

CITY OF WALTHAM

REQUEST FOR DESIGN SERVICES “SENIOR CENTER PARKING”

The City of Waltham requests design services proposals from experienced design consultants to design additional **new** parking at **476 and 486 Main Street** and **9 Newton Street** in conjunction with the **existing** Senior Center Parking at **488 Main Street, Waltham, MA.**

Proposals will be received at the Office of the Purchasing Agent, 610 Main Street, Waltham, MA 02452, until **10:00 AM THURSDAY SEPTEMBER 29, 2016.**

A Pre-bid briefing and site inspection will be held **10:00 AM Monday September 19, 2016.** Meet at 488 Main Street, Waltham

Two (2) copies of the Design Services Proposals shall be submitted in sealed envelopes with Proposer’s name and clearly labeled “Design Services Proposals for Senior Center Parking”.

The Proposals will be evaluated based upon price. Draft contract attached.

All proposals must comply with Chapter 30B of Massachusetts General Laws. All proposals are subject to funding. The City reserves the right to accept or reject any or all proposals and to make awards as it determines to be in the best interest of the City.

Any questions pertaining to this Request for Proposal are to be directed to Joseph Pedulla, MCPPO, CPM, Purchasing Agent, City of Waltham, City Hall, 610 Main Street, Waltham, MA 02452, Tel. 781-314-3244, Email: jpedulla@city.waltham.ma.us.

I. INTRODUCTION

The former Thomas Hill Elementary School was converted into a Senior Center by Mayor David Gately, the City Council, COA Director Ruth Gately, COA Board and Clerk of the Works Donald Cusano.

The Center opened in 2003 and was named for former Mayor William F. Stanley. The Center currently has 3,067 active senior members.

II. BACKGROUND

COA Director Marybeth Duffy and the COA Board was desirous of obtaining additional parking to meet the program needs of the Senior Center.

In December 2014, Mayor Jeannette A. McCarthy and the City Council acquired the 9 Newton Street vacant lot and a portion of the rear of 486 Main Street lot for the purpose of providing 35 additional spaces for the Senior Center.

The City Council at the time was not desirous of buying the whole lot (476 Main Street service station lot) and the remainder of 486 Main Street (front liquor store lot).

Subsequently after 9 Newton Street and rear of 486 Main Street were acquired, the City Council changed its mind and decided it wanted to acquire the gas station and front liquor store lots.

Mayor Jeannette A. McCarthy conducted discussions with the owner and came to agreement regarding purchase/taking of 476 and 486 Main Street.

Environmental testing of 9 Newton Street and 486 Main Street (rear) was conducted by the City of Waltham prior to purchase.

Environmental testing and remediation was performed by the owner for the 476 Main Street lot and front portion of 486 Main Street.

III. SCOPE OF SERVICES

A. The City desires to create additional parking, open space and some limited recreation at the new sites in conjunction with the existing 488 Main Street site.

The Project will include:

1. Design of entrance and exit. Entrance will be at 488 Main Street and vehicles will exit right (Heard Street) or left (Newton Street – right turn only).
2. Design of some lighting – 12’ lights similar to the new lights on Main Street.
3. Design of drainage, parking, curbing, paving, thermoplastic markings, curbs and sidewalks on Heard Street adjacent to the Center and on Newton Street from Main Street to the City property line.
4. Screened dumpster and new dumpster.
5. Stone wall at the corner of Main/Newton, with some type of Welcome to Waltham.
6. Some trees and landscaped areas.
7. Some limited recreation areas to be determined by Senior Center and COA Director and Board.

B. The Designer will be responsible for:

1. Design listed above.
2. Prepare specifications for bid documents and final bid documents.
3. Attend at least three meetings with neighbors and/or COA Board and seniors
4. Prepare any necessary filings with local and state agencies.
5. Answer technical questions during the bid process

6. Construction oversight during the entire construction period.

7. Final bid documents will be due within 90 days of the date of award.

IV. QUALIFICATIONS

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

V. REQUIRED SUBMISSION

1. Professional liability insurance in the amount of \$3,000,000.00 worker's comp and automobile insurance.
2. Name, address and contact information of all MA governmental units to which the Proposer has provided similar consulting.
3. The name, address, contact person's name and telephone number of all private sector clients to which the proposer has provided similar design consulting services and a brief synopsis of the services provided, including contract dates.
4. 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.
5. A Plan of Services detailing specifically how the proposer will complete the scope of work.
6. Completed Compliance section.

Parking area, entrance/exit, lighting, drainage, parking, curbing, paving, street markings, stone wall, landscaping and limited recreation.

COST EVALUATION FORM

Scope of Work	# of Hours	Task Cost
Task 1 – Survey Review 476,486 Main Street and 9 Newton Street	_____	_____
Task 2 – Preliminary Design/ Cost Estimates for Additional parking, entrance and exit, lighting, drainage, curbing, paving, markings, curbs and sidewalks, dumpster and screening, stone, wall, sign, trees, landscaped areas, and recreation areas.	_____	_____
Task 3 – Construction Drawings/ Specifications/Final Cost Estimates	_____	_____
Task 4 – Bid Procedures Limited to reviewing bids, checking references, making recommendation for award, answer questions and attend a Pre-bid meeting.	_____	_____
Task 5 – Construction Inspections/ Oversight	_____	_____

Project Total: _____

Prepared for the City of Waltham

By: _____

Date: _____

AGREEMENT

CITY OF WALTHAM

ARTICLE 1. This agreement, made this _____ day of _____, 2016 by and between the CITY OF WALTHAM, party of the first part, hereinafter called the CITY, by its MAYOR, and

Hereinafter called the CONTRACTOR.

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

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

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

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

CITY OF WALTHAM, MASSACHUSETTS

FOR THE CITY

FOR THE COMPANY

Jeannette A. McCarthy, MAYOR,
City of Waltham
Date: _____

CONTRACTOR (Signature),
Date: _____

John B. Cervone, City Solicitor
Date: _____
APPROVED AS TO FORM ONLY

Company

Address

Joseph Pedulla, Purchasing Agent
Date: _____

Paul Centofanti, Auditor
Date: _____
I CERTIFY THAT SUFFICIENT FUNDS
ARE AVAILABLE FOR THIS CONTRACT

Marybeth Duffy, Senior Center Director
Date: _____

Compliance

These documents must be signed and returned with your bid

Compliance

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

Purchasing Department

City of Waltham
610 Main Street
Waltham, MA 02452

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

Section Index

	Check when Complete
• Non-collusion form and Tax Compliance form.....	_____
• Corporation Identification Form.....	_____
• Certificate of Vote Authorization.....	_____
• Certificate of Vote Authorization (IF LLC).....	_____
• Certificate of Insurance (showing all limits of WC &GL).....	_____
• Three (3) References.....	_____
• Debarment Certificate	_____

Your Company's Name: _____

Authorized Signature: _____

Service or Product Bid _____

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

NON-COLLUSION FORM AND TAX COMPLIANCE FORM

CERTIFICATE OF NON-COLLUSION

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

(Signature of person signing bid or proposal) Date

(Name of business)

TAX COMPLIANCE CERTIFICATION

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

Signature of person submitting bid or proposal Date

Name of business

NOTE

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

CERTIFICATE OF VOTE OF AUTHORIZATION

Date:

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

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

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

SIGNED:

(Corporate Seal)

Clerk of the Corporation:

Print Name: _____

COMMONWEALTH OF MASSACHUSETTS

County of _____

Date:

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

Notary Public;

My Commission expires: _____

CORPORATION IDENTIFICATION

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

If a Corporation:

Incorporated in what state _____

President _____

Treasurer _____

Secretary _____

Federal ID Number _____

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

Yes _____, No _____

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

If a Partnership: (Name all partners)

Name of partner _____

Residence _____

Name of partner _____

Residence _____

If an Individual:

Name _____

Residence _____

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

Name of Firm _____

Name of Individual _____

Business Address _____

Residence _____

Date _____

Name of Bidder _____

By _____

Signature _____

Title _____

Business Address _____ (POST OFFICE BOX NUMBER NOT ACCEPTABLE)

State Telephone Number _____ Today's Date _____

PROVIDE THREE (3) SERVICE APPROPRIATE REFERENCES

1. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

2. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

3. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

NOTE

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

DEBARMENT CERTIFICATION

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

Company Name _____

Address _____

City _____, State _____, Zip Code _____

Phone Number (____) _____

E-Mail Address _____

Signed by Authorized Company Representative:

Print name _____,

Date _____

(Fill out if an LLC)

**CERTIFICATE OF AUTHORITY LIMITED
LIABILITY COMPANY**

The undersigned, being (a/the) duly elected, qualified and active (member/ manager) of _____,
a Massachusetts limited Liability Company (hereinafter "the Company")

Does Hereby Certify that:

1. The Articles of Organization of the Company were duly filed with the Office of the Secretary of State of the State of Massachusetts on _____ and the Articles of Organization have not been (further) amended..
2. The Company has complied with the publication requirements contained in Section 67 of the Limited Liability Company Law.
3. There exists an Operating Agreement of the Company and that the said Operating Agreement has not been amended or repealed and that the said Operating Agreement remains in full force and effect as of this date.
4. Neither the Articles of Organization nor the Operating Agreement (as amended) require any further act to be taken or a meeting to be held by its members other that as follows:
5. All said requirements, whether as contained in the Articles of Organization or in the Operating Agreement or by operation of law as to the transaction of _____, 20____ have been met.
6. The following person or persons has/have been duly authorized by the Company to execute all documents in connection with said transaction and that the signature appearing to the right of their name(s) is his/her genuine signature.

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

IN Witness Whereof, the undersigned has executed this Certificate of Authority this

_____ day of _____, 20_____.

(Signature)

STATE OF MASSACHUSETTS, COUNTY OF _____

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

Notary Public: _____

My Commission Expires: _____

Notary Stamp: