

**City of Waltham Massachusetts  
Community Preservation Act  
Historic, Open Space and Recreation  
Funding Application WCPA-1**



**APPLICANT INFORMATION**

Name of Applicant <sup>(1)</sup> City of Waltham

Name of Co-Applicant, if applicable <sup>(1)</sup> \_\_\_\_\_

Contact Name Jeannette A. McCarthy

Mailing Address 610 Main Street, Waltham, MA 02452

Daytime Phone (i.e. of Proposal Applicant) (781) 314-3100

**PROJECT BASICS**

Address of Project (or Assessor's Parcel ID) 610 Main Street, Waltham, MA

Parcel ID R060 020 0001. The design of the exterior improvements to the Waltham City Hall.

CPA Category (check all that apply):

- Open space
- Historic preservation
- Open space recreation
- Community Housing (You must also complete Application WCPA-2)

CPA Funding Requested \$90,000.00

Total Cost of Proposed Project \$90,000.00

**PROJECT DESCRIPTION**

Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

**GOALS:** What are the goals of the proposed project?

**COMMUNITY NEED:** Why is this project needed? Does it address needs identified in existing City plans?

**COMMUNITY SUPPORT:** What is the nature and level of support for this project? Include letters of support and any petitions.

**TIMELINE:** What is the schedule for project implantation? Include a timeline for all critical items for their

completion.

**CREDENTIALS:** How will the experiences of the Applicant(s) contribute to the success of this project?  
Success Factors: How will the success of this project be measured? Be specific.

**BUDGET:** What is the total budget for this project? How will the CPA funds portion be spent? All items of expenditure must be clearly identified and justified. Detail the hard and soft costs. Identify contingencies.

**OTHER FUNDING:** What additional funding sources are available, committed, or under consideration? Include commitment letters if available. Identify all sources of other funding which have been sought for this project and the status of the requests.

**MAINTENANCE:** If ongoing maintenance is required for your project, how will it be funded? (Note that CPA Funds may not be used for maintenance, but maintenance is an important consideration for all projects.)

## ADDITIONAL INFORMATION

Provide the following additional information, *as applicable*.

**DOCUMENTATION:** Provide written documentation that you have control over the site, such as Purchase and Sale Agreement, option, or deed.

**CONSTRUCTION OR REHABILITATION:** <sup>(2)</sup> For projects with construction or rehabilitation, provide floor plans, elevations including the existing and proposed site plan(s), and any additional drawings or photographs which visually describe the project.

**ZONING:** Provide evidence that the project is in compliance with the current City Zoning Ordinance as Amended, as well as all other laws and regulations. If zoning relief is required, note the parts of the proposal not in compliance with the Zoning Ordinance, and when an application will be made to the Zoning Board of Appeals.

**CITY APPROVALS:** Provide evidence that the appropriate City Boards and Commissions approve of the project (Waltham Historical Commission for Historic, Conservation Commission for Open Space, Park & Recreation Board for Recreation, and Waltham Housing Authority for Community Housing). As an example, a project in a City park would require that the Park & Recreation Board accept the project.

**HAZARDOUS MATERIALS:** Provide evidence that the proposed site is free of hazardous materials or that there is a plan for remediation in place.

**PROFESSIONAL STANDARDS:** Provide evidence that appropriate professional standards will be followed if construction, restoration, or rehabilitation is proposed.

**LEVERAGED ADDITIONAL BENEFITS:** Provide information indicating how this project can be used to achieve additional community benefits.

Notes:

(1) City Property: If the proposal is located on City-owned land, either the Applicant or Co-Applicant must be the City Board, Commission or Department that has custody of the land.

(2) Appraisals: If the requested funds are for a real estate acquisition, an independent appraisal will be required which the Applicant will be required to fund. No funding decisions will be made without an independent appraisal. Additional appraisals may be required for final approval.

**FOR COMMUNITY PRESERVATION COMMITTEE USE ONLY**

Application received on \_\_\_\_\_

Application received by \_\_\_\_\_

Date Project presented to CPC for Submission Acceptance Process \_\_\_\_\_

Was Project accepted for Consideration? \_\_\_\_\_

If accepted for Consideration, Project Public Hearing date \_\_\_\_\_

Following meeting Date for decision to recommend for funding \_\_\_\_\_

Was project recommended for funding to the City Council? \_\_\_\_\_

Was project funded by the City Council? \_\_\_\_\_

If project funded by the City Council, for how much? \_\_\_\_\_

Date funding Contract signed with applicant \_\_\_\_\_

**APPLICATION SUBMISSION REQUIREMENTS**

Proposals for Community Preservation Act funding must be submitted using the City of Waltham's Application forms WCPA-1 and WCPA-2.

If the proposal is exclusively a community housing project, applicants must submit WCPA-2. If the proposal combines community housing with any other funding category, both WCPA-2 and the WCPA-1 must be submitted. Otherwise applicants can submit just WCPA-1.

All information requested on the application forms must be included with the proposal at the time of submission or it will not be accepted for consideration. Applications may not include any handwritten information.

Applications and all supporting documentation must be submitted as hardcopy with eleven (11) copies (including one unbound for reproduction) to the official mailing address as specified in Article VI. If an Application is recommended for funding by the CPC, then an additional 17 copies must be provided for use by the City Council.

Applicants are encouraged to include any maps, diagrams, and/or photographs pertaining to the project. Letters of support for the project from community organizations or other sources may also be submitted.

Applicants will also submit an electronic version of each and every document submitted in their application if available, either on CD or USB flash drive, preferably in Portable Document Format (PDF) or other commonly used file formats (eg. .doc, .docx, .xls, .xlsx, .jpeg).

Applicants should include actual quotes for project costs whenever possible. If not available, estimates may be used, provided the basis of the estimate is fully explained.

Applicants should pursue matching or supplemental funds from state, federal and/or private sources when available.

Applicants should detail who will be responsible for project implementation and management. Their relevant experience should be included in the narrative. Please be sure that project management costs have been included in the overall project budget.

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**PROJECT DESCRIPTION**

Exterior Improvements to Waltham City Hall

Suggested Project Description:

The City of Waltham requested Design Services Proposals from experienced and qualified architects and design firms to design and prepare construction documents for the exterior of Waltham 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 restore it to its former condition, 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.

Specifically, the City of Waltham requested proposals for professional services to make upgrades to City Hall, that 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, and potential repairs.

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.

**GOALS:**

See Above.

**COMMUNITY NEED:**

See Above.

**COMMUNITY SUPPORT:**

Various citizens use City Hall and it is the main municipal government office.

**TIMELINE:**

See above.

**CREDENTIALS:**

The designer selection board reviewed the proposals, as did the Purchasing and Building Departments. See links below.

**BUDGET:**

Bid award - \$86,555.00

Contingency - \$3,445.00

Total funding request: \$90,000.00

Other funding: None

**MAINTENANCE:**

The City is responsible for any maintenance after improvements.

**ADDITIONAL INFORMATION**

Please see links below.

**DOCUMENTATION:**

See attached atlas plan and links.

**CONSTRUCTION OR REHABILITATION:**

Design only at this stage.

**ZONING:**

Conservation/Recreation

**CITY APPROVALS:**

Waltham Historical Commission, City Council and Mayor in addition to Building Department. Possibly Massachusetts Historical Commission.

**HAZARDOUS MATERIALS:**

Unknown at this time.

**PROFESSIONAL STANDARDS:**

Please see links below.

**LEVERAGED ADDITIONAL BENEFITS:**

Please see links below:

[https://www.city.waltham.ma.us/sites/walthamma/files/pages/design\\_for\\_the\\_exterior\\_improvements\\_to\\_waltham\\_city\\_hall\\_rfb\\_0.pdf](https://www.city.waltham.ma.us/sites/walthamma/files/pages/design_for_the_exterior_improvements_to_waltham_city_hall_rfb_0.pdf)

[https://www.city.waltham.ma.us/sites/walthamma/files/pages/addendum\\_1\\_design\\_exterior\\_city\\_hall.pdf](https://www.city.waltham.ma.us/sites/walthamma/files/pages/addendum_1_design_exterior_city_hall.pdf)

[https://www.city.waltham.ma.us/sites/walthamma/files/pages/addendum\\_2\\_design\\_city\\_hall\\_exterior.pdf](https://www.city.waltham.ma.us/sites/walthamma/files/pages/addendum_2_design_city_hall_exterior.pdf)

**PRICE SHEET**

**PLACE THIS COMPLETED FORM IN A SEPARATE SEALED ENVELOPE MARKED:  
REQUEST FOR PROFESSIONAL SERVICES: DESIGN - EXTERIOR IMPROVEMENTS TO  
THE WALTHAM CITY HALL  
COST EVALUATION FORM**

Scope of Work	# of Hours	Task Cost
<b>Task 1</b> Construction Drawings/ Specifications/Final Cost Estimates for Specified Improvements	406 man hours	\$81,190 - includes lift, masonry test cuts, stair test cuts, material testing
<b>Task 2</b> <u>Bid Procedures</u> Limited to reviewing bids, checking references, making recommendation for award, answer questions and attend the pre-bid meeting	26 man hours	\$5,365 - includes reproduction and distribution of documents
<b>Total Base Project</b>		\$ 86,555
<b>Alternate 1:</b> Construction Inspections/Oversight		\$37,510 - includes 12 weekly construction meetings; does not include full or part time monitoring
<b>Project Total plus Alternate</b>		\$ 124,065

**Company's Name:** Gale Associates, Inc.

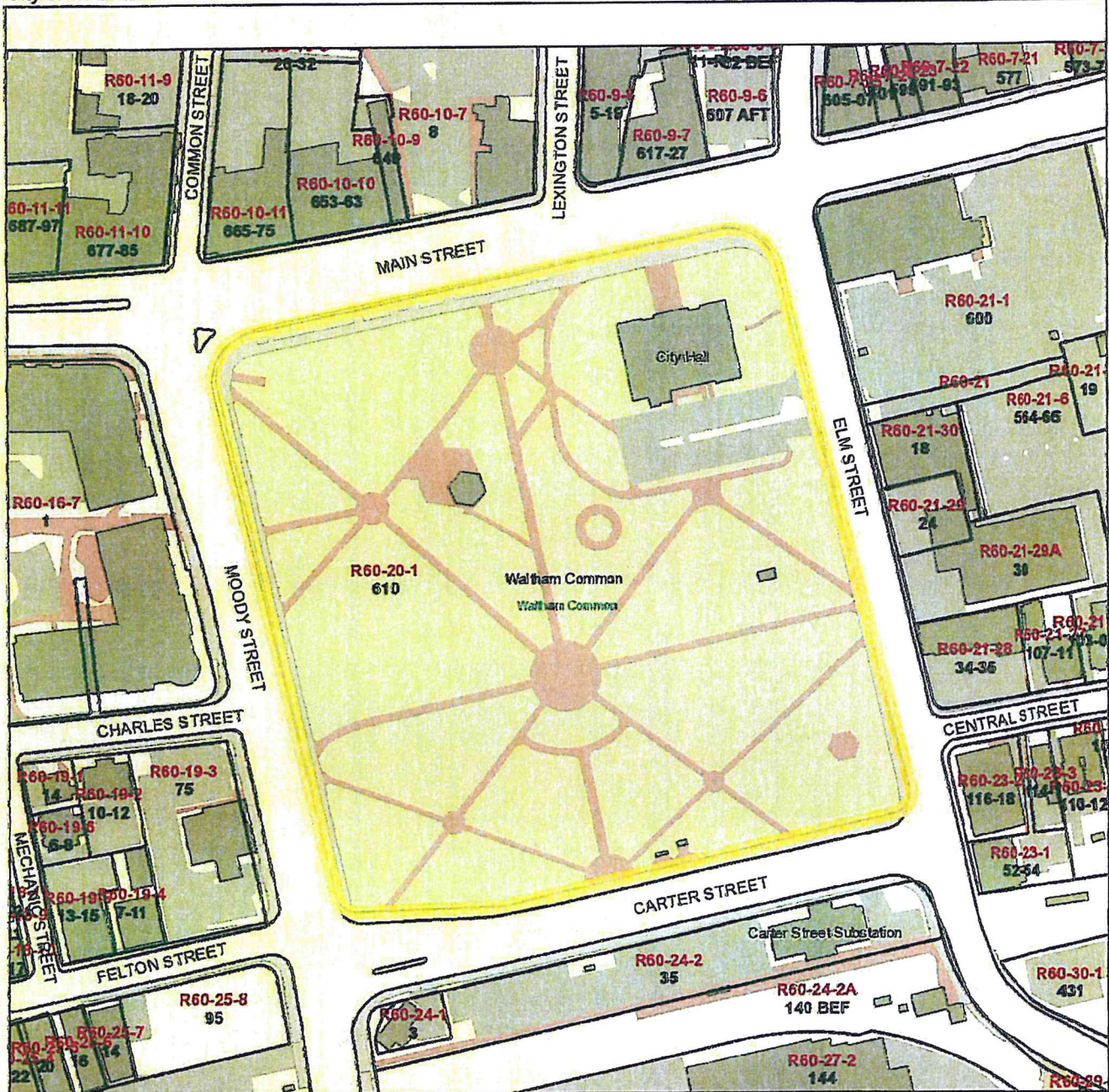
**Address:** 163 Libbey Parkway, Weymouth, MA 02189

**Tel No.** 781-335-6465 **Email Address:** jfl@gainc.com

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

**Print Name and Title of Signatory:** Jon F. Lindberg, P.E., RRC, Principal **Date:** September 22, 2017

**Bidder Acknowledge receipt of Addendum No. (s)** 1, 2, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_



This map is for reference and planning purposes only. It is prepared for the inventory of real property within the City of Waltham and is compiled from tax maps, recorded deeds and plats. Users of this tax map are hereby notified that the aforementioned public primary information sources should be consulted for the verification of the information contained on this map. The City of Waltham and its mapping contractors assume no legal responsibility for the information contained herein.

- Streams
- EOP
- Edge of Pavement
- Unpaved Area
- Tax Map Grid
- City Boundary
- Swimming Pools
- Bridges
- Parcels
- Buildings
- Building Footprint
- Deck

