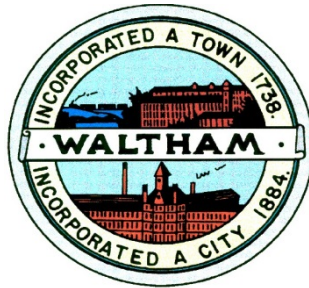


The City of Waltham



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

DESIGN RENOVATIONS TO RECREATIONAL FACILITIES

AT

BOBBY CONNORS PLAYGROUND, 20 SUNNYSIDE STREET

AND

**IMPROVEMENTS TO PROSPECT HILL PARK, 314 TOTTEN POND ROAD,
WALTHAM, MASSACHUSETTS**

The bid opening will be held: 10:00AM Wednesday October 12, 2016

Pre-bid Meeting and Site Visit: 10:00AM Tuesday October 4, 2016

(Meet at 20 Sunnyside Street, Waltham)

Last Day for Written Questions: 12 Noon Wednesday October 5, 2016

Via E-Mail Only to Jpedulla@city.waltham.ma.us

CITY OF WALTHAM
REQUEST FOR PROFESSIONAL SERVICES

**DESIGN RENOVATIONS TO RECREATIONAL FACILITIES
AT
BOBBY CONNORS PLAYGROUND, 20 SUNNYSIDE STREET
AND
IMPROVEMENTS TO PROSPECT HILL PARK, 314 TOTTEN POND ROAD, WALTHAM,
MASSACHUSETTS**

The City of Waltham requests Design Services Proposals from experienced and qualified individuals/firms to design and prepare construction documents for public bid to renovate renovations to the Bobby Connors Playground and improvements to Prospect Hill Park. The selected designer will also be required to provide construction oversight.

Proposals will be received at the Office of the Purchasing Agent, 610 Main Street, Waltham, MA 02452, until **10.00 AM, Wednesday October 12, 2016, 2016.**

A Site Visit and Briefing session will be held October 4, 2016 at 10:00 AM. Meet at 20 Sunnyside Street

Twenty-five (25) copies of the Design Services Proposals shall be submitted in sealed envelopes with Proposer's name and clearly labeled "Design Services Proposals for Bobby Connors Playground and Prospect Hill Park."

The Proposals will be evaluated base upon price and qualifications of the respondents. Draft contract is attached.

All designs must meet ADA requirements and industry standards for recreational facilities. The designer must work closely with city departments including the City's Purchasing Agent, Engineering/Water/Sewer, Wires, CPW, Building and Recreation Departments.

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

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

I. INTRODUCTION

The City of Waltham's Recreation Department is requesting professional services to design and prepare construction documents for public bid to renovate recreational facilities at the Bobby Connors Playground which serves as outdoor space off South Street and Phase 3 of Improvements at Prospect Hill Park. The playground is 2.89 acres. The Park has approximately 250 acres.

Neighborhood meetings will produce the initial design ideas for the Bobby Connors Playground. Walking trails, exercise stations, potential spray park or spray element and new playground equipment are some potential ideas for improvements to the Bobby Connors Playground.

A Master Plan for Prospect Hill was undertaken in 1997, but it has not been updated. Some renovations to the Park, including the Pavilion, comfort stations, signage, handicap accessibility, and trail maps have been done.

Most recently, the former Animal Farm has been converted into "Putt at Prospect Hill", an 18-hole miniature golf course.

Next tasks will include forestry management and maintenance, capital repairs and some program elements.

After public meetings, the Recreation Board, Director, Assistant Director and staff will recommend the next phase of maintenance and improvement tasks including the specific area/location of the Park where the capital maintenance and improvements are to be undertaken. **Improvements are subject to funding and will not exceed \$400,000.00 for this phase.**

II. SCOPE OF SERVICES:

All proposals for design services received by the City of Waltham shall include the following tasks as part of the Scope of Work:

Task 1: Survey and Mapping

The successful bidder will be responsible for obtaining a survey by a registered land surveyor for the Bobby Connors Playground and gather survey data for the Prospect Hill Park. Once a site is selected for Prospect Hill Park, the designer will designate the area to be improved.

Task 2: Preliminary and Final Design/Cost Estimates

The designer will be required to prepare preliminary designs to improve the identified recreational facilities below, including cost estimates. Preliminary plans must be submitted to Recreation Board for review, other City Officials, and presented to the public for community input. After such meetings, final design can be developed including final cost estimates. Preliminary 50% plan concepts should be presented graphically for discussion and interpretation purposes within 45 days from the Date of the Notice-to-Proceed. The remaining 50 % design shall be completed within a total of **90 days from the date of the Notice-to-Proceed**. The use of sketches and photographs is helpful when presenting to city officials and the general public.

Playground

The design will be required to have two neighborhood meetings: the first to obtain renovation ideas from the public and the second for public comment on the designer's playground plan incorporating those suggestions.

Prospect Hill Park

The Recreation Board will determine the scope of the next phase and specific area/location(s) within the park

Task 3: Construction Drawings/Specifications/Final Cost Estimates

Upon approval from the City of Waltham, the designer shall prepare construction documents including working drawings, technical specifications, bid documents, and a final cost estimate. The drawings shall be stamped by the required professionals. The Designer shall provide the City with a set of stamped mylars, reproducible specifications, and electronic files of drawings and specifications. A duplicate set of electronic files must be submitted to the City's Engineering Department. The cost of (25) sets of plans and specifications should be included in this task figure amount.

Task 4: Bid Procedure

The designer shall attend a pre-bid meeting, scheduled by the City, to answer any questions, check references of the winning bidder and attend as many meetings as necessary. All addenda will be issued by the City as necessary to clarify the project scope. The designer will assist the City in identifying and accepting the responsible low bidder,

Task 5: Construction Inspections/Oversight

The designer shall schedule and conduct a pre-construction meeting. During the construction, the designer shall hold weekly meetings with the contractor and City. If the City determines that it is necessary, additional meetings will be scheduled. If necessary, the designer shall revise and/or clarify drawings necessitated by changes that arise in the field and are required to complete the construction. The designer shall review all submittals/shop drawings and invoices plus the final inspection, punch list and recommendations on final acceptance of the project.

III. QUALIFICATIONS

Qualified Professional Design Individual or Firm

IV. REQUIRED SUBMISSION

1. Proposals must be submitted by **10:00 AM October 12, 2016**. The City will select a designer within (30) days.
2. Proposals shall be submitted to: Joseph Pedulla, Purchasing Agent, City of Waltham, City Hall, 610 Main St., Waltham, MA 02452.
3. Proposals submitted should include the following information for final reviews:

- i. **Scope of Services:** A brief summary of the work to be performed for each of the tasks identified in the scope of work.
 - ii. **Time Line for the Project:** The timeline must provide the estimated number of weeks that each task identified in the scope of work is expected to take. The timeline must also provide an estimated schedule for bidding and construction.
 - iii. **Cost for Services:** Use the attached form to submit your costs by task and project total. Any reimbursable expenses must be included in your task cost. Reimbursable expenses will NOT be billed above and beyond each task cost.
 - iv. **Information on Project Manager, Team Members, and Firm:** Proposals must include resumes of the project manager, and team members identifying each participant's role and responsibilities to the project with examples of relevant project experiences of the individuals and firm.
4. Professional liability insurance in the amount of \$ 2,000,000.00, worker's comp and automobile insurance.
5. Name, address and contact information of all MA governmental units to which the Proposer has provided similar consulting.
6. The name, address, contact person's name and telephone number of all private sector clients to which the proposer has provided similar design consulting services and a brief synopsis of the services provided, including contract dates.
7. Resumes of key personnel who will be interacting with the City including a statement of professional experience, qualifications and education together with a report of specific experience related to the scope of services.
8. A Plan of Services detailing specifically how the proposer will complete the scope of work.
9. A completed Certificate of Non-Collusion.
10. A complete Certificate of Tax Compliance.

Questions regarding this Request for Professional Services should be directed to Joseph Pedulla, Purchasing Agent @ (781) 314-3244.

**Design – Recreational Facilities, Bobby Connors Playground
and Improvements to Prospect Hill Park**

PRICE SHEET

Scope of Work	# of Hours	Task Cost
Task 1 – Survey review	-----	-----
Task 2 – Preliminary Design/ Cost Estimates	-----	-----
Task 3 – Construction Drawings/ Specifications/Final Cost Estimates	-----	-----
Task 4 – Bid Procedures <i>Limited to reviewing bids, checking references, Making recommendation for award, answer questions, and attend a pre-bid meeting.</i>	-----	-----
Task 5 – Construction Inspections/ Oversight	-----	-----
	Project Total:	-----

Company preparing the bid: _____ . Date: _____

My Company Acknowledges receipt of addenda #: _____, _____, _____, _____, _____, _____.

AGREEMENT

CITY OF WALTHAM

ARTICLE 1. This agreement, made this ____ day of _____, 2016 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, documents submitted in response to the bid and Drawings are hereby made a part of this contract as fully and to the same effect as if the same had been set forth at length and incorporated in the contracts.

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

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

CITY OF WALTHAM, MASSACHUSETTS

FOR THE CITY

Jeannette A. McCarthy, MAYOR,
City of Waltham
Date: _____

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

Joseph Pedulla, Purchasing Agent
Date: _____

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

FOR THE COMPANY

CONTRACTOR (Signature),
Date: _____

Company

Address

COMPLIANCE FORMS

(PLEASE COMPLETE AND SUBMIT THESE FORMS WITH YOUR RESPONSE)

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 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 whose signature appears below as an officer

Signature of Officer

SIGNED:

Clerk of the Corporation: (Corporate Seal)

Print Name: _____

COMMONWEALTH OF MASSACHUSETTS

County of _____

Date:

Then personally appeared the above named and acknowledged the foregoing instrument to be his/her free act and deed before me, and provided to me through satisfactory evidence of identification which were _____ to be the person whose name is signed on the preceding or attached document in my presence.

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 _____

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 _____

