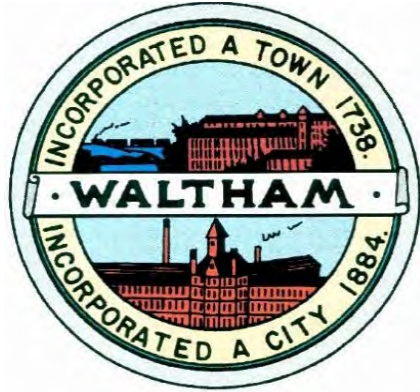


The Designer Selection Board  
of the  
City of Waltham, Massachusetts



Invites,  
In accordance with  
The Massachusetts General Law Chapter 7,  
Interested Parties  
To propose the best plan

For the:

COMBINED DESIGN for the Exterior Improvements to Waltham City  
Hall and the Installation of a Fire Suppression System.  
610 Main Street, Waltham, MA 02452

**Proposal Due Date: 10:00 AM Monday April 23, 2018**

**Site Inspection & Project Briefing: 10.00 AM Tuesday April 10, 2018**

(Meet at the front door of 610 Main Street, Waltham, MA 02452)

**Last day For Written Questions: 12:00 Noon Thursday April 12, 2018**

(Via email only to [jpedulla@city.waltham.ma.us](mailto:jpedulla@city.waltham.ma.us))

## Contract

### Article 1: Definitions:

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

**As-Built Drawings:** All drawings, specifications, approved shop drawings catalog 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:** Attached hereto are Document(s) and Scope of Service for this project incorporated herein by reference, in the Scope of Services for this project.

**Authorized Representative:** The Authorized Representative(s) of the City of Waltham is (are) the person(s) named in the signature page of this Contract or such other person or persons as the chief executive of the City of Waltham may designate in writing.

**City of Waltham:** The City of Waltham named in this Contract.

**Basic fee:** The Basic Fee is the Designer's fee specified in Article 5 of this contract exclusive of alternate fees and charges.

**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 under Articles 6 and 7.

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

**Construction Cost:** The cost of constructing the Project inclusive of all designed construction, demolition, and renovation work, all supportive and preparatory construction work required by for this Project, all general contractors, subcontractors, suppliers, materials, equipment, general conditions, insurance, overhead and profit and all other allowances. The construction Cost includes change orders during the construction administration phase of the Project.

**Construction Cost Estimate:** The written estimate of the Construction cost of the Project prepared by the Designer at various phases of the Project on the basis of the *Uniformat LL Elemental Classification for Building Specifications, Cost Estimating and Cost Analysis* dated October 1999 published by the U.S Department of Commerce NIST to the level of detail specified in this Contract. The following contingencies are included in the Construction Cost Estimate: estimating, phasing and temporary work, and escalations. The term also includes the final cost estimate.

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

**Contract:** This Contract for Designer's Services.

**Change Orders:** Change Orders are governed by Waltham City Charter section 3-12 included as Attachment A.

**Contract Schedule:** A critical path management or schedule for the activities of the Designer at various phases of the Project to the level of detail and in the format specified in this Contract.

**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.

**Gross Floor Area:** The total floor area of the Project buildings measured using the perimeter dimensions of the building shell and calculated in accordance with the *ATSM International Standard Classification for Building Floor Area Measurements for Facility management*.

**Laws:** Applicable acts, rules, regulations, orders, directions, ordinances, judgments, decrees, and injunctions of or by the United States of America, the City of Waltham of Massachusetts; and any political subdivision of either Government and any agency, department, commission, board, bureau, or instrumentality of any Government.

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

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

**Owner's Project Manager (if required):** A professional consultant or professional construction manager hired by the City of Waltham pursuant to M.G.L. c. 149, s. 44A1/2 or otherwise to work with the designer as the owner's representative on the project to ensure an optimum project including construction quality, cost control, and schedule control.

**Permits:** Governmental, quasi- governmental and other necessary permits and approvals, including the filing necessary for the implementation of the Project at the site. The term "permits" shall include permits and approvals from utility companies and also include permission, approvals and consents by private parties necessary for the design and construction of the Project, such as 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. 7 or any other pre-design document prepared for the Project in accordance with any other statute, appropriation, authorization or administrative direction consistent therewith.

**Project:** The Project Identified in this Contract.

**Qualified Testing Laboratory:** A testing laboratory licensed by the State and acceptable to the City of Waltham or otherwise qualified to perform specific analysis of samples.

**Record Drawings:** The drawings prepared by the Designer and its Consultants pursuant to this Contract which incorporates 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.

**Schedule of Values:** A schedule prepared by the Designer in conjunction with the selected contractor and approved by the City of Waltham that allocates the payments of the Basic Fee to various milestones in the performance of the Designer's Basic Services, which schedule shall be consistent with the percentages specified in section 8.2.

**Standard Application:** The standard application 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.

## **ARTICLE 2: RESPONSABILITIES 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 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 existing and available surveys of the Project's building site or sites, showing the grades and lines of streets, pavements and adjoining properties; the rights, restrictions, easements, boundaries and contours of the site or sites; reports from any borings, test pits; chemical, mechanical or other tests; photographs and drawings regarding existing buildings. All items and data provided to the Designer by the City of Waltham shall remain the property of the City of Waltham. 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 expressed or implied warranties concerning the accuracy of any such information furnished to the Designer.

**2.4 Two Envelope Bid.** This is a two envelope bid where in one the company qualifications are placed in the second sealed envelope the Designer shall place the price sheet. No mention of the proposed price should be presented anywhere else in the bid response. The selection of the Designer will conform to the rule of M.G.L. Chapter 7.

**55 points will be for the evaluation is based on the technical aspect of the proposal.**

**45 points are for price.**

**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 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 3.2 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 (including but not limited to MBE/WBE) that meets with the approval of the City of Waltham. The removal of us such Consultant or sub consultant shall not relieve the Designer from its responsibilities for service of its Consultants and sub consultants under this Contract.

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

- 3.1 General.** The Designer shall perform professional services in accordance with the terms of this Contract, the Scope of Services set forth in Attachment A, the provisions of M.G.L. c. 7, § 42C, the City of Waltham requirements, and in accordance with the procedures set forth in Attachment B. If the Designer did not perform the Study for the Project, then the Designers Selection Board advertisement is also 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 the Designer and by its Consultants in accordance with M.G.L. c. 149A or prequalification services if 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 service 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 in this Contract. Time is of the essence in 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 service shall be qualified and competent to perform adequately the services assigned; 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 will endeavor to conform 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 the 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 with the Fixed Limit Construction Cost without alternatives (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 Authorized Representative. 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 the Designer shall have advised the City of Waltham in writing of the inconsistency at the time of Approval. If within 8 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 revise construction drawings and specifications and Construction Cost Estimates as the City of Waltham shall require the purpose of bringing the cost with 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 service.
- 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 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 the 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 unnecessary. 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 decisions by the City of Waltham that are inconsistent with generally accepted standards of professional

practice provided that the Designer advise 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, specification writer , interior designers, and others.

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Consultants shall be registered in Massachusetts in their respective disciplines. If the City of Waltham 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 the 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,§38H. To obtain such approval, the Designer must submit the items required by M.G.L. c. 7, §38H. 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 executions 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 payments to each consultant whose work was included in the work for which such payments 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 Proprietary Items.** The City of Waltham becomes the sole proprietor of all design and bid documents including specifications, drawings, plans, submittals and all other information for which the Designer has been paid to produce.

**3.13 LEFT BLANK INTENTIONALLY**

**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 for the filing of them with the appropriate governmental entity or other party. The designer shall provide the City of Waltham with a certified list of 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 target dates for the procurement of such list and schedule during the term of the 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 on 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 applications fee shall be considered a Reimbursable Expense to be reimbursed in accordance with the provisions of Article 7. City mandated permit fees will be waived.

As part of this Scope of Work and Contract, the Designer will be responsible for appearing before any local or state historic commissions to obtain their input/advice and ultimate approval on any of the historic matters within their jurisdiction. They will also be responsible for any filings before the Waltham Historical Commission or Massachusetts Historical Commission regarding any exterior design changes or improvements.



**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 Article 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 unreasonably withheld. When such a special Consultant's service is 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 purposed 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 and shall be subject to the approval of the City of Waltham. Consultant fee proposals shall be obtained by the Designer from at least 3 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 service exceeds \$25,000 dollars shall demonstrate coverage by liability insurance for an amount no 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 Consultant's 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 for this project the following items developed or made part of the work of service performed under this Contract: all drawings, designs, specifications, photographs, images, notes, materials and other work and idea 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 any 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 shall have unlimited royalty-free rights, for the benefit of the City of Waltham, any public entity to which the City of Waltham 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 but solely for the use of this contract. 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 uses 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 use of any documents on project 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 other records relating to the security or safety of persons or buildings, structures, facilities, utilities, transportation or other infrastructure located within the City of Waltham, 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 protection requirements as may be referenced in said agreement.

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

##### **4.1 The Designer shall perform the following specific tasks in the following phases:**

- 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 agents of the City of Waltham to arrive at a mutual understanding of the project 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 Service 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 City of Waltham review and approval of submittals and for 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 the completion of deliverables within each phase as each phase progresses.
- iii. The Designer shall prepare a preliminary evaluation of the City of Waltham's project and construction budget requirements subject to the limitations described in sub paragraph 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 envelop, footprint, massing, volume, orientation, and sight context. Each pre-schematic alternative shall include a Construction Cost Estimate. 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 preferred alternative to a full schematic design level. Schematic design level documentation shall incorporate the City of Waltham comments and shall include:
- (a) Drawings, concept sketches, three dimensional representations, and specification;
  - (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 designer 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 with aggregated unit rates and quantities supporting each items and verified as accurate and complete by the cost estimator and/or Owner's Project Manager, if any, employed by the City of Waltham.
- iv. Schematic design phase drawings, specifications Construction Cost Estimates and other submittals shall be subject to the written approval of the City of Waltham. Under a lesser number is requested by the City of Waltham, the Designer shall submit to the City of Waltham for approval for six 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 the agents of the City of Waltham shall update and refine items submitted during the schematic design phase, 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 designer and a schedule of target dates for the procurement of such permits, which last 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 forms, and any other fillings 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 sitting, landscape, architectural, structural, fire protection, plumbing, HVAS, electrical, ADA/MAAD, product requirements, and other features;
  - (e) Quality control documentation demonstrating without limiting 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 having jurisdiction over enforcement of the State Building Code with respect to the Project (The Department of Public Safety of the City of Waltham for state-owned Projects or the building commissioner of the city or town in which the Project is located for other projects);
  - (g) A life style cost analysis to determine which design decision related to all energy and water consuming devices and overall building operation and maintenance are the most cost effective;
  - (h) A Construction Cost Estimate for the design in Unifomat 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 that the sum of all program areas in the Project plus all other floor areas in the Project equals the Gross Floor Area of 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 estimates and other Design development submittals shall be subject to the written approval of 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 copies of design development drawings, specifications, cost estimates, and other submittals.

**4.21 Final Design Completion**

Shall be achieved within 100 calendar days from the Notice-to-Proceed.

**4.22 Ownership of Designer Produced Documents.** Upon payment of the Designer's fee as specified in Article 5 and 8, the City becomes the owner of all sketches, prints, drawings, submittals, etc. produced as a result of this Project.

**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 Consultant shall meet regularly as necessary with agents of the City of Waltham and based on the submittal 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 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 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, construction Cost Estimate prepared using the Unifomat 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, reviewed by the City of Waltham.
- ii. The Designer shall furnished a revised and final Construction Cost Estimate, current as of the date of the final bid documentation submission, including cost estimates for general conditions, overhead and profit, insurance, bonds, and all other items; provisional allowances for work not sufficiently design 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 completed with a single 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 documentation submission.
  - iv. The Designer shall also submit a summary comparing the final construction drawings and specification and the 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 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 six sets of the drawings, specifications Construction Cost Estimates and other submittals. The Designer shall also furnish electronic media copies of the foregoing drawings in documents in such form as is required by the City of Waltham.
  - 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 in 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 the construction contractors, and for execution of a Construction Contract or contracts. The Designer shall prepare all addenda (to include bidder's questions and Designer's response), subject to the Approval of the City of Waltham. The Designer and Consultants shall attend the pre-bid conference if one is scheduled, taking note of all questions asked. Relevant questions submitted in writing shall be answered by means of written addenda to the bid documents as required. The Designer may be required to attend the bid opening and conduct a review of the qualifications of the low bidder 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 bids and as to which bidder is the responsible and eligible bidder that has submitted the lowest bid.
  - viii. If required by law or request by the City of Waltham, the Designer shall assist the City of Waltham in the prequalification of prime contractors and sub-contractors pursuant to M.G.L.c.149, §§44D1/2 and 44D3/4 or M.G.L. c. 149A.
  - ix. If within three 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 adjustment in the scope of the project to the written approval of the Director, which approval shall not be unreasonably withheld. The Designer shall not be paid additional compensations for such services.

**4.4 Construction Administration Phase Services (Alternate).**

- i. Consistent with the standard 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 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-scale detailed drawings as are needed to implement the intent of the Construction Contract documents;
  - (c) Promptly 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 submittal and changes to the Construction Contract;
  - (e) Visit the site at least once per week and observe the progress of the work, issue written progress reports, and conduct job meetings, and prepare and distribute meetings minutes to assure that then 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 necessary) 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 the consultant employed in accordance with Article 3 to make visits weekly during the progress of any work to which the 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) 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;
  - (k) Furnish electronic versions of the Record Drawings, a final cost report, and other required documents;
  - (l) Assist the City of Waltham in any bid protest hearing, change order appeal hearings requested under M.G.Lc.30,§39Q, and any other litigation, except as provided in Article 6;
  - (m) 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 procedure, 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 that 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 recommend 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 letter of exceptions. Timely payments to the contractor are required by M.G.Lc.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, include drawings showing the actual installations of the site utilities, plumbing, heating, ventilation 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 drawing and electronic media drawings on the basis of 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 Authorized Representative Owner's Representative, if available, 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 legibly bound legible copies of all original designs 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.

#### **4.5 COMPARATIVE EVALUATION CRITERIA**

**The City reserves the right to award the Contract to the responsive and responsible qualification submittal which best meets the City's needs, taking into account firm qualifications, Proposal submittal quality, evaluation criteria and price. The Awarding Authority's decision or judgment on these matters shall be final; the Designer Selection Board (DSB) will use the comparative criterion for each separate rating area, and based upon these criteria, will assign an overall rating to each proposal. Each criterion may contain ratings of:**

- Unacceptable
- Acceptable
- Advantageous
- High Advantageous

**The technical section of the RFP is worth 55 points.**

**An "unacceptable" rating in any one of the criteria will eliminate the proposal from further consideration.**

Firms must meet the minimum Compliance requirements as a specified. Failure to meet the minimum evaluation criteria will result in immediate rejection of the qualification submittal and will not be subject to further review. The following criteria will be used in the evaluation of the architectural firm regarding the Technical or Non-Price Proposal in order to be placed on the short list for an interview with the selection committee.

**Responding Firms are to address each of the following criteria in a clearly labeled section of their response and in the same order:**

- 1) The Firm Background, Relevant Experience and Capability** to perform all of the aspects of the project, such as programming, building permitting, cost estimating and value engineering and flood mitigation design. Recent experience with projects comparable to the proposed project. Firm to describe relevant design in this type of product. **(15 points)**
  - A. Unacceptable:** Less than three years of experience in providing Design services with documented examples of such services. Firm has no permitting or design

background in providing this type of facility project. No projects of similar type have been successfully completed. (0 points)

- B. Acceptable:** Three to Five years of experience in providing Design services with documented examples of such services. (3 points)
- C. Advantageous:** More than seven years of experience in providing Design services with documented examples of such services. Firm has prior experience in permitting and design in providing this type of facility project that is current (within past 5 years). One to three projects of similar type have been completed. (10 Points)
- D. Highly Advantageous:** more than seven years of experience in providing Design services with documented examples of such services. Firm has prior experience with permitting and design background in this type of facility project that is current (with past 5 years). Additional similar work is undergoing in this firm. Three or more projects of similar type have been successfully completed. (15 Points)

**2) Current Firm Capacity and References (10 points):** List significant current work and work completed in the last five years, as well as projects in-house but not yet begun. Provide references with contact names and valid phone numbers of other clients whereby similar work has been performed.

- A. Unacceptable:** No or limited current work listed. References are not provided. (0 points)
- B. Acceptable:** Firm capacity may be challenged by current work load when taking on these assignments. References provided are not related to similar project types. (2 points)
- C. Advantageous:** Firm capacity appears to be able to handle this assignment with the given work load. More than three references are provided from similar project types. (5 points)
- D. Highly Advantageous:** Firm capacity can easily handle this assignment with their given work load. Five or more references are provided for similar project types. (10 points)

**3) Project Discussion & Scope of Work, Project Understanding & Challenges, Project Approach (10 points)**

- A. Unacceptable:** Proposal did not adequately convey the proposer's understanding of the project and the firm's approach to completing the project successfully. (0 points)
- B. Acceptable:** The response indicates a proposal may understand the Owner's needs, but the plan is still not clear enough to make a determination. The proposers approach does not instill confidence in a plan to complete the project in a well thought out manner. (2 points)
- C. Advantageous:** The Scope of Services response provided indicates the proposer will meet the needs of the owner and shows the Proposer's demonstrated understanding of the project and their approach to the work required to complete a successful project. (5 points)

**D. Highly Advantageous:** The Scope of Services response provided clearly indicates the understanding and ability to successfully meet the needs of the Owner; shows the Proposer's demonstrated understanding of the project; their ability to bring leadership to the project and that their approach to the project demonstrates a creative and through process. *(10 points)*

**4) Resume of Designers Involved (10 points)**

**A. Unacceptable:** No proposed designers. *(0 points)*

**B. Acceptable:** The proposed designers are less than two and indicate a reduced understanding of the project, its scope and its timeframes for completing the work adequately. *(2 points)*

**C. Advantageous:** The proposed designers provided are more than two and indicate a good understanding of the project and the work desired. *(5 points)*

**D. Highly Advantageous:** The proposed designers are more than three, including a senior member of the Designer's firm and indicate a proficient understanding of the project and the work required. *(10 Points)*

**5) Municipal Experience (10 points)**

**A. Unacceptable:** No municipal experience provided. *(0 points)*

**B. Acceptable:** One to three previous projects completed with municipal or government agencies. *(2 points)*

**C. Advantageous:** Two to three previous projects completed with municipal or government agencies. *(5 points)*

**D. Highly Advantageous** More than three previous projects completed with municipal or government agencies. *(10 Points)*

**6) Price (45 points)**

Place the Bid Price sheet in a separate sealed envelope clearly marked: "Price Proposal for DESIGN of the Fire Suppression and the Exterior Improvements to Waltham City Hall." Only the price envelope of the first-ranked designer will be opened and shall serve as the base for the fee negotiation. If the fee negotiations fail with the first-ranked designer, the City shall then begin fee negotiation with the second ranked by using as a base the price in the price sheet proposed by the designer.

**4.6 RULE FOR AWARD**

The contract shall be awarded to the responsive and responsible Proposer who submitted the most advantageous proposal, taking into consideration the proposals relative merits and price. **The technical section of the RFP is worth 55 Points of the award; the Price is worth 45 points.**

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

**5.1 Basic Fee.** For the performance of all services required in this contract and excluding those services specified under Articles 6 and 7, the Designer shall be paid a negotiated fixed and not-to exceed lump sum Fee.

**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.

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

## **ARTICLE: 6 OTHER SERVICES**

### **6.1 Other Services.**

- i. With the prior Approval of the City of Waltham, the Designer shall perform all or any of the following service in addition to the Basic Services and shall be included in the base fee: 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 management meetings and public hearings and prepare presentation renderings and presentation models in connection therewith that are authorized by the City of Waltham;
- iii. Prepare documents for alternative bids requested by the City of Waltham except for alternatives required to be prepared by the Designer to adjust the Estimated Construction Cost to within the limits of the Fixed Construction Cost.
- iv. Assist the City of Waltham with the pre-qualification of bidders in accordance with M.G.L.c.149, §§44D1/2 and 44D3/4 or M.G.L. c. 149A; to the extent not specified in the Scope of Services, provide prequalification services required in accordance with M.G.L. c. 149A.
- v. Provide consultation concerning the replacement of any work damaged by fire or other cause during construction and furnish 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 service necessary to evaluate substitutions proposed by the general contractor and prepare subsequent revision to drawings and other documents resulting there from or furnish 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 appear as a witness in change order appeal hearings under M.G.L. c. 30, § 39Q or in judicial litigation arising out of Construction Contract;
- ix. Prepare change orders and supporting data, set forth in section 6.4;

- x. Revise construction drawings and specifications submitted in their final and complete for which bid were not received within 6 months after submission;
- xi. Make studies other than those normally required and prepare applications and reports to assist the City of Waltham in obtaining federal aid, if necessary;
- xii. Attend site visits requested by the City of Waltham.

**6.2 Additional Site Visits:** Additional Services shall also include additional site visits by the Designer or its Consultants at the request of the City of Waltham during the construction administration phase at no additional cost to the City.

**6.3 Compensation for Other Services:** The services provided pursuant to sections 6.1 and 6.2 of this Article are part of the basic services rendered by the Designer and no additional compensation will be made. The cost of other services and/or special equipment required by the designer, if any, shall be incorporated in the basic fee which is fixed and not-to-exceed.

**6.4 Change Orders and Modifications.** The Designer shall be compensated in accordance with the rates negotiated PRIOR to the change order or modifications. Neither the Designer nor its consultants will be compensated for any services involving preparing changes that are required for additional work that should have been anticipated by the Designer in preparation of the bid documents, or that were occasioned by the Designer's errors or omissions, as reasonably determined by the executive head of Waltham ( M.G.L c.7, §, 38(j)) The Designer shall not be compensated for any services involved in preparing changes required to make unit price adjustments due to existing conditions, nor for services involved in change orders for time extensions only. Changes for which the Designer receives no compensation under this Article shall be call "no fee modifications" or " no fee change orders" The fact that the Designer receives no fee shall not wave the City of Waltham's legal remedies regarding such changes

## **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 Designers 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 will negotiate a lump sum fee.
- ii. Permit filing fees and other actual costs for items not included in 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.

**7.2 Travel** The City of Waltham shall not reimburse the Designer for travel expenses under this contract, provided, however, that in a special circumstance and with prior written approval by the City of Waltham, the Designer may be reimbursed for out-of-state travel expenses consistent with applicable statues, rules and regulations.

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

**8.1 Change Order.** Unless otherwise approved by 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 City of Waltham and the Designer's services with respect to the same, other than construction administration services, have been completed.

**8.2 Schedule for Payment of Basic Fee.** The lump sum fee under Article 5 above 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:

### **TASK 1**

- i. 20% at the completion of the schematics phase
- ii. 30% at the completion of the 100% design acceptance by the City of Waltham
- iii. 50% at the submission of the construction bid documents

### **TASK 2**

- i. 10% at the conclusion of the pre-bid meeting
- ii. 20% at the conclusion of the addendum issued period
- iii. 35% at the conclusion of the bid certification, reference checks and award recommendation
- iv. 35% at the execution of the construction contract by the Mayor

### **ALTERNATE 1 (if selected by the City)**

- i. 20% at the 20% construction completion
- ii. 20% at the 50% construction completion
- iii. 40% at the 80% construction completion
- iv. 20% at the completion of the punch list and final project acceptance by the City of Waltham.

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 contractors' work under the Construction Contract.

**8.3 Application for Payment:** All invoices except for those made under 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 the Designer under this Contract) shall be required to be 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 City of Waltham accompanied by a completed City of Waltham of Massachusetts payment voucher.

**8.4 Right of Offset** If the City of Waltham finds that service previously paid for by the City of Waltham contained deficiencies, errors or omissions then the City of Waltham may withhold any 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 the requested 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 any incorrect information, the City of Waltham may offset any overcharges against any future payments. 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 Contractor 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 within 10 days of the written intent to terminate letter.

**9.2 Termination by City of Waltham for Convenience.** If any such termination shall occur without the fault of the Designer, all compensations 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 obligation 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 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 90 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 phased of the project 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 anticipated profit on unperformed services.

**9.5 Designer's Duties upon Termination:** Upon any terminations of this Contract the Designer shall deliver to the City of Waltham all data, drawings, specifications, reports, estimates, summaries, and accumulated by the Designer in performing this Contract.

#### **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 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, §39R9b) (1)- (2)].

**10.2 Records Open to Inspection.** Until the expiration of six years after the 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 or 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 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 changing 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 therefore, The Designer shall submit such description a letter from the Designer's independent certified public accountant approving or otherwise commenting on their change [M.G.L. c.30, § 39R (b)(3)].

**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 or internal accounting controls as set for 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 \$100,000, the Designer may be requested to file with the City, a statement of management as to whether the



system if internal accounting controls of the Designer and its subsidiaries to reasonably assure that: (1) transactions are executed in accordance with the 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 differences. The Designer may also be requested to 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 control, and expressing an opinion as to (1) whether the representative 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.30m §39Rc].

**10.6 Representation Regarding Audited Financial Statements.** 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) 9iv); M.G.L. c.30, §39R (d)].

**10.8 Records Not Public.** Records and statements required to be made, kept or filed under the provision of this Article shall not be public records as defined in M.G.L. c.4 s.7 and shall not be made open to public inspection; provided, however, that such records and statements shall 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 in the event of termination of this Contract, shall be in each instance operate as a release of the City of Waltham, 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 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 know 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 insurances of the types 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. All Policies shall be issued by companies lawfully authorized to write that type of insurance under the Laws of the City of Waltham 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. The Certificate of Insurance shall have written in the Description of Services box, through a policy endorsement, the following language: "**The City of Waltham is a named additional insured for General Liability.**" 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 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 for 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 effectible 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, Automotive Liability, and Valuable Papers.** The Designer shall purchase and maintain at its own expense during the life of this Contract the following insurance:

- i. Worker's Compensation Insurance in accordance with M.G.L chapter 152
- ii. Commercial General Liability Insurance, with a minimum limits of \$1,000,000 each occurrence. **The City of Waltham is a named additional insured.**
- iii. Automotive Liability Insurance at a limit not less than \$1,000,000 each accident Valuable Papers Insurance in an 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 (CAAD) systems.

**12.3 Professional Liability.** The Designer shall maintain professional liability insurance covering errors and omissions and negligent acts of the Designer, and or any person or entity for whose performance the Designer is legally liable. Unless an alternative 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 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 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 and the taking of possession of the Project for occupancy by the City of Waltham 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 employees from and against all damages, losses and expenses, including but not limited to court costs, reasonable attorneys' fees, interests 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 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 defenses 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 settlements unless the Designer is given the opportunity to participate in negotiations for settlements and/or defense of such litigation or claim.

### **ARTICLE 14: MISCELLANEOUS LEGAL REQUIRMENTS**

**14.1 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 a conduct declared to be unlawful by 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, the without limiting such other rights as it may have the City of Waltham 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 the 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.

**14.2 Truths-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 if it has filed a truth-in negotiations certificate in accordance with M.G.L c. 7, a. 38H (b) prior to being awarded this Contract. Said certificate is attached hereto as Attachment F incorporated herein by reference.

#### **ARTICLE 15: NON-DISCRIMINATION IN EMPLOYMENT AND AFFIRMITIVE ACTION**

**15.1 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 the law. The Designer shall comply with all applicable laws prohibiting discrimination in employment including, but not limited to: Title VII of the Civil Rights At 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 violations of such statutes, rules or regulations is presented to the Massachusetts Commission Against Discrimination (MCAD), the Designer and its agents agree to fully cooperate with MCAD in the investigation and disposition of such complaint of 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 payments due the Designer under this Contract until the Designer complies, and termination or suspension of this Contract.

**15.2 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 16: CHOICE OF LAW**

This Contract shall be construed under and governed by the laws of the City of Waltham of Massachusetts. The Designer, and the agents thereof, agree to bring any state legal proceedings arising under this Contract, in which either the City of Waltham or the City of Waltham is a party, in a court of competent jurisdiction within the City of Waltham 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 17: AMENDMENTS, SEVERABILITY, AND WAIVERS**

No amendment to this Contract shall be effective unless it is in writing and is executed by authorized representatives 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 of permitted by law. The City of Waltham reserves the right to waive any provision or requirement of this Contract if the City of Waltham. 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 Authorized Representative of the City of Waltham. No other action or inaction by the City of Waltham shall be construed as a waiver or provision of this Article.

**ARTICLE 18: NON-APPROPRIATION**

This Contract is subject to appropriation of funds. Payments 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 scope of this Contract without an appropriation amendment to this Contract, and a sufficient appropriation(s) to support such additional services. The City of Waltham may immediately terminate or suspend the Contract in the event that the appropriate funding this Contract is eliminated or reduced to an amount which will be insufficient to support anticipated future obligations under this Contract.

**ARTICLE 19: NOTICES, APPROVALS, AND INVOICES**

Notice 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 addresses specified in this Contract, when delivered by courier to said addresses, or when delivered via e-mail or facsimile transmissions. 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 City of Waltham at the address specified in this Contract and date-stamped at the reception desk or for which a receipt has been signed by an agent or employee designated by the City of Waltham to receive such official notices.

**ARTICLE 20: CERTIFICATION OF DESIGNER MADE UNDER THE 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 of the City of Waltham, and when required, receipt of written approval from the City of Waltham (attach additional sheets necessary for each section.)

**20.1 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 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),

\_\_\_\_\_

**Federal ID Number:** \_\_\_\_\_

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

\_\_\_\_\_

**Federal ID Number:** \_\_\_\_\_

**20.2 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 holding 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 financial interest” will generally refer to any person who, in direct manner, will benefit financially from a given contractual relationship with the City of Waltham. However, this may not, in every case, preclude the possibility of an existing financial interest within the meaning of the statute where 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 20.1 above:

<u>Name</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____

**20.3 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 individual are registered by the City of Waltham 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 the majority of the stock ownership and the chief executive officer, are persons who are registered architects, landscape architects, or engineers and then the persons to have the Project in his or her charge registered in the discipline required for the Project, or iv) if the Designer is a joint venture, each joint venture satisfies the requirements of the preceding clauses i- iii as the case may be [M.G.L. c.7,§38E(a)(i)].

<u>Name</u>	<u>Title</u>	<u>Mass. Registration</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: The above information must be completed to comply with the provisions of General Laws Chapter 7, §38A ½. Programmers and construction managers are not required to be registered under §38A ½. Designer warrants that the Massachusetts registered principle of the Designer responsible for the project is

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

**20.4 Resume on File with the 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 of the Commonwealth of Massachusetts.

**20.5 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 any other person, subcontractor of a contract by the Designer; and no person, corporation or other entity, other than bonafide full-time employee of the Designer has been retained or hired by the Designer to solicit for or in any way to assist the Designer in obtaining the Contract for design service upon a 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)].

**20.6 Tax Returns.** By signing this Contract, the Designer certifies under the penalties of perjury that pursuant to the General Laws Chapter 62C§ 19A, the Designer has complied with all laws of the City of Waltham relating to contributions and payments in lieu of contributions to the Employment Security System.

**20.7 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 City of Waltham 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	PRESENT STATUS %	FEE	TOTAL FEE
_____			
_____			
_____			
_____			
_____			

**20.8 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 Secretary of State all certificates and annual reports required by Chapter 156B, §26A (Non-Profit Corporation) of the Massachusetts General Laws.

**20.9 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 programs, child care tuition assistance, or on-site or near-site child care placements, or is an “exempt employer.”



**20.10 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 City of Waltham Massachusetts, or 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.

**SIGNATURES**

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the date of its execution by the City of Waltham of Massachusetts 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 penalties of perjury.

**DESIGNER**

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

Its: \_\_\_\_\_ (Print Name)

Hereunto duly authorized

**CITY OF WALTHAM**

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

Its: Mayor, Jeannette A. McCarthy

Hereunto duly authorized

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

Its: Chief Procurement Officer, Joseph Pedulla

Hereunto duly authorized

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

Its: Superintendent of Buildings, William Forte

Hereunto duly authorized

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

Its: Auditor, Paul Centofanti

Hereunto duly authorized

**As To Form Only**

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

Its: Assistant City Solicitor, Luke Stanton

Hereunto duly authorized

**PRICE SHEET**

**PLACE THIS COMPLETED FORM IN A SEPARATE SEALED ENVELOPE MARKED: REQUEST FOR PROFESSIONAL SERVICES:**

**DESIGN - FIRE SUPPRESSION SYSTEM & EXTERIOR IMPROVEMENTS TO THE WALTHAM CITY HALL**

**COST EVALUATION FORM**

Scope of Work	<i>City Hall EXTERIOR</i>		<i>City Hall FIRE SUPPRESSION</i>		TOTAL HOURS	TOTAL COST
	<i>#of Hours (a)</i>	<i>Task Cost (b)</i>	<i>#of Hours (a1)</i>	<i>Task Cost (b1)</i>	(a+a1)	(b+b1)
<b>Task 1</b> Construction Drawings/ Specifications/Final Cost Estimates for Specified Improvements		\$		\$		\$
<b>Task 2</b> Bid Procedures Limited to reviewing bids, checking references, making recommendation for award, answer questions and attend the pre-bid meeting		\$		\$		\$
<b>Total Base Project</b>		\$		\$		\$

Alternate 1:	<i>City Hall EXTERIOR</i>		<i>City Hall FIRE SUPPRESSION</i>		TOTAL HOURS	TOTAL COST
	<i>#of Hours (a)</i>	<i>Task Cost (b)</i>	<i>#of Hours (a1)</i>	<i>Task Cost (b1)</i>	(a+a1)	(b+b1)
Construction Inspections/Oversight		\$		\$		\$

<b>Total, Base plus Alternate</b>		\$		\$		\$
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**NOTE:** price negotiation with the number one ranked designer will be based on the numbers proposed, up or down. The Project Value is determined by dividing the Total Hours proposed into the Total Cost of the Base Project

## **ATTACHMENT A**

### SCOPE OF SERVICES

This Request for Proposal (RFP) seeks PROFESSIONAL SERVICES to DESIGN for the Fire Suppression System and the Exterior Improvements to Waltham City Hall, 610 Main Street, Waltham, Massachusetts.

#### **I. INTRODUCTION**

The City of Waltham is requesting design services proposals from Experienced Public Design consultants to design the fire suppression system and the exterior upgrades to City Hall at 610 Main Street.

Proposals for this Project will be received at the Office of the Purchasing Agent, 610 Main Street, Waltham, MA, 02452, until **10:00 AM April 23, 2018**

Six (6) copies of the Design Service Proposals printed in single pages will be submitted in sealed envelopes with the name of the Proposer's name and shall be clearly labeled "Design Services Proposals for the Waltham City Hall Project"

The City shall evaluate proposals based on the criteria set forth in Article 4.5 and Article 4.6 of this Contract

All proposals are subject to funding. The City of Waltham reserves the right to accept or reject any or all proposals and to make awards as it determines will be in the best interests of the City of Waltham. Any and all questions shall be directed towards the City of Waltham's Purchasing Agent, Joseph Pedulla and his office at 610 Main Street in City Hall, telephone 781-314-3240, Email: [jpedulla@city.waltham.us](mailto:jpedulla@city.waltham.us).

#### **II. BACKGROUND**

The City of Waltham is requesting exterior repairs and Fire suppression upgrades to City Hall, although a historic building built in 1926, it is starting to show signs of its age, to keep the City Hall aesthetically pleasing and restored to its former glory it will need these upgrades. The exterior of the building is beautifully carved stone complimented by sculptures and a clock at the top. The doors and windows are solid wood painted white. No Fire Suppression system is present in this historic building

#### **III. SCOPE OF SERVICES, EXTERIOR CITY HALL**

The City of Waltham is requesting proposals for professional services to make upgrade to City Hall, this will include but is not limited to, the replacement of its front stairs, the replacement of windows and doors, the reconditioning of worn masonry, the replacement of rusting grates and railings, the repair of the clock on top of City Hall as well as a structural analysis for the cupola.

The project will include and Contract Vendor will be responsible for

1. Design listed above
2. Providing all materials, equipment, transportation, and services to perform all work required for executing the contract in a satisfactory and workmanlike manner to complete the project.
3. Preparing specification and limited bid documents for the upgrade to City Hall
4. Complying with all Federal, State and local laws and or regulations.
5. Attending required meetings with neighborhood, City Council and mayor and customary meetings, with the Massachusetts Historical Commission, the Waltham Historical Commission, Building Department and Purchasing Department.
6. Prepare any necessary filings and permits
7. Answer technical questions during the bid process.
8. Construction oversight as a separate alternative service to the base bid
9. Designer shall complete 100% of the Design document and be ready with the construction bid within **100 Calendar days** from the date of Notice-to –Proceed.

### **III B. SCOPE OF SERVICES, FIRE SUPPRESSION CITY HALL**

1. Experience with fire suppression system design on at least two (2) buildings that are either listed as locally historic or buildings fire suppression systems designed in accordance with the Massachusetts Register of Historical Places.
2. Must possess a Massachusetts Fire Protection Engineer certification.
3. The qualified firm or individual must commit to the project for design and construction oversight and provide a separate price option for said oversight services.
4. Experience with CPA funding application requirements/CPA applications filled out and completed as part of the work scope for City.
5. The selected designer will provide analysis of any existing fire signaling system in each of the buildings specified and provide details and designs to integrate both the new fire suppression system signaling with occupant notification in to an addressable panel. Where no fire signaling or fire alarm notification system is present, the selected designer will provide a design for a new fire signaling system, which may include, but not be limited to strobes, detectors (heat, smoke and CO), addressable panels, central signaling, pull stations and specifications for monitoring. All specifications shall be designed in accordance with 780 CMR 9.00 of the ninth edition of the State Building Code.

### **IV. QUALIFICATIONS**

Licensed Architect or Professional Engineering Degree, proof of demonstrated experience with municipal public experience for at least 5 other projects. See also Paragraph 1 of section III B

## **V. REQUIRED SUBMISSION**

1. Name, address and contact information of all MA governmental units to which the Proposer has provided similar consulting
2. The name, address, contact person's name and telephone number of all private sector clients to which the proposer has provided, including contract dates
3. Resumes of key personnel who will be interacting with the City including a statement of professional experience, qualifications and education together with a report of specific experience related to the scope of services.
4. A Drat plan of Services indicating how the proposer will complete the scope of work.
6. The completed documents in Attachments B-F
7. Price Sheet (in a separate sealed envelope)

Assessor's Card of the existing building is attached.

# RENOVATIONS

## AT

### WALTHAM CITY HALL

### 610 MAIN STREET

### WALTHAM, MA 02154

#### ENGINEERS

AEROSPACE SYSTEMS, INC. (ASI)

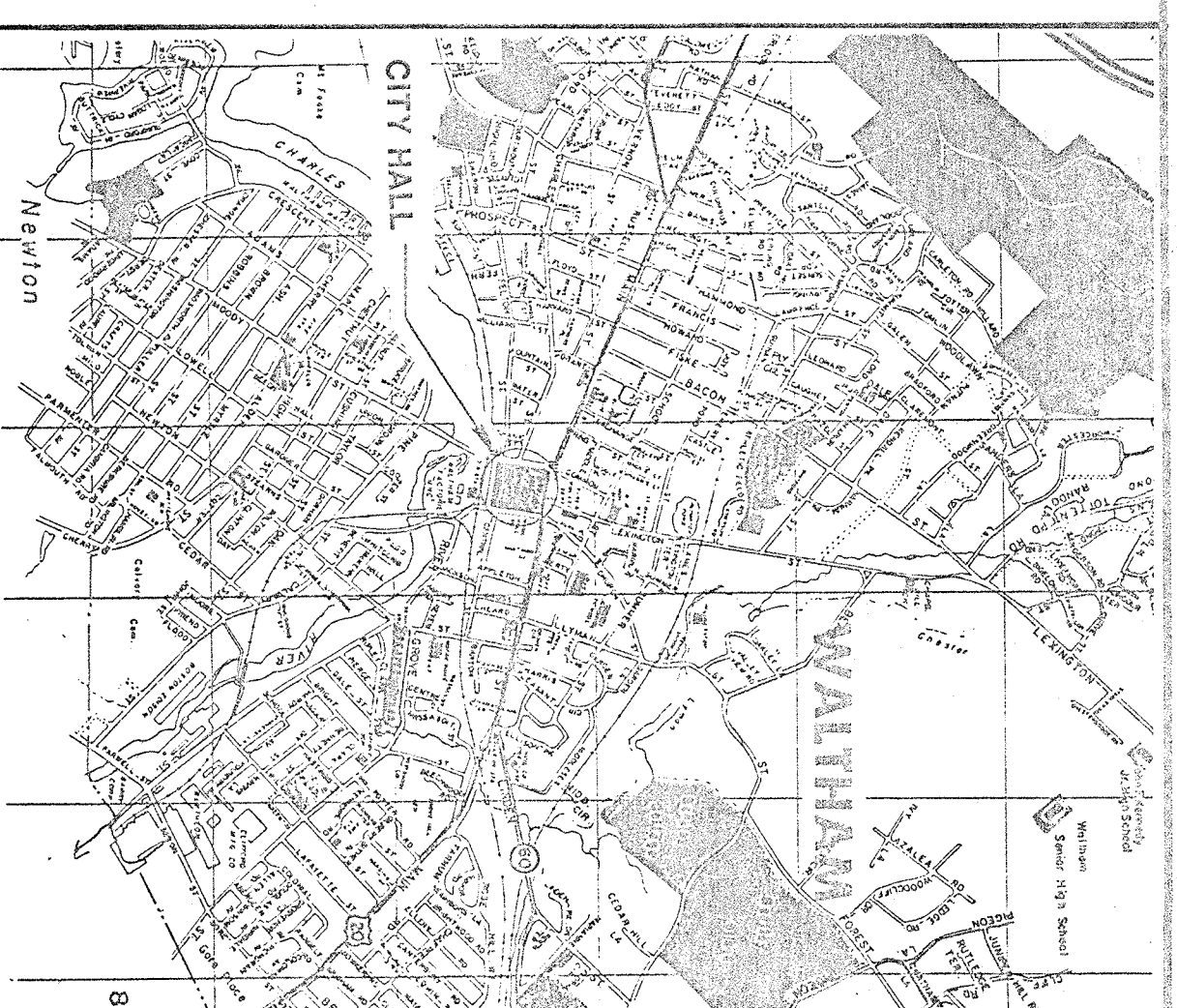
ENERGY SYSTEMS DIVISION

121 MIDDLESEX TURNPIKE

BURLINGTON, MA 01803

CERTIFIED INDUSTRIAL HYGIENISTS

HYGEIA INC.  
WALTHAM, MA



LOCATION MAP

#### LIST OF DRAWINGS

SHEET NO.	TITLE
1	T-1 TITLE SHEET AND LOCATION MAP
2	T-2 GENERAL NOTES AND LEGEND
3	AR-1 ASBESTOS REMOVAL AREAS - BASEMENT
4	AR-2 ASBESTOS REMOVAL AREAS - FIRST FLOOR
5	AR-3 ASBESTOS REMOVAL AREAS - ATTIC
6	D-1 LIGHTING AND HVAC DEMOLITION PLANS
7	A-1 ELEVATIONS AND MASONRY DETAILS
8	A-2 WINDOW ELEVATIONS AND SCHEDULE
9	A-3 WINDOW AND DOOR DETAILS
10	A-4 BASEMENT REFLECTED CEILING PLAN
11	A-5 FIRST FLOOR REFLECTED CEILING PLAN
12	HVAC-1 BASEMENT FLOOR PLAN - HVAC
13	HVAC-2 FIRST FLOOR PLAN - HVAC
14	HVAC-3 SECOND FLOOR PLAN - HVAC
15	HVAC-4 ATTIC PLAN - HVAC
16	E-1 BASEMENT ELECTRICAL PLAN
17	E-2 FIRST FLOOR ELECTRICAL PLAN
18	E-3 SECOND FLOOR ELECTRICAL PLAN
19	E-4 ROOF ELECTRICAL PLAN

CITY OF WALTHAM  
BUILDING DEPARTMENT  
DATE: 7/1/89  
BY: [Signature]  
APPROVED: [Signature]  
BUILDING INSPECTOR

GR DE 73 - PLAN 26




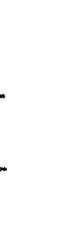











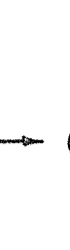


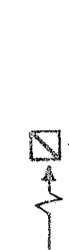







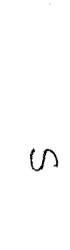

ASI ENERGY SYSTEMS DIVISION

SCALE NO SCALE DRAWING BY JZ DATE 4/89

TITLE SHEET AND LOCATION MAP

WALTHAM CITY HALL









**LEGEND**

	EXISTING LIGHT FIXTURE TO BE REMOVED
	LIGHTING FIXTURE LOCATION IN SUSPENDED CEILING
	CONNECTION POINT OF NEW TO EXISTING
	STRAINER (WITH 3/4 BLOW OFF VALVE)
	GATE VALVE
	CHECK VALVE
	PRESSURE GAUGE
	LOW PRESSURE STEAM
	LOW PRESSURE CONDENSATE RETURN
	SELF-CONTAINED THERMOSTATIC RADIATOR VALVE
	THERMOSTATIC STEAM TRAP
	FLOAT AND THERMOSTATIC STEAM TRAP
	GAS METER
	WATER METER
	SUPPLY AIR DIFFUSER W/CFM
	ROOM THERMOSTAT (COOLING)
	RETURN AIR/EXHAUST AIR REGISTER
	ROOM THERMOSTAT (HEATING)
	EGG-GRATE RETURN GRILLE
	VARIABLE AIR VOLUME TERMINAL UNIT W/CFM
	VOLUME DAMPER
	FIRE DAMPER
	HOME RUN TO PANELBOARD, NUMBER OF HASH MARKS INDICATES NUMBER OF CONDUCTORS
	SINGLE POLE SURFACE MOUNTED TOGGLE SWITCH
	EXISTING POWER/LIGHTING PANEL
	MOTOR, NUMBER INDICATES HORSEPOWER
	FLUORESCENT LIGHTING FIXTURE, LETTER INDICATES SPECIFIED TYPE
	BOILER SAFETY SWITCH

**ABBREVIATIONS**

WG	WIRE GLASS
BF	BOILER FEED
G	GAS
CW	COLD WATER
DHW	DOMESTIC HOT WATER
FOS	FUEL OIL SUPPLY
FOR	FUEL OIL RETURN
SAD	SUPPLY AIR DUCT
RAD	RETURN AIR DUCT
SD	SUPPLY DIFFUSER
SR	SUPPLY REGISTER
RR	RETURN REGISTER
RTU	ROOFTOP UNIT
CB	CIRCUIT BREAKER

**LEGEND CONTINUED**

	SUSPENDED GLOBE INCANDESCENT LIGHT FIXTURE, LETTER INDICATES SPECIFIED TYPE
	THREE WAY SURFACE MOUNTED TOGGLE SWITCH
	SINGLE POLE SURFACE MOUNTED TOGGLE SWITCH CONTROLLING 2 OF 4 LAMPS IN RECESSED FLUORESCENT FIXTURES
	SURFACE MOUNTED DIMMER SWITCH
	THREE WAY SURFACE MOUNTED DIMMER SWITCH
	ELEVATION AREA REQUIRING MASONRY WORK
	LOCATION OF SUPPLY AIR DIFFUSER IN SUSPENDED CEILING
	LOCATION OF RETURN AIR GRILLE IN SUSPENDED CEILING

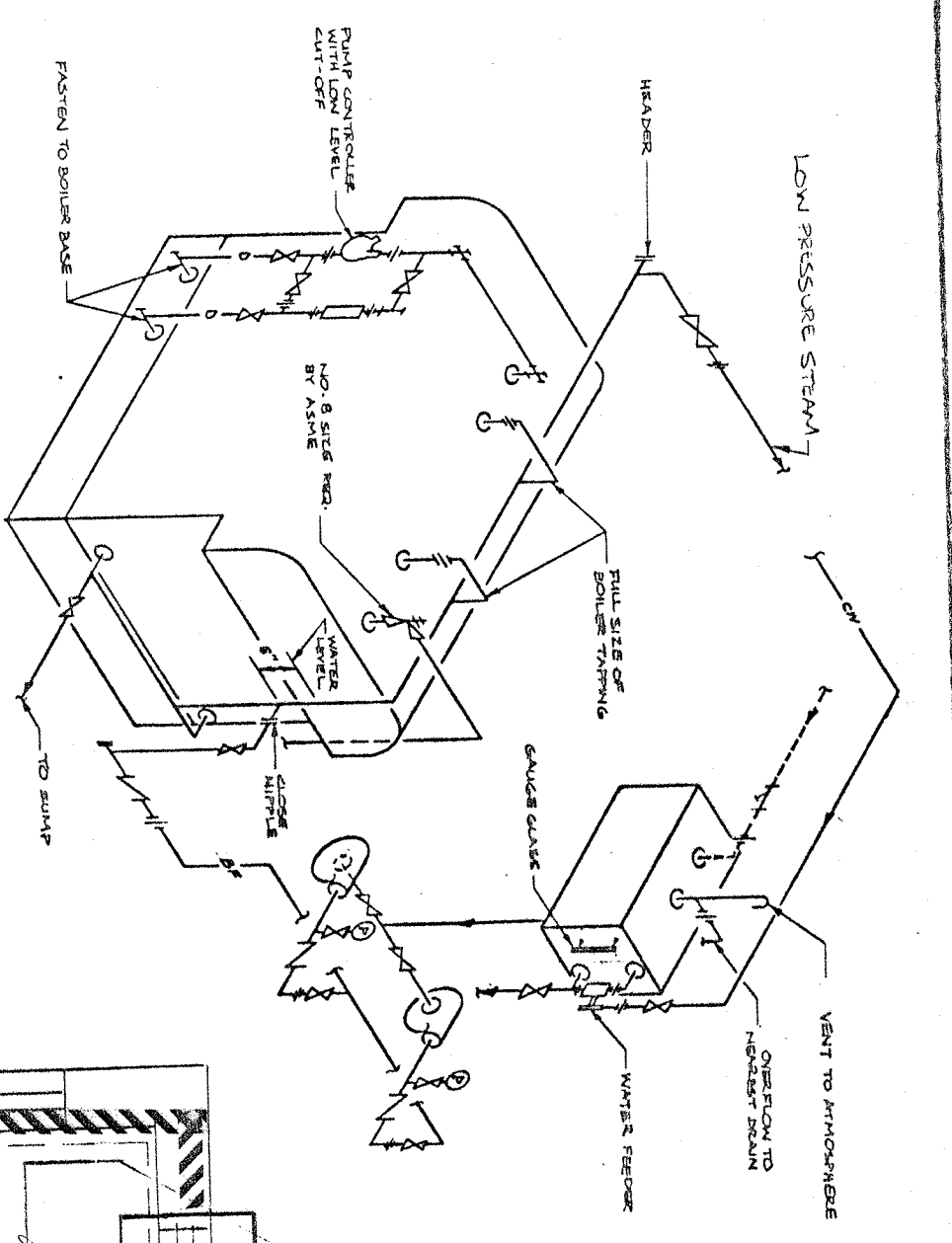
**GENERAL NOTES**

- THE CITY HALL WILL BE FULLY OCCUPIED DURING CONSTRUCTION. THE CONTRACTOR SHALL SUBMIT A PHASING SCHEDULE WITH BID AND FULLY COORDINATE WITH THE ENGINEER AND THE CONSTRUCTION REPRESENTATIVE AT THE CITY HALL PRIOR TO COMMENCING WORK.
- THESE DRAWINGS SHALL BE READ IN CONJUNCTION WITH TECHNICAL SPECIFICATIONS.
- CONTRACTOR SHALL SUBMIT TO THE ENGINEER FOR APPROVAL DETAILED SHOP DRAWINGS OF ALL EQUIPMENT AND WORK. ALL SHOP DRAWINGS MUST BE ACCOMPANIED BY THE MANUFACTURER'S LITERATURE AND PERFORMANCE CHARACTERISTICS, ARRANGEMENT, OPERATING CLEARANCE AND PERFORMANCE CHARACTERISTICS.
- CONTRACTOR SHALL HAVE READY AT SITE ALL MATERIAL REQUIRED FOR EACH AREA OF WORK PRIOR TO STARTING WORK IN THAT AREA.
- PHYSICAL SIZE OF EQUIPMENT SHALL BE SUITABLE FOR THE SPACE ALLOCATED FOR THE ACCOMMODATION OF SUCH EQUIPMENT, AND PROVIDING ACCESS FOR MAINTENANCE PURPOSES.
- DURING THE PROGRESS OF THE WORK, ALL OPEN ENDS OF PIPES, CONDUITS, DUCTS, ETC., SHALL BE SUITABLY CAPPED TO PREVENT THE INGRESS OF FOREIGN MATTER.
- ALL ANTI-VIBRATION DEVICES FOR EQUIPMENT AND PREWORK SHALL BE OF SPRING TYPE, UNLESS OTHERWISE SHOWN ON DRAWINGS.
- PROVIDE ALL WARNING SIGNS, TAPE, FLASHERS, ETC., AS REQUIRED TO PROTECT THE SAFETY OF THE PUBLIC DURING THE COURSE OF THE CONSTRUCTION.
- CONTINUOUSLY CLEAN ALL WORK AREAS DURING CONSTRUCTION AND SAFELY STORE AND SECURE ALL MATERIALS, EQUIPMENT, AND TOOLS AT THE END OF EACH WORK DAY.
- TWO WEEKS PRIOR TO FINAL INSPECTION PROVIDE A COMPLETE AND ACCURATE SET OF MARKED-UP DRAWINGS SHOWING EQUIPMENT LOCATIONS AND PIPING AND WIRING RUNS AS ACTUALLY INSTALLED.
- ALL PIPING AND DUCTS IN FINISHED ROOMS OR SPACE SHALL BE CONCEALED IN FURRED CHASES OR ABOVE SUSPENDED CEILING.
- ACCESS PANELS IN WALLS AND PLASTERED CEILING ARE REQUIRED FOR ALL VALVES, TRAPS, DAMPERS, CLEANOUTS, CONTROLS, ETC., AND SHALL BE FURNISHED AND INSTALLED UNDER ARCHITECTURAL SPECIFICATIONS.
- CONTRACTORS ARE REQUIRED TO EXAMINE THE EXISTING SITE CONDITIONS BEFORE SUBMITTING THEIR BIDS. NO CLAIM WILL BE ALLOWED FOR EXTRA WORK DUE TO EXISTING SITE CONDITIONS.
- REFER TO ARCHITECTURAL REFLECTED CEILING PLAN FOR LOCATION OF CEILING DIFFUSERS, REGISTERS, GRILLES, AND RECESSED LIGHTING FIXTURES.
- CONTRACTOR IS RESPONSIBLE FOR NEATLY CUTTING AND PATCHING UP EXISTING MOLDINGS, PLASTER, CASINGS, ETC., AS NECESSARY FOR THE INSTALLATION OF THE WORK. CONSULT WITH THE ENGINEER FOR THE PRIOR TO CUTTING ANY EXISTING MOLDINGS, PANELS, OR CASINGS.
- CONTRACTOR SHALL CONSTRUCT, FINISH PLASTER AND PAINT SOFFIT TO CONCEAL DUCT AT CEILING OF SECOND FLOOR WEST HALL ADJACENT TO MAYOR'S RECEPTION OFFICE.

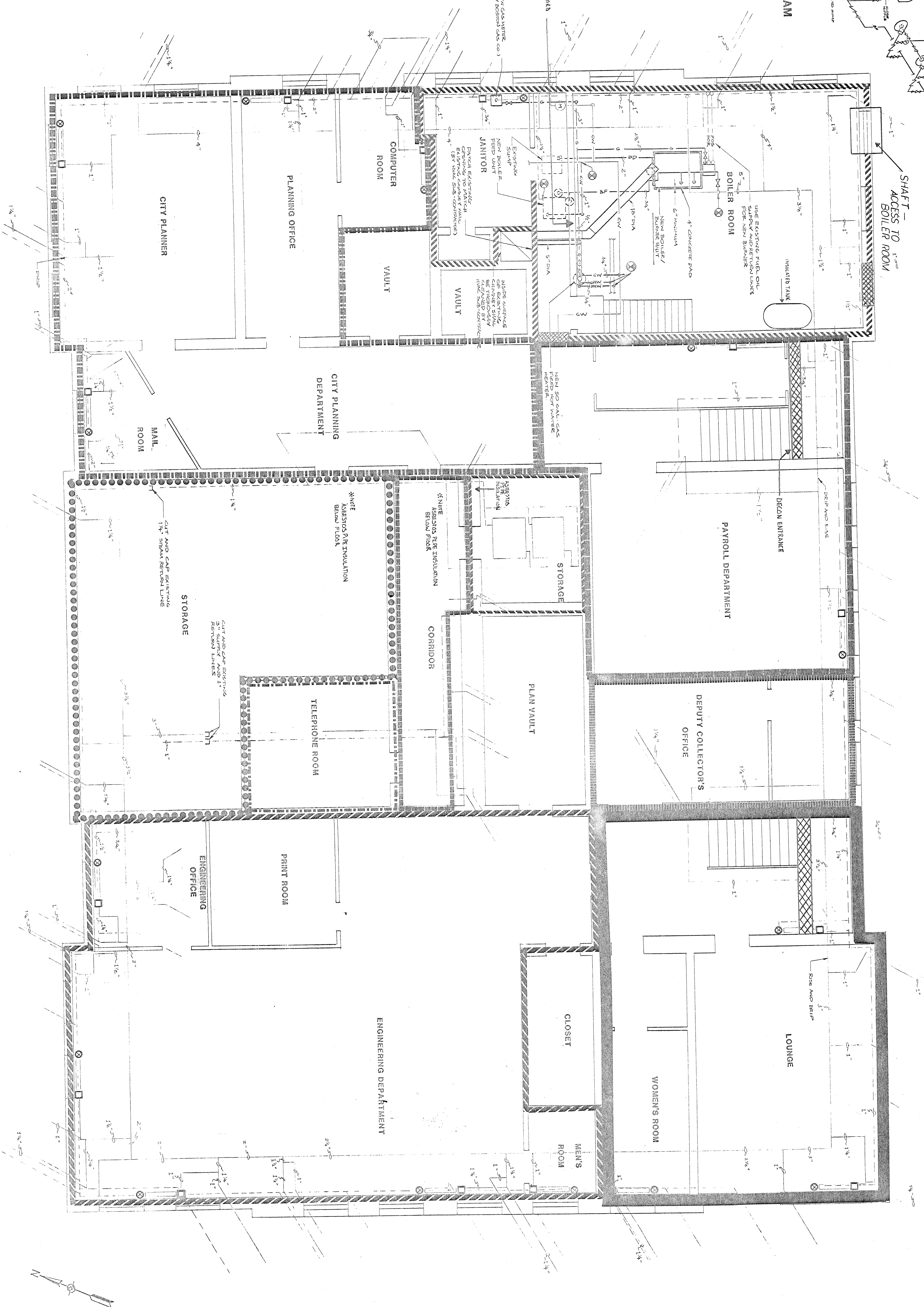
**ASI**  
 ARCHITECTURAL SERVICES, INC.  
 1115 EAST STATE STREET, SUITE 200  
 COVINGTON, KY 40301  
 PHONE: 502-636-3055  
 FAX: 502-636-3056  
 WWW.ASI-KY.COM

**GENERAL NOTES AND LEGEND**  
 WALTHAM CITY HALL  
 1-2  
 2 OF 18





**BOILER PIPING DIAGRAM**  
NOT TO SCALE

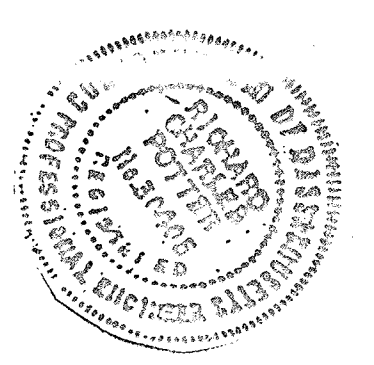


**BASEMENT FLOOR PLAN**

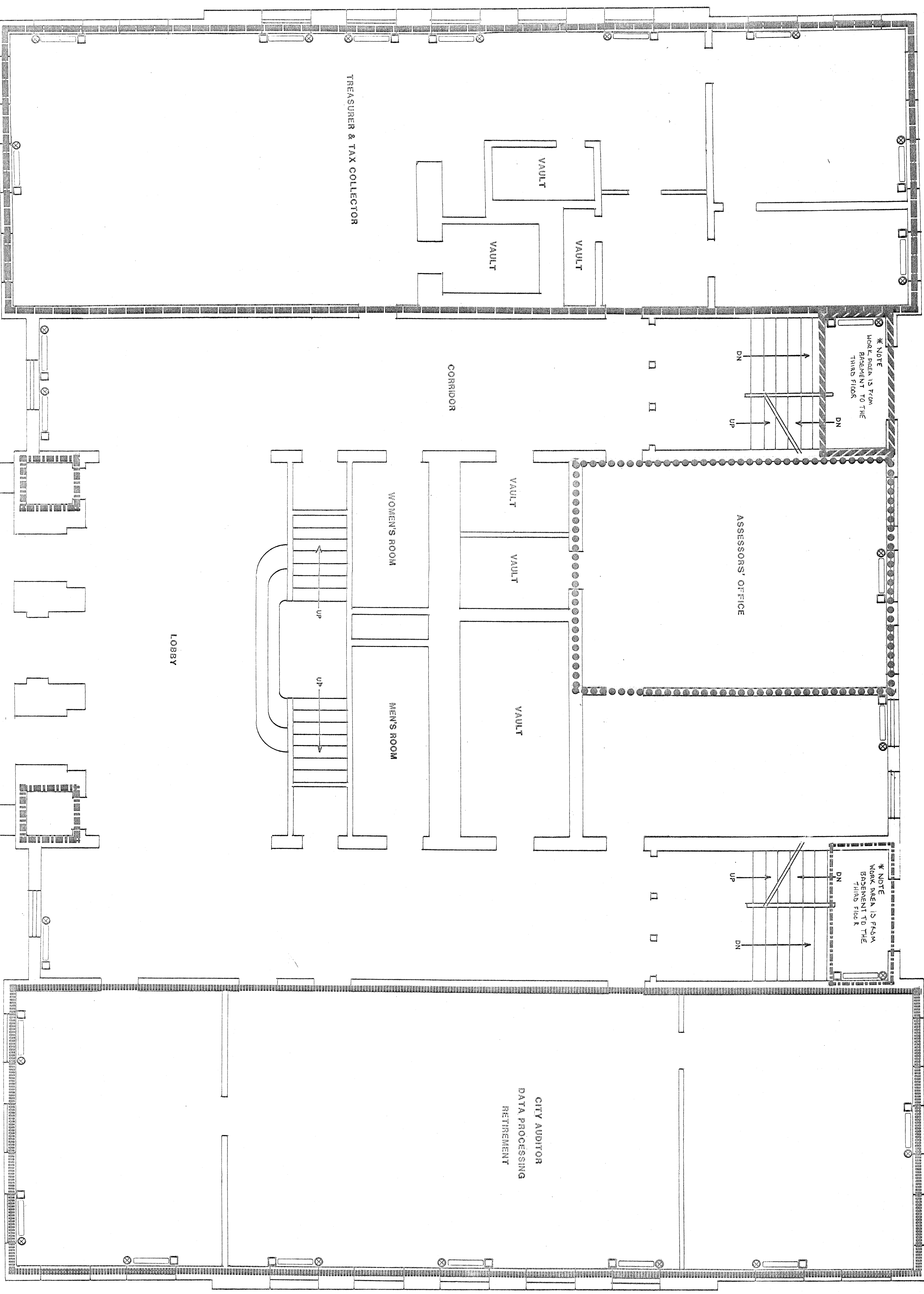
**LEGEND**

- CRITICAL BARRIER-SOLID
- WORK AREA #1
- WORK AREA #2
- WORK AREA #3
- WORK AREA #4
- WORK AREA #5
- MINOR WORK AREA #1
- MINOR WORK AREA #2
- MINOR WORK AREA #3
- MINOR WORK AREA #4
- MINOR WORK AREA #5

\*NOTE  
PIPES SHOWN ARE  
REPLACEMENT PIPES ONLY - NOT EXISTING PIPES



**HYGEIA INC**  
 SCALE 1/4" = 1'-0" APPROX  
 DATE 08/99  
 ASBESTOS REMOVAL AREAS -  
 BASEMENT  
 WALTHAM CITY HALL  
 AR-1  
 3 OF 19

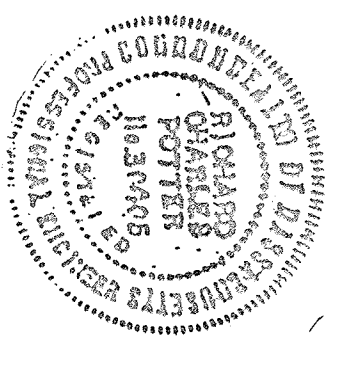


**LEGEND**

- ▨▨▨▨ MINOR WORK AREA #6
- ▨▨▨▨ MINOR WORK AREA #7
- ▨▨▨▨ MINOR WORK AREA #8
- ▨▨▨▨ MINOR WORK AREA #5
- MINOR WORK AREA #10
- ▨▨▨▨ MINOR WORK AREA #11, #12

\* NOTE  
PIPES SHOWN ARE  
REPLACEMENT PIPES ONLY -  
NOT EXISTING PIPES

FIRST FLOOR PLAN

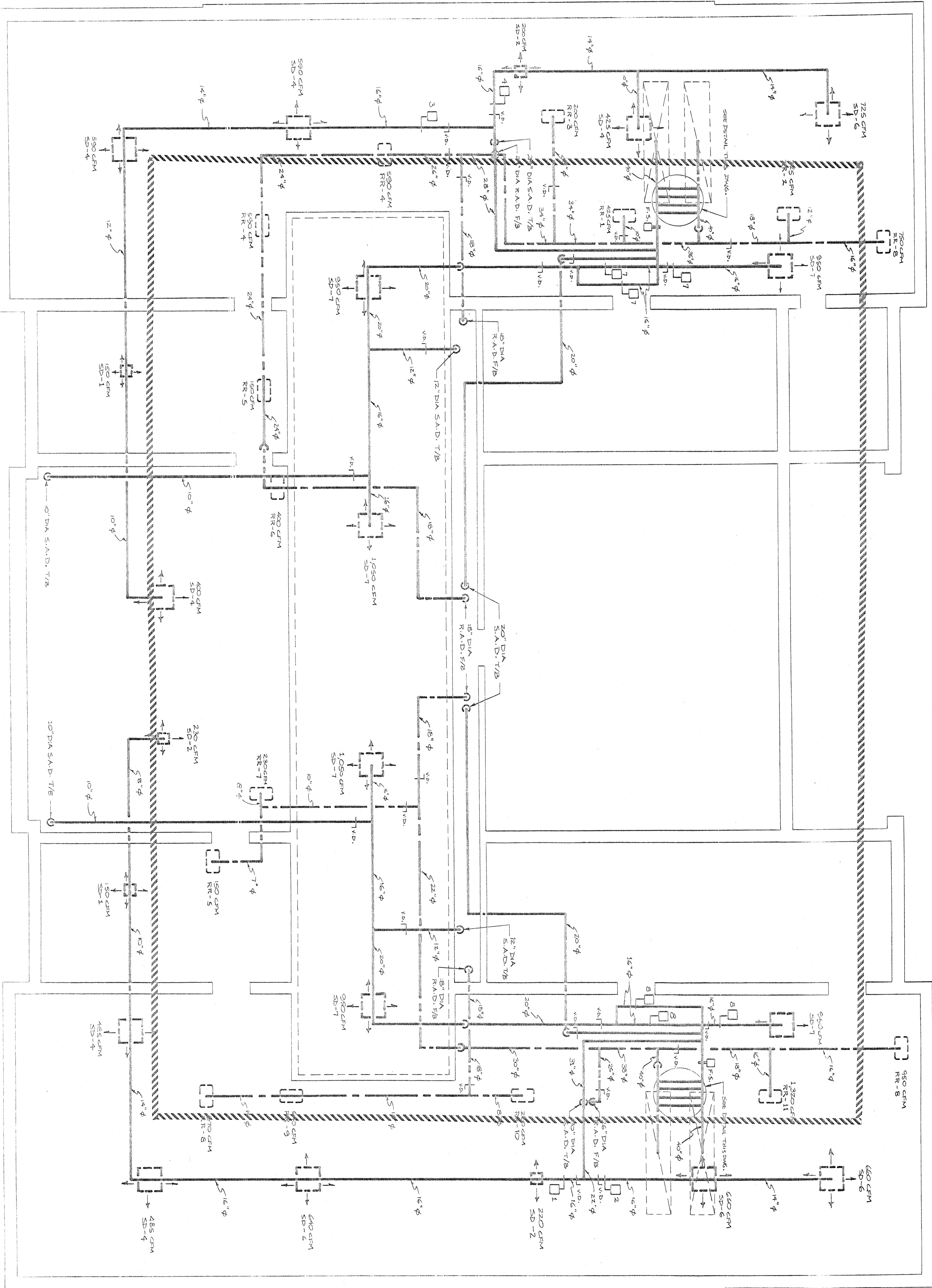


<b>HYGEIA INC</b>	
172-37-501 277 APR 80	Robert J. Potter State Registered Professional Engineer No. 12345
ASBESTOS REMOVAL AREAS - FIRST FLOOR	
WALTHAM CITY HALL	AR-2

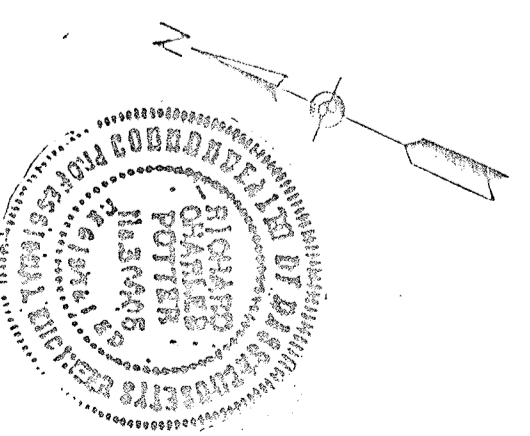
WALL OR WINDOW AREAS

LEGEND

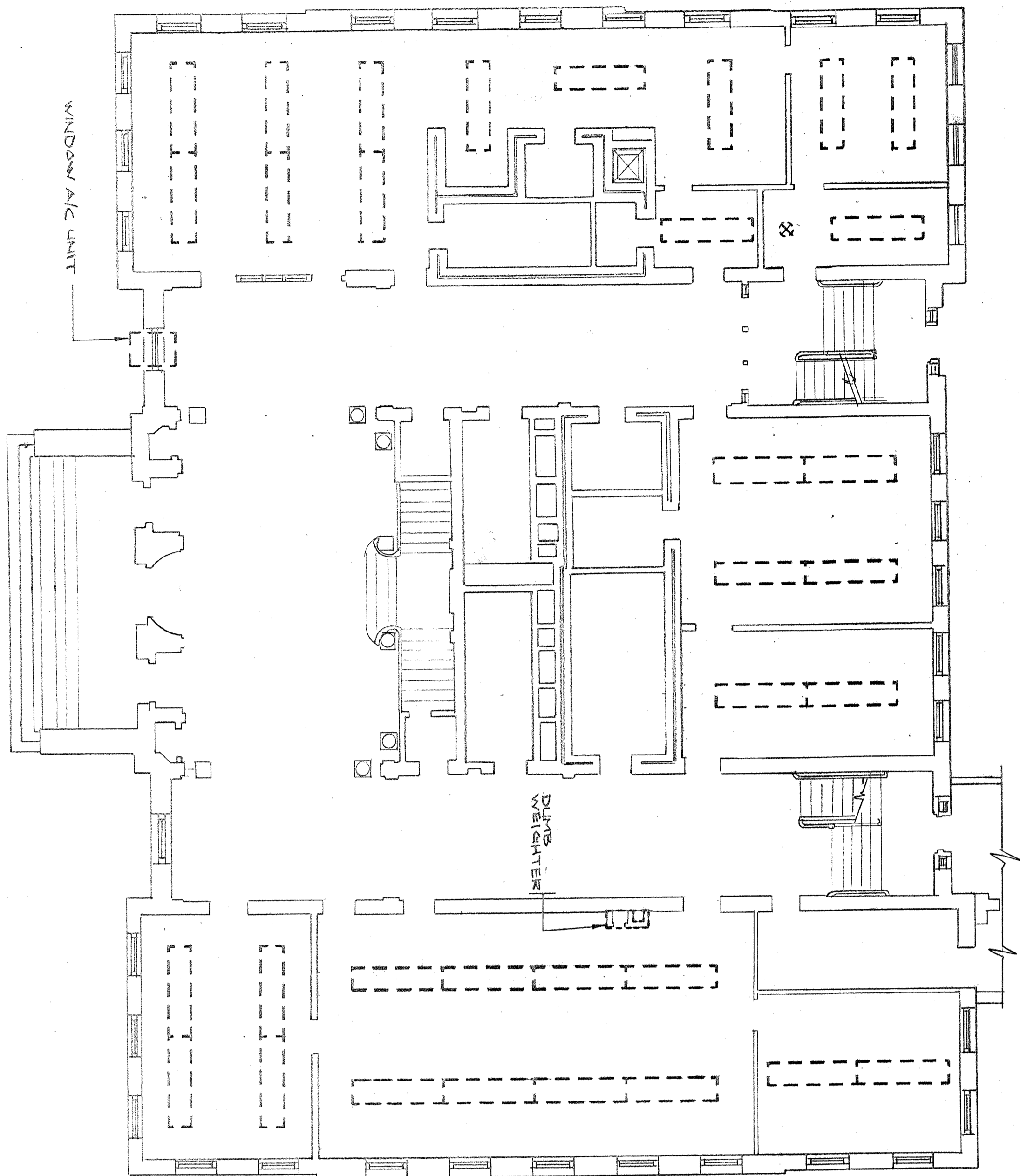
\* NOTE  
PIPES SHOWN  
ARE REPLACEMENT  
PIPES ONLY - NOT EXISTING  
PIPES



ATTIC FLOOR PLAN

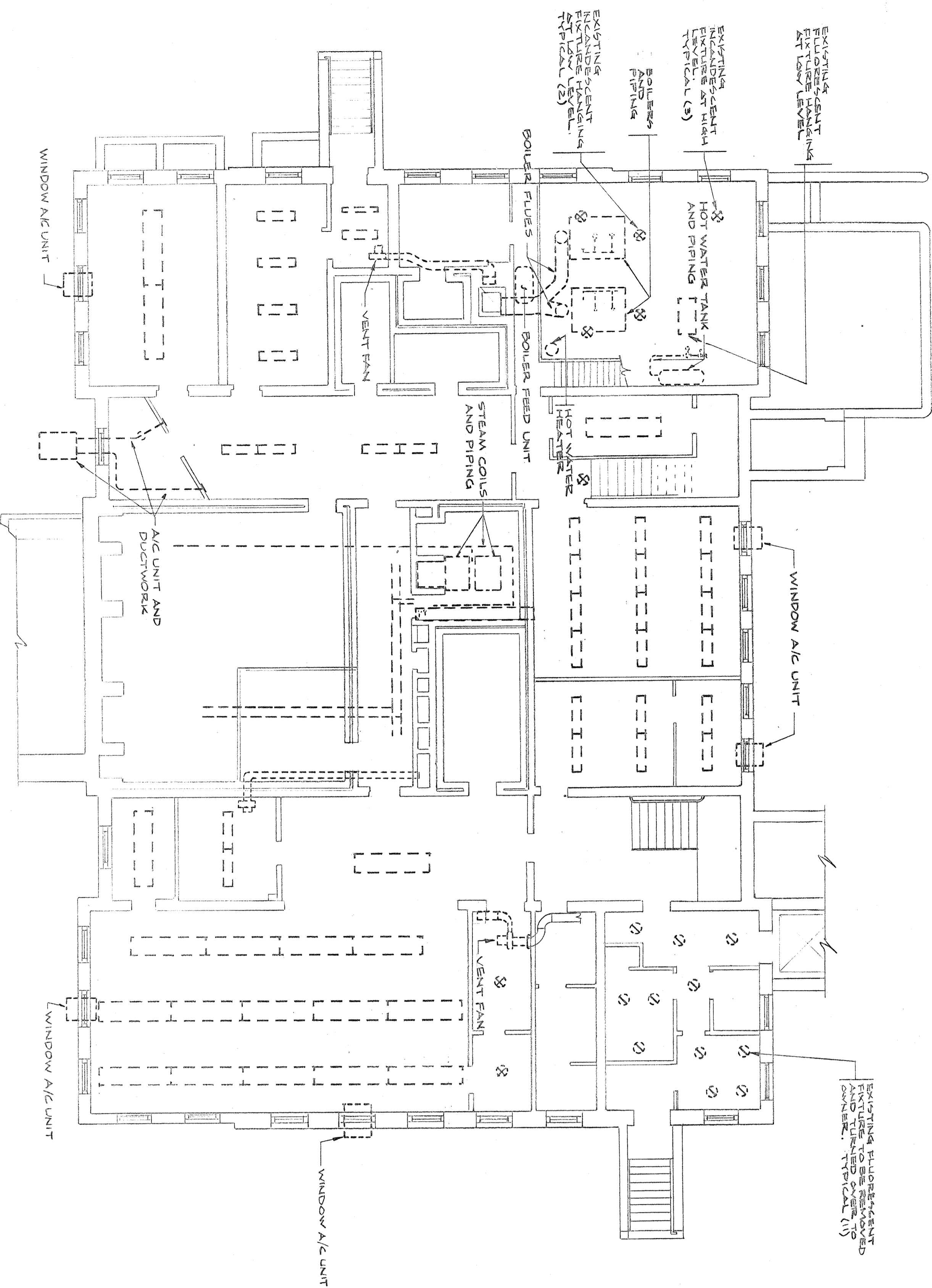


**HYGEIA INC.**  
 1000 WASHINGTON STREET  
 WALTHAM CITY HALL  
 WALTHAM, MA 02451  
 TEL: 781-880-1111  
 FAX: 781-880-1112  
 WWW.HYGEIAINC.COM  
 DATE: APR 89  
 SCALE: 1/4" = 1'-0"  
 DRAWING NO: AR-3  
 SHEET NO: 5 OF 19



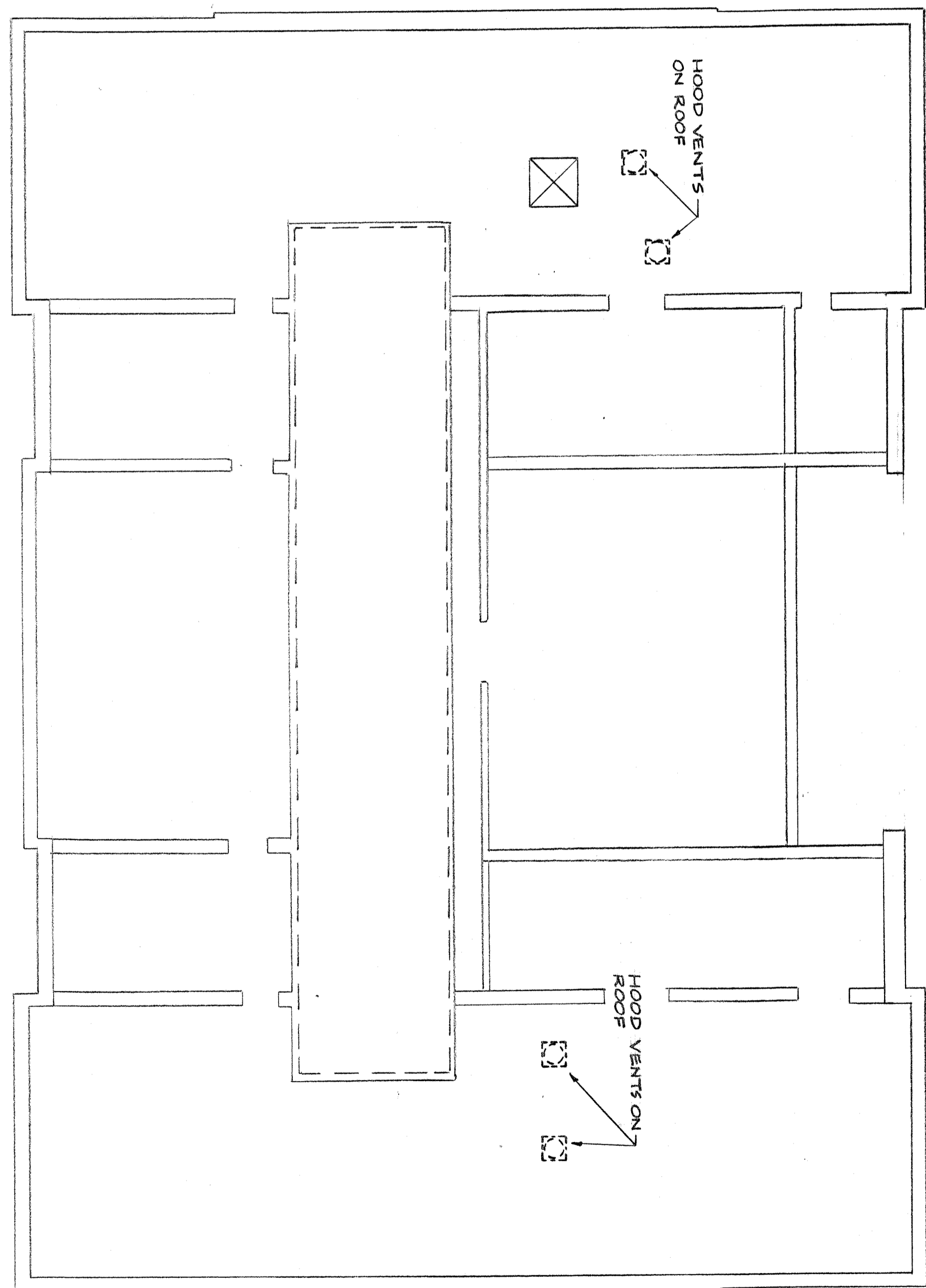
FIRST FLOOR DEMOLITION PLAN

SCALE: 1/8" = 1'-0"



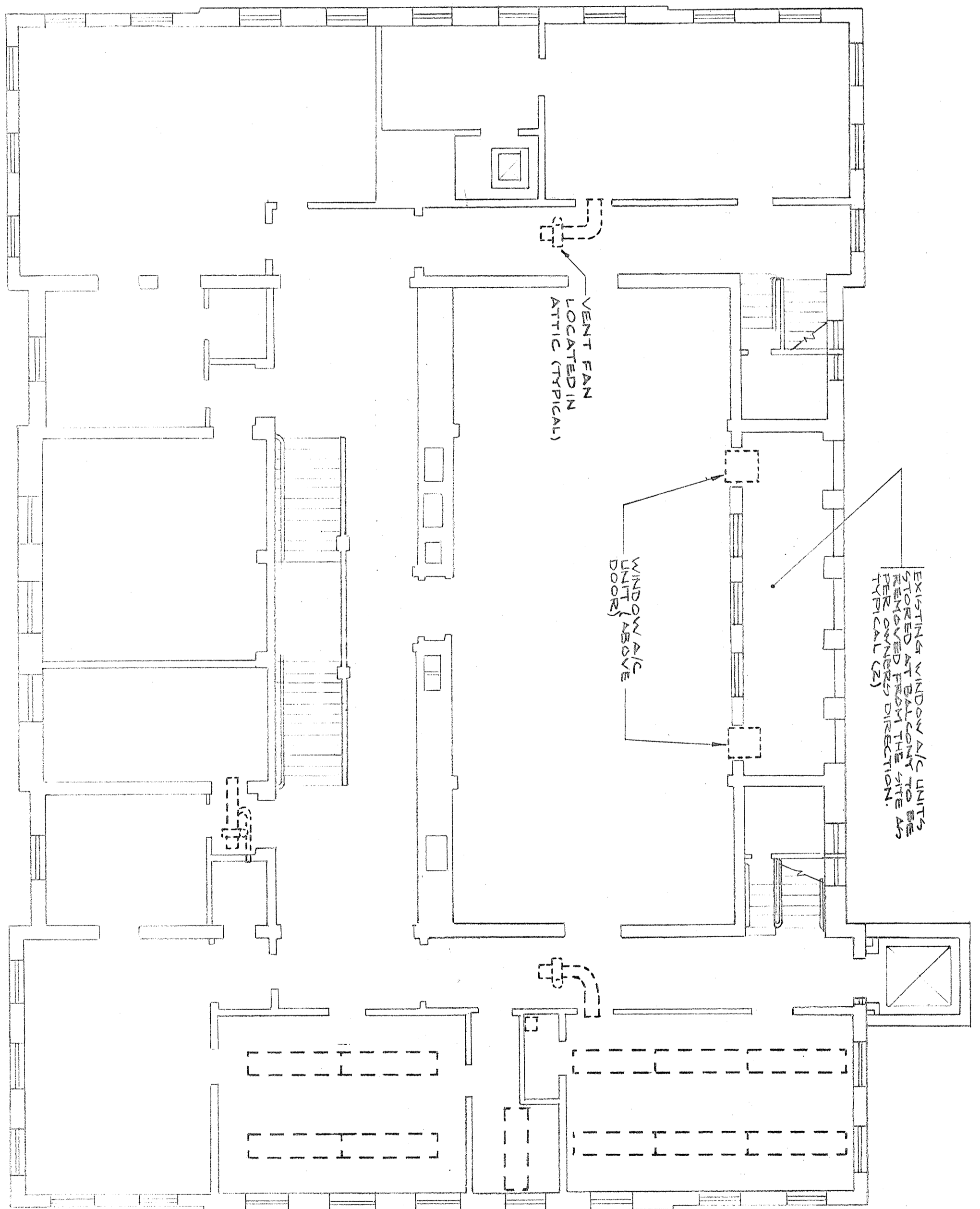
BASEMENT FLOOR DEMOLITION PLAN

SCALE: 1/8" = 1'-0"



ATTIC DEMOLITION PLAN

SCALE: 1/8" = 1'-0"

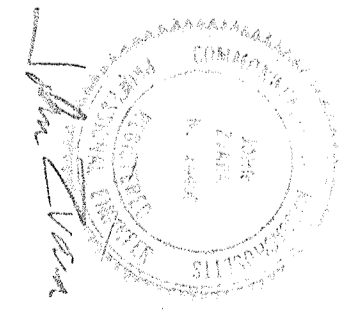


SECOND FLOOR DEMOLITION PLAN

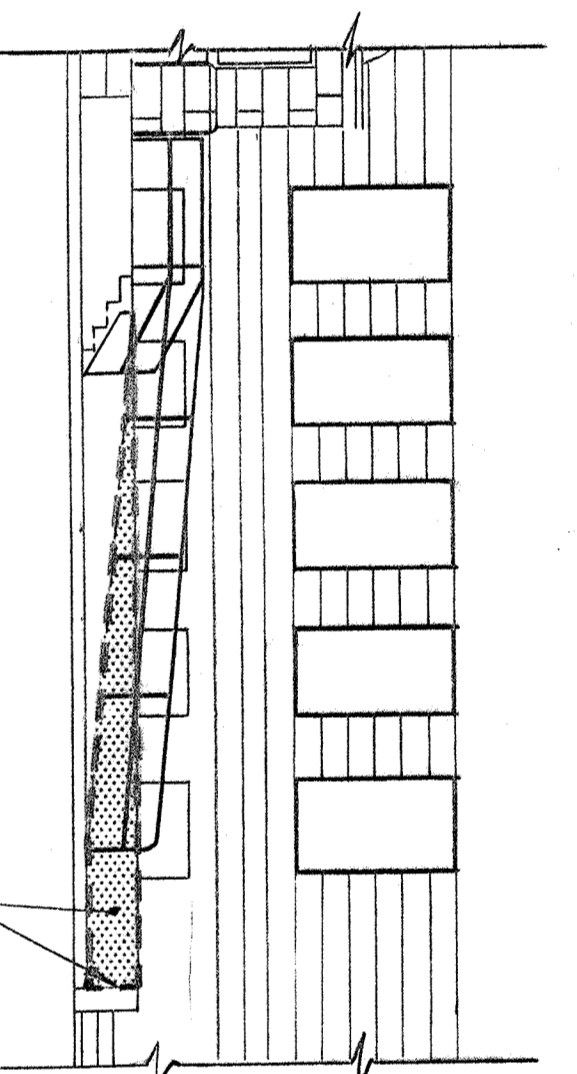
SCALE: 1/8" = 1'-0"

**DEMOLITION NOTES:**

- A. REMOVE AND/OR BELocate ALL ELECTRICAL AND MECHANICAL EQUIPMENT, DUCTWORK, LIGHT FIXTURES, EQUIPMENT SUPPORTS, TEMPERATURE CONTROLS, PIPING, CONDUIT, AND MATERIALS TO THE MAIN FLOOR OR AS SPECIFIED HEREIN.
- B. ALL EQUIPMENT AND ACCESSORIES TO BE REMOVED SHALL BE TURNED OVER TO THE OWNER OR DISPOSED OF OFF SITE AS DIRECTED BY HIM. ALL OTHER MATERIALS AND PIPING REMOVED AND ALL DEBRIS CONNECTED WITH WORK SHALL BE REMOVED FROM THE PREMISES AND DISPOSED BY THE CONTRACTOR.
- C. REMOVAL WORK SHALL INCLUDE, BUT IS NOT LIMITED TO, THE FOLLOWING ITEMS:
  1. REMOVE EXISTING LIGHT FIXTURES AND SWITCHES, CAP SECOND FLOOR PATCH CEILING TO MATCH EXISTING CONTRACTOR.
  2. REMOVE EXISTING STEAM BOILERS AND BOILER FEED UNIT.
  3. REMOVE EXISTING STEAM PIPING AS REQUIRED TO INSTALL NEW BOILERS AND RECONNECT TO EXISTING STEAM AND CONDENSATE RETURN PIPING.
  4. REMOVE ABANDONED DOMESTIC HOT WATER TANK.
  5. REMOVE EXISTING BOILER AND DOMESTIC HOT WATER HEATER BREECHINGS.
  6. REMOVE EXISTING STEAM DRAFT INDICATING COILS LOCATED IN BASEMENT. REMOVE ASSOCIATED PIPING.
  7. REMOVE VENTILATION FANS AND ASSOCIATED DUCTWORK.
  8. REMOVE WINDOW AND OTHER AIR CONDITIONING UNITS INCLUDING OLD UNITS STORED ON BALCONY.
  9. REMOVE EXISTING GAS FIRED DOMESTIC HOT WATER HEATER.
- D. DASHED LINES INDICATE EQUIPMENT AND FIXTURES TO BE REMOVED.



<b>ASI</b> ENGINEERING & ARCHITECTURE 1100 N. CHERRY ST. ST. LOUIS, MO 63102-2500 TEL: 314-381-7700 FAX: 314-381-7701	DRAWING DIVISION PROJECT NO. 88-308
	DATE: 4/89 DRAWING NUMBER: D-1
	WALTHAM CITY HALL

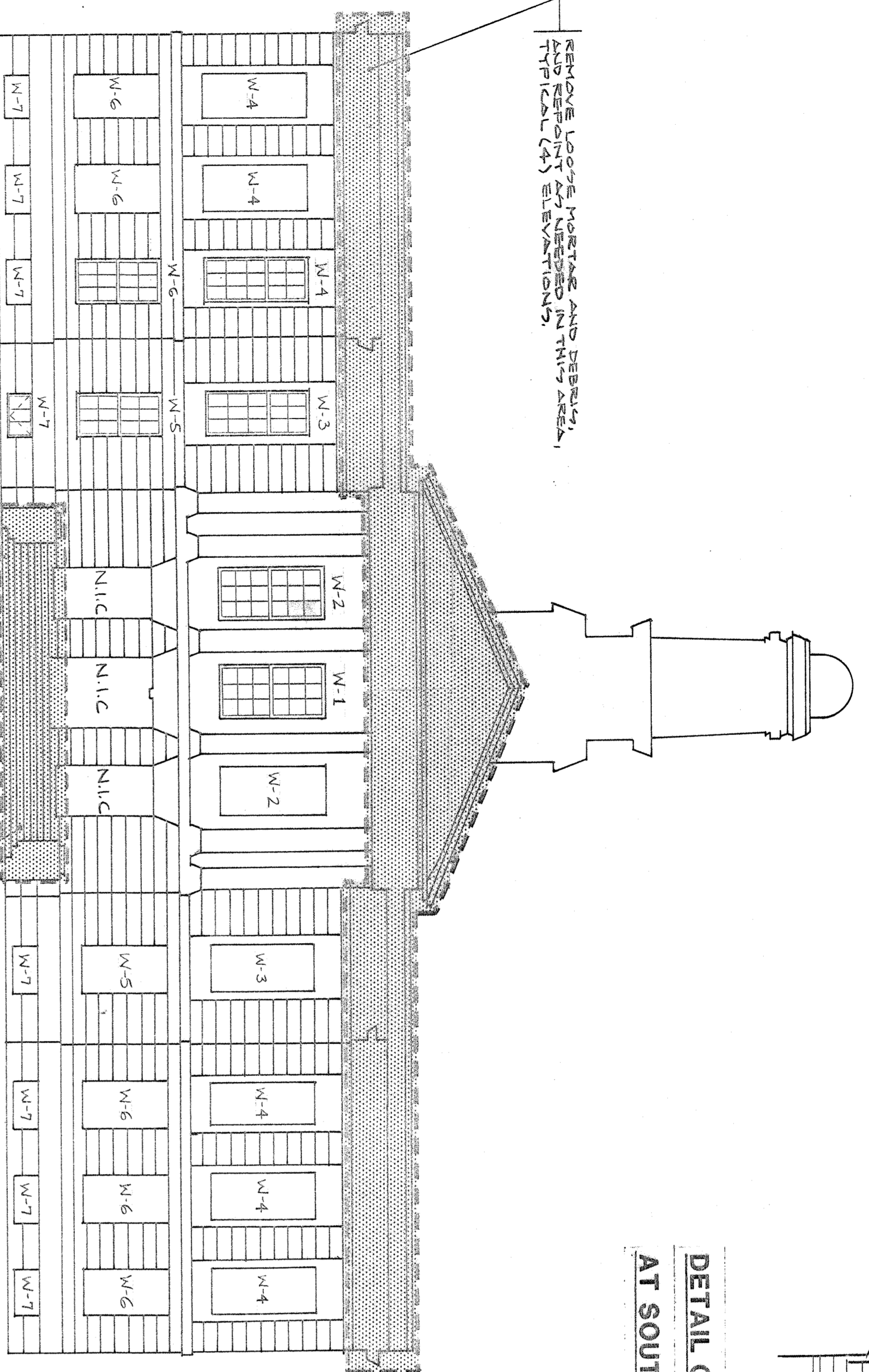


**DETAIL OF CONCRETE FOUNDATION MASONRY WORK  
AT SOUTH ELEVATION HANDICAP ACCESS RAMP**

SCALE: 1/8" = 1'-0"

REMOVE LOOSE MATERIAL, PIERS, REBAR, AND DIRT TO EXISTING CONCRETE BLOCKS IN THIS AREA. FINISH TO MATCH EXISTING TWO (2) EXPOSED FOUNDATION AT HANDICAP ACCESS RAMP AREA.

REMOVE AND REPORT EVERY EXISTING BLUE STONE REPAIR AND REPAIR BY THE CITY. EXISTING PATTERED SLATE BANKING PATIO TILES. NEW

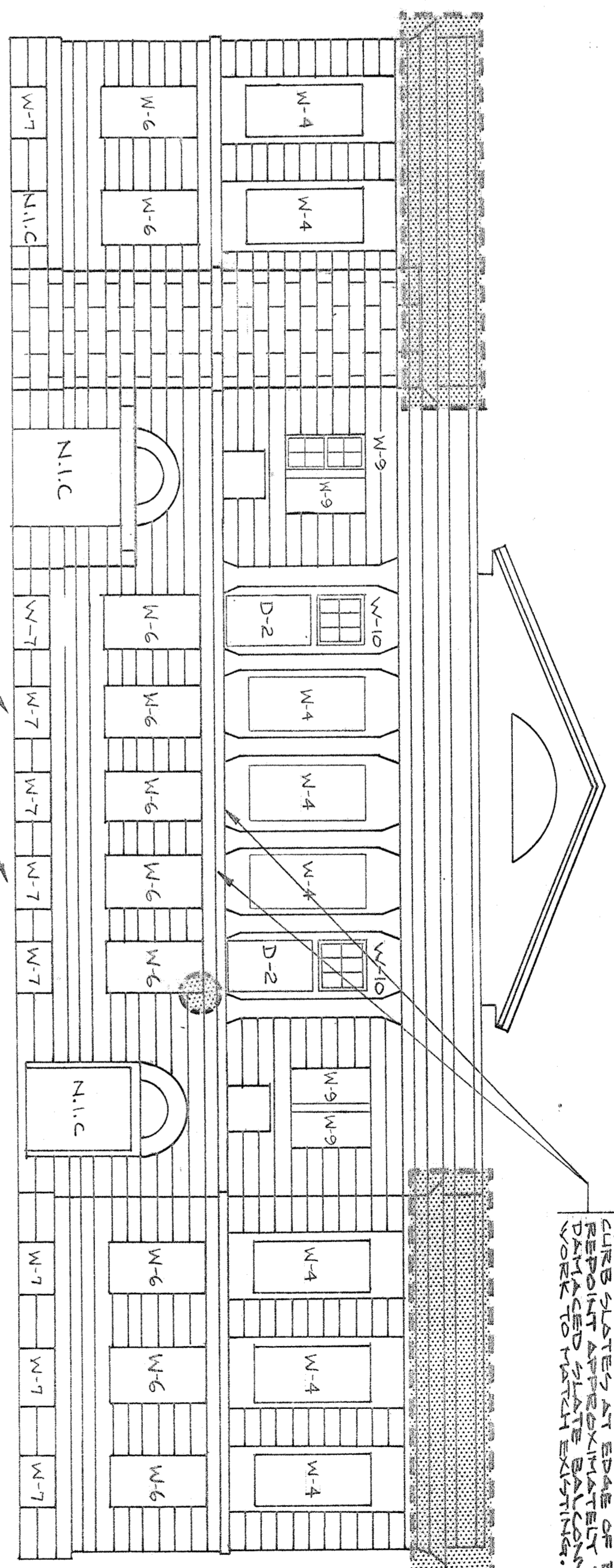


**NORTH ELEVATION**

SCALE: 1/8" = 1'-0"

REMOVE LOOSE MATERIAL AND REPORT AS NECESSARY. FINISH TO MATCH EXISTING CONCRETE BLOCKS IN THIS AREA.

REMOVE LOOSE MATERIAL AND REPORT AS NECESSARY. FINISH TO MATCH EXISTING CONCRETE BLOCKS IN THIS AREA.



**SOUTH ELEVATION**

SCALE: 1/8" = 1'-0"

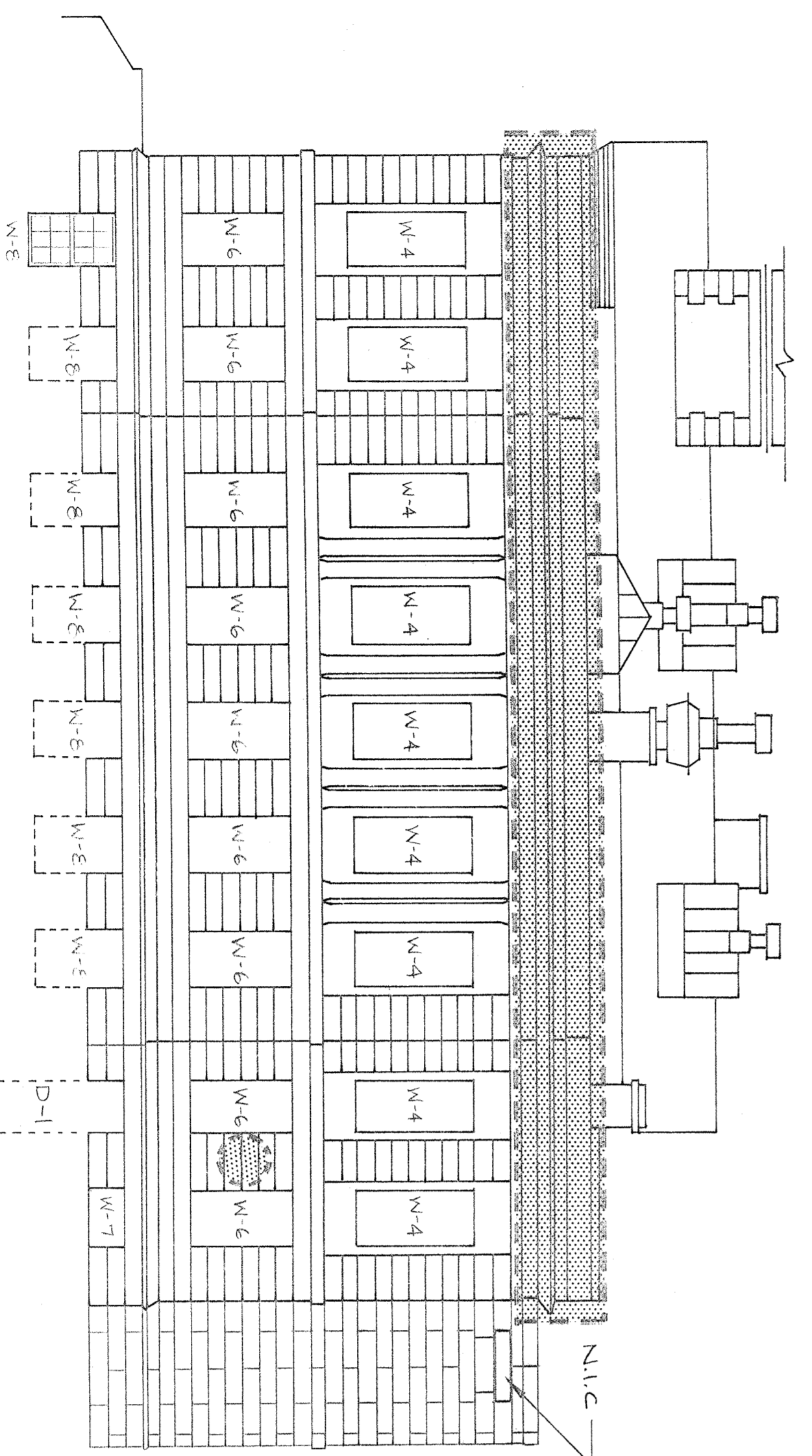
SEE DETAIL THIS DRAWING FOR WINDOW WORK AND CONCRETE FOUNDATION WORK ON THIS ELEVATION. FINISH TO MATCH EXISTING CONCRETE BLOCKS IN THIS AREA.

EXISTING SCOURT STOPS. REMOVE SCOURT STOPS. FINISH TO MATCH EXISTING CONCRETE BLOCKS IN THIS AREA.

REMOVE LOOSE MATERIAL PATCHES TO MATCH EXISTING CONCRETE BLOCKS IN THIS AREA. FINISH TO MATCH EXISTING CONCRETE BLOCKS IN THIS AREA.

REMOVE AND REPORT EVERY EXISTING BLUE STONE REPAIR AND REPAIR BY THE CITY. EXISTING PATTERED SLATE BANKING PATIO TILES. NEW

EXISTING DOOR AND WINDOW ABOVE. REMOVE DOOR AND WINDOW ABOVE. FINISH TO MATCH EXISTING CONCRETE BLOCKS IN THIS AREA.

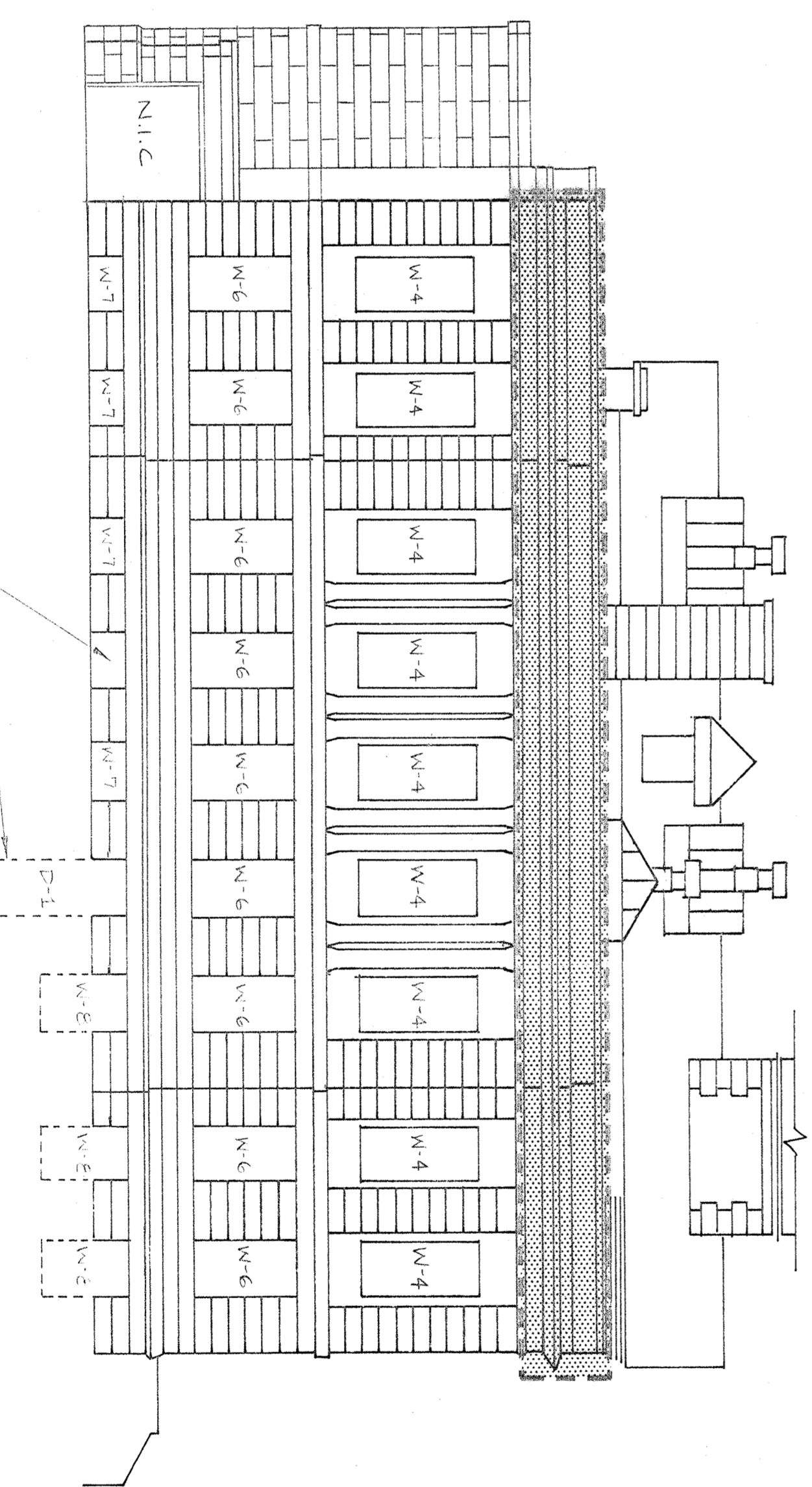


**WEST ELEVATION**

SCALE: 1/8" = 1'-0"

SEE DETAIL THIS DRAWING FOR WINDOW WORK AND CONCRETE FOUNDATION WORK ON THIS ELEVATION. FINISH TO MATCH EXISTING CONCRETE BLOCKS IN THIS AREA.

REMOVE AND REPORT EVERY EXISTING BLUE STONE REPAIR AND REPAIR BY THE CITY. EXISTING PATTERED SLATE BANKING PATIO TILES. NEW



**EAST ELEVATION**

SCALE: 1/8" = 1'-0"

SEE DETAIL THIS DRAWING FOR WINDOW WORK AND CONCRETE FOUNDATION WORK ON THIS ELEVATION. FINISH TO MATCH EXISTING CONCRETE BLOCKS IN THIS AREA.

REMOVE AND REPORT EVERY EXISTING BLUE STONE REPAIR AND REPAIR BY THE CITY. EXISTING PATTERED SLATE BANKING PATIO TILES. NEW

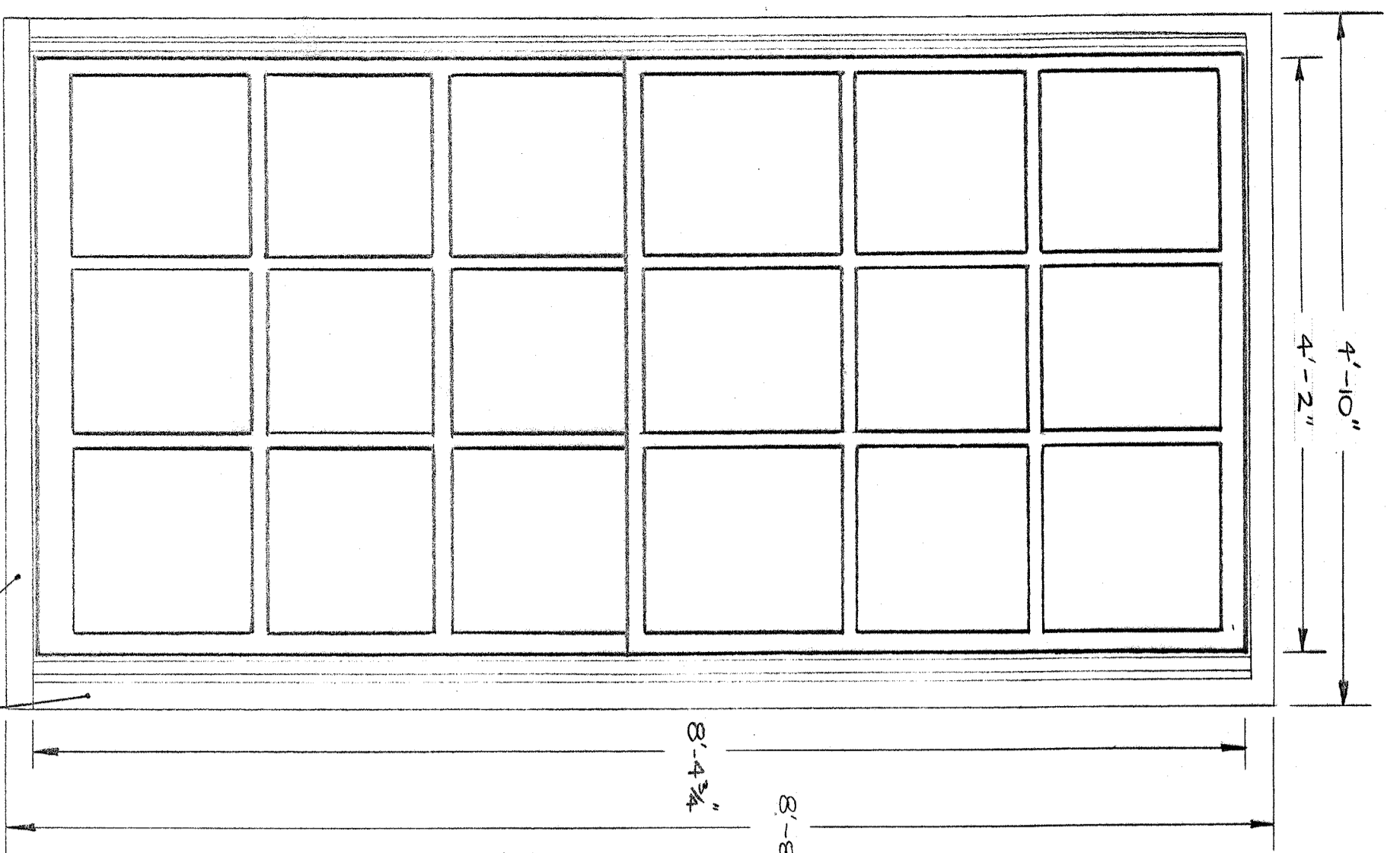
**DETAIL OF WORK AT EAST AND WEST ELEVATION  
ENTRANCES TO BASEMENT, TYPICAL**

NOT TO SCALE

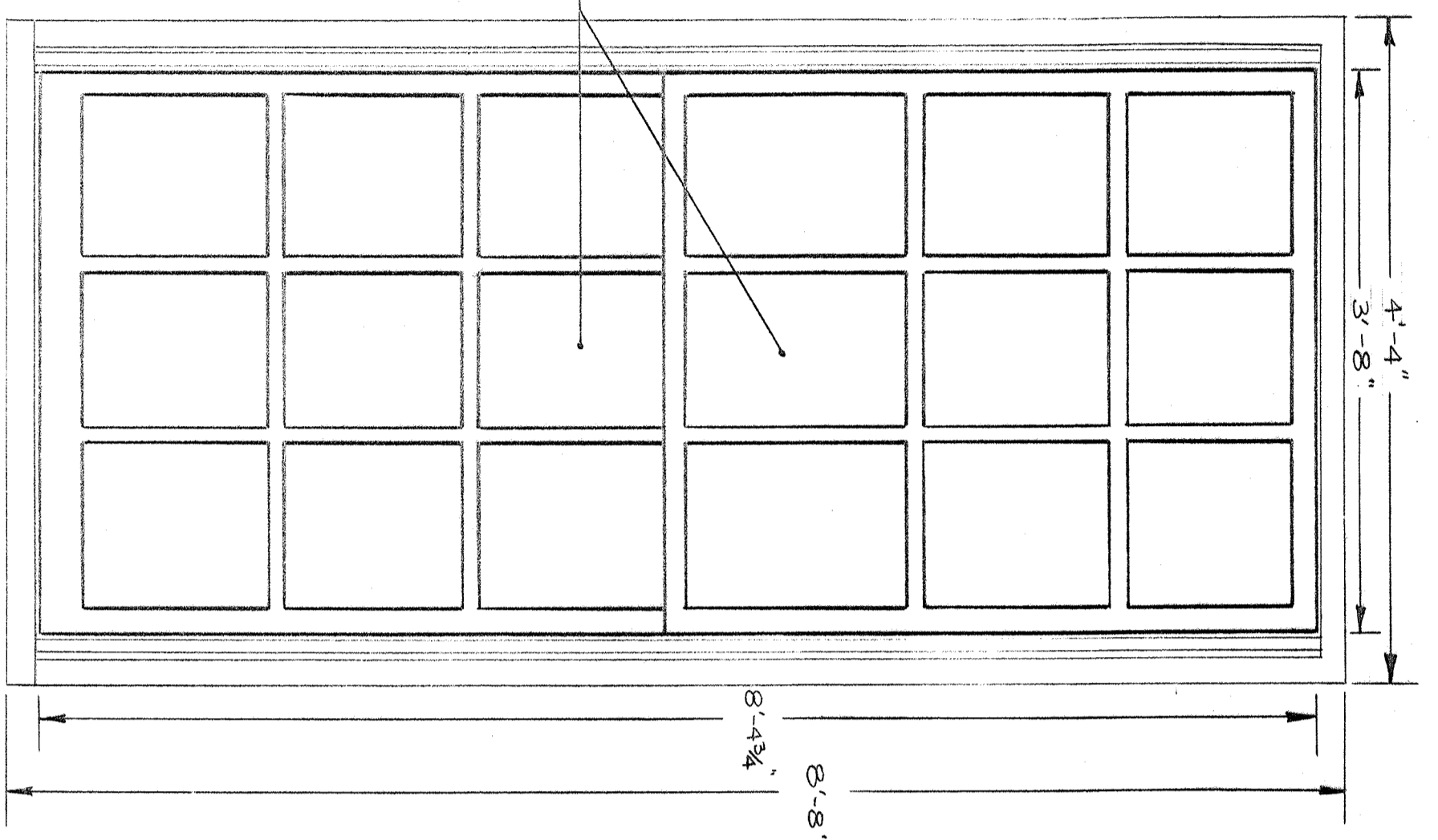
REMOVE AND REPORT EVERY EXISTING BLUE STONE REPAIR AND REPAIR BY THE CITY. EXISTING PATTERED SLATE BANKING PATIO TILES. NEW

PARTIAL VIEW OF EXISTING CONCRETE FOUNDATION AT EAST AND WEST ELEVATION. FINISH TO MATCH EXISTING CONCRETE BLOCKS IN THIS AREA.

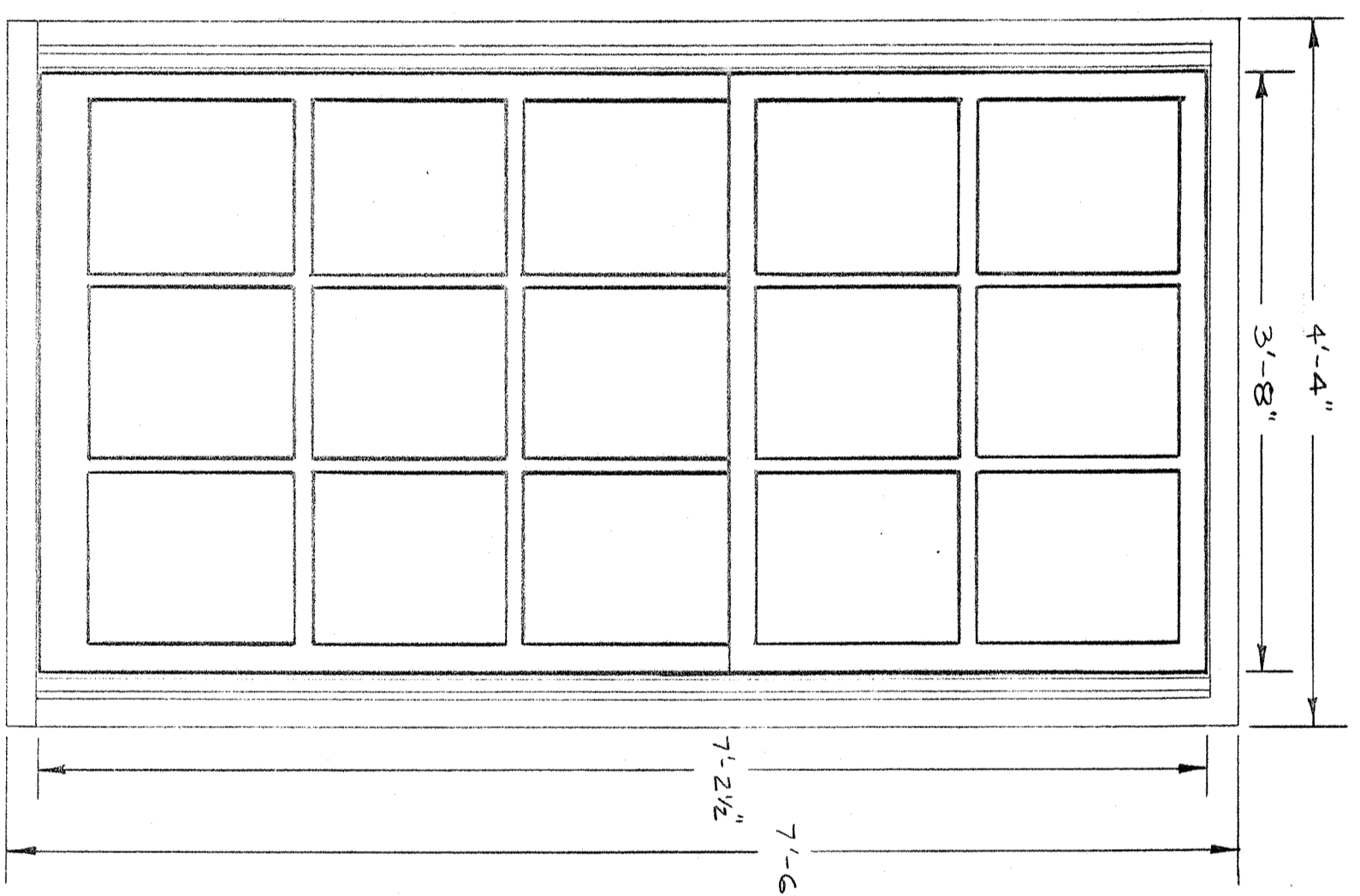
<b>ASI</b>	ENERGY SYSTEMS DIVISION
SCALE AS NOTED	DESIGNED BY JZ
DATE 4/1/99	NO. 88-395
<b>ELEVATIONS AND MASONRY DETAILS</b>	
WALTHAM CITY HALL	
A-1	



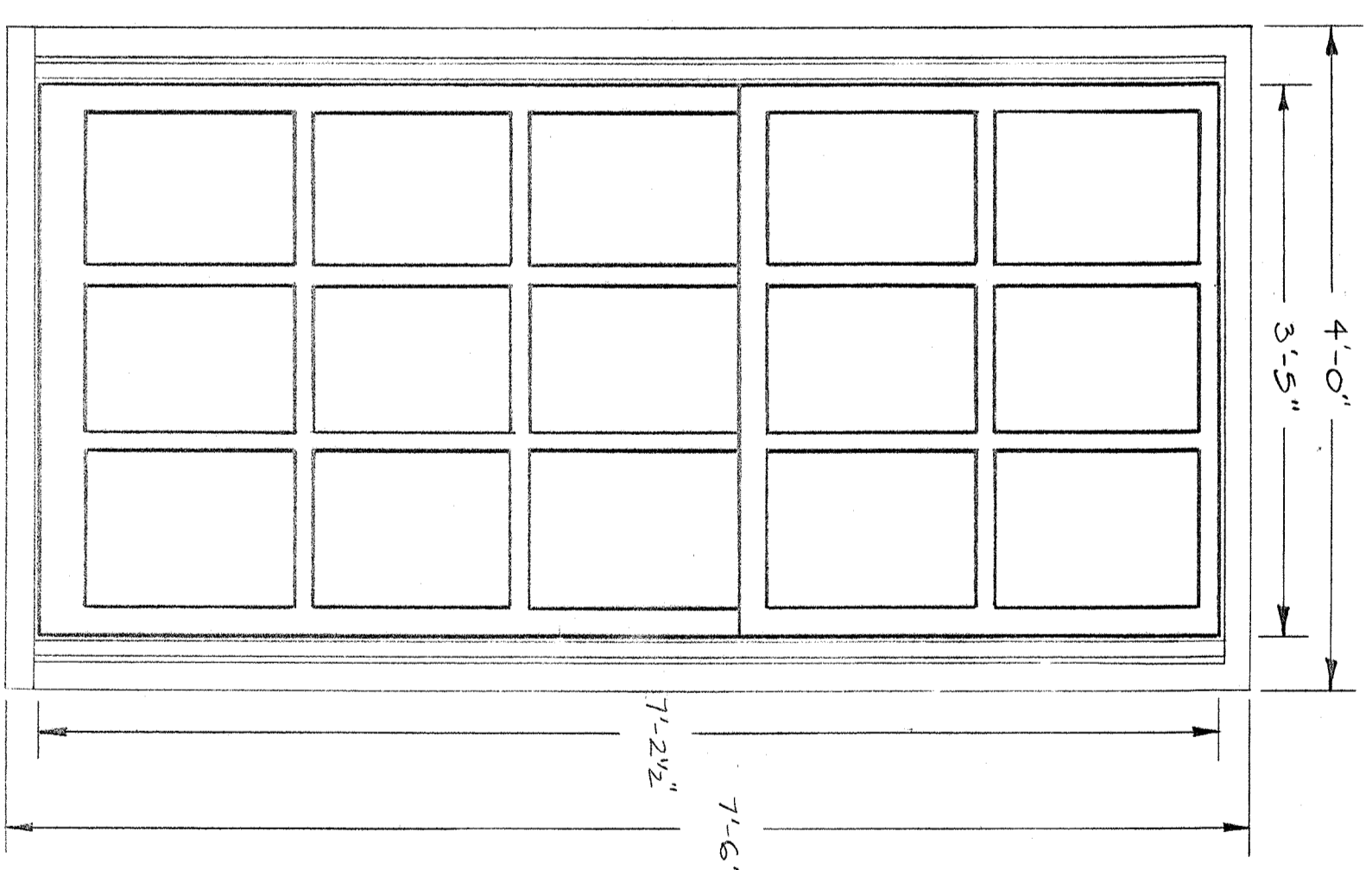
TYPE W-1



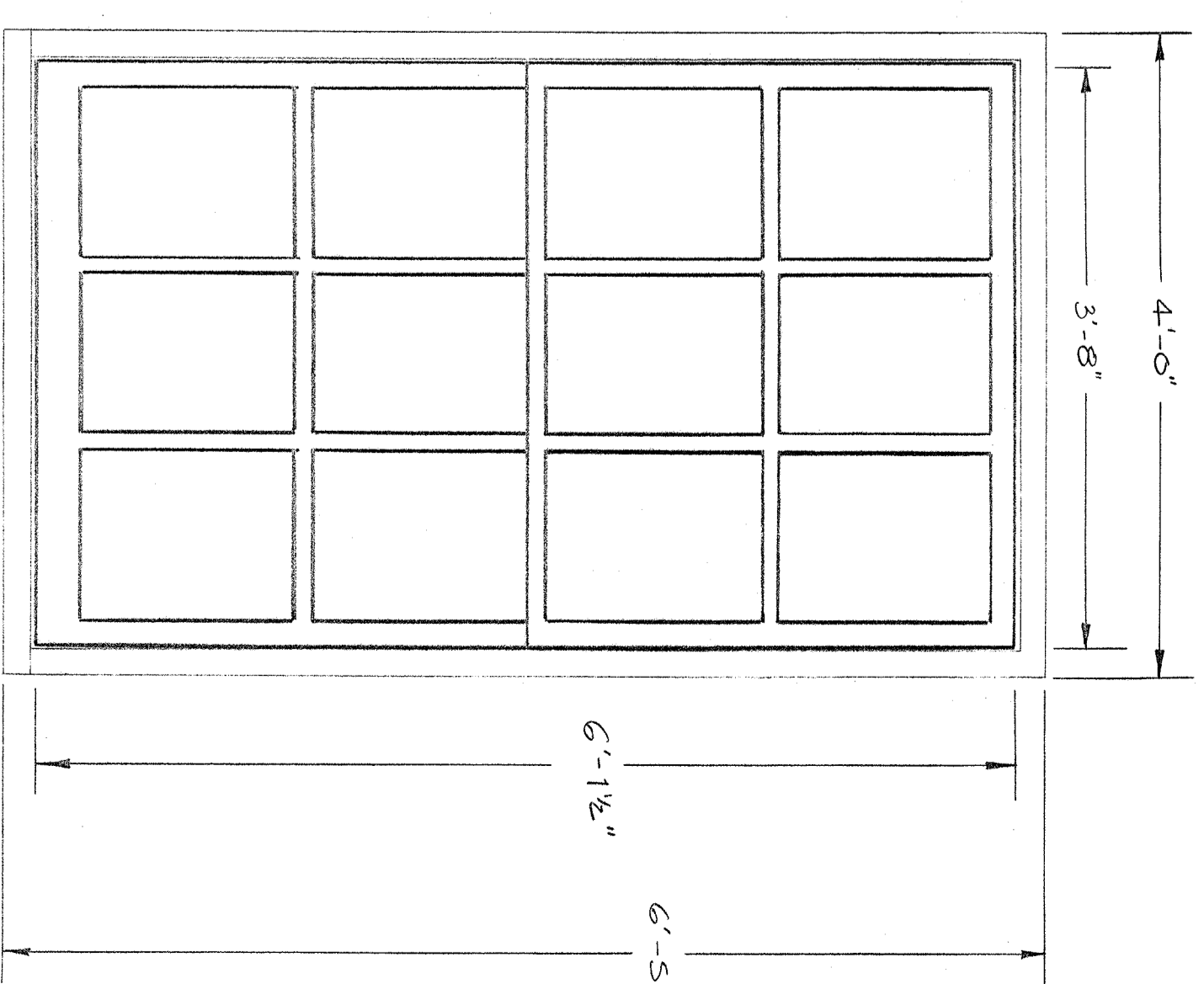
TYPE W-2



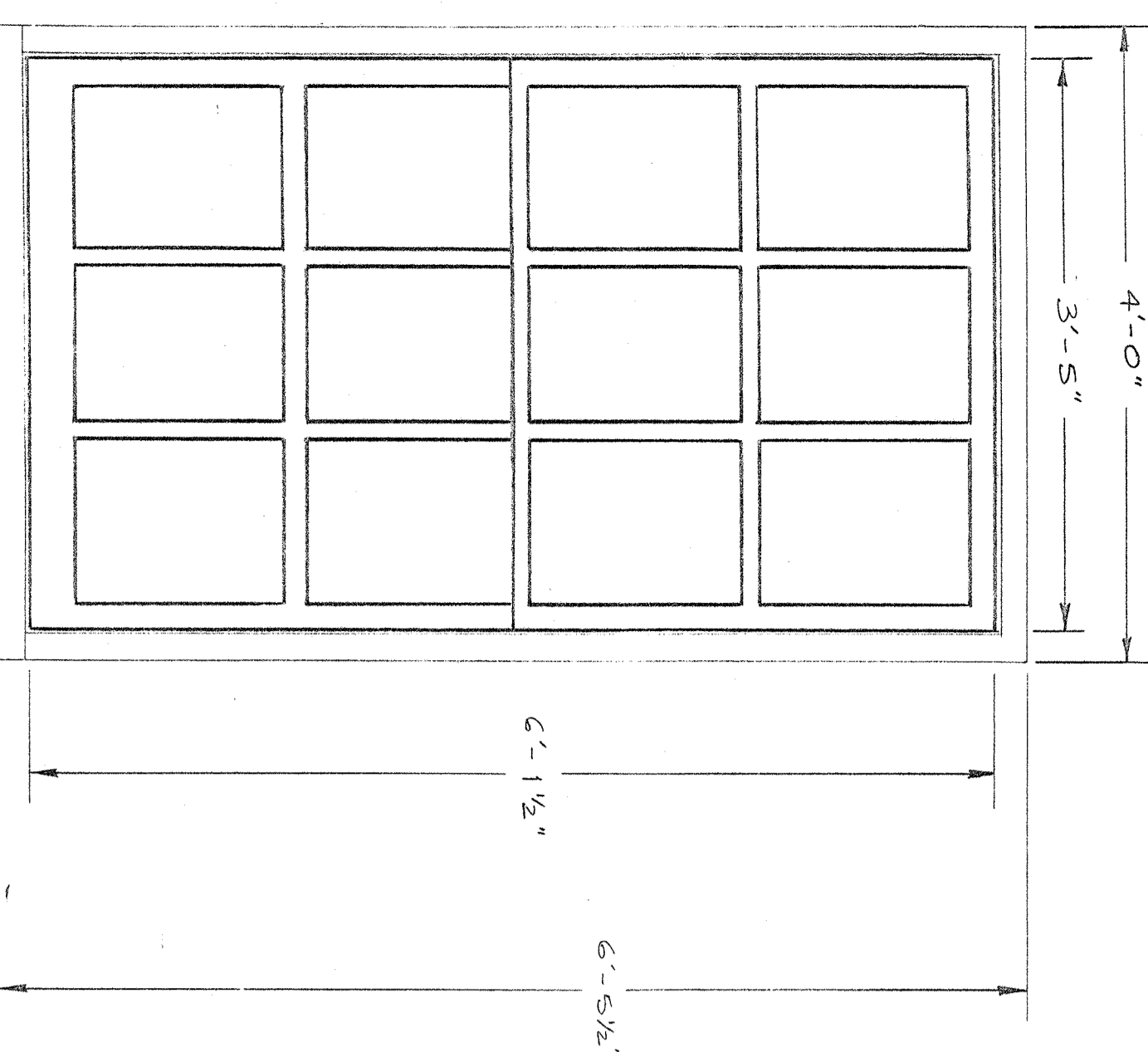
TYPE W-3



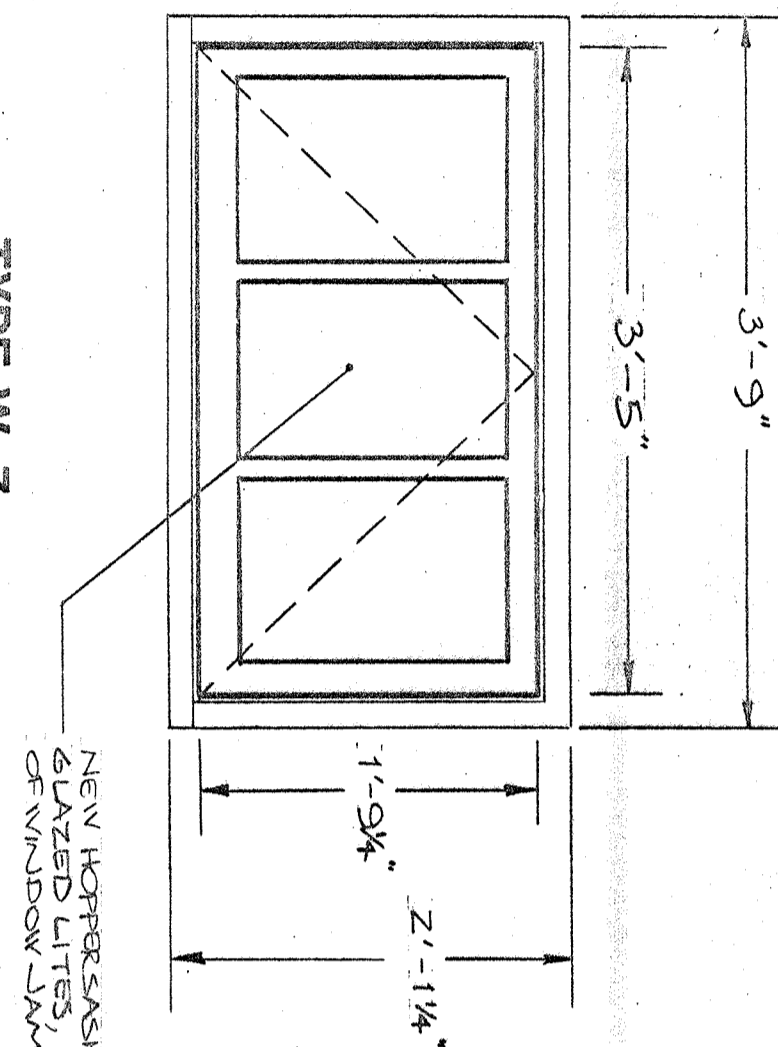
TYPE W-4



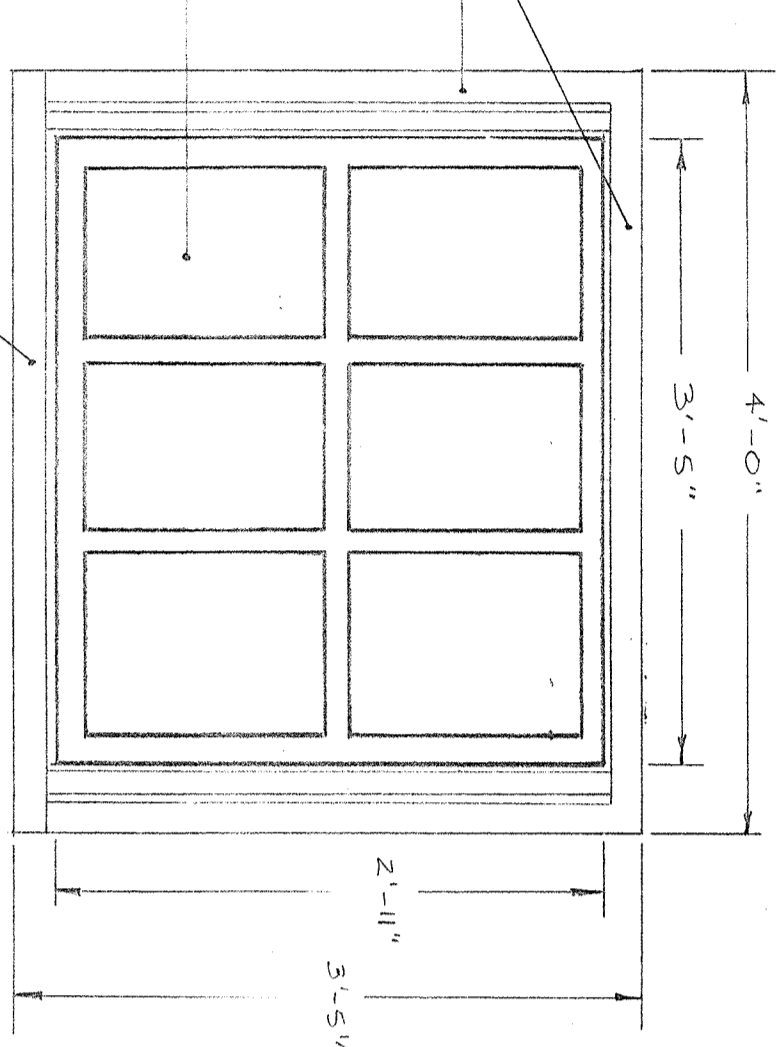
TYPE W-5



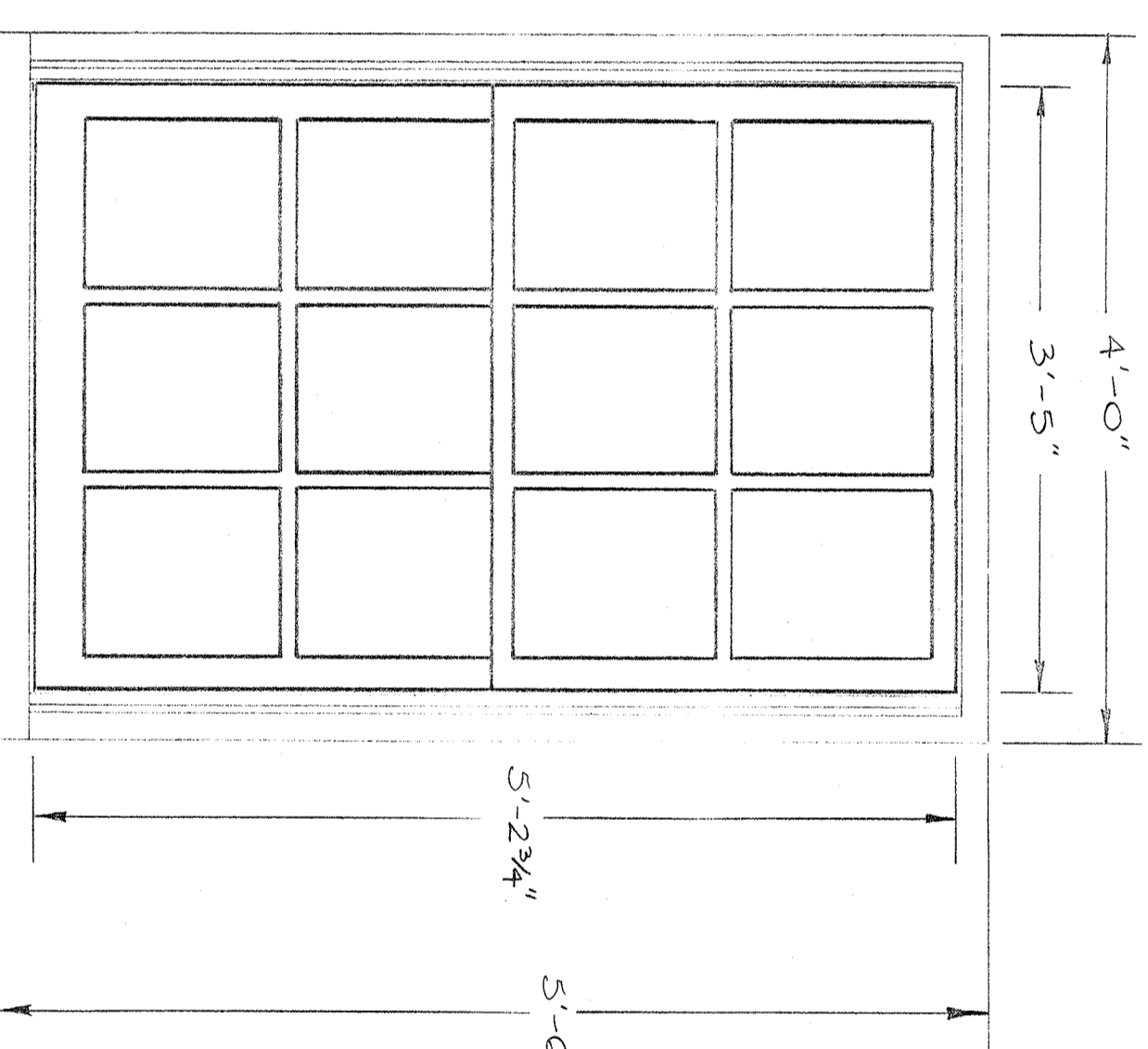
TYPE W-6



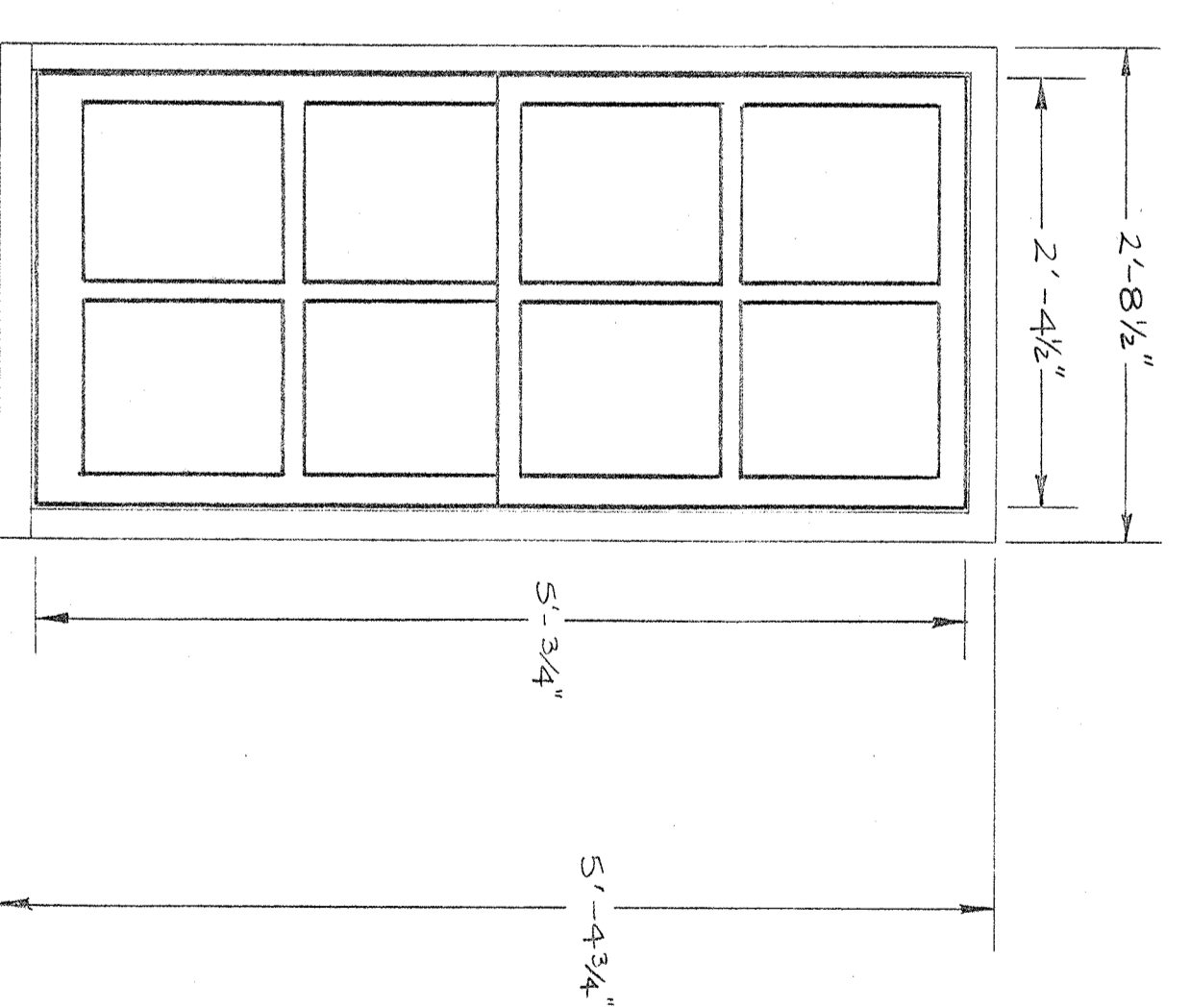
TYPE W-7



TYPE W-10



TYPE W-8



TYPE W-9

WINDOW AND DOOR NOTES

- REMOVE ALL EXISTING WOOD WINDOW SASHES AND PARTING BEADS. RETAIN EXISTING FRAMES, INTERIOR CASING, AND SILL. PROVIDE ADDITIONAL INTERIOR TRIM TO MATCH EXISTING WHEREVER NECESSARY TO FILL GAPS OR COVER STRUCTURAL COMPONENTS ON NEW WINDOWS.
- REMOVE ALL EXISTING SASH WEIGHTS, ROPES, CHAINS, PULLEYS, ETC., AND COMPLETELY FILL ALL WEIGHT POCKETS WITH BLOWN-IN CLOSED CELL INSULATION.
- FURNISH AND INSTALL NEW WOOD WINDOW SASHES TO REPLICATE EXISTING IN ACCORDANCE WITH THESE DRAWINGS AND THE SPECIFICATIONS.
- FULLY SCRAPE ALL EXISTING EXTERIOR WINDOW TRIM AND SILLS, AND REMOVE ALL LOOSE CAULKING. PRIME PAINT ALL SCRAPED SURFACES AND FINISH WITH TWO COATS OF HIGH GLOSS EXTERIOR OIL BASE BENJAMIN MOORE PAINT TO MATCH FINISH OF NEW WINDOW SASHES. RE-CALCUL BETWEEN ALL WINDOW FRAMES AND MASONRY OPENINGS.
- SCRAPE, CALK, REPAIR OR REPLACE AND PAINT ALL INTERIOR OR EXTERIOR TRIM, AS NECESSARY TO RESTORE ANY EXISTING TRIM DAMAGED DURING THE INSTALLATION OF THE NEW WINDOW SASHES.
- NEW WINDOW SASHES SHALL BE FINISHED ON THE EXTERIOR AND INTERIOR AS NOTED IN THE SPECIFICATIONS.

CITY HALL WINDOW SCHEDULE \*

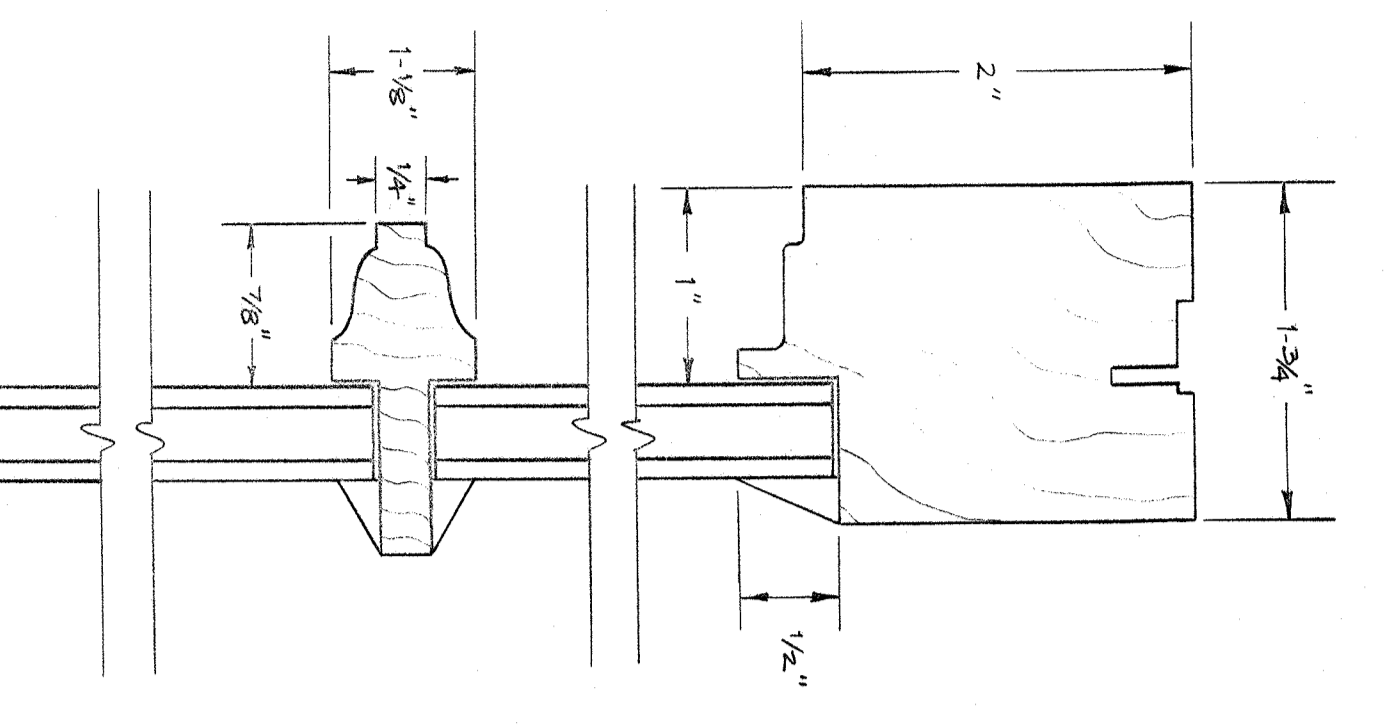
TYPE	R.O.	LITE IN.	UPPER SASH	LOWER SASH	GMT
W-1	48" X 104"	3-ONE-9	50" X 51"	50" X 51"	1
W-2	52" X 104"	3-ONE-9	44" X 51"	44" X 51"	2
W-3	52" X 90"	3-ONE-9	44" X 35"	44" X 52 1/2"	2
W-4	48" X 90"	3-ONE-9	41" X 35"	41" X 52 1/2"	32
W-5	48" X 75"	3-ONE-6	44" X 26 1/2"	44" X 28 1/2"	2
W-6	48" X 75"	3-ONE-6	41" X 26 1/2"	41" X 28 1/2"	34
W-7	45" X 25 1/4"	3-LITES	41" X 21 1/4"	42" X 21 1/4"	22
W-8	48" X 66"	3-ONE-6	41" X 31 1/2"	41" X 32 1/2"	10
W-9	36" X 66"	4-ONE-4	28 1/2" X 30 1/2"	28 1/2" X 31 1/2"	4
W-10	48" X 41 1/2"	6-LITES	41" X 35"	(FIXED)	2

\* NOTE: ALL DIMENSIONS ARE APPROXIMATE AND SHALL BE FIELD VERIFIED BY CONTRACTOR.

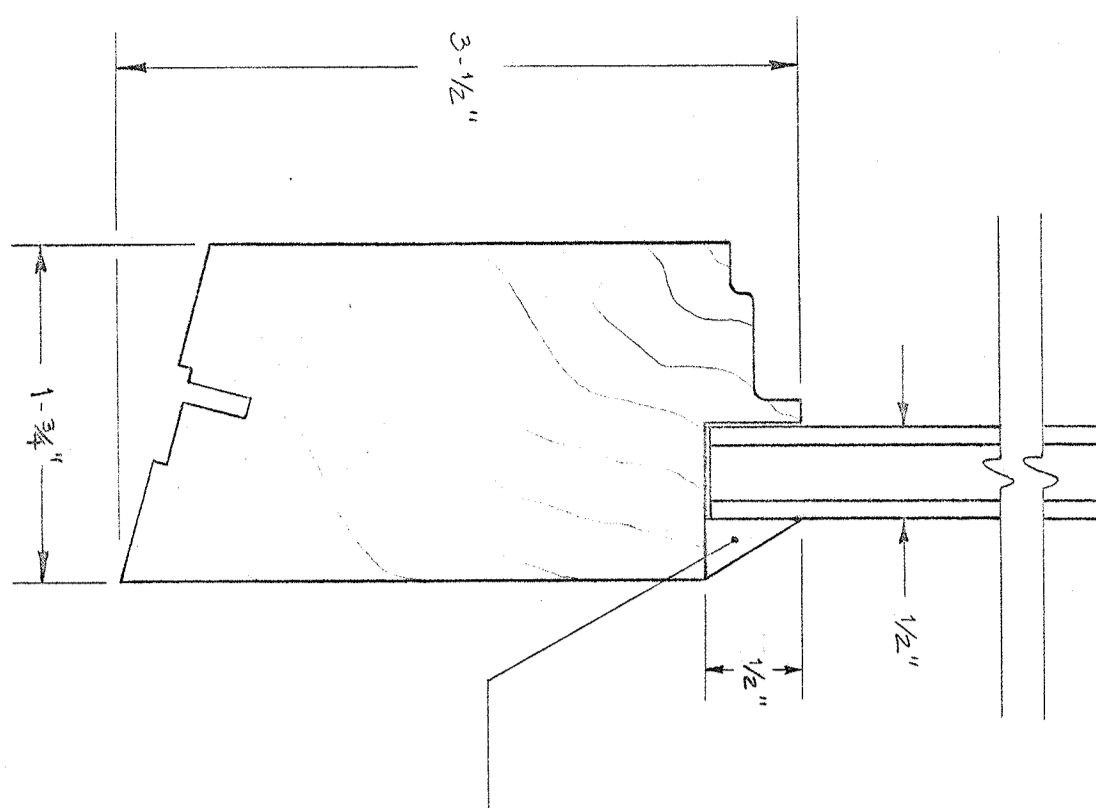
CITY HALL DOOR SCHEDULE \*

TYPE	FRAME	DOOR	SIZE	DESCRIPTION	GMT
D-1	45" X 82"	HOLLOW MET.	45" X 82"	NEW FIRE-RATED BROAD LEAF DOOR WITH DOUBLE GLAZED LITES	2
D-2	47" X 81 1/2"	60" COMPACT	47" X 81 1/2"	NEW WOOD FRAME DOOR WITH DOUBLE GLAZED LITES	2

**AS1**  
ENERGY SAVING DIVISION  
DATE: 4/89  
APPROVED BY: JZ  
SCALE: 1" = 1'-0"  
WINDOW ELEVATIONS AND SCHEDULE  
WALTHAM CITY HALL  
DRAWING NUMBER: A-2



TYPICAL MUNTINS  
1 1/8\"/>

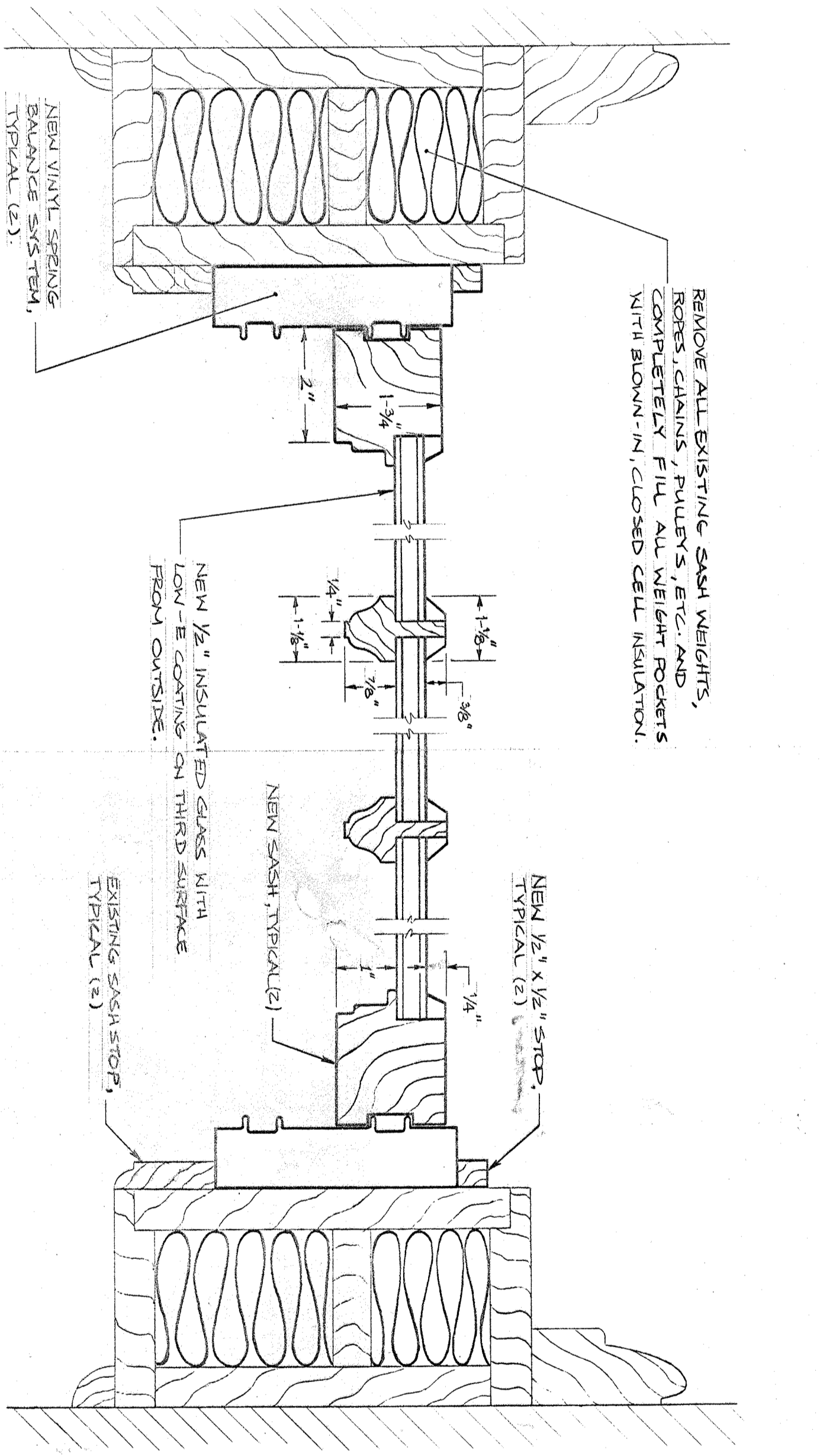


1/2\"/>

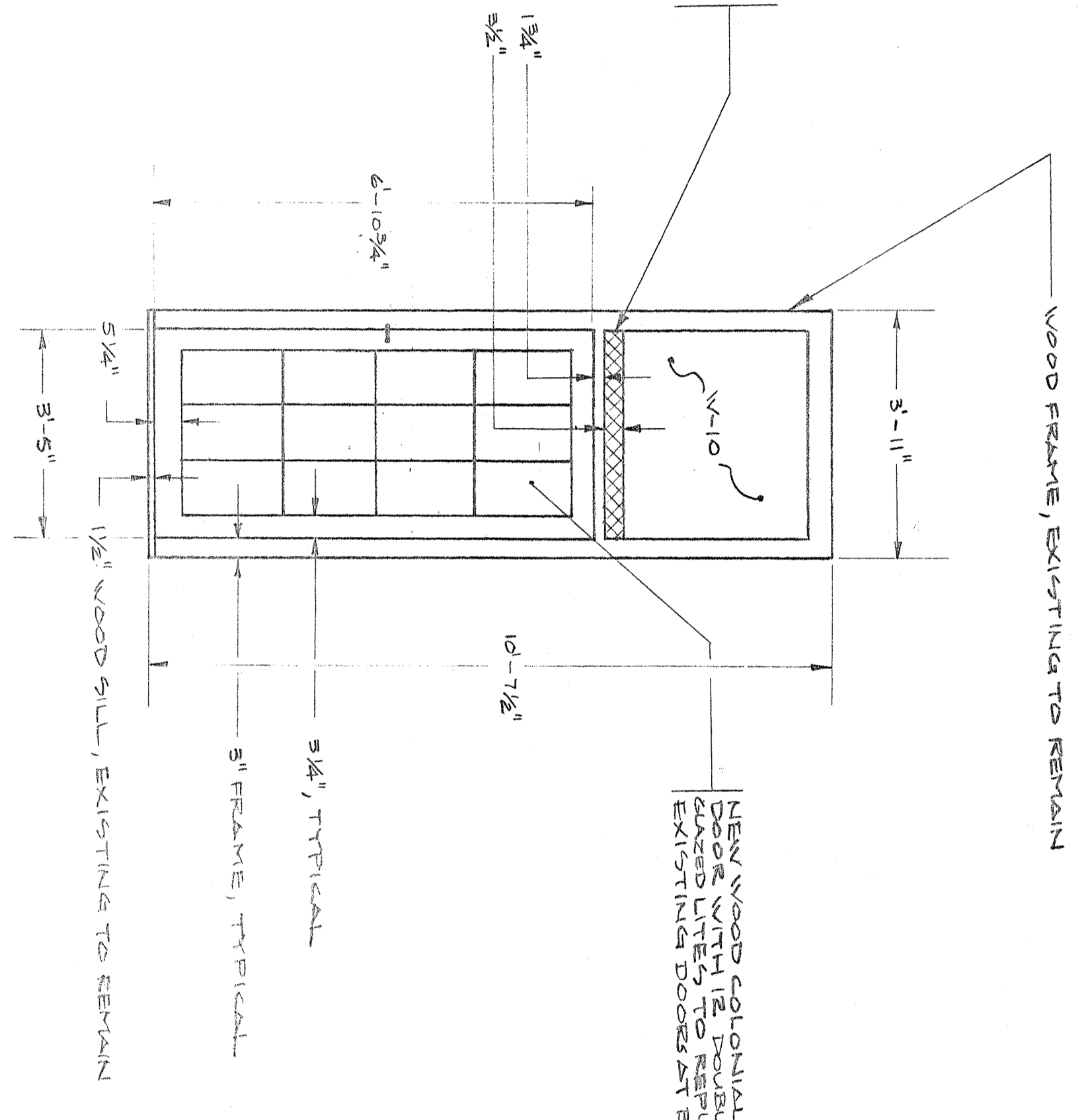
GLAZING ALTERNATE STRIPPING BY  
SCHEIDT & CO. OR APPROVED  
EQUALLY AT CHECKRILL, SILL AND  
TOPRILL, ALL DOUBLE-HUNG WINDOWS,  
AND ALL AROUND OPERABLE SASH, TYPE W-7.

PROVIDE ADDITIONAL SILL ON TOP OF  
EXISTING SILL TO REDUCE WEAR AND  
TO MATCH EXISTING LINE OF CHECKRILL  
OF WINDOWS TYPE W-4 AT BALCONY.

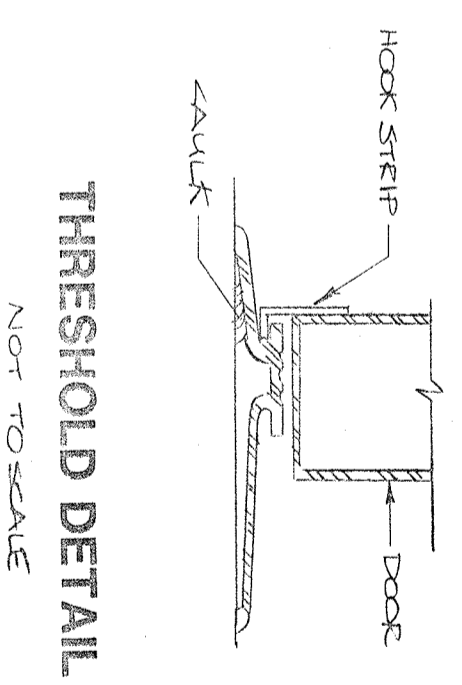
**TYPICAL DOUBLE HUNG SASH SECTIONS**  
FULL SCALE



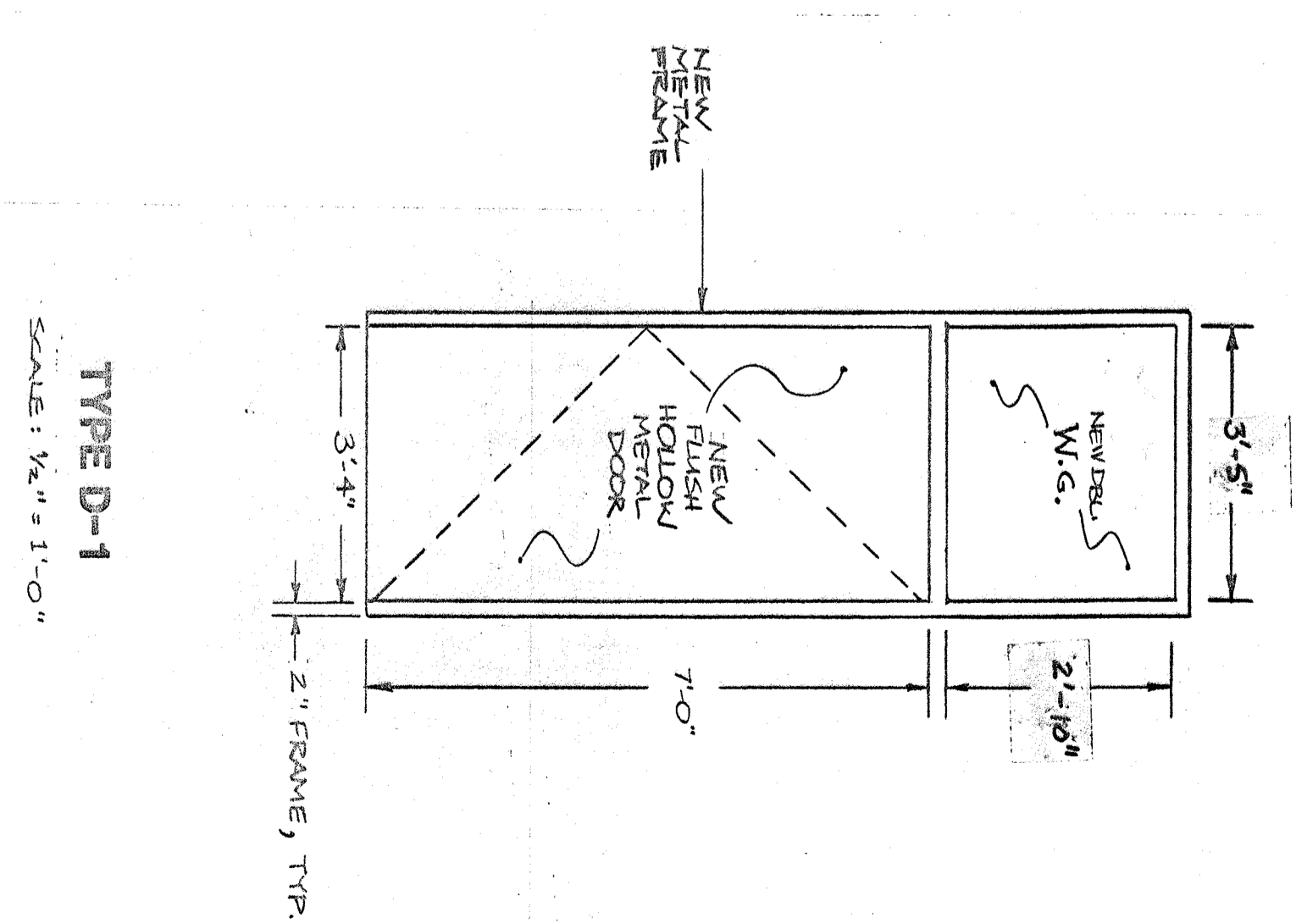
**TYPICAL JAMB DETAIL FOR WINDOW TYPES:  
W-1, W-2, W-3, W-4, W-5, W-6, W-8, W-9**  
1/2 SCALE



**TYPE D-2**  
SCALE: 1/2\"/>

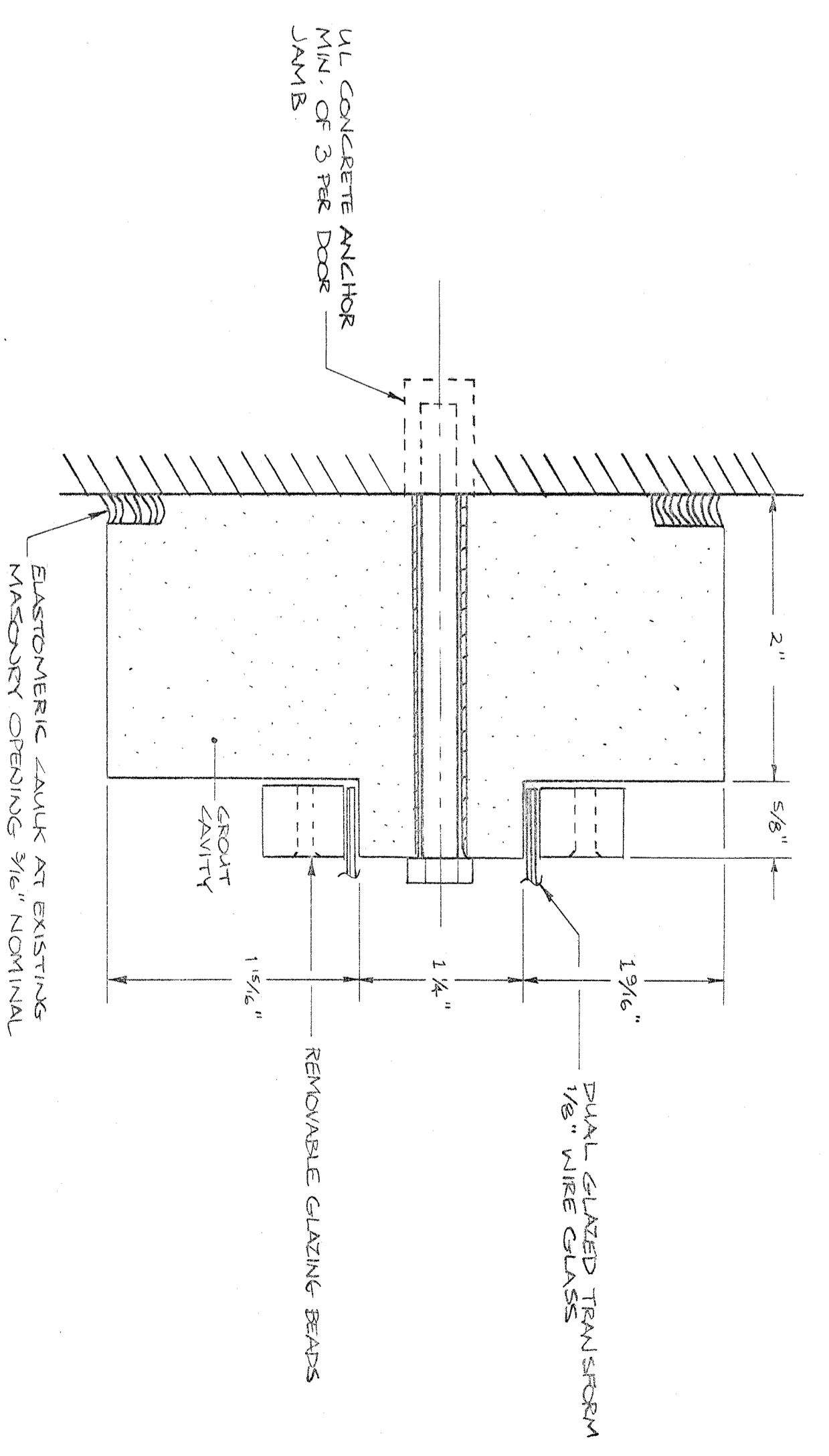


**THRESHOLD DETAIL**  
NOT TO SCALE



**TYPE D-1**  
SCALE: 1/2\"/>

NOTE:  
INSTALL PANIC HARDWARE  
ON ALL DOORS TYPE D-1  
FOR EGRESS ONLY.



**BUTT FRAME DETAIL**  
NOT TO SCALE

<b>ASI</b>		<b>ENERGY SYSTEMS DIVISION</b>	
SCHEIBS NOTED APPROVED BY JZ			
DATE: 4/89	SCALE: 1/2\"/>		
<b>WINDOW AND DOOR DETAILS</b>		DRAWING NUMBER	
WALTHAM CITY HALL		A-3	

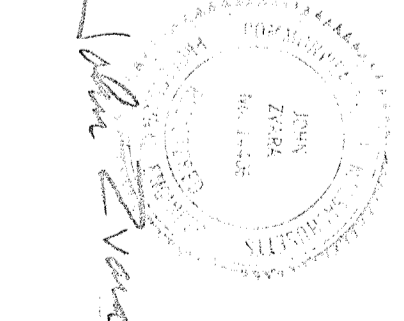


**BASEMENT FLOOR PLAN**

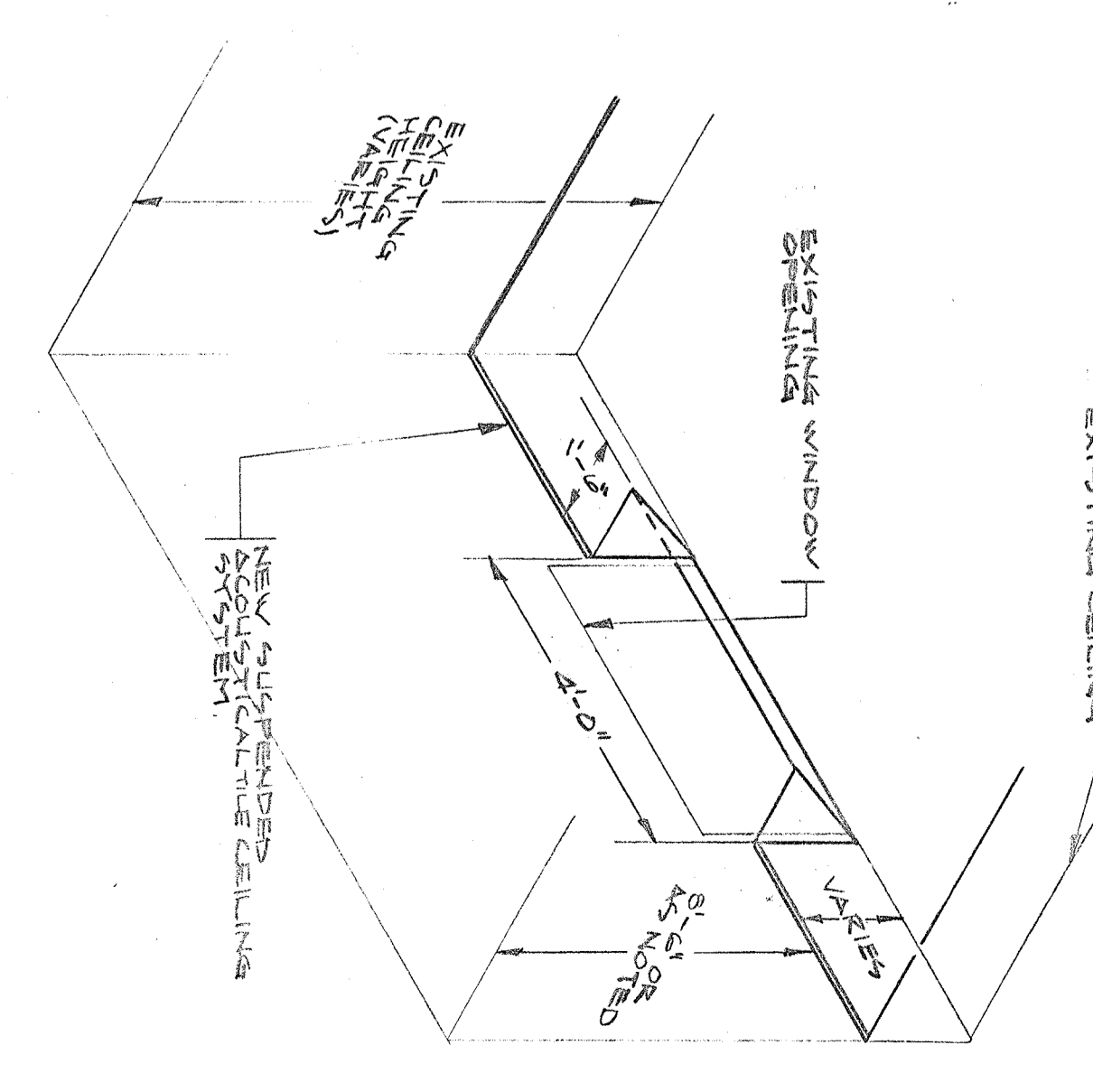
SCALE: 1/4" = 1'-0"

**CEILING NOTES:**

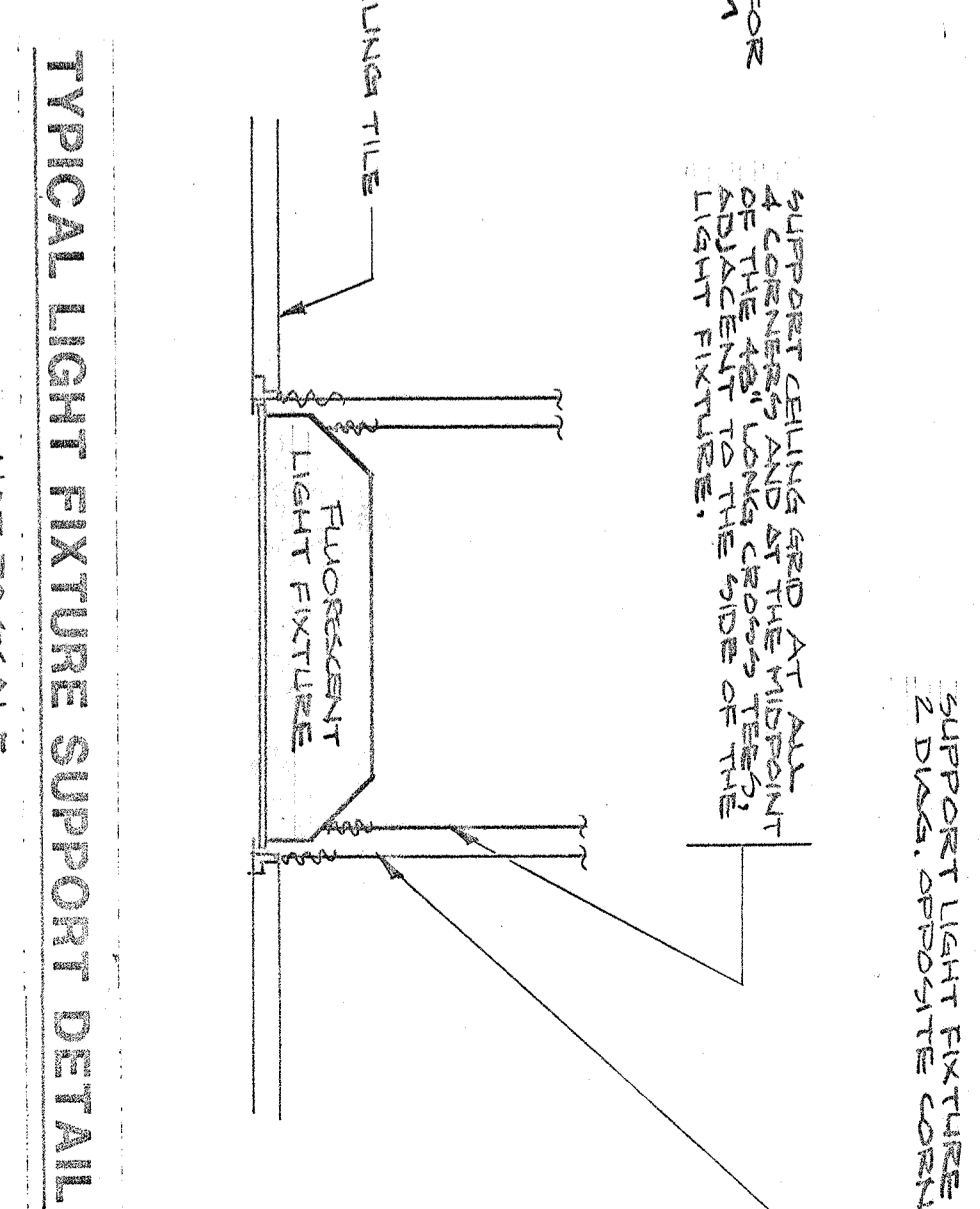
1. FURNISH AND INSTALL ALL NECESSARY MAIN RUNNERS, CROSS TEES, WALL CHANNEL MOLDINGS, MITERED JOINTS, AND ACoustICAL PANELS FOR ROOMS AND VERTICAL PORTIONS OF SUSPENDED CEILING SYSTEM ON EITHER SIDE OF EXISTING WINDOWS (WHERE APPLICABLE) IN ORDER TO FULLY COVER ALL EXISTING CEILING.
2. INSTALL CEILING PANELS AFTER LIGHTING FIXTURES ARE SET IN PLACE IN SUSPENSION SYSTEM.
3. EXCEPT WHERE NOTED ON THE DRAWINGS, INSTALL ALL SUSPENDED CEILING 8" - 8" ABOVE FINISHED FLOOR.
4. ANGLED PORTIONS OF SUSPENDED CEILING SYSTEM SHALL FORM A PLANE RUNNING FROM THE HORIZONTAL SUSPENDED CEILING LEVEL TO THE TOP OF THE EXISTING CEILING LEVEL AT EXTERIOR WALLS AT THE FIRST FLOOR, AND TO DETAILS THIS DRAWING AND NEXT DRAWING.
5. MEASURE EACH CEILING AREA AND ESTABLISH LAYOUT OF ACoustICAL UNITS OF LESS THAN HALF WIDTH UNITS AT BORDERS, AND CORNER WITH REFLECTED CEILING PLANS WHEREVER POSSIBLE. ALL APPLICABLE DIMENSIONS TO BE FIELD VERIFIED BY CONTRACTOR PRIOR TO INSTALLATION.



<p><b>ASI</b></p> <p>REGISTERED ARCHITECTS DIVISION</p> <p>SCALE: AS NOTED</p> <p>DATE: 4/7/83</p> <p>PROJECT: WALTHAM CITY HALL</p>	<p>DESIGNED BY: JZ</p> <p>DRAWN BY: JZ</p> <p>CHECKED BY: JZ</p> <p>DATE: 4/7/83</p> <p>PROJECT: WALTHAM CITY HALL</p>
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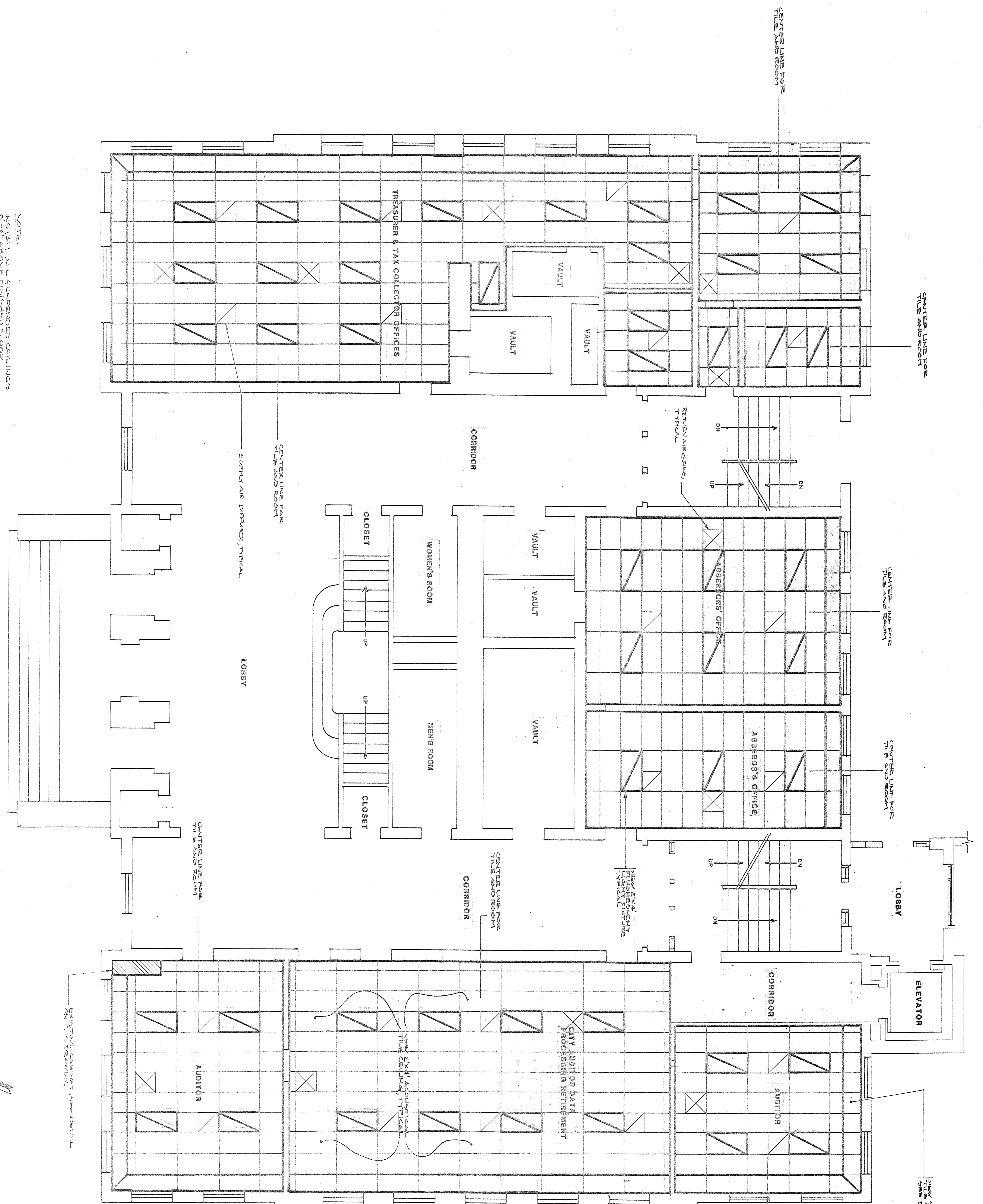


**BASEMENT SUSPENDED CEILING WINDOW BOX DETAIL**  
NOT TO SCALE



**TYPICAL LIGHT FIXTURE SUPPORT DETAIL**  
NOT TO SCALE

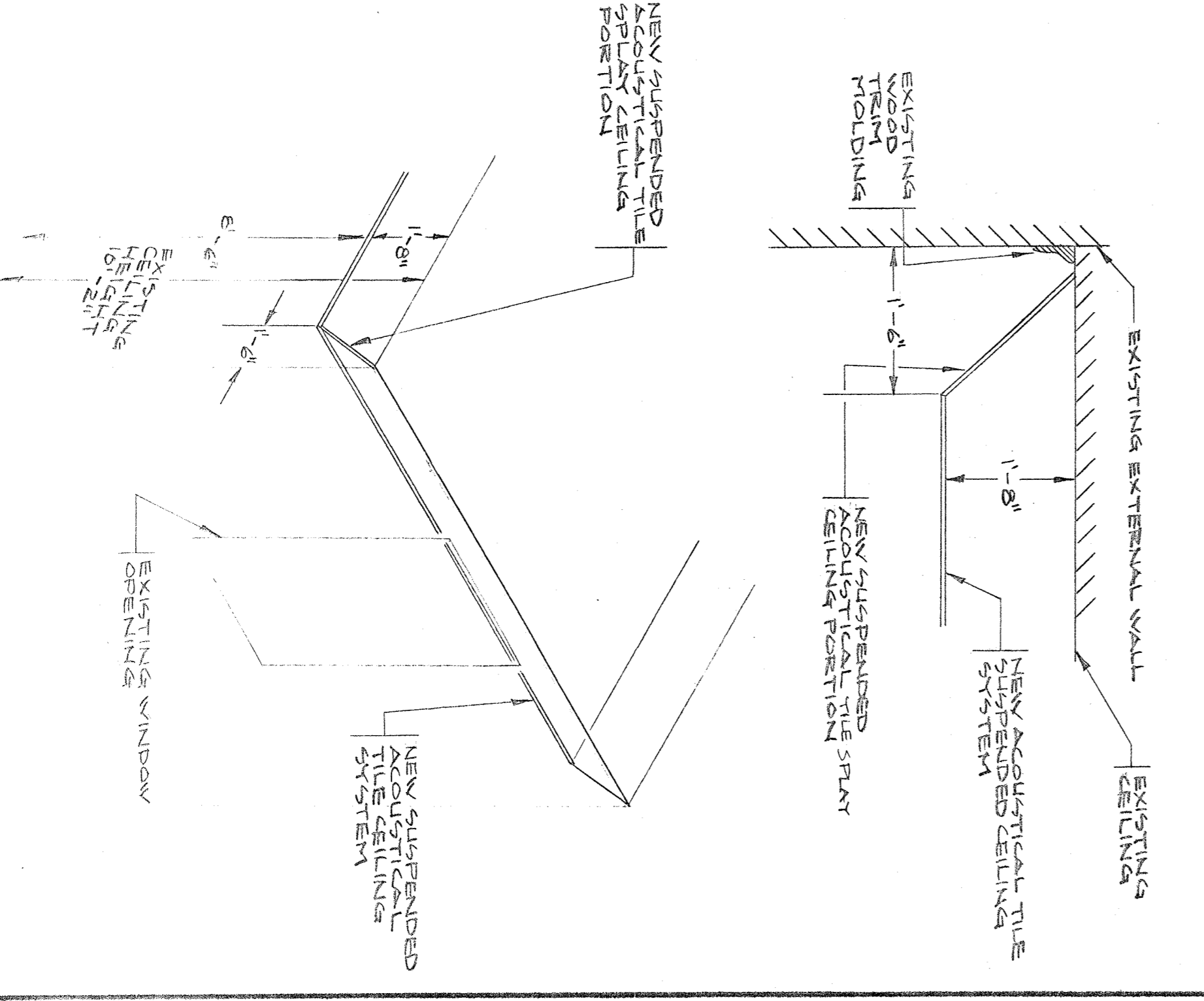




NOTE:  
INSTALL ALL SUSPENDED CEILING  
ON 2" ABOVE FINISHED FLOOR

FIRST FLOOR PLAN  
SCALE: 1/4" = 1'-0"

DETAIL OF CABINET IN FIRST  
FLOOR AUDITOR'S OFFICE  
NOT TO SCALE



FIRST FLOOR SUSPENDED CEILING  
WALL SPLAY CEILING PORTION DETAILS  
NOT TO SCALE

ASCI ARCHITECTS INC. 100 STATE STREET, SUITE 200, WALTHAM, MA 02451  
 PROJECT: WALTHAM CITY HALL  
 SHEET: FIRST FLOOR REFLECTED CEILING PLAN  
 DATE: 4/79  
 DRAWN BY: JZ  
 CHECKED BY: JZ  
 WASHINGTON COUNTY, MASSACHUSETTS  
 REGISTERED PROFESSIONAL ARCHITECT  
 LICENSE NO. 10000  
 11 OF 19

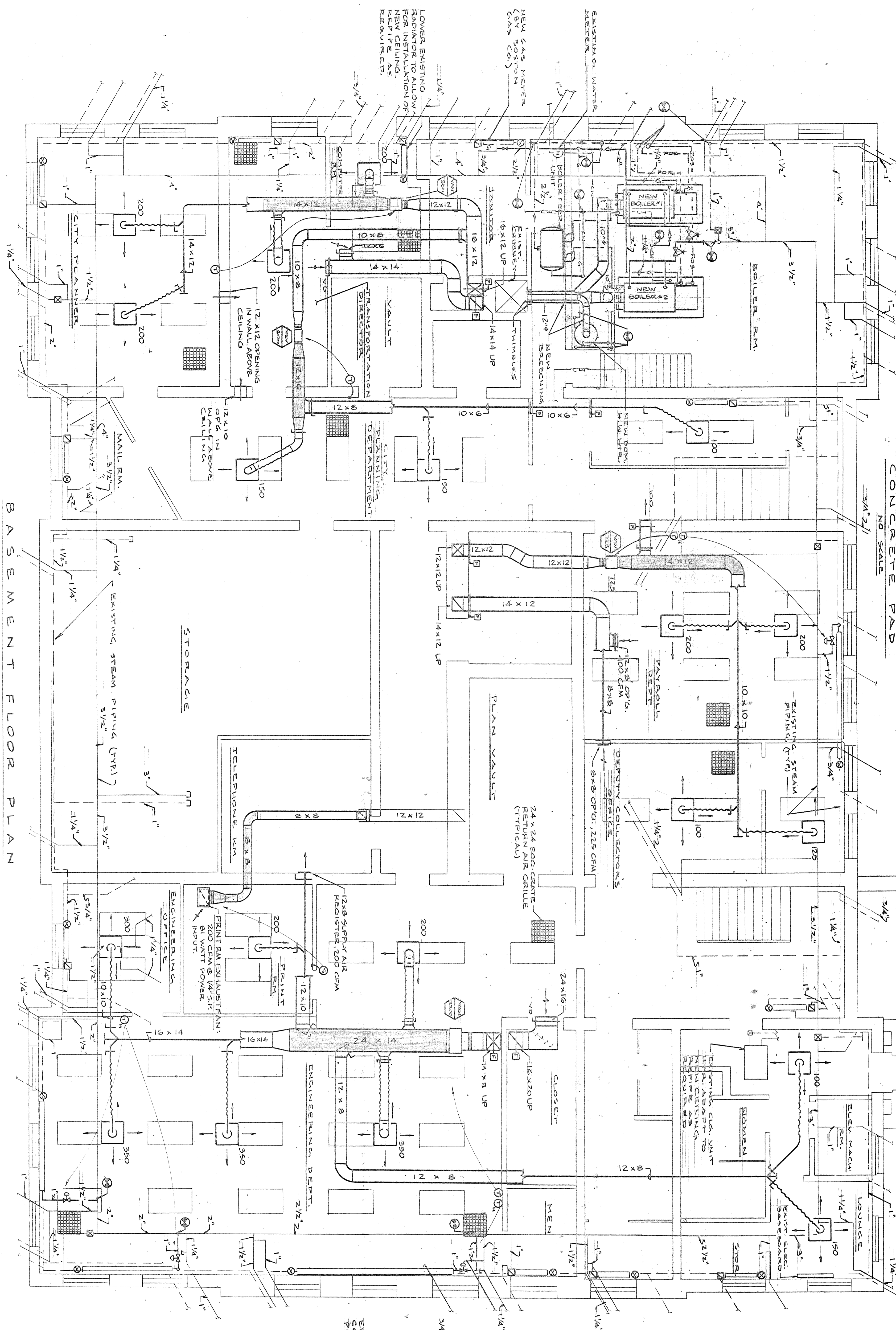
**EQUIPMENT CALLOUTS**

BOILER FEED UNIT  
 37 GAL RECEIVER 1/2 PUMP  
 12 GPM @ 20 PSIG DISCHARGE PRESS.  
 1/3 HP MOTOR 170/11/60

STEAM BOILERS (COMBINATION GAS/OIL)  
 GAS INPUT 184,000 BTU/HR.  
 GAS OUTPUT 624,000 BTU/HR.  
 NET OUTPUT 468,000 BTU/HR.

**NOTES**

1. DIMENSIONS TO SUIT BOILER MANUFACTURERS REQUIREMENTS.
2. CONCRETE SHALL BE TYPE 3000 P.S.I. @ 28 DAYS.
3. PROVIDE CONCRETE PAD FOR BOILER FEED UNIT.
4. REINFORCE STEEL SHALL BE ASTM A-106.
5. CONCRETE SHALL BE TYPE 3000 P.S.I. @ 28 DAYS.
6. PROVIDE CONCRETE PAD FOR BOILER FEED UNIT.

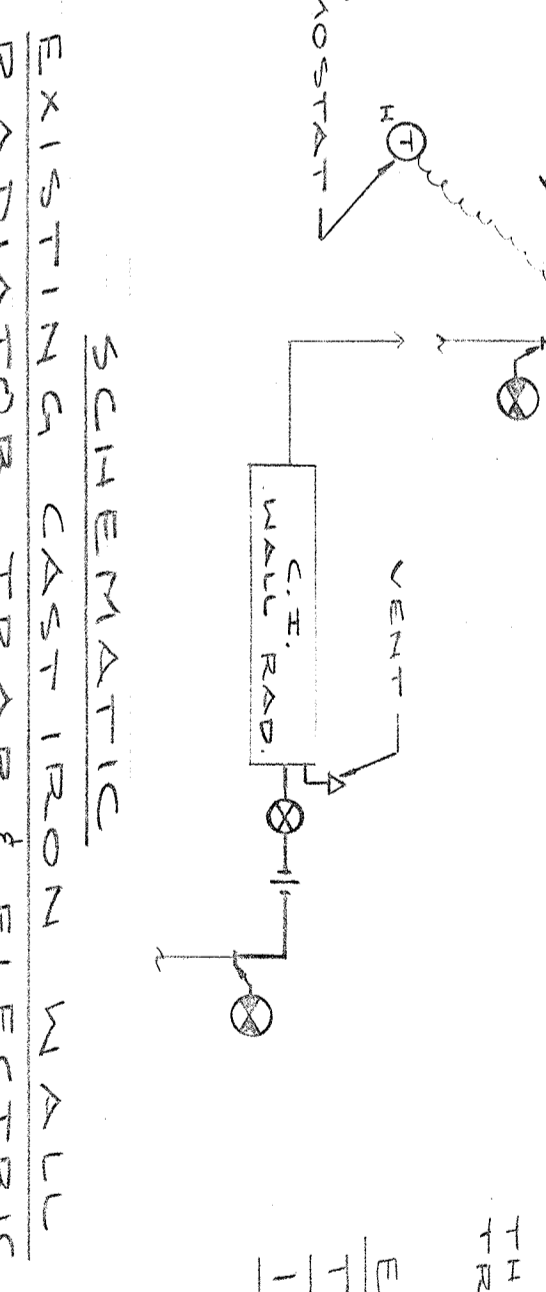
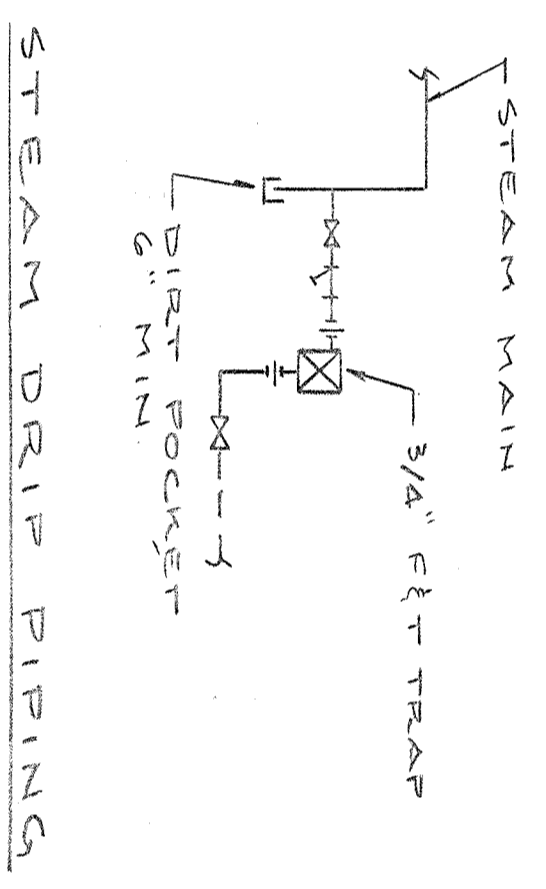


**GENERAL NOTES**

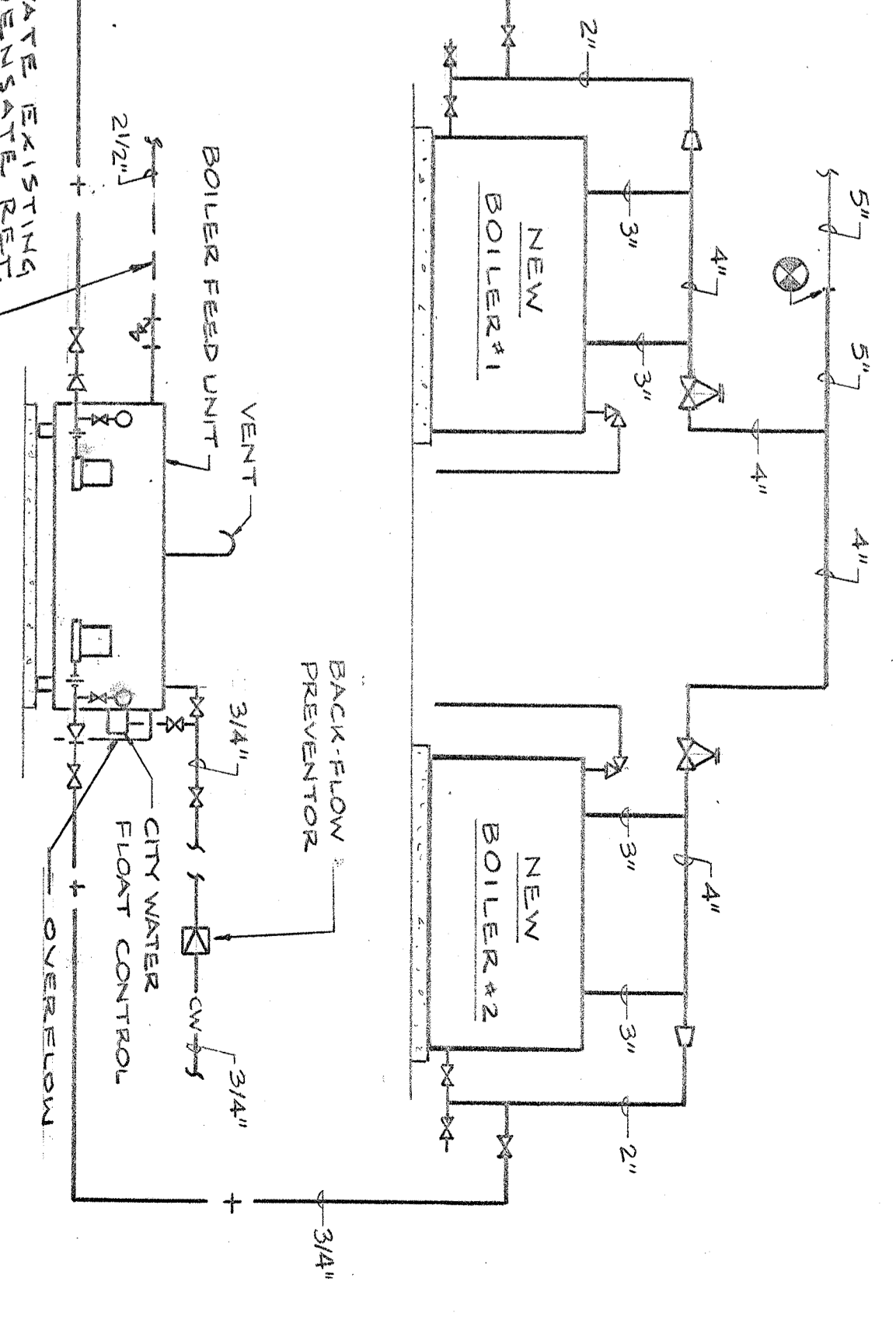
1. SHARP BENDS INDICATED BY "T" THICK LINE. ALL OTHER LINEING DUCT SIZES SHOWN ARE NET INSIDE DIMENSIONS.
2. EXISTING PIPING IS SHOWN ON THE DRAWING BUT IS NOT TO BE RELOCATED OR RE-SIZED. THE CONTRACTOR SHALL VERIFY THE EXISTING CONDITIONS AND PIPE SIZES. PIPING IS ALSO LOCATED IN CRAWL SPACE BELOW BASEMENT FLOOR, WHICH IS NOT SHOWN ON THIS DRAWING.
3. ALL ALTERATIONS TO EXISTING PIPING REQUIRED FOR INSTALLATION OF NEW EQUIPMENT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
4. THIS CONTRACTOR SHALL RE-ROUTE AND/OR RELOCATE EXISTING PIPING AS REQUIRED FOR INSTALLATION OF NEW EQUIPMENT.
5. ALL EXISTING RADIATION SHALL BE DISCONNECTED AND RECONNECTED TO THE NEW RADIATION AS SHOWN ON THIS DRAWING.
6. COORDINATE LOCATION OF DIFFUSERS, RECTANGULAR GRILLES WITH THE REFLECTED CEILING PLANS.

**BASEMENT FLOOR PLAN**

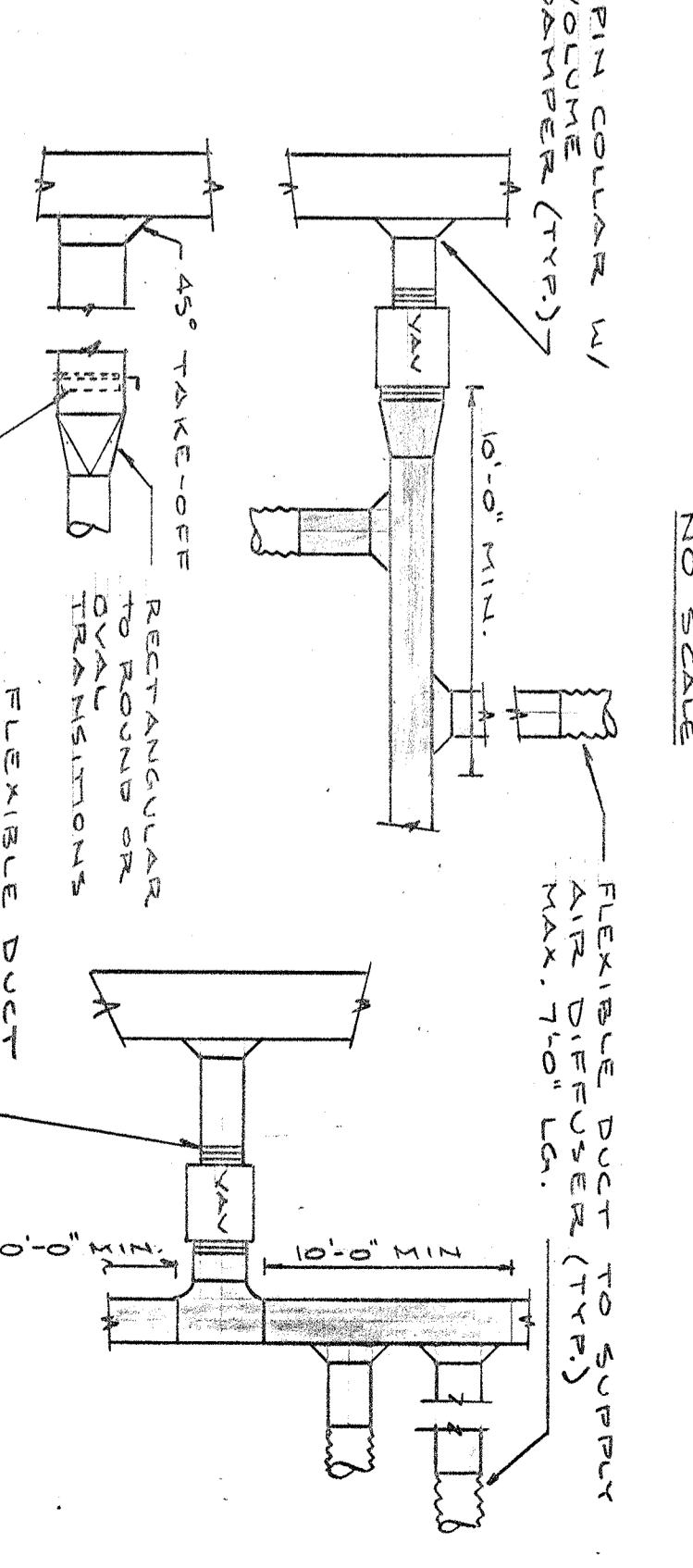
SCALE: 1/4" = 1'-0"



**SCHEMATIC DIAGRAM BOILER AND BOILER FEED WATER PIPING**



**SCHEMATIC RADIATION TYPICAL VAV TERMINAL UNIT**



VAV BOX SCHEDULE

CFM RANGE	INLET SIZE	MAX. ΔP
0 - 250	5 7/8"	1.0
251 - 400	6 7/8"	1.5
401 - 600	8 7/8"	1.5
601 - 1200	10 7/8"	2.0
1201 - 1800	12 7/8"	1.7
1801 - 2500	14 7/8"	1.7

VAV BOXES SHALL BE RATED FOR MAXIMUM NC = 30 & 1" ΔP

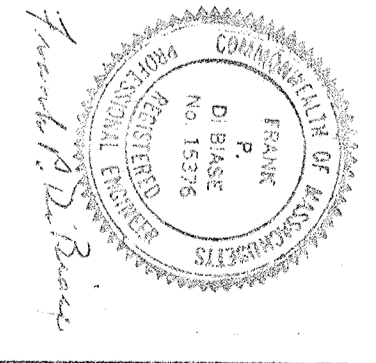
SUPPLY AIR DIFFUSER SCHEDULE

CFM RANGE	NECK SIZE	N.C.	FLANGE SIZE
0 - 125	6 7/8"	25	6 7/8"
126 - 200	8 7/8"	25	8 7/8"
201 - 325	10 7/8"	30	10 7/8"
326 - 450	12 7/8"	25	12 7/8"
451 - 600	14 7/8"	30	14 7/8"

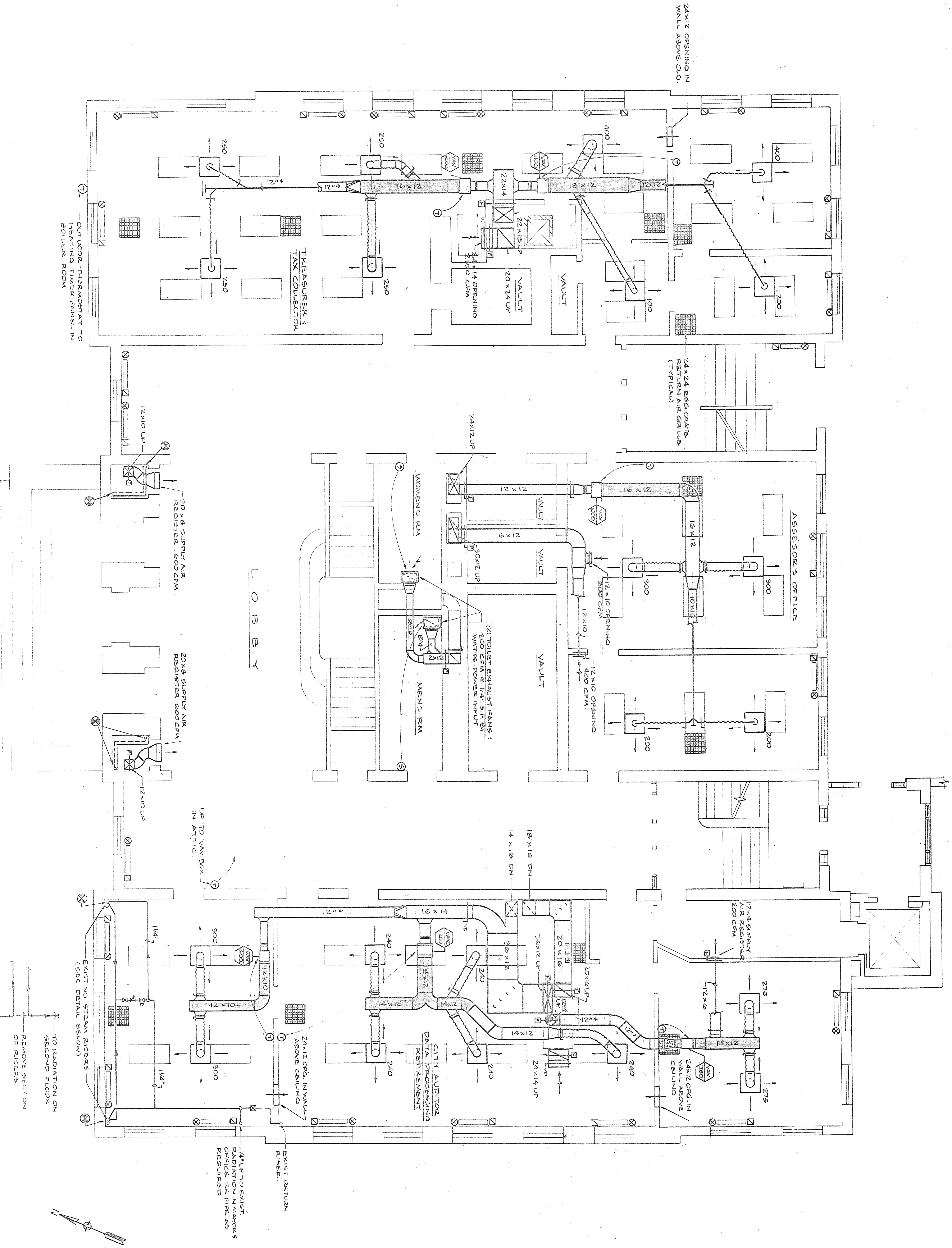
SUPPLY AIR DIFFUSERS SHALL BE RATED @ MAXIMUM NC = 30

FLEXIBLE BRANCH DUCT SCHEDULE

CFM RANGE	DUCT SIZE
0 - 125	6 7/8"
126 - 200	8 7/8"
201 - 325	10 7/8"
326 - 450	12 7/8"
451 - 600	14 7/8"

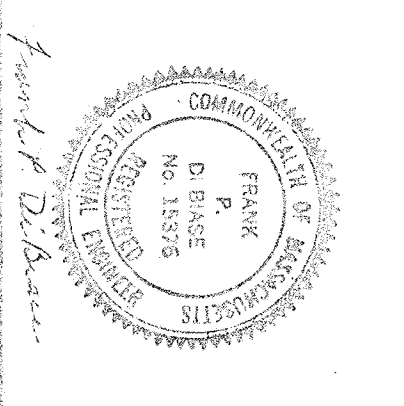
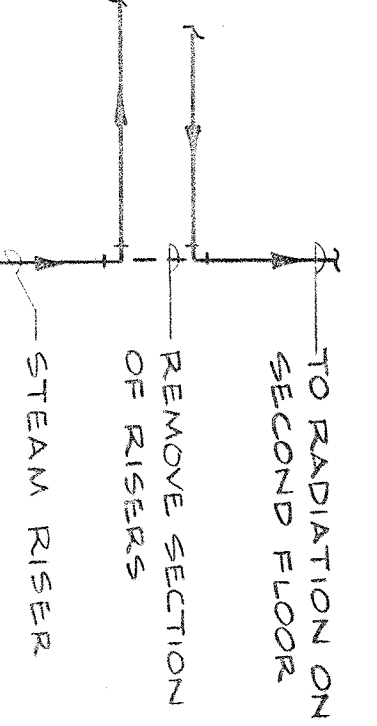


AS1 ENERGY SYSTEMS DIVISION  
 BASEMENT FLOOR PLAN - HVAC  
 WALTHAM CITY HALL  
 DATE AS NOTED 4/7/89  
 DRAWN BY K.L.N.  
 CHECKED BY W.O.-89-808  
 12 OF 19

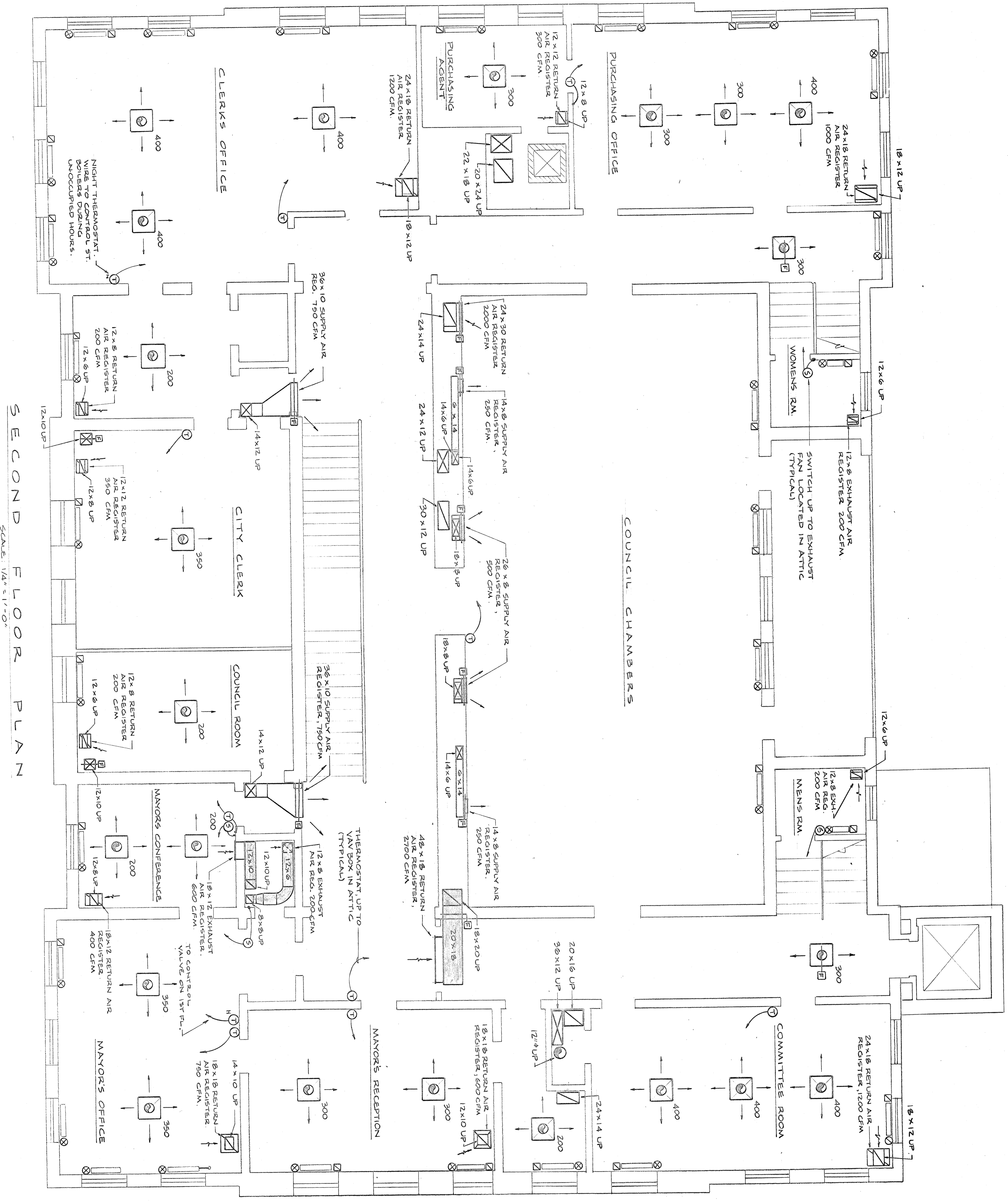


FIRST FLOOR PLAN  
SCALE: 1/4" = 1'-0"

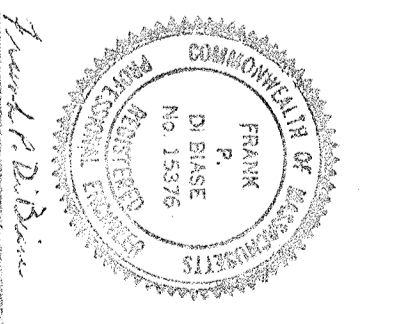
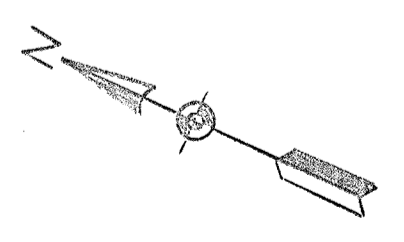
PIPING ARRANGEMENT AT EXISTING  
STEAM RISERS  
NO SCALE



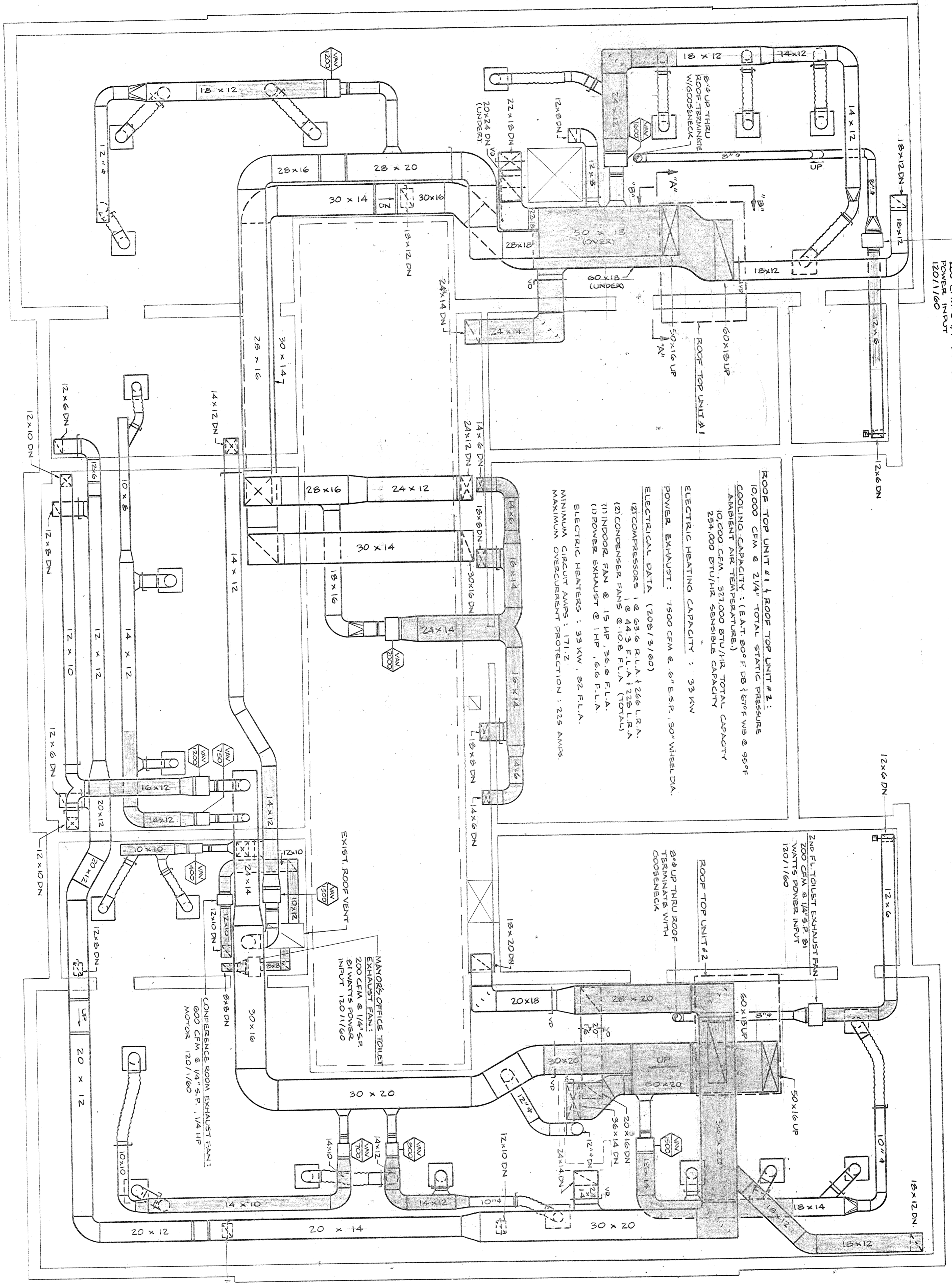
<b>ASI</b> ENGINEERING SYSTEMS DIVISION 100 WASHINGTON STREET WALTHAM, MASSACHUSETTS 01981	SCALE AS NOTED DATE 4/89	APPROVED BY F.P.D.	DRAWN BY K.L.M.
	<b>FIRST FLOOR PLAN - HVAC</b> <b>WALTHAM CITY HALL</b> <b>HVAC-2</b>		



SECOND FLOOR PLAN  
SCALE 1/4" = 1'-0"



<b>ASI</b> ENGINEERING DIVISION 100 STATE STREET WALTHAM, MASSACHUSETTS 01981 TEL: 781-852-1100 FAX: 781-852-1101	DESIGNED BY <b>K.L.N.</b>
	CHECKED BY <b>F.P.D.</b>
SCALE <b>1/4" = 1'-0"</b>	DATE <b>4/89</b>
<b>SECOND FLOOR PLAN - HVAC</b>	<b>WALTHAM CITY HALL</b>
<b>HVAC-3</b>	DRAWING NUMBER

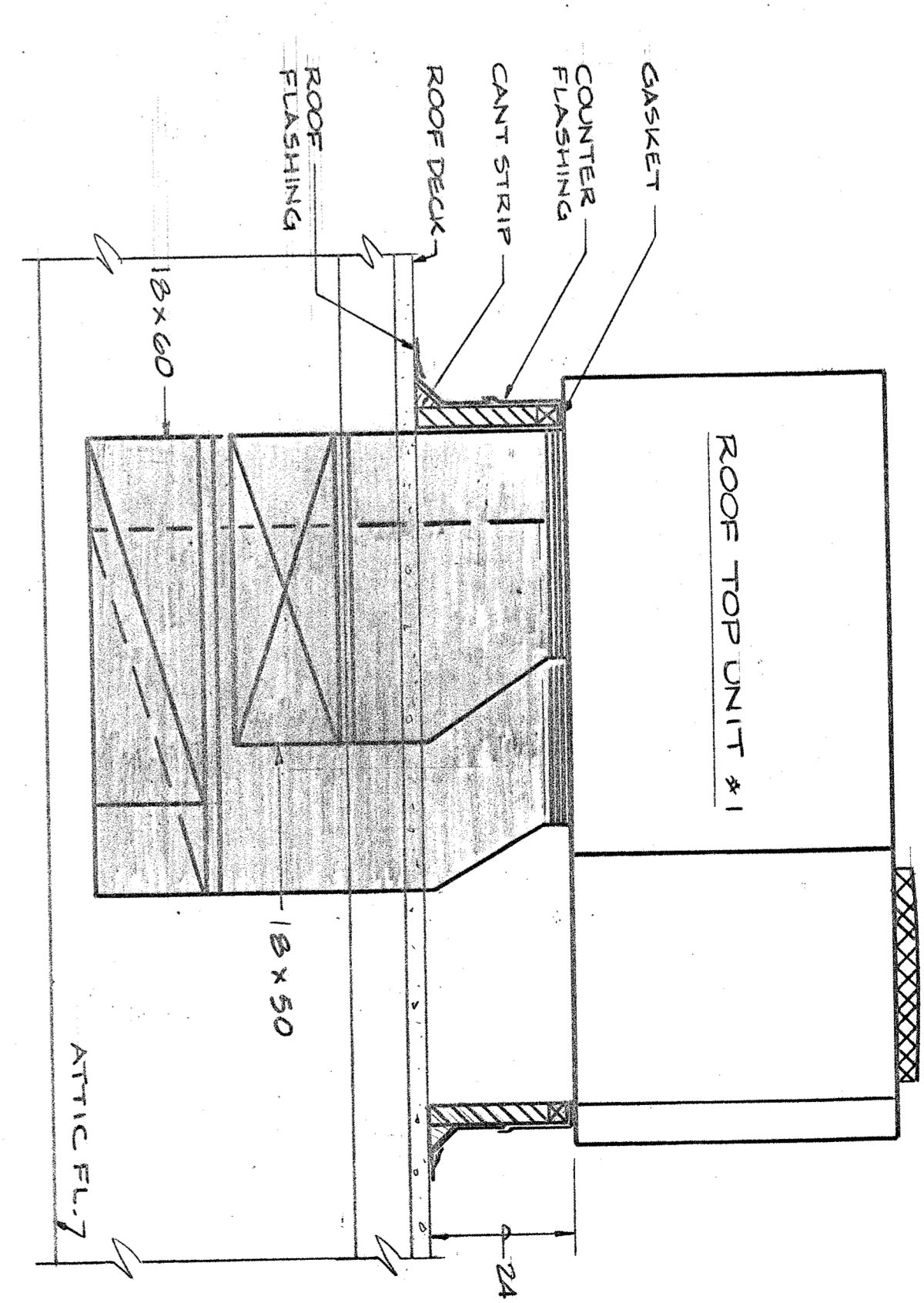


2ND FLOOR TOILET EXHAUST FAN:  
200 CFM @ 1/4" S.P. 81 WATTS  
POWER INPUT  
120/1/60

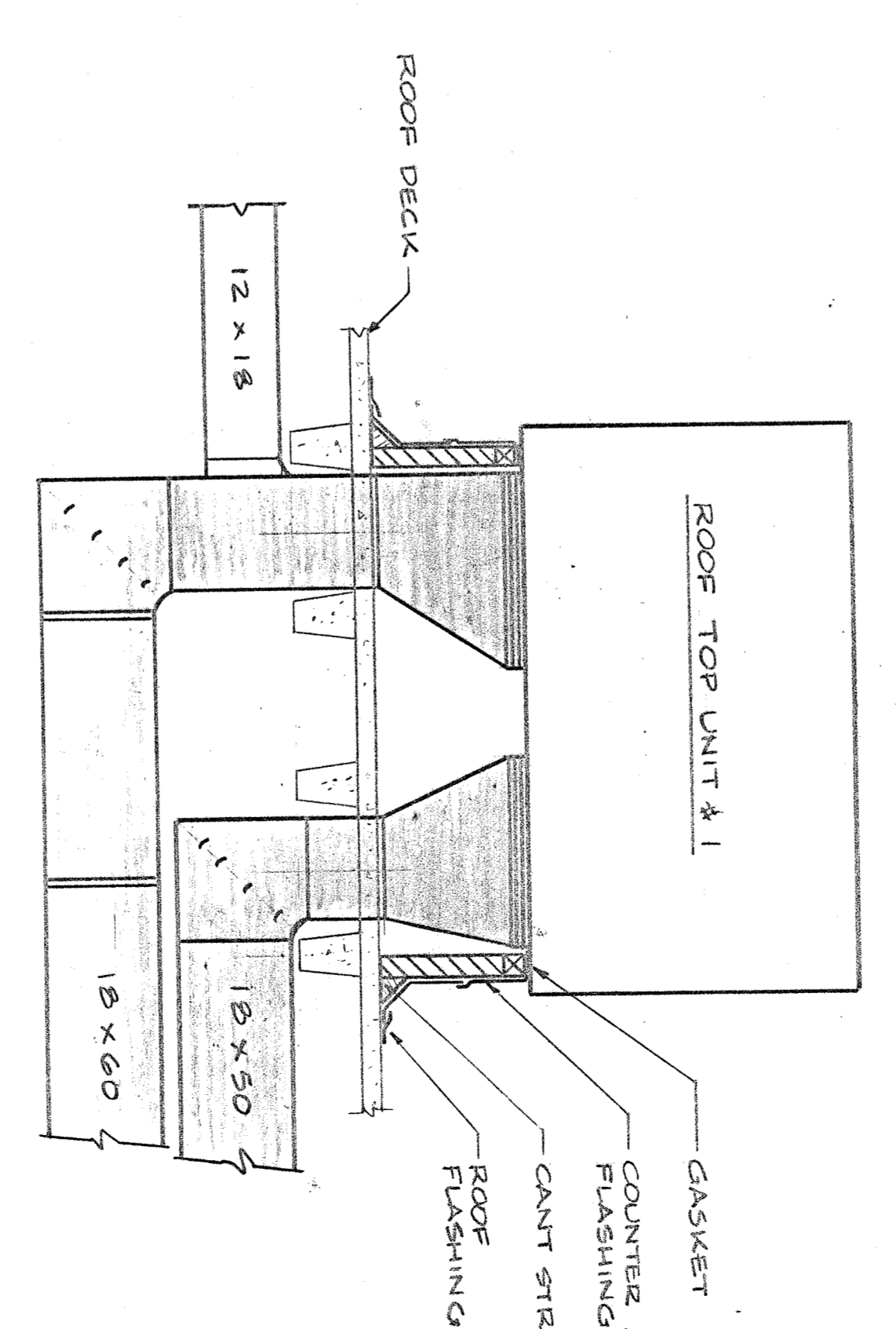
ROOF TOP UNIT #1 & ROOF TOP UNIT #2:  
10,000 CFM @ 2 1/4" TOTAL STATIC PRESSURE  
COOLING CAPACITY: (LEAT 80°F DB & 67°F WB @ 95°F  
AMBIENT AIR @ 95°F DB, 70°F WB)  
10,000 BTU/HR. TOTAL CAPACITY  
25,000 BTU/HR. SENSIBLE CAPACITY  
ELECTRIC HEATING CAPACITY: 33 KW  
ELECTRIC EXHAUST: 7500 CFM @ 6" E.S.P. 30" WHEEL DIA.  
POWER EXHAUST: 7500 CFM @ 6" E.S.P. 30" WHEEL DIA.  
ELECTRICAL DATA (208/3/60)  
(1) COMPRESSORS 1 @ 6.8 @ F.L.A. 126 L.R.A.  
1 @ 4.3 @ F.L.A. 128 L.R.A.  
(2) CONDENSER FANS @ 10.8 F.L.A. (TOTAL)  
(1) INDOOR FAN @ 15 HP, 36.6 F.L.A.  
(1) POWER EXHAUST @ 1HP, 6.6 F.L.A.  
ELECTRIC HEATERS: 33 KW, 92 F.L.A.  
MINIMUM CIRCUIT AMPS: 171Z  
MINIMUM OVERCURRENT PROTECTION: 225 AMPS.

NOTE:  
EXISTING CATWALKS IN ATTIC SHALL BE ALTERED AND  
ADDITIONAL CATWALKS INSTALLED TO PROVIDE COMPLETE  
ACCESS FOR SERVICING EQUIPMENT LOCATED IN ATTIC.

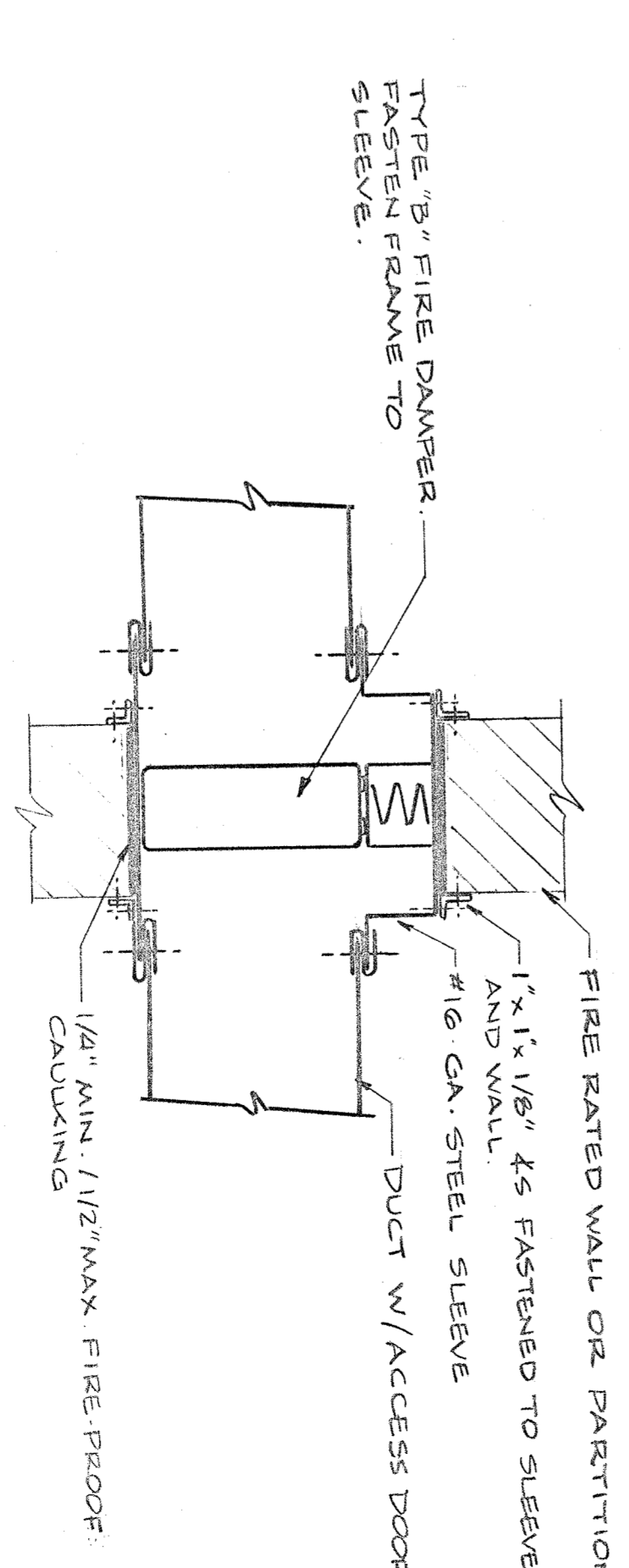
ATTIC PLAN  
SCALE: 1/4" = 1'-0"



SECTION "A-A"  
SCALE: 1/2" = 1'-0"  
ROOF TOP UNIT #2 SIMILAR



SECTION "B-B"  
SCALE: 1/2" = 1'-0"  
ROOF TOP UNIT #2 SIMILAR

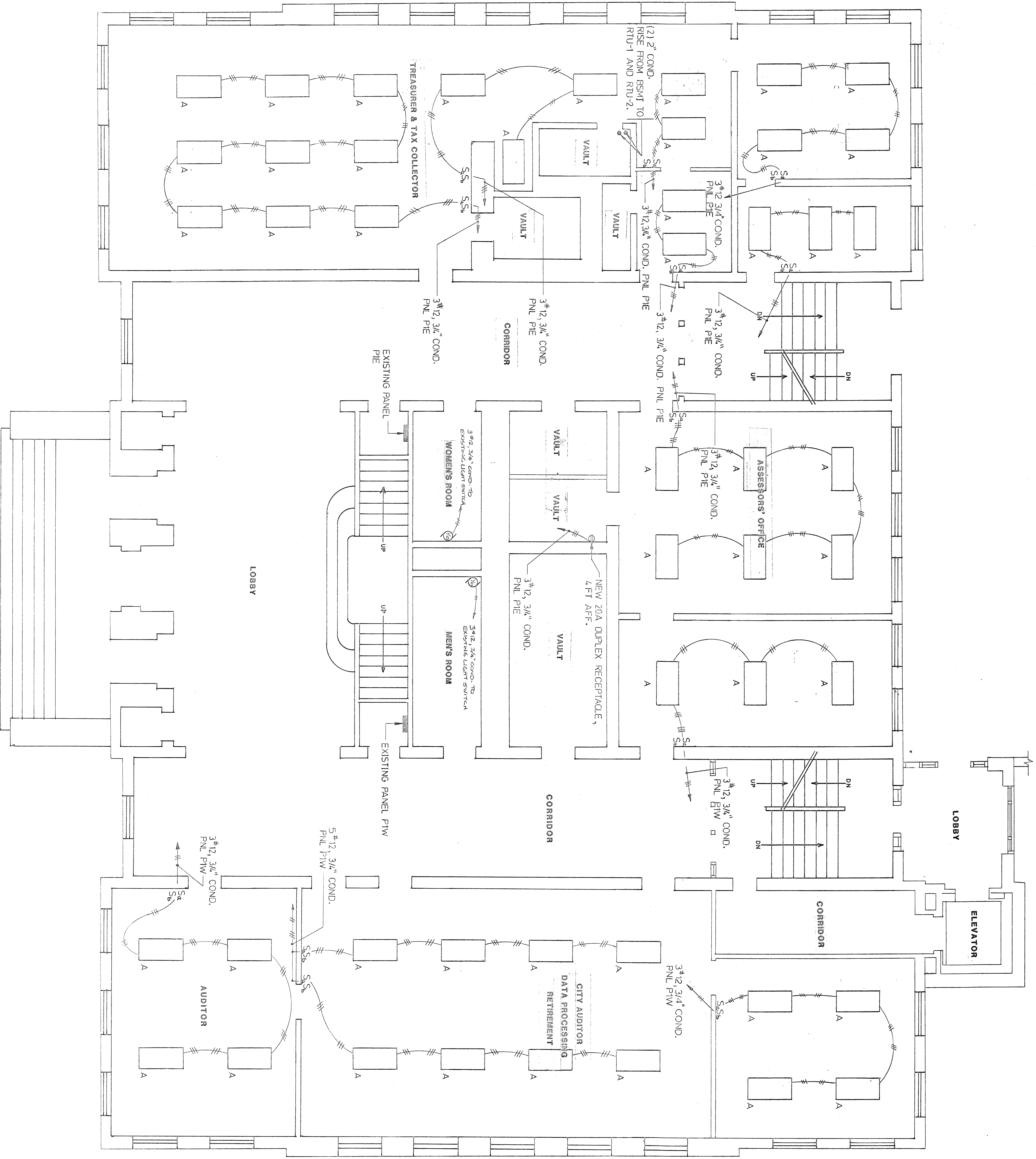


FIRE DAMPER  
INSTALLATION ARRANGEMENT  
NO SCALE  
NOTE:  
DAMPERS SHOWN ARE FOR HORIZONTAL DUCTS. VERTICAL  
DAMPERS ARE 20\"/>

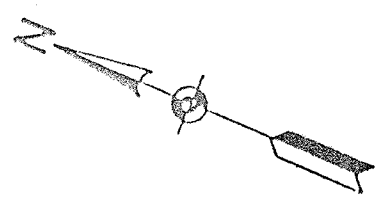
COMMERCIAL CONTRACTORS ASSOCIATION OF METRO AREA  
MEMBER  
FRANK P. RISE  
D. RISE  
NO. 1532  
4/7/89

ENERGY SYSTEMS DIVISION  
ASCI  
DESIGNED BY F.P.D.  
DRAWN BY K.L.N.  
W-0-89-308  
WALTHAM CITY HALL  
HVAC-4  
15 OF 19

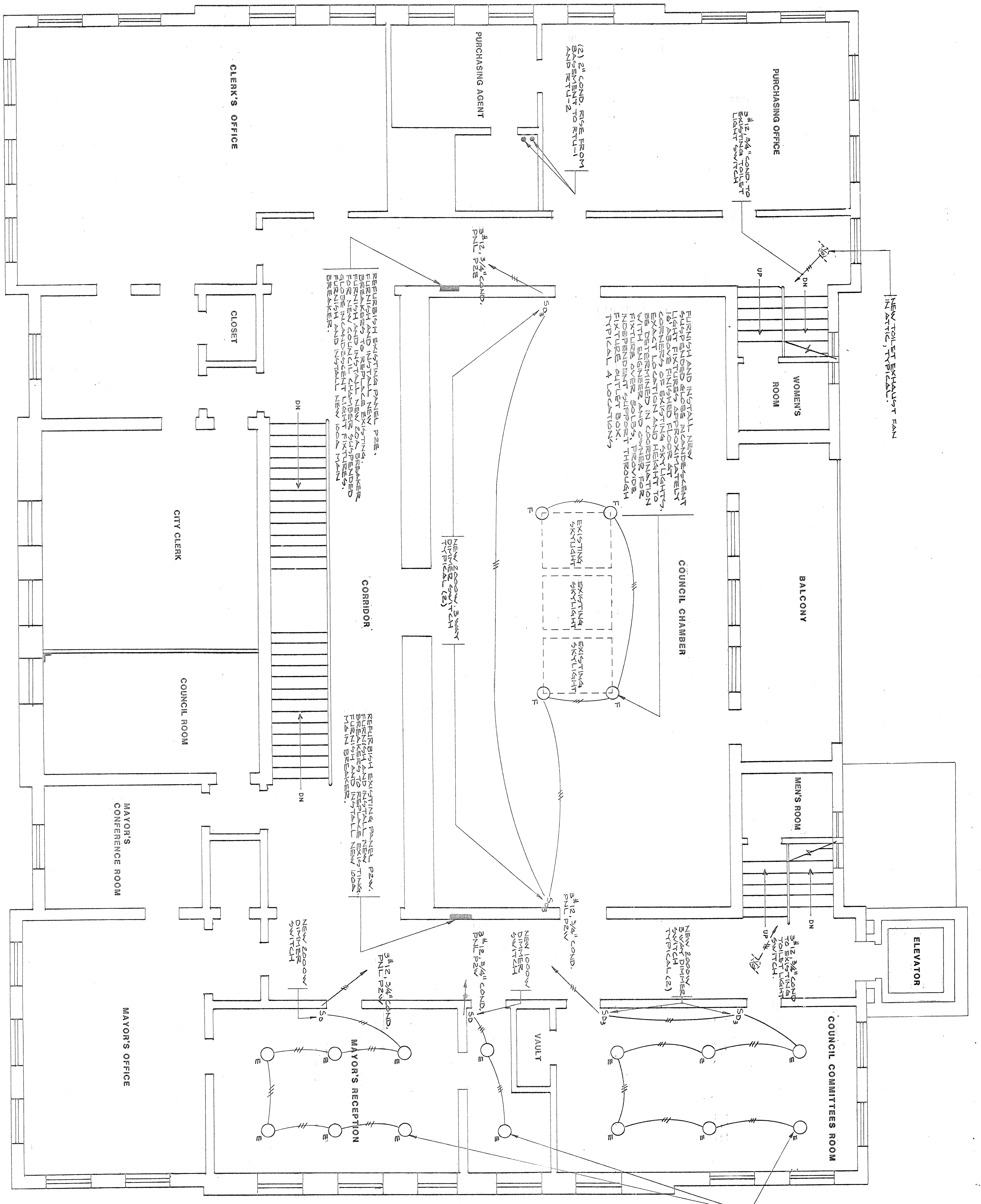




FIRST FLOOR PLAN



<b>ASI</b> ENERGY SYSTEMS DIVISION <small>CONTRACT NO. 14-10-10</small> <small>DATE: 4/89</small>	DESIGNED BY <b>JZ</b>	DRAWN BY <b>W/O-85-305</b>
	PROJECT NO. <b>WALTHAM CITY HALL</b>	SHEET NO. <b>E-2</b>

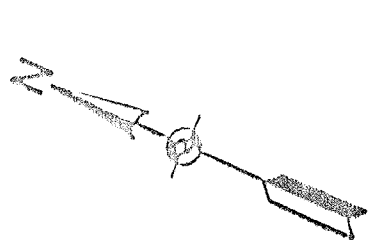


SECOND FLOOR PLAN  
SCALE: 1/4" = 1'-0"

REWORK AND INSTALL NEW ALL-PURPOSE  
FURNISH AND INSTALL NEW ALL-PURPOSE  
LIGHT FIXTURES AS SHOWN. REMOVE  
EXISTING LIGHT FIXTURES AND  
REPLACE WITH NEW RECESSED LIGHT  
FIXTURES AS SHOWN. EXACT LOCATION AND HEIGHT TO  
BE DETERMINED IN COORDINATION  
WITH ARCHITECT. PROVIDE  
INDEPENDENT SUPPORT THROUGH  
FIXTURE RATTEN BOX,  
TYPICAL AT LOCATIONS.

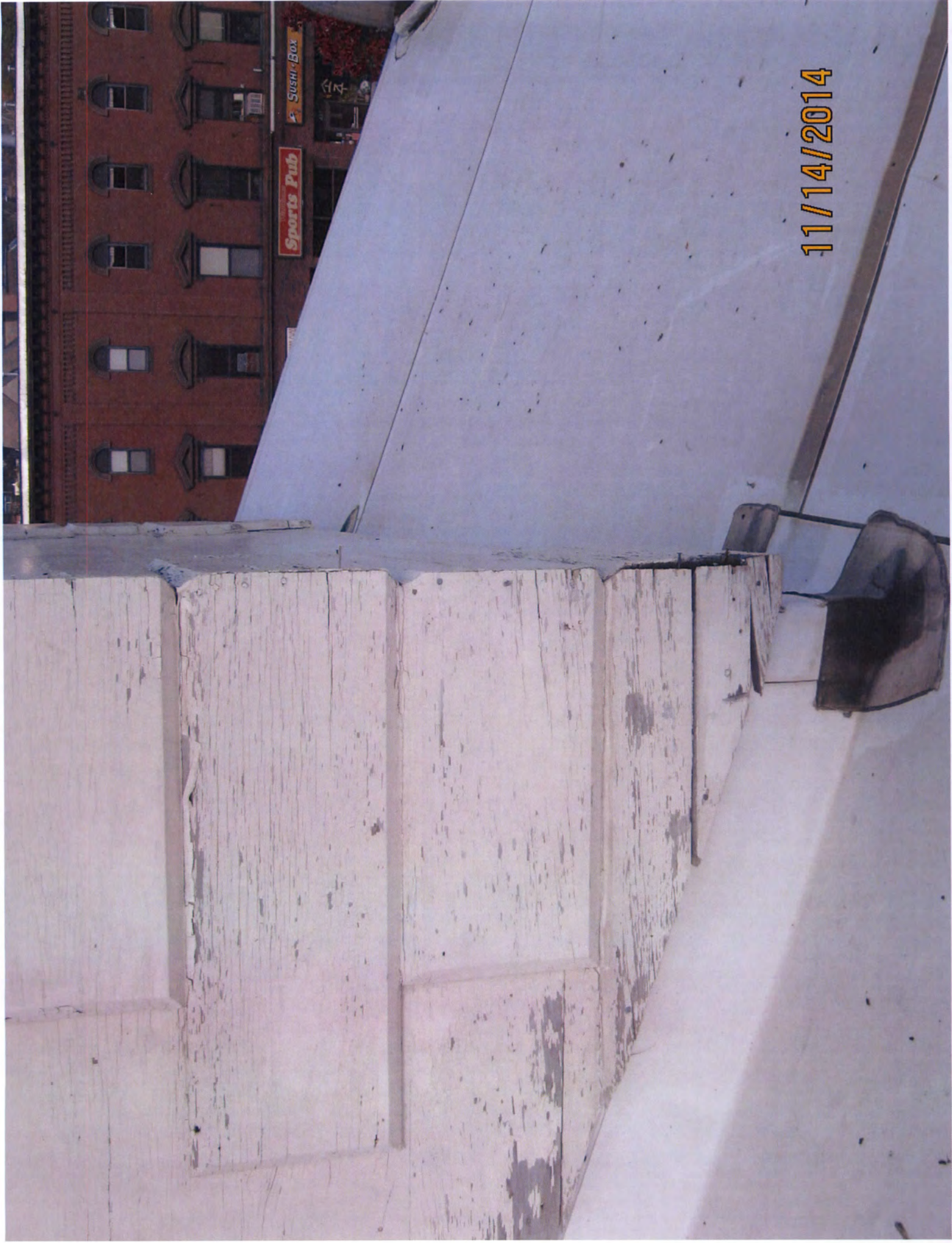
REWORK AND INSTALL NEW ALL-PURPOSE  
FURNISH AND INSTALL NEW ALL-PURPOSE  
LIGHT FIXTURES AS SHOWN. REMOVE  
EXISTING LIGHT FIXTURES AND  
REPLACE WITH NEW RECESSED LIGHT  
FIXTURES AS SHOWN. EXACT LOCATION AND HEIGHT TO  
BE DETERMINED IN COORDINATION  
WITH ARCHITECT. PROVIDE  
INDEPENDENT SUPPORT THROUGH  
FIXTURE RATTEN BOX,  
TYPICAL AT LOCATIONS.

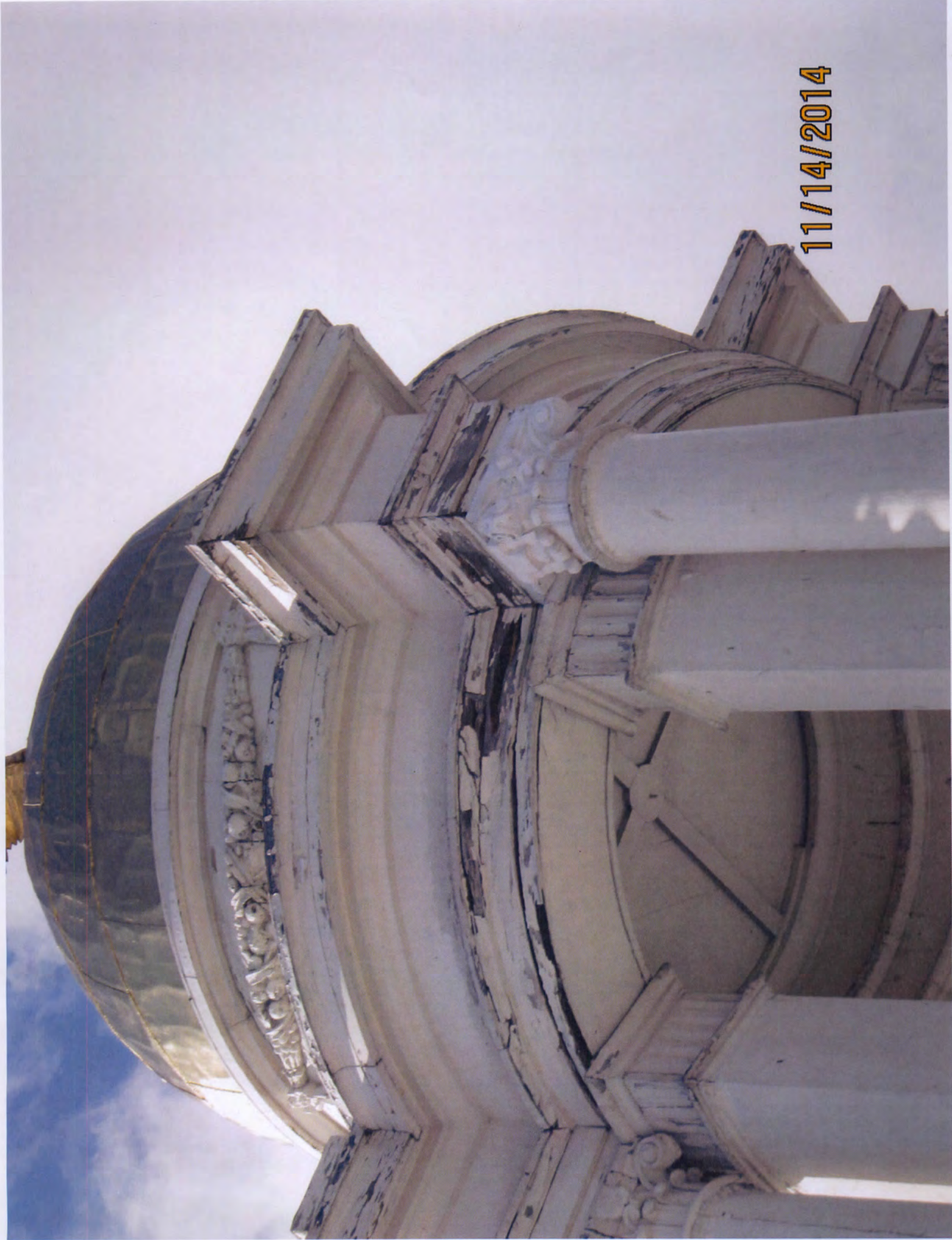
REWORK AND INSTALL NEW ALL-PURPOSE  
FURNISH AND INSTALL NEW ALL-PURPOSE  
LIGHT FIXTURES AS SHOWN. REMOVE  
EXISTING LIGHT FIXTURES AND  
REPLACE WITH NEW RECESSED LIGHT  
FIXTURES AS SHOWN. EXACT LOCATION AND HEIGHT TO  
BE DETERMINED IN COORDINATION  
WITH ARCHITECT. PROVIDE  
INDEPENDENT SUPPORT THROUGH  
FIXTURE RATTEN BOX,  
TYPICAL AT LOCATIONS.



ENERGY SYSTEMS DIVISION	
AS1	DESIGNED BY JZ
SCALE 1/4" = 1'-0"	DRAWN BY MTB
DATE 4/89	NO-88-305
SECOND FLOOR ELECTRICAL PLAN	
WALTHAM CITY HALL	
E-3	



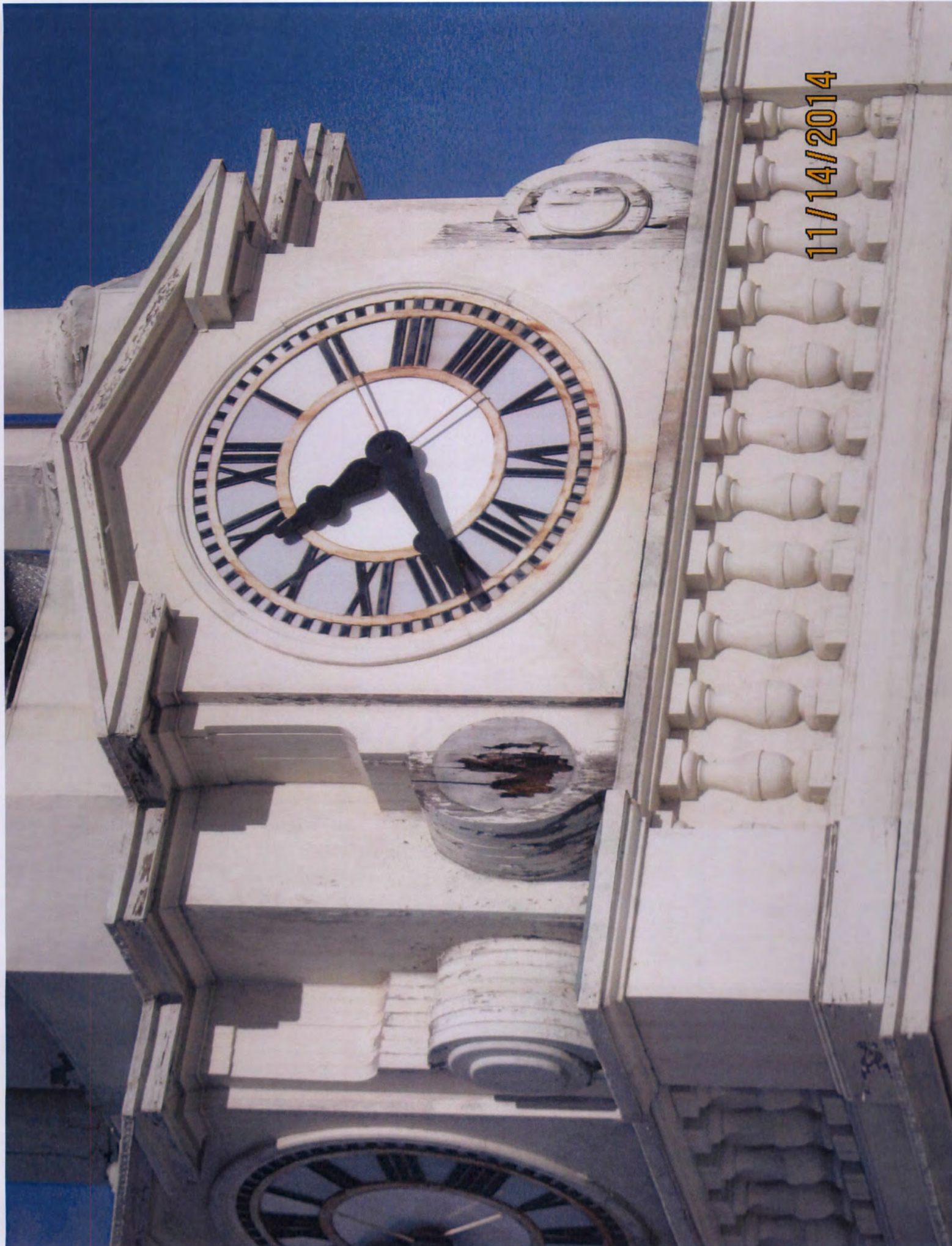




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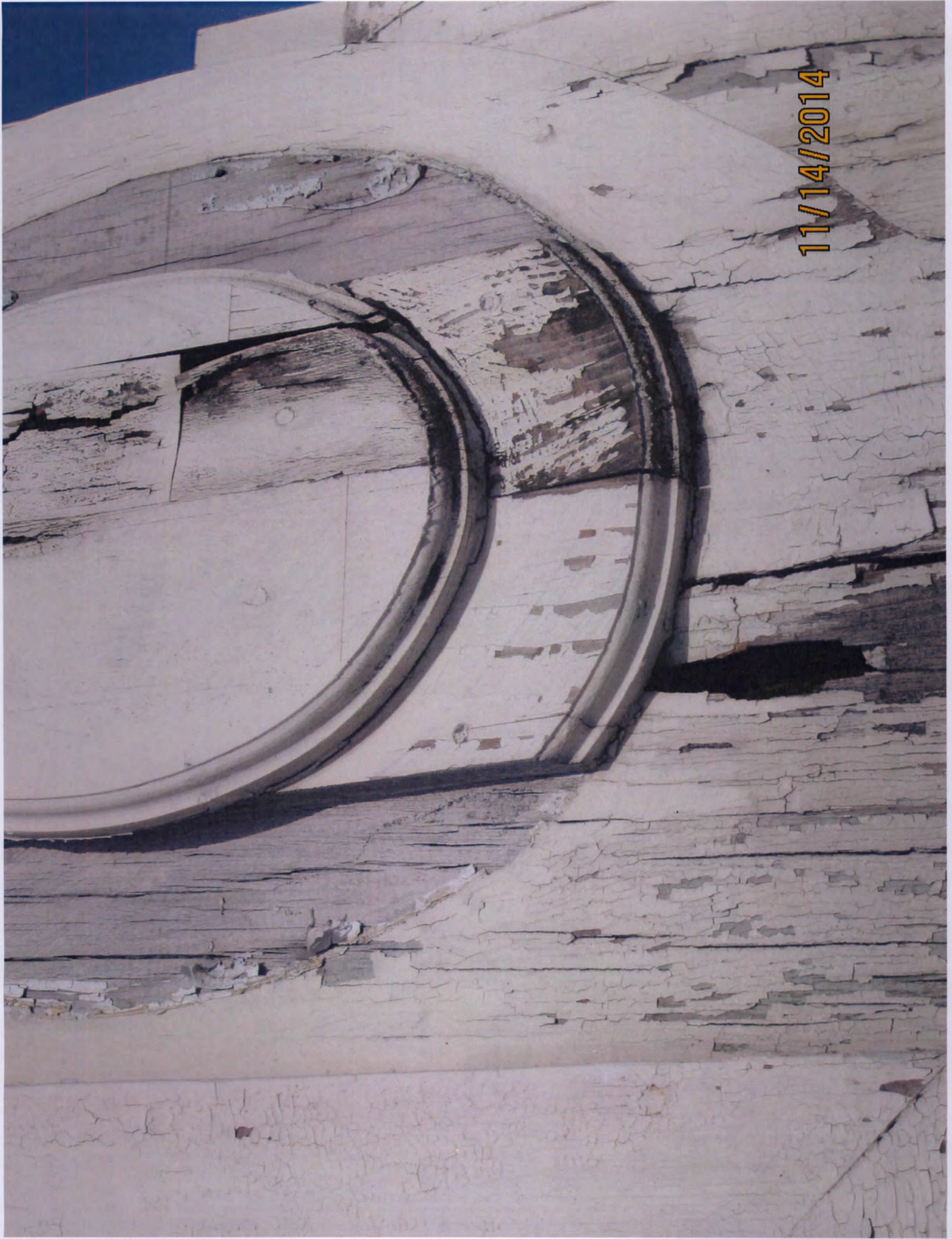
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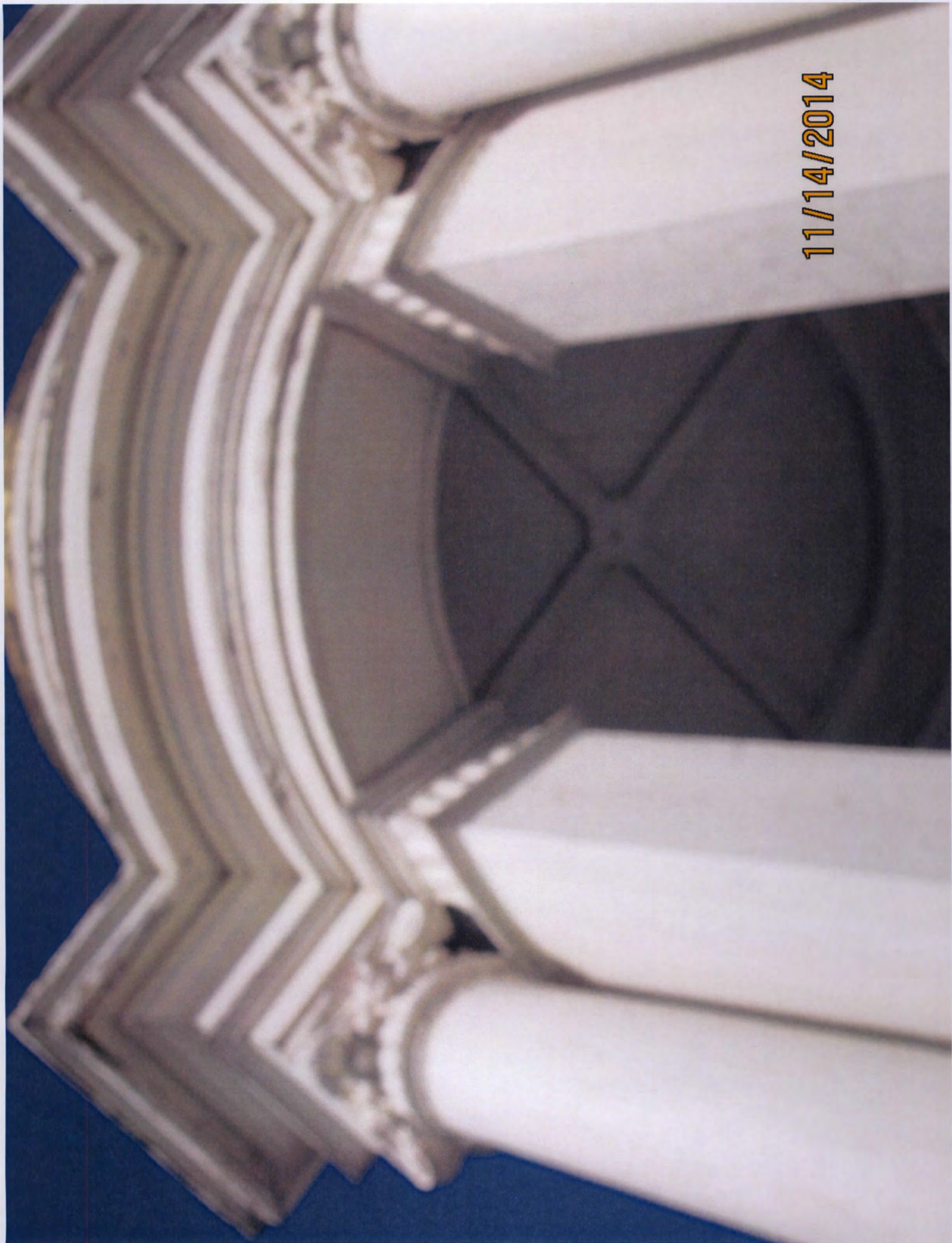


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