

CITY OF WALTHAM SCHOOL COMMITTEE
REQUEST FOR PROFESSIONAL SERVICES

REQUEST FOR DESIGN SERVICES
“MACARTHUR SCHOOL PLAYGROUND”

The Waltham School Committee in conjunction with the MacArthur PTO requests Design Services Proposals from experienced and qualified individuals/firms to design and prepare construction documents for public bid **to renovate and expand the playground** at **MacArthur Elementary School, 494 Lincoln Street, Waltham, MA**. 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, Thursday November 17, 2016**.

Ten (10) copies of the Design Services Proposals shall be submitted in sealed envelopes with Proposer’s name and clearly labeled “Design Services Proposals for MacArthur Playground.”

The Proposals will be evaluated base upon price. Draft contract 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, School Department, Engineering/Water/Sewer, Wires, CPW, Building and MacArthur PTO.

This is a bid under the rule of MGL ch. 30b and proposals must comply with it and all laws of the Commonwealth of Massachusetts. 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, Email: jpedulla@city.waltham.ma.us.

I. INTRODUCTION

The MacArthur PTO Playground Committee is dedicated to providing a safe, engaging outdoor play space for our growing school community, setting the following as priority:

Increasing capacity of the school’s play structure to accommodate children from all grade levels to provide the entire student body with an inclusive play space that fosters cognitive development, encourages daily physical fitness and facilitates social play for students of all ability levels;

Selecting a design that includes universally accessible equipment to support inclusive play for students of varying abilities;

Selecting a design that enhances MacArthur's diverse racial and socio-economic population;

Selecting a design that addresses the increase of MacArthur's current population from 360 children to approximately 400 children in September, 2016;

Selecting a design which makes an investment in an accessible structure that could potentially serve the needs of a wider demographic as part of a long-range plan for inclusiveness.

The Waltham School Committee is requesting professional services to design and prepare construction documents for public bid to renovate and expand the MacArthur Playground which serves as outdoor space for the Elementary School.

Neighborhood and school meetings will produce the initial design ideas for the MacArthur School Playground.

II. BACKGROUND

From the early to late 2000's, the City and School Committee updated all elementary schools and provided each school with a small 'footprint' play structure. Northeast, Fitzgerald and Plympton Elementary School playgrounds were updated by either the School Department or the Recreation Department.

MacArthur, Stanley and Whittemore Elementary Schools are not eligible for City Parks and Recreation improvement funds due to location of play structures exclusively on school property.

Stanley Elementary PTO successfully raised funds for an expanded playground after the school was built.

MacArthur Elementary desires to upgrade their original play structure.

III. 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 entire MacArthur Playground.

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 School Committee 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 plan concepts should be presented graphically for discussion and interpretation purposes. The use of sketches and photographs is helpful when presenting to city officials and the general public.

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

The designer will be required to prepare any necessary filings with local and state agencies.

Task 3: Construction Drawings/Specifications/Final Cost Estimates

Upon approval from the School Committee, 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 School Committee 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 (2) sets of plans and specifications should be included in this task figure amount.

Final bid documents will be due **90 days from the date of the Notice-to-Proceed.**

Task 4: Bid Procedure

The designer shall schedule a pre-bid meeting prepared to answer any questions, issuing any and all addendum(s) as necessary to clarify the project scope or bid documents. The designer will assist the City's Purchasing Agent in identifying and accepting the responsible low bidder including answering technical questions during the bid process.

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 the School Committee's designee. If the School Committee 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.

Then final design must be completed within **90 calendar days from the date of the Notice-to-Proceed.**

IV. QUALIFICATIONS

Qualified Professional Design Individual or Firm

Licensed Architect, proof of demonstrated experience with playground design, landscape design, and associated amenities for at least 5 similar projects.

V. REQUIRED SUBMISSION

1. Proposals must be submitted by **10:00 AM, Thursday November 17, 2016.** The School Committee will select a designer within (30) days.
2. A **pre-bid meeting** and site inspection is scheduled for **10 AM Wednesday November 9, 2016. Meet at 494 Lincoln Street, Waltham, MA**
3. Proposals shall be submitted to: Joseph Pedulla, Purchasing Agent, City of Waltham, City Hall, 610 Main St., Waltham, MA 02452.
4. 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.
5. Professional liability insurance in the amount of \$2,000,000.00, worker's comp and automobile insurance.
6. Name, address and contact information of all MA governmental units to which the Proposer has provided similar consulting.
7. 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.

8. 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.
9. A Plan of Services detailing specifically how the proposer will complete the scope of work.
10. All documents in the Compliance Section.

Questions regarding this Request for Professional Services should be directed in writing to Joseph Pedulla, Purchasing Agent at jpedulla@city.waltham.ma.us

Request for Professional Services
Design – Playground @ MacArthur Elementary School

COST EVALUATION FORM

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 <small>Limited to reviewing bids, checking references, Making recommendation for award, answer questions, and attend a pre-bid meeting.</small>	-----	-----
Task 5 – Construction Inspections/ Oversight	-----	-----
Project Total:		-----

Prepared for the City of Waltham

By: ----- Date: -----

My Company Acknowledges Receipt of Addendum # _____, _____, _____, _____, _____.

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

FOR THE COMPANY

Jeannette A. McCarthy, MAYOR,
City of Waltham

CONTRACTOR (Signature),
Date: _____

Date: _____

Company _____ Address

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 SCHOOL COMMITTEE

Dr. Drew Echelson, Superintendent
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:

(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 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 or 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
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: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
<input type="checkbox"/> Exempt payee	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	Chief Procurement Officer Purchasing Department, City of 610 Main Waltham, MA
List account number(s) here (optional)	

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

--	--	--	--	--	--	--	--	--	--	--	--

Fill out this
either SS or

Employer identification number

--	--	--	--	--	--	--	--	--	--	--	--

Sign &

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 ▶ _____
------------------	----------------------------------	--------------

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 than as follows:
5. All said requirements, whether as contained in the Articles of Organization or in the Operating Agreement or by operation of law as to the transaction of _____, 20____ have been met.
6. The following person or persons has/have been duly authorized by the Company to execute all documents in connection with said transaction and that the signature appearing to the right of their name(s) is his/her genuine signature.

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

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

(Signature)

STATE OF MASSACHUSETTS, COUNTY OF _____

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

Notary Public: _____

My Commission Expires: _____

Notary Stamp: