

RFQ

Owner's Project Manager *Nonprofit Social Service Office*

For the Project Site of 93-99 Bishop Allen Drive, Cambridge, MA

Proposals will be received at the Cambridge Redevelopment Authority, 255 Main Street, 8th Floor, Cambridge, Massachusetts 02142 until **12:00 p.m. on Friday January 31, 2020** for furnishing the following to the Cambridge Redevelopment Authority (CRA):

The Cambridge Redevelopment Authority is seeking proposals from qualified project management firms or independent contractors (OPM) to provide project management oversight and construction administration for the preservation and improvement of a converted brick townhouse structure built in 1855 that will retain its current nonprofit community service provider occupants.

Copies of the Request for Qualifications may be downloaded from the CRA website at:
www.CambridgeRedevelopment.org/jobs-contracting on and after **December 27th, 2019**.

The successful respondent must be an Equal Opportunity Employer.

The CRA adheres to the City of Cambridge's commitments to contracting and sub-contracting to Minority and Women Owned Business. The CRA 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 CRA.

Price will not be considered when initially evaluating a proposal. After the finalists have been ranked, the CRA will enter in price negotiations with the respondent.

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

One original hard copy and two (2) additional copies of the proposal and **one electronic copy** marked "CRA RFQ, OPM Services, Bishop Allen Drive" must be received by Erica Schwarz, Project Manager, Cambridge Redevelopment Authority, 255 Main Street, 8th Floor, Cambridge, MA 02142 **prior to 12:00 p.m., on Friday, January 31, 2020**. Failure to submit the electronic copy will automatically result in rejection.

Any proposals received after such time will not be accepted, unless the required submission 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 CRA by the established deadline. It is the responsibility of the applicant to assure proper and timely delivery.

PROJECT OVERVIEW

Program Overview

The CRA has recently purchased the property at 93-99 Bishop Allen Drive in order to preserve a building long called “Nonprofit Row” as affordable nonprofit office and program space. The property is fully occupied with long-tenured nonprofit tenants who plan to remain in the building. The CRA will be gathering input from current tenants and other stakeholders in order to enhance the functionality of the office space for community service nonprofits. The CRA plans to develop the property into a robust nonprofit center: a site that will provide affordable nonprofit office space, but also additional amenities that can be accessed by building tenants as well as other Cambridge-based nonprofit organizations. The first step of this work is to provide a building wide update to the mechanical systems, improve the buildings accessibility and circulation, and if possible enhance the efficiency of space. Additional information about the building’s tenants and the importance of this building for the services they provide can be found in Appendix B.

Project Goals

- Create an affordable, sustainable nonprofit center through renovation
- Improve physical accessibility, including replacing entry ramp, elevator, and bathrooms
- Improve life safety while preserving the historic character of the building’s exterior
- Upgrade electrical and HVAC systems
- Allow nonprofit tenants and their services largely to stay in place during renovations
- Increase the efficient use of the space in order to support agencies now in the building as well as provide benefits for other Cambridge-based nonprofits

Background

In fall 2018, Enroot, the owner of 93-99 Bishop Allen Drive since 1965, and one of the agencies that occupies and provides services from the building, alerted tenants that it planned to sell the property. The organization wanted to better focus on its core mission of supporting immigrant students in their academic, professional and personal advancement instead of diverting internal capacity to cover asset management.

Given the site’s location just a block away from Central Square, and rents that were affordable for nonprofit agencies, existing tenants were concerned that a sale would result in rent increases and their displacement. As a result, the Cambridge Community Foundation (CCF) asked the CRA to partner with them to strategize how to preserve the building at 93-99 Bishop Allen Drive as affordable space for nonprofit and social services. CCF is a tenant in the building, but also has a mission to support Cambridge’s significant nonprofit sector. The CRA and CCF signed an MOU in late 2018 to explore options for preserving the property as nonprofit office and program space.

After exploring options with CCF for several months, the CRA made an offer to purchase the building in April, 2019. The owner and the CRA entered into a Purchase and Sale Agreement in May, and the CRA completed its due diligence analysis in summer. The property transaction was completed on October 2, 2019.

OPM Responsibilities

The OPM shall provide project management services to monitor procurement procedures, design, construction and other related activities and to facilitate, coordinate and manage the Project with respect to timely performance and monitor the quality of services and work, and shall recommend courses of action to the Owner when respective contractual requirements are not being fulfilled. OPM services shall continue through substantial use and occupancy by the Owner, its tenants, and final Project closeout. More specifically, the CRA seeks project management services to:

- Assist in the review of Schematic Design documents through Construction Drawings for the renovation of the building on the property and any project site improvements. The initial work will focus on life safety improvements, increased physical accessibility, and more efficient use of interior space.
- Develop a plan with the design team for constructing improvements in appropriate phases that will minimize negative impacts on existing tenants. Assist the CRA in exploring additional project phasing for building improvements to be undertaken in the future.
- Provide oversight of the design team during the design development, construction document, and construction phase of the project, including supporting the planning and execution of the Chapter 149 procurement process.
- Ensure the preparation of time schedules to monitor performance of the building design and construction phases.
- Attend meetings with CRA staff and consultants, during the schematic design phase including but not limited to the selected design team, financial consultants, the property management team, as well as representatives of nonprofit organizations operating within the building.
- Assist with the location of construction staging areas and any temporary office relocations required for the existing tenants.
- Organize weekly meetings during the construction phase and facilitating communication amongst all parties work on the project.
- Provide construction administration services including review of contractor submittals, project schedules, monitor of contractor quality of work, report any observed health or safety risks, and review of applications for payment and change order proposals.
- Provide written evaluation of the performance of the design professionals, consultants, contractors and sub-contractors.

The successful respondent shall have demonstrated experience successfully supporting public construction and procurement procedures, energy efficient alternatives for commercial buildings, and facilitating improvements to historic buildings. It is anticipated that some building improvements may be undertaken in a later phase of the CRA's building management and that the same OPM individual or firm might oversee future renovation activities.

Project Description

The property at 93-99 Bishop Allen Drive was built in 1855 as a set of residential row houses. In 1965 the building was purchased by the then named Cambridge Community Services (since renamed as Enroot), who has operated it since that time as nonprofit office space. In 2018 Enroot decided to sell the building in order to refocus its energy on its core mission of supporting immigrant youth.

The property is located at the corner of Bishop Allen Drive and Essex Street, with the St. Paul AME Christian Life Center abutting the site's south side. The building is a nearly 19,000 gross square foot brick and beam four story structure, with the lowest floor partially below grade. The property has a rear parking lot with eight (8) spaces accessed off of Essex Street.

The building's last significant renovation was in 1965, although tenants have upgraded their own office spaces over time. This has resulted in a different level of finish in different spaces, where tenants have undertaken the following

kinds of improvements in recent years: painting, installation of mini-split A/C units, bathroom build outs, and new carpeting.

The property needs the following improvements at a minimum. The CRA has committed to an estimated budget of approximately \$2 million for these improvements. The initial scope of planned improvements includes:

- Repair or replace ADA compliant exterior access ramp and front stairs.
- Replace the existing security and access system to the building.
- Replace common area entryway flooring.
- Replace elevator with larger ADA compliant elevator.
- Replace at least four (4) very small bathrooms with larger bathrooms that are ADA compliant.
- Install a new fire sprinkler system and fire alarm system.
- Upgrade/replace electrical wiring.
- Replace the existing heating system and consider how to improve air conditioning throughout the building in the absence of central air conditioning.
- Address rainwater drainage issues.

Given adequate budget or additional financial resources and available square footage, the project could potentially make more efficient use of space for the benefit of current tenants and other Cambridge based service providers, potentially to include enhancements to a shared meeting room, upgrades to building mailboxes, development of a common area kitchenette, and/or adding workspaces. The design team will also explore the options for a small addition if it helps facilitate the building's goals. Additionally, the CRA will consider the installation solar panels to support on-site renewal energy generation and making landscaping improvements, however those components may also occur as a follow up project.

Finally, the CRA may seek additional improvements and repairs relating to restoring some of the exterior façade given the historic nature of the building. We will be seeking input from the Cambridge Historic Commission early and throughout the design process, and weighing the value of restorations against the existing construction budget and any available resources for such a restoration.

Closely parallel to this selection process, the CRA is conducting a procurement process for a design team and a property management firm. The OPM is expected to work closely with the design team starting with the schematic design process. The OPM will also need to work closely with the selected property management firm to coordinate with contractors during construction to accommodate the programmatic needs of the existing tenants to the maximum extent possible, balancing the goals of minimizing tenant impact and controlling construction project cost.

RFQ RESPONSE CONTENT

Each response should contain only pertinent information and requested documentation, to demonstrate how the applicant meets the minimum qualifications set forth in the Request for Qualifications. The submission should outline the previous relevant experience of the applicant and have a table of contents or easily discernible, labeled sections.

Each response must include the following four (4) items:

1. A introduction of the lead firm or individual, and an overview of the qualifications and professional experience of the team.

- Include resumes and a description of responsibilities of key staff.
- Provide resumes or an overview of the experience any subcontractors expected to work on this project, and short description of the role they will play. Please identify which of your subcontractors are MBE or WBE firms (Minority Business Enterprises or Women Business Enterprises).

2. A description of your project management approach for public clients, based on the project overview in this RFQ.

- Include information about how your team will work with the CRA to respond to tenant feedback before and during an occupied renovation
- Describe how you manage project budgets while meeting program goals beginning with the design phase of the project, and your analysis system for evaluating change orders.

3. A list of at least three references for which you and/or your firm has conducted similar project management scopes.

- Include at least two projects conducted for the public sector.
- Include at least one project that included renovation of nonprofit, government, or institutional office space, preferably and example of an occupied renovation.
- Include at least one project that included upgrades to a historic building.

Please include the name and telephone number of the contact person for each project, the year of the contract, and the nature of the project. These contacts shall serve as references. These references should be knowledgeable of the past work of key members assigned to the project. Please ensure the accuracy of your references' contact information. If a reference is not responsive, your firm will be determined not to have the required number of references.

4. Signed Anti Collusion / Non-Discrimination and Tax Compliance Forms (Appendix D)

A response which does not provide the information and documentation outlined above may be deemed nonresponsive and therefore rejected. Failure to answer any question, to complete any form, or to provide the documentation required will be deemed non-responsive and result in an automatic rejection of the response unless the CRA determines that such failure constitutes a minor informality.

GENERAL INSTRUCTIONS TO APPLICANTS

Site Visit: A site visit, including a tour of current buildings and the surface parking lot will take place on **Thursday, January 16, 2020 at 9:30 a.m.** The site visit will start at 99 Bishop Allen Drive, Cambridge.

Questions and Clarifications: Any questions or requests for clarification must be submitted in writing and either emailed to eschwarz@cambridgeredevelopment.org by 5:00 pm on January 21st, 2020. At the sole discretion of the CRA, an addendum will be issued with clarifications or answers to the questions.

Correction, Modification, or Withdraw 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 CRA 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: Additional information with regard to the project can be found referenced on the project webpage located at: www.cambridgeredevelopment.org/93-99bishopallen

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

Addenda: Potential Responders are encouraged to register their interest in the Design RFQ to the CRA via email (eschwarz@cambridgeredevelopment.org). Any addenda will be emailed to the contact on file and will also be posted on the CRA website. It is the responsibility of the Responders to ensure that they obtain all information pertaining to this RFQ and ensuring that they receive all addenda.

RFQ SELECTION PROCESS

Review Procedures: All responses will be reviewed by CRA staff and a CRA Board designee. The CRA may select up to five (5) applicants to be interviewed. The CRA will notify all applicants of the names of the applicants selected for interviews.

The applicants chosen for interviews will be notified, either by email and/or telephone, of the date, time and place for their interviews and any other pertinent information related thereto.

After the conclusion of all interviews, the CRA staff will rank at least the top three selections. Within a reasonable period of time after the last interview, the staff will forward to the CRA Board its recommendation of the project management individual or team to be designated as the OPM. The CRA Board may accept or reject the recommendation. The CRA may request that a representative from the OPM team attend a CRA Board meeting.

The selected applicant will then submit a specific scope proposal along with a fee to the CRA. Negotiations will commence thereafter, until an acceptable fee has been reached. In the event negotiations are unsuccessful, the CRA will request the second ranked finalist, then if necessary the third ranked finalist, to submit a proposal in the same manner as for the first ranked finalist. In the unlikely event negotiations are unsuccessful with the three top finalists, the CRA may re-advertise the RFQ or may select additional finalists from the original pool of applicants.

Once successful negotiations have concluded or if the fee has been set, the CRA will prepare the contract and submit them to the successful applicant for signature. Upon receipt of the executed contract and all other required documents, the CRA will have the contract signed by the CRA Board Chair.

Evaluation Criteria

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

1. ***Complete Submission.*** The RFQ response must include all items outlined in the Instructions to Applicants section.
2. ***Relevance of Response and Proposed Project Management Approach to the Project Needs.*** The CRA will evaluate the extent to which the project approach aligns with the stated project needs and goals in this RFQ, including:
 - How the Respondent organizes complete construction projects,
 - How the Respondent will work with the CRA to incorporate user/client input,
 - How the Respondent balances budget, design goals and program needs, and
 - How the Respondent manages in-place renovation plans.
3. ***Similar Prior Experience and Design Approach.*** The CRA will review experience and qualifications of the respondent's employees who will be working on this project in the design of nonprofit office or social service space, renovation of historic buildings and work on public/government projects. The respondent should be able to communicate why it is uniquely qualified for this project.
4. ***Quality of Prior Work/Quality of References.*** Quality of prior work will be determined by references provided from other projects on which the Respondent has worked. The CRA will place strong consideration on how the Respondent managed the coordination of the public bidding process. The CRA will also seek to understand how the respondent approached prior projects with regard to incorporating tenant input and managing cost control during the construction phase.
5. ***Professional Registrations.*** The firm or individual has the required experience and registered professional licenses required to execute this Project, as outlined under MGL c 149.
6. ***Experience of Sub-Contractor.*** The qualifications and track record of any sub-contractor will be evaluated. It is vital that respondent's proposed team members (both employees of the respondent and consultants or subcontractors) are the those who will be working on the project if selected.
7. ***Diversity of Respondent and Consultant Team.*** The CRA will note if the responding firm and/or its consultants or subcontractors are MBE or WBE firms and consider the entire team's alignment with the CRA and City of Cambridge's commitment to MBE and WBE engagement.
8. ***Capacity to Perform.*** The respondent's capacity to undertake this project in a timely manner to meet the CRA's schedule. The availability of each key team member – both direct employees and consultants or other vendors – must be adequate to support project coordination and the design schedule. This evaluation will be based on the size of the firm gauged against the number and size of current projects.

ANTICIPATED SCHEDULE

Initial Posting:	Friday, December 27, 2019
Site Visit:	Thursday January 16, 2020, 9:30 am at 99 Bishop Allen Drive, Cambridge
Questions Due:	January 21, 2020
RFQ due:	Friday, January 31, 2020 by 12:00 pm
Interviews of shortlisted firms:	The week of February 10 - 14, 2020
Start of Design Process:	Estimated: January 2020
Start of Construction:	Estimated: Third Quarter 2020
Completion of Construction:	Estimated: Second Quarter 2021

GENERAL TERMS AND CONDITIONS

Contract: The contract for this project will be between the CRA and the OPM. The CRA will have the option to cancel the contract provided that written notice is given 30 days prior to the effective termination date.

MBE/WBE Participation. The CRA has adopted the City of Cambridge's commitments to contracting and sub-contracting to Minority and Women Owned Business, as it may be amended from time to time. We strongly encourage the use of MBE/WBE subcontractors to the extent they are used.

Living Wage Requirements: The City of Cambridge has a Living Wage Requirement that establishes minimum hourly rates for all Personnel that work on any City contract. The CRA requires its design contractors to comply with the City policy. The City of Cambridge's Living Wage as of March 1, 2019 is \$16.15 per hour, and is anticipated to increase in 2020. An overview of the Living Wage Requirements is attached.

APPENDICES:

- A: Map and photos of 93-99 Bishop Allen Drive, Cambridge
- B: List of existing tenants of 93-99 Bishop Allen Drive
- C: Cost Estimate for Life Safety and Accessibility Upgrades, January 2019
- D: Non-Collusion, Non-Discrimination, and Tax/Employment Statements
- E: City of Cambridge Living Wage Requirement

APPENDIX A: PHOTOS AND MAP OF SITE AT 93-99 BISHOP ALLEN DRIVE, CAMBRIDGE

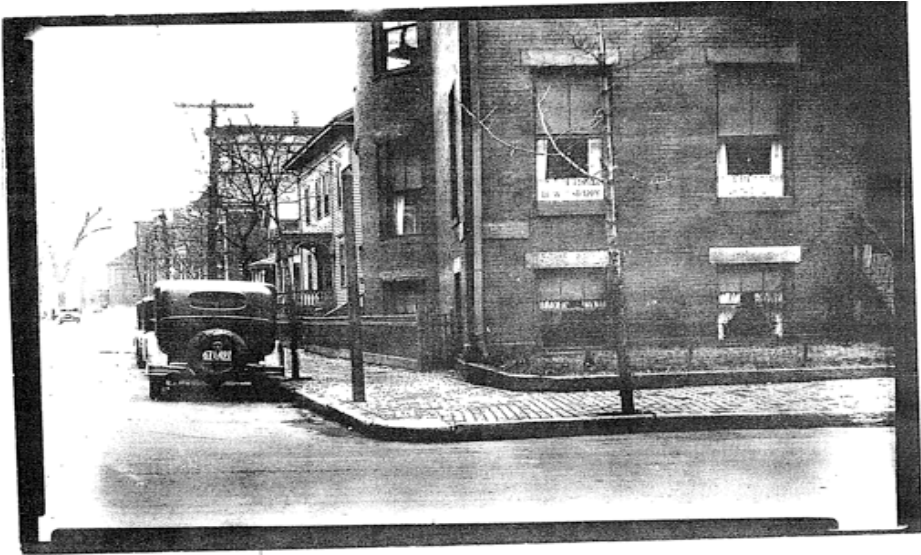


93-99 Bishop Allen Drive, 2019

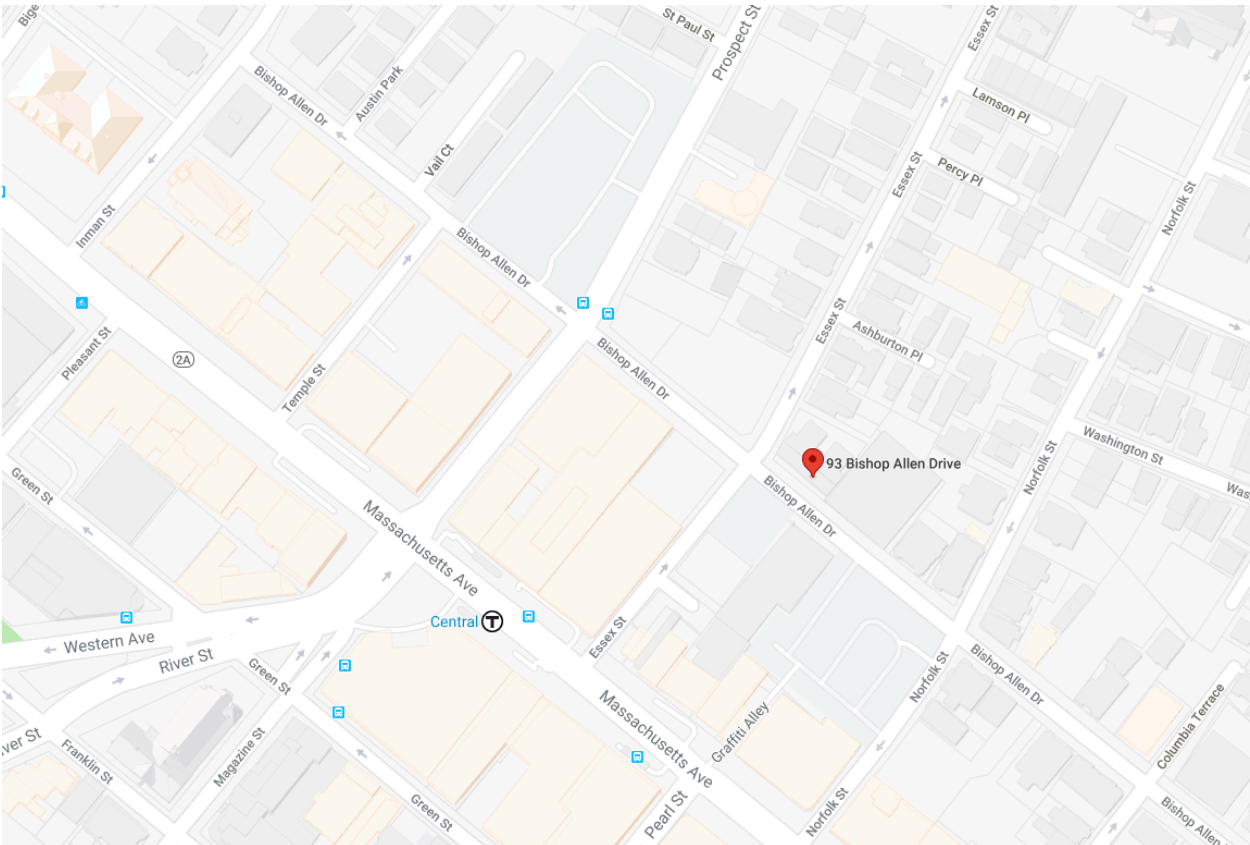


93-99 Bishop Allen Drive, circa 1965, after renovations

93-99 Bishop Allen Drive, circa 1900
Corner with Essex Street



Map of 93-99 Bishop Allen Drive, Cambridge



APPENDIX B: TENANT LIST & IMPORTANCE OF BUILDING FOR TENANTS' PROGRAMS

This list was part of the CRA's required submission to the Commonwealth of MA during the acquisition process for the property.

Algebra Project & Young People's Project: school-based and after school programs

- The Cambridge site largely serves Cambridge youth.
- The organization needs to be in walking distance from clients or on public transit in order to serve a clientele that often do not have access to a car. Clients largely live in Cambridge within walking distance of the Bishop Allen site, or need to take public transit.

Boston Area Rape Crisis Center (BARCC): services for survivors of sexual violence

- BARCC is required to have a location in Cambridge, as per the ongoing state contract that funds a significant portion of the services they provide. BARCC directly serves Cambridge residents and has done so for over 40 years;
- BARCC requires a location close to major transit due to a significant percentage of clients who do not have access to cars. The location's proximity to the Red Line and Number 1 bus contribute heavily to the accessibility of BARCC's office for wide swaths of residents in Cambridge and beyond;
- The mass transit access is of particular necessity to major local area hospitals that frequently send patients directly to BARCC;
- BARCC's locations need to feel anonymous and secure for their clients. BARCC's location in a building that is fully occupied by other nonprofits contributes to the anonymity as a client may be entering the building for any number of nonprofit purposes. The building's location very close to bustling Mass Ave. adds another level of privacy and security; and
- BARCC's space is handicapped accessible via a ramp externally and an elevator in the building, which is necessary for many of BARCC's clientele.

Cambridge Camping: summer programs for low-income, special needs Cambridge youth

- Their organization must be located in Cambridge, due to their mission and the population they serve;
- They must have a physically accessible building and be on transit, as their population often does not have access to a car; and
- Their current Central Square location allows for, and results in parents dropping in to learn more; the location helps to further mission.

Cambridge Community Foundation (CCF): funding and other supports for local nonprofits

- CCF must be located in Cambridge, as it only serves Cambridge nonprofits;
- CCF requires a location close to many of the nonprofits it serves (many of whom are in Central Square), as well as to City government, who is a key partner; and
- Being near public transit ensures access to their site by a range of stakeholders including grantees, funders, program and research partners and others.
- Being located in the central part of the City demonstrates that they serve the entire City and allows them to fully do so.

Enroot: services to enable immigrant youth to achieve academic, career, and personal success

- The majority of their current participants are Cambridge residents, requiring a central Cambridge location.
- Enroot serves youth who largely cannot drive or do not have access to a car, requiring a location near a public transit hub.
- Their program is expanding to serve immigrant youth beyond Cambridge, making a location by a transit hub even more vital, in order to enable other youth to access their site.
- Central Square is diverse ethnically and economically, more so than other parts of Cambridge, ensuring a level of comfort for their immigrant participants.

Next Step Fund: art and music therapy, mentorship, and social engagement for youth with chronic illness and disease

- The organization's clients require a handicapped accessible building. Their rental space is accessible via a ramp external to the building;
- Their clients often do not have access to a car, and often have physical limitations, requiring a location very close to major transit; and
- Their location in the heart of Central Square – with its vibrant street life, proximity to arts and proximity to retail that attracts youth – creates more incentive for youth to join their program, and a sense of connection between their programs and the larger community.

Sustainable Business Network (SBN)*: support for small, locally owned businesses

- SBN requires proximity to clients; a significant percentage of clients are Cambridge-based small businesses located in commercial nodes, including in Central Square;
- They host an annual community festival in Central Square, and require proximity to the event site.
- They require a location close to mass transit and in a commercial node that is largely locally owned businesses in order to best meet their mission; and
- Their very small budget precludes renting in other locations, but they can afford to rent in the existing location.

** SBN subleases to three other mission relate entities: Brattle Film Foundation, Green Cambridge, and LaunchX*



99 Bishop Allen
Renovation

Cambridge MA

January 24, 2019

Estimate

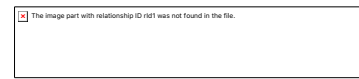


Architect:

Cambridge Redevelopment Authority
255 Main Street 6th Floor
Cambridge MA
617-492-6800

Cost Consultants:

Daedalus Projects Incorporated
1 Faneuil Hall Marketplace
South Market Bldg, Suite 4195
Boston, MA 02109
(617) 451 2717



99 Bishop Allen Drive
 Cambridge MA
 15,995 GSF

LIFE SAFETY & ACCESIBILITY UPGRADES

ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
8 Repair to BLDG Ramp				
9				
10 Resurface Ramp	155	SF	\$5.00	\$775
11 Replace Hand Rail	60	LF	\$175.00	\$10,500
12 Burdens & Markups	40%		\$11,275.00	\$4,510
13 Repair to BLDG Ramp Total				\$15,785
14				
15				
16 New Larger Elevator				
17				
18 Demo & Remove Existing Elevator-Complete	1	LS	\$55,000.00	\$55,000
19 New Enlarged Elevator Pit	1	LS	\$15,000.00	\$15,000
20 New Shaft Walls	1,925	SF	\$25.00	\$48,125
21 Modification of Interior Fit-Out	4	LOC	\$10,000.00	\$40,000
22 New Roofing, Vent	1	LS	\$5,000.00	\$5,000
23 New Equipment Wiring & Feed	1	LS	\$5,000.00	\$5,000
24 Hydraulic Elevator Sump Pump	1	EA	\$8,500.00	\$8,500
25 4-Stop Hydraulic Elevator	1	LS	\$175,000.00	\$175,000
26 Burdens & Markups	40%		\$351,625.00	\$140,650
27 New Larger Elevator Total				\$492,275
28				
29				
30 Renovate & Make Bathrooms Accessible				
31				
32 Full Demo of Existing Bathrooms	14	RMS	\$1,800.00	\$25,200
33 Modification of Interior Fit-Out	8	LOC	\$5,000.00	\$40,000
34 New Floor, New Ceiling, New Tile, Toilet Acc.	14	RMS	\$4,500.00	\$63,000
35 Toilet & Sink Fixtures	28	FIX	\$3,000.00	\$84,000
36 Replace Exhaust Fan, New Wiring	2	EA	\$3,000.00	\$6,000
37 New Lighting	14	RMS	\$650.00	\$9,100
38 Burdens & Markups	40%		\$227,300.00	\$90,920
39 Renovate & Make Bathrooms Accessible Total				\$318,220
40				
41				
42 New Fire Sprinkler System				
43				
44 Water Service Main w/Meter	1	EA	\$5,000.00	\$5,000
45 Double Check Backflow Preventer	1	EA	\$8,000.00	\$8,000
46 Alarm Check Valve w/Trim	1	EA	\$5,000.00	\$5,000
47 Floor Zone Control	4	EA	\$2,500.00	\$10,000
48 Fire department connection	1	EA	\$2,500.00	\$2,500
49 Sprinkler Coverage	15,995	GSF	\$5.00	\$79,975

ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
50 Burdens & Markups	40%		\$110,475.00	\$44,190
51 New Fire Sprinkler System Total				\$154,665
52				
53				
54 HVAC (Air Conditioning Upgrade)				
55				
56 Modification of Interior Fit-Out	15,995	GSF	\$7.50	\$119,963
57 VRF Package				
58 Outside Condensing Unit	1	LS	\$75,000.00	\$75,000
59 Indoor Fan Coil Unit	1	LS	\$68,000.00	\$68,000
60 Refrigeration Pipe	15,995	GSF	\$3.00	\$47,985
61 Condensate Pipe	1	LS	\$15,000.00	\$15,000
62 Controls & Instrumentation	1	LS	\$45,000.00	\$45,000
63 Misc., Permits, Fees, Etc	1	LS	\$15,000.00	\$15,000
64 New Electrical Wiring	15,995	GSF	\$3.00	\$47,985
65 Burdens & Markups	40%		\$433,932.50	\$173,573
66 HVAC (Air Conditioning Upgrade) Total				\$607,506
67				
68				
69 New Fire Alarm System				
70				
71 Modification of Interior Fit-Out	15,995	GSF	\$1.50	\$23,993
72 New Fire Alarm System	15,995	GSF	\$3.50	\$55,983
73 Burdens & Markups	40%		\$79,975.00	\$31,990
74 New Fire Alarm System Total				\$111,965
75				
76				
77				
78				
79				
80				
81				
82				
			TOTAL	\$1,700,000

APPENDIX D: NON-COLLUSION, NON-DISCRIMINATION, and TAX/EMPLOYMENT STATEMENTS

NON-COLLUSION STATEMENT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the RFQ response, to prevent any person from responding nor to include anyone to refrain from responding, and that this response is made without reference to any other response and without any agreement, understanding or combination with any other person in reference to such response.

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING RFQ FOR THE CRA ARE TRUE AND CORRECT.

Dated this ___ day of _____, _____

Name of Organization,

Title of Person Signing

Signature

NONDISCRIMINATION STATEMENT

The Consultant agrees:

1. The Consultant shall not, in connection with the services under this Contract, discriminate by segregation or otherwise against any employee or applicant for employment on the basis of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law.
2. The Consultant shall provide information and reports requested by the Cambridge Redevelopment Authority pertaining to its obligations hereunder, and will permit access to its facilities and any books, records, accounts or other sources of information which may be determined by the Cambridge Redevelopment Authority to affect the Consultant's obligations.
3. The Consultant shall comply with all federal and state laws pertaining to civil rights and equal opportunity including executive orders and rules and regulations of appropriate federal and state agencies unless otherwise exempt therein.
4. The Consultant's non-compliance with the provisions hereof shall constitute a material breach of this Contract, for which the Cambridge Redevelopment Authority may, in its discretion, upon failure to cure said breach within thirty (30) days of written notice thereof, terminate this Contract.
5. The Consultant shall indemnify and save harmless the Cambridge Redevelopment Authority from any claims and demands of third persons resulting from the Consultant's non-compliance with any provisions hereof, and shall provide the Cambridge Redevelopment Authority with proof of applicable insurance.

Signed (type name): _____

Title: _____

Date: _____

CERTIFICATE OF TAX, EMPLOYMENT SECURITY, AND CHILD CARE COMPLIANCE

Pursuant to Massachusetts General Laws Chapter 62C, §49A and Chapter 151A, §19A(b) and Chapter 521 of the Massachusetts Acts of 1990, as amended by Chapter 329 of the Massachusetts Acts of 1991,

I _____ (Name) whose principal place of business is located at _____ (Address), do hereby certify that:

- A. The above-named Respondent has made all required filings of state taxes, has paid all state taxes required under law, and has no outstanding obligation to the Commonwealth's Department of Revenue.
- B. The above-named Respondent/Employer has complied with all laws of the Commonwealth relating to unemployment compensation contributions and payments in lieu of contributions.
- C. The undersigned hereby certifies that the Respondent/Employer (please check applicable item):
 - 1. _____ employs fewer than fifty (50) full-time employees; or
 - 2. _____ offers either a dependent care assistance program or a cafeteria plan whose benefits include a dependent care assistance program; or
 - 3. _____ offers child care tuition assistance, or on-site or near-site subsidized child care placements.

Signed under the penalties of perjury this _____ day of _____, 201__.

Federal Identification Number: _____

Signed (type name): _____

Title: _____

Date: _____

APPENDIX E: CITY OF CAMBRIDGE LIVING WAGE ORDINANCE

CITY OF CAMBRIDGE LIVING WAGE ORDINANCE FACT SHEET CHAPTER 2.121 OF THE CAMBRIDGE MUNICIPAL CODE

Note: This fact sheet is a summary of several provisions of the Cambridge Living Wage Ordinance, intended to provide an introduction to the matters regulated by the ordinance. All determinations regarding the application of the ordinance to particular individuals or circumstances should be made by reference to the ordinance itself.

Effective date: The Cambridge City Council enacted the Living Wage Ordinance effective July 2, 1999.

Purpose: The purpose of the ordinance is to assure that employees of the City and employees of contractors, subcontractors, and beneficiaries of assistance from the City earn an hourly wage needed to support a family.

Application: The ordinance applies to (a) City employees, (b) employees of contractors and subcontractors who have Service Contracts with the City in amounts over \$10,000, (a Service Contract does not include contracts for the purchase of goods, products, equipment, supplies, or other property, and does not apply to services which are incidental to the delivery of such products, equipment or commodities), and (c) employees of Beneficiaries of Assistance in the form of grants, loans, tax incentives, bond financing, subsidies, or other forms of assistance over \$10,000, received by or through the authority or approval of the City, including but not limited to, c. 121A tax abatements, industrial development bonds, Community Development Block Grant (CDBG) loans or grants, Enterprise Zone designations awarded after the effective date of the ordinance, and the lease of City owned land or buildings below market value.

Covered Employers: The ordinance applies to the City, any contractor or subcontractor on a Service Contract with the City over \$10,000, and any Beneficiary of Assistance over \$10,000.

Covered Employees: The ordinance applies to any person employed by a Covered Employer, and to any person employed by an independent contractor doing business with a Covered Employer, who would directly expend any of his or her time on the activities funded by the service contract or the activities for which the Beneficiary received Assistance.

Living Wage: Effective March 1, 2019 the Living Wage is \$16.15 per hour, subject to annual CPI adjustments each March 1st. Cuts in non-wage benefits prohibited: No Covered Employer may fund any wage increase required by the ordinance by reducing health, insurance, pension, vacation, or other non-wage benefits of any of its employees.

Waivers: The City Manager may grant waivers to the requirements of the ordinance. There are three types of waivers: (a) General Waiver: if the City Solicitor finds that application of the ordinance would violate a specific federal or state statute or regulation; (b) Hardship Waiver: a non-profit employer may apply to the City Manager for a waiver if payment of the Living Wage would cause a substantial hardship; and (c) Chapter 30B Waiver: prior to issuing an invitation to bid for a services contract a

department may ask the City Manager for a Living Wage waiver if it would make the contract inordinately expensive or would result in a significant loss of services.

Exceptions: Certain positions are excepted from the ordinance upon certification in an affidavit signed by the principal officer of a Covered Employer that the positions are as follows: (1) youth hired pursuant to a City, state, or federally funded program during the summer or as part of a school to work program or other related seasonal or part-time work; (2) work-study or cooperative educational programs; (3) trainees who are given a stipend or wage as part of a job training program; (4) persons working in recognized supported employment programs that provide workers with additional services such as room and board, case management, counseling, or job coaching; (5) positions where housing is provided by the employer; (6) employees who are exempt from federal or state minimum wage requirements; and (7) individuals employed by the City where such employment is intended primarily to provide a benefit or subsidy to such individuals, although they are paid for work performed.

Notification Requirements: All persons who have signed a service contract with the City or a contract for Assistance are required to forward this Fact Sheet to any person submitting a bid for a subcontract on the contract. All Covered Employers must provide this Fact Sheet to each Covered Employee and must post this Fact Sheet in a conspicuous location visible to all employees.

