

# RFQ

## Designer Services *Nonprofit Social Service Center*

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

Proposals will be received at the Cambridge Redevelopment Authority, 255 Main Street, 8<sup>th</sup> Floor, Cambridge, Massachusetts 02142 until **12:00 p.m. on Friday October 25, 2019** for furnishing the following to the Cambridge Redevelopment Authority (CRA):

**The Cambridge Redevelopment Authority is seeking proposals from qualified design firms to provide conceptual designs through construction administration for the preservation and improvement of a historic building 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](http://www.CambridgeRedevelopment.org/jobs-contracting) on and after **October 7th, 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. All contracts for design services over \$100,000 shall submit documents to comply with the City of Cambridge and the Commonwealth's requirements for Minority (MBE) and Women-owned (WBE) business requirements.

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 Cambridge Redevelopment Authority 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 one (1) additional copy** of the proposal and **one electronic copy** marked "CRA RFQ, Architectural Services, Bishop Allen Drive" must be received by Erica Schwarz, Project Manager, Cambridge Redevelopment Authority, 255 Main Street, 8<sup>th</sup> Floor, Cambridge, MA 02142 **prior to 12:00 p.m., on Friday, October 25, 2019**. 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 is purchasing 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 develop a nonprofit center in the building: a property 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. Additional information about the building’s tenants and the importance of this building for the services they provide can be found in Appendix B, which is a public disclosure document the CRA provided to the Commonwealth of Massachusetts under MGL 30B about its intent to purchase real estate.

### **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 agency 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, 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 CRA completed its due diligence in early summer. The transaction was completed on October 2, 2019.

### **Project Goals**

- Create an affordable, sustainable nonprofit center through renovation
- Allow nonprofit tenants and their services largely to stay in place during renovations
- Improve life safety while preserving the historic character of the building’s exterior
- Upgrade electrical and HVAC systems
- Improve physical accessibility, including replacing entry ramp, elevator, and bathrooms
- 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

### **Responsibilities**

- Development of Schematic Design through Construction Drawings for the renovation of one existing structure on the project site, to focus on life safety improvements, increased physical accessibility, and more efficient use of interior space.
- Develop a plan for constructing improvements in phases that will minimize negative impacts on existing tenants.
- Attend meetings with CRA staff, including but not limited to CRA financial consultants, Cambridge Historical Commission staff, and representative of nonprofit organizations operating in the building.
- Construction Administration services including attendance at weekly site meetings, and review of contractor submittals, project schedules, applications for payment and change order proposals.

The chosen Designer will also recommend energy efficient alternatives and the use of resource efficient materials where appropriate and must have LEED (Leadership in Energy & Environmental Design) Accredited Professional certification or comparable. They must be familiar with construction methods, working drawings, public bid requirements, and building and public safety/fire codes.

The successful respondent shall be familiar working within public construction and procurement procedures and design for improvements to historic buildings.

### **Site and Existing Building 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 building 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 property includes a nearly 19,000 gross square foot brick and beam four story structure, with the lowest floor partially below grade. The has a rear parking lot with eight (8) spaces that is accessed off of Essex Street.

The building's last significant renovation was in 1965, although tenants have upgraded their own 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 is in need of the following improvements, to occur under a budget of approximately \$2 million:

- 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 and square footage, potentially also:
  - 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.
  - Install solar panels to support greater energy efficiency

Additionally, 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 our construction budget.

## INSTRUCTIONS TO APPLICANTS

### **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 five (5) items:

- 1. Designer Selection Application for Cities and Towns (Appendix D).**
- 2. A description of a project approach, based on the project overview in this RFQ.**

Include information about how your team will work with the CRA to collect and incorporate client/user feedback.

Describe how you manage project budgets while meeting program goals during the design phase, and your cost analysis system for evaluating change orders.

- 3. A list of at least three entities for which your firm has conducted similar designs.**

Include at least one project conducted for the public sector as possible.

Include at least two projects that included renovation of nonprofit, government, or institutional office space

Include at least one project that included upgrades to a historic building.

Also, include no less than three personal references of the key members assigned to the project, also from former clients. Such references will be used to determine a respondent's responsibility.

Please include the name and telephone number of the contact person at each, the year of the contract, and the nature of the project. These contacts shall serve as references.

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. Overview of key staff and consultants who will be assigned to this project**

Include resumes and a description of responsibilities of key staff.

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

## 5. Signed Anti Collusion/ Non-Discrimination and Tax Compliance Forms (Appendix B)

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.

**SITE VISIT:** A site visit, including a tour of current buildings and the surface parking lot will take place on **Wednesday, October 16, 2019 at 9:30 a.m.** All attendees shall meet 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](mailto:eschwarz@cambridgeredevelopment.org). At the sole discretion of the CRA, an addendum will be issued with clarifications or answers to the questions.

**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 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 REGARDING THE PROJECT:** Additional information with regard to the project can be found referenced on the project webpage located at: [www.cambridgeredevelopment.org/mfnh](http://www.cambridgeredevelopment.org/mfnh)  
All proposers must be willing to sign the CRA's standard contract.

**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](mailto: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.

**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. An overview of the Living Wage Requirements is attached.

**SELECTION PROCESS:** All responses will be reviewed by the Designer Selection Committee, composed of CRA staff ("the Committee"). The Committee 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 selection committee will rank at least the top three selections. Within a reasonable period of time after the last interview, the Committee will forward to the CRA Board its recommendation of the architectural design team to be designated as the Designer. The CRA Board may accept or reject the recommendation. The CRA may request that a representative from the recommended design 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. **A complete response submission.** The RFQ response must include all items outlined in the Instructions to Applicants section.
2. **Relevance of Response and Proposed Approach to the Project Needs.** To what extent does the project approach, including how the Designer will work with the CRA to collect and incorporate user/client input, how the Designer balances budget and program needs, in-place renovation plans, and other aspects of the proposed approach, align with the stated project needs and goals in this RFQ?
3. **Similar Prior Experience and Design Approach.** We 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. It is preferred for references to be able to speak to how the respondent worked with the same consultants proposed in their response to this RFQ. The CRA will place strong consideration on how the respondent managed its team members so that the design was properly coordinated before placed out to bid. The CRA will also seek to understand how the respondent approached prior projects with regard to incorporating community or user input, integrating programming, staying within budget, and managing cost control during the design phase.
5. **Professional registrations.** The firm has the professional licenses required to execute this Project.
6. **Experience of Consultants.** The qualifications and track record of each member of key consultants will be rated. 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

Advertisement:	<b>Monday, October 7, 2019</b>
Site Visit:	<b>Wednesday October 16th, 2019, 9:30 am at 99 Bishop Allen Drive, Cambridge</b>
RFQ due:	<b>Friday, October 25th, 2019 by 12:00 pm</b>
Interviews of shortlisted firms:	<b>The week of November 11, 2019</b>
Start of Design Process:	<b>Estimated: December 2020</b>
Start of Construction:	<b>Estimated: August 2020</b>
Completion of Construction:	<b>Estimated: August 2021</b>

## GENERAL TERMS AND CONDITIONS

1. The contract for this project will be between the CRA and the Designer.
2. The CRA will have the option to cancel the contract provided that written notice is given 30 days prior to the effective termination date.
3. 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 consultants and subcontractors to the extent they are used.

All contractors for design services over \$100,000 shall submit documents to comply with the City of Cambridge and the Commonwealth's requirements for engaging and reporting on the engagement of Minority (MBE) and Women-owned (WBE) business. Detailed documentation of plans to engage MBE/WBE firms will be required by those firms invited to submit bid proposals.



## APPENDICES:

- A: Map, photos and floor plans of 93-99 Bishop Allen Drive, Cambridge
- B: Public Disclosure of CRA intent to purchase real estate
- 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
- F: Standard Designer Application for Municipalities and Public Agencies

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

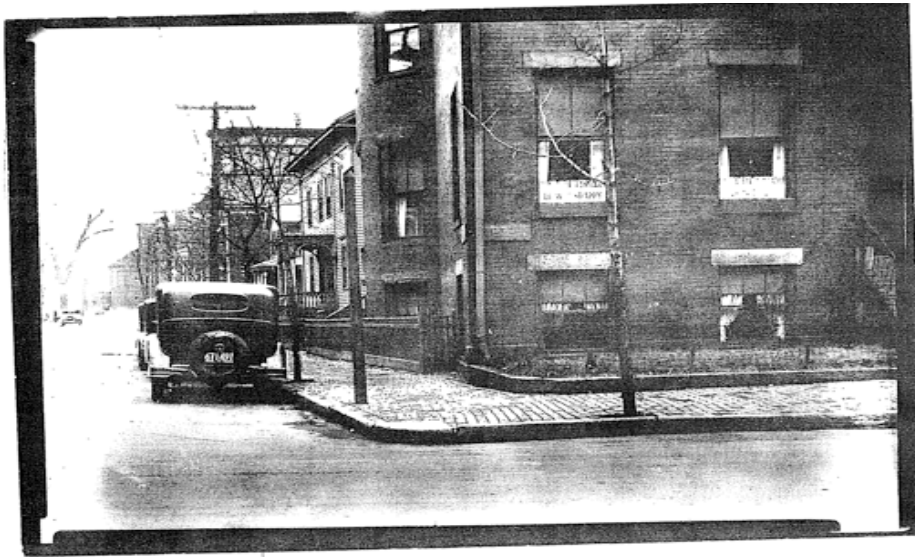


*93-99 Bishop Allen Drive, 2019*

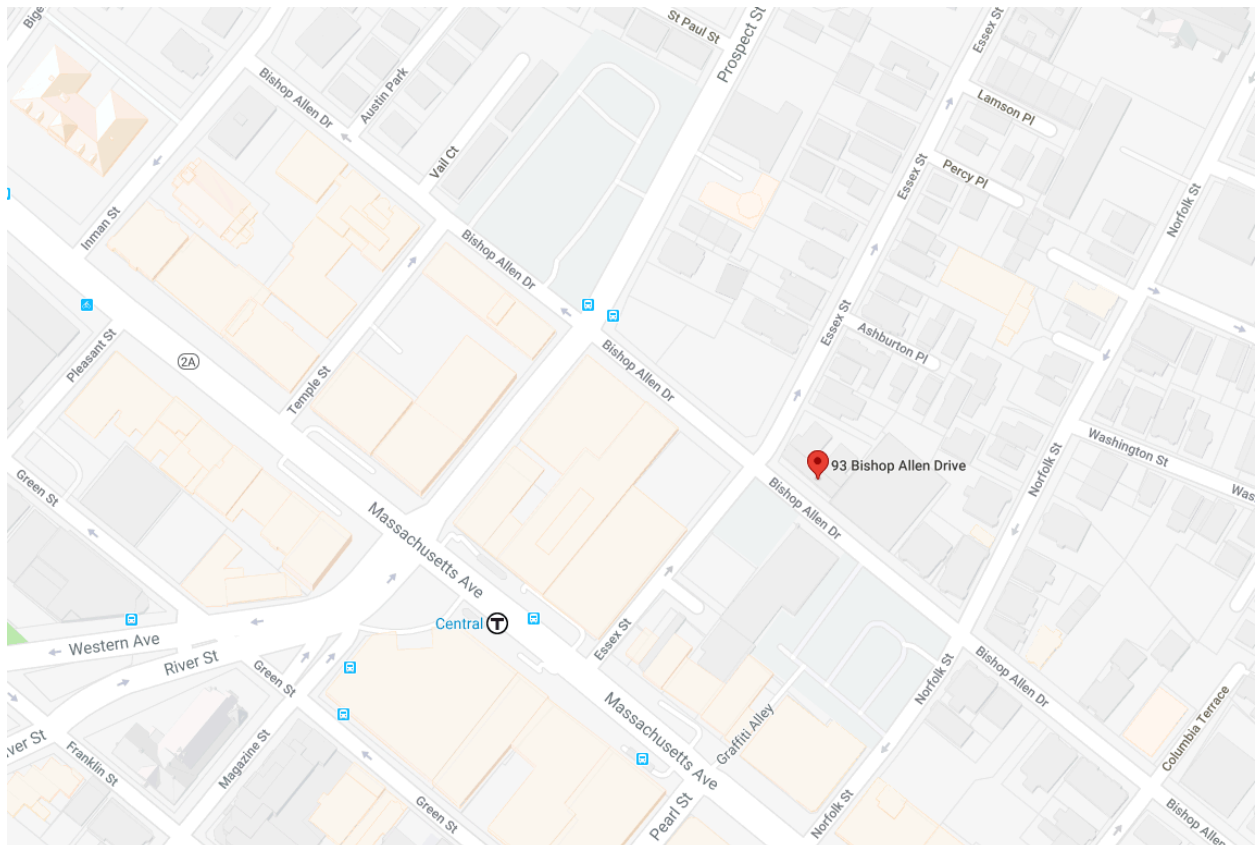


*93-99 Bishop Allen Drive, circa 1965, after renovations*

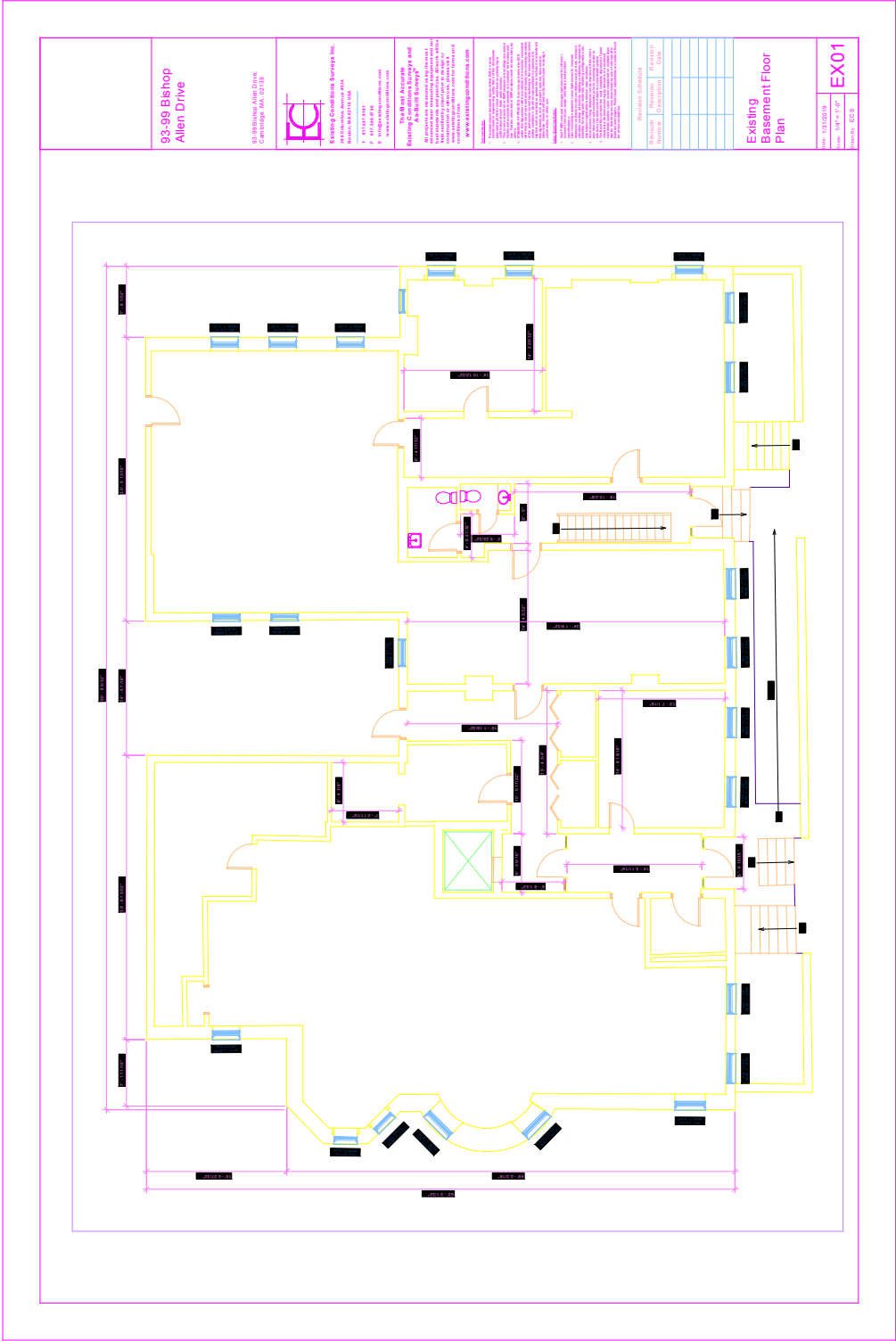
**93-99 Bishop Allen Drive, circa 1900**  
Corner with Essex Street



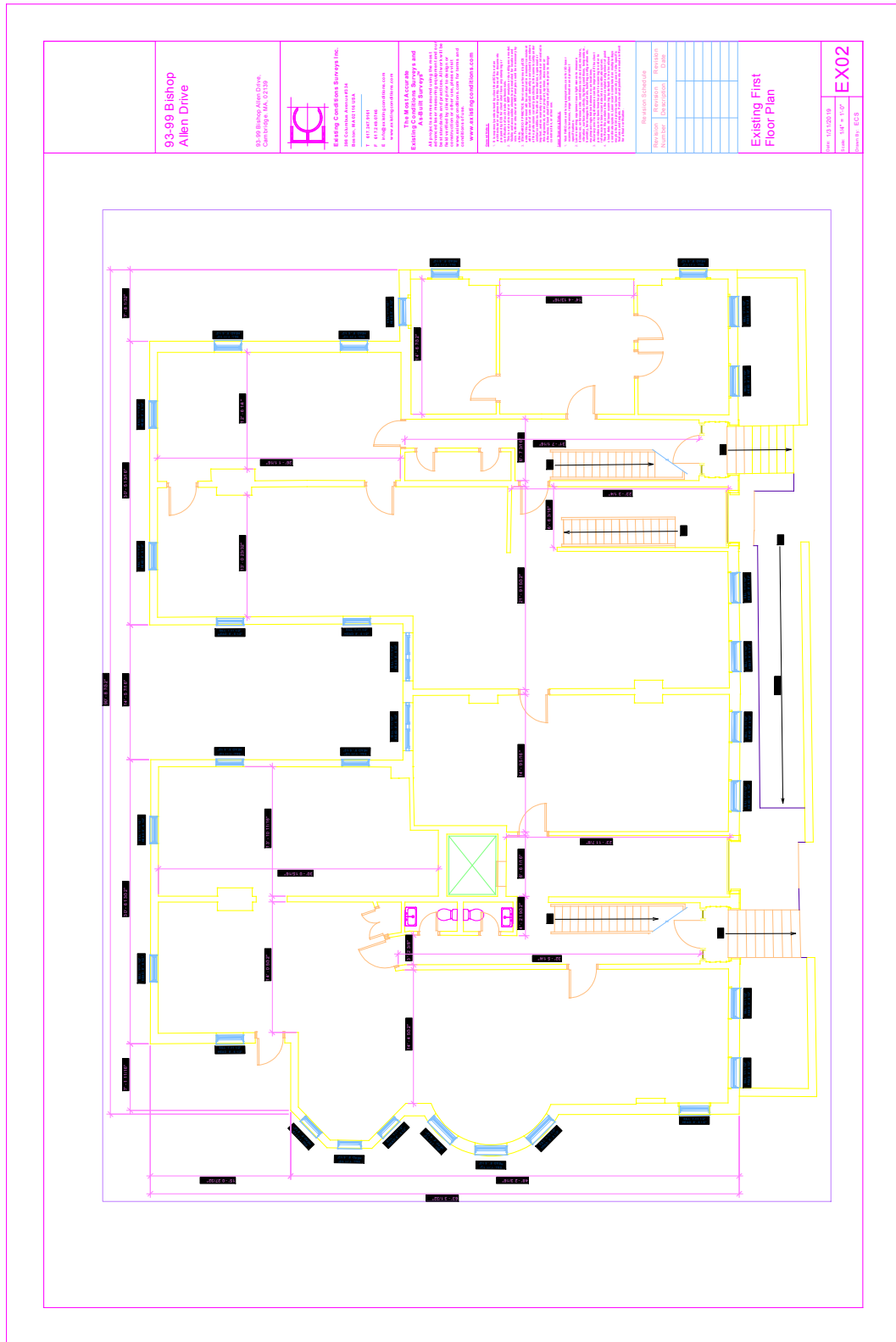
**Map of 93-99 Bishop Allen Drive, Cambridge**



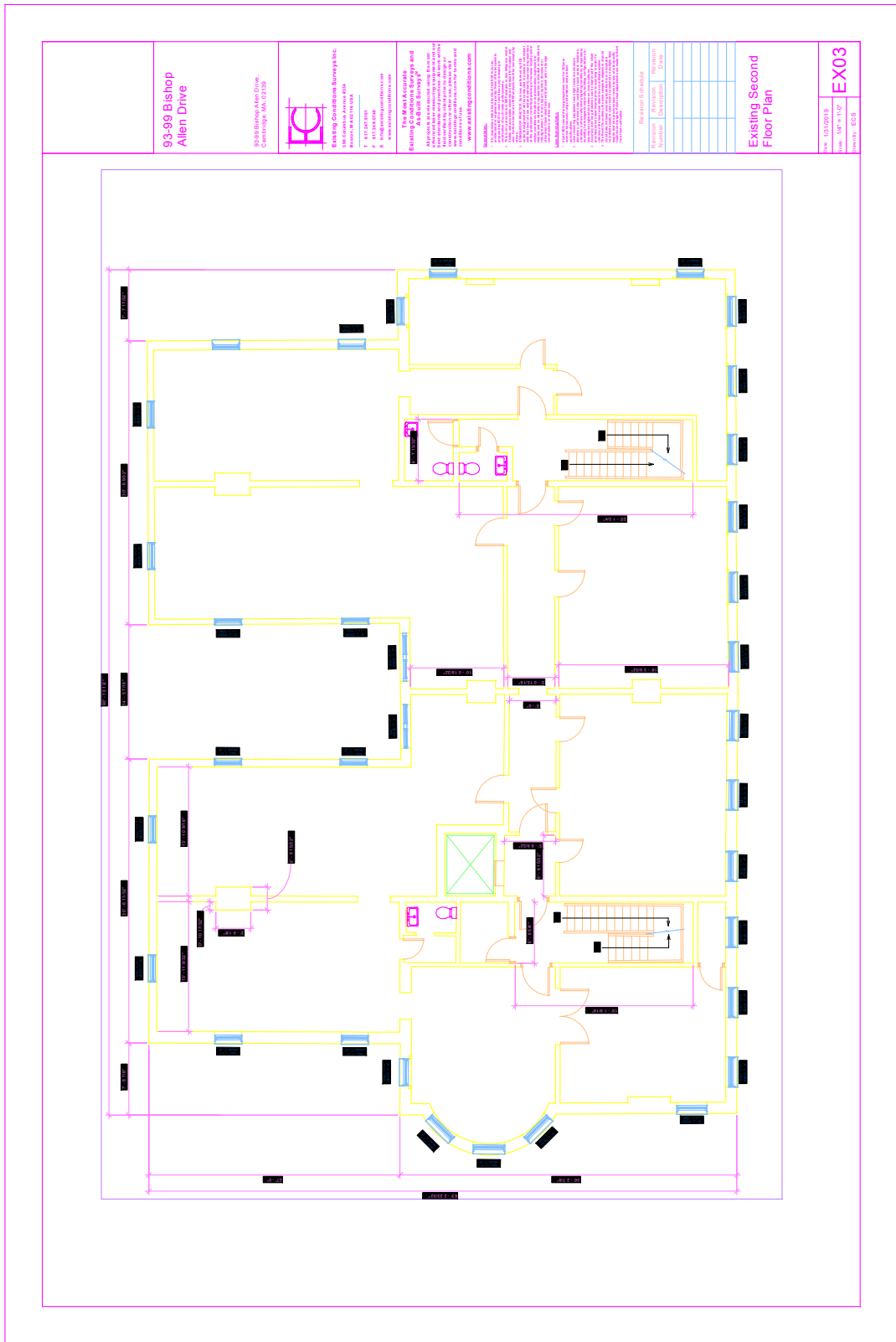
# Basement Floor Plan



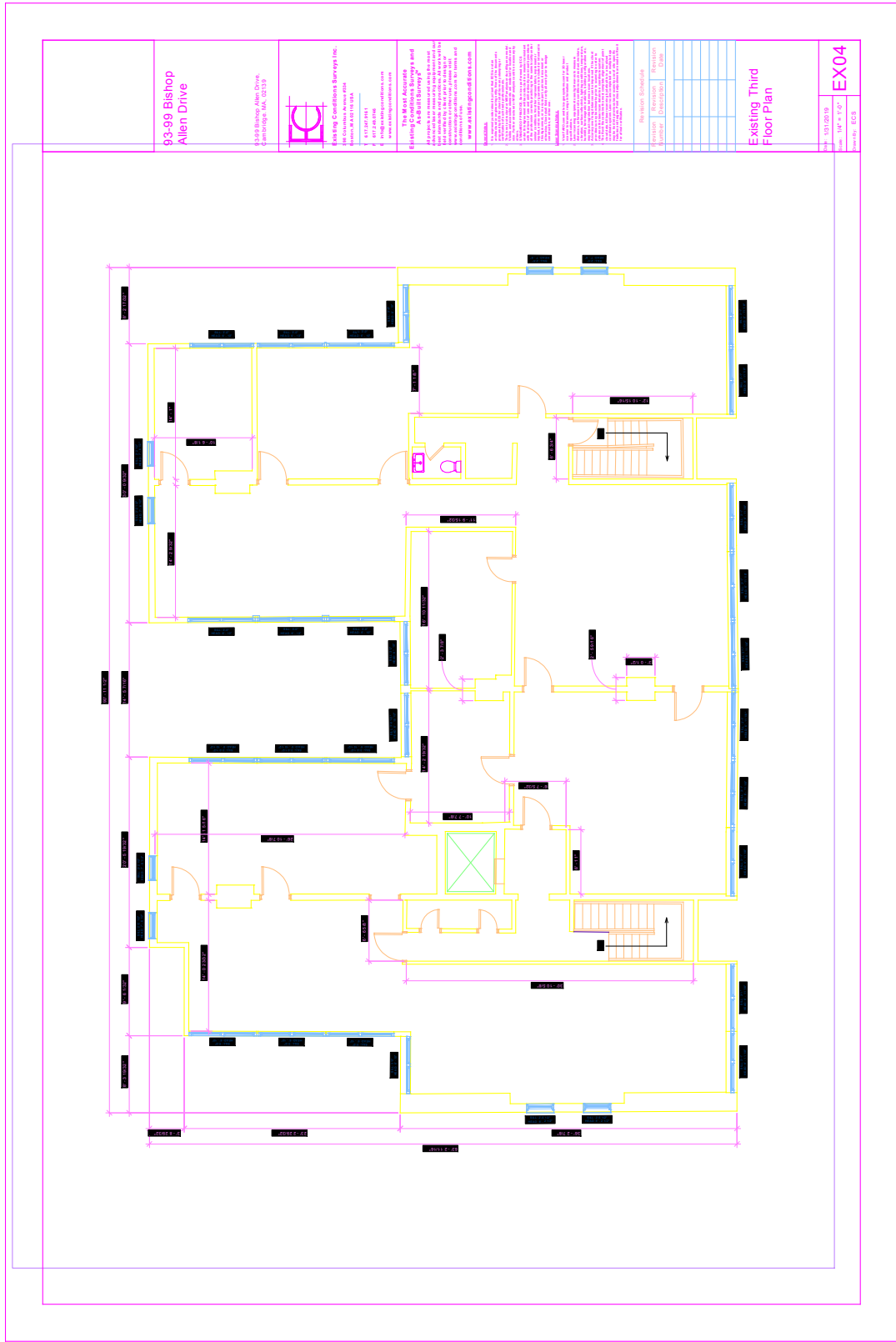
# First Floor Plan



# Second Floor Plan



# Third Floor Plan



## APPENDIX B: CRA PUBLIC DISCLOSURE OF INTENT TO PURCHASE REAL ESTATE

June 26, 2019

### Cambridge Redevelopment Authority Purchase of 93-99 Bishop Allen Drive, Cambridge M.G.L. c. 30B, § 16 Unique Property Description

As part of its mission as an urban renewal authority under M.G.L. c. 121B to study, develop, and support urban renewal initiatives and, in particular, to manage the ramifications of urban renewal initiatives for all residents (particularly low-income families, small businesses, and community organizations), the CRA has determined to offer to purchase property at 93-99 Bishop Allen Drive, Cambridge, MA 02319 to support the availability of sufficient and accessible space to provide vital social services to low-income residents.

Pursuant to M.G.L. c. 30B, § 16(e)(2), the CRA has determined that the advertising requirements of M.G.L. c. 30B, §16(a-d) will not benefit the CRA's interests because, as explained below, the property is of unique character and satisfies requirements not met by other properties in Cambridge.

The property at 93-99 Bishop Allen Drive is unique due to its ability to support vital services offered by the Cambridge-based community service sector to Cambridge residents:

- 100% of its tenants are community service organizations serving Cambridge residents or community members;
- Cambridge residents are familiar with the building's full community service organization make-up, thus making it easier for clients to find the site, and building legitimacy for nonprofits located there;
- The location's proximity to Central Square is itself a resource due to Central Square being a historical hub of activity for community organizations, many of which serve the same populations as the nonprofits currently occupying the building, but with different services;
- The building is of sufficient scale and utility to potential and existing community service organization tenants that it can be operated sustainably and prudently with a majority or totality of community service organization tenants. There are no other buildings potentially or currently for sale in Cambridge that are close to MBTA Rapid Transit that fit these characteristics. Rising real estate values in central Cambridge, and particularly in accessible locations like Harvard, Porter, or Kendall Squares, preclude development of the vast majority of properties as hubs for community service organizations.

The property provides other unique characteristics that are required by the community service organizations that currently or may in the future occupy it, in order for them to successfully provide social services. By way of illustrative, not exhaustive, examples, the following list outlines the particular value of the property to each current tenant (and, by extension, potential or future tenants offering similar or identical services):



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

- (1) The Cambridge site largely serves Cambridge youth.
- (2) 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

- (1) 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;
- (2) 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;
- (3) The mass transit access is of particular necessity to major local area hospitals that frequently send patients directly to BARCC;
- (4) 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
- (5) 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

- (1) Their organization must be located in Cambridge, due to their mission and the population they serve;
- (2) They must have a physically accessible building and be on transit, as their population often does not have access to a car; and
- (3) 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

- (1) CCF must be located in Cambridge, as it only serves Cambridge nonprofits;
- (2) 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
- (3) Being near public transit ensures access to their site by a range of stakeholders including grantees, funders, program and research partners and others.
- (4) 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

- (1) The majority of their current participants are Cambridge residents, requiring a central Cambridge location.
- (2) Enroot serves youth who largely cannot drive or do not have access to a car, requiring a location near a public transit hub.
- (3) 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.
- (4) 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

- (1) The organization's clients require a handicapped accessible building. Their rental space is accessible via a ramp external to the building;
- (2) Their clients often do not have access to a car, and often have physical limitations, requiring a location very close to major transit; and
- (3) 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

- (1) SBN requires proximity to clients; a significant percentage of clients are Cambridge-based small businesses located in commercial nodes, including in Central Square;
- (2) They host an annual community festival in Central Square, and require proximity to the event site.
- (3) 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
- (4) Their very small budget precludes renting in other locations, but they can afford to rent in the existing location.



99 Bishop Allen  
Renovation

Cambridge MA

January 24, 2019

**Estimate**

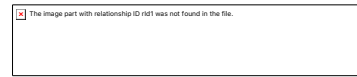


**Architect:**

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
<b>8 Repair to BLDG Ramp</b>				
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
<b>13 Repair to BLDG Ramp Total</b>				<b>\$15,785</b>
14				
15				
<b>16 New Larger Elevator</b>				
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
<b>27 New Larger Elevator Total</b>				<b>\$492,275</b>
28				
29				
<b>30 Renovate &amp; Make Bathrooms Accessible</b>				
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
<b>39 Renovate &amp; Make Bathrooms Accessible Total</b>				<b>\$318,220</b>
40				
41				
<b>42 New Fire Sprinkler System</b>				
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 <b>New Fire Sprinkler System Total</b>				<b>\$154,665</b>
52				
53				
54 <b>HVAC (Air Conditioning Upgrade)</b>				
55				
56 Modification of Interior Fit-Out	15,995	GSF	\$7.50	\$119,963
57 <b>VRF Package</b>				
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 <b>HVAC (Air Conditioning Upgrade) Total</b>				<b>\$607,506</b>
67				
68				
69 <b>New Fire Alarm System</b>				
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 <b>New Fire Alarm System Total</b>				<b>\$111,965</b>
75				
76				
77				
78				
79				
80				
81				
82				
			<b>TOTAL</b>	<b>\$1,700,000</b>

**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.

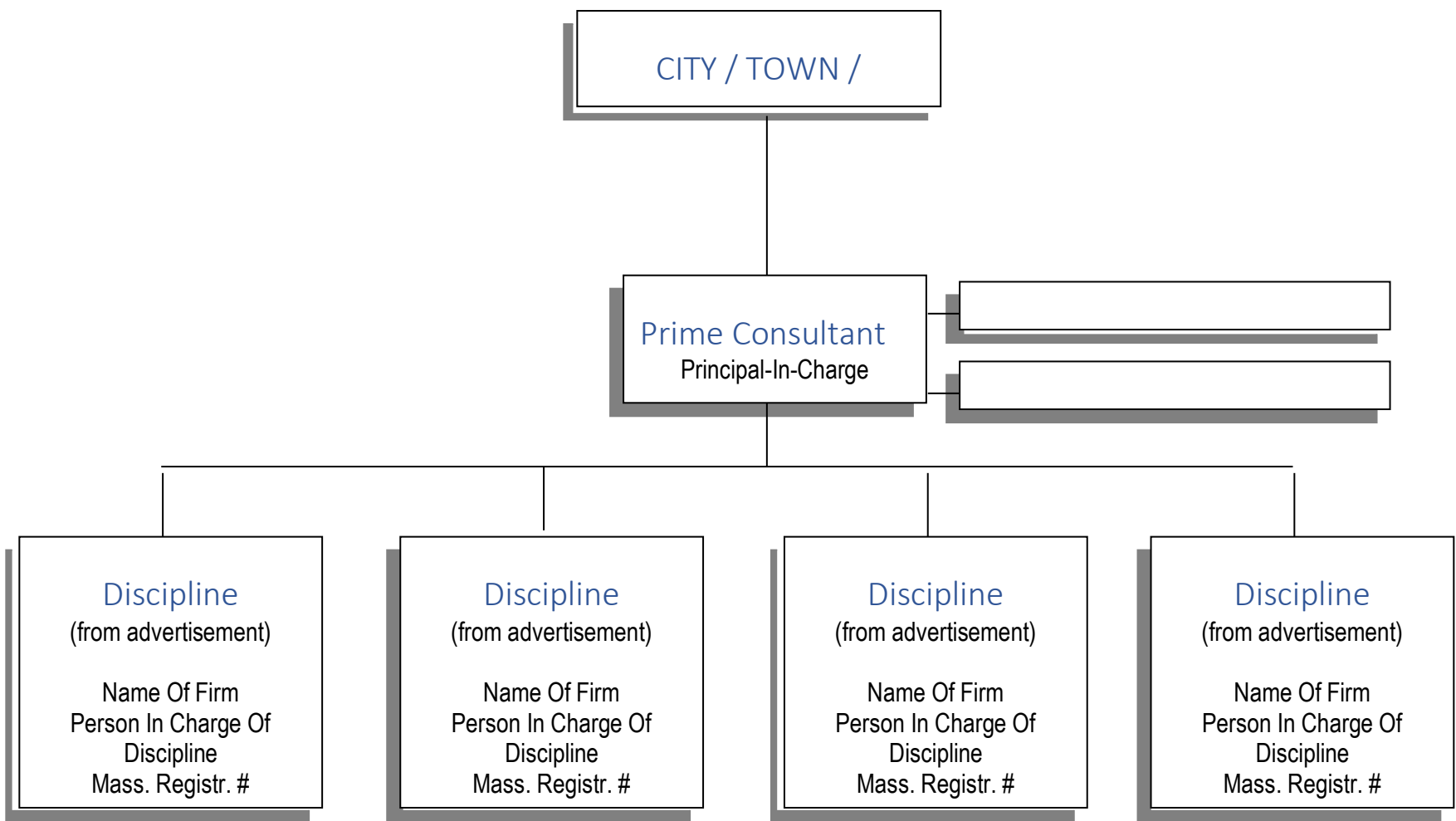
Exceptions: Certain positions are excepted from the ordinance upon certification in an affidavit signed by the principal officer of a Covered Employer that the positions are as follows: (1) youth hired pursuant to a City, state, or federally funded program during the summer or as part of a school to 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.

<b>Appendix F: Commonwealth of MA Standard Designer Application Form  for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)</b>	1. Project Name/Location For Which Firm Is Filing:	2. Project #
		This space for use by Awarding Authority only.
3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform Work:	3. Name Of Proposed Project Manager:  For Study: (if applicable) For (if applicable) Design:	
3b. Date Present and Predecessor Firms Were Established:	3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:	
3c. Federal ID #:	3g. Name and Address Of Parent Company, If Any:	
3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required):  Email Address:  Telephone No: Fax No.:	3. Check Below If Your Firm Is Either: (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 (M/WBE) <input type="checkbox"/> (4) SDO Certified Service Disabled Veteran Owned Business Enterprise (SDVOBE) <input type="checkbox"/> (5) SDO Certified Veteran Owned Business Enterprise (VBE) <input type="checkbox"/>	
<b>4. Personnel From Prime Firm Included In Question #3a Above</b> 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):		
Admin. Personnel    ___ ( ___ ) Architects         ___ ( ___ ) Acoustical Engrs. ___ ( ___ ) Civil Engrs.        ___ ( ___ ) Code Specialists   ___ ( ___ ) Construction       ___ ( ___ ) Cost Estimators    ___ ( ___ ) Drafters            ___ ( ___ )	Ecologists         ___ ( ___ ) Electrical         ___ ( ___ ) Environmenta     ___ ( ___ ) Fire                 ___ ( ___ ) Geotech.           ___ ( ___ ) Industrial          ___ ( ___ ) Interior             ___ ( ___ ) Landscape         ___ ( ___ )	Licensed Site      ___ ( ___ ) Mechanical Engrs. ___ ( ___ ) Planners:          ___ ( ___ ) Specification      ___ ( ___ ) Structural Engrs. ___ ( ___ ) Surveyors          ___ ( ___ )  ___ ( ___ ) <u>Other</u> ___ ( ___ ) ___ ( ___ )    _____    ___ ( ___ ) ___ ( ___ )    _____    ___ ( ___ ) ___ ( ___ )    _____    ___ ( ___ ) ___ ( ___ )    _____    ___ ( ___ ) ___ ( ___ )    _____    ___ ( ___ ) ___ ( ___ )    _____    ___ ( ___ ) ___ ( ___ )    _____    ___ ( ___ ) ___ ( ___ )    _____    ___ ( ___ ) ___ ( ___ ) <u>Total</u> ___ ( ___ )

5. Has this Joint-Venture previously worked together?  Yes  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:



7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers.</u> 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.	
a. Name and Title Within Firm:	a. Name and Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/>  WBE <input type="checkbox"/>  SDVOBE <input type="checkbox"/>  VBE <input type="checkbox"/> </div>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/>  WBE <input type="checkbox"/>  SDVOBE <input type="checkbox"/>  VBE <input type="checkbox"/> </div>
d. Years Experience: With This _____ With Other Firms: _____ Firm: _____	d. Years Experience: With This _____ With Other Firms: _____ Firm: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number
g. Current Work Assignments and Availability For This Project:	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):	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.

<b># of Total Projects:</b>	<b># of Active Projects:</b>	<b>Total Construction Cost (In Thousands) of Active Projects (excluding studies):</b>
-----------------------------	------------------------------	---

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 ENCOURAGED 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. Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer **YES** or **NO**. If YES, please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).

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 7C, Section 44 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)

