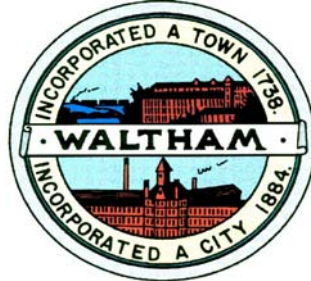


# The City of Waltham



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

**PROPOSALS FOR DESIGN SERVICES & RECONSTRUCTION OF:**

**Graverson Playground,**

**Elsie Turner Field,**

**Woburn Street Open Space**

The bid opening will be held: **Wednesday November 13, 2013 at 10:00 AM**

Pre-bid meeting and Project Briefing: **Wednesday October 31, 2013 at 11:00**

*(Meet at Graverson Playground, 15 Pine Vale Road at the corner with Trapelo Road, Waltham)*

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

## **Table of Contents:**

- **Invitation to Bid**
- **Intent of the Project**
- **Agreement**
- **Instructions**
- **General Conditions**
- **Specifications**
- **Compliance**
- **Bid Price**

# **Invitation to Bid**

The City of Waltham  
Purchasing Department  
REQUEST FOR BID (RFB)

Under the rules of M.G.L. Chapter 30B, the Chief Procurement Officer of the City of Waltham Purchasing Department hereby requests sealed bids for:

**PROPOSALS FOR DESIGN SERVICES & RECONSTRUCTION OF:**  
Graverson Playground,  
Elsie Turner Field and  
Woburn Street Open Space

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

**Wednesday November 13 2013 at 10:00 AM**

**Pre-bid meeting and Project Briefing: Wednesday October 31, 2013 at 11 am**

*(Meet at Graverson Playground, 15 Pine Vale Rd at the Corner with Trapelo Rd., Waltham)*

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

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

**This is a two envelope bid.** One sealed envelope will contain the qualification of the company in the Compliance Section. The second sealed envelope will contain the Price Sheet only.

**BIDS MUST BE SIGNED AND ENCLOSED IN A SEALED ENVELOPE AND MARKED:**  
**BID FOR: Renovation on 3 Parks**

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

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

## **Intent of Project**

The City of Waltham is requesting professional services to design and prepare construction documents for public bid to implement recommended improvements at (3) local community playgrounds here in Waltham. The projects include the following sites: Graverson Playground, Elsie Turner Field and Woburn Street Open Space

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**AGREEMENT**

**CITY OF WALTHAM**

**ARTICLE 1.** This agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, 2013 by and between the CITY OF WALTHAM, party of the first part, hereinafter called the CITY, by its MAYOR, and

---

hereinafter called the CONTRACTOR.

**ARTICLE 2.** Witnesseth, that the parties to this agreement, each in consideration of the agreement on the part of the others herein contained, do hereby agree, the CITY OF WALTHAM for itself, and said contractor for his heirs, executors, administrators and assigns as follows:

To furnish all equipment, machinery, tools and labor, to furnish and deliver all materials required to be furnished (except as otherwise specified) and deliver in and about the project and to do and perform all work in strict conformity with the provisions of this Contract and of the Notice to Bidders, bid, Project Manual, and Drawings hereto annexed. The said Notice to Bidders, bid, Project Manual, and Drawings are hereby made a part of this contract as fully and to the same effect as if the same had been set forth at length and incorporated in the contracts.

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

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

CITY OF WALTHAM, MASSACHUSETTS

**FOR THE CITY**

\_\_\_\_\_  
Jeannette A. McCarthy, MAYOR,  
City of Waltham  
Date: \_\_\_\_\_

\_\_\_\_\_  
John B. Cervone, City Solicitor  
Date: \_\_\_\_\_

APPROVED AS TO FORM ONLY

\_\_\_\_\_  
Sandra Tomasello, Director, Parks & Recreation  
Date: \_\_\_\_\_

\_\_\_\_\_  
Joseph Pedulla, Purchasing Agent  
Date: \_\_\_\_\_

\_\_\_\_\_  
Paul Centofanti, Auditor  
Date: \_\_\_\_\_

I CERTIFY THAT SUFFICIENT FUNDS  
ARE AVAILABLE FOR THIS CONTRACT

**FOR THE COMPANY**

\_\_\_\_\_  
CONTRACTOR (Signature),  
Date: \_\_\_\_\_

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

# Instructions



## INSTRUCTIONS FOR BIDDERS

1. **READ ALL DOCUMENTS.**

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

2. **FORMS AND ATTACHMENTS.**

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

3. **PRINTED OR TYPED RESPONSE.**

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

4. **CORRECTIONS.**

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

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

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

5. **PRICE IS ALL INCLUSIVE.**

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

6. **TWO ENVELOPE BID.**

**This is a two envelope bid.** One sealed envelope will contain the qualification of the company in the Compliance Section. The second sealed envelope will contain the Price Sheet only.

**7. PRICE DISCREPANCY.**

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

**8. EXPLANATIONS, EXCEPTIONS**

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

**9. WITHDRAW.**

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

**10. AWARD.**

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

**11. AWARD CRITERIA.**

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

**12. DISCOUNTS.**

Discounts for prompt payments will be considered when making awards.

**13. TAX EXEMPT.**

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

**14. SAMPLES. (IF APPLICABLE)**

The City of Waltham may require the submission of samples either before or after the awarding of a contract. Samples are to be submitted, at no charge to the City, so as to ascertain the product's suitability. If specifically stated in the Bid that samples are required, said samples must be submitted with the Bid prior to the Official Bid Opening. Failure to submit said samples would be cause for rejection of Bid. All samples must be called for and picked up within (30) thirty days of award or said samples will be presumed abandoned and will be disposed of.

15. ACTIVE VENDOR LIST.

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

16. FUNDS APPROPRIATION.

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

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

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

19. STANDARD OF QUALITY.

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

**20. MODIFICATION.**

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

**21. ASSIGNMENT.**

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

**22. DELIVERIES (IF APPLICABLE):**

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

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

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

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

**23. LABELING.**

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

**24. GUARANTEES.**

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

**25. SINGLE VENDOR.**

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

**26. CHANGE ORDERS.**

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

**28. BID OPENING INCLEMENT WEATHER**

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

# **GENERAL CONDITIONS**

## **GENERAL CONDITIONS**

**1. INFORMATION**

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

**2. SUITS**

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

**3. LAWS AND REGULATIONS**

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

**4. PROTECTION OF PROPERTY**

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

**5. PROTECTION OF PERSONS**

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

**6. CONTRACT DURATION.**

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

7. **INSURANCE**

A. **WORKMAN'S COMPENSATION:** The Contractor shall provide insurance for the payment of compensation and furnishing of other benefits under Chapter 152 of the General Laws of the Commonwealth of Massachusetts to all persons to be employed under this contract, the premiums for which shall be paid by the Contractor. Contractors shall provide insurance on a primary basis and the contractor's policy shall be exhausted before resorting to other policies. The contractor's policy is the primary one not the contributory.

B. **COMPREHENSIVE GENERAL LIABILITY**

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

C. **AUTOMOBILE (VEHICLE) LIABILITY**

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

D. **UMBRELLA POLICY**

General liability	\$1,000,000
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Your bid response must include a Certificate of Insurance with the above limits as a minimum. In addition, the Certificate of Insurance must have the following text contained in the bottom left box of the Certificate: *"The City of Waltham is a named additional insured for all insurances under the contract, excluding Automobile and Workers Compensation coverage"*. The Certificate of Insurance must be mailed directly to:

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

8. **PERSONNEL:**

The Contractor shall employ a competent Project Manager and all properly licensed personnel necessary to perform the services required in this contract. The City Purchasing Agent shall have the right to require the Contractor to remove and/or replace any of the personnel for nonperformance or for unprofessional behavior.



The City Purchasing Agent may require the Contractor to submit a weekly performance record of the areas and of the work performed, on forms approved by the City Purchasing Agent. The Contractor or his supervisor shall be available to inspect such work as required by the City Purchasing Agent.

9. **MATERIALS**

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

10. **TERMINATION OF CONTRACT**

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

11. **CONTRACT OBLIGATIONS**

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

12. **BIDDER EXPERIENCE EVALUATION**

Each bidder shall submit with his bid, all the information relative to their experience and qualifications in performing the work required under this contract and shall have been in business for a minimum of five (5) years, in order for their bid to be considered.

15. **NOT-TO-EXCEED AMOUNT**

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

16. **FINANCIAL STATEMENTS.**

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

17. **BREACH OF CONTRACT/ NON PERFORMANCE**

If the Contractor shall provide services in a manner, which is not to the satisfaction of the City, the City may request that the Contractor refurnish services at no additional cost to the City until approved by the City. If the Contractor shall fail to provide services, which are satisfactory to the City, the City in the alternative may make any reasonable purchase or Contract to purchase services in substitution for those due from the Contractor. The City may deduct the cost of any substitute Contract for nonperformance of services together with incidental and consequential damages from the Contract price and shall withhold such damages from sums due or to become due to the Contractor. If the damages sustained by the City exceed sums due or to become due, the Contractor shall pay the difference to the City upon demand. The Contractor shall not be liable for any damages sustained by the City due to the Contractor's failure to furnish services under the terms of this Contract if such failure is in fact caused by the occurrence of a contingency the nonoccurrence of which was a basic assumption under which this Contract was made, including a state of war, embargoes, expropriation of labor strike or any unanticipated federal, state or municipal governmental regulation of order, provided that the Contractor has notified the City in writing of such cause within seven (7) days after its occurrence.

18. **RIGHT TO AUDIT**

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

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

All contract made by any department, board or commission where the amount involved is two thousand dollars (\$2,000) or more shall be in writing, and no such contract shall be deemed to have been made or executed until the approval of the Mayor is affixed

thereto. Any construction contract shall, and all other contracts may, where the contract exceed five thousand dollars (\$5,000) be required to be accompanied by a bond with sureties satisfactory to the Mayor.

**NOTE**

**Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal**

# **Specifications**

## GENERAL INFO

The City of Waltham is requesting professional services to design and prepare construction documents for public bid to implement recommended improvements at (3) local community parks here in Waltham. The projects include the following sites; Graverson Playground, Elsie Turner Field and Woburn Street Open space (see attached locus maps).

*All three parks are unique and distinct in their own way, proposed changes, additions, and overall developments being specific to each of the parks and varying in the degree of work specific to the improvements identified. The parks are all located in North Waltham along Trapelo Road, one of the busier streets used on a daily basis.*

*Graverson Playground is one of the more actively used playgrounds in the City, serving as a great neighborhood park to the local residents in the neighborhood.*

*Elsie Turner Field primarily serves both youth and adults participating in organized, competitive, and recreational Softball leagues within the City.*

*Woburn Street is a relatively new parcel consisting of approximately 5 acres of undeveloped open space located behind the Fire Station (699 Trapelo Road).*

This Request for Professional Services is intended to result in design/engineering services to prepare complete and professionally stamped plans/ specifications suitable for public bidding. The proponent will also be expected to provide construction oversight for each of the projects. The selected professional design/engineering services team will be responsible for the bidding process in its entirety, working alongside our City's Purchasing Agent and following his procedural requirements as deemed appropriate. The next section(s) of information provide an overview of each park and the City of Waltham's expectations for the park improvements.

The selected Designer is required to investigate how other neighboring communities designed and constructed similar Dog Parks.

## **Graverson Playground**

### **SITE OVERVIEW**

The Park is approximately 4.44 acres and is located along Trapelo Road, serving North Waltham residents and surrounding neighborhoods. There is a small playground area, lighted basketball court, (2) two lighted tennis courts, a small open field space, a little league baseball diamond and small parking lot. The open field space is utilized by visitors to the park for informal recreational activities year round. Families with small children enjoy this un-programmed space for running around, kicking a soccer ball, playing catch, and fun games. The parking lot was recently developed to provide off street parking in the neighborhood. As part of this RFP the City anticipates the following improvements and is open to additional recommendations from the selected design team. The renovations are planned for this upcoming Spring 2014 will include:

**Exploration of Open Space area for development of North Waltham Skate Park Facility**

**Reconstruction of Basketball Court in same location**

**Updated Playground Equipment**

**Limited adjustment to parking lot guardrail/vehicle access gate due to skate park location.**

The Park is available for public enjoyment year-round (dawn to dusk). The North Waltham Baseball League utilizes the little league diamond during Spring/ Summer seasons. The tennis courts are heavily programmed and utilized during the Spring, Summer and Fall for high school practices, matches, Recreation Department tennis lessons, and residents. The lighted tennis and basketball courts are useable nightly until 10:00 p.m. from mid-May through early-October.

**Park Location: 16 Pine Vale Rd; corner of Trapelo Road**

## **Elsie Turner Field**

### **SITE OVERVIEW**

The park is approximately 6.00 acres and serves youth/ adult softball programs for the City of Waltham. This park offers an off-street undeveloped parking area that is utilized during softball games. When the softball field is not used, the parking area is utilized by people hiking in the wooded trails that link City and State public open space.

Elsie Turner Field is available to the public for year-round enjoyment (dawn to dusk). The Waltham Girls Softball and Adult Recreational Softball Programs utilize the park weekday evenings and weekends between April – October.

As part of this RFP the City anticipates the following improvements and is open to additional recommendations from the selected design team:

Construction of softball field to accommodate girls softball program needs, high school age field dimensions, and adult recreation users

New Parking Lot with security lighting (2 phases, if necessary)

Site furnishings; spectator seating with shade canopy, park benches, trash receptacles, standard park signage, tree plantings, landscaping

Underground electrical system for future lighting of field

*Environmentally friendly restroom unit (similar or approved equal to a Clivus Comfort Station which is used at Prospect Hill Park in Waltham)*

**Park Location: 421 Trapelo Road – across the street from Federal Records Center**

## **Woburn Street Open Space**

### **SITE OVERVIEW**

The site is approximately 5.00 acres of undeveloped open space that was recently acquired by the City of Waltham for recreational purposes. The parcel is overgrown with vegetation and is situated on the Waltham/Lexington line and off of Trapelo Road (behind the Fire Station).

The park does not have any set peak/off peak hours and is currently not being utilized by the general public so future use will determine the “Time available to the public” and any necessary “permits issued”. As part of this RFP the City anticipates the following improvements and is open to additional recommendations from the selected design team:

**Dog Park for local residents in Waltham**

**Site Furnishings: park benches, trash receptacles, park signage, tree plantings and minimal/low maintenance landscaping**

**Security lighting**

**Small parking area for park visitors**

**Park Location: Woburn Street – (699 Trapelo Road)**

The selected Designer is require to investigate how other neighboring communities designed and constructed similar Dog Parks.



## **SCOPE OF WORK OUTLINE**

Designers are urged to note that the scope of work outlined below can be applicable to any one of the projects or all projects. Following the final designer selection it will be decided what tasks will be performed at each project location.

### **TASK 1: Field Survey / Updated of Existing Conditions**

To the extent that is necessary to develop plans and specifications for improvements, the Consultant will conduct a survey of The “project name” property by a registered surveyor and update existing information on the site and wetland delineation, if required.

Upon completion of this task, the Consultant shall forward all information that the firm has obtained or compiled to the City of Waltham for review and approval before proceeding into Task 2.

### **TASK 2: Preparation of Preliminary and Final Designs/Cost Estimates**

The Consultant will generate preliminary designs to improve the three (3) Playgrounds, including rough cost estimates, based on the following parameters and, consistent with Task 3 below, present them to the community in an interactive public participation process. Based on the public process, the Consultant shall refine the preliminary designs and develop a final design including solid cost estimates.

The consultant will insure that the following uses are retained and improved, in their current locations and orientation on the site:

The Consultant shall present, following selection, both preliminary design concepts and final designs in a graphic manner to allow easy interpretation and discussion by non-designers. The use of photos, sketches and models is encouraged to supplement plan layout.

### **TASK 3: Conduct Outreach**

The design for each park will be determined through a public process of meetings and decisions, involving input from playground users, neighborhood abutters, local residents in addition to city officials, and city departments. The Consultant is required to visit the site during periods of active use on both weekdays and weekends to observe usage patterns as well as to encourage discussions about ideas with those who frequently utilize the playground. The Consultant will conduct any neighborhood-outreach meetings required and be prepared to make presentation(s) to the Recreation Board regarding the proposed improvements to the facility. Final approval of the Recreation Board is required prior to seeking construction funding.

### **TASK 4: Prepare Construction Drawings/Specifications/Cost Estimates**

Following approval of the final design(s) by the City of Waltham, the Consultant shall prepare detailed construction documents including working drawings, technical specifications, bid documents, and a final cost estimate per playground. The drawings shall be stamped by the required professionals. The

Consultant shall provide the City with four (4) sets of stamped mylar, reproducible specifications, and electronic files of drawings and specifications (a duplicate set of electronic files need to be submitted to the Waltham Engineering Department). The Consultant will collaborate on this Task as necessary with all required municipal departments including, but not limited to, The Mayor and City Council, the Recreation, Planning, Engineering, Traffic Engineering, Wires, Building, and Consolidated Public Works Departments.

**TASK 5: Bid Procedure**

The Consultant, at the direction of the Purchasing Agent, shall attend a pre-bid meeting/site walk, issue any addendum(s) as necessary to clarify the project scope or bid documents, and assist in identifying the responsible low bidder.

**TASK 6: Construction Inspections/Oversight**

The Consultant shall attend a pre-construction meeting. During construction, the Consultant shall conduct at least one site visit per week. If the City determines that it is necessary, the Consultant shall revise and/or clarify drawings necessitated by changes that arise in the field and are required to complete the construction. The Consultant shall review all submittals/shop drawings and invoices plus the final inspection, punch list, and recommendations on final acceptance of the project. The Consultant will be required to provide all "as built" to the City upon final completion of each project.

# **Compliance**

**(Required Documents.)**

**Compliance**

The compliance documents in this section must be completed, signed and returned **with your bid package**.

**Purchasing Department**

City of Waltham  
610 Main Street  
Waltham, MA 02452

Failure to submit the completed documents will cause the disqualification of the proposal.

**Section Index**

Check when Complete

- Non-collusion form and Tax Compliance form..... \_\_\_\_\_
- Corporation Identification Form..... \_\_\_\_\_
- Certificate of Vote Authorization..... \_\_\_\_\_
- Certificate of Insurance (showing all limits of WC &GL)..... \_\_\_\_\_
- Three (3) References..... \_\_\_\_\_
- Debarment Certificate ..... \_\_\_\_\_

Your Company's Name: \_\_\_\_\_

Service or Product Bid \_\_\_\_\_

**NOTE:** Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal.

**NON-COLLUSION FORM AND TAX COMPLIANCE FORM**

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals. The undersigned certifies that no representations made by any City officials, employees, entity, or group of individuals other than the Purchasing Agent of the City of Waltham was relied upon in the making of this bid

\_\_\_\_\_, \_\_\_\_\_  
(Signature of person signing bid or proposal)      Date

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

---

**TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. c. 62C, & 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_, \_\_\_\_\_  
Signature of person submitting bid or proposal      Date

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

**NOTE**

Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal.

**CERTIFICATE OF VOTE OF AUTHORIZATION**

Date:

I \_\_\_\_\_, Clerk of \_\_\_\_\_ hereby certify that at a meeting of the Board of Directors of said Corporation duly held on the \_\_\_\_\_ day of \_\_\_\_\_ at which time a quorum was present and voting throughout, the following vote was duly passed and is now in full force and effect:

VOTED: That \_\_\_\_\_ (*name*) is hereby authorized, directed and empowered for the name and on behalf of this Corporation to sign, seal with the corporate seal, execute, acknowledge and deliver all contracts and other obligations of this Corporation; the execution of any such contract to be valid and binding upon this Corporation for all purposes, and that this vote shall remain in full force and effect unless and until the same has been altered, amended or revoked by a subsequent vote of such directors and a certificate of such later vote attested by the Clerk of this Corporation.

I further certify that \_\_\_\_\_ is duly elected/appointed \_\_\_\_\_ of said corporation

SIGNED:

(Corporate Seal)

\_\_\_\_\_  
Clerk of the Corporation:

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

COMMONWEALTH OF MASSACHUSETTS

County of \_\_\_\_\_

Date:

Then personally appeared the above named and acknowledged the foregoing instrument to be their free act and deed before me, \_\_\_\_\_

Notary Public;

My Commission expires: \_\_\_\_\_

**CORPORATION IDENTIFICATION**

The bidder for the information of the Awarding Authority furnishes the following information.

**If a Corporation:**

Incorporated in what state \_\_\_\_\_

President \_\_\_\_\_

Treasurer \_\_\_\_\_

Secretary \_\_\_\_\_

Federal ID Number \_\_\_\_\_

**If a foreign (out of State) Corporation** – Are you registered to do business in Massachusetts?

Yes \_\_\_\_\_, No \_\_\_\_\_

If you are selected for this work you are required under M.G.L.ch. 30S, 39L to obtain from the Secretary of State, Foreign Corp. Section, State House, Boston, a certificate stating that you Corporation is registered, and furnish said certificate to the Awarding Authority prior to the award.

**If a Partnership: (Name all partners)**

Name of partner \_\_\_\_\_

Residence \_\_\_\_\_

Name of partner \_\_\_\_\_

Residence \_\_\_\_\_

**If an Individual:**

Name \_\_\_\_\_

Residence \_\_\_\_\_

**If an Individual** doing business under a firm's name:

Name of Firm \_\_\_\_\_

Name of Individual \_\_\_\_\_

Business Address \_\_\_\_\_

Residence \_\_\_\_\_

Date \_\_\_\_\_

Name of Bidder \_\_\_\_\_

By \_\_\_\_\_

Signature

\_\_\_\_\_

Title

Business Address \_\_\_\_\_ (POST OFFICE BOX NUMBER NOT ACCEPTABLE)

City \_\_\_\_\_ State \_\_\_\_\_ Telephone Number \_\_\_\_\_ Today's Date \_\_\_\_\_

**PROVIDE THREE (3) SERVICE APPROPRIATE REFERENCES**

1. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

2. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

3. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

**NOTE**

**Failure to submit any of the required documents, in this or in other sections, with your bid response package will be cause for the disqualification of your company.**



**DEBARMENT CERTIFICATION**

In connection with this bid and all procurement transactions, by signature thereon, the respondent certifies that neither the company nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts, procurement or non procurement programs from the Commonwealth of Massachusetts, the US Federal Government and /or the City of Waltham. "Principals" means officers, directors, owners, partners and persons having primary interest, management or supervisory responsibilities with the business entity.

Vendors shall provide immediate written notification to the Purchasing Agent of the City of Waltham at any time during the period of the contract of prior to the contract award if the vendor learns of any changed condition with regards to the debarment of the company or its officers. This certification is a material representation of fact upon which reliance will be placed when making the business award.

If at any time it is determined that the vendor knowingly misrepresented this certification, in addition to other legal remedies available to the city of Waltham, the contract will be cancelled and the award revoked.

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

Address \_\_\_\_\_

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

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

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

Signed by Authorized Company Representative:

\_\_\_\_\_

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

Date \_\_\_\_\_

# **BID PRICE FORM**

(Follows)

**Place in a separate sealed envelope**

**Place in a separate sealed envelope**

**PRICE SHEET**

My company offers the following unit prices inclusive of all the expenses, installation, delivery, training etc. as described in the specifications of this document:

Graverson Playground                      \$ \_\_\_\_\_

Elsie Turner Field                            \$ \_\_\_\_\_

Woburn Street                                \$ \_\_\_\_\_

**Total Price of all 3 Parks**                      \$ \_\_\_\_\_

The Company recognizes receipt of Addenda #: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

---

Company: \_\_\_\_\_

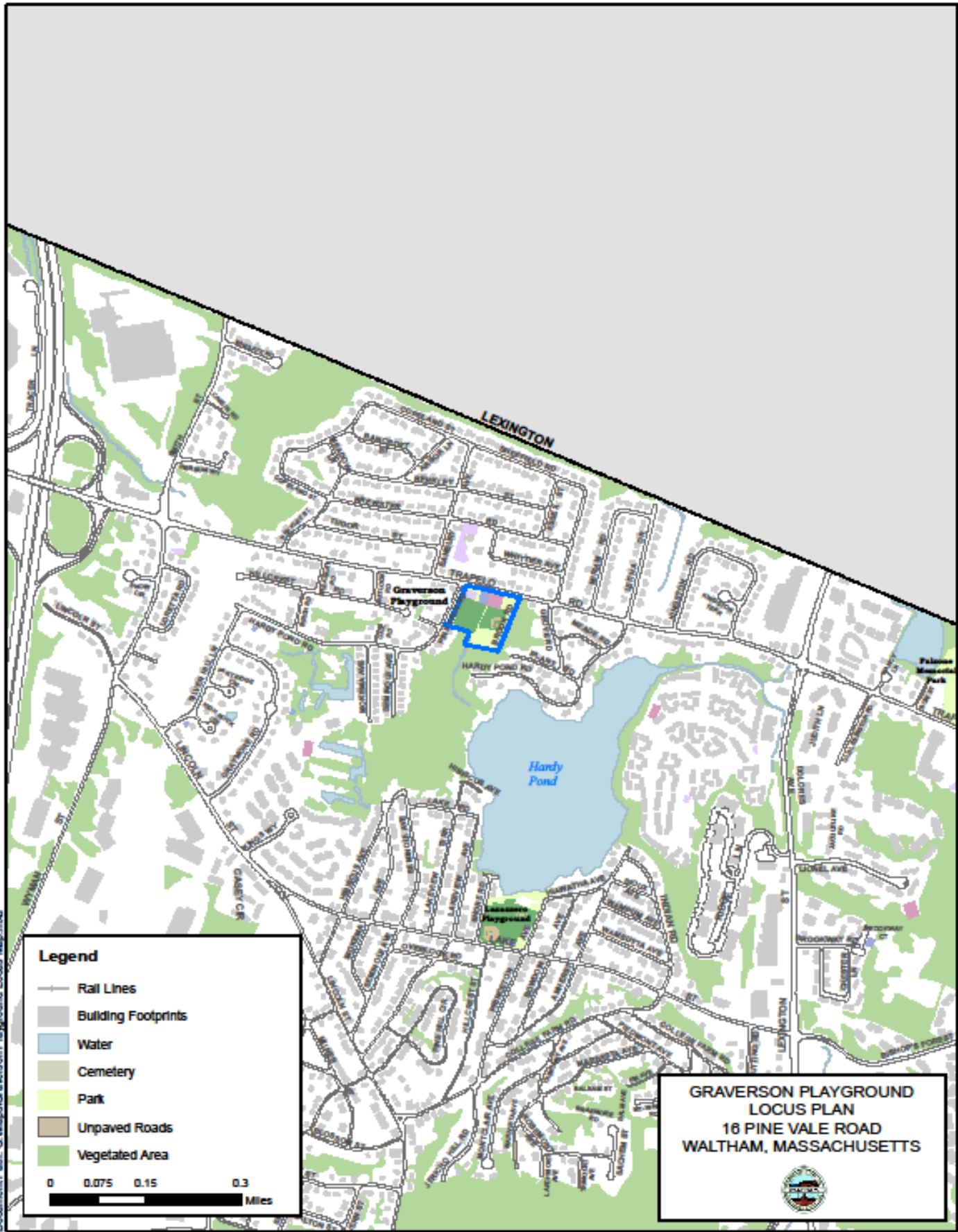
Authorized Signature: \_\_\_\_\_

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

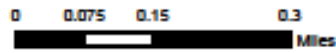
Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_


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



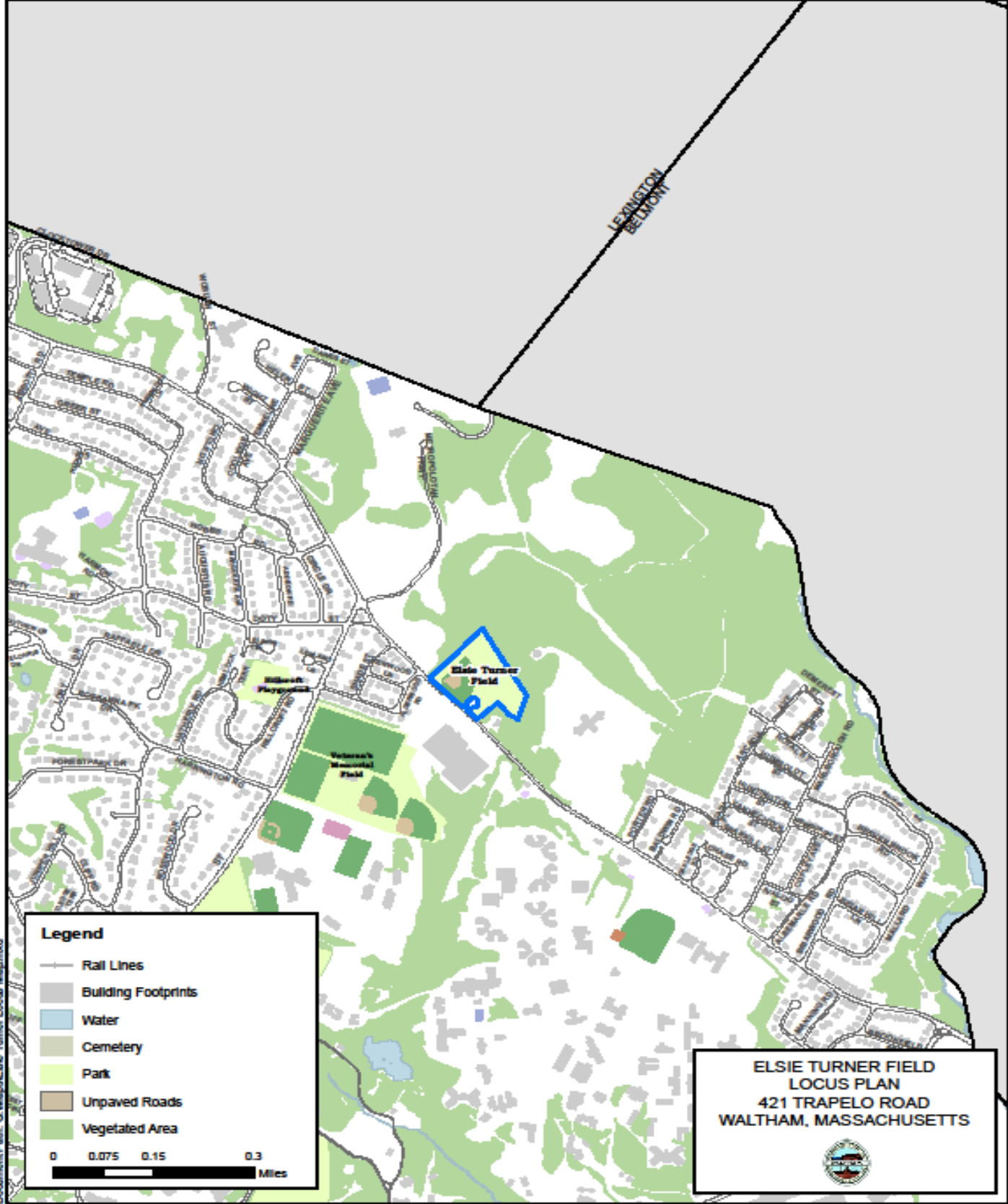
- Legend**
- Rail Lines
  - Building Footprints
  - Water
  - Cemetery
  - Park
  - Unpaved Roads
  - Vegetated Area



**GRAVERSON PLAYGROUND  
LOCUS PLAN  
16 PINE VALE ROAD  
WALTHAM, MASSACHUSETTS**



LEWINGTON  
BELMONT



**Legend**

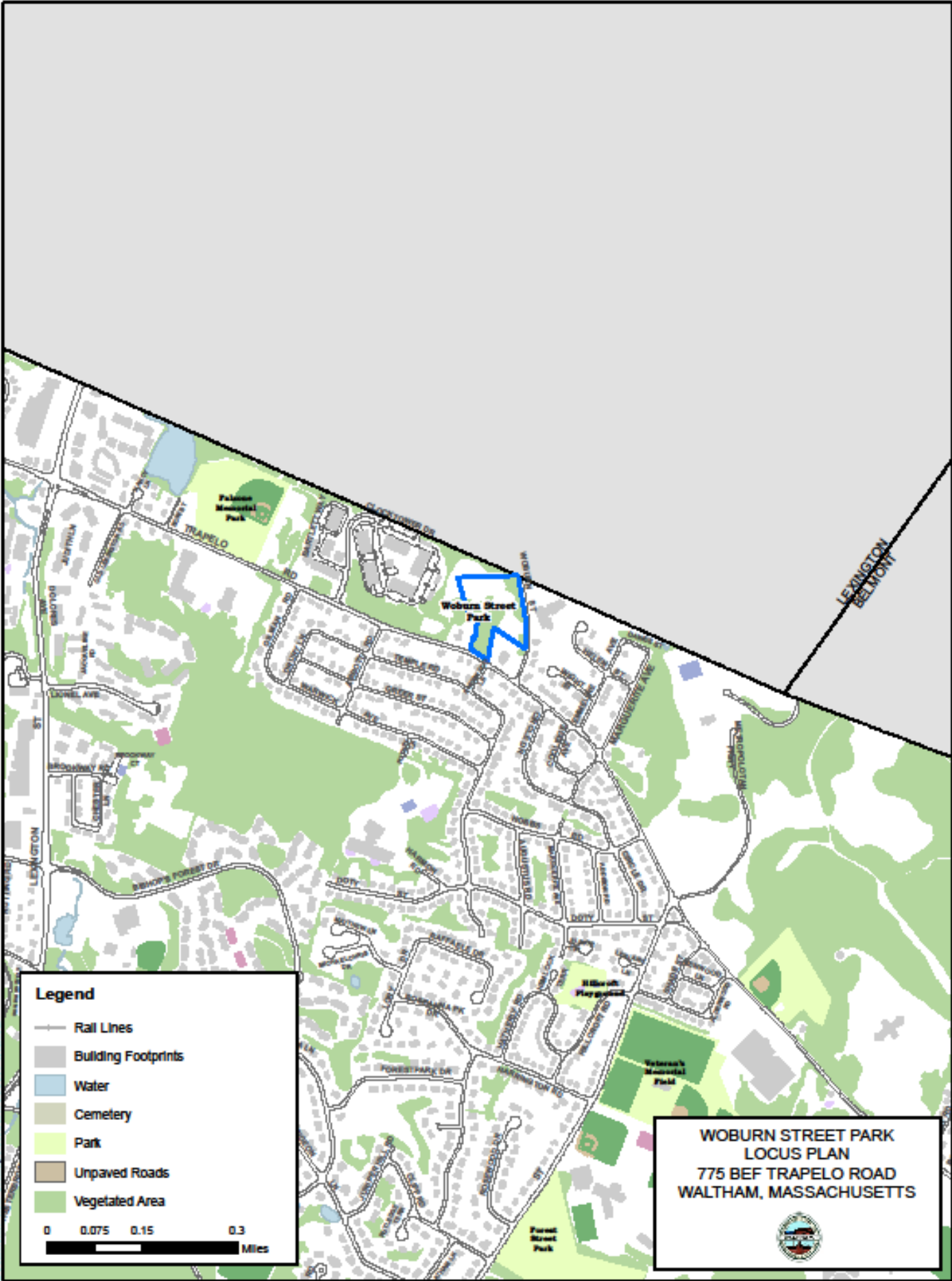
- Rail Lines
- Building Footprints
- Water
- Cemetery
- Park
- Unpaved Roads
- Vegetated Area

0 0.075 0.15 0.3  
Miles

**ELSIE TURNER FIELD  
LOCUS PLAN  
421 TRAPELO ROAD  
WALTHAM, MASSACHUSETTS**



Document Path: G:\MapInfo\Elsie Turner Locus Map.mxd



**Legend**

-  Rail Lines
-  Building Footprints
-  Water
-  Cemetery
-  Park
-  Unpaved Roads
-  Vegetated Area

0 0.075 0.15 0.3  
Miles

**WOBURN STREET PARK  
LOCUS PLAN  
775 BEF TRAPELO ROAD  
WALTHAM, MASSACHUSETTS**



