

**FILE NO. 5918**  
**REQUEST FOR PROPOSALS FOR GENERAL ENGINEERING SERVICES FOR THE**  
**CITY OF CAMBRIDGE**

Sealed proposals will be received at the Office of the Purchasing Agent, Room 303, City Hall, 795 Massachusetts Avenue, Cambridge, Massachusetts 02139 until 11:00 a.m., on **Thursday, October 18, 2012** for furnishing the following to the City of Cambridge:

**The City of Cambridge is seeking proposals from qualified engineering firms to provide General Professional Engineering Services on an as needed basis. "The City" as used in this document represents various City Departments and the School Department. The City may award multiple contracts. The contract shall be for a period of one year with two one-year options to renew at the sole discretion of the City. The payment and performance obligation for each succeeding year of the contract will be subject to appropriation and other available funds. The City will request a fixed fee proposal for each project that it undertakes under these contracts.**

Copies of the Request for Proposal may be obtained at the Office of the Purchasing Agent on and after **Monday, September 24, 2012** between the hours of 8:30 a.m. and 8:00 p.m. on Monday, Tuesday thru Thursday, 8:30 a.m. to 5:00 p.m. and 12:00 Noon On Friday or maybe downloaded from the City's website: [www.cambridgema.gov](http://www.cambridgema.gov), Online Services, Current Bid List, Design RFP.

The successful offeror must be an Equal Opportunity Employer.

The City of Cambridge reserves the right to reject any or all proposals, waive any minor informality in the proposal process, and accept the proposal deemed to be in the best interest of the City. The City of Cambridge has established or will establish prior to negotiations a not-to-exceed fee.

**THERE MUST BE NO MENTION OF THE APPLICANT'S FEE IN THE PROPOSAL. ANY MENTION OF THE FEE WILL SUBJECT THE PROPOSAL TO REJECTION.**

Questions concerning the Request for Proposals may be submitted in writing by 4:00 p.m., **Tuesday, October 9, 2012** to Cynthia H. Griffin, Purchasing Agent by fax (617-349-4008). An Addenda will be posted to the Purchasing Department website notifying all vendors of the questions and answers.

One original and ten (10) copies of the proposal (**No hard binders**) marked "RFP for General Professional Engineering Services for the City of Cambridge" must be received by Cynthia H. Griffin, Purchasing Agent, City of Cambridge, 795 Massachusetts Avenue, Cambridge prior to 11:00 a.m., on **Thursday, October 18, 2012**. Any proposals received after such time will not be accepted, unless the date and time has been changed by addendum. Delivery to any other office or department does not constitute compliance with this paragraph, unless the proposals are received by the Purchasing Department by the established deadline. It is the responsibility of the applicant to assure proper and timely delivery.

**CITY OF CAMBRIDGE  
REQUEST FOR PROPOSALS  
FOR GENERAL ENGINEERING SERVICES**

**INSTRUCTIONS TO APPLICANTS**

**CONTENT OF THE PROPOSAL**

Each proposal should contain only pertinent information and requested documentation; demonstrate how the applicant meets the minimum qualifications set forth in the advertisement for the Request for Proposals; demonstrate the previous relevant experience of the applicant; have a table of contents or easily discernible, labeled sections; and contain exceptions, if any, to the Agreement attached hereto.

Each proposal must contain, at minimum, the following documents: DSB-2011 Form; résumés of all persons participating in the Project, including, but not limited to, the principals and consultants. The City does not require financial information to be submitted with the bid. The City reserves the right to request financial information. A proposal, which does not provide the information and documentation requested or suggested, may be deemed non-responsive and thereafter rejected.

**SUBMISSION OF THE PROPOSAL**

Each original proposal (marked "ORIGINAL" on the sealed package) along with the number of additional copies set forth in the advertisement for Request for Proposals must be delivered to Cynthia Griffin, Purchasing Agent, City of Cambridge Purchasing Department, 795 Massachusetts Avenue, Third Floor, Cambridge, MA 02139 no later than the date and time set forth in the advertisement and in the manner set forth therein. **No hard binders.** It is the responsibility of the applicant to insure that delivery is made in a proper and timely fashion. Any proposals received after such time will not be accepted, unless this date and time have been changed by addendum. Delivery to any other office or department does not constitute compliance with this paragraph, unless the proposals are received by the Purchasing Department by the deadline for receipt of proposals.

**CORRECTION, MODIFICATION, OR WITHDRAWAL OF PROPOSAL**

Prior to the deadline for receipt of proposals, an applicant may correct, modify, or withdraw its proposal by making the request in writing. All corrections, modifications, or withdrawals must be delivered to the Purchasing Department in a sealed envelope with a notation on the envelope indicating the title of the project, the deadline for the receipt of the proposals and a notation that the envelope contains a correction, modification, or withdrawal of the original proposal submitted for the particular project.

**ADDITIONAL INFORMATION REGARDING THE PROJECT**

Additional information with regard to the project may be attached hereto. Any such information is deemed incorporated herein and made a part hereof.

## **DURATION OF PROPOSAL**

A proposal will remain in effect for a period of ninety (90) calendar days from the deadline for submission of proposals, until it is formally withdrawn according to the procedures set forth herein, a contract is executed, or this RFP is cancelled, whichever occurs first. The City reserves the right to reject any and all proposals, or portions thereof.

## **ADDENDA**

Addenda will be posted to the Purchasing Department website. Bidders will not be notified individually of Addendums. It is the responsibility of the bidder to check the website for Addendums.

## **INCORPORATION BY REFERENCE**

The following documents are incorporated by reference into this RFP as if fully rewritten herein: the advertisement for the RFP, the City of Cambridge Designer Selection Procedures, M.G.L. c. 7, §§38A 1/2 through O, and M.G.L. c. 149, §44C.

## **GENERAL TERMS AND CONDITIONS**

The Agreement for this project will be between the City and the successful applicant and will be administered by the department designated in the advertisement.

The general terms and conditions of the Agreement between the City and the successful applicant are set forth in the attached Agreement which is incorporated by reference herein.

## **SELECTION CRITERIA**

The selection of the finalists will be based, at minimum, on the following criteria: prior similar experience; past performance on public and private projects; financial stability; and identity and qualifications of the consultants who will work with the applicant on the project, including professional registration when required.

Each applicant will be required to state what exceptions it has, if any, to the terms of the proposed Agreement, attached hereto. If no exceptions are raised, the applicant will be deemed to have waived any right to make exceptions thereafter. The City reserves the right to reject an applicant if, in the opinion of the City, the exceptions are inconsistent with the goals of the City.

## **SELECTION PROCESS**

All proposals will be reviewed by the Designer Selection Committee ("the Committee"). The Committee will select a minimum of three (3) applicants to be interviewed ("the short list"). The Purchasing Agent will notify all applicants of the names of the applicants selected for the short list.

The short-listed applicants will be notified, either by mail, fax, or telephone, of the date, time and place for their interviews and any other pertinent information related thereto.

Within a reasonable period of time after the last interview, the Committee will forward to the City Manager its recommendation of the final ranking of the short-listed applicants. The City Manager may, at his sole discretion, interview any of the finalists.

The City Manager may accept or reject the ranking. The applicants selected by the City Manager will be notified either by mail, fax, or telephone of the selection. If approved the City will request the applicants to submit hourly rates for all staff and consultants.

**CITY OF CAMBRIDGE  
REQUEST FOR PROPOSALS  
FOR GENERAL ENGINEERING SERVICES**

**SECTION I: SCOPE OF SERVICES**

The City of Cambridge is seeking proposals from qualified engineering firms to provide general engineering services for the City of Cambridge on an as needed basis. Work may include but not be limited to roadway and sidewalk design, utility design services, construction management services, professional land surveying services, geotechnical engineering services, environmental (LSP) services, peer review services, landscape architecture services, graphic visualization services, water resources planning services, dam inspections services, watershed storm water proposal review services, structural engineering review and design services, distribution system modeling (for design review and water quality modeling) services and water treatment process design services. While a majority of the work will involve public works projects, public building projects are also covered under this contract. Additional scopes of work will be added as needed.

Respondents to this proposal must have a working knowledge of all aspects of civil engineering and must be familiar with municipal infrastructure similar to that of the City of Cambridge. Respondents must have experience with resolving engineering issues related to the operations of municipal public works and municipal water departments. Respondents must also have a thorough understanding of State and Federal laws and programs that apply to or may affect municipal public works and municipal water departments.

The City may award multiple contracts. The City expects that it will solicit fixed fee proposals from all three firms, if awarded, or an individual firm for each project undertaken under these contracts. The City will utilize the contracts at the City's preference. An award of a contract does not guarantee that the City will utilize the Consultant's services. The payment and performance obligation for each succeeding year of the contract will be subject to appropriation and other available funds.

The contract shall be for a period of one year with two one-year options to renew at the sole discretion of the City.

Prospective proposers must demonstrate the ability to provide the services described in this document, must meet all minimum criteria, and must submit a complete proposal.

A contract will be awarded within 90 days of the proposal submission date, unless the award date is extended by consent of all parties concerned.

**CONSULTANT PROJECT TEAM**

The City shall enter into a contract with multiple prime vendors, which may be a person, a corporation, a partnership, or a joint venture ("Project Team"). The proposal must demonstrate that Project Team members have the specific experience outlined in this request. A Team Leader for the Project Team must be designated.

The selected firms or individuals must have as part of the team the following disciplines: Engineer, civil engineer, structural engineer, geotechnical engineer, Licensed Site Professional,

environmental engineer, Land Surveyor, Landscape Architect. Other disciplines may be added as needed.

Each member of the Team must have demonstrated successful experience within his or her discipline. Members of the Project Team who are registered with a professional organization should provide evidence of registration or licensing to practice professionally within the Commonwealth of Massachusetts.

## SCOPE OF SERVICES

The following services may be required by the city during the course of its contract with the chosen consultant. The service descriptions provided should not be presumed complete but rather indicative of those services typically required.

### 1. DESIGN SERVICES

#### a. General Services:

- Design work to support miscellaneous reconstruction and repairs to municipal drainage, water and sewer systems along with roadway and sidewalk networks.

#### b. Project Administration:

- Develop work plans, schedules with time lines, staff requirements and schedules of meetings with city staff in support of proposed design project.
- Support City staff with facilitation of community relations and outreach. Including preparation of notifications, assistance with public meetings, and social media and website updates.

#### c. Field Investigations:

- Perform field investigations necessary for the design of the proposed project to include: building surveys, flow metering, manhole inspections, catch basin inspections and televising of sewer lines, water works structure inspections, flow tests and pressure gauging of water mains, flow metering, water main structural inspections, and televising of water lines and supply conduits.

#### d. Hydrologic Modeling:

- Establish existing and proposed system hydrologic models to determine causes and effects associated with system failures and proposed improvements.
- Perform hydraulic modeling of the water distribution system using a software package selected in coordination with the Water Department. Hydraulic modeling may involve the entire distribution system or discrete sections of the system, and will include provisions for the prediction of water quality impacts and the implementation of uni-directional flushing program(s). Document findings and recommended improvements.

#### e. Permitting:

- Identify and/or prepare federal, state and local permits required for the proposed project.

- f. Streetscape Design Services:
  - Design of surface and streetscape components to support utility infrastructure projects with a focus on sustainable design and complete street concepts.
  - Design and implementation of traffic calming measures with the goals to reduce vehicular traffic speeds improving street conditions for all users.
  
- g. Plans and Specifications:
  - Prepare general, civil and traffic plans, specifications and estimate and contract forms, in accordance with MGL Chapter 30B, Chapter 30 39M showing existing and proposed facilities. Provide electronic and hard copies of all plans and specifications as required by the City.
  
- h. Meeting Attendance:
  - Attend meetings with City staff to discuss project progress, results of design work and to obtain direction from City staff. Attend public meetings to present the project and answer questions of affected businesses and residents.
  
- i. Graphic Visualization:
  - Preparation of graphic renderings and photo simulations to support the City in communicating various project concepts with the public.
  - Graphics formatted and sized appropriate for the intended use shall be provided to the City as required.
  
- j. Bidding Services:
  - Attend pre-bid conference and prepare written response to questions of potential bidders.
  - Prepare any addenda to bid documents. Assist the City in evaluating bids and awarding the contract.
  - Assist the City in preparing documents required by applicable authorities for award of the contract.
  
- k. Engineering analysis and design services on as needed:
  - Provide specialized engineering analysis and design services, including, structural engineering, electrical engineering and environmental engineering, in order to support various department inspection, rehabilitation, and improvement projects.

## 2. CONSTRUCTION MANAGEMENT SERVICES

- a. Administration Services:
  - Review schedules, shop drawings and schedule of values prepared by the contractor
  - Manage pre-construction and construction progress meetings.
  - Prepare all change orders with accompanying backup material.
  - Review payment requests and make recommendations to the City.

- Review/Verify all certificates and operation and maintenance manuals as required.
- Prepare record drawings in electronic and hard copy form.

b. Shop Drawings/ Samples/Requests for information:

- Administer, review and approve/disapprove in a timely manner, shop drawings and submittals as provided by the contractor.
- Receive, review and approve/disapprove in a timely manner, all samples which are furnished by Contractor.
- Provide timely responses to requests for information and clarification to contractual requirements in a timely manner as asked by the contractor.

c. Resident Engineering Services

- Assist the contractor in understanding the contract documents and check for contractor's compliance with the contract documents.
- Conduct Daily on-site construction review of the work in progress and determine if work is in conformance with contract.
- Record and report unsatisfactory work to the City and notify the contractor in writing of the defective work.
- Observe and record the results of the testing of any materials or equipment required in the contract.
- Accompany visitors at the project site and report the outcome of any inspections conducted by agencies having jurisdiction over the project.
- Consider and evaluate suggestions for modifications made by the contractor.
- Maintain orderly records of all daily field reports, correspondence, meeting minutes and contract documents. Provide copies of these documents to the City.
- Keep a diary/log book recording hours on the job site, weather conditions, site visitors, observations, sketches and notes of the work completed. Provide copies of these documents to the City.
- Act as the City's liaison for all activities at the site and provide on-call personnel 24 hours per day, 7 days per week to handle any emergencies related to the project.
- Attend weekly construction meetings at the DPW/School offices.
- Develop a list of observed items requiring correction or completion before recommending the issuance of a Certificate of Substantial Completion.
- Verify that all items on the list have been completed or corrected by the contractor.

**3. PROFESSIONAL LAND SURVEYING SERVICES:**

a. Cadastral, Data Accumulation, Construction Layout and Title Insurance Surveys:

- Perform necessary research, field measurements, computations and plan preparation in accordance with 250 CMR 6.00.
- Prepare plans in AutoCAD format for submission to Registry of Deeds, Land Court or other applicable standard.
- Install temporary or permanent monument based on the nature of the survey.

- Provide copies of all documents obtained during research, all field notes, all computations and three sets of all drawings in paper format to the City.
- Provide copies of all drawings in AutoCAD Format including all point files, field book files, digital terrain model files, alignment files, contour files, plot settings files or any other electronic file used in the preparation of the survey plans.
- Have field personnel available within twenty-four hours for construction layout required on City construction projects.

b. Global Positioning System Surveys

- Perform necessary research, field measurements, computations and plan preparation for Global Positioning System surveys with centimeter level accuracy.
- Install temporary or permanent monument based on the nature of the survey.
- Provide copies of all documents obtained during research, all field notes, all computations and three sets of all drawings in paper format to the City.
- Provide copies of all drawings in AutoCAD Format including all point files, field book files, digital terrain model files, alignment files, contour files, plot settings files or any other electronic file used in the preparation of the survey plans.

**4.STATE AND FEDERAL LAW COMPLAINEE SUPPORT SERVICES:**

a. Determination of Compliance:

Research specific current or proposed State and Federal Laws, regulations and guidance documents that may affect the operations of municipal public works and water works departments.

Evaluate existing City practices and operations to determine compliance with a specific current or proposed State or Federal Law, regulation or guidance documents.

b. Preparation of Compliance Plan:

Prepare a plan to assist the City to achieve compliance with a specific current or proposed State or Federal Law, regulation or guidance document.

Assist the City in the implementation of the compliance plan.  
Conduct periodic monitoring to insure that implemented compliance plan is still being followed.

Range of Projects: Water resource planning and permitting, e.g. water management act permitting, safe yield analysis, conservation planning and implementation. Dam safety e.g. inspection, operation and emergency response planning. Water system operations, e.g. Safe Drinking Water compliance.

## 5.LSP / ENVIRONMENTAL SERVICES:

### a. Design preparation services:

Identify all DEP and EPA sites within the area

Conduct a review of historical information relative to land use including a review of historical aerial photographs and atlases.

Perform site reconnaissance of the area.

Assess selected sites determined to have a high or moderate potential for impacting construction activities by evaluating local geologic and hydro geological conditions.

Conducting field investigations including sampling soil and groundwater in selected locations.

Obtain sufficient information as to the nature and approximate extent of oil and hazardous materials that may be encountered during construction activities.

Perform borings and monitoring wells to properly assess subsurface conditions in the area.

Provide a technical memorandum of findings upon completion of data evaluation.

Evaluate all soil management and disposal options.

Develop a geotechnical program taking into consideration the scope of work anticipated and available geotechnical information.

Prepare a geotechnical report documenting the findings of the field investigation based on the soil borings.

Prepare appropriate plans, specifications and cost estimates for incorporation into contract documents for the management of all soils and groundwater during construction.

### b. Regulatory Agency Interactivity:

Provide Licensed Site Professional (LSP) Services associated with ensuring compliance with the MGL Chapter 21E regulations: Massachusetts Contingency Plan (MCP 310 CMR 40.0000).

Provide Environmental services specific to compliance with MA DEP Bureau of Waste Prevention regulatory standards and requirements.

c. Construction Management Services:

Provide oversight services specific to soil, water and debris handling and disposal in accordance the various local, state and federal laws, regulations and guidelines.

**6. PEER REVIEW SERVICES**

a. General Services:

Review Civil Engineering plans; specifications and calculations submitted to the City by other City consultants, private developers or other City departments for compliance with municipal, state and federal standards related to utility construction.

Submit a written report to the City detailing the findings of such review. The written report must be signed and sealed by a Registered Professional Engineer from the appropriate discipline.

b. Water Supply Project Review Services:

Provide review and oversight services for new and ongoing cleanup projects occurring in the Cambridge water supply watershed area, along the supply conduits, and adjacent to the Fresh Pond supply reservoir.

**REGULATIONS**

The project design must comply with all applicable federal and state laws and City ordinances and regulations.

The Project Team's recommendations should be informed by requirements in the Americans with Disabilities Act of 1990 (42 U.S.C. § 1210 et seq); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 791 et seq), and the Massachusetts Architectural Access Board (M.G. L. c. 22 § 13A).

## **SECTION II: GENERAL TERMS AND CONDITIONS**

1. The contract for this project will be between the City of Cambridge and the consultant.
2. A proposal will remain in effect for a period of 90 calendar days from the deadline for submission of proposals or until it is formally withdrawn, a contract is executed or this RFP is canceled, whichever occurs first. The City reserves the right to reject any and all proposals.
3. The City will have the option to cancel the contract provided that written notice is given 30 days prior to the effective termination date.
4. Any changes or additions to consultants or personnel named in the application must be submitted in writing and approved by the City.
5. Included in this RFP is a copy of the Designer Selection Procedures adopted by the City. These procedures are based on the requirements of M.G.L. c 7, section 38A 1/2-O, which governs the selection of designers and construction managers in connection with Massachusetts' public building projects. The City has chosen, in this instance, to use these procedures for non-building public works projects as well.
6. The City encourages minority firms to apply, and if subcontractors are used, encourages the use of minority subcontractors. The Purchasing Department and the Office of Affirmative Action can provide assistance to firms wishing to identify minority subcontractors.

### SECTION III: EVALUATION OF THE PROPOSALS

1. **Proposals:** Each offeror must submit a written proposal to this RFP, which includes full and clear descriptions of evaluation criteria, outlined in Section V. A Selection Committee will evaluate each proposal based on these evaluation criteria.
2. **Price Proposal:** Price will not be considered when initially evaluating a proposal. After the finalists have been ranked, the City will request an hourly rate sheet for the prime contractor and all sub-consultants. The City will request a fixed price proposal on projects that are undertaken under these contracts. Note that the City intends to aggressively negotiate low overhead and mark-up costs for sub-consultants particularly when the work primarily involves only the sub-consultant.
3. **References:** References will be contacted to determine if the offeror is responsive and responsible. References will be asked about their overall impression of the offeror, quality of work performed, understanding of factors affecting implementation, and the timeliness of the product.
4. **Interviews:** The Selection Committee may interview finalists to determine if the offeror are responsive and responsible, and meet the needs of the City. Offerors should therefore be prepared to travel to Cambridge for this interview, which should include the Team Leader and additional key personnel who will be working on projects on a day-to-day basis. The City will not assume any travel costs related to these interviews.
5. **Award of Contract:** The City may award a contract to up to three responsive and responsible offerors. The City reserves the right to reject any and all proposals if it determines that it is in the best interest of the City to do so.

**SECTION IV: PROPOSAL SUBMISSION REQUIREMENTS**

1. Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction updated Feb. 2011(attached).
2. Resumes of key staff who will be assigned to project, with a description of responsibilities.

3. This proposal includes Addenda numbered: \_\_\_\_\_

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

Print Name of person signing proposal: \_\_\_\_\_

Signature & Title: \_\_\_\_\_

**THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL.**

## SECTION V: EVALUATION CRITERIA

The purpose of information requested in this section is to assist the City in evaluating the offeror's overall qualifications, including its methodologies and technical abilities, and previous experience.

1. Experience demonstrated by the proposed project team in designing similar projects as outlined in the scope of services.
2. Quality of work, as determined by information on other projects on which the firm and the personnel has worked. The offeror should provide detailed information about previous projects that are similar to work proposed in this scope of services.
3. Professional qualifications: The Project Team has the requisite knowledge and experience as outlined in Section I - Consultant Project Team. In addition, the relevant personnel on the team have the professional licenses required to execute this project.
4. Quality of references: The consultant should provide at least three references who should be able to comment substantively and positively on their experiences with the consultant. The City reserves the right to use itself as a reference.
5. Capacity and Timeliness: The project team appears to have the capacity to undertake this project in a timely manner.
6. Responsiveness to Scope of Services. The Project Team has demonstrated that it understands the requirements of the scope and has proposed a strategy for carrying out the work effectively.

**CITY OF CAMBRIDGE  
REQUEST FOR PROPOSALS  
ANTI-COLLUSION/ TAX COMPLIANCE STATEMENT**

The undersigned certifies under penalty of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any person. As used in this certification, "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

As required by M.G.L. Chapter 62C, Section 49A, the undersigned further certifies under penalty of perjury that the bidder has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support".

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and title of person signing proposal

\_\_\_\_\_  
Date

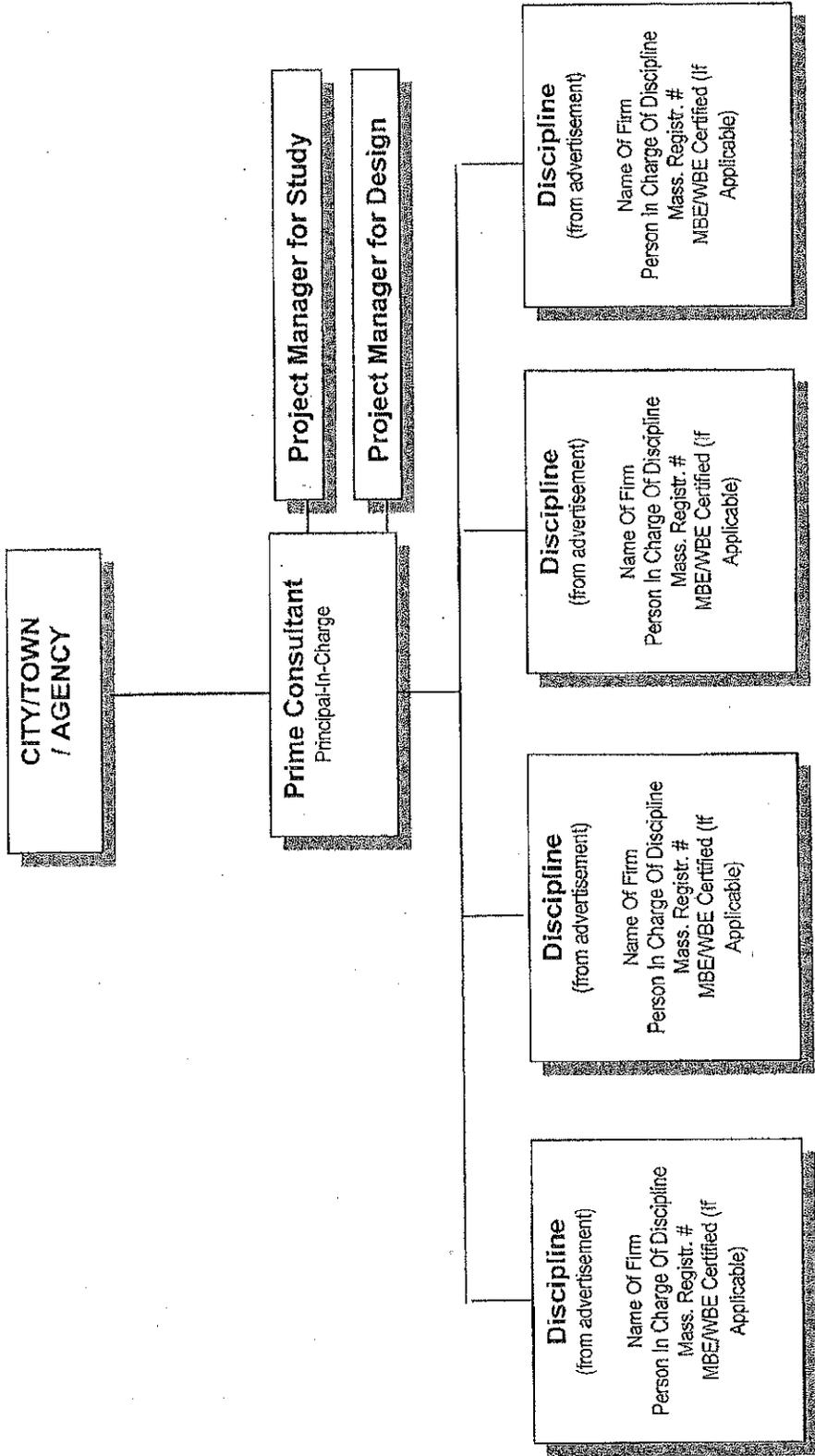
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Name of business

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**RETURN THIS FORM WITH YOUR PROPOSAL**

<b>Commonwealth of Massachusetts</b>  <b>Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated February 2011)</b>	<b>1. Project Name/Location For Which Firm Is Filing:</b>	<b>2. Project #</b>  This space for use by Awarding Authority only.
<b>3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:</b>	<b>3e. Name Of Proposed Project Manager:</b>  For Study: (if applicable) For Design: (if applicable)	
<b>3b. Date Present and Predecessor Firms Were Established:</b>	<b>3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:</b>	<b>3g. Name and Address Of Parent Company, if Any:</b>
<b>3c. Federal ID #:</b>  <b>3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required):</b>	Email Address: Telephone No.:	<b>3h. Check Below if Your Firm Is Either:</b> (1) SDO Certified Minority Business Enterprise (MBE) <input type="checkbox"/> (2) SDO Certified Woman Business Enterprise (WBE) <input type="checkbox"/> (3) SDO Certified Minority Woman Business Enterprise (MAWBE) <input type="checkbox"/>
<b>4. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):</b>		
Admin. Personnel Architects Acoustical Engrs. Civil Engrs. Code Specialists Construction Inspectors Cost Estimators Drafters	( ) Ecologists ( ) Electrical Engrs. ( ) Environmental Engrs. ( ) Fire Protection Engrs. ( ) Geotech. Engrs. ( ) Industrial Hygienists ( ) Interior Designers ( ) Landscape Architects	( ) Licensed Site Profs. ( ) Mechanical Engrs. ( ) Planners: Urban./Reg. ( ) Specification Writers ( ) Structural Engrs. ( ) Surveyors ( ) Total
<b>5. Has this Joint-Venture previously worked together?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		

6. List ONLY Those Prime And Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm And Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable.



<p>7. Brief Resume Of ONLY Those Prime Applicant and Sub-Consultant Personnel Requested In The Advertisement. Confine Responses To The Space Provided On The Form and Limit Resumes To ONE Person Per Discipline Requested In The Advertisement. Resumes Should Be Consistent With The Persons Listed On The Organizational Chart In Question # 6. Additional Sheets Should Be Provided Only As Required For The Number Of Key Personnel Requested In The Advertisement And They Must Be In The Format Provided. By Including A Firm As A Sub-Consultant, The Prime Applicant Certifies That The Listed Firm Has Agreed To Work On This Project, Should The Team Be Selected.</p>	
a. Name and Title Within Firm:	
b. Project Assignment:	
c. Name and Address Of Office In Which Individual Identified In 7a Resides:	MBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/>
d. Years Experience: With This Firm: _____ With Other Firms: _____	
e. Education: Degree(s) /Year/Specialization	
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	
g. Current Work Assignments and Availability For This Project	
h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, if Not Current Firm):	

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include <b>ONLY</b> Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).	a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	c. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (in Thousands)	
					Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)						
(2)						
(3)						
(4)						
(5)						



8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement.

Sub-Consultant Name:	a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Relevant Experience	c. Client's Name, Address And Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
					Construction Costs (Actual, Or Estimated if Not Completed)	Fee For Work For Which Firm Was/Is Responsible
(1)						
(2)						
(3)						
(4)						
(5)						

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.					
Role P, C, JV *	Phases St., Sch., D.D., C.D., A.C.*	Project Name, Location and Principal-In-Charge	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, Or Estimated If Not	Completion Date (Actual or Estimated) (R)Renovation or (N)New
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			
		11.			
		12.			

\* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

10. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 1/2" X 11" Supplementary Sheets Will Be Accepted. APPLICANTS ARE REQUIRED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.

**Be Specific – No Boiler Plate**

11. Professional Liability Insurance:

Name of Company	Aggregate Amount	Policy Number	Expiration Date
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12. Provide A List Of All Projects On Which Monies Were Paid By You, Or On Your Behalf, As A Result Of Professional Liability Claims Occurring Within The Last 5 Years and In Excess Of \$50,000 Per Incident. Please include Project, Client Names and Explanation. (Attach Separate Sheet if Necessary): **PLEASE ANSWER "YES" or "NO". IF "YES" PLEASE GIVE DETAILS.**

13. Name Of Sole Proprietor Or Names Of All Firm Partners and Officers:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

14. If Corporation, Provide Names Of All Members Of The Board Of Directors:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

15. Names Of All Owners (Stocks Or Other Ownership):

Name And Title	% Ownership	MA Reg #	Status/Discipline	Name And Title	% Ownership	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

16. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7, Section 38A1/2 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted by \_\_\_\_\_ Printed Name and Title \_\_\_\_\_ Date \_\_\_\_\_  
 (Signature)

File no. 5918

**AGREEMENT FOR DESIGNER SERVICES  
BETWEEN  
THE CITY OF CAMBRIDGE  
AND  
THE ENGINEER**

This Agreement made on the \_\_\_\_\_ is between the City of Cambridge ("the **City**"), City Hall, 795 Massachusetts Avenue, Cambridge, MA 02139 and \_\_\_\_\_ ("the **Engineer**") located at \_\_\_\_\_

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for the services described herein and in the attached APPENDIX A, Request for Proposals ("RFP").

The **City** and the **Engineer** agree to the following:

**ARTICLE 1**

**DEFINITIONS**

**1.1. In General.**

**1.1.1. Well-known meanings.** When words or phrases which have a well-known technical or construction industry or trade meaning are used herein, such words or phrases shall be interpreted in accordance with that meaning, unless otherwise stated.

**1.1.2. Capitalization.** The words and terms defined in this Article are capitalized in this Agreement. Other capitalized words may refer to a specific document found in the Contract Documents or may be defined in the General Terms and Conditions of the Contract.

**1.1.3. Persons.** Whenever the word person or persons is used, it includes, unless otherwise stated, entity or entities, respectively, including, but not limited to, corporations, partnerships, and joint venturers.

**1.1.4. Singular and Plural.** The following terms have the meanings indicated which are applicable to both the singular and the plural thereof.

**1.2. Definitions.**

**1.2.1. Agreement** - The Agreement is this written document between the **City** and the **Engineer** which is titled: Agreement for Designer Services between the City Of Cambridge and the **Engineer**, which is the executed portion of the Contract, and which forms a part of the Contract. The Agreement also includes all documents required to be attached thereto, including, but not limited to, certificates of insurance and all modifications of the Agreement.

**1.2.2. Change Order** - A Change Order is a document which is signed by the Contractor and the **City** which is directed to the Contractor and which authorizes the Contractor to make an addition to, a deletion from, or a revision in the Work, or an adjustment in the sum or in the time of the Contract issued on or after the date of the Contract.

**1.2.3. Construction Cost** - The Construction Cost is the total cost or estimated cost to the **City** of all elements of the Project designed or specified by the **Engineer**. The Construction Cost shall include the cost of labor at current prevailing wage rates established by the Commonwealth and furnished by the **City**, materials and equipment designed, specified, selected, or specially provided for by the **Engineer**, plus a reasonable allowance for the overhead and profit. In addition, a reasonable allowance for contingencies shall be included for market conditions at the time of bidding and for changes in the Work during construction. Construction Cost does not include the compensation of the **Engineer** and the **Engineer's** consultants, the costs of the land, rights-of-way, financing, or other costs which are the responsibility of the **City** as provided herein.

**1.2.4. Construction Documents** - The Construction Documents consist of Plans and Specifications setting forth in detail the requirements for the construction of the Project.

**1.2.5. Contract Documents** - The Contract Documents consist of the Agreement between the City and the Contractor; the notice of award of the Contract; the Notice to Proceed; the entire Project Manual; Change Orders; Work Change Directives; the Contractor's Bid and all accompanying documents; and the **Engineer's** written interpretations and clarifications issued on or after the issuance of the Notice to Proceed.

**1.2.6. Contract** - The Contract consists of all the Contract Documents.

**1.2.7. Contractor** - The Contractor is the person who is awarded the construction contract for the Project pursuant to M.G.L. c. 149, §§44A-H, inclusive, and is identified in the Agreement as such. The term "Contractor" is intended to include the Contractor as well as its authorized representative(s).

**1.2.8. General Terms And Conditions Of The Contract** - General Terms and Conditions of the Contract refers to the General Terms and Conditions of the Contract between the City and the Contractor.

**1.2.9. Product Data** - Product Data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams, and other information furnished by the Contractor to illustrate materials or equipment for some portion of the Work.

**1.2.10. Project** - The Project is the total construction of which the Work to be provided under the Contract Documents may be the whole or a part of the Project as indicated elsewhere in the Contract Documents and may include construction by the **City** or by separate contractors. The Project is the Work described in the invitation to bid and Specifications, and illustrated by the Plans.

**1.2.11. Proposed Change Order** - A Proposed Change Order is a Change Order that has not been approved by the **City**.

**1.2.12. Reimbursable Expenses** - Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the **Engineer** in the interest of the Project, as identified by the following: long distance calls and faxes; fees paid for securing approval of authorities having jurisdiction over the Project; reasonable expense of reproduction necessary for the rendition of services hereunder, which expense shall not include the expense of producing the sets of documents referred to in the Schematic Design

Phase, the Design Development Phase, and the Construction Document Phase herein, as these expenses are covered in the **Engineer's** compensation for Basic Services; expense of postage and such other expenses incurred in connection with the Project when specifically authorized in advance in writing by the **City**. Payment for photocopying letter or legal size documents shall not exceed 10¢ per page. Payment for all other documents shall be at cost.

**1.2.13. Samples** - Samples are physical examples of materials, equipment, or workmanship that are representative of some portion of the Work and which establish the standards by which such portion of the Work will be judged.

**1.2.14. Shop Drawings** - Shop Drawings are all drawings, diagrams, illustrations, schedules, and other information which are specifically prepared or assembled by or for the Contractor and submitted by the Contractor to illustrate some portion of the Work.

**1.2.15. Statement of Probable Construction Costs** - The Statement of Probable Construction Costs is a preliminary, detailed estimate of Construction Cost based on current area, volume, or other unit costs. Such estimate shall indicate the cost of each category of work involved in constructing the Project (including, but not limited to, filed sub-trades) and shall establish the period of time for each category from the commencement to the completion of the construction of the Project. The detailed estimate shall include quantities of all materials and unit prices of labor and material, as well as a cost estimate containing individual line items for each item of work.

**1.2.16. Substantial Completion** - Substantial Completion means that the Work has been completed and opened to public use, except for minor incomplete or unsatisfactory items that do not materially impair the usefulness of the Work. The **Engineer** shall decide what constitutes "minor," "incomplete," "unsatisfactory," and "materially" and the **Engineer's** decision shall be final.

**1.2.17. Work Change Directive** - A Work Change Directive is a written directive to the Contractor issued on or after the date of the contract between the **City** and the Contractor and signed by the **City** and recommended by the **Engineer** ordering an addition to, a deletion from, or a revision in the Work.

**1.2.18. Work** - The Work means the construction and services required by the Construction Documents, whether completed or partially completed, and includes all other labor, materials, equipment, and services provided or to be provided by the Contractor to fulfill its obligations. The Work may constitute the whole or a part of the Project.

## ARTICLE 2

### THE ENGINEER'S RESPONSIBILITIES

**2.1. STANDARD OF PERFORMANCE.** The Engineer shall perform the services under this Agreement with the skill, care, and diligence in accordance with the high level of professional standards prevailing in the greater Boston area for the type of construction required herein. All of the **Engineer's** services under this Agreement shall be performed as expeditiously as is consistent with such standards. The **Engineer** shall be responsible in accordance with those standards for the adequacy, safety, and overall integrity of the Project's design, including, but not limited to, the Engineering, structural, mechanical, and electrical design of the Project.

2.2. **SCHEDULE OF PERFORMANCE.** Upon request of the **City**, the **Engineer** shall submit for the **City's** approval a schedule for the performance of the **Engineer's** services, which schedule shall be attached hereto as APPENDIX B. The time limits established by the schedule approved by the **City** shall not be exceeded by the **Engineer**, except as otherwise provided herein. Time is of the essence and time periods established by the attached APPENDIX B shall not be exceeded by the **Engineer** except for delays due to causes outside the **Engineer's** control (which term shall not include staffing problems, insufficient financial resources, consultant's default, or negligent errors or omissions on the part of either the **Engineer** or any of its consultants).

2.3. **TIMELINESS OF INTERPRETATIONS, CLARIFICATIONS, AND DECISIONS.** With regard to all phases of this Agreement, the **Engineer** shall render interpretations, clarifications, and decisions in a timely manner pertaining to documents submitted by the **City** or the Contractor in order to avoid unreasonable delay in the orderly and sequential progress of the **Engineer's** services.

2.4. **RELATIONSHIP WITH THE CITY.** For the purposes of this Agreement, the **Engineer** shall be a representative of the **City** and shall advise and consult with the **City** until the termination of the Contractor's warranty and correction period.

### ARTICLE 3

#### SCOPE OF THE ENGINEER'S BASIC SERVICES

##### **3.1. IN GENERAL.**

3.1.1. The **Engineer's** Basic Services shall consist of:

3.1.1.1. those services identified below within the different phases;

3.1.1.2. any other professional services which are reasonably necessary as determined by the **City** for the design and administration of construction of the Project, including, without limitation, the following:

3.1.1.2.1. all surveys, geotechnical services, testing services, and related information and reports reasonably required by the Project, geotechnical and civil engineers; landscape Engineer; independent cost estimator; fire protection, life safety, lighting, interior design, asbestos removal, and movable equipment consultants; and normal structural, mechanical, and any other engineering services necessary to produce a complete and accurate set of Construction Documents (the cost for any and all professional services is not subject to profit adjustments);

3.1.1.3. attending and providing testimony at any formal or informal hearings related to the Project, including, but not limited to, bid protest hearings and City Council meetings, if deemed necessary by the **City**. If the **Engineer** is called as a witness in a court of competent jurisdiction in a matter in which the **Engineer** is a named party, the **Engineer** will not be additionally compensated. If the **Engineer** is called by the **City** as a witness in a matter in a court of competent jurisdiction in which the **Engineer** is not a named party, the **Engineer**

will be compensated according to APPENDIX C attached hereto;

**3.1.1.4.** preparing for and appearing on the **City's** behalf at all administrative or regulatory hearings, presentations, or conferences with respect to any zoning, building code, urban renewal, or other matters in connection with the Project, including, without limitation, any hearings, presentations, or conferences with any City, State, or Federal agencies or officials and any neighborhood groups. The **Engineer's** obligations under this paragraph shall include preparing plans and other materials reasonably required in connection with any such hearings, presentations, and conferences;

**3.1.1.5.** assisting the **City** in connection with the **City's** responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project. The **Engineer** shall prepare the Plans and Specifications required in order to obtain approval of, and in accordance with, all requirements of all governmental agencies having jurisdiction over the Project. Any Plans and Specifications furnished by the **Engineer** which are discovered to be defective during any Phase will be promptly corrected by the **Engineer** at no cost to the **City**, and the **Engineer** will promptly reimburse the **City** for all damages, if any, resulting from the use of such defective Plans and Specifications. The **City's** approval, acceptance, use of or payment for all or any part of the **Engineer's** services shall in no way alter the **Engineer's** obligations or the **City's** rights hereunder; and

**3.1.1.6.** all design and redesign services required within or between the Design Development Phase and the Construction Documents Phase to keep the Construction Cost of the Project within the fixed limit of Construction Cost.

**3.1.2.** As part of the Basic Services, the **Engineer** shall prepare record drawings in accordance with the following:

**3.1.2.1.** Record Keeping.

**3.1.2.1.1.** As the Construction Phase progresses, the **Engineer** shall maintain four separate sets of in-progress record drawings (blueline or blackline) at the Site, one set each for mechanical, electrical, plumbing, and Engineering/structural disciplines. All deviations from the Construction Documents and the exact locations of the Work as installed and constructed shall be neatly and accurately indicated. Work completed to date shall be colored and highlighted.

**3.1.2.2.** Permanent Record Drawing Preparation.

**3.1.2.2.1.** The **Engineer** shall transfer the information contained on the in-progress record drawings to wash-off mylar transparencies of the original contract drawings. All work shall be performed by experienced and knowledgeable draftspersons using the same standards and quality of drafting as used on the original drawings.

**3.1.2.3.** Review of Record Drawings at Substantial Completion.

3.1.2.3.1. Upon Substantial Completion of the Work or portions thereof, the **Engineer** or Engineer of record shall review and approve the above permanent record drawings.

3.1.2.4. Submission to the **City**.

3.1.2.4.1. The following shall be submitted to the **City** no later than the date of Substantial Completion:

3.1.2.4.1.1. A complete set of original Construction Documents on mylar and also on disk in AutoCad format.

3.1.2.4.1.2. Permanent record drawings as described above on mylar with the seal of the **Engineer** or Engineer of record.

3.1.2.4.1.3. One set of blue-line prints of the above.

3.1.2.4.1.4. Four sets of in-progress record drawings.

## 3.2. SCHEMATIC DESIGN PHASE.

3.2.1. **Commencement.** The Schematic Design Phase begins upon the full execution of this Agreement.

3.2.2. **Written Program.** The **Engineer** in consultation with the **City** and any other persons designated by the **City** shall develop a written program for the Project to ascertain the **City's** needs and to establish the requirements of the Project.

3.2.3. **Preliminary Evaluation.** The **Engineer** shall provide a preliminary evaluation of the **City's** program, schedule, and construction budget requirements, each in terms of the other.

3.2.4. **Alternative Approaches.** The **Engineer** shall review with the **City** alternative approaches to the design and construction of the Project.

3.2.5. **Schematic Design Documents.** The **Engineer** shall prepare, for approval by the **City**, Schematic Design Documents consisting of drawings and other documents illustrating the scale and relationship of Project components. Based upon the program approved by the **City**, as well as schedule and construction budget requirements, the Schematic Design Documents shall comply with all applicable laws, statutes, ordinances, codes, orders, rules, and regulations.

3.2.6. **Independent Cost Estimators.** As part of the Basic Services and when requested by the **City**, the **Engineer** shall retain the services of an independent cost estimator whose responsibilities shall include without limitation all cost estimates described in this Agreement, estimates of the cost of Proposed Change Orders and assistance in establishing a Change Order budget, and review and confirmation of the Contractor's cost estimates.

3.2.7. **Statement of Probable Construction Costs.** The **Engineer** shall

submit to the **City** a Statement of Probable Construction Costs.

**3.2.8. Life-Cycle Cost Estimates.** If this Agreement includes Engineerural services necessary for the preliminary design of a new building or for the modification or replacement of an energy system in an existing building, life-cycle cost estimates for the Project shall be obtained at an initial stage and as a Basic Service. (*Reference:* M.G.L. c. 149, §44M).

### **3.3. DESIGN DEVELOPMENT PHASE.**

**3.3.1. Commencement.** The Design Development Phase begins upon the **City's** written approval of the **Engineer's** Schematic Design Documents.

**3.3.2. Preparation of Design Development Documents.** Based on the approved Schematic Design Documents and any adjustments authorized by the **City** in the program, schedule, or construction budget, the **Engineer** shall prepare, for approval by the **City**, Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the Project as to Engineering, structural, mechanical, and electrical systems; materials; and such other elements as may be appropriate. The Design Development Documents shall be complete and unambiguous and shall comply with all applicable laws, statutes, ordinances, codes, orders, rules, and regulations.

**3.3.3. Adjustment to Statement of Probable Construction Cost.** The **Engineer** shall advise the **City** in writing of any adjustments to the Statement of Probable Construction Cost prior to the commencement of the Construction Document Phase. The approved adjustment of the Statement of Probable Construction Cost or the Statement of Probable Construction Cost, if there is no adjustment, shall constitute a fixed limit of Construction Cost as that term is used herein. Such fixed limit, once established, shall be adjusted only by written agreement of the **City** and the **Engineer**, or as otherwise provided herein.

### **3.4. CONSTRUCTION DOCUMENT PHASE.**

**3.4.1. Commencement.** The **Engineer's** responsibility to provide Basic Services for the Construction Document Phase under this Agreement commences with the **City's** acceptance and approval of the Design Development Documents and ends on the date the Bidding and Award Phase commences.

**3.4.2. Preparation of Plans and Specifications.** Based on the approved Design Development Documents and any further adjustments in the scope or quality of the Project or in the construction budget authorized by the **City**, the **Engineer** shall prepare, for approval by the **City**, Plans and Specifications setting forth in detail the requirements for the construction of the Project.

**3.4.3. Preparation of Additional Bidding Information.** The **Engineer** shall assist the **City** in preparing the bidding documents when requested by the **City**.

**3.4.4. City-Generated Forms and Documents.** The **City** shall provide the **Engineer** with copies of all **City**-generated forms and documents intended to be included in the Project Manual. The **Engineer** will include these forms and documents in its Project Manual. It is the responsibility of the **Engineer** to ensure that all such documents are included in the final

Project Manual. Any costs incurred as a result of the failure of the **Engineer** to include any such documents will be borne by the **Engineer** and not charged to the **City**, where such failure is the fault of the **Engineer**. The **Engineer** may propose changes to these **City**-generated forms and documents; however, implementation of such changes are subject to the unilateral approval of the **City**. No changes may be made to such documents without the prior written consent of the **City**. The **Engineer** shall prepare and submit to the **City** for approval the entire Project Manual. The **Engineer** is responsible for ensuring that the Construction Documents comply with all statutory requirements. The **Engineer** will cause the printing of the Project Manuals unless the **City** instructs the **Engineer** otherwise. The Project Manuals shall be printed on paper with a minimum of 20% post consumer content. The cost of producing such Project Manuals will be passed onto the **City** at cost.

**3.4.5. Addenda.** All addenda shall be issued by the Purchasing Agent; however, at the Purchasing Agent's sole discretion, the **Engineer** may be called upon to prepare a draft of any such addenda. Any corrections to the Construction Documents which require an addendum will be made by the **Engineer** at no charge to the **City**.

**3.4.6. Printing of Project Manual.** The **Engineer** must provide the **City** with a final draft of the Project Manual and obtain approval from the **City** prior to printing. Any changes required to be made to the Construction Documents as a result of errors by the **Engineer** or persons within its control will be promptly corrected at no cost to the **City**. The **Engineer** shall make its best efforts to print Project Manuals on paper containing a minimum of twenty percent (20%) post consumer content.

**3.4.7. Packaging the Project Manual.** The **Engineer** will require the printer of the Project Manual to wrap each set of Plans in a brown wrapper, or, if the Plans are small in number, fold each set of Plans and insert one set into each Project Manual.

**3.4.8. Delivery of Project Manual.** The **Engineer** will use its best efforts to ensure that the Purchasing Department receives the number of Project Manuals requested by the Purchasing Department no later than 3:00 p.m. on the day prior to the first day of advertisement of the Invitation to Bid.

**3.4.9. Adjustment to Statement of Probable Construction Cost.** The **Engineer** shall advise the **City** in writing of any adjustments to Statement of Probable Construction Cost indicated by changes in requirements or general market conditions.

### **3.5. BIDDING AND AWARD PHASE.**

**3.5.1. Commencement.** The Bidding and Award Phase commences on the date the Invitation to Bid is first advertised pursuant to M.G.L. c. 149, §44J and ends on the date the Construction Phase begins.

**3.5.2. Additional Bidders.** The **Engineer** shall assist the **City** in obtaining bids if, in the opinion of the Purchasing Agent, an insufficient number of persons requested the Project Manual. The **Engineer** will notify "eligible" and "responsible" persons (as those terms are defined in the M.G.L. c. 149, §44A) of the Invitation to Bid.

**3.5.3. When Lowest Bid Exceeds Total Construction Cost.** If the lowest bona fide bid by a Contractor exceeds the total construction cost of the Project as set forth in the approved Statement of Probable Construction Costs by more than ten percent (10%), then

upon the request of the **City**, the **Engineer** will revise the Plans and Specifications in consultation with the **City** to reduce or modify the quality or quantity, or both, of the Work so that the total construction cost of the Project will not exceed the total construction cost set forth in the Statement of Probable Construction Costs by more than ten percent (10%). All revisions pursuant to this paragraph shall be at the **Engineer's** sole cost and expense (which cost and expense include, but are not limited to the **Engineer's** time, the cost of reprinting the Project Manual, and the cost of re-advertisement of the Project).

**3.5.4. Pre-Bid Conferences.** The **Engineer** shall attend all pre-bid conferences.

**3.5.5. Investigation of Bidders.** The **Engineer** shall investigate, at minimum, the lowest Bidder. The investigation shall include, but is not limited to, reviewing the files maintained by the Division of Capital Asset Management, or any other governmental agency charged with maintaining such documents related to such Bidder, telephoning or writing owners of the Bidder's prior projects, telephoning or writing Engineers from such prior projects, visiting the sites of such other projects and checking all other appropriate references. The **Engineer** shall provide the **City** with a detailed letter of approval or disapproval of such Bidder. The letter must include relevant language from the appropriate state laws regarding the eligibility and responsibility of Bidders (i.e., M.G.L. c.149, §44A(1), or, if appropriate, M.G.L. c. 29, §29F). If the **Engineer** disapproves of the lowest Bidder, then the **Engineer** must investigate the next lowest Bidder in the same manner described above, and continue to investigate each successive low Bidder until a Bidder is approved. For every Bidder investigated, the **Engineer** must provide the **City** with a detailed letter as described above.

**3.5.6. Preparation of Contract.** To the extent required, the **Engineer** shall assist the Purchasing Agent in the preparation of the construction contract.

### **3.6. CONSTRUCTION PHASE-ADMINISTRATION OF THE CONSTRUCTION CONTRACT.**

**3.6.1. Commencement.** The Construction Phase commences with the full execution of the contract for construction and terminates on the date of expiration of all of the guarantees and warranties provided by the Contractor to the **City**.

**3.6.2. Change in Engineer's Duties, Etc.** Construction Phase duties, responsibilities, and limitations of authority of the **Engineer** shall not be extended without written agreement of the **City** and the **Engineer**. Any restrictions or modifications to the **Engineer's** duties and responsibilities can be imposed by the **City** without the consent of the **Engineer**.

**3.6.3. Preconstruction Conferences.** The **Engineer** shall attend all preconstruction conferences.

**3.6.4. Site Visits.** The **Engineer** shall visit the Site at intervals appropriate to the stage of construction, but no less than once a week, or as otherwise agreed by the **City** and the **Engineer**, to become familiar with the progress and quality of the Work and to determine with care if the Work is proceeding in accordance with the requirements of the Contract Documents. The **Engineer** shall cause its engineering and other consultants to make similar Site visits, at such times as may be required for observation of portions of the Work designed and/or specified by them. The **Engineer** shall not be required to make continuous on-site inspections to check the quality or quantity of the Work. The **Engineer** shall promptly submit to the **City** a detailed written report subsequent to each on-site visit, which shall include any

observation of material deviations by the Contractor or subcontractors from the requirements of the Contract Documents.

**3.6.5. Job Meetings.** There shall be no less than one job meeting per week. The **Engineer** shall attend all job meetings. The number of meetings per week will depend on the complexity of the Project at a particular stage, the problems encountered on the Project, or the **City's** request that additional meetings be held. The **Engineer** shall also be required to be present when governmental authorities having jurisdiction over the Project visit the Site to inspect the Work. The **Engineer** will exercise good care and diligence in discovering and promptly reporting to the **City**, as well as to the Contractor, any defects or deficiencies in the Work.

**3.6.6. Construction Means, Methods, Etc.** The **Engineer** shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work. However, the **Engineer** shall promptly report to the **City** any perceived irregularities.

**3.6.7. Contractor's Schedule.** Except as otherwise provided in this Agreement, the **Engineer** shall not be responsible for the Contractor's schedules or failure to carry out the Work in accordance with the Contract Documents, except to the extent that such failure is caused by the **Engineer**. Except as otherwise provided in this Agreement, the **Engineer** shall not have control over or charge of acts or omissions of the Contractor, its Subcontractors, or their agents or employees, or of any other persons performing portions of the Work. However, nothing in this paragraph shall relieve the **Engineer** of its obligations to the **City** elsewhere in this Agreement. The **Engineer** shall review all schedules presented by the Contractor and advise the **City** as to the appropriateness of same.

**3.6.8. Communications.** The **City** and the Contractor may communicate through the **Engineer**. Communications by and with the **Engineer's** consultants shall be through the **Engineer**, unless the **City** deems it necessary or expedient to speak directly to the consultants.

**3.6.9. Applications and Certifications for Payment.** Based on the **Engineer's** observations of the Work and evaluations of the Contractor's applications for payment, the **Engineer** shall review and certify the appropriate amounts due the Contractor within five (5) business days after receipt of the Contractor's application for payment, and such certifications shall be in the form requested by the **City**. The **Engineer's** certification for payment shall constitute a representation to the **City** based on the **Engineer's** observations at the site and on the data comprising the Contractor's application for payment that the Work has progressed to the point indicated and the quality of Work is in accordance with the Contract Documents. The foregoing representations are subject to minor deviations from the Contract Documents correctable prior to completion and to specific qualifications expressed by the **Engineer**. The **Engineer** is required to review and validate the certified payrolls. The **Engineer** is required to reconcile the applications for payment with the certified payrolls. The issuance of a certificate for payment shall further constitute a representation that the Contractor is entitled to payment in the amount certified. Timely payment of Contractor is required by M.G.L. c. 30, §39K; therefore, the **Engineer** shall establish office procedures assuring either immediate mail or messenger delivery of the approved applications for payment to the **City**.

**3.6.10. Rejection of Work.** The **Engineer** shall have the responsibility, obligation, and

authority to reject Work which (1) does not conform to the Contract Documents; (2) which the **Engineer** believes to be defective; and (3) the **Engineer** believes will not produce a completed Project that conforms to the Contract Documents or that will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated by the Contract Documents and shall promptly notify the **City** of such rejection. Whenever the **Engineer** considers it necessary or advisable for implementation of the intent of the Contract Documents, the **Engineer** will have the responsibility, obligation, and authority to require additional inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed, or completed; provided, however, the **Engineer** must obtain the **City's** prior written approval of any such special inspection or testing. However, neither this authority of the **Engineer** nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the **Engineer** to the Contractor, Subcontractors, Suppliers, other persons performing portions of the Work.

**3.6.11. Submittals.** The **Engineer** shall review and approve or take other appropriate action upon the Contractor's submittals such as Proposed Change Orders, Shop Drawings, Product Data, and Samples, for the purpose of: (a) determining compliance with applicable laws, statutes, ordinances, codes, orders, rules, and regulations; and (b) determining whether the Work, when completed, will be in compliance with the requirements of the Contract Documents. The **Engineer's** action shall be taken with such reasonable promptness as to cause no delay in the Work taking into account the time periods set forth in the latest schedule prepared by the Contractor and approved by the **Engineer** and, in any event, such action shall be taken within fourteen (14) days after submittal to the **Engineer**. The **Engineer** shall indemnify the **City** for any monies paid by the **City** to the Contractor as a result of the **Engineer's** delay in taking appropriate action, as described above, where such delay is not caused in any part by the **City**. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities or for substantiating instructions for installation or performance of equipment or systems designated by the Contractor, all of which remain the responsibility of the Contractor to the extent required by the Contract Documents. The **Engineer's** review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the **Engineer**, of construction means, methods, techniques, sequences, or procedures. The **Engineer's** approval of a specific item shall not indicate approval of an assembly of which the item is a component. When professional certification of performance characteristics of materials, systems, or equipment is required by the Contract Documents, the **Engineer** shall be entitled to rely upon such certification to establish that the materials, systems, or equipment will meet the performance criteria required by the Contract Documents.

**3.6.12. Change Orders and Work Change Directives.** The **Engineer** shall prepare Change Orders and Work Change Directives, with supporting documentation and data if deemed necessary by the **Engineer** for the approval and execution in accordance with the Contract Documents, and may authorize minor changes in the Work not involving an adjustment in the Contract Sum or an extension of the Contract Time (which is the time in which the Work reaches final completion) and which are not inconsistent with the intent of the Contract Documents.

**3.6.13. Interpretations, Clarifications, and Decisions of the Engineer.**

**3.6.13.1.** The **Engineer** will interpret, clarify, and decide matters concerning performance under and requirements of the Contract Documents on written request of

either the **City** or the Contractor. The **Engineer's** response to such requests will be made with reasonable promptness and within the time set forth herein. Any such written interpretations, clarifications, or decisions shall be binding on the **City** and the Contractor. Interpretations, clarifications, and decisions of the **Engineer** shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. The **Engineer** may, as the **Engineer** judges desirable, issue additional drawings or instructions indicating in greater detail the construction or design of the various parts of the Work; such drawings or instructions may be effected by a Field Order or other notice to the Contractor, provided such drawings or instructions are reasonably consistent with the previously existing Contract Documents. The **Engineer** shall not be liable for results of interpretations, clarifications, and decisions so rendered in good faith and in the absence of negligence by the **Engineer**.

**3.6.13.2. Time Limit for Rendering Decisions.** The **Engineer** shall render written interpretations, clarifications, and decisions within a reasonable time, but in no event more than seven (7) days after receipt of same.

**3.6.14. Aesthetic Effect.** The **Engineer's** decisions on matters relating to aesthetic effect must be consistent with the **City's**. The **Engineer** shall advise the **City** in matters relating to aesthetic effect; however, the **City's** decision in these matters shall be final.

**3.6.15. Claims.**

**3.6.15.1. Initial Referral.** All Claims, the bases of which arise prior to final payment or the earlier termination of the Contract, shall be referred initially to the **Engineer** for action as provided herein.

**3.6.15.2. Time Period and Action.** The **Engineer** shall review Claims and shall do one of the following within seven (7) days of receipt of the Claim:

**3.6.15.2.1.** defer any action with respect to all or any part of a Claim for the purpose of requesting and receiving additional information from either party;

**3.6.15.2.2.** decline to render a decision for any reason which it deems appropriate (including, but not limited to, the fact that the Claim involves allegations of fault on the part of the **Engineer**); or

**3.6.15.2.3.** render a decision on all or a part of the Claim.

If the **Engineer** requests additional information, the **Engineer** shall take action with respect to the Claim no later than seven (7) days after receipt of the additional information. The **Engineer** shall notify the parties in writing of its disposition of such Claim. If the **Engineer** decides that the Work relating to such Claim should proceed regardless of its disposition of such Claim, the **Engineer** shall issue to the Contractor a written order to proceed.

**3.6.15.3. Decisions.**

**3.6.15.3.1. Decisions by the City or the Engineer.** (Reference: M.G.L. c. 30, §39P). In every case in which this Contract requires the **City**, any official, or its **Engineer** to make a decision on interpretation of the Specifications, approval of

equipment, material or any other approval, or progress of the Work, the decision shall be made promptly and, in any event, no later than [seven (7)] days after the written submission for decision; but if such decision requires extended investigation and study, the **City**, the official, or the **Engineer** shall, within [seven (7)] days after the receipt of the submission, give the party making the submission written notice of the reasons why the decision cannot be made within the seven-day period and the date by which the decision will be made.

**3.6.15.4. Resolved Claims.** If a Claim is resolved, the **Engineer** shall obtain or prepare the appropriate documentation and provide the **City** and the Contractor with a copy of same.

**3.6.16. Determination of Substantial and Final Completion.** On behalf of the **City**, the **Engineer** shall conduct inspections, determine the dates of Substantial Completion and final completion, and shall issue a certificate of Substantial Completion, with the prior written consent of the **City**. Such inspections shall include a reasonable number of Site visits by the **Engineer** and the **Engineer's** engineering consultants. The **Engineer** shall provide to the **City** a written report of all findings with recommendations for appropriate action. The **Engineer** will receive and review (and approve or disapprove, as the case may be) written guarantees, operating manuals, spare parts lists, value charts, and related documents required by the Contract Documents to be assembled by the Contractor. When the **Engineer** is satisfied that all such documents are complete as required by the Contract Documents, the **Engineer** shall issue a final certificate of payment.

**3.6.17. Inspection Prior to End of Guarantee Period.** Notwithstanding any other provision in this Agreement, at least thirty (30) days prior to the expiration of the Contractor's guarantee period, the **Engineer** shall assist the **City** in inspecting the Project at the **City's** request and provide to the **City** a written report of all findings with recommendations for appropriate action. Such inspections shall include a reasonable number of Site visits by the **Engineer** and the **Engineer's** engineering consultants.

**3.6.18. Certificate of Occupancy.** The **Engineer** shall be responsible for satisfying any and all requirements with respect to services of an Engineer necessary to obtain a permanent certificate of occupancy under the Commonwealth of Massachusetts State Building Code.

**3.6.19. Limitation on the Engineer's Responsibilities.**

**3.6.19.1.** Neither the **Engineer's** authority to act under the provisions of the Contract Documents nor any decision made by the **Engineer** in good faith to exercise or not to exercise such authority shall give rise to any duty or responsibility of the **Engineer** to the Contractor, any Subcontractor, any Supplier, any surety for any of them, or any other person.

**3.6.19.1.1.** The **Engineer** will not have control over or charge of and will not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility as provided in Article 5 of the General Terms and Conditions. The **Engineer** will not be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents. The **Engineer** will not have control over or charge of and will not be responsible for acts or omissions of the Contractor, Subcontractors, Suppliers, or

of any other persons performing portions of the Work.

## ARTICLE 4

### ENGINEER'S ADDITIONAL SERVICES

**4.1. IN GENERAL.** The services described hereunder shall be paid for by the **City** in addition to the compensation for Basic Services. Prior to performing any service which the **Engineer** claims to be an Additional Service, the **Engineer** shall notify the **City** in writing that the service is an Additional Service, and shall provide with such notice an estimate of the additional compensation which will be payable to the **Engineer** for performing such service. Such service shall not be performed, nor shall such estimate be exceeded, without the **City's** prior written approval. Failure to so notify the **City** and obtain the **City's** written approval shall constitute a waiver of the **Engineer's** claim for additional compensation on account of such services. These services shall be provided only if authorized or confirmed in writing by the **City**. Notwithstanding anything to the contrary in this Agreement, the **City** shall not be responsible to pay and the **Engineer** shall not be entitled to receive compensation for any additional service if such service was required due to the fault of the **Engineer** or the **Engineer's** failure to perform in accordance with the terms of this Agreement. Neither the **Engineer** nor its consultants shall be compensated for any services involved in preparing changes that are required for additional Work that should have been anticipated by the **Engineer** in the preparation of the Construction Documents, as reasonably determined by the **City**.

**4.2. LIST OF ADDITIONAL SERVICES.** The following list of Additional Services is intended to be illustrative and not considered all inclusive:

**4.2.1.** Making major revisions in Plans, Specifications, or other documents when such major revisions are:

**4.2.1.1.** inconsistent with approvals or instructions previously given by the **City**, including revisions made necessary by adjustments in the **City's** program or project budget;

**4.2.1.2.** required by the enactment or revision of codes, laws, or regulations subsequent to the preparation of such documents; or

**4.2.1.3.** due to changes required as a result of the **City's** failure to render decisions in a timely manner and where such failure is in no way caused by the **Engineer**.

**4.2.2.** Providing services required because of major changes in the Project instigated by the **City**;

**4.2.3.** Material design work requested by the **City** in connection with Change Orders, Construction Change Directives, and the Contractor's value engineering proposals, provided that evaluation and judgments of the proposed changes and value engineering substitutions shall be provided as a Basic Service;

**4.2.4.** Providing consultation concerning replacement of Work damaged by fire or other cause during construction, and furnishing services required in connection with the replacement of such Work; provided, however, that such services are not required as a result of the negligence of the

Engineer; and

4.2.5. Providing any other services not otherwise included in this Agreement.

## ARTICLE 5

### OTHER CONDITIONS OR SERVICES

5.1. **OTHER SERVICES.** Any other services which are part of Basic Services are set forth in APPENDIX D.

5.2. **HAZARDOUS MATERIALS.** Unless otherwise provided in this Agreement, the **Engineer** and the **Engineer's** consultants shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of persons to hazardous materials in any form at the Project Site, including, but not limited to, asbestos, asbestos products, polychlorinated biphenyl, or other toxic substances, provided, however, the **Engineer** shall report to the **City** the presence and location of any hazardous material observed by the **Engineer** (or any material suspected to exist) or that an Engineer of similar skill and expertise should have observed.

## ARTICLE 6

### THE CITY'S RESPONSIBILITIES

6.1. **REQUIREMENTS FOR THE PROJECT.** The **City** shall consult with the **Engineer** regarding requirements for the Project, including the **City's** contemplated objectives, schedule, constraints, and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems, and site requirements.

6.2. **BUDGET.** The **City** shall consult with the **Engineer** in order to establish and update an overall budget for the Project, including the Construction Cost, the **City's** other costs and reasonable contingencies related to all of these costs.

6.3. **AUTHORIZED REPRESENTATIVE** The **City** shall designate a representative authorized to act on the **City's** behalf with respect to the Project. The **City** or such authorized representative shall render decisions in a timely manner pertaining to documents submitted by the **Engineer** in order to avoid unreasonable delay in the orderly and sequential progress of the **Engineer's** services.

6.4. **CONSULTANTS.** The **City** shall furnish the services of consultants not listed in the advertisement for the Request for Proposals when the **City** deems such services to be necessary.

6.5. **FURNISHING INFORMATION OR SERVICES.** Notwithstanding anything to the contrary written herein, the **City** shall only furnish information or services described in herein to the extent that any such information or service is reasonably required by the **Engineer** to perform its services under this Agreement. The **Engineer** shall review and confirm the sufficiency of any test and information furnished to the **Engineer** by or on behalf of the **City**

pursuant to this section.

**6.6. NOTICE OF FAULT OR DEFECT.** The City shall give prompt written notice to the Engineer, if the City becomes aware of any fault or defect in the Project or nonconformance with the Contract Documents.

## ARTICLE 7

### USE OF THE ENGINEER'S PLANS, SPECIFICATIONS, AND OTHER DOCUMENTS

**7.1. IN GENERAL.** The Plans, Specifications, and other documents prepared by the Engineer for this Project are instruments of the Engineer's service for use solely with respect to this Project and, unless otherwise provided, the Engineer shall be deemed the author of these documents and shall retain all common law, statutory, and other reserved rights, including the copyright. The City shall be permitted to retain copies, including reproducible copies, of the Engineer's Plans, Specifications, and other documents for information and reference in connection with the City's use and occupancy of the Project. The Engineer's Plans, Specifications, or other documents shall not be used by the City or others on other projects, except by agreement in writing. However, it is expressly understood and agreed that the City shall have the right to utilize the Plans, Specifications, and other documents in the event the City expands the Project, corrects any deficiencies, or makes any renovations or repairs to the Project. In the event of termination or purported termination of this Agreement by either party, the City may use the Plans, Specifications, and other documents in connection with the Project, notwithstanding any dispute between the City and the Engineer as to the reason for validity of the termination, provided only that the Engineer has been paid for its work through the date of the termination, unless the matter of such payment is subject to litigation or other dispute resolution procedure provided for herein.

**7.2. OFFICIAL REGULATORY REQUIREMENTS.** Submission or distribution of the Plans, Specifications, and other documents to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the Engineer's reserved rights herein.

## ARTICLE 8

### BASIS OF COMPENSATION

**8.1. IN GENERAL.** For Basic Services, compensation shall be as provided in APPENDIX E.

**8.2. STIPULATED SUM.** Where the compensation is based on a stipulated sum, progress payments for Basic Services in each phase shall be as stated in APPENDIX F.

**8.3. MATERIAL CHANGE IN SCOPE OR SERVICES.** In the event of a material change in the scope or services of the Project or the Engineer's services, the Engineer shall continue to perform in accordance with the terms of this Agreement during the course of any renegotiation of the Engineer's compensation hereunder. Equitable adjustments shall be made to the total dollar amount of this Agreement in the event of changes in scope or services herein. (Reference: M.G.L. c. 7, §38G).

**8.4. ADDITIONAL SERVICES OF THE ENGINEER.** For Additional Services of the

**Engineer**, compensation shall be as stated in APPENDIX C.

8.5. **ADDITIONAL SERVICES OF THE CONSULTANTS.** For additional services of consultants, compensation shall be the actual cost billed to the **Engineer** for such services stated in APPENDIX G.

8.6. **REIMBURSABLE EXPENSES.** For Reimbursable Expenses, compensation shall be the actual cost billed to the **Engineer** for such services.

## ARTICLE 9

### PAYMENT TO THE ENGINEER

9.1. The **City** shall make payments directly to the **Engineer** within forty-five (45) days after the **City** receives and approves the **Engineer's** detailed certified monthly statement. The detailed monthly statement must include, at minimum, itemized hours and work performed by the **Engineer** (including, but not limited to, all employees of the **Engineer** and its agents), and an itemized list of Reimbursable Expenses. Records of the **Engineer's** expenses and hours pertaining to this Project shall be kept in accordance with generally accepted accounting principles, which principles shall be consistently applied. Said records shall be available to the **City** or its authorized representative upon reasonable notice for inspection and copying during regular business hours for six (6) years after the date of the final certificate of payment.

9.2. No payments will be made in advance of services rendered.

9.3. Deductions may be made from the **Engineer's** compensation, if the **Engineer** has not properly performed the services required in accordance with the terms of this Agreement.

## ARTICLE 10

### INSURANCE REQUIREMENTS

10.1. The **Engineer** at its own expense must obtain and maintain a professional liability insurance policy covering negligent errors, omissions, and acts of the **Engineer** or of any person for whose performance the **Engineer** is legally liable arising out of the performance of such contracts for design services. The **City** may require a consultant employed by the **Engineer** subject to this subparagraph to obtain and maintain a similar liability insurance policy. If the **Engineer** is required by the **City** to obtain all or a portion of such insurance coverage, it shall at its own expense furnish a certificate or certificates of insurance coverage to the **City** prior to the award of the contract. Certificates of insurance are attached hereto as APPENDIX H. Any amendments these insurance requirements are set forth in APPENDIX H.

10.2. Any insurance carrier utilized to fulfill the insurance requirements of this Contract shall have a minimum A.M. Best rating of A-X.

10.3. The **Engineer** and its structural, mechanical, and electrical engineering consultants shall each maintain the following minimum insurance coverages:

10.3.1. Workers' Compensation insurance in compliance with Massachusetts law;

**10.3.2.** Employer's liability policy covering bodily injury by accident (\$100,000 each occurrence) and bodily injury by disease (\$100,000 each employee, \$500,000 policy limit);

**10.3.3.** Comprehensive automobile liability insurance including hired, non-owned, and leased vehicles, if any, in the amount of \$1,000,000 covering personal injury, bodily injury, and property damage;

**10.3.4.** Valuable Papers insurance in the amount of \$100,000 covering damage to plans, drawings, computations, filed notes, or other similar data relating to the Work covered by this Agreement;

**10.3.5.** Commercial general liability insurance with a primary limit of not less than \$1,000,000 combined single limit and naming the **City** as an additional insured; and

**10.3.6.** Professional Liability insurance in an amount not less than \$1,000,000 or ten per cent (10%) of the Project's estimated cost of construction, or such larger amounts as the **City** may require, for the applicable period of limitations, including contractual liability coverage with all coverage retroactive to the earlier date of this Agreement or the commencement of the **Engineer's** services in relation to the Project.

**10.4.** All insurance shall be provided by companies qualified and licensed to do business in the Commonwealth of Massachusetts and acceptable to the City, and shall be maintained for a period of six (6) years following the last performance of services under this Agreement. Certificates evidencing such insurance shall be furnished to the **City** upon the execution of this Agreement by the **Engineer** and upon each renewal period thereafter. The policies shall provide that the policies shall not be cancelled, renewed, or amended without thirty (30) days' prior notice to the **City**. All requests by the **Engineer** for approval of engineers or other consultants shall be accompanied by certificates setting forth the types and amounts of insurance carried by them. The **Engineer** shall require each such engineer or other consultant approved by the **City** to maintain the insurance shown in such certificate in accordance with the provisions of this paragraph.

## ARTICLE 11

### STATUTORY RECORD-KEEPING AND RECORD-FILING REQUIREMENTS (M.G.L. C. 30, §39R)

**11.1.** The **Engineer** 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 **Engineer**.

**11.2.** Until the expiration of six (6) years after final payment, the office of inspector general, and the deputy commissioner of capital planning and operations shall have the right to examine any books, documents, papers or records of the **Engineer** or of its subcontractors that directly pertain to and involve transactions relating to, the **Engineer** or its subcontractors.

**11.3.** The **Engineer** shall describe any change in the method of maintaining records or recording transactions which materially affect any statements filed with the **City**, including in its

description the date of the change and reasons therefore, and shall accompany said description with a letter from the **Engineer's** independent certified public accountant approving or otherwise commenting on the changes.

**11.4.** The **Engineer** has filed a statement of management ("management," as used in these paragraphs is defined in M.G.L. c. 30, §39R(a)(7) as "the chief executive officers, partners, principals or other person or persons primarily responsible for the financial and operational policies and practices of the contractor" which is the **Engineer** herein) on internal accounting controls as set forth in M.G.L. c. 30, §39R(c) prior to the execution of this Agreement.

**11.5.** The **Engineer** must file with the **City** a statement of management as to whether the system of internal accounting controls of the **Engineer** and its subsidiaries reasonably assures that:

**11.5.1.** transactions are executed in accordance with management's general and specific authorization;

**11.5.2.** transactions are recorded as necessary:

**11.5.2.1.** to permit preparation of financial statements in conformity with generally accepted accounting principles, and

**11.5.2.2.** to maintain accountability for assets;

**11.5.3.** access to assets is permitted only in accordance with management's general or specific authorization; and

**11.5.4.** the record accountability for assets is compared with the existing assets at reasonable intervals and appropriate action was taken with respect to any difference.

**11.6.** The **Engineer** has filed with DCAM prior to the execution of this Agreement and will continue to file annually, an audited financial statement for the most recent completed fiscal year as set forth in M.G.L. c. 30, §39R(d). 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** upon request.

**11.7.** The **Engineer** shall file with the **City** a statement prepared and signed by an independent certified public accountant, stating that s/he has examined the statement of management on internal accounting controls, and expressing an opinion as to:

**11.7.1.** whether the representations of management in response to this paragraph and the previous paragraph are consistent with the result of management's evaluation of the system of internal accounting controls; and

**11.7.2.** 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 **Engineer's** financial statements.

**NOTE: RECORDS AND STATEMENTS REQUIRED TO BE MADE, KEPT OR FILED UNDER THE PROVISIONS OF M.G.L. c. 30, §39R ARE NOT PUBLIC RECORDS AS DEFINED IN M.G.L. c.4, §7 AND SHALL NOT BE OPEN TO PUBLIC INSPECTION, EXCEPT AS**

PROVIDED HEREIN.

(Reference: M.G.L. c. 30, §39R)

## ARTICLE 12

### TERMINATION, SUSPENSION, OR ABANDONMENT

**12.1.** Except for reasons of nonpayment, this Agreement may be terminated by either party upon not less than seven (7) days' written notice should the other party fail to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination and may be terminated without cause by the **City** upon at least seven (7) days' written notice to the **Engineer**. In the event this Agreement is terminated by the **City** pursuant to this paragraph, the **Engineer** shall be entitled to receive compensation for Basic and Additional Services properly performed and for all substantiated Reimbursable Expenses incurred to the date of the notice of termination, but in no event shall compensation exceed the amount specified hereafter if the Project does not proceed and in no event shall any payment be due earlier than such payment would otherwise be due hereunder. Moreover, the **City** shall be entitled to retain from the monies alleged to be due to the **Engineer** an amount that reasonably reflects the cost and expense incurred or to be incurred by the **City** associated with the termination, if the termination is with cause.

**12.2.** The **City** reserves the right to stop or suspend the work upon seven (7) days' written notice to the **Engineer**, with no resulting fee adjustment to the **Engineer**, unless such suspension extends for more than twelve (12) months, in which case the **Engineer's** compensation shall be equitably adjusted when the project is resumed to provide for expenses incurred in the interruption and resumption of the **Engineer's** services. The **Engineer** shall have no cause for termination of this Agreement based on suspension of the Project unless such suspension extends for more than twelve (12) months.

**12.3.** Persistent failure by the **City** to make payments to the **Engineer** in accordance with this Agreement or persistent failure of the **City** to pay the **Engineer** within forty-five (45) days of receipt of a statement for services properly performed shall be considered nonperformance and cause for termination. "Persistent" herein shall mean at least three occasions.

**12.4.** If the **City** fails to make payment when due for services and expenses properly performed, the **Engineer** may, upon thirty (30) days' written notice to the **City**, suspend performance of services under this Agreement. Unless the **Engineer** receives within thirty (30) days of the date of the notice payment in full for such services that have been properly performed, the suspension shall take effect without further notice. In the event of a suspension of services, the **Engineer** shall have no liability to the **City** for delay or damage caused by the **City** because of such suspension of services.

## ARTICLE 13

### MISCELLANEOUS PROVISIONS

**13.1. GOVERNING LAW.** This Agreement shall be governed by the laws of the Commonwealth of Massachusetts.

**13.2. VENUE.** Venue for any court action or proceeding shall be Middlesex County in the Commonwealth of Massachusetts only. The **Contractor**, all Subcontractors, and Suppliers

waive any and all jurisdictional and venue defenses.

**13.3. PARTNERS, SUCCESSORS, ASSIGNS, ETC.** The **City** and the **Engineer**, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the other party to this Agreement and to the partners, successors, assigns, and legal representative of such other party with respect to all covenants of this Agreement.

**13.4. PROHIBITION AGAINST ASSIGNMENT.** The **Engineer** shall not assign, in whole or in part, its rights and obligations under the Contract Documents without prior written consent of the **City**. An assignment without the prior written consent of the **City** shall not relieve the **Engineer** of its obligations thereunder.

**13.5. ENTIRE AGREEMENT.** This Agreement represents the entire and integrated agreement between the **City** and the **Engineer** and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement can be amended only by a written instrument signed by both the **City** and the **Engineer**.

**13.6. THIRD-PARTY BENEFICIARIES.** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the **City** or the **Engineer**.

**13.7. NOTICES AND DEMANDS.** Notices and demands required by or permitted to be given hereunder shall be hand-delivered or given by registered or certified mail and shall be addressed to the parties at the addresses set forth in APPENDIX I. Such notices and demands may be sent by facsimile transmission if such transmission is followed by hand delivery or registered or certified mail on the same day or the following business day. Notice and demands shall be deemed to have been given when delivered, or when mailed, or when transmitted by facsimile, if followed by hand delivery or registered or certified mail as provided herein.

**13.8. WAIVER OF RIGHTS.** The **City's** review, approval, acceptance, or payment for services under this Agreement shall not operate as a waiver of any rights under this Agreement and the **Engineer** shall be and shall remain liable to the **City** for all damages incurred by the **City** as the result of the **Engineer's** failure to perform in conformance with the terms and conditions of this Agreement. The rights and remedies of the **City** provided for under this Agreement are in addition to any other rights or remedies provided or allowed by law.

**13.9. PERSONAL LIABILITY.** No member, officer, director, trustee, representative, consultant, volunteer participant, or employee of the **City** shall be personally liable to the **Engineer** under any term or provision of this Agreement for the **City's** payment obligation or otherwise, or because of any breach hereof.

**13.10. INDEMNIFICATION.** The **Engineer** shall indemnify and defend the **City** from and against all claims, costs, and liability arising out of the **Engineer's** Services hereunder, to the extent that such claims, costs, and liability are the result of the negligent acts, errors, or omissions of the **Engineer**, or breaches by the **Engineer** of its obligations hereunder or (with respect to the **Engineer's** duty to defend) are claimed to be the result thereof.

**13.11. ENGINEER'S PRINCIPALS AND SENIOR PERSONNEL.** The **City** is relying on the continued participation in the Project of the principals and senior personnel whose names and time commitments and, where applicable, Massachusetts professional registration numbers are listed in the attached APPENDIX J. The **Engineer** shall not remove any such individual from

the Project or reduce his or her time commitment to the Project without the **City's** written consent unless such individual dies, becomes disabled, or terminates his or her employment. The replacement of any individual listed in APPENDIX J shall be subject to the **City's** written approval.

**13.12 USE OF PROJECT-RELATED DOCUMENTS.** The **Engineer** may, upon prior written consent of the **City**, include representations of the design of the Project, including photographs of the exterior and interior, among the **Engineer's** promotional and professional materials. The **Engineer's** materials shall not include the **City's** confidential or proprietary information if the **City** has previously advised the **Engineer** in writing of the specific information considered by the **City** to be confidential or proprietary. The **City** shall provide professional credit for the **Engineer** on the construction sign and in the promotional materials for the Project. The **City** considers all information concerning the Project to be confidential and proprietary unless otherwise expressly indicated in writing to the **Engineer**.

## ARTICLE 14

### CERTIFICATIONS

**14.1.** The undersigned **Engineer** certifies under the penalties of perjury that:

**14.1.1.** the **Engineer** has not given, offered or agreed to give any gift contribution or offer of employment as an inducement for, or in connection with, the award of a contract for design services;

**14.1.2.** no consultant to, or subcontractor for the **Engineer** has given, offered or agreed to give any gift, contribution, or offer of employment to the **Engineer**, or to any other person, corporation, or entity as an inducement for or in connection with the award to the consultant or subcontractor of a contract by the **Engineer**;

**14.1.3.** no person, corporation, or other entity, other than a bona fide, full-time employee of the **Engineer** has been retained or hired to solicit for or in any way assist the **Engineer** in obtaining the contract for design services upon an agreement 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;

**14.1.4.** the **Engineer** has internal accounting controls as required by M.G.L. c. 30, §39R and the **Engineer** shall:

**14.1.4.1.** for a six-year period after the final payment maintain accurate books, records, and accounts which in reasonable detail accurately and fairly reflect the transactions and dispositions of the **Engineer**;

**14.1.4.2.** file regular statements of management concerning internal auditing controls; and

**14.1.4.3.** file an annual audited financial statement; and submit a statement from an independent certified public accountant that such C.P.A. or public accountant has examined management's internal auditing controls and expresses an opinion as to their consistency with management's statements and whether such statements are reasonable with respect to transactions and assets

that are substantial in relation to the **Engineer's** financial statements, as provided by M.G.L. c. 7, §38H(e) and

**14.1.5.** the Engineer has filed a statement of management on internal accounting controls as set forth in M.G.L. c. 30, §39R(c) prior to the execution of this Agreement;

**14.1.6.** the Engineer has filed with DCAM prior to the execution of this Agreement an audited financial statement for the most recent completed fiscal year as set forth in M.G.L. c. 30, §39R(d); and

**14.1.7.** the Engineer has complied with all the laws of the Commonwealth pertaining to taxes, reporting of employees and contractors, and withholding and remitting child support (M.G.L. c. 62C, §49A).

CITY OF CAMBRIDGE

ENGINEER

\_\_\_\_\_  
Robert W. Healy  
City Manager

\_\_\_\_\_  
Signature

APPROVED AS TO FORM:

By:

\_\_\_\_\_  
Nancy E. Glowa  
Acting City Solicitor

\_\_\_\_\_  
Print Name and Title

Approved as to the availability of funds:

Budget Code: \_\_\_\_\_

\_\_\_\_\_  
James Monagle  
City Auditor

\_\_\_\_\_  
Cynthia H. Griffin  
Purchasing Agent

## APPENDIX A

**REQUEST FOR PROPOSALS  
APPENDIX B**

**SCHEDULE OF PERFORMANCE OF THE ENGINEER**

APPENDIX C

COMPENSATION FOR ADDITIONAL SERVICES

	Out-of-Court	In Court
Witness Fee	\$ _____	\$ _____

**APPENDIX D**  
**ADDITIONAL BASIC SERVICES**

**APPENDIX E**  
**COMPENSATION FOR BASIC SERVICES**

**APPENDIX F**  
**COMPENSATION BASED ON A STIPULATED SUM**

**APPENDIX G**

**COMPENSATION FOR ADDITIONAL SERVICES OF CONSULTANTS**

**APPENDIX H**  
**CERTIFICATES OF INSURANCE**  
**AND**  
**ADDITIONAL INSURANCE REQUIREMENTS**

**APPENDIX I**

**NOTICES**

Notice to the **City** shall be addressed to:

City Manager  
City of Cambridge  
795 Massachusetts Avenue  
Cambridge, MA 02139  
Facsimile: (617) 349-4007

Notice to the **Engineer** shall be addressed to:

Name of Engineer \_\_\_\_\_  
Street Address \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Fax Number \_\_\_\_\_

APPENDIX J

MASSACHUSETTS PROFESSIONAL REGISTRATION NUMBERS  
AND  
EXPIRATION DATES

NAME                      REGISTRATION NUMBER                      EXPIRATION DATES

APPENDIX K

TRUTH-IN-NEGOTIATIONS CERTIFICATE

The undersigned hereby certifies under the penalties of perjury that the wage rates and other costs used to support its compensation are accurate, complete and current at the time of contracting.

The undersigned agrees that the original contract price and any additions to the contract may be adjusted within one year of completion of the contract to exclude any significant amounts if the City determines that the fee was increased by such amounts due to inaccurate, incomplete or noncurrent wage rates or other costs.

\_\_\_\_\_  
«NAME OF ENGINEER»

BY:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
PRINT NAME OF SIGNATORY

\_\_\_\_\_  
DATE

PROJECT: «NAME OF PROJECT»

**Reference:** M.G.L. c. 7, §38H(b)

**THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL.**