF BID
1.00 SIGNS					
1.01	7	GW: City Gateway	7	\$_____	\$_____
1.02	8	VH1: Vehicular Directional- Large	8	\$_____	\$_____
1.02	9	VH3: Vehicular Directional -Small	1	\$_____	\$_____
1.04	10	PD: Pedestrian Directional	3	\$_____	\$_____
1.05	11	PK1: Parking Id	12	\$_____	\$_____
1.06	12	PK2: Parking Id - Building Mounted	2	\$_____	\$_____
1.07	13	PK3: Parking Id	9	\$_____	\$_____
Subtotal – SIGN TYPES (Items 1.01 – 1.07)					\$_____
2.00 PROTOTYPES					
<i>Full description of Prototype requirements are described in the attached SECTION 10430 SIGN SPECIFICATIONS, Section 1.07 PROTOTYPES & MOCK-UPS</i>					
2.01		PK1: Parking Identification	1	\$_____	\$_____
Subtotal – PROTOTYPES (Item 2.01)					\$_____

3.00 GENERAL CONDITIONS

*Project Coordination, Field Verification
Samples, Layouts, Shop Drawings, Taxes, Permits and Fees*

3.01 *General Conditions* **1** \$_____ \$_____

Subtotal – GENERAL CONDITIONS (Item 3.01) \$_____

4.00 ADD ALTERNATES

4.01 PK1: Parking Id (for inventory) **1** \$_____ \$_____

4.02 PK3: Parking Id (for inventory) **1** \$_____ \$_____

Subtotal – ADD ALTERNATES (Item 4.01– 4.02) \$_____

PROJECT TOTAL - ASSEMBLY & INSTALLATION \$_____

Quantities for unit price items are estimated, but payment will be made only for actual quantities of work completed. Awards will be made to one Bidder in accordance with the Instructions to Bidders. This price request references the attached document and all related documents within.