

CITY OF WALTHAM
REQUEST FOR PROPOSALS
DESIGN SERVICES – 380 LEXINGTON STREET. INTERSECTION OF LEXINGTON STREET,
BACON STREET AND TOTTEN POND ROAD (Piety Corner)

TWO ENVELOPE PROPOSAL

The City of Waltham requests proposals from experienced Designers to design the intersection at 380 Lexington Street also known as Piety Corner (Lexington St., Bacon St., and Totten Pond Rd). (See attached preferred concept) (Exhibit A).

I. INTRODUCTION

Whereas, the intersection of Lexington Street, Totten Pond Road and Bacon Street is a well-travelled intersection (Exhibit B);

Whereas, said intersection has several problems including:

- a. Traffic travelling southbound on Lexington Street encounters head-on traffic lanes travelling northbound on Lexington Street, resulting in a dangerous condition and weave on Lexington Street;
- b. Three lanes of traffic currently exist at the mouth of Totten Pond Road. One lane proceeds to a left hand turn onto Lexington Street, and two lanes precede right, one onto Lexington Street and one onto Bacon. Those two right-hand lanes swing left when taking a right-hand turn causing a dangerous shift in the intersection.

II. REQUEST FOR PROPOSALS –

Piety Corner–380 Lexington Street, Waltham, MA. Prospective candidates for the preparation of Plans and Specifications for the Traffic Improvements at the Piety Corner Intersection – 380 Lexington Street, / Totten Pond Road are to provide the following plans and documents:

Scope of Work:

1. Provide on-site definition / flagging of resource areas as defined by the Wetland Protection Act, Chapter 131 section 40 by a certified wetlands botanist by wetlands flagging.
2. Definition of all resource areas on the site plans relative to the Wetlands Protection Act, Chapter 131 section 40 by a Registered Land Surveyor, including 100 year floodplain, the 100 foot buffer zone from the Bordering Vegetated Wetlands, BVW and the 200 foot Riverfront boundary.
3. Determination of the impacts to the wetland resources utilizing the Piety Corner – 380 Lexington Street Traffic improvement Conceptual Plan. (the Plan). Calculation of the riverfront area being disturbed, 100 foot buffer zone are being disturbed, etc.
4. Prepare a draft Notice of Intent for the implementation of the Plan for review by City. Revise and prepare final NOI, based upon City comments for submission to the Waltham Conservation Commission.
5. Include attendance at two (2) Waltham Conservation Commission public hearings on the NOI for the Traffic Improvement project.

- 6.** Develop plans for a retaining wall to minimize the impact to the resource areas on the site. Prepare preliminary and final design drawings that will be sufficient for obtaining a building permit, plans to be stamped by a Registered Professional Engineer, with Structural discipline.
- 7.** Identify all survey markers, benchmarks, other right of way, property corner, call out the maintenance of these markers on the Plan)
- 8.** Prepare a list of required permits for the implementation of the Plan, including MassDEP, Army Corps, MEPA, and any other applicable permits.
- 9.** Provide Engineering assistance necessary in the preparation and filling of the required permits.
- 10.** Develop a base plan of existing Conditions including the property lines, right of way lines, all know utilities, water mains, sewer mains, water and sewer services, electrical lines, gas lines, fire alarms, overhead wires, utility poles, all land features and structures both on and within 50 feet of the existing right of way. Include all trees over 2-inches in diameter, fences, driveways, curbing, sidewalk materials, and 1-foot contours, spot grades every 25 feet on the existing and proposed roadways. Show all existing curb cuts, signage, overhead signals, fences, structures,
- 11.** Develop preliminary and final Plans of the proposed intersection reconfiguration based upon the conceptual plan prepared in the city's Traffic Master Plan.
- 12.** Attend at least two public information meetings on the final plan in addition to other meetings with City Officials, as required,
- 13.** Revise the final plan to reflect comments from others, by incorporating their suggestions, after review and approval from the Owner.
- 14.** Prepare contract specifications and bid documents for construction of the final Plan. Including, bid quantities, standard details, Traffic Details, Signalization design, and details.
- 15.** Plan to attend at least two (2) City Council meetings
- 16.** Plan to attend at least four (4) progress meetings for review with City officials, the Traffic Commission and others.
- 17.** Use the Plan to show two (2) possible scenarios, the elimination of the existing single family dwelling on the property and the relocation of the existing single family dwelling on the property.
- 18.** Provide a traffic management plan, TMP for the construction of the final Plan
- 19.** Provide a stormwater management plan, SWMP for the final Plan, including runoff calculations, stormwater mitigation design, subsurface disposal of stormwater, complete with test pits and percolation test results. All stamped by a Registered Professional Engineer in the Commonwealth of Massachusetts.
- 20.** All Plans are to be prepared in Auto CAD 3D, latest version 2017. Minimum Scale of Drawings to be 1 inch equals twenty (20) feet, horizontal and 1 inch equals two (2) feet vertical.
- 21.** Other, Miscellaneous details, show the City sewer easement, locate in field and delineate on Plan.
 - a. Show all trees, greater than two (2) inch caliper.
 - b. Show the wetland flags, limits of resource areas,
 - c. Show the 100 foot floodplain by elevation and by FEMA map line
 - d. Show all utility poles, overhead and underground wires.
 - e. Show all gas mains and gas services within the project limits

- f. Show all water gate valves, water service shut offs, hydrants, sewer manholes, catch basins, drain manholes, sewer services, and clean outs if applicable.
- g. Show all existing signage, traffic markings, curbing, sidewalks, fences, dwellings, structures, traffic signals, traffic control cabinets, mast arms, pavement limits and thicknesses.

III. BACKGROUND

Whereas, the City of Waltham acquired the property at 380 Lexington Street (See attached plan, which also delineates the 100 and 200 foot riverfront area and the 100 foot buffer to the bordered vegetative wetlands) (**Exhibit C**);

Proposals will be received at the Office of the Purchasing Agent, City Hall, 610 Main Street, Waltham, MA 02452, until **10 a.m. on September 28, 2017**.

A **Pre-bid briefing and site inspection** will be held **1.00 pm. September 7, 2017**. Meet at 380 Lexington Street, Waltham.

Three (3) copies of the Proposals shall be submitted in sealed envelopes with Proposer's name and clearly labeled "380 Lexington Street Proposals for Intersection of Lexington Street, Bacon Street and Totten Pond Road."

The Proposals will be evaluated based upon **qualifications (60 points) and price (40 Points)**. **Two Sealed Envelopes**.

Technical Qualifications:

- Firm Background, Relevant Experience, Capability = **15 points**
- Current Firm Capacity and References = **10 points**
- Project Discussion, Scope, Understanding, Approach = **15 points**
- Resume of Designers Involved = **10 points**
- Municipal Experience = **10 points**

Price Proposal = **40 Points**

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, CPO, Purchasing Agent, City of Waltham, City Hall, 610 Main Street, Waltham, MA 02452, Tel. 781-314-3244, Email: jpedulla@city.waltham.ma.us.

IV. QUALIFICATIONS

Licensed Engineer, or Architect with proof of demonstrated experience with traffic signal, traffic design, and associated amenities for at least 5 similar projects.

V. REQUIRED SUBMISSION

1. Professional liability insurance in the amount of \$1,000,000.00, worker's comp and automobile insurance.
2. Name, address and contact information of all MA governmental units to which the Proposer has provided similar design service.
3. The name, address, contact person's name and telephone number of all private sector clients to which the proposer has provided similar design consulting services and a brief synopsis of the services provided, including contract dates.
4. Resumes of key personnel who will be interacting with the City including a statement of professional experience, qualifications and education together with a report of specific experience related to the scope of services.
5. A Plan of Services detailing specifically how the proposer will complete the scope of work.
6. List Resources devoted to the project
7. Show how your firm will be able to deliver the complete design within the allowed **180 Days from NTP**
8. Completed Compliance section.

**Design – 380 Lexington Street.
Intersection of Lexington St., Bacon St., and Totten Pond Road**

Place in a separate sealed envelope

PRICE SHEET

BASE PRICE

Survey, Design, Construction Drawings, cost estimate, public and municipal meetings, bidding assistance limited to reviewing bids, checking references, making recommendation for award, answer questions and attend a Pre-bid meeting as described in this document.

Bacon, Lexington,

\$ _____

OPTIONAL (*at the City's Discretion*)

Construction Inspections/Oversight

\$ _____

Project Total: \$ _____

Company's Name _____, Date: _____

Authorized Signature: _____

Print Name: _____

Phone: _____, Email: _____

AGREEMENT

CITY OF WALTHAM

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

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

Stephen Casazza, City Engineer

Date: _____

FOR THE COMPANY

CONTRACTOR (Signature),

Company

Address

Date: _____

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 _____

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Fill Out This
Section

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

List account number(s) here (optional)

Requester's name and address (optional)

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

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

____ - ____ - ____

Employer identification number

____ - ____

Fill out this sect.
either SS or FID

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign
Here

Signature of
U.S. person ▶

Date ▶

Sign & Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

CERTIFICATE OF AUTHORITY LIMITED LIABILITY COMPANY

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

Does Hereby Certify that

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

NAME

OFFICE HELD

SIGNATURE

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

IN Witness Whereof, the undersigned has executed this Certificate of Authority this _____ day of _____, 20____.

(Signature)

STATE OF MASSACHUSETTS, COUNTY OF _____

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

Notary Public: _____

My Commission Expires: _____

Notary Stamp:

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

EXHIBIT A

J:\Analysis\City of Waltham\Transportation Master Plan\Drawings\Concepts\Intersections\Piety\DWG\Waltham - Piety Corner - Concept Plan.dwg 10/06/16

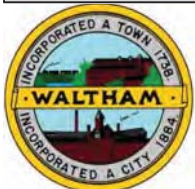
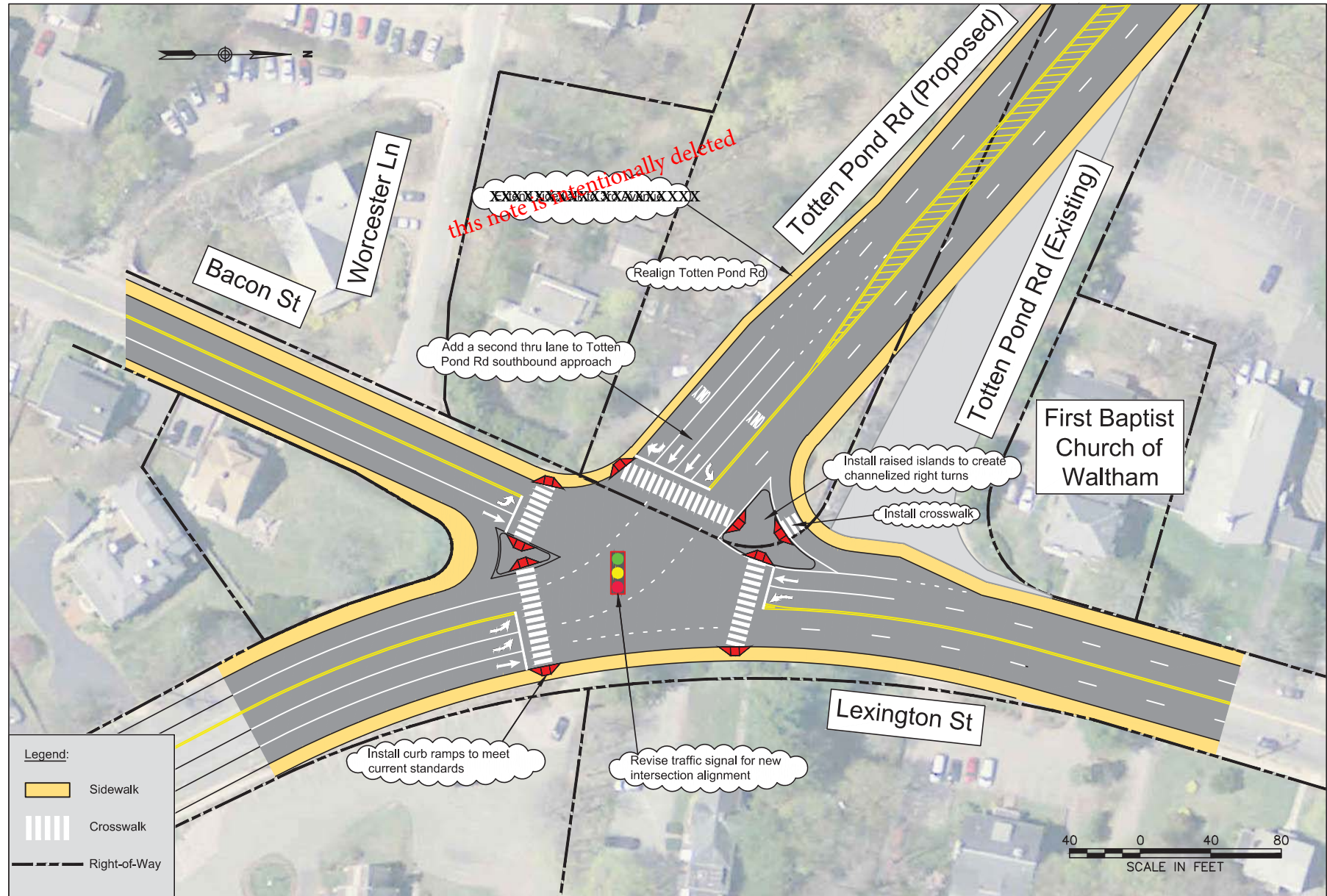
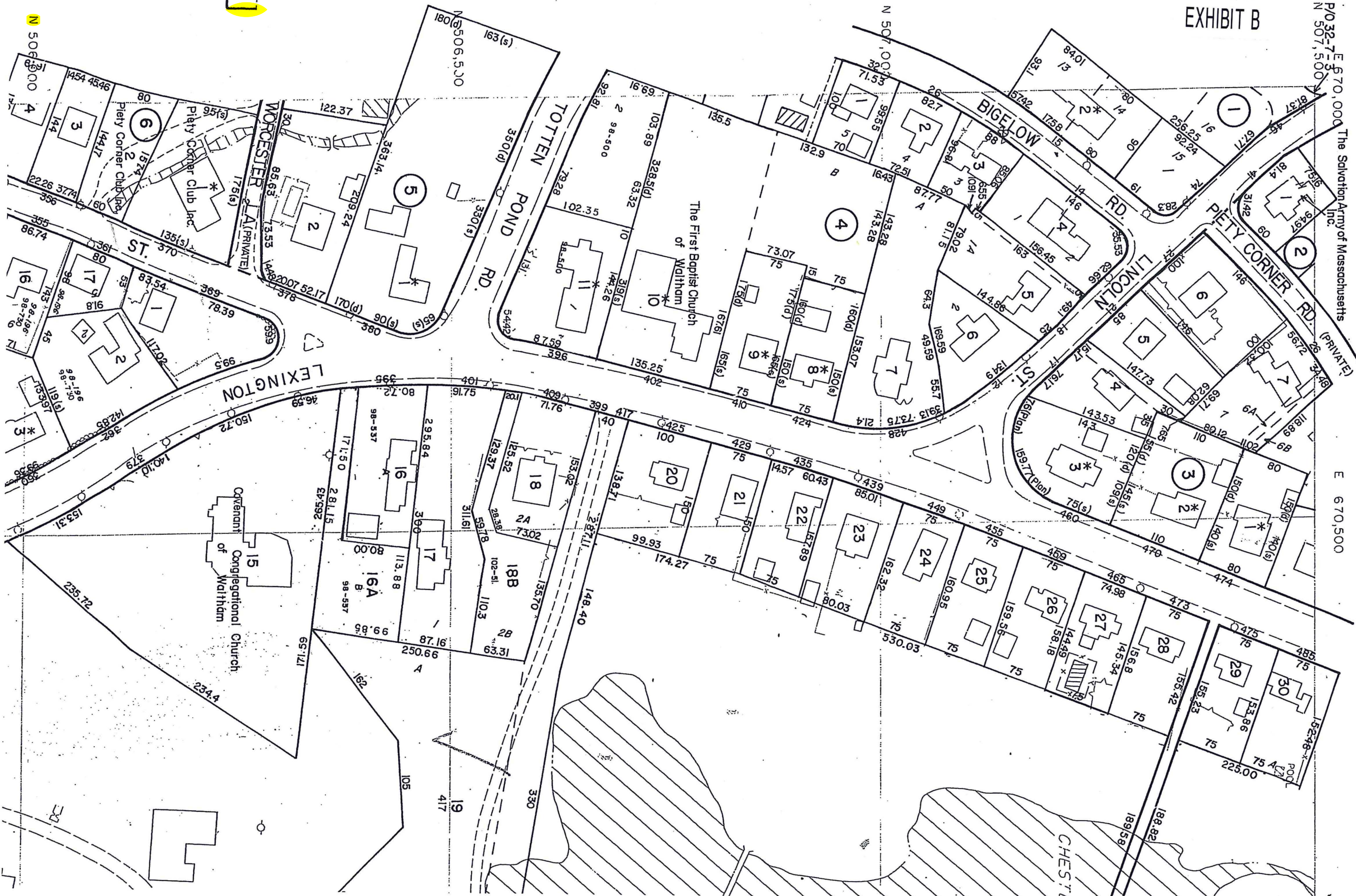


Figure 5-19
Piety Corner Preferred Concept
City of Waltham Transportation Master Plan
Waltham, Massachusetts

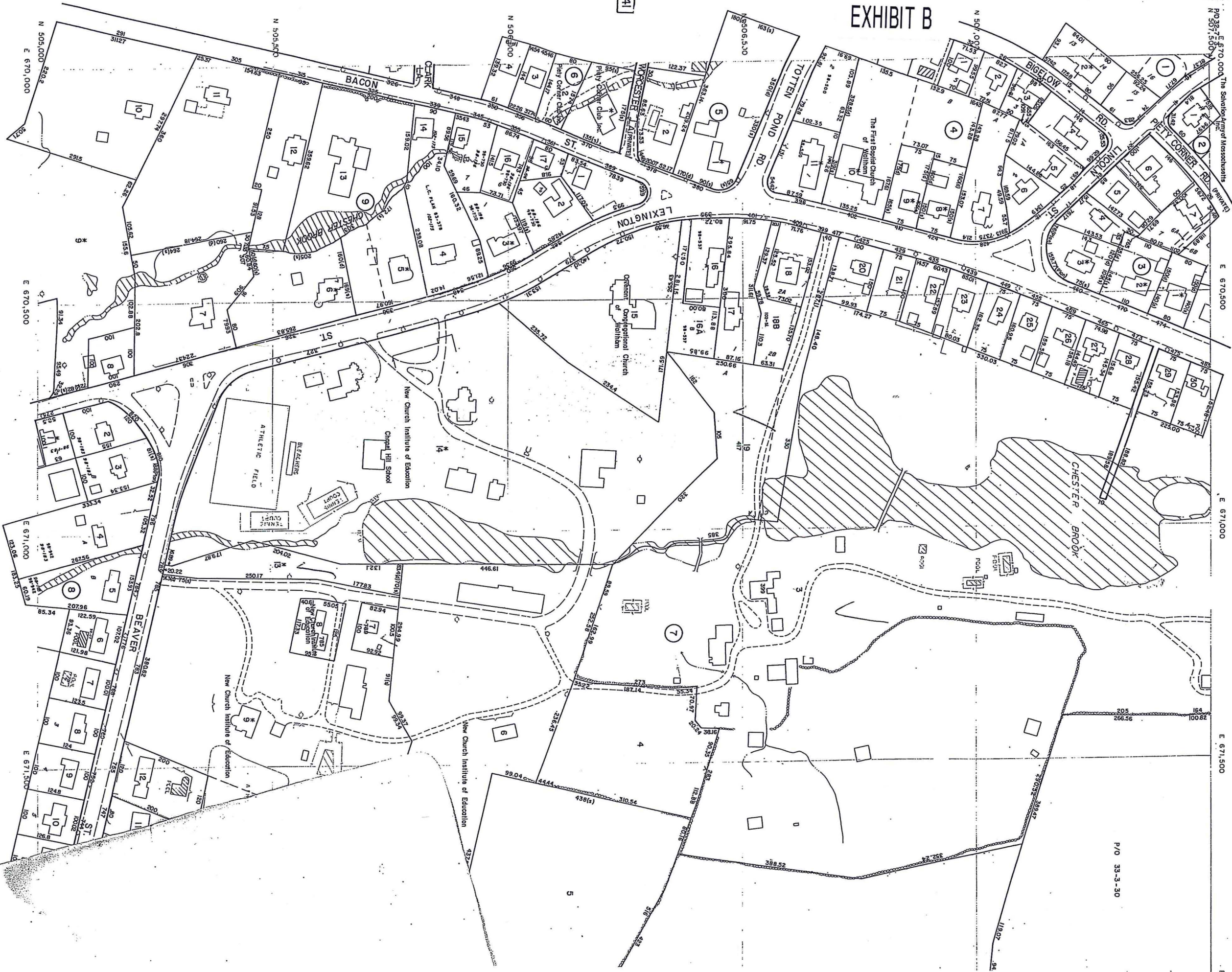
EXHIBIT B

41



P/O 32-7-3 E 670,000 The Salvation Army of Massachusetts Inc. (PRIVATE)
N 507,500
E 670,500

EXHIBIT B



CITY OF WALTHAM, MASSACHUSETTS
 MAPS PREPARED BY:
 RAYMOND AUTOMETRIC
 WALTHAM, MASSACHUSETTS
 CONTROL BY SCHOFIELD BROTHERS, REGISTERED LAND SURVEYORS
 AND RAYMOND COMPANY.
 COMPILED BY STEREOGRAPHIC METHODS.
 DATE OF PHOTOGRAPHY, APRIL, 1974

SCALE 1:1200 (1 INCH = 100 FEET)
 0 100 200 300 400 FEET
 GRID BASED ON MASSACHUSETTS STATE PLANE COORDINATE SYSTEM

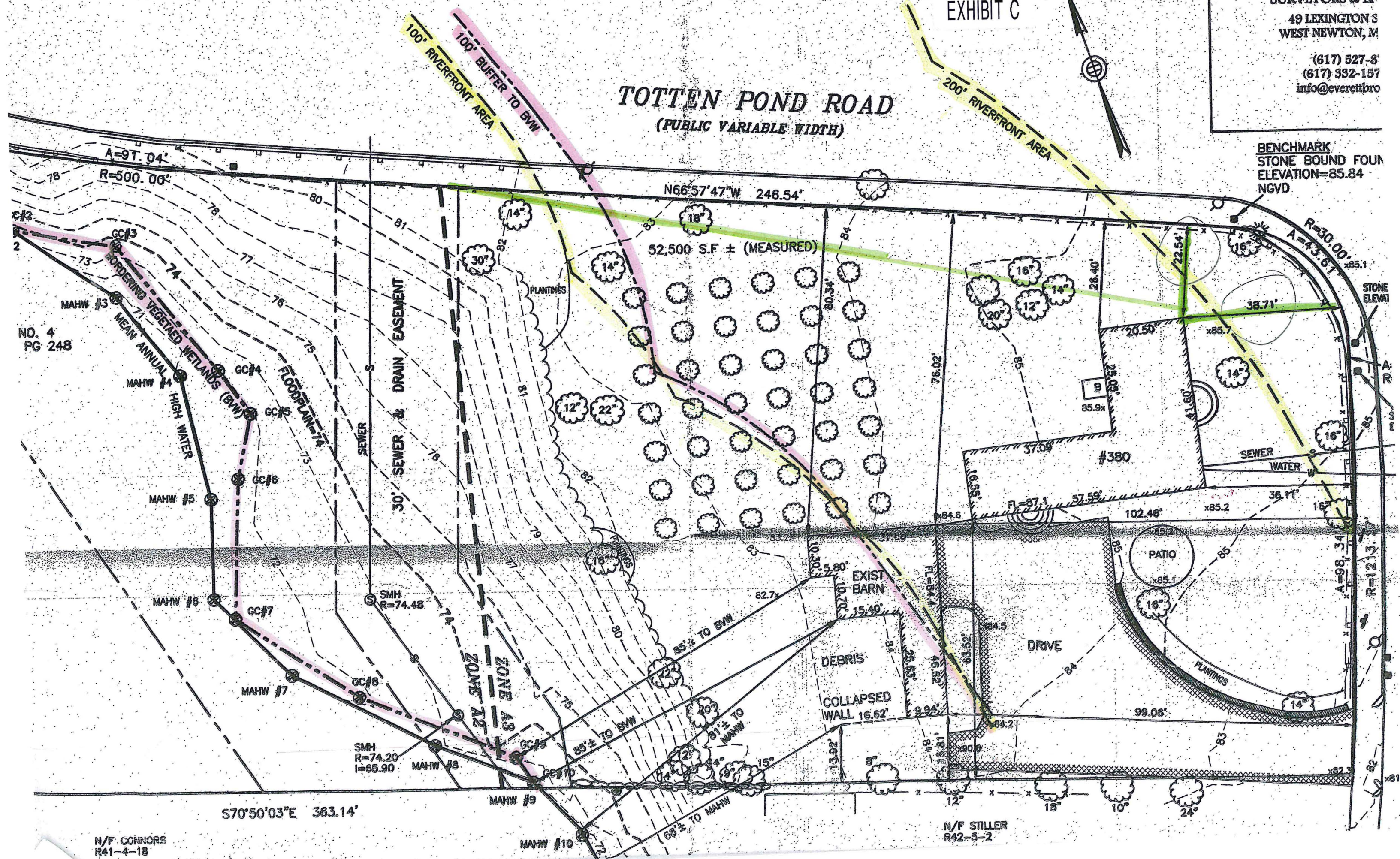
RAYMOND AUTOMETRIC
 WALTHAM, MASSACHUSETTS

EVERETT M. BR
SURVEYORS & EN
49 LEXINGTON S
WEST NEWTON, M
(617) 527-8
(617) 332-157
info@everettbro

EXHIBIT C

TOTTEN POND ROAD (PUBLIC VARIABLE WIDTH)

BENCHMARK
STONE BOUND FOUR
ELEVATION=85.84
NGVD



N/F CONNORS
R41-4-18

N/F STILLER
R42-5-2

7/26/2017 8:20 am



380 Lexington St

Worcester Ln

Bacon St

Lexington St

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Google Earth

1995

Imagery Date: 4/14/2017 42°23'22.95" N 71°14'18.37" W elev 85 ft eye alt 901 ft