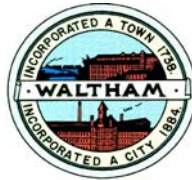


*Designer Selection Board*  
*of the*  
*City of Waltham, Massachusetts*



*Invites,*  
*in accordance with*  
*the Massachusetts General Law Chapter 7,*  
*Interested Parties*  
*To propose the best plan*  
*For the:*

*Design and Construction Administration for the*  
*Renovation of the Waltham Police Station at*  
*155 Lexington Street, Waltham*

*Your response is due to the Purchasing Office no later than*

*2:00 pm Tuesday July 31, 2012*

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## ARTICLE 1: DEFINITIONS

**Approval; Approved:** A signed written communication from the Chief Procurement Officer of the City of Waltham to the Designer expressing the City of Waltham's approval of services or documents prepared by the Designer, which approval shall not relieve the Designer from any of its professional responsibilities under this Contract; item with respect to which such written approval has been given.

**As-Built Drawings:** All Drawings, Specifications, Approved shop drawings, catalogue cuts and other items bearing markings or containing information provided by the general contractor to indicate construction details and changes made during the construction period.

**Attachment A:** Attachment A, attached hereto and incorporated herein by reference, is the Scope of Services for this Contract.

**Basic Fee:** The Basic Fee is the Designer's fee specified in Article 5 of this Contract.

**Basic Services:** All services required to be performed by the Designer under this Contract except those for which reimbursement is made or provision for additional compensation provided for under Articles 6 and 7.

**Chief Procurement Officer:** The Chief Procurement Officer (CPO) of the City of Waltham is the person named as such on page 1 of this Contract also the Purchasing Agent.

**City of Waltham:** The City of Waltham named on page 1 of this Contract.

**Construction Contract:** One or more contracts between the City of Waltham and a general contractor for the construction of the Project.

**Consultant:** A subcontractor of the Designer.

**Contract:** This Contract for Designer's Services for the Police Station Roof Replacement.

**Contract Schedule:** A critical path management or Gantt schedule for the activities of the Designer and its Consultants required by this Contract.

**Designer Selection Board.** A Group of City official appointed by the Mayor to review the qualifications of the designer, evaluate the designer response to the RFP and make selection recommendations to the Mayor.

**Estimated Construction Cost:** The Construction Cost as estimated in the Construction Cost Estimate prepared by the Designer at various phases of the Project to the level of detail and in the format specified in this Contract.

**Fixed Limit Construction Cost:** The maximum Construction Cost established by the City of Waltham as set forth in the Scope of Services.

**Laws:** Applicable statutes, acts, rules, regulations, requirements, orders, directions, ordinances, judgments, decrees, and injunctions of or by the United States of America, the Commonwealth of Massachusetts; and any political subdivisions of either of them; and any agency, department, commission, board, bureau, or instrumentality of any of them.

**Neutral:** An impartial third party not having an interest in the Public Entity, City of Waltham, User Agency, Designer, any construction contractor on the Project, or the Project.

**Notice to Proceed:** A written communication from the Chief Procurement Officer of the City of Waltham directing the Designer to perform services for the particular phase of the Project as set forth in such communication.

**Permits:** Governmental, quasi-governmental and other necessary permits and approvals, including the filing of notices or information with governmental or quasi-governmental entities and authorities that are necessary for the implementation of the Project at the site. The term "Permits" shall include permits and approvals from utility companies and also include permissions, approvals and consents by private parties necessary for the design and construction of the Project, such as an approval by a landlord or other holder of an interest in the Project site.

**Program:** The program prepared for the Project in accordance with the provisions of M.G.L. c. 29, § 7k or any other pre-design document prepared for the Project in accordance with any other statute, appropriation, authorization or administrative directive consistent therewith.

**Project:** The Project identified on Page 1 of this Contract.

**Public Entity:** The City of Waltham and its departments of interest.

**Qualified Testing Laboratory:** A testing laboratory licensed by the Commonwealth or otherwise qualified to perform specific analyses of samples.

**Record Drawings:** The Drawings prepared by the Designer and its Consultants pursuant to this Contract which incorporate the changes made during the construction period and which incorporate information on the marked-up prints, As-Built Drawings and other data furnished by the general contractor and subcontractors.

**Resident Engineer:** The on-site representative of the City of Waltham for the Project.

**Standard Specification:** The standard specification promulgated by DCAM to be used by Designers contracting with DCAM; if the City of Waltham is other than DCAM, then the City of Waltham at its election may require the Designer to use the Standard Specification but is not required to do so.

**Study:** feasibility or other study to identify and evaluate alternative solutions to and recommend a solution to the needs and requirements defined by the User Agency with respect to the facility that is the subject of the Project. If the User Agency is a state agency, the term "Study" refers to the study certified pursuant to M.G.L. c. 29, s. 7k.

**User Agency:** The department, county, commission, board or agency that will occupy the Project or for which the Project shall be undertaken; in this case, the City of Waltham.

## **ARTICLE 2: RESPONSIBILITIES OF THE CITY OF WALTHAM**

- 2.1 Approvals.** The City of Waltham shall without unreasonable delay either i) render to the Designer any Approval required by this Contract or ii) notify the Designer in writing why such Approval is being withheld. The City of Waltham shall not unreasonably withhold any Approval, acceptance, or consent required under this Contract.
- 2.2 Payment.** For satisfactory performance of all of the Designer's obligations under this Contract, the City of Waltham shall compensate the Designer in accordance with the provisions of Articles 5, 6, 7, 8, and 9 of this Contract.
- 2.3 Surveys and Data.** The City of Waltham shall furnish to the Designer, if available, existing surveys of the Project's site or sites. All items and data provided to the Designer by the City of Waltham shall remain the property of the City of Waltham or the Public Entity. The Designer may use items and data provided by the City of Waltham only for the purposes of this Contract, unless the City of Waltham shall give the Designer specific written permission for some other use. The City of Waltham does not guarantee nor does it make any express or implied warranties concerning the accuracy of any such information furnished to the Designer.
- 2.4 Construction Contract Procurement.** The City of Waltham shall reproduce, advertise and distribute the bid documents necessary for the competitive procurement of the Construction Contract and shall conduct the procurement process with the assistance of the Designer as provided in Section 4 of this Contract.

- 2.5 No Waiver.** The City of Waltham's review, Approval, acceptance of, or payment for, any of the services furnished by the Designer shall not be construed as a waiver of any rights under this Contract or of any cause of action arising out of the performance of this Contract. The City of Waltham's Approval shall not in any way relieve the Designer from performing all work required under this Contract in accordance with the standard of care set forth in Section 3.3 herein.
- 2.6 Right to Rescind Approval of Consultant.** The City of Waltham may rescind the City of Waltham's prior consent to a Consultant if a Consultant or subcontractor is incompetent, irresponsible or otherwise unsatisfactory, and the Designer shall remove such Consultant or subcontractor from the work. If a Consultant is so removed, the Designer shall provide another Consultant with similar credentials and qualifications that meets with the Approval of the City of Waltham. The removal of such Consultant or sub-consultant shall not relieve the Designer from its responsibilities for services of its Consultants and sub-consultants under this Contract.

### **ARTICLE 3: DESIGNER'S BASIC SERVICES -- GENERAL**

- 3.1 General.** The Designer shall perform professional services in accordance with the terms of this Contract, the Study for the Project which is incorporated herein by reference, the Scope of Services set forth in Attachment A. If the Designer did not perform the Study for the Project, then the Designer Selection Board advertisement is also incorporated herein by reference and the Designer shall perform its services in accordance with such advertisement. In the case of conflict between the terms of this Contract and any of the provisions incorporated herein by reference, the provisions of this Contract shall control. The Designer shall be responsible for the professional accuracy and coordination of all designs, drawings, specifications, cost estimates, and other services and submittals furnished by Designer and by its Consultants in accordance with the standard of care set forth below in paragraph 3.3. The Basic Fee shall compensate Designer for all of Designer's obligations specified in this Contract except as otherwise specifically provided herein. Unless otherwise specified in the Scope of Services the Designer's Basic Services do not include prequalification services required for either a Construction Manager At-Risk Project in accordance with M.G.L. c. 149A or prequalification services required or decided upon by the City of Waltham under M.G.L. c. 149 §§44D1/2 or 44D3/4.
- 3.2 Staffing; Time of Essence.** The Designer's personnel who shall provide services under this Contract are those listed in Attachment C. The Designer shall provide sufficient personnel to complete the services required by this Contract in a continuous and timely manner, and shall meet the Approved Contract Schedule agreed upon in accordance with Section 4.1 of this Contract. Time is of the essence of this Contract.
- 3.3 Standard of Care, Compliance with Laws.** The Consultant agrees that the services provided hereunder shall conform to the standard of care and practice exercised by design professionals or consultants engaged in performing comparable services; that the personnel furnishing said services shall be qualified and competent to perform adequately the services assigned to them; and that the recommendations, guidance and performance of such personnel shall reflect such standards of care and practice. In addition to and without limiting the foregoing, the Designer



agrees that the work and services performed hereunder shall conform to the standards set forth in this Contract and to all applicable Laws.

- 3.4 Quality Assurance.** The Designer shall demonstrate to the Authority the presence and implementation of quality assurance procedures. The Designer shall identify individual(s) responsible for bid document review and cost estimating, as well as methods utilized to determine the completeness, accuracy, and coordination of drawings, specifications, cost estimates, and other data and documentation.
- 3.5 Fixed Limit Construction Cost.** The Designer shall determine the materials, equipment, component systems and types of construction included in the design of the Project so that it may be awarded within the Fixed Limit Construction Cost without alternates (unless Approved by the City of Waltham) and without allowances of any nature. Such determination shall be subject to the Approval of the City of Waltham, which shall not be unreasonably withheld. If the City of Waltham has appointed a construction manager or an independent cost estimator for the Project, the Designer shall validate its Construction Cost Estimates with such person. Construction Cost Estimates shall be subject to the Approval of the Chief Procurement Officer. The decision of the City of Waltham shall be final in matters pertaining to this section but the Designer shall not be responsible for any decision by the City of Waltham that is inconsistent with generally accepted standards of professional practice provided that the Designer shall have advised the City of Waltham in writing of the inconsistency at the time of the Approval. If within three (3) months after approval of Construction Documents, in final form, the bids of the lowest responsible and eligible bidders exceed the Fixed Limit Construction Cost, the Designer shall, if so instructed in writing by the City of Waltham, provide such revised construction drawings and specifications and Construction Cost Estimates as the City of Waltham shall require for the purpose of bringing the cost within the Fixed Limit Construction Cost; provided that Designer may in connection with such revision make reasonable adjustments in the scope of the project subject to the written approval of the City of Waltham, which approval shall not be unreasonably withheld. The Designer shall not be paid additional compensation for such services.
- 3.6 Designer to Evaluate Surveys and Data.** The Designer shall analyze and evaluate the information furnished by the City of Waltham pursuant to Section 2.3 above. If items or data of the type identified in Section 2.3 are not available or are, in the reasonable opinion of the Designer, insufficient to permit the Designer properly to perform its services hereunder, the Designer shall submit a written request to the City of Waltham for permission to obtain the services of one or more Consultants to perform the necessary services, in which case unless the services are included in the Scope of the Contract, the Designer shall be reimbursed in accordance with Article 7 (Reimbursable Costs and Expenses), or to perform the services with the Designer's own employees, in which case the Designer shall be compensated in accordance with Article 6 (Additional Services; Additional Compensation). In no case shall the Designer commence or authorize a Consultant to commence such services without the prior Approval of the City of Waltham.
- 3.7 Corrections by City of Waltham.** The Designer shall furnish appropriate competent professional services for each of the phases of the Project to the point where detail checking or reviewing by the City of Waltham is not necessary. Any changes, corrections, additions, or

deletions made by the City of Waltham shall be incorporated into the design of the Project unless specific written objections thereto are made by the Designer and Approved by the City of Waltham. The decision of the City of Waltham shall be final in matters pertaining to this section, but the Designer shall not be responsible for any such decision by the City of Waltham that is inconsistent with generally accepted standards of professional practice provided that the Designer advised the City of Waltham in writing of the inconsistency at the time the decision was made.

- 3.8 Employment of Consultants.** Subject to the provisions of this Contract and the Approval of the City of Waltham, whenever the services of the following Consultants, and any other Consultants listed in Attachment A or in the Designer Selection Board's advertisement for the Project, are required, the Designer shall employ them and be responsible for their work and the coordination and supervision thereof: structural engineers, electrical engineers, mechanical engineers, civil engineers, plumbing engineers, sanitary engineers, architects, landscape architects, code specialists, cost estimators, specification writers, interior designers, and [insert others, if required]:

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Consultants shall be registered in Massachusetts in their respective disciplines if registration is required by the applicable Laws. If the City of Waltham directly employs an independent cost estimator, Owner's Project Manager, and/or other consultant(s), the Designer and its Consultants shall work directly with the City of Waltham's consultant(s) to ensure that optimum cost, scheduling, and ease of construction objectives are met.

- 3.9 Approval of Consultants.** Except as specifically provided in this Contract, the Designer shall not employ Consultants, or sublet, assign or transfer any part of its services or obligations under this Contract without the prior Approval of the City of Waltham subject to the provisions of M.G.L. c. 7. To obtain such Approval, the Designer must submit the items required by M.G.L. c. 7. The Designer shall provide the City of Waltham with complete copies of its contracts with each of its Consultants within 14 calendar days of the execution of such contracts.
- 3.10 Consultants Barred from Construction Work.** The Designer shall not employ in any element of design, specification, estimating, evaluation or other work under this Contract any person or firm that expects to be a bidder, subcontractor or supplier for the construction of the Project or any part thereof. The Designer shall obtain from every Consultant a written representation that such Consultant is aware that it is prohibited from serving as a bidder, subcontractor, or supplier for the construction of the Project or any part thereof.
- 3.11 Prompt Payments to Consultants.** The Designer shall, within 14 calendar days after receiving payment from the City of Waltham, either make payment to each Consultant whose work was

included in the work for which such payment was received or notify the City of Waltham in writing of the reason why such payment is not being made within such time period.

**3.12 DELETED**

**3.13 DELETED**

**3.14 Permits Generally.** Unless otherwise instructed by the City of Waltham in writing, the Designer shall obtain all Permits required to implement Designer's design at the site other than standard building permits customarily obtained by the general contractor. The Designer shall obtain the prior Approval of the City of Waltham of all permit applications, notices, and accompanying documentation before filing them with the appropriate governmental entity or other party. The Designer shall provide the City of Waltham with a certified list of all Permits required to implement the design at the site as soon as possible during design development, shall schedule target dates for the procurement of such Permits, and shall regularly update such list and schedule during the term of this Contract. The Designer shall certify in writing at the time that construction documents (or changes thereto) are submitted to the City of Waltham that the Designer has identified all Permits required to implement the Project and that those not identified in writing as being the responsibility of the City of Waltham have been identified in the specifications as being the general contractor's responsibility. Notwithstanding the foregoing, any required attendance by the Designer at any public hearing in connection with any Permit shall be considered an Additional Service to be compensated in accordance with Article 6 of this Contract, and any Permit application fee shall be considered a Reimbursable Expense to be reimbursed in accordance with the provisions of Article 7.

**3.15 Permits Related to Change Orders.** The Designer shall also provide to the Awarding Authority a written certification of all Permits required to implement change order work at the site when the Designer submits for approval any change order request to the City of Waltham during the construction phase of the Project, whether the change order request was made by the Designer, the City of Waltham, or the general contractor.

**3.16 Special Consultants.** The Designer shall retain the services of a Qualified Testing Laboratory, special field inspectors, and other special Consultants not referenced in Section 3.8 above when required for the Designer's services for the Project. The identity of such Consultants shall be approved in advance by the City of Waltham, which Approval shall not be withheld unreasonably. When such a special Consultant's services are required, including the services of a Qualified Testing Laboratory functioning under the jurisdiction of both a Massachusetts registered engineer and licensed inspectors, a detailed description of the proposed services shall be prepared by the Designer and shall be subject to the Approval of the City of Waltham. Consultant fee proposals shall be obtained by the Designer from at least three such consultants and submitted to the City of Waltham together with the Designer's recommendation for selection before any work shall be approved. The City of Waltham may waive the requirement for three proposals for good cause. Each such Consultant whose fee for such services exceeds \$25,000 shall demonstrate coverage by liability insurance in an amount not less than its fee. The cost for services of any Approved special Consultant not listed in Section 3.8, in the Scope of Services or in the Designer Selection Board advertisement for the Project shall be reimbursed as provided in Article 7. For solicitation, inspection, analysis, coordination, and evaluation of

such Consultants' services, and for assuming liability therefore, the Designer shall be compensated as provided in Article 7.

**3.17 Copyrights, Patents, Intellectual Property Rights.** The Designer hereby grants to the City of Waltham an irrevocable royalty-free license to use for any purpose the following items developed or made part of the work or services performed under this Contract: all drawings, designs, specifications, photographs, images, notes, materials and other work and ideas of the Designer and its Consultants and subcontractors related to the performance of this Contract which are or may be covered by copyright, patent, or other intellectual property Laws or as to which Designer and its Consultants and subcontractors may assert any rights or establish any claim under any such Laws. The Designer agrees on behalf of itself and its Consultants and subcontractors that the City of Waltham and the Public Entity shall have unlimited royalty-free rights, for the benefit of the City of Waltham and the Public Entity and any public entity to which the City of Waltham or the Public Entity may grant the right to share such rights, in any and all drawings, designs, specifications, photographs, images, notes, materials and other work and ideas developed in the performance of this Contract, including the right to use the same on any Public Entity or other public entity projects. The Designer shall incorporate by reference this provision into all contracts with its Consultants and subcontractors on this Project including, but not limited to, architects, engineers, estimators, designers and photographers. The Designer and its Consultants and subcontractors shall not be responsible for changes made in the documents without the Designer's authorization, nor for the City of Waltham's or other public entity's use of the documents on projects other than the Project, unless this is a contract for design services for a master plan or prototype. The City of Waltham assumes the risk resulting from any such changes made in the documents without the Designer's authorization, or for the City of Waltham's or other public entity's use of the documents on projects other than the Project.

**3.18 Security and Confidentiality.** The Designer and its Consultants and subcontractors shall maintain the confidentiality of Project records, including, but not limited to, all prints, plans, policies, procedures, studies, specifications and drawings, which relate to internal layout and structural elements, electrical and mechanical systems, security measures, emergency preparedness, threat or vulnerability assessments, and any other records relating to the security or safety of persons or buildings, structures, facilities, utilities, transportation or other infrastructure located within the City, the disclosure of which, in the reasonable judgment of the City of Waltham, is likely to jeopardize the safety of persons or property. Without limiting the foregoing, if the Project is a designated "Security Sensitive Information" project, the Designer shall execute a separate Security Sensitive Information Procedures and Confidentiality Agreement and shall comply with such document requirements as may be referenced in said agreement.

#### **ARTICLE 4: PROSECUTION AND PROGRESS OF BASIC SERVICES**

The Designer shall perform the following specific tasks in the following phases:

##### **4.1 Schematic Design Phase Services.**

- i. Upon receipt of a Notice to Proceed with Schematic Design Phase from the City of Waltham, the Designer and its appropriate Consultants shall meet with Skip Bandini

Director of Facilities, School Department to arrive at a mutual understanding of the requirements of the Study or Program furnished by the City of Waltham.

- ii. The Designer shall submit a proposed design work plan for the Designer's Services pursuant to this Contract including anticipated tasks and submittals. The Designer shall submit a proposed Contract Schedule consistent with any project schedule included in the Study or Scope of Services referenced in Attachment A. The schedule shall contain dates for submittals, deliverables, actions, milestones, design workshops, meetings and the critical path through all design service activities. It shall include allowances of time for the User Agency's and the City of Waltham's review and approval of submittals and for necessary submissions for Permits in connection with the Project. When Approved by the City of Waltham the work plan and the Contract Schedule shall govern the Designer's duties hereunder. The work plan shall also include a work plan schedule of values consistent with the payment schedule for the Basic Fee specified in Section 8.2, which shall be the basis of which payments of the Basic Fee within each phase shall be made. The work plan schedule of values shall identify deliverables within each phase and percentages of the phase fee payable upon completion of such deliverable. When Approved by the City of Waltham the work plan schedule of values shall govern the timing of payments of the Basic Fee upon completion of deliverables within each phase and as each phase progresses.
- iii. The Designer shall prepare a preliminary evaluation of the City of Waltham's Program, Study and construction budget requirements subject to the limitations described in subparagraph iv below. If the Designer is the Designer that performed the Study, the City of Waltham may at its option permit the Designer to develop the preferred Study alternative. Otherwise the Designer shall develop at least three alternative designs to a pre-schematic level. For the purposes of the preceding sentence "pre-schematic" means a general design concept level including program space and building envelope, footprint, massing, volume, orientation, and site context. Each pre-schematic alternative shall include a Construction Cost Estimate in Uniformat II Level 1 format. The Designer shall review with the City of Waltham the alternative designs and shall make a recommendation as to the preferred alternative. Upon selection by the City of Waltham of the preferred alternative, the Designer shall develop the preferred alternative to a full schematic design level. Schematic design level documentation shall incorporate City of Waltham and User Agency comments and shall include:
  - (a) drawings, concept sketches, three dimensional representations, and specifications;
  - (b) a building code analysis;
  - (c) an environmental assessment;
  - (d) a preliminary life cycle cost analysis,
  - (e) a plan for implementation or inclusion of any appropriate public utility energy conservation design programs;
  - (f) an analysis of the design's compliance with the Americans with Disabilities Act/Massachusetts Architectural Access Board requirements;

- (g) a space measurement analysis for the design which shall verify that the sum of all program floor areas in the Project plus all other floor areas in the Project equal the Gross Floor Area of the Project;
  - (h) a Construction Cost Estimate for the design in Uniformat II Level 2 format with aggregated unit rates and quantities supporting each item and verified as accurate and complete by the cost estimator and/or Owner's Project Manager , if any, employed by the City of Waltham;
- v. Schematic design phase drawings, specifications, Construction Cost Estimates and other submittals shall be subject to the written Approval of the User Agency and the City of Waltham. Unless a lesser number is requested by the City of Waltham, the Designer shall submit to the City of Waltham for approval six (6) copies of schematic design drawings, specifications, cost estimates, and other submittals.

#### **4.2 Design Development Phase Services.**

- i. Upon receipt of a Notice to Proceed with the Design Development Phase, the Designer and its Consultants shall meet regularly and as necessary with agents of the City of Waltham and the User Agency, shall update and refine items submitted during the schematic design phase, and shall submit, on or before the date specified in the Contract Schedule, and on the basis of the Approved schematic design phase documents:
  - (a) an updated work plan and Project Schedule;
  - (b) a list of all Permits required to implement the design and a schedule of target dates for the procurement of such Permits, which list and schedule shall be regularly updated during the term of this Contract;
  - (c) information and documentation within the technical expertise of the Designer and its Consultants that is necessary for the City of Waltham to file Environmental Notification Forms, Environmental Impact Reports, and any other filings for Permits that must be filed during the design development phase;
  - (d) complete design development drawings, draft specifications indicating any filed sub-bid sections based on the cost of the work and other documents necessary to specify the size and character of the Project as to siting, landscape, architectural, structural, fire protection, plumbing, HVAC, electrical, ADA/MAAB, product requirements, and other features;
  - (e ) quality control documentation demonstrating without limitation coordination of: ceiling clearances, mechanical room size, and shaft sizes; specifications and drawings; filed sub-bid work or sections; scheduling; equipment and power; existing and new construction; and phasing;
  - (f) design development drawings for which the Designer shall submit for a "tentative approval" review to the public agency;
  - (g) a life cycle cost analysis to determine which design decisions related to all energy and water consuming devices and overall building operation and maintenance are the most cost effective [M.G.L. c. 149, s. 44M];
  - (h) a Construction Cost Estimate for the design in Uniformat II Level 3

format, with unit rates and quantities supporting each item, which shall have been reviewed and approved as accurate and complete by any cost estimator or Owner's Project Manager employed by the City of Waltham with respect to the Project;

(i) a space measurement analysis for the design verifying the sum of all program areas in the Project;

(j) a summary or summaries comparing the design development drawings, specifications and cost estimates with the Program requirements, and explaining any deviations in writing.

- ii. Such drawings, specifications, cost estimate and other design development submittals shall be subject to the written Approval of the User Agency and the City of Waltham. Unless a lesser number is requested by the City of Waltham, the Designer shall submit to the City of Waltham for approval six (6) copies of design development drawings, specifications, cost estimates, and other submittals.

#### **4.3 Construction Documents Phase Services.**

- i. Upon receipt of a Notice to Proceed with the Construction Documents Phase of the Project from the City of Waltham, the Designer and its Consultants shall meet regularly as necessary with agents of the City of Waltham and based on the submittals Approved in the design development phase of the Project, shall update and refine the items previously submitted and shall submit on or before the date and time specified in the Approved Project Schedule:
  - (a) an updated work plan and Project Schedule;
  - (b) complete construction drawings and specifications, certified by the Designer as having satisfied the applicable quality control review, approved as required by subsection ii below, in sufficient detail to permit fixed-price bids in open competition for construction of the Project;
  - (c) an updated environmental assessment, building code analysis, ADA/MAAB analysis, and a certified list of all required testing and all required Permits as well as a certification that all applicable local, state and utility officials have been contacted by the Designer regarding each utility connection and that the persons responsible for permits or connection approval has agreed to the systems' use;
  - (d) structural and energy calculations, building code analysis, ADA/MAAB analysis;
  - (e) at the 60% stage of completion of the final drawings and specifications, a Construction Cost Estimate prepared using the Uniformat II Classification to Level 3, including quantities of all materials and unit prices of labor, equipment, and materials as well as a cost estimate for each item of work, for review by the City of Waltham;
- ii. The Designer shall furnish a revised and final Construction Cost Estimate, current as of the date of the final bid document submission, including cost estimates for general conditions, overhead and profit, insurance, bonds, and all other items; provisional allowances for work not sufficiently designed at this phase; and allowances expressed as percentage rates for construction contingencies and escalation to the bid date. The final Construction Cost Estimate shall be prepared in Uniformat II Elemental Classification to

Level 3 (Sections A-G inclusive) and shall be complete with a single line outline specification description for each item with the detailed unit rate or item cost buildup provided as a backup in each case.

- iii. The Designer shall furnish a final Construction Cost Estimate, current to the date of the final bid document submission, in Construction Standards Institute Masterformat cross-referenced to the final Uniformat II Construction Cost Estimate. This estimate shall contain the same total and percentage allowances as the final Uniformat II Construction Cost Estimate for overhead and profit and for any further allowances for escalation and other contingencies.
- iv. The Designer shall also submit a summary comparing the final construction drawings and specifications and final Estimated Construction Cost with the Program requirements and submittals made during the design development phase, explaining any significant deviations.
- v. All submittals shall be subject to the written approval of the User Agency and the City of Waltham. Unless a lesser number is requested by the City of Waltham or is provided below in subsection vii, the Designer shall furnish to the City of Waltham for approval two (2) sets of the final paper drawings, specifications Construction Cost Estimates and other submittals. The Designer shall also furnish six (6) copies of the same specifications and drawings in .pdf format on CDs and one copy of the same in MS Word Format on Flash Drive or in such other format as the City of Waltham may require.
- vi. From the Approved construction drawings and specifications, with such changes as the City of Waltham requires, the Designer shall prepare and transmit to the City of Waltham a set of reproducible black and white drawings and original specifications on high quality white bond paper, single-sided, properly packaged, suitable for reproduction, stamped and signed by all disciplines, which documents shall become the property of the City of Waltham. Other suitable methods may be used with the prior Approval of the City of Waltham. One copy of the drawings and specifications shall be submitted with the reproducible drawings and specifications.
- vii. The City of Waltham will copy the construction bid documents, including advertisements, for receipt of proposals from construction contractors, and for execution of a Construction Contract or contracts. The Designer shall prepare all addenda (to include bidders' questions and Designer's responses) and submit to the Chief Procurement Officer. The Designer and its Consultants shall attend and chair the pre-bid conference if one is scheduled, taking note of all questions asked. Relevant questions submitted in writing shall be answered, via the Office of the Chief Procurement Officer, by means of written addenda to the bid documents as required. The Designer shall attend the bid opening and conduct a review of the qualifications of the low filed sub-bidders and general bidder (and of other bidders if necessary) and shall, within five working days of the respective bid opening dates, advise the City of Waltham in writing of the Designer's opinions as to the sub-bidders' bids and as to which general bidder is the responsible and eligible bidder that has submitted the lowest bid.



- viii. If required by law or requested by the City of Waltham, the Designer shall assist the City of Waltham in the prequalification of prime contractors and sub-contractors in the filed sub-bidder or trade contractor scopes of work pursuant to M.G.L. c. 149, §§44D1/2 and 44D3/4 or M.G.L. c. 149A.
- ix. If within three (3) months after approval of Construction Documents, in final form, the bids of the lowest responsible and eligible bidders exceed the Fixed Limit Construction Cost, the Designer shall, if so instructed in writing by the City of Waltham, provide such revised construction drawings and specifications and construction cost estimates as the City of Waltham shall require for the purpose of bringing the cost within the Fixed Limit Construction Cost; provided the Designer may in connection with such revision make reasonable adjustments in the scope of the project subject to the written approval of the Director, which approval shall not be unreasonably withheld. The Designer shall not be paid additional compensation for such services.

#### **4.4 Construction Administration Phase Services.**

- i. Consistent with the standard of care and practice stipulated in Section 3.3 above, upon the award of the Construction Contract the Designer and its Consultants shall, for the purposes of ensuring construction quality, cost control, schedule control, compliance with the City of Waltham's obligations under the Construction Contract, and protecting the City of Waltham, User Agency and Public Entity against defects and deficiencies in the work of the Project under the Construction Contract documents:
  - (a) be charged with general administration of the Construction Contract to the extent set forth herein;
  - (b) furnish the general contractor with information for establishing lines and grades and such large-scale drawings and full-sized detailed drawings as are needed to implement the intent of the Construction Contract documents;
  - (c) promptly and in accordance with the requirements of the Construction Contract check, obtain testing where necessary, and approve samples, schedules, shop drawings and other submissions by the general contractor;
  - (d) prepare, maintain and update logs for all submittals and changes to the Construction Contract;
  - (e) visit the site at intervals appropriate to the stage of construction but not less than weekly, and observe the progress of the work, issue written progress reports, and conduct job meetings, and prepare and distribute meeting minutes to assure that the work is technically correct and is being built in conformance with Approved construction documents;
  - (f) report to the City of Waltham weekly in writing on the progress of the work including whether or not the general contractor is keeping as-built drawings updated;
  - (g) on a weekly basis (or more often as may be necessarily), make specific recommendations on rejection of all Project work observed by the Designer that fails to conform to the Construction Contract documents, and review and inspect corrected work;

(h) require each Consultant employed in accordance with Article 3 to make visits weekly during the progress of any work to which that Consultant's services relate and to report upon it in writing to the Designer;

(i) conduct semi-final and final inspections of the Project and report the results of such inspections in writing to the City of Waltham;

(j) observe the balancing of air and water circulation systems and report the results thereof;

(k) observe the setting and adjustment of automatic controls and report thereon;

(l) in a timely manner, decide all questions regarding interpretation of, or compliance with, the Construction Contract documents, except as the City of Waltham may in writing otherwise determine;

(m) furnish electronic versions of the Record Drawings, a final cost report, and other required documents; and

(n) assist the City of Waltham in any bid protest hearings, change order appeal hearings requested under M.G.L. c. 30, § 39Q, and any other litigation, except as provided in Article 6.

(o) Except as otherwise specifically set forth in the Construction Contract documents, the Designer shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's rights and responsibilities under the Construction Contract documents

- ii. The Designer shall submit to the City of Waltham in a timely manner all requisitions for payment submitted by the general contractor in the form required by the City of Waltham. With respect to each such requisition, the Designer shall certify to the best of its knowledge that the percentage of work included in the requisition is accurate and that the work performed conforms to the Construction Contract documents. In the event the Designer does not approve the requisition exactly as submitted by the general contractor, the Designer shall forward it for payment to the City of Waltham dated and signed with corrections with an accompanying letter of explanation setting forth the Designer's objections and recommended changes. The Designer shall coordinate the required visits to the construction site so as to enable it to submit to the City of Waltham the general contractor's monthly requisition for payment bearing the Resident Engineer's approval or accompanied by the Resident Engineer's letter of exceptions. Timely payments to the contractor are required by M.G.L. c. 30, § 39K; therefore, the Designer shall establish procedures assuring either immediate mail or messenger delivery of the requisition for payment to the City of Waltham, and shall process requisitions for payment within two working days after receipt of the same.
- iii. Before examining the requisition for final payment submitted to the City of Waltham by the general contractor and making any certification in response thereto, the Designer shall obtain from the general contractor As-Built Drawings, including drawings showing the actual installation of the site utilities, plumbing, heating, ventilating and electrical work under the Construction Contract, and recording all changes. The Designer shall ascertain that changes authorized by change orders are shown on the general contractor's As-Built Drawings. The Designer shall revise the applicable original

reproducible drawings and electronic media drawings on the basis of the As Built Drawings and shall submit them as Record Drawings along with two sets of prints to the City of Waltham; which Record Drawings shall become the property of the City of Waltham, all as part of its Basic Fee.

- iv. At the conclusion of the Construction Contract the Designer shall assist the City of Waltham's Chief Procurement Officer in the evaluation of the performance of the general contractor as required by M.G.L. c. 149, § 44D or any other law.
- v. Two suitably bound legible copies of all original design and quantity calculations including those pertinent to change orders and shop drawings if applicable shall be furnished by the Designer to the City of Waltham at the conclusion of the Construction Contract.
- vi. The Designer recognizes and acknowledges that all change orders must be approved by the Chief Procurement Officer prior to the initiation of the work.

## **ARTICLE 5: DESIGNER'S BASIC FEE**

**5.1 Basic Fixed Not-to-Exceed Fee.** For the performance of all services required in this contract and excluding those services specified herein, the Designer shall be paid the **Fixed Percent of Construction** amount offered by the designer in the designated price section of this document found in the later pages and negotiated after final selection by the DSB. **The fee is all inclusive** and it is the only amount payable to the designer. No additional charges will be paid by the city for travel, document reproduction, research materials, equipment rental, postage, phone calls, consumable field supplies, etc.

**5.2 Equitable Adjustments to Basic Fee.** If there is a substantial change in the services provided in this Contract as determined by the City of Waltham, the Designer and the City of Waltham will agree to an equitable adjustment in the Designer's Basic Fee. For the purposes of this Contract, a "substantial change" in services shall include:

- i. a substantial change in the scope of Designer's services that is not the fault of the Designer; or
- ii. a significant increase in the duration of the Project as provided in the Study, or as otherwise agreed upon, that is not the fault of the Designer.

**5.3 Manner of Payment.** Payment of the Designer's Basic Fee shall be made in accordance with Article 8.

## **ARTICLE 6: ADDITIONAL SERVICES**

**6.1 Additional Services.** With the prior Approval of the City of Waltham, the Designer shall perform all or any of the following services in addition to the Basic Services:

- i. revise previously Approved drawings, specifications or other documents to accomplish changes authorized by the City of Waltham or required by changes in applicable Laws, and revisions not occasioned by the Designer's errors or omissions;
- ii. attend permit or public hearings and preparing presentation renderings and presentation models in connection therewith that are authorized by the City of Waltham;
- iii. prepare documents for alternate bids requested by the City of Waltham except or alternates required to be prepared by the Designer to adjust the Estimated Construction Cost to within the Fixed Limit Construction Cost;
- iv. assist the City of Waltham with the pre-qualification of bidders in accordance with M.G.L. c. 149, §§ 44E1/2 and 44D3/4 or M.G.L. c. 149A
- iv. to the extent not specified in the Scope of Services, provide prequalification services;
- v. provide consultation concerning replacement of any work damaged by fire or other cause during construction and furnishing professional services of the type set forth in Article 3 as may be required in connection with the replacement of such work;
- vi. provide professional services necessary to evaluate substitutions proposed by the general contractor and preparing subsequent revisions to drawings and other documents resulting there from or furnishing professional services made necessary by the default of the general contractor;
- vii. provide services after final payment to the general contractor, except for services occasioned by the Designer's errors or omissions;
- viii. prepare special documents for or appearing as a witness in change order appeal hearings under M.G.L. c. 30, s. 39Q or in judicial litigation arising out of the Construction Contract, except for litigation arising from the Designer's negligent acts or omissions;
- ix. prepare change orders and supporting data, except as set forth in Section 6.4;
- x. revise construction drawings and specifications submitted in their final and complete form for which bids were not received within six months after submission;
- xi. make studies other than those normally required and preparing applications and reports to assist the City of Waltham in obtaining federal aid;
- xii. additional site visits requested by the City of Waltham for which additional payment is provided in Section 6.2.

Prior to performing any Additional Services the Designer shall agree with the City of Waltham upon the fee for such services in accordance with Section 6.3 of this Contract. No authorization

by the City of Waltham for the performance of any Additional Services shall be valid unless it contains a "not to exceed" amount.

- 6.2 Additional Site Visits.** Additional services shall also include visits by the Designer or its Consultants at the request of the City of Waltham during the construction administration.
- 6.3 Compensation for Additional Services.** The basic fee includes the provision of the services listed in sections 6.1 and 6.2 of this Article. Attachments C and D are incorporated by reference into this agreement and may be changed only with the Approval of the City of Waltham. The City of Waltham shall have the right to require the Designer and its consultants to provide the City of Waltham certified payroll records or other requested documentation from business records other current design contracts in order to verify the rates stated in Attachment I. In no event shall the services of office or on site support personnel be compensable under this section.
- 6.4 Change Orders and Modifications.** The Designer shall be compensated in accordance with the rates specified in section 6.3 for the services of its employees and any Consultant listed in Article 3 or in Attachment C for the preparation of modifications, change orders and supporting data. Neither the Designer nor its consultants shall be compensated for any services involved in preparing changes that are required for additional work that should have been anticipated by the Designer in the preparation of the bid documents, or that were occasioned by the Designer's errors or omissions, as reasonably determined by the executive head of the City of Waltham. [M.G.L. c. 7, s. 38H(J)] The Designer shall not be compensated for any services involved in preparing changes required making unit price adjustments due to existing conditions, or for services involved in change orders for time extensions only. Changes for which the Designer receives no compensation under this Article shall be called "no fee modifications" or "no fee change orders." The fact that the Designer receives no fee shall not waive the City of Waltham's legal remedies regarding such changes.
- 6.5 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.

## **ARTICLE 7: REIMBURSABLE COSTS AND EXPENSES**

- 7.1 General.** The Designer shall be reimbursed by the City of Waltham for:
- i. The actual cost to the Designer of special consultants Approved by the City of Waltham but not specified in Article 3 or in the Designer Selection Board's advertisement for the Project. No reimbursement for such expense shall be made unless the rates of compensation for said consultant services shall have been previously approved by the City of Waltham. The City of Waltham may approve a lump sum fee.

- ii. Permit filing fees and other actual costs for items not included in the Basic Fee, including special printing, but only when specifically authorized in writing in advance by the City of Waltham.
- iii. For document copies in excess of 6 technical copies including prints and specifications. The cost per unit in excess of 6 copies will be negotiated with the parties.

**7.2. Travel.** The City of Waltham shall not reimburse the Designer for travel expenses under this Contract, provided, however, that in special circumstances and with prior written Approval of the City of Waltham, the Designer may be reimbursed for out-of-state travel expenses consistent with applicable statutes, rules, and regulations.

## **ARTICLE 8: PAYMENTS TO THE DESIGNER**

**8.1 Change Orders.** Unless otherwise approved by the Mayor of the City of Waltham, payments to the Designer for a modification or a change order shall be made when the modification or change order has been approved by the Mayor of the City of Waltham.

**8.2 Schedule for Payment of Basic Fee.** The lump sum fee under Attachment I shall be paid in accordance with the Approved work plan schedule of values prepared in accordance with Section 4.1, for performance of all services specified in Articles 3 and 4. The Schedule of Values shall be consistent with the following schedule so that the total installments of the Basic Fee in each phase of the schedule equals the percentage of the Basic Fee allocated to each such phase of the schedule below. Actual payments can be requisitioned by the Designer upon completion of deliverables within each phase as set for in the Approved work plan schedule of values:

The Designer shall submit requisitions on a monthly basis for any deliverables completed within that month. City of Waltham shall not be obliged to pay any claims received more than forty-five days after notification to the Designer of final acceptance of the contractor's work under the Construction Contract.

**8.3 Applications for Payment.** All invoices except for those made under the provisions of Section 8.1 above may be submitted monthly and will be promptly processed by the City of Waltham if they are in conformity with this Contract and properly documented; if not they will be returned to the Designer. No invoice (other than an invoice for the final payment to Designer under this Contract) shall be required to be so submitted or processed when the net amount due is less than \$200. Amounts of less than \$200 shall be added to the subsequent month's invoice. All invoices from the Designer shall be submitted to the Chief Procurement Officer.

**8.4 Right of Offset.** If the City of Waltham finds that services previously paid for by the City of Waltham contained deficiencies, errors or omissions then the City of Waltham may withhold from any future payment an amount reasonably calculated by the City of Waltham to cover the cost of correcting the deficiency, error or omission until the services have been corrected. The City of Waltham may also offset against any payment due to the Designer the amount of any costs incurred by the City of Waltham arising from the Designer's failure to provide required

services, deficiencies, errors or omissions. If the City of Waltham shall discover that the charge for any previously paid-for services was calculated based upon incorrect salary rates or other incorrect information, the City of Waltham may offset any overcharges against any future payment. Any disputes related to offsets taken by the City of Waltham shall be subject to resolution pursuant to Section 3.19 of this Contract. Nothing in this paragraph shall limit any legal remedies of the City of Waltham against the Designer for default, errors, omissions, erroneous claims, false claims, tort claims, or any breach by the Designer of the terms of this Contract or applicable Laws.

## **ARTICLE 9: TERMINATION**

- 9.1 City of Waltham's Right to Terminate.** By written notice to the Designer, the City of Waltham may terminate this Contract, in whole or in part, at any time for either the City of Waltham's convenience or for the failure of the Designer to fulfill its obligations under this Contract.
- 9.2 Termination by City of Waltham for Convenience.** If any such termination shall occur without the fault of the Designer, all compensation and reimbursable expenses due to the Designer up to the date of termination, in accordance with all Contract terms, including proportionate payment for partially completed work, shall be paid to the Designer by the City of Waltham. The payments to the Designer shall not exceed the fair value of the Designer's work, as the City of Waltham shall determine. No amount shall be allowed for anticipated profit on unperformed services.
- 9.3 Termination by City of Waltham for Cause.** If this Contract is terminated due to the failure of the Designer to fulfill the Designer's obligations under this Contract, the City of Waltham may assume the design work and replace it and/or prosecute the same to completion by contract or otherwise. In such case, the Designer shall be liable to the City of Waltham for any additional cost incurred by the City of Waltham thereby. These rights and remedies of the City of Waltham are in addition to any rights and remedies provided by law or under this Contract.
- 9.4 Termination by Designer.** By written notice to the City of Waltham, the Designer may terminate this Contract (i) if the City of Waltham, within sixty (60) days following written notice to the City of Waltham from the Designer of any default by the City of Waltham hereunder, shall have failed to remove such default, or (ii) if, after the Designer shall have performed all services required of the Designer in the schematic design phase, the design development phase, or the construction documents phase of the Project as described in this Contract, at least six months shall have elapsed without receipt by the Designer of a Notice to Proceed with the next phase of the Designer's services. Upon any such termination by the Designer all compensation and reimbursement payable to the Designer in accordance with this Contract up to and including the date of termination shall be paid to the Designer by the City of Waltham. The payments to the Designer shall not exceed the fair value of the Designer's work, as the City of Waltham shall determine. No amount shall be allowed for anticipated profit on unperformed services.
- 9.5 Designer's Duties upon Termination.** Upon any termination of this Contract the Designer shall deliver to the City of Waltham all data, drawings, specifications, reports, estimates, summaries, and

such other information and materials, whether completed or in process, as may have been accumulated by the Designer in performing this Contract.

**9.6 Termination for the Unavailability of Municipal funds.** The project may be terminated by the City if funds are not appropriated by City Government. This contract is contingent upon the appropriation of funds by the City of Waltham.

## **ARTICLE 10: RECORDS, DISCLOSURE STATEMENTS, ACCOUNTING CONTROLS, AUDITS**

- 10.1 Records to be kept for Six Years.** The Designer shall make, and keep for at least six (6) years after final payment, books, records, and accounts which in reasonable detail accurately and fairly reflect the transactions and dispositions of the Designer. [M.G.L. c. 30, §39R(b)(1)-(2)]
- 10.2 Records Open to Inspection.** Until the expiration of six (6) years after final payment, the Governor or his designee, the Secretary of Administration and Finance, the State Auditor, the Office of the Inspector General, the Commissioner of DCAM, the City of Waltham and any other public official authorized by law, shall have the right to examine any books, documents, papers or records of the Designer or of its Consultants and subcontractors that directly pertain to, and involve transactions relating to, the Designer or its Consultants and subcontractors. [M.G.L. c. 30, §39R(b)(1)-(2); Executive Order 195]
- 10.3 Changes in Method of Accounting.** If this Contract is a contract for an amount exceeding \$10,000 or is a contract for the design of a Project with an Estimated Construction Cost exceeding \$100,000, and if the Designer shall make any change in its method of maintaining records that would materially affect any statements filed by the Designer with the City of Waltham, the Designer shall forthwith deliver to the City of Waltham a written description of such change, the effective date thereof, and the reasons therefor. The Designer shall submit with such description a letter from the Designer's independent certified public accountant approving or otherwise commenting on the change. [M.G.L. c. 30, §39R(b)(3)] The Designer hereby represents that there have been no such changes to date that have not been so reported to the City of Waltham.
- 10.4 Warranty by Designer.** If this Contract is for an amount exceeding \$10,000 or is for the design of a Project with an Estimated Construction Cost exceeding \$100,000, the Designer warrants and represents that Designer has filed a statement of management on internal accounting controls as set forth in section 10.5 below prior to the execution hereof. [M.G.L. c. 7, §38H(e)(iv)]
- 10.5 Filing of Statement of Management on Internal Accounting Controls.** If this is a Contract for an amount exceeding \$10,000 or is for the design of a Project with an Estimated Construction Cost exceeding \$100,000, the Designer shall file with the City of Waltham a statement of management as to whether the system of internal accounting controls of the Designer and its subsidiaries reasonably assures that: (1) transactions are executed in accordance with management's general and specific authorization; (2) transactions are recorded as necessary i) to permit preparation of financial statements in conformity with generally accepted accounting principles, and ii) to maintain accountability for assets; (3) access to assets is permitted only in



accordance with management's general or specific authorization; and (4) the recorded accountability for assets is compared with the existing assets at reasonable intervals and appropriate action was taken with respect to any difference. The Designer shall also file with the City of Waltham a statement prepared and signed by an independent certified public accountant, stating that the accountant has examined the statement of management on internal accounting controls, and expressing an opinion as to (1) whether the representations of management in response to this section and sections 1 and 2 above are consistent with the result of management's evaluation of the system of internal accounting controls; and (2) whether such representations of management are, in addition, reasonable with respect to transactions and assets in amounts which would be material when measured in relation to the applicant's financial statements. [M.G.L. c. 7, §38H(e)(iv); M.G.L. c. 30, §39R(c)]

- 10.6 Representation Regarding Audited Financial Statement.** If this is a contract for an amount exceeding \$10,000 or is for the design of a Project having an Estimated Construction Cost exceeding \$100,000, the Designer represents that it has filed prior to the execution hereof and will continue to file annually, an audited financial statement for the most recent completed fiscal year as set forth in section 7 below. [M.G.L. c. 7, §38H(e)(iv) M.G.L. c. 30, §39R(d)]
- 10.7 Filing of Annual Statement Required.** The Designer shall annually file with the Commissioner of DCAM during the term of this Contract a financial statement prepared by an independent certified public accountant on the basis of an audit by such accountant. The final statement filed shall include the date of final payment. All statements shall be accompanied by an accountant's report. Such statements shall be made available to the City of Waltham upon request. [M.G.L. c. 7, §38H(e)(iv); M.G.L. c. 30, §39R(d)]
- 10.8 Records Not Public.** Records and statements required to be made, kept or filed under the provisions of this Article shall not be public records as defined in M.G.L. c. 4, s. 7 and shall not be open to public inspection; provided, however, that such records and statements shall be made available pursuant to the provisions of section 10.2 above.

## **ARTICLE 11: RELEASE AND DISCHARGE**

The acceptance by the Designer of the last payment for services paid under the provisions of either Article 8 or Article 9 in the event of termination of this Contract, shall in each instance operate as a release of the Public Entity, the User Agency, the City of Waltham, and every employee and agent thereof, from all claims of the Designer arising from this Contract, and from liability for any act or omission relating to or affecting the Designer's services hereunder, except for those written claims submitted by the Designer to the City of Waltham with the last payment requisition; and except that such acceptance shall not operate as a release of claims not known to designer, which designer could not reasonably have known about at the time of such acceptance.

## **ARTICLE 12: INSURANCE**

- 12.1 General Requirements [M.G.L. c.7, §38H(f)].** The Designer shall purchase and maintain insurance of the type and limits listed in this Article with respect to the services to be performed under this Contract. This insurance shall be provided at the Designer's expense and

shall be in force and effect for the full term of the Contract or for such longer period as this Article requires. The insurance certificate will read in the service to be provided section the following verbatim language: ***"The City of Waltham is a named additional Insured with regards to General Liability"***

All policies shall be issued by companies lawfully authorized to write that type of insurance under the Laws of the Commonwealth with a financial strength rating of "A-" or better as assigned by A.M. Best Company, or an equivalent rating assigned by a similar rating agency acceptable to the City of Waltham, or otherwise acceptable to the City of Waltham.

The Designer shall submit three originals of each certificate of insurance acceptable to the City of Waltham simultaneously with the execution of this Contract. Certificates shall show each type of insurance, insurance company, policy number, amount of insurance, deductibles/self-insured retentions, and policy effective and expiration dates. The Designer shall submit updated certificates prior to the expiration of any of the policies referenced in the certificates so that the City of Waltham shall at all times possess certificates indicating current coverage. Failure by the Designer to obtain all policy renewals and to provide the respective insurance certificates as required shall constitute just cause for termination of Designer's services under this Contract.

Termination, cancellation, or material modification of any insurance required by this Contract, whether by the insurer or the insured, shall not be valid unless written notice thereof is given to the City of Waltham at least thirty days prior to the effective date thereof, which shall be expressed in said notice.

The Designer is responsible for the payment of any and all deductibles under all of the insurance required below. The City of Waltham shall not be responsible for the payment of deductibles, self-insured retentions or any portion thereof.

**12.2 Workers' Compensation, Commercial General Liability, Automobile Liability, and Valuable Papers**. The Designer shall purchase and maintain at its own expense during the life of this Contract the following insurance:

- i. Workers' Compensation Insurance in accordance with M.G.L. chapter 152.
- ii. Commercial General Liability Insurance, with a minimum limit of \$1,000,000 each occurrence. The Public Entity and the City of Waltham shall each be listed as an additional insured.
- iii. Automobile Liability Insurance at a limit of not less than \$1,000,000 each accident.
- iv. Valuable Papers insurance in an amount sufficient to assure the restoration of any plans, drawings, computations, field notes, or other similar data relating to the work covered by this Contract in the event of loss or destruction while in the custody of the Designer until the final fee payment is made or all data is turned over to the City of Waltham, and this coverage shall include coverage for relevant electronic media including, but not limited to, documents stored in computer aided design drafting (CADD) systems.

- 12.3 Professional Liability.** The Designer shall maintain professional liability insurance covering errors and omissions and negligent acts of the Designer, and of any person or entity for whose performance the Designer is legally liable. Unless an alternate amount is otherwise specified in the documents incorporated by reference into Section 3.1 of this Contract, the minimum amount of such insurance shall equal the lesser of \$5,000,000 or 10% of the Project's Fixed Limit Construction Cost but in no event less than \$250,000 per claim. Unless the Designer is specifically required to provide project specific insurance in the documents incorporated by reference into Section 3.1, the policy may be in a "claims made" format. If the policy is a "claims made" policy, it shall include a retroactive date that is no later than the effective date of this Contract, and an extended reporting period of at least six years after the earlier of: (1) the date of official acceptance of the completed Project by the City of Waltham; (2) the date of the opening of the Project to public use; (3) the date of the acceptance by the general contractor of a final pay estimate prepared by the City of Waltham pursuant to M.G.L. chapter 30; or (4) the date of substantial completion of the Construction Contract and the taking of possession of the Project for occupancy by the City of Waltham or the User Agency, which requirement can be met by providing renewal certificates of professional liability insurance to the City of Waltham as evidence that this coverage is being maintained.
- 12.4 Liability of Designer.** Insufficient insurance shall not release the Designer from any liability for breach of its obligations under this Contract. Without limitation, the Designer shall bear the risk of any loss if its valuable papers insurance coverage is insufficient to cover the loss of any work covered by this Contract.

### **ARTICLE 13: INDEMNIFICATION**

The Designer shall indemnify and hold harmless the City of Waltham and all of their agents and employees from and against all claims, damages, losses and expenses, including but not limited to court costs, reasonable attorneys' fees, interest and costs arising out of or resulting from the wrongful and/or negligent acts or omissions of the Designer in performance of the services covered by this Contract and/or of failure to comply with the terms and conditions of this Contract, whether by Designer or its employees, Consultants or subcontractors, provided that the City of Waltham shall notify the Designer of such suits and claims within a reasonable time after the City of Waltham becomes aware of them. The Designer shall be afforded an opportunity to participate in the defense and/or settlement of all such suits and claims. The Designer shall not be bound by the amount of damages suffered in any litigation or settlement unless the Designer is given the opportunity to participate in negotiations for settlement and/or defense of such litigation or claim.

### **ARTICLE 14: MISCELLANEOUS LEGAL REQUIREMENTS**

- 14.1. Non-Resident Processing; Signatures.** Every Designer that is a nonresident of the Commonwealth of Massachusetts, or a nonresident partner of a Designer, hereby appoints the Secretary of the Commonwealth of Massachusetts to be his true and lawful attorney in and for Massachusetts, upon whom all lawful processes in any action or proceeding arising out of this Contract may be served. When legal process against any such person is served upon the Secretary of State, a copy of such process shall forthwith be sent by registered mail with a

return receipt requested by the City of Waltham or its lawful attorney to said Designer or partner at the address set forth in this Contract. Said Designer or said partner hereby stipulates and agrees that any lawful process against it which is served on said attorney shall be of the same legal force and validity as if served on said Designer or said partner. Such authority shall continue in force so long as any liability remains outstanding against said Designer or said partner.

**14.2. Anti-Boycott Covenant [Executive Order #130].** The Designer warrants, represents and agrees that during the time this Contract is in effect, neither it nor any affiliated company, as hereafter defined, will participate in or cooperate with an international boycott, as defined in section 999 (b) (3) and (4) of the Internal Revenue Code of 1954, as amended, or engage in conduct declared to be unlawful by General Laws Chapter 151E, §§2 and 3. If there shall be a breach in the warranty, representation and Contract contained in this section, then without limiting such other rights as it may have the City shall be entitled to rescind this Contract. As used herein, an affiliated company shall be any business entity of which at least 51% of the ownership interests are directly or indirectly owned by the contractor or by a person or persons or business entity or entities directly or indirectly owning at least 51% of the ownership interests of the contractor, or which directly or indirectly owns at least 51% of the ownership interests of the contractor.

**14.3 Truth-In-Negotiations Certificate [M.G.L. Chapter 7, Sec. 38H].** To the extent that the Designer's fee has been negotiated, the Designer certifies that it has filed a truth-in negotiations certificate in accordance with M.G.L. c. 7, s. 38H (b) prior to being awarded this Contract. Said certificate is attached hereto as Attachment incorporated herein by reference.

## **ARTICLE 15: LEFT BLANK**

## **ARTICLE 16: NON-DISCRIMINATION IN EMPLOYMENT AND AFFIRMATIVE ACTION**

**16.1 Compliance.** The Designer shall comply with all Laws promoting fair employment practices or prohibiting employment discrimination and unfair labor practices and shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age sex, religion, physical or mental handicap, or sexual orientation or for exercising any right afforded by Law. The Designer shall comply with all applicable Laws prohibiting discrimination in employment including but not limited to: Title VII of the Civil rights Act of 1964; the Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; M.G.L. c. 151B, s. 4(1); and all relevant administrative orders and executive orders, including Executive Order 227 and Executive Order 246. If a complaint or claim alleging violation of such statutes, rules or regulations is presented to the Massachusetts Commission Against Discrimination (MCAD), the Designer and its agents agree to cooperate fully with MCAD in the investigation and disposition of such complaint or claim. In the event of the Designer's noncompliance with the provisions of this section, the City of Waltham shall impose such sanctions as it deems appropriate, including, but not limited to, withholding of payments due the Designer under this Contract until the Designer complies, and termination or suspension of this Contract.

**16.2 Material Breach.** Any breach of this Article shall be regarded as a material breach and shall be subject to all other sections of this Contract. The City of Waltham shall have access to all records which are necessary to document compliance with this Article.

## **ARTICLE 17: CHOICE OF LAW**

This Contract shall be construed under and governed by the laws of the Commonwealth of Massachusetts. The Designer and the agents thereof, agree to bring any federal or state legal proceedings arising under this Contract, in which the City of Waltham is a party, in a court of competent jurisdiction within the Commonwealth of Massachusetts. This section shall not be construed to limit any rights a party may have to intervene in any action, in any court or wherever, pending, in which the other is a party.

## **ARTICLE 18: AMENDMENTS, SEVERABILITY, and WAIVERS**

No amendment to this Contract shall be effective unless it is in writing and is executed by Chief Procurement Officers of both parties. If any provision of this Contract is declared or found illegal, unenforceable, or void, then both parties shall be relieved of all obligations under that provision. The remainder of the Contract shall be enforced to the fullest extent permitted by law. The City of Waltham reserves the right to waive any provision or requirement of this Contract if the City of Waltham determines that such waiver is justified and in the public interest. No such waiver shall be effective unless in writing and signed by the Chief Procurement Officer of the City of Waltham. No other action or inaction by the City of Waltham shall be construed as a waiver of any provision of this Article.

## **ARTICLE 19: NON-APPROPRIATION**

Payments are subject to appropriation and shall be made only for work performed in accordance with the terms of this Contract. The Designer shall not be obligated to perform, and may not perform, services outside the duration and scope of this Contract without an appropriate amendment to this Contract, and a sufficient appropriation(s) to support such additional services. The City of Waltham may immediately terminate or suspend this Contract in the event that the appropriation(s) funding this Contract is eliminated or reduced to an amount which will be insufficient to support anticipated future obligations under this Contract. See also Section 9.6.

## **ARTICLE 20: NOTICES, APPROVALS, and INVOICES**

Notices to the Designer shall be deemed given when hand-delivered to the Designer at the Project site, or when deposited in the U.S. mail addressed to the Designer at the Designer's address specified in this Contract, when delivered by courier to said address, or when delivered via e-mail or facsimile transmission. Unless otherwise specified in writing by the City of Waltham, notices and deliveries to the City of Waltham shall be effective only when delivered to the Chief Procurement Officer at the address specified in this Contract and date-stamped at the reception desk or for which a receipt has been signed by the agent or employee designated by the City of Waltham to receive official notices.

**ARTICLE 21: CERTIFICATIONS OF DESIGNER MADE UNDER PAINS AND PENALTIES OF PERJURY**

No changes shall be made in the matters represented in this Article at any time during the life of this Contract without written notification to the City of Waltham and when required, receipt of written Approval from the City of Waltham. (Attach additional sheets if necessary for each section.)

**21.1 Designer's Beneficial Owners.** By signing this Contract, the Designer certifies under the penalties of perjury that the following named entities and individuals are the legal and beneficial owners of the Designer as of the date of the execution hereof [M.G.L. c. 7, §38E(a)](attach additional sheets if necessary):

CORPORATION: (Names of Officers and Shareholders of Corporation, including their titles,

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PARTNERSHIP: (Names of all Partners):

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INDIVIDUAL (Name of Owner):

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**21.2 Persons Having an Interest in this Contract.** M.G.L. c. 7A, §6 provides as follows: *"No contract to provide consultant services shall be awarded by the City of Waltham or by any department, board, commission, or other agency acting in its behalf, unless the person signing such contract on behalf of the party contracting to provide such services files with the Comptroller a statement under the penalties of perjury setting forth the names and addresses of all persons having a financial interest therein, not including, however, any person whose only financial interest therein consists of the holding of one percent or less of the capital stock of a corporation contracting to provide such services."*

NOTE: Individuals who sign this Contract in their individual capacity must also complete the certification below as well as sign this Contract. For the purpose of this directive, the term "person having a financial interest" will generally refer to any person who, in some direct manner, will benefit financially from a given contractual relationship with the City. However, this may not, in every case, preclude the possibility of an existing financial interest within the meaning of the statute where a financial benefit is to be realized in some indirect manner. Where doubts arise in a specific case, it is advisable that names and addresses be included.

By signing this Contract, the individual executing this Contract on behalf of the Designer hereby certifies under the penalties of perjury that the following sets forth the names and addresses of all persons having a financial interest in this Contract, not including any person whose only financial interest herein consists of the holding of one percent or less of the capital stock of Designer if Designer is a corporation, in addition to the persons listed in section 21.1 above:

Name

Address

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**21.3 Professional Registrations.** By signing this Contract, the individual executing this Contract on behalf of the Designer certifies under the penalties of perjury that the following named individuals are registered by the Commonwealth as architects, landscape architects, or engineers pursuant to the provisions of General Laws Chapter 112, §§ 60A - 60O and further that i) if the Designer is an individual the Designer is the individual named below, ii) if the Designer is a partnership, the majority of all the partners are persons who are registered architects, landscape architects, or engineers, iii) if the Designer is a corporation, sole proprietorship or joint stock company or other entity, the majority of the directors or a majority of the stock ownership and the chief executive officer, are persons who are registered architects, landscape architects, or engineers and the person to have the Project in his or her charge is registered in the discipline required for the Project, or iv) if the Designer is a joint venture, each joint venturer satisfies the requirements of the preceding clauses i – iii as the case may be [M.G.L. c. 7, §38E(a)(i)].

Name

Title

Mass. Registration

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[NOTE: The above information must be completed to comply with the provisions of General Laws Chapter 7, §38A 1/2. Programmers and construction managers are not required to be registered under §38A 1/2.]

Designer warrants that the Massachusetts registered principal of the Designer responsible for the project is:

(name) \_\_\_\_\_

**21.4 Resume on File with Designer Selection Board.** By signing this Contract, the Designer certifies under the penalties of perjury that in accordance with the provisions of General Laws Chapter 29, section 29A (4) a resume of the Designer has been filed with the Designer Selection Board.

**21.5 No Inducements.** By signing this Contract, the Designer certifies under the penalties of perjury that the Designer has not given, offered or agreed to give any person, corporation, or other entity any gift, contribution or offer of employment as an inducement for, or in connection with, the award of the Contract for design services; no consultant to or subcontractor for the Designer has given, offered or agreed to give any gift, contribution or offer of employment to the Designer, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the Designer; and no person, corporation or other entity, other than a bona fide full-time employee of the Designer has been retained or hired by the Designer to solicit for or in any way assist the Designer in obtaining the Contract for design services upon an Contract or understanding that such person, corporation or other entity be paid a fee or other consideration contingent upon the award of the Contract to the Designer. [M.G.L. c. 7, §. 38H(e)(i)-(iii)]

**21.6 Tax Returns.** By signing this Contract, the Designer certifies under the penalties of perjury that pursuant to General Laws Chapter 62C §49A, the Designer has filed all state tax returns, paid all taxes and complied with all Laws of the Commonwealth relating to taxes; and that pursuant to General Laws Chapter 151A, § 19A, the Designer has complied with all Laws of the Commonwealth relating to contributions and payments in lieu of contributions to the Employment Security System.

**[THIS SPACE IS INTENTIONALLY BLANK]**



**21.7 Existing Government Contracts.** By signing this Contract, the Designer certifies under the penalties of perjury that the following is a listing of all other existing contracts or income derived by Designer from the Commonwealth or any political subdivision thereof or public authority therein, from the Federal Government or any agency thereof, and from the City of Waltham or any governmental source for services rendered. [M.G.L. c. 7, § 38E(a)(v)]:

CONTRACT DESCRIPTION & CITY OF WALTHAM	PRESENT STATUS % DESIGN/CONSTRUCTION	FEE RECEIVED	TOTAL FEE ANTICIPATED

**21.8 Annual Reports; Corporate Filings.** By signing this Contract, the Designer certifies under the penalties of perjury that, if the Designer is a corporation, the Corporation has filed with the State of Secretary all certificates and annual reports required by Chapter 156B, §109 (Business Corporation), by Chapter 181, §4 (Foreign Corporation), or by Chapter 180, §26A (Non-Profit Corporation) of the Massachusetts General Laws.

**21.9 Dependent Care Assistance Program.** By signing this Contract, the Designer certifies under the penalties of perjury that, at the time of execution, Designer is in compliance with the provisions of section 7 of Chapter 521 of the Acts of 1990 as amended by Chapter 329 of the Acts of 1991, and 102 CMR 12.00 and the Contractor is either a "qualified employer" because it has fifty (50) or more full time employees and has established a dependent care assistance program, child care tuition assistance, or on-site or near-site child care placements, or is an "exempt employer."

**21.10 Debarment; Suspension.** By signing this Contract, the Designer certifies under the penalties of perjury that the Designer is not currently debarred or suspended by the Commonwealth of Massachusetts, or any if its entities or subdivisions under any Commonwealth law or regulation, including but not limited to M.G.L. c. 29, § 29F and M.G.L. c. 152, § 25C and that it is not currently debarred or suspended by the Federal Government under any federal law or regulation.

## **ARTICLE 22: PROJECT COMPLETION PROJECT**

**22.1** Designer acknowledges and agrees to deliver the substantial completion of this project no later than 45 days or sooner from the date of the Notice to Proceed. The timely completion of this project is of the utmost importance effecting the scheduled installation of a subsequent solar panel array on this roof.

## **ARTICLE 23: DESIGNER SELECTION CRITERIA**

The designer will be selected based on the following criteria.

1. Company experience in the design and construction administration specifically related to projects of this size and scope of use. **45%**
2. Price offered as in Attachment I **30%**
3. Resume of the principal Designer and Project Manager showing direct experience in the design and construction administration specifically with roof projects of this size and scope of use. **10%**
4. References of previously completed projects similar in size and scope **10%**
5. Compliance with the requirements of this documents by being most complete in responding to all sections of the solicitation **5%**

**This space is intentionally left blank**

## SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the date of its execution by the City of Waltham below, first written above and the individual executing this Contract on behalf of the Designer makes the representations and certifications set forth in this Design Contract under the pains and penalties of perjury.

## FOR THE DESIGNER:

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By: \_\_\_\_\_

Its: \_\_\_\_\_

Hereunto duly authorized

Date: \_\_\_\_\_

**FOR THE CITY OF WALTHAM:**

By: \_\_\_\_\_, By: \_\_\_\_\_

Patrick Powell, \_\_\_\_\_ Date  
Acting Building Dept. Superintendent

John Cervone, City Solicitor, Law Dept., Date

**AS-TO-FORM ONLY, NO CONTENT**

By: \_\_\_\_\_, By: \_\_\_\_\_

Jeannette A. McCarthy, Mayor Date

Joseph Pedulla, Purchasing Agent,      Date

By: \_\_\_\_\_

Paul Centofanti, City Auditor,                      Date

## **ATTACHMENT A**

### **SCOPE OF SERVICES**

**Survey, design, develop construction specifications, drawings and provide construction administration for the remodeling of the Main Police Station at 155 Lexington Street. The project involves, the renovation of the Operation Area, Traffic Area, Women's Locker Room, Bathrooms and other sections of the station.**

## **ATTACHMENT B**

### **CITY OF WALTHAM'S DESIGN PROCEDURES**

- 1. The Designer is required to follow the DCAM Designers Form**

**ATTACHMENT C**

**DESIGNER'S PERSONNEL ASSIGNED TO THE PROJECT**

**(Provide Name, Title and Project Role for Each Individual Listed)**

**ATTACHMENT D**

**Intentionally Deleted**

## **Attachment E**

### **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)

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

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#### **TAX COMPLIANCE CERTIFICATE**

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

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



ATTACHMENT F

**DESIGNER'S TRUTH-IN-NEGOTIATIONS CERTIFICATE**

The Designer for: (*service title*) \_\_\_\_\_,  
hereby certifies and agrees to the following:

- a) The Designer certifies that the wage rates and other costs used to support the Designer's compensation are accurate, complete, and current at the time of contracting; and
- b) The Designer agrees that the original contract price and any additions to the contract may be adjusted within six years of completion of the contract to exclude any significant amounts if the City of Waltham determines that the fee was increased by such amounts due to inaccurate, incomplete, or noncurrent wage rates or other costs.

Designer Firm:

\_\_\_\_\_

By: \_\_\_\_\_

Duly authorized

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

Date: \_\_\_\_\_

**ATTACHMENT G**

**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 Chief Procurement Officer of the City of Waltham at any time during the period of the contract of prior to the contract award if the vendor learns of any changed condition with regards to the debarment of the company or its officers. This certification is a material representation of fact upon which reliance will be placed when making the business award. If at any time it is determined that the vendor knowingly misrepresented this certification, in addition to other legal remedies available to the city of Waltham, the contract will be cancelled and the award revoked.

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

Address \_\_\_\_\_

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

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

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

Signed by Authorized Company Representative: \_\_\_\_\_

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

Date \_\_\_\_\_

**ATTACHMENT H**

**CORPORATE VOTE OR OTHER EVIDENCE OF AUTHORITY**

\_\_\_\_\_ 20 \_\_\_\_

I hereby certify that I am the \_\_\_\_ clerk, \_\_\_\_\_, assistant clerk, \_\_\_\_ managing partner of

\_\_\_\_\_ (the "Corporation") and that at a  
(Name of Corporation/Partnership)

duly authorized meeting of the Board of Directors of the Corporation/Partners held on

\_\_\_\_\_ in \_\_\_\_\_ at which a quorum was  
(Date) (Location)

present and voting it was voted to authorize \_\_\_\_\_ (name)  
of the Corporation/Partnership to (Officer Title) execute and deliver on behalf of the  
Corporation/Partnership the following contract and to act as principal to execute the contract and make  
Certifications in connection therewith, which contract and certifications were presented to and made a  
part of the records of said meeting:

Project Title: \_\_\_\_\_

**I further certify that \_\_\_\_\_ is the duly qualified and acting**  
(Name of Corporate Officer/Partner)

\_\_\_\_\_ of the Corporation/Partnership and that said vote  
(Officer Title)

has not been repealed, rescinded or amended.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

(CORPORATE SEAL)

SUBSCRIBED AND SWORN TO THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_ BEFORE ME

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

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

**ATTACHMENT I**

**PRICE OFFER**

**My Company's fee is a fixed ..... % of base  
construction and exclusive of change orders**

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*(Amount In words)*

**Company's Name:** \_\_\_\_\_

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

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

**Date:** \_\_\_\_\_