

**Request for Proposals
Lease of Certain Interior Portions
of
260 Grove Street
Waltham, Massachusetts**

I. Introduction

The City of Waltham (Lessor) is currently offering for lease, **“AS IS,”** certain interior portions of the municipal building known as 260 Grove Street, Waltham, Massachusetts, as generally identified on the site plans attached hereto as Appendix A. The building is currently used as the Rosario “Russ” Malone Archives and Records Center for the City of Waltham for the preservation, archiving and public access of City of Waltham records and documents and for related historical purposes. The second floor of the building is currently occupied by the Waltham Historical Society.

The property consists of a basement floor (8,912 sq. ft.), first floor (13,294 sq. ft.) and a second floor (7,688 sq. ft.) and a cafetorium/gymnasium. Assessors list the premises as a former elementary school building built in 1887, with an addition in 1977.

The City is leasing the second floor for the maintenance, preservation and archiving of City of Waltham records, artifacts and items of historic significance, and uses and programs, which advance preservation of the City of Waltham’s history to Waltham based not-for-profit organizations whose primary purpose is to exhibit, preserve, maintain or archive Waltham History. The City is also leasing the cafetorium/gymnasium area and kitchen for use by any Waltham based not-for-profit organizations providing programs for youths. The City will not be leasing the physical education office in the cafetorium/gymnasium area.

The remainder of the basement, first floor and the second floor **ARE NOT** subject to lease and will remain under the control of the City Clerk and the jurisdiction of the Waltham City Council.

The property and exterior of 260 Grove Street **IS NOT** subject to lease and remain under the control of the City Clerk.

No designated parking is provided on site.

The City through its Purchasing Agent, City Council and Mayor reserve the right to reject any and all proposals.

Each bid respondent should identify which area and floor (cafetorium/gymnasium, kitchen on the basement floor, and/or second floor) that the responder is seeking to lease and the square footage or area requested. If the responder is bidding on all three, the cafetorium/gymnasium, kitchen and second floor, the respondent should identify its priority for each of the floors or areas.

Each responder will be required to enter into a lease with the City for the leased premises and no subletting of the leased premises is allowed without prior written approval of the City Council and Mayor.

In the event multiple bid respondents to this RFP desire to lease the same portion(s) of the cafetorium/gymnasium, kitchen area and/or second floor, the City reserves the exclusive right to reject any and all proposals and to lease said portions with the priority contained in CITY COUNCIL ORDER # 31246. City of Waltham Departments, including the Waltham Public Schools and the Waltham Library will be given first priority to said leased premises. Then, Waltham based not for profit organizations whose primary purpose is to exhibit, preserve, maintain, or archive Waltham history or provide programs for youths, will be given the next priority. The City reserves the exclusive right to designate any and all areas to be leased and to whom, and to reject all proposals in whole or in part.

II. Site Information

The locus is the former Bright Elementary School built in 1887. Located on the corner of Bright and Grove Streets, the City's historic Grove Hill Cemetery, burial place of Civil War General Nathaniel Banks is situated to the immediate north of the property. The surrounding neighborhood includes mixed residential uses. Bright Street is in close proximity to Main Street and River Street. Main Street is a short distance to major roadways providing access to Boston (approximately nine miles east of the site) and Route 128 (approximately two miles west of the site). The property is not easily accessible by major bus routes.

The building is being leased "**AS IS**".

The Lessor makes no representations or warranties, neither express or implied nor as to the condition of Leased premises.

Grove Street is located in a Residence A-4 Zone. Educational uses are permitted in a Residence A-4 Zone. See attached Zoning Table of Uses. Residential uses are prohibited under this RFP or any Lease of the premises.

III. Use

The City of Waltham intends to use the building as a Records Center for the City of Waltham for the preservation, archiving and public access of City of Waltham records and documents and for related historical and youth purposes. The City intends to use and Lease the building in strict conformity with CITY COUNCIL ORDER # 31246 attached hereto and incorporated herein by reference.

IV. Required Terms and Conditions

- A. Lease of the property is subject to a 2/3rd vote of the City Council and approval of the Mayor.
- B. The term of the Lease shall be for a period of ten (10) years, followed by an additional ten (10) years at the sole discretion of the City.
- C. The proposer/respondent/lessee, must clearly detail the nature of the program or use they are proposing and demonstrate how it complies with the permitted uses; information about their space needs, including the types of rooms or areas intended for use, the approximate square footage of each, and time of use, and whether they need exclusive use of that space or whether the space can be shared; information about what they propose to offer in return for the space including rent, utility payments, payment toward the maintenance of the building and/or grounds.
- D. The proposer/respondent must clearly detail documentation that it is a Waltham based not-for-profit organization whose primary purpose is to exhibit, preserve, maintain, or archive Waltham history or a Waltham based not-for-profit organization providing programs for youths.
- E. All rental, utility, and/or maintenance payments shall be paid in advance in monthly installments, on the first of the month and made payable to the City of Waltham and submitted to the Director of Maintenance, 119 School Street, Waltham, MA.
- F. The Lessor, in addition to other rights and remedies, shall have the right to declare the term of the Lease ended if the Lessee:
 1. defaults in the payment of a rent/utility/maintenance installment or other payment and such default continues for ten (10) days after written notice thereof; or
 2. defaults in the performance or observance of any other of the Lessee's covenants, agreements or obligations under the Lease and fails to correct such default within thirty (30) days after written notice thereof; or
 3. shall be declared bankrupt or insolvent according to law, or if any assignment shall be made of Lessee's property for the benefit of creditors; or
 4. fails to secure an occupancy permit (if applicable) within one year from the date the Lease is executed.

- G. The Lessee shall not assign its proposal, the Lease agreement, nor its rights, nor shall the Lessee sublet any or all of the Leased premises without the prior written approval of the City Council (2/3rd vote) and Mayor. Such subletting may only be authorized, in the sole discretion of the City Council and Mayor, for a use that is in compliance with the public purpose and identified allowed uses of this Request for Proposals and Lease.
- H. The Lessee shall be required to purchase and maintain fire insurance in the amount of one million dollars (\$1,000,000) and comprehensive public liability insurance in the amount of one million dollars (\$1,000,000) per person/one million dollars (\$1,000,000) per occurrence, with excess liability/umbrella coverage in the amount of three million dollars (\$3,000,000); and with property damage insurance in limits of one million dollars (\$1,000,000) with responsible companies qualified to do business in Massachusetts and in good standing therein insuring the Lessor as well as the Lessee against injury to persons or damage to property as provided and to be in effect during the entire Lease term. The Lessee shall be required to present a Certificate of Insurance, identifying the City as an Additional Named Insured for fire, property, and public liability insurance and requiring 30 days advance notice of any cancellation, to the Lessor at the time of the signing of the Lease and at such other times as the Lessor shall request. The Lessee shall be responsible for the payment of all required premiums to maintain said insurance during the entire Lease term.
- I. The Lessee shall also be required to indemnify and hold the City harmless against any and all claims of whatever nature for any injury or damage attributable to the Lessee's use of the Leased premises or to any actions of the Lessee, its agents, servants or employees which may cause or contribute to any injury or damage to any person or entity's property.
- J. The Lessee shall be required to purchase and maintain tenant's insurance in an amount sufficient to replace Lessee's personal belongings and museum collections contained in the Leased premises during the Lease term and shall be required to present a Certificate of Insurance, identifying the City as a co-insured and requiring 30 days advance notice of any cancellation, to the Lessor at the time of the signing of the Lease and at such other times as the Lessor shall request.
- K. The Lessee shall be responsible for meeting the Building Code in order to secure an Occupancy Permit if Lessee intends to make any interior repairs to the Leased premises.
- L. The Lessee shall be responsible, at Lessee's sole cost and expense, for complying with any federal, state and local laws and/or regulations regarding the Leased premises or any appurtenances thereto.
- M. The Lessee shall perform all improvements regarding tenant fit up at their sole cost and expense. This includes any lead paint or asbestos abatement or compliance with federal, state and local mandates.
- N. The use of the subject property is subject to the Zoning Ordinances of the City of Waltham and subject to Section III above. Educational uses are allowed as of right in the A-4 Zone in which the property is located. Residential uses of the Leased premises are prohibited by the terms of this RFP and will be prohibited under the terms of any Lease executed pursuant hereto.
- O. All plans and specifications for improvements to the property must be approved by the Historic Commission and the Building Inspector of the City of Waltham prior to the commencement of any work, and at Lessee's sole cost and expense.
- P. All improvements shall be performed by the Lessee in accordance with the City-approved plans and specifications.
- Q. No additions or alterations may be made to the interior of the building without the City Council and Mayor's prior written approval. Additions or alterations to the exterior of the building are prohibited.
- R. The Lessee shall be responsible for the cost of installing, using, maintaining, and repairing all utilities to the Leased area, including heat, electricity, water, cable, telephone and Internet. The Lessee is responsible for its/their own air-conditioning needs, subject to approval of the City's Maintenance Department.

- S. The Lessee shall be responsible for all custodial/janitorial services in the leased premises during the Lease term. The Lessee shall also be responsible, at its sole cost and expense, for all trash removal from the premises.
- T. The Lessee shall be responsible to ensure that all the exits and entrances are not obstructed and ensure that the property is handicap accessible.
- U. The Lessee shall be responsible for maintaining the leased premises in good condition, reasonable wear and tear excluded.
- V. Over the term of the lease, the Lessee, at its sole cost and expense, will be required to continue to maintain and repair the building.
- W. The Lessee shall be responsible for the cost of all repairs occasioned by or due to the fault or neglect of the Lessee, its agents, servants or independent contractors hired by it, visitors, guests, invitees, or any other source.
- X. The Lessee is prohibited from any activity that would constitute a violation of the conflict of interest law (G.L.M. 268A).
- Y. The Lease between the parties shall constitute the entire agreement. There shall be no agreements other than the Lease. Any amendment to the Lease must be in writing and must be approved in the same manner as the original Lease, by the City Council (2/3rd vote) and approval of Mayor.
- Z. The Lessee shall be responsible for securing all municipal, state and federal permits including, but not necessarily limited to, building and occupancy permits, if applicable.
- AA. The Lessee is obligated to secure an occupancy permit for the Leased premises within one year of the date on which the Lease is executed. As noted above, the Lessee will be taking the building “**AS IS**” and the Lessee will be responsible for taking all actions necessary to secure an occupancy permit.
- BB. Food shall not be allowed to be stored in the Leased premises. Lessee shall be responsible to maintain the Leased premises in a sanitary manner to prevent health code violations.
- CC. The Lessee shall use the property in such manner and for such allowed purposes as are compatible with the neighborhood and/or the current use(s) of the land and building by existing tenants/owners as determined as the sole discretion of the City. No residential use of the Lease premises or land shall be permitted.
- DD. Lessee agrees to execute any documents necessary to effectuate the Lease of the property.
- EE. The provisions of this Requests for Proposals will be incorporated by reference into the provisions of the Lease.
- FF. Lessee will be required to provide CORI checks where required by Massachusetts Law where children and/or senior citizens are involved. Lessee will have the responsibility for supervising or ensuring that activities are supervised during the Lease term.
- GG. Lessee will be responsible for implementing its own COVID-19 safety plan for the building.
- HH. All obligations of the Lessee shall be performed at its sole cost and expense.

V. Submission Requirements

In addition to Articles I, II, III and IV incorporated herein by reference Submission Requirements are:

- A. All proposals must be delivered to the office of the City Purchasing Agent, Crystal Philpott, City Hall, 610 Main Street, Waltham, MA no later than **Friday March 11, 2022 at 10:00 a.m.**

- B. All proposals (3 copies) shall be in sealed envelopes marked, "Proposal for Lease of Certain Interior Portions of 260 Grove Street, Waltham."
- C. All proposals not received at the Purchasing Agent's office by the date and time specified shall be rejected.
- D. Each proposal (3 copies) must include the following:
1. A completed Disclosure of Beneficial Interests form, which complies with the requirements of G.L.M. Chapter 7, section 40J. During the Lease term, a new disclosure must be filed within thirty days (30) of any change in beneficial interests.
 2. A signed affidavit of non-collusion in the form attached hereto.
 3. A certification of tax compliance (G.L.M. Chapter 62C, section 49A).
 4. If the Lessee is other than a natural person, evidence of its legal existence and status, including any recent amendments thereto. Such evidence may include the following:
 - a. Articles of Incorporation
 - b. Trust Agreements
 - c. Partnership Agreements
 5. If the proposer is a corporation, a Certificate of Authority conveying a certified vote of the Board of Directors authorizing a designated individual to submit the proposal.
 - a. A statement of the intended use of the premises and how it promotes the preservation, archiving and public access of City of Waltham records and documents and for related historical purposes; and how it promotes the maintenance, preservation and archiving of City of Waltham records, artifacts and items of historic significance, and uses and programs which advance preservation of the City of Waltham's history or provide programs for Waltham youths. Each proposer should detail how it specifically complies with City Council Order # 31246. Each proposer should identify which floor (cafetorium/gymnasium, kitchen, on the basement floor and/or second floor) that the responder is seeking to lease and the square footage or area requested. If the responder is bidding on both the basement and second floors, the respondent should identify its priority for each floor and area.
 - b. A statement of the amount of the rent the Lessee proposes to pay over the course of the Lease and the specific Lease term requested.
 - c. Evidence of the proposer's ability to cover the costs of rent, custodial and maintenance, utilities and all capital improvements to be made, and all other financial obligations relating to the rental of the Leased premises during the entire rental period. Evidence of the Lessee's ability to enter into a Lease and to pay the rental price, including support letters from a financial institution licensed to do business within the Commonwealth of Massachusetts.
 - d. A proposed detailed program of capital repairs and replacements and any other improvements/repairs proposed. Said program shall be attached to and become part of the Lease.
 - e. A list of past educational, historical archival projects or youth projects in which the proposer has been involved.
 - f. Resumes and position descriptions of all personnel of Lessee who will be responsible for supervising construction work to be performed under the Lease.
 - g. A statement identifying the Lessee's financing sources and their promised capital investments.
 - h. The Lessee shall be responsible for maintaining its own insurance covering any personal property or museum collection located in the rental property during the Lease term and the Lessee shall indemnify and hold the City harmless from any claims for damages or loss relating to any such

personal property or museum collection. Lessee shall be required to keep an inventory, of its museum collection and personal property that will be stored or maintained in the Leased property, and updated for its insurance purposes.

- i. For a corporation, a certified copy of the most recent Annual Report and any Amendments subsequent to the most recent filing as recorded with the Secretary of State.
- j. A detailed list of any improvements to be completed by Lessee to comply with federal, state or local mandates.
- k. An inventory of any and all personal property that will be stored or maintained in the Leased premises. Such list shall be updated by the Lessee as such personal property is added or removed.
- l. Insurance Certificate showing the required limits and with the following text in the Description of Service Box: "the City of Waltham is Named Additional Insured for fire, comprehensive public liability, and property insurance."
- m. The Lessee shall not interfere with Lessors right to access the premises for emergencies or maintenance repairs.

The City reserves the right to request additional documentation and may independently verify information provided.

VI. Evaluation Criteria

All proposals shall be evaluated based on the following criteria:

- A. Submission Requirements: All proposals must be properly submitted and contain all of the completed documents and forms as set forth above in V—Submission Requirements. The City shall determine if the Submission Requirements have been satisfied. The Purchasing Agent shall refer all proposals that meet the Submission Requirements to the Evaluation Committee, as expanded upon below in VI B. Any proposal which does not contain all the completed documents and forms set forth in Section V – Submission Requirements shall be rejected.
- B. Comparative Evaluation Criteria: An Evaluation Committee, consisting of one representative from the Building Department, Planning Department and Maintenance Department will evaluate all proposals referred to it by the Purchasing Agent. The Evaluation Committee's review will be based on the relative merits of the proposals in terms of the proposed Capital Improvements and the amount of rent to be paid. The Evaluation Committee's review will be based on the relative merits of the proposals in terms of:
 1. Capital Improvements (50% of total points)
The Evaluation Committee will determine the value of the Capital Improvements that will be performed by Lessee and paid for by Lessee, not the City, nor any City program. Each proposal will be given a score of 1 to 5 (with 5 being the highest score) based upon the present value of the Capital Improvements to be paid by the Lessee.
 2. Rental stream (50% of total points)
The Evaluation Committee will determine the present value of the rental stream to be generated by each proposal. Each proposal will be given a score of 1 to 5 (with 5 being the highest score) based on the present value of rental payments and the financial strength of the proposer. A score of 1 will be given to a proposer who offers \$1.00 per year and provides a plan on how it will finance the improvements to secure an occupancy permit. Additional points will be given for higher lease payments or stronger plans.
- C. Evaluation. Once points are established for the Capital Improvements and the rental stream of each proposal, the Evaluation Committee will weigh these criteria as listed above. Based on the final scores assigned to each proposal, the Evaluation Committee shall make its recommendation to the Mayor and City Council of the City of Waltham who shall identify the most advantageous proposal.

VII. Award

Lease between the City and the successful respondent(s) is subject to the approval of the City Council (2/3rd vote) and approval of Mayor.

VIII. Miscellaneous

- A. The City reserves the right to reject any and all proposals at any time prior to the execution of the Lease.
- B. In the case of a Lease, all renovations shall become fixtures and the property of the City of Waltham.
- C. The City of Waltham will conduct one site visit of the property on Tuesday March 1, 2022 at 10:00AM. Interested parties should meet in front of 260 Grove Street at said date and time. This will be the only opportunity to conduct a detailed inspection of the property before the RFP due date.
- D. All questions regarding the RFP should be submitted in writing to the Purchasing Agent who will respond via addenda to all interested parties. Addenda will also be posted on the City's website.
Last Day for Written Questions Thursday March 3, 2022 by 12:00PM to cphilpott@city.waltham.ma.us

**QUESTIONS SHOULD NOT BE SUBMITTED TO CITY COUNCILLORS OR THE MAYOR
AS THE RFP PROCESS REQUIRES A SEALED BID PROPOSAL FROM ALL BIDDERS. THE MAYOR AND
CITY COUNCILLORS ARE SUBJECT TO MASSACHUSETTS CONFLICT OF INTEREST LAWS.**

Central Register – Acquisition or Disposition of Real Property

Authority:	Description of Property:
City of Waltham 610 Main Street Waltham, MA (781) 314-3242	260 Grove Street – Former Elementary Building Waltham, MA certain interior portions of basement floor (8,912 sq. ft) and second floor (7,688 sq. ft) and exclusive of physical education office

Proposal Deadline:	Estimated Value, Source of Valuation Board of Assessors
<u>Friday March 11, 2022 at 10:00AM</u>	Assessed Value: Total: \$2,852,000, Land: \$1,380,900 Building: \$1,471,100 Appraised Value - \$5.00 per square foot as of January 26, 2022 (Warehouse Value)

Additional Information:

See attached Assessor's Card

The City plans to lease certain portions of this former elementary school building for a Record Center for the City of Waltham for the preservation, archiving and public access of City of Waltham records and documents and for related historical purposes and providing programs for Waltham youths. The building is being leased "**AS IS**".

Copies of the Request for Proposals are available at www.city.waltham.ma.us/open-bids

THE CITY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS

CITY OF WALTHAM, MASSACHUSETTS
REQUEST FOR PROPOSALS
PROPERTY FOR LEASE

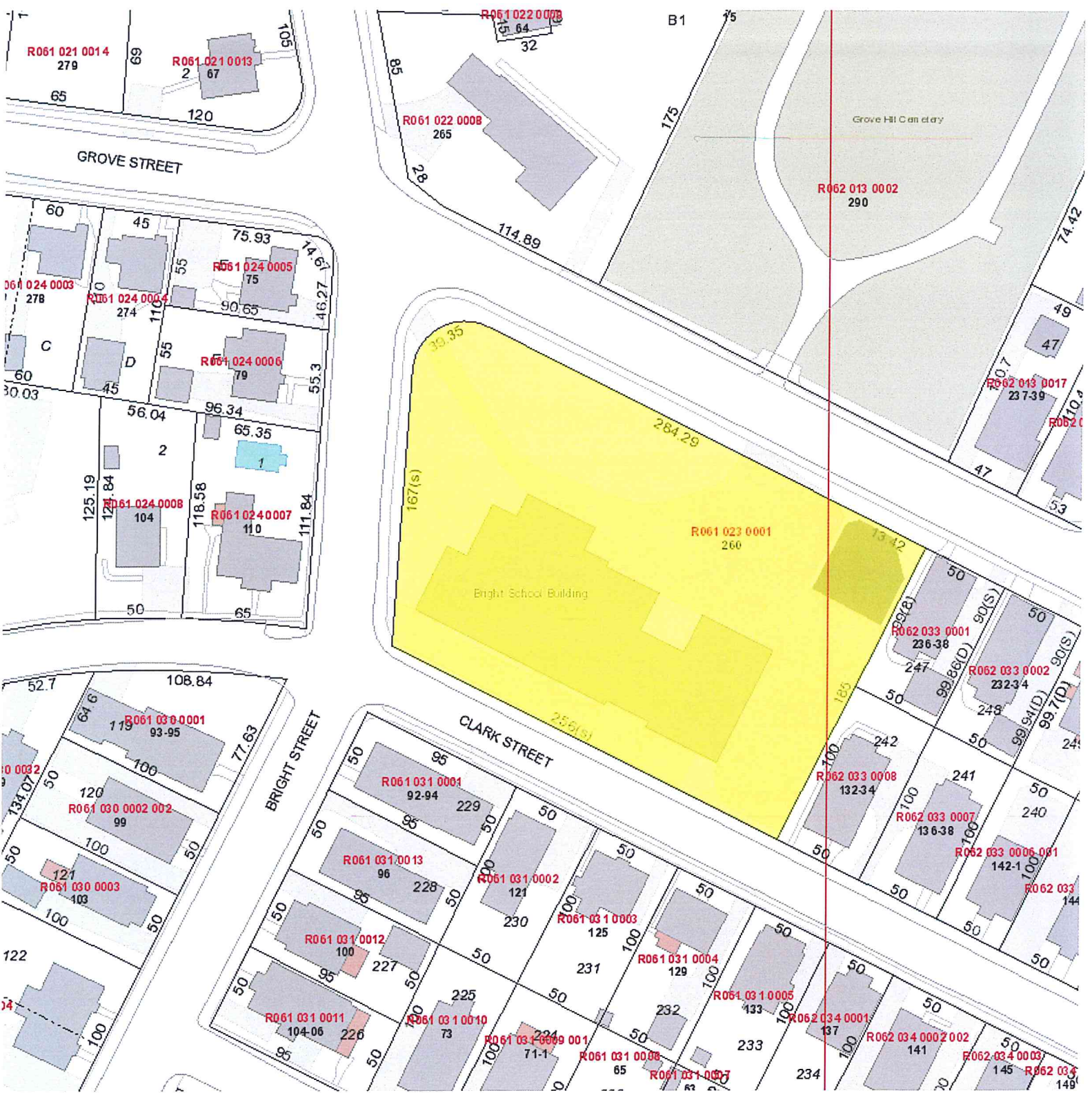
SEALED PROPOSALS for leasing certain portions of the building located at 260 GROVE STREET, WALTHAM, MA, will be received at the Office of the Purchasing Agent, City Hall, 610 Main Street, Waltham, MA 02452, until **10:00AM Friday March 11th, 2022** at which time they will be opened and read. Proposal specifications may be obtained by visiting the City of Waltham's website at <https://www.city.waltham.ma.us/open-bids>.

A property inspection date is set for: **Tuesday March 1st, 2022 at 10:00AM**

The City reserves the right to reject any and all proposals.

Crystal Philpott, MCPPO
Purchasing Agent, CPO
781-314-3244
cphilpott@city.waltham.ma.us

Advertisement:



ZONING CODE

Z Attachment 4

City of Waltham

Sec. 3.4. Table of Uses.

[Amended 6-10-1991 by Ord. No. 27154; 6-10-1991 by Ord. No. 27156; 12-12-1991 by Ord. No. 27265; 12-23-1991 by Ord. No. 27265; 3-8-1993 by Ord. No. 27503; 5-9-1994 by Ord. No. 27715; 5-23-1994 by Ord. No. 27732; 1-11-1995 by Ord. No. 27853-A; 3-28-1995 by Ord. No. 27884; 5-22-1995 by Ord. No. 27909; 5-13-1996 by Ord. No. 28125; 5-28-1996 by Ord. No. 28135; 8-4-1997 by Ord. No. 28403; 2-26-2001 by Ord. No. 29197; 5-28-2002 by Ord. No. 29513; 12-23-2002 by Ord. No. 29628; 3-1-2005 by Ord. No. 30012; 4-28-2008 by Ord. No. 30876; 12-22-2008 by Ord. No. 31011; 6-23-2009 by Ord. No. 31147; 6-27-2011 by Ord. No. 31583; 10-16-2013 by Ord. No. 32037; 12-9-2013 by Ord. No. 32080; 1-13-2014 by Ord. No. 32097; 6-23-2014 by Ord. No. 33106; 3-14-2016 by Ord. No. 33408; 3-27-2017 by Ord. No. 33702; 8-1-2017 by Ord. No. 33817; 9-10-2018 by Ord. No. 34192; 12-10-2018 by Ord. No. 34282; 4-22-2019 by Ord. No. 34437; 5-28-2019 by Ord. No. 34472]

Use With Special Permit Reference	RA-1	RA-2	RA-3	RA-4	RB	RC	RD	HR1	HR2	BA	BB	BCD	LC	C	I	C/R	Use Reference
Residential																	
Single-family detached (Sec. 3.606)	Y	Y	Y	Y	Y	Y	Y	Y	N	S1	S1	N	N	N	N	N	3.21
Two-family detached (Sec. 3.607)	N	N	N	N	Y	Y	Y	N	N	S1	S1	N	N	N	N	N	3.22
Accessory dwelling units (Sec. 3.616)	S2	S2	S2	S2	N	N	N	N	N	N	N	N	N	N	N	N	3.23
Multifamily dwellings (Sec. 3.618)	N	N	N	N	N	Y1	Y1	Y	Y1	Y1	Y1	Y1	N	N	N	N	3.24
Rooming houses	Y	Y	Y	Y	Y	Y1	Y1	Y	N	Y1	Y1	Y1	N	N	N	N	3.25
Lodging houses (Sec. 3.639)	N	N	N	N	N	S1	S1	N	N	S1	S1	S1	N	N	N	N	3.26
Hotels/motels (Sec. 3.617)	N	N	N	N	S1	S1	N	N	N	S1	S1	S1	S1	S1	N	N	3.27
Family day-care homes (Sec. 3.609)	Y	Y	Y	Y	Y	Y	Y	Y	Y	S1	S1	S1	N	N	N	N	3.28
Medical offices in residences	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	3.29
Customary home occupations (Sec. 3.611)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N	3.210
Accessory uses/residential (Sec. 4.22)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	3.211
Garage, private	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	3.212
Trailer/mobile home	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	3.213
Institutional																	
Churches	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	3.214
Educational uses	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	3.215
Municipal buildings	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	3.216
Cemeteries	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	3.217
Hospitals, sanitoriums, nursing homes, philanthropic institutions (Sec. 3.610)	S1	S1	S1	S1	S1	S1	S1	Y (3.811)	Y (3.811)	S1	S1	S1	N	N	N	N	3.218

KEY:
 Y = Permitted use as of right
 N = Not permitted
 Y1 = Permitted by right and additional intensity of use permitted by special permit from the City Council
 S1 = Use permitted only by special permit by City Council
 S2 = Use permitted only by special permit by Board of Appeals

CITY OF WALTHAM

Sec. 3.4. Table of Uses.

Use With Special Permit Reference	RA-1	RA-2	RA-3	RA-4	RB	RC	RD	HR1	HR2	BA	BB	BC(D)	LC	C	I	C/R	Use Reference
Assisted living facilities	N	N	S1	S1	S1	S1	S1	Y1	Y1	S1	S1	N	N	N	N	N	3.218A
Cat shelter	S1	S1	S1	S1	S1	S1	S1	N	N	S1	S1	S1	Y	Y	Y	N	3.218B
Public service corporations (Sec. 3.614)	S2	S2	S2	S2	S2	S2	S2	S2	S2	S2	S2	S2	N	S2	S2	N	3.219
Membership clubs (Sec. 3.608)	S1	S1	S1	S1	S1	S1	S1	S1	S1	S1	Y1	Y1	N	Y1	Y1	S1	3.220
Garages, public	N	N	N	N	N	N	N	(3.811)	(3.811)	Y1	Y1	Y1	Y1	Y1	Y1	N	3.221
Commercial																	
Retail stores (Sec. 3.634)	N	N	N	N	N	N	N	N	N	Y1	Y1	Y1	N	Y1	Y1	N	3.222, 3.27
Body art establishments (Sec. 3.222A)	N	N	N	N	N	N	N	N	N	N	S1	S1	N	S1	S1	N	2.347
Laundromats	N	N	N	N	N	N	N	Y	N	N	Y1	Y1	N	Y1	Y1	N	3.223
Business and professional offices and banks	N	N	N	N	N	N	N	(3.811)	S1	Y1	Y1	Y1	Y1	Y1	Y1	N	3.224
Organ procurement organization	N	N	N	N	N	N	N	N	N	N	N	N	N	Y	N	N	3.224A
Drive-in customer service (Sec. 3.635)	N	N	N	N	N	N	N	N	N	S1	S1	S1	S1	S1	S1	N	3.225
Arcades	N	N	N	N	N	N	N	N	N	N	N	N	Y1	Y1	Y1	N	3.226
Retail gasoline stations (Sec. 3.634)	N	N	N	N	N	N	N	N	N	Y1	Y1	N	N	Y1	Y1	N	3.227
Restaurants	N	N	N	N	N	N	N	N	N	Y1	Y1	Y1	N	Y1	Y1	N	3.228
Retail bakery	N	N	N	N	N	N	N	N	N	Y1	Y1	Y1	N	Y1	Y1	N	3.228C
Delicatessen	N	N	N	N	N	N	N	N	N	Y1	Y1	Y1	N	Y1	Y1	N	3.228D
Fast-food establishments (Sec. 3.620)	N	N	N	N	N	N	N	N	N	S1	S1	N	N	S1	S1	N	3.229
Taverns	N	N	N	N	N	N	N	N	N	N	Y1	N	N	Y1	Y1	N	3.230
Micro-brewery restaurant	N	N	N	N	N	N	N	N	N	N	N	Y	S1	N	N	N	3.228A
Catering establishments	N	N	N	N	N	N	N	N	N	N	Y1	N	N	Y1	Y1	N	3.231
Funeral homes	N	N	N	N	N	N	N	N	N	Y1	Y1	Y1	N	Y1	Y1	N	3.232
Private schools	N	N	N	N	N	N	N	N	N	Y1	Y1	Y1	N	Y1	Y1	N	3.233
Radio and television broadcasting studios	N	N	N	N	N	N	N	N	N	N	Y1	Y1	Y1	Y1	Y1	N	3.234
Radio, television, microwave, communication, radar or other tower (Sec. 3.621)	N	N	N	N	N	N	N	N	N	N	N	N	Y1	Y1	Y1	N	3.234

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ZONING CODE

Sec. 3.4. Table of Uses.

Use With Special Permit Reference	RA-1	RA-2	RA-3	RA-4	RB	RC	RD	HR1	HR2	BA	BB	BC(D)	LC	C	I	C/R	Use Reference
Indoor theaters	N	N	N	N	N	N	N	N	N	N	N	S1	S1	S1	S1	N	3.235
Newspaper publishing and printing	N	N	N	N	N	N	N	N	N	N	Y1	Y1	N	Y1	Y1	N	3.236
Car wash (Sec. 3.622)	N	N	N	N	N	N	N	N	N	N	S1	N	N	S1	S1	N	3.237
Wholesale, storage and warehousing	N	N	N	N	N	N	N	N	N	N	Y1	N	N	Y1	Y1	N	3.238
Off-street parking (Sections 3.601 through 3.605)	Y	Y	Y	Y	S1	S1	S1	Y (3.811)	Y (3.811)	Y	Y	Y	Y	Y	Y	N	3.239
Used car lot (Sec. 3.632)	N	N	N	N	N	N	N	N	N	N	S1	N	N	S1	S1	N	3.240
Associated commercial recreation (Sec. 3.636)	N	N	N	N	N	N	N	N	N	S1	S1	S1	S1	S1	S1	N	3.267
Accessory uses/commercial	N	N	N	N	N	N	N	Y (3.811)	Y (3.811)	Y	Y	Y	Y	Y	Y	Y	3.241
Tea shop	N	N	N	N	N	N	N			N	N	Y1	Y1			N	3.228B
Animal shelter (Sec 3.643)	N	N	N	N	N	N	N	N	N	N	N	N	S1	S1	S1	N	3.226D
Kennel (Sec. 3.644)	N	N	N	N	N	N	N	N	N	N	N	N	S1	S1	S1	N	3.226E
Medical marijuana treatment center (Sec. 11.210)	N	N	N	N	N	N	N	N	N	N	N	N	N	S1	S1	N	Use Reference Article XI
Medical marijuana cultivation (Sec. 11.28)	S1	S1	S1	S1	S1	S1	S1	S1	S1	S1	S1	S1	S1	S1	S1	S1	Use Reference Article XI
Electronic game center	N	N	N	N	N	N	N	N	N	N	N	Y	N	N	N	N	3.226G
Marijuana establishments (nonmedical marijuana)	N	N	N	N	N	N	N	N	N	N	N	N	N	S1	S1	N	
Commercial marijuana cultivation (nonmedical marijuana)	N	N	N	N	N	N	N	N	N	N	N	N	N	S1	S1	N	
Smoke shop (Sec. 3.647)	N	N	N	N	N	N	N	N	N	S1	S1	S1	N	S1	S1	N	3.222B
Industrial																	
Accessory off-street parking	N	N	N	N	N	N	N	Y (3.811)	Y (3.811)	N	Y	Y	Y	Y	Y	N	3.242
Railroad and transit station	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	3.243
Windmills	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y1	Y1	N	N	Y1	Y1	N	3.244
Electric lighting, gas works and power stations	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Y	N	3.245
Fuel oil and gas storage	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Y	N	3.246

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CITY OF WALTHAM

Sec. 3.4. Table of Uses.

Use With Special Permit Reference (Sec. 3.628)	RA-1	RA-2	RA-3	RA-4	RB	RC	RD	HR1	HR2	BA	BB	BC(U)	LC	C	I	C/R	Use Reference
Heavy trucking and equipment storage (Sec. 3.628)	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	3.247
Open storage	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	3.248
Truck or private bus terminals	N	N	N	N	N	N	N	N	N	N	N	N	N	S1	Y1	N	3.249
Light manufacturing (Sec. 3.623)	N	N	N	N	N	N	N	N	N	N	S1	N	Y1	Y1	Y1	N	3.250
Research labs, structures and accessory uses	N	N	N	N	N	N	N	Y (3.811)	S1 (3.811)	N	N	N	Y1	Y1	Y1	N	3.251
General manufacture	N	N	N	N	N	N	N	N	N	N	N	N	N	Y1	Y1	N	3.252
Autobody shop (Sec. 3.626)	N	N	N	N	N	N	N	N	N	N	N	N	N	S1	S1	N	3.253
Plastics manufacturing (Sec. 3.629)	N	N	N	N	N	N	N	N	N	N	N	N	N	N	S1	N	3.254
Steam laundry	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Y1	N	3.255
Heliports-airports (Sec. 3.627)	N	N	N	N	N	N	N	S1	S1	N	N	N	S1	S1	N	N	3.256
Junkyards (Sec. 3.633)	N	N	N	N	N	N	N	N	N	N	N	N	N	N	S1	N	3.257
Garbage dumps and sanitary landfills	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	3.258
Composting facility (3.640)	N	N	N	N	N	N	N	N	N	N	N	N	N	S1	S1	N	3.2581
Yard waste transfer station (3.641)	N	N	N	N	N	N	N	N	N	N	N	N	N	S1	S1	N	3.2582
Organic products storage (3.642)	N	N	N	N	N	N	N	N	N	N	N	N	N	S1	S1	N	3.2583
Automobile recycling center	N	N	N	N	N	N	N	N	N	N	N	N	N	S1	S1	N	3.259
Accessory uses/manufacturing	N	N	N	N	N	N	N	N	N	N	N	N	Y	Y	Y	N	3.260
Adult entertainment enterprises (Sec. 2.303A)	N	N	N	N	N	N	N	N	N	N	N	N	N	N	S1	N	3.2421
Agriculture																	
Farms	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	3.261
Livestock farms under 5 acres (Sec. 3.612)	S2	S2	S2	S2	S2	S2	S2	S2	S2	S2	S2	S2	S2	S2	S2	N	3.262
Livestock farms over 5 acres	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	3.262
Farm stands	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	3.263
Conservation/Recreation																	
Conservation, water and water supply area	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Y	3.264
Public outdoor recreation facility	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Y	3.265
Semipublic outdoor recreation facility (Sec. 3.630)	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	S1	3.266

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ZONING CODE

Sec. 3.4. Table of Uses.

Use With Special Permit Reference	RA-1	RA-2	RA-3	RA-4	RB	RC	RD	HR1	HR2	BA	BB	BC(D)	LC	C	I	C/R	Use Reference
Conservation/Recreation																	
Nonprofit sports/recreational clubs with grounds for games and sports	N	N	N	N	N	N	N	N	N	N	N	N	S1	S1	S1	Y1	3.220A
Commercial recreational facilities, outdoor	N	N	N	N	N	N	N	N	N	N	N	N	S1	S1	S1	Y1	3.226B
Commercial recreational facilities, indoor (Sec. 3.608A)	N	N	N	N	N	N	N	N	N	N	N	N	S1	S1	S1	S1	3.226A
Commercial conservation/nature facilities	N	N	N	N	N	N	N	N	N	N	N	N	S1	S1	S1	S1	3.226C
Small athletic and fitness facilities, indoor	N	N	N	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	N	Use Reference 3.226F

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NOTES:

(1) Residential uses shall only be allowed in the BC District on upper floors (floors two through five) unless development occurs as part of a Riverfront Overlay District special permit (See Section 8.4.) or as part of an intensity of use special permit, provided that in no case shall any first-floor residential unit or portion thereof be located on or within 50 feet of the street line of any of the following streets: Elm Street, Main Street, Moody Street. In the BC District, residential uses shall have separate and distinct entrances from any and all commercial uses, and commercial and residential uses shall not be located on the same floor, except that commercial and residential uses may be allowed on the first floor where development occurs as part of an intensity of use special permit, provided that in no case shall any first-floor residential unit or portion thereof be located on or within 50 feet of the street line of any of the following streets: Elm Street, Main Street, Moody Street. Multiple residential and/or nonresidential principal buildings may be allowed in the BC District on the same lot when development occurs as part of an intensity of use special permit, provided that all other provisions of Section 4.215 shall be complied with. Further, in instances of new residential construction, excluding rehabilitation or remodeling of existing structures, said residential uses shall be permitted to abut other structures of any type on only one side, and all other sides shall be at least 25 feet from all other structures.

ZONING CODE

Z Attachment 5

City of Waltham

Sec. 4.11. Table of Dimensional Regulations
(See Section 4.12 for footnotes)

[Amended 8-4-1997 by Ord. No. 28403; 3-3-1999 by Ord. No. 29025; 5-28-2002 by Ord. No. 29513; 12-23-2002 by Ord. No. 29628; 6-13-2005 by Ord. No. 30180; 6-26-2006 by Ord. No. 30450; 6-24-2013 by Ord. No. 31971; 12-10-2018 by Ord. No. 34279; 12-10-2018 by Ord. No. 34282]

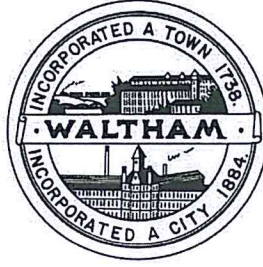
District	Minimum Building Setback(s) (23)(24)(25)			Maximum Building Height (18) (21) (23) (24) (26) (feet)	Maximum Stories (23) (24) (26)	FAR by Right (17)	FAR by Special Permit (17)(22) (23)(24)	Maximum Lot Coverage (percent) (2) (23)(24)	Minimum Open Space (percent) (9), (17)	Lot Area (square feet)	Maximum Dwelling Units per acre (12)	Lot Frontage (feet) (10)	Minimum Lot Area Per Dwelling Unit (square feet)	Minimum Open Space per Dwelling Unit (square feet)	Minimum Lot Width (feet)
	Front (feet)	Side (feet)	Rear (feet)												
RA-1	40	20	40	35	2.5	—	—	20	—	20,000	—	80	—	—	—
RA-2	40	20	40	35(11)	2.5	—	—	20	—	15,000	—	70	—	—	—
RA-3	25	15	30	35(11)	2.5	—	—	25	—	9,600	—	100	1,000	500	100
Assisted living facilities	40	40	40	35	3	—	—	—	—	40,000	—	100	—	—	—
RA-4	25	15	30	35	2.5	—	—	25	—	7,000	—	60	—	—	—
Assisted living facilities	40	40	40	35	3	—	—	—	—	40,000	—	100	1,000	500	100
RB	15	10	30	40	3.0	—	—	30	—	—	—	60	—	—	—
Single-family										6,000	—	—	—	—	—
Two-family										6,000	—	—	—	—	—
Assisted living facilities	40	40	40	35	3	—	—	—	—	40,000	—	100	1,000	500	100
RC	10	10(3)	20(4)	40	3.0	.20	.60	30	15	—	—	50	—	—	—
Single-family										6,000	—	—	—	—	—
Two-family										6,000	—	—	—	—	—
Multifamily										6,000	6	—	—	—	—
Assisted living facilities	40	40	40	35	3	—	—	—	—	40,000	—	100	1,000	500	100
RD	75	45	60	50	4.0	.20	.80	30	15	5 acres	6	50	—	—	—
HR1															
Except assisted living	10	10	20	74	6	1.8	—	75	—	10,000	59	50	—	—	—
Assisted living	40	40	40	74	6	1.0	1.5	—	—	40,000	—	100	1,000	500	100
HR2															
Except as to multifamily and assisted living	10	10	20	74	6	1.0	1.25	75	—	10,000	40	50	—	—	—

CITY OF WALTHAM

Sec. 4.11. Table of Dimensional Regulations
(See Section 4.12 for footnotes)

District	Minimum Building Setback(s) (23)(24)			Maximum Building Height (18) (21) (23) (24) (feet)	Maximum Stories (23) (24)	FAR by Right (17)	FAR by Special Permit (17)(22) (23)(24)	Maximum Lot Coverage (percent) (2) (23)(24)	Minimum Open Space (percent) (9), (17)	Lot Area (square feet)	Maximum Dwelling Units per acre (12)	Lot Frontage (feet) (10)	Minimum Lot Area Per Dwelling Unit (square feet)	Minimum Open Space per Dwelling Unit (square feet)	Minimum Lot Width (feet)
	Front (feet)	Side (feet)	Rear (feet)												
Multifamily	10	10	20	74	6	0.01	1.25	75	—	10,000	3	50	1,000	50	100
Assisted living	40	40	40	74	6	0.5	1.25	—	—	40,000	—	100	—	50	—
HR1	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Single-family detached	25	15	30	35(11)	2.5	—	—	25	—	9,500	—	70	—	—	—
BA	10	0	15	36	3	—	1.0	0	—	0	—	50	—	—	—
Res uses	10	10	20	36	3	.20	.80	30	15	6,000	6	50	—	—	—
Assisted living facilities	40	40	40	35	3	—	—	—	—	40,000	—	100	1,000	500	100
BB	0	0	25	48	4	—	2.5	0	—	0	—	50	—	—	—
Res uses	10	10	20	40	4	50(16)	1.0	35	15	6,000	10	50	—	—	—
Assisted living facilities	40	40	40	35	3	—	—	—	—	40,000	—	100	1,000	500	100
BC	0	0(13)	25	65	5	1.0	2.5	90	—	—	30	40	—	—	—
LC	150(5)	100(5)	100(5)	40	3.0	.25	.60	30	25(6)	5 acres	—	400	—	—	—
C	10(7)	15(7)	25(7)	80	8	4(16)	2.0	—	—	10,000	—	50	—	—	—
I	10(8)	15(8)	25(8)	80	8	4(16)	2.0	—	—	0	—	50	—	—	—
C/R	100	100	100	20	1	0.05	0.10	5	10	4 acres	0	100	—	—	—
Detached garage	As required by district	3	3	—(1)	1	—	—	0	—	0	—	50	—	—	—
Accessory building	As required by district	5	5	—(1)	1	—	—	0	—	0	—	0	—	—	—
Swimming pool (19)	As required by district	10	10	—	—	—	0	—	0	—	—	0	—	—	—

JOSEPH W. VIZARD
City Clerk



KARA R. WILSON
Assistant City Clerk

January 31, 2022

Jeannette A. McCarthy, Mayor
City of Waltham
610 Main Street
Waltham, MA 02452

Re: Rosario Malone Records and Archives Building

Dear Mayor McCarthy,


The Office of the City Clerk does not have a foreseeable use for portions of the Rosario Malone Records and Archives Building located at 260 Grove Street. I am recommending that specific parts of the building be declared surplus for municipal purposes.

The Second Floor is one space that the Office of the City Clerk has no foreseeable use for.

The other spaces are the gym and the kitchen area off of the gym. The Office of the City Clerk has no foreseeable use for the kitchen area adjoining the gym. The Office of the City Clerk will need the gym for Early Voting, Election Worker Training, and to serve as a precinct on Election Day. These activities take place between 3-4 weeks prior to an election through the day following an election. Besides these times I am recommending that the gym be declared surplus for municipal use. The Office of the City Clerk still has a need for the storage closet that houses the generator equipment. This closet was formerly the Physical Education Teacher's Office. This space should not be considered surplus.

Rental revenue from the surplus portions of the building would be a huge benefit to help defray the cost of maintaining the building.

Sincerely,



Joseph W. Vizard
City Clerk

R061 023 0001
 Map Block Lot

Unit
 1 of 1 COMMERCIAL
 CARD City of Waltham

Total Card / Total Parcel
 APPRAISED: 2,852,000 / 2,852,000
 USE VALUE: 2,852,000 / 2,852,000
 ASSESSED: 2,852,000 / 2,852,000



Patriot
 Properties Inc.

USER DEFINED

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value	Legal Description
903	59350.000	1,471,100		1,380,900	2,852,000	Entered Lot Size
Total Card	1,382	1,471,100		1,380,900	2,852,000	Total Land:
Total Parcel	1,382	1,471,100		1,380,900	2,852,000	Land Unit Type:
Source: Market Adj Cost						Total Value per SQ unit / Card: 135.93 / Parcel: 135.93

No	Alt No	Directions/Street/City
280		GROVE ST, WALTHAM

Owner 1:	Owner 2:	Owner 3:
JONATHAN BRIGHT SCHOOL	% SCHOOL DEPT.	

Street 1:	Street 2:
665 LEXINGTON ST	

Town/City:	Sup/Prov:	Postal:
WALTHAM	MA	02452-6131

Owner 1:	Owner 2:

Town/City:	Sup/Prov:	Postal:

Code	Description/No	Amount	Com. Int

Item Code	Description	%	Item Code	Description
Z			water	
O			Sewer	
N			Electri	

Flood Hazard:	Topo	Street	41
D 0	best	Street	41

Use Code	LUC	No of Units	Depth / Priced Units	Unit Type	Land Type
903	MUNICIPAL	59350		SQ. FT.	SITE

Parcel ACH/A:	Total SFS/SM:	Parcel LUC:	MUNICIPAL	Prime NB Desc:	COM GD
1,36249	59350	903			

Total:	1,380,899	Spl Credit:	Total:	1,380,900

Date	Result	By	Name
3/10/2014	MEASURED	406	ROBBIE MC LAU

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif
JONATHAN, BRIGH	4202-712		5/29/1918					

Parcel ID	R061 023 0001	Notes

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Year End Roll	Date
2022	903	FV	1,471,100	0	59,350	1,380,900	2,852,000	2,852,000	11/29/2021	
2022	903	NC	1,471,100	0	59,350	1,380,900	2,852,000	2,852,000	10/29/2021	
2021	903	FV	1,471,100	0	59,350	1,291,800	2,762,900	2,762,900	11/7/2021	
2021	903	PTCH	1,314,200	0	59,350	1,225,000	2,539,200	2,539,200	6/23/2020	
2020	903	FV	1,314,200	0	59,350	1,225,000	2,539,200	2,539,200	11/8/2020	
2020	903	EX	1,314,200	0	59,350	1,225,000	2,539,200	2,539,200	11/20/2019	
2020	903	NC	1,314,200	0	59,350	1,225,000	2,539,200	2,539,200	11/8/2019	
2019	903	FV	1,314,200	0	59,350	1,113,600	2,427,800	2,427,800	11/4/2019	

Building Permits	Activity Information

Disclaimer: This Information is believed to be correct but is subject to change and is not warranted. Database: AssessPro - Waltham amyc 2023

EXTERIOR INFORMATION

Type: s8 - SCHOOL	Full Bath	Rating:
Sty/Ht: 2 - 2 story	A Bath:	Rating:
(L/v) Units: Total: 0	3/4 Bath:	Rating:
Foundation: 01 - CONCRETE	A 3/4Bth:	Rating:
Frame Wall: 03 - CONCRETE	1/2 Bath: 11	Rating: Average
Prime Wall: 07 - BRICK	A Hbth:	Rating:
Sec Wall:	OtherFic: 59	Rating: Average
Roof Struct: 02 - HIP	OTHER FEATURES	
Roof Cover: 02 - SLATE	Kits: 1	Rating: Average
Color: BRICK	A Kits:	Rating:
View / Desir:	Fprt:	Rating:
	WSFlue:	Rating:

BATH FEATURES

Grade: B - GOOD	Location:	Condo Information
Year Blt: 1827	Total Units:	
Alt LUC:	Floor:	
Jurisdct:	% Own:	
Const Mod:	Name:	
Lump Sum Adj:		

COMMENTS

260 GROVE STREET : 260 GROVE STREET.
CHARLES RIVER DOG TRAINING CLUB.

RESIDENTIAL GRID

1st Res Grid Desc:	# Units
Level	FV LR DR D K FR RR BR RB HB L O
Upper	
Lower	
Totals	RMS: BRS: Baths: HB 11

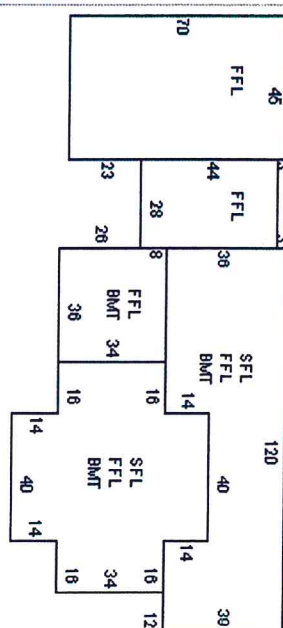
REMODELING

Interior: No Unit RMS BRS FL

RES BREAKDOWN

Interior: No Unit RMS BRS FL

SKETCH



Sum Area By Label:
FFL = 13294
BMFT = 8912
SFL = 7888

INTERIOR INFORMATION

Avg Ht/Fl:	Phys Cond: AV - Average	30.0%
Prim Int Wal: 02 - PLASTER	Functional:	%
Sec Int Wal:	Economic:	%
Partition:	Special:	%
Prim Floors: 03 - HARDWOOD	Override:	%
Sec Floors:	Total:	30.0%
Bsmnt Ftr:	Basic \$ / SQ: 90.00	
Subfloor:	Size Adj: 0.85719186	
Bsmnt Gar:	Const Adj: 0.95480990	
Electric: 03 - TYPICAL	Adj \$ / SQ: 73.661	
Insulation: 01 - TYPICAL	Other Features: 71344	
Int vs Ext:	Grade Factor: 1.18	
Heat Fuel: 01 - OIL	NBHD Int: 1.00000000	
Heat Type: 05 - STEAM	NBHD Mod:	
# Heat Sys: 1	LUC Factor: 1.00	
% Heated: 100	Adj Total: 2101598	
Solar HW: NO	Depreciation: 630479	
% Com Wal	Depreciated Total: 1471118	

CALC SUMMARY

Rate	Parcel ID	Typ	Date	Sale Price
WAWS/SQ:	AvRate:	Ind Val		
Juns. Factor:	Before Depr:	86.92		
Special Features: 0	Val/Su Net:	49.21		
Final Total: 1471100	Val/Su SZAd:	70.11		

COMPARABLE SALES

Year:	Color:
Parcel ID: R061 023 0001	Juns. Value:
Year:	Color:
Parcel ID: R061 023 0001	Juns. Value:

SUB AREA

Code	Description	Area - SQ	Rate - AV	Undepr Value
FFL	FIRST FLOOR	13,294	73,660	979,249
BMFT	BASEMENT	8,912	18,420	164,117
SFL	SECOND FLOOR	7,888	73,660	566,306

SUB AREA DETAIL

Sub Area	% Usbl	Descrp	% Qu # Ten
Net Sketched Area: 29,894			
20992		Gross Area	
29894		FinArea	
1,709,672		Total:	
20992			

MOBILE HOME SPEC FEATURES/YARD ITEMS

Code	Description	A	V/S	Qty	Size/dim	Qual	Con	Year	Unit Price	D/S	Dep	LUC	Fact	NB	Fa	Appt	Value	JCod	Fact	Juns. Value
------	-------------	---	-----	-----	----------	------	-----	------	------------	-----	-----	-----	------	----	----	------	-------	------	------	-------------

IMAGE

AssessPro Patriot Properties, Inc

More: N

Total Yard Items:

Total Special Features:

Total:





CITY OF WALTHAM IN THE CITY COUNCIL

610 Main Street Waltham Massachusetts 02452

Order # 3/246

Ordered:

That the City council transfer custody and control of the building and grounds thereunder to the City Clerk of the City of Waltham for the establishment of a Records Center for the City of Waltham for the preservation, archiving and public access of City of Waltham records and documents and for related historical purposes.


With the following conditions:

Provided, that the use of this property and buildings shall be limited to the maintenance, preservation, and archiving of City of Waltham records, artifacts, and items of historic significance, and uses and programs which advance preservation of our City's history, and

Provided further, that only such programs and uses operated by the City of Waltham by and through any of its various departments, including the Waltham Public Schools, *Waltham Public Library* or Waltham based not for profit organizations whose primary purpose is to exhibit, preserve, maintain, or archive Waltham history, shall be allowed to occupy and/or use any part of the building and grounds, *except that the gymnasium shall be available for use by any City of Waltham Department or any Waltham based not for profit organization providing programs for youths, or for City election activities, which uses shall be scheduled by the City Clerk.*

Provided further that the architectural integrity of this historic structure shall be maintained and that no significant exterior alterations shall take place without the approval of the Waltham City Council and the Waltham Historical Commission, and that the existing lawn areas shall be *preserved and maintained by the City of Waltham Consolidated Public Works Department.*

- 1) That the Mayor develop an RFP or RFR and solicit proposals for the reuse of the Bright Elementary School consistent with the above, except the Mayor shall first determine the needs of the City for its records retention before submitting an RFP or an RFR.
- 2) That the RFP/RFR should require the proposer/respondent to clearly detail the following:
 - a) The nature of the program or use they are proposing and demonstrate how it complies with the permitted uses;
 - b) Information about their space needs, including the types of rooms or areas intended for use, the approximate square footage of each, and



time of use, and whether they need exclusive use of that space or whether the space can be shared;

- c) Information about what they propose to offer in return for the space including rent, utility payments, payment toward the maintenance of the building and/or grounds, and/or in kind contribution of labor and materials.

Read & Adopted: December 28, 2009

Attest: Rosario C. Malone, CMC
City Clerk

Approved: December 29, 2009
Jeannette A. McCarthy, Mayor

THE FOLLOWING DOCUMENTS MUST BE COMPLETED AND RETURNED WITH YOUR OFFER

NON-COLLUSION FORM AND TAX COMPLIANCE FORM

CERTIFICATE OF NON-COLLUSION

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

(Signature of person signing bid or proposal)

Date

(Name of business)

I. TAX COMPLIANCE CERTIFICATION

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

Signature of person submitting bid or proposal

Date

Name of business

NOTE

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

CORPORATION IDENTIFICATION

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

If a Corporation:

Incorporated in what state _____

President _____

Treasurer _____

Secretary _____

Federal ID Number _____ (Required)

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

_____, No _____

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

If a Partnership: (Name all partners)

Name of partner _____

Residence _____

Name of partner _____

Residence _____

If an Individual:

Name _____

Residence _____

If an Individual doing business under a firm name:

Name of Firm _____

Name of Individual _____

Business Address _____

Residence _____

Date _____

Name of Bidder

By _____

Signature

Title

Business Address (POST OFFICE BOX NUMBER NOT ACCEPTABLE)

City

State

Telephone Number,

Date

NOTE (1): This proposal must bear the written signature of the bidder. If the bidder is a partnership, a partner must sign the proposal. If the bidder is a corporation, a duly authorized officer or agent of such corporation must sign the proposal.

NOTE (2): Failure to submit any of the required documents, in this or in other sections, with your bid response package will be cause for the disqualification of your company.

CERTIFICATE OF VOTE OF AUTHORIZATION

Date:

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

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

I further certify that _____ is duly elected/appointed _____ of said corporation.

SIGNED:

(Corporate Seal)

Clerk of the Corporation:

Print Name: _____

COMMONWEALTH OF MASSACHUSETTS

County of _____,

Date:

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

Notary Public;

My Commission expires:

DEBARMENT CERTIFICATION

In connection with this bid and all procurement transactions, by signature thereon, the respondent certifies that neither the company nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts, procurement or non procurement programs from the Commonwealth of Massachusetts, the US Federal Government and /or the City of Waltham. "Principals" means officers, directors, owners, partners and persons having primary interest, management or supervisory responsibilities with the business entity. Vendors shall provide immediate written notification to the Purchasing Agent of the City of Waltham at any time during the period of the contract of prior to the contract award if the vendor learns of any changed condition with regards to the debarment of the company or its officers. This certification is a material representation of fact upon which reliance will be placed when making the business award. If at any time it is determined that the vendor knowingly misrepresented this certification, in addition to other legal remedies available to the City of Waltham, the contract will be cancelled and the award revoked.

Company Name _____

Address _____

City _____, State _____, Zip Code _____

Phone Number (____) _____

E-Mail Address _____

Signed by Authorized Company Representative:

Print name _____

Date _____

PROVIDE THREE (3) SERVICE APPROPRIATE REFERENCES

1. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

2. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

3. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

NOTE

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

Disclosure of Beneficial Interests in Real Property Transaction

This form contains a disclosure of the names and addresses of all persons with a direct or indirect beneficial interest in the real estate transaction described below. This form must be filed with the Massachusetts Division of Capital Planning and Operations, as required by M.G.L. c. 7, §40J, prior to the conveyance of or execution of a lease for the real property described below. Attach additional sheets if necessary.

1. Public agency involved in this transaction: _____
(Name of jurisdiction)

2. Complete legal description of the property:

3. Type of transaction: Sale Lease or rental for _____ (term):

4. Seller(s) or Lessor(s): _____

Purchaser(s) or Lessee(s): _____

5. Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above. *Note: If a corporation has, or will have a direct or indirect beneficial interest in the real property, the names of all stockholders must also be listed except that, if the stock of the corporation is listed for sale to the general public, the name of any person holding less than ten percent of the outstanding voting shares need not be disclosed.*

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____

(Continued on next page)

5. Continued

None of the persons listed in this section is an official elected to public office in the Commonwealth of Massachusetts except as noted below:

Name	Title or position
_____	_____
_____	_____

6. This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named in item 1. If this form is signed on behalf of a corporation, it must be signed by a duly authorized officer of that corporation.

The undersigned acknowledges that any changes or additions to item 4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Planning and Operations within 30 days following the change or addition.

The undersigned swears under the pains and penalties of perjury that this form is complete and accurate in all respects.

Signature: _____

Printed name: _____

Title: _____

Date: _____