

REQUEST FOR QUALIFICATIONS (RFQ)

ARCHITECTURAL / ENGINEERING / CONSULTING SERVICES FOR:

COMPREHENSIVE FACILITIES CONDITION ASSESSMENTS, CONSOLIDATION PLANNING, PREVENTIVE MAINTENANCE PLANS

RFQ #15-90



CITY OF SOMERVILLE, MASSACHUSETTS

RELEASED:

APRIL 1, 2015

DUE BY:

APRIL 22, 2015 BY 11:00AM

DELIVER TO:

**City of Somerville
Purchasing Department
Attn: ANGELA M. ALLEN
93 Highland Avenue
Somerville, MA 02143**

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RESPONDENTS' CHECKLIST

Please ensure all documents listed on this checklist are included, and/or acknowledged, with your submission. Failure to do so may subject the proposer to disqualification.

_____ Respondents' Checklist

_____ Qualifications and Non-Price Proposal with the following headings:

1. Letter of Introduction _____
2. Summary of Qualifications _____
3. Consulting Team _____
4. Additional Information _____

_____ Standard Designer Application Form for Municipalities and Public Agencies not within Designer Selection Board (DSB) Jurisdiction (Updated May 2014)
<http://www.mass.gov/anf/property-mgmt-and-construction/design-and-construction-of-public-bldgs/designer-selection-process/dsb-forms-instructions-and-manuals/forms/>

_____ City of Somerville Forms

1. Past Performance/Reference Form _____
(please include contact names and e-mail addresses for references on the Standard Designer Application that are for projects similar to this one)
2. Certificate of Non-Collusion and Tax Compliance _____
3. Certificate of Signature Authority _____
4. Somerville Living Wage Form _____
5. Certificate of Good Standing _____
(will be required of awarded Vendor; please furnish with bid if available)
6. Insurance Specifications _____
(bidders to review and include in bid package; furnish sample certificate with bid if possible)

_____ Acknowledgement of Addenda (on addendum cover sheets, if applicable)

_____ Billing Rates Breakdown (in separately sealed envelope marked "Rate Schedule")

CITY OF SOMERVILLE, MASSACHUSETTS

**SOMERVILLE CITY HALL
93 HIGHLAND AVENUE
SOMERVILLE, MA 02143**

**REQUEST FOR QUALIFICATIONS (RFQ)
ARCHITECTURAL / ENGINEERING / CONSULTING SERVICES FOR:**

**COMPREHENSIVE
FACILITIES CONDITION ASSESSMENTS,
CONSOLIDATION PLANNING,
PREVENTIVE MAINTENANCE PLANS**

RFQ #15-90

**SECTION 1.0
GENERAL INFORMATION ON SUBMISSION PROCESS**

1.1 General

Sealed Statement of Qualifications (SOQ) will be received on or before **11:00AM, on April 22, 2015.**

When submitting qualifications, please identify the solicitation title and number clearly on the submitted envelope. All responses must be sealed and delivered to:

**Purchasing Department
Attention: Angela M. Allen, Director
City of Somerville
93 Highland Avenue
Somerville, MA 02143.**

It is the sole responsibility of the Applicant to insure that the submission arrives on time at the designated place. Late submissions will not be considered, and will be returned. Responses submitted must be an original.

One (1) original and two (2) hard copies, plus a CD/DVD with the complete submission shall be submitted by the deadline.

Electronic copies are to be submitted on CD-ROM saved in Microsoft Word or Adobe Acrobat format. ("Read only" files are acceptable). All disks shall be virus checked prior to submission.

A complete response consists of all documents listed on the Respondent's Checklist.

The signature of the Applicant's authorized official(s) must be provided on the cover letter and all the proposal forms. **An unsigned letter or one signed by an individual not authorized to bind the Applicant will be disqualified.**

The City of Somerville reserves the right to reject any or all proposals, waive minor informalities, and accept the proposal deemed to be in the best interest of the City.

The successful Applicant must be an Equal Opportunity Employer.

All information in the Applicant's response should be organized and presented in a clear / concise format, as outlined in the Respondent's Checklist. Accuracy and completeness are essential. The successful response will be incorporated into a contract as an exhibit; therefore, Applicants should not make claims to which they are not prepared to commit themselves contractually.

There must be no mention of the applicant's fee(s) in the non-price submission. Such mention of applicant's and/or its sub-applicant's fees will subject the submission to disqualification.

A rate schedule shall be submitted in a separately sealed envelope, clearly marked with your firm's name and "Rate Schedule – RFQ #15-90." The Fees and Rates Breakdown form is found in Section 4 of this RFQ.

The solicitation may be obtained online via the Purchasing web page at <http://www.somervillema.gov/departments/finance/purchasing/bids> or by request from the Purchasing Department on and after April 1, 2015 between the hours of 8:30 a.m. and 4:30 p.m. Monday – Wednesday, 8:30 a.m. to 7:30 p.m. on Thursdays and 8:30 a.m. to 12:30 p.m. on Fridays.

1.2 Questions

Questions concerning this solicitation must be submitted in writing to: Angela M. Allen, Purchasing Director, City of Somerville, Purchasing Department, 93 Highland Avenue, Somerville, MA 02143 before **April 15, 2015 at 12:00 noon EST.**

Questions may be delivered, mailed, faxed to 617-625-1344, or e-mailed to amallen@somervillema.gov.

Answers will be provided in writing only, via an addendum, as noted below.

If any prospective respondents contact anyone employed by the City, outside of the Purchasing Department, regarding this bid/proposal, that bidder/proposer will be

disqualified immediately.

1.3 Changes & Addenda

If any changes are made to this solicitation, an addendum will be issued. The City will post addenda on its website (<http://www.somervillema.gov/departments/finance/purchasing/bids>).

A link to all addenda will be emailed to all prospective applicants on record as having picked up the solicitation. **Prospective applicants are highly encouraged to contact the Purchasing Department (purchasing@somervillema.gov) to register as a bid document holder to automatically receive addenda notifications as soon as they are issued.** Online registration information – in general and for this “active bid” – can be accessed via:

<http://www.somervillema.gov/departments/finance/purchasing/vendor-resources>

It is the responsibility of the respondent to also monitor the bid portal on the City’s website for any updates, addenda, etc. regarding that specific solicitation. The web address is: <http://www.somervillema.gov/departments/finance/purchasing/bids>.

No changes may be made to the solicitation documents by the Applicants without written authorization and/or an addendum from the Purchasing Department.

1.4 Pre-Submission Briefing Session

A pre-submission briefing session is scheduled for Tuesday, April 14, 2015 at 11:00 a.m. The meeting is not mandatory but is highly encouraged. Attendees will meet at City Hall, 93 Highland Avenue, Somerville, on the 2nd floor in the BOA Committee Room.

1.5 Evaluation of Responses

The Mayor, working through the Capital Projects and Planning Department (CPPD) and Purchasing, has established or will establish a selection committee (the “Committee”) to review and evaluate qualified consultants’ proposals, interview short-listed candidates, and recommend to the Mayor a firm to undertake the project.

1.6 Bidding Schedule

Key dates for this Invitation for Bid:

RFQ Issued	4/1/15
Briefing Session	4/14/15 – 11:00am City Hall (Committee Room)
Deadline for Submitting Questions to RFQ	4/15/15 – 12:00 noon
Responses Due and Opened	4/22/15 – 11:00 a.m.

Interview of Short-listed Respondents	5/4/15-5/8/15 (if applicable)
Anticipated Contract Award	May 2015

1.7 Time for Acceptance of Responses to RFQ

The City will not accept responses submitted after the stated deadline. The City intends to enter into a contract after the final selection of the highest-rated firm.

1.8 Unforeseen Office Closure

If, at the time of the scheduled deadline for submission of responses, Somerville City Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 2:00 p.m. on the next normal business day. Responses will be accepted until that date and time.

Note: late deliveries of mail services (including but not limited to USPS, FedEx, UPS, DHL) are not the responsibility of the City. Respondents shall allow sufficient time for responses to be delivered to the City of Somerville's Purchasing Department.

1.9 Modification or Withdrawal of Responses, Mistakes, and Minor Informalities

An Applicant may correct, modify, or withdraw a response by written notice received by the City of Somerville *prior to* the time and date set as the deadline for submission responses. Modifications to a response must be submitted to the City's Purchasing Department in a sealed envelope clearly labeled "Modification No.____." Each modification must be numbered in sequence, and must reference the original solicitation.

After the deadline for responses to this RFQ, an applicant may not change any provision of the response in a manner prejudicial to the interests of the City or fair competition. Minor informalities will be waived or the applicant will be allowed to correct them. If a mistake and the intended response are clearly evident on the face of the response, the mistake will be corrected to reflect the intended correct response, and the applicant will be notified in writing; the applicant may not withdraw the bid. An applicant may withdraw a response if a mistake is clearly evident on the face of the response, but the intended correct response is not similarly evident.

1.10 Right to Cancel/Reject Bids

The City of Somerville may cancel this solicitation, or reject in whole or in part any and all bids (i.e. responses), if the City determines that cancellation or rejection serves the best interests of the City.

SECTION 2.0 SCOPE OF SERVICES

2.1 Scope of Services

The City of Somerville, through its Capital Projects and Planning Department (CPPD) and Purchasing Department is soliciting Statements of Qualifications (SOQ's) from professional architectural / engineering / consulting service firms for a comprehensive Facility Condition Assessment (FCA), an update to our Facilities Master Plan (FMP), and creation of Preventive Maintenance Plans (PMP) for all City owned buildings. This project is anticipated to have three phases (actual scope to be determined through discussions with the preferred team. Fee will be negotiated based on the scope identified for each phase of the project):

1. Complete FCA
 - a. Identify and inventory the major building systems (envelope and equipment) – UniFormat structure.
 - b. Assess their condition.
 - c. Determine approximate remaining economic service life.
 - d. Recommend and prioritize corrections for all deficiencies.
 - e. Develop budgetary cost estimates for repairs and replacements expected over a ten (10) year timeframe.
2. Update FMP with a focus on consolidation and efficiency for all City Departments.
 - a. Review existing documentation and properties.
 - b. Manage workshops and meetings with City Departments and potential Municipal Property Review Committee.
 - c. Analyze properties with a focus on current functions, current condition and potential future use.
 - d. Identify anticipated costs and phasing associated with recommended improvements.
3. Create Preventive Maintenance Plans (PMP) for major building systems and equipment
 - a. Each plan should be a document or series of documents that provide a clear schedule for typical maintenance associated with all aspects of the building.
 - b. Protocols and logs shall be created that provide staff with clear direction on needed work.
 - c. It is anticipated that the City will utilize a CMMS to address this work in the future. Team should have experience working with one or more systems so that recommendations can be made on a product for use by the City. Team may be expected to be involved in the selection process for a CMMS.

2.2 Required Team Personnel / Approved Services

1. Work included in contract: Facility condition assessments, facilities master planning, cost estimating, preventive maintenance plan preparation.
2. Project Location: Various City of Somerville Municipal Sites
3. Awarding Agency: Capital Projects and Planning

4. Appropriation Source: Various (To Be Determined)
5. Available Amount: To be determined as specific project phases are identified and funding is appropriated
6. Unless otherwise agreed to in advance, Total Fee (excluding authorized reimbursable expenses) will be negotiated for each specific assignment based on scope of work and services authorized.
7. Estimated Construction Cost: N/A
8. Services authorized:
 - a. Property assessments
 - b. Building condition assessments and study
 - c. Schematic design phase services
 - d. Consolidation planning
 - e. Preventive maintenance plan preparation.
9. Required Team Personnel: Applications must indicate the following prime and consultant personnel:
 - a. Architect (Prime)
 - b. Interior Architect
 - c. Civil Engineer
 - d. Structural Engineer
 - e. Mechanical Engineer (MPFP)
 - f. Electrical Engineer (E/FA)
 - g. Code Consultant
 - h. Cost Estimator
 - i. Hygienist

2.3 Specifications and Proposal Requirements

Each Statement of Qualifications will contain a table of contents with the following headings and corresponding content:

1. Letter of Introduction
2. Summary of Qualifications
3. Consulting Team
4. Additional Information
5. Standard Designer Application Form

A response that does not provide the information and documentation requested may be deemed nonresponsive and thereafter rejected.

1. **Letter of Introduction** – Signed by a principal in the firm serving as the lead applicant on the application. The applicant must certify in the Letter of Introduction that it meets the following minimum requirements. Be a qualified Designer within the meaning of M.G.L. Chapter 7C, Section 44, employing a Massachusetts registered architect or engineer responsible for and being in control of the services to be provided pursuant to the Contract.

In the event that the City receives financial assistance for this project from the Commonwealth of Massachusetts, the Applicant must be prepared to comply with all the necessary requirements pursuant to M.G.L. Chapter 7C, Section 6.

The Designer must agree to contract with minority and women-owned businesses as certified by the Supplier Diversity Office, and at the required participation levels for minority business enterprises and women-owned business enterprises.

2. **Summary of Qualifications** – Include the firm’s organizational capacity and strengths. List at least three but no more than six relevant projects with a brief description of the challenges, strategies and measures incorporated on each job and include a client reference for each. Relevant experience should focus on the three main objectives of this project outlined under “2.1 Scope of Services.”
3. **Consulting Team** – Identify the members of the team (including sub-consultants) for the categories of work identified under “2.3 Required Team Personnel / Additional professional registration or license number as applicable, and whether or not the firm is certified by the Commonwealth of Massachusetts Supplier Diversity Office (SDO) as an MBE and/or WBE. Include a summary of each team member’s experience, role on the team for this project, and approximate amount of time that each individual will be available for this project. A resume or CV of each proposed team member shall be included in the respondent’s submission.
4. **Additional Information** – Team is directed to the Evaluation Form (see Appendices) that will be used as part of the selection process. Please tailor your package to the questions included in that evaluation. Additionally, as part of the submittal package, team is required to submit the following
 - a. The City of Somerville has never undertaken a project of scale for our facilities. Given our goal is to complete this in a comprehensive yet cost effective fashion, please provide the review team with a possible approach for phases on this project. Approach should discuss all three services included in Section 2.1.
 - b. **Sample Documents. (pdf or similar digital format acceptable for these documents)::**
 - i. Sample Facility Condition Assessment
 - ii. Sample Facility Master Plan
 - iii. Sample Preventive Maintenance Plan
 - iv. Sample asset database – how is asset information collected?
5. **Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated May 2014).** In addition to the above-listed components of the qualifications narrative, applicants shall complete and submit this form as developed by the Designer Selection Board of the Commonwealth of Massachusetts. The form is attached in Appendix B. It may be obtained online at:

<http://www.mass.gov/anf/docs/dcam/dlforms/dsb/14-5-12-dsb-application-form.pdf>

2.4 Selection Criteria

The selection process will include an evaluation procedure based on the criteria identified below.

Following the rating of all fully responsive submissions, the Selection Committee may identify, or “short-list,” applicants with the highest ratings by the Committee. The Committee may choose to interview the short-listed applicants.

The Selection Committee will consider (at a minimum) the following items as each of the teams is reviewed:

1. Training/educational background of all project personnel, including professional experience above and beyond the minimum qualifications.
2. Depth of experience with municipal projects.
3. Identity and qualifications of all project personnel including level of experience working with each other on the same consulting team.
4. Strength and credibility of client references.
5. Completeness of submission.
6. Excellence of oral and written communication skills.
7. Willingness and capability to participate in and/or manage coordination with all City Departments included in this assessment.

2.5 Comparative Evaluation Criteria

Comparative Evaluation Criteria will be applied uniformly to all proposals. A copy of the evaluation form has been included in this package.

2.6 Selection Process

All proposals will be reviewed and rated by the Selection Committee ("the Committee"). The Committee will rate and rank all teams and make a recommendation to the Mayor to enter into a contract with the highest ranked firm(s).

Prior to its recommendation to the Mayor, the Committee may choose to select applicants to be interviewed ("the short list"). The Purchasing Director will notify all applicants of the names of the applicants selected for the short list. The short-listed applicants will be notified, either by e-mail or telephone, of the date, time and place for their interviews and any other pertinent information related thereto.

Within a reasonable period of time after the last interview, the Committee will forward to the Mayor its recommendation of the final ranking of the short-listed applicants. The list will be accompanied by a written explanation of the ranking including the recorded vote, if any. The written explanation and recorded vote, if any, shall be public records and shall be maintained in the contract file.

The Mayor may, at the Mayor's sole discretion, interview the applicants on the short list. The Mayor may exclude any team(s) from the short list if a written explanation of the exclusion is filed with the Committee and maintained in the contract file.

2.7 Project Funding

As a final scope and associated fee will not be known until selection of the preferred team, funding has not been secured for this project. It is anticipated that a request would be made to the Board of Alderman once the scope and fee have been negotiated. As such, teams should understand that this project would not begin until contract has been executed and funding for each phase has been secured.

2.8 Sample Scope for Work (to be developed with selected team)

1. Coordination: The consultant will be expected to coordinate work with the Capital Projects and Planning Department (CPPD) and the Department of Public Works' Building and Grounds Department. Additional information or discussions may come from the Planning Department, the Board of Alderman or the Mayor's Office. The consultant will work together with the CPPD to outline a process for gathering information and presenting preliminary findings and milestone reports to City staff, elected officials and residents.

The team should be prepared to complete assessments in a manner that does not impact day-to-day operations of City staff or schools. This may require that portions of the work are done during evening hours or when school is out of session.

2. Site Analysis: The architect will undertake an analysis of the existing building sites. This analysis will include preliminary data essential in determining the suitability of the sites to accommodate any changes that might come about through information gathered by the study. Local zoning, site challenges, land-use regulations, or any other items that may impact the development of each site, should be included in this assessment. Base building data may not be available for all buildings.
3. Computerized Maintenance Management System (CMMS): Provide a summary of options available in typical CMMS software, including performance and utilization, energy tracking, methods of access, hosting, available support/training and a disaster recovery plan that the City can consider as it selects a new CMMS. The team may be asked to be part of the review committee for any new CMMS selected.
4. Facilities Condition Assessment (FCA): Identify and document all current visible and discernable condition deficiencies in detail through non-destructive means.
 - a. All assessment data should be collected and reported in a format that supports the project objectives. The deliverables should provide the City with the capability to continuously update all data via the City's planned Computerized Maintenance Management System (CMMS), and predict future capital renewal costs.
 - b. The purpose of the assessment is to:

- i. Identify and inventory the major building systems and equipment.
 - ii. Assess their condition.
 - iii. Determine approximate remaining economic service life.
 - iv. Recommend and prioritize corrections for all deficiencies.
 - v. Develop budgetary cost estimates for repairs and replacements expected over a ten (10) year timeframe
- c. At a minimum, the FCA shall address four major components:
 - i. Systems Inventory
 - ii. Building's Condition
 - 1. What is broken or in disrepair?
 - 2. What needs to be repaired?
 - iii. Ten-Year Life Cycle Renewal Forecast: Time projected to reach the end of the serviceable life of the equipment.
 - iv. Building's Functional Adequacy: What is missing or inefficient?
- d. The team will provide an inventory and assessment of the following items (at a minimum) by quantity, site, building, floor and room location:
 - i. building structure, including foundation, framing, and roof structure;
 - ii. building envelope, including all exterior materials, doors, windows and roofs;
 - iii. building interior, including all architectural components (floors, walls, ceilings, etc.) and their finishes;
 - iv. mechanical systems, including boilers motors, pipes ducts, controls, oil storage tanks, and related equipment;
 - v. plumbing systems, including pipes, valve fixtures, etc...
 - vi. electrical systems, including services, wiring, fire alarm, transformers and fixtures;
 - vii. presence of hazardous materials;
 - viii. fire suppression system;
 - ix. emergency power and telecommunications;
 - x. vertical transportation;
 - xi. security and access.
 - xii. Furnishings, equipment, and technology
 - xiii. Site work
- e. Data collected on equipment should include:
 - i. System/Component Name
 - ii. System Grouping - identified through UniFormat (or format agreed to with City prior to start)
 - iii. Manufacturer
 - iv. Model
 - v. Serial Number
 - vi. Capacities
 - vii. Horsepower/Voltage
 - viii. Date Placed In Service (if available) or best estimate

- ix. Inventory Tag Number - provide bar-code tag directly attached to the component or to the inventoried item (system to be approved by the City prior to use)
 - x. Estimated remaining useful life
 - f. The consultant will be expected to consider issues of energy conservation, sustainability and life cycle analysis for any potential future renovations or building enhancements.
5. Preventive Maintenance Plan: Using available information on the items identified above, a preventive maintenance plan shall be created for each building. Plan should be a document or series of documents that provide a clear schedule for typical maintenance associated with all aspects of the building. Protocols and logs shall be created that provide staff with clear direction on needed work. Work may ultimately be completed by in-house or outside vendor personnel.

It is anticipated that the City will utilize a CMMS to address this work in the future, however, for the purposes of this RFQ, a distinct plan should be anticipated as part of the scope.

6. Code Issues: A Building-type Summary will be compiled for each facility and all pertinent code issues will be addressed, including, but not limited to the Massachusetts Building Code, NFPA Life-safety Code, State Energy Code requirements, including the "Stretch Code", Architectural Access Board Rules and Regulations, and the requirements for the Americans with Disabilities Act.
7. Historical Data Collection and Collaboration: A basic historical analysis will be conducted for identified buildings to document significant historic features. Recommendations will be made for the appropriate approach for preservation and/or restoration of the identified features and cost estimates will be provided for recommended work. The City has applied to the Community Preservation Committee for the use of CPA funds on recent projects. The outcome of the assessment above will provide the City with additional information for future projects.
8. Programmatic Issues: The team will evaluate and make recommendations for the highest and best use of existing facilities and their ability to house and deliver existing programs and services. Programmatic, functional, spatial and environmental requirements of proposed changes to the facilities will be outlined. Renovation of underutilized buildings should be considered if it will improve City services or provide opportunities for better collaboration between City Departments. Prior reports are available in digital format as part of this RFQ.
9. Integration of City Supplied Facility Condition Data: In addition to observed facility conditions, the Consultant shall review, for possible incorporation into the facility database, existing city-supplied facility condition data. All city-supplied facility condition data shall be identified as such in the database. Types of city-supplied data may include prior engineering studies, hazardous materials audits, air or water quality studies,

accessibility studies, historic structure studies, or other facility condition data. The data from these studies is available in Microsoft Excel and electronic written reports. The architect will identify areas of missing data and will provide a cost estimate to update or complete any missing facility data.

10. Recommendations: For every deficient condition identified, a corrective action shall be developed, including costs for labor and materials. If appropriate, and at the direction of the City, multiple correction methodologies will be developed based on a range of possible corrective measures and the associated costs. Each deficiency identified shall be categorized based on (1) condition, (2) category of deficiency (building code, accessibility, etc.), and (3) building system or component. The study will include a viable long-range plan with options for consideration. Each option's fiscal impact, strengths and weaknesses and proposed implementation time-line will be presented. Cost estimates will be provided. In all recommendations, careful consideration must be given to effective operational needs of the various departments housed in the facilities. The study will also recommended maintenance strategies to extend the life of facilities and to reduce the need for future capital expenditures.
11. Final Report and Consultation: Throughout this study the consultant is expected to meet regularly with the CPPD and the Building and Grounds Department to discuss progress being made, and share preliminary reports for their review. A progress meeting will be held after data has been collected for three buildings to ensure that the scope is meeting expectations.

SECTION 3.0

AWARD OF CONTRACT

The City may award a contract to the responsive and responsible Applicant deemed to be the most highly qualified based on the evaluation procedures and fee negotiations described herein. The City reserves the right to reject any and all responses if it determines that it is in the best interest of the City to do so.

The City's standard contract for professional design services for public construction projects is attached in Appendix C.

SECTION 4.0 FORMS

4.1 Required Submissions (included with response)

4.1.1 Past Performance / Reference Sheet

Note: Respondents may cross-reference data already provided on Standard Designer Application; contact names, phone numbers and e-mail addresses are required by the City of Somerville.

4.1.2 Non-Collusion & Tax Compliance Form

4.1.3 Certificate of Signature Authority

4.1.4 Somerville Living Wage Ordinance Form

4.1.5 Billing Rates Breakdown (submit this form in separately sealed envelope)

4.2 Required Submissions (must be provided by consultant post award)

4.2.1 Certificate of Good Standing: requirement is included in this solicitation. The Certificate must be from the Massachusetts Secretary of State.

4.2.2 Insurance Certificate: As outlined on attached form included in this solicitation, must be provided by the **awarded** vendor within

PAST PERFORMANCE / REFERENCE SHEET

The City requires that the team demonstrate experience providing similar services for a minimum of four (4) projects for other Municipalities. Note: Comparative Evaluation Criteria includes additional points if more than four (4) references are provided.

Please use the below format for all references submitted and provide as much detail as possible in the Summary section.

Past Performance / Reference Title:	
Period of Performance	
POC* Name & Title	
Telephone	
Fax	
Email	
Summary of supplies or services provided	

*Point of Contact of firm/agency providing reference. POCs shall be individuals that worked directly with the applicant.

Form:_____
Contract Number:_____

CITY OF SOMERVILLE

Rev. 08/01/12



Non-Collusion Form and Tax Compliance Certification

Instructions: Complete each part of this two-part form and sign and date where indicated below.

A. NON-COLLUSION FORM

I, the undersigned, hereby certify under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person.

As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature: _____
(Individual Submitted Bid or Proposal)
Duly Authorized

Name of Business or Entity: _____

Date: _____

B. TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support, as well as paid all contributions and payments in lieu of contributions pursuant to MGL 151A, §19A(b).

Signature: _____
(Duly Authorized Representative of Vendor)

Name of Business or Entity: _____

Social Security Number or Federal Tax ID#: _____

Date: _____



Certificate of Authority (Corporations Only)

Instructions: Complete this form and sign and date where indicated below.

1. I hereby certify that I, the undersigned, am the duly elected Clerk/Secretary of

(Insert Full Name of Corporation)

2. I hereby certify that the following individual _____
(Insert the Name of Officer who Signed the Contract and Bonds)

is the duly elected _____ of said Corporation.
(Insert the Title of the Officer in Line 2)

3. I hereby certify that on _____
(Insert Date: Must be on or before Date Officer Signed Contract/Bonds)

at a duly authorized meeting of the Board of Directors of said corporation, at which a quorum was present, it was voted that

(Insert Name of Officer from Line 2) (Insert Title of Officer from Line 2)

of this corporation be and hereby is authorized to make, enter into, execute, and deliver contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

4. **ATTEST:**

Signature: _____
(Clerk or Secretary)

AFFIX CORPORATE SEAL HERE

Printed Name: _____

Printed Title: _____

Date: _____
(Date Must Be on or after Date Officer Signed Contract/Bonds)



**Certificate of Authority
(Limited Liability Companies Only)**

Instructions: Complete this form and sign and date where indicated below.

1. I, the undersigned, being a member or manager of

_____,
(Complete Name of Limited Liability Company)

a limited liability company (LLC) hereby certify as to the contents of this form for the purpose of contracting with the City of Somerville.

2. The LLC is organized under the laws of the state of: _____.

3. The LLC is managed by (**check one**) a Manager or by its Members.

4. I hereby certify that each of the following individual(s) is:

- a member/manager of the LLC;
- duly authorized to execute and deliver this contract, agreement, and/or other legally binding documents relating to any contract and/or agreement on behalf of the LLC;
- duly authorized to do and perform all acts and things necessary or appropriate to carry out the terms of this contract or agreement on behalf of the LLC; and
- that no resolution, vote, or other document or action is necessary to establish such authority.

<u>Name</u>	<u>Title</u>

5. **Signature:**_____

Printed Name: _____

Printed Title:_____

Date: _____



SOMERVILLE LIVING WAGE ORDINANCE CERTIFICATION FORM
CITY OF SOMERVILLE CODE OF ORDINANCES SECTION 2-397 et seq.*

Instructions: This form shall be included in all Invitations for Bids and Requests for Proposals which involve the furnishing of labor, time or effort (with no end product other than reports) by vendors contracting or subcontracting with the City of Somerville, where the contract price meets or exceeds the following dollar threshold: \$10,000. If the undersigned is selected, this form will be attached to the contract or subcontract and the certifications made herein shall be incorporated as part of such contract or subcontract. **Complete this form and sign and date where indicated below on page 2.**

Purpose: The purpose of this form is to ensure that such vendors pay a “Living Wage” (defined below) to all covered employees (i.e., all employees except individuals in a city, state or federally funded youth program). In the case of bids, the City will award the contract to the lowest responsive and responsible bidder paying a Living Wage. In the case of RFP’s, the City will select the most advantageous proposal from a responsive and responsible offeror paying a Living Wage. In neither case, however, shall the City be under any obligation to select a bid or proposal that exceeds the funds available for the contract.

Definition of “Living Wage”: For this contract or subcontract, as of 7/1/2014 “Living Wage” shall be deemed to be an hourly wage of no less than \$12.05 per hour. From time to time, the Living Wage may be upwardly adjusted and amendments, if any, to the contract or subcontract may require the payment of a higher hourly rate if a higher rate is then in effect.

CERTIFICATIONS

1. The undersigned shall pay no less than the Living Wage to all covered employees who directly expend their time on the contract or subcontract with the City of Somerville.
2. The undersigned shall post a notice, (copy enclosed), to be furnished by the contracting City Department, informing covered employees of the protections and obligations provided for in the Somerville Living Wage Ordinance, and that for assistance and information, including copies of the Ordinance, employees should contact the contracting City Department. Such notice shall be posted in each location where services are performed by covered employees, in a conspicuous place where notices to employees are customarily posted.
3. The undersigned shall maintain payrolls for all covered employees and basic records relating hereto and shall preserve them for a period of three years. The records shall contain the name and address of each employee, the number of hours worked, the gross wages, a copy of the social

* Copies of the Ordinance are available upon request to the Purchasing Department.

Form:____
Contract Number:_____

CITY OF SOMERVILLE

Rev. 06/10/14

security returns, and evidence of payment thereof and such other data as may be required by the contracting City Department from time to time.

4. The undersigned shall submit payroll records to the City upon request and, if the City receives information of possible noncompliance with the provisions the Somerville Living Wage Ordinance, the undersigned shall permit City representatives to observe work being performed at the work site, to interview employees, and to examine the books and records relating to the payrolls being investigated to determine payment of wages.

5. The undersigned shall not fund wage increases required by the Somerville Living Wage Ordinance by reducing the health insurance benefits of any of its employees.

6. The undersigned agrees that the penalties and relief set forth in the Somerville Living Wage Ordinance shall be in addition to the rights and remedies set forth in the contract and/or subcontract.

CERTIFIED BY:

Signature: _____
(Duly Authorized Representative of Vendor)

Title: _____

Name of Vendor:_____

Date: _____

INSTRUCTIONS: PLEASE POST

**NOTICE TO ALL EMPLOYEES
REGARDING PAYMENT OF LIVING WAGE**

Under the Somerville, Massachusetts' Living Wage Ordinance (Ordinance No. 1999-1), any person or entity who has entered into a contract with the City of Somerville is required to pay its employees who are involved in providing services to the City of Somerville no less than a "Living Wage".

The Living Wage as of **7/1/2014** is **\$12.05** per hour. The only employees who are not covered by the Living Wage Ordinance are individuals in a Youth Program. "Youth Program" as defined in the Ordinance, "means any city, state or federally funded program which employs youth, as defined by city, state or federal guidelines, during the summer, or as part of a school to work program, or in any other related seasonal or part-time program."

For assistance and information regarding the protections and obligations provided for in the Living Wage Ordinance and/or a copy of the Living Wage Ordinance, all employees should contact the City of Somerville's Purchasing Department directly.

BILLING RATES BREAKDOWN FOR RFQ 15-90

To be submitted in a separately sealed envelope per instructions above.

The undersigned proposes to supply and deliver the materials and services specified below in full accordance with the Contract Documents supplied by the City of Somerville entitled:

**Architectural / Engineering / Consulting Services for:
Comprehensive Facilities Condition Assessments,
Consolidation Planning, And Preventive Maintenance Plans**

The Applicant proposes to furnish and deliver the services specified at the following prices that include delivery, the cost of fuel, the cost of labor and all other charges related to successful completion of trips. Prices are to remain the same for the entire contract period.

Hourly Fee Schedule (for the length of the contract)	
Principal / Project Director	\$
Project Manager	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$

NAME OF COMPANY :_____

ADDRESS:_____

CITY/STATE/ZIP:_____

TELEPHONE/FAX/EMAIL:_____

NAME OF AUTHORIZED INDIVIDUAL:_____

SIGNATURE OF AUTHORIZED INDIVIDUAL:_____

CERTIFICATE OF GOOD STANDING

TO: Vendor

FROM: Purchasing Department

RE: **CERTIFICATE OF GOOD STANDING**

The **Awarded Vendor** must comply with our request for a **CURRENT “Certificate of Good Standing”**.

If you require information on how to obtain the “Certificate of Good Standing” or Certificate of Registration (Foreign Corporations) from the Commonwealth of Massachusetts, please call the Secretary of State’s Office at (617) 727-2850 (Press #1) located at One (1) Ashburton Place, 17th Floor, Boston, MA 02133 or you may access their web site at:
<http://corp.sec.state.ma.us/CorpWeb/Certificates/CertificateOrderForm.aspx>

If your company is incorporated outside of Massachusetts and therefore is a “foreign corporation”, but is registered to do business in Massachusetts, please comply with our request for the Certificate of Registration from the Commonwealth of Massachusetts. If your company is a foreign corporation, but is not registered to do business in Massachusetts, please provide the Certificate of Good Standing from your state of incorporation.

Please note that without the above certificate (s), the City of Somerville cannot execute your contract.

IMPORTANT NOTICE

Requests for Certificates of Good Standing by mail may take a substantial amount of time. A certificate may be obtained immediately in person at the Secretary’s Office at the address above. Also, at this time, the Secretary of State’s Office may not have your current annual report recorded. If this is the case, and you are therefore unable to obtain the Certificate of Good Standing, please forward a copy of your annual report filing fee check with your signed contracts. Please forward your original Certificate of Good Standing to the Purchasing Department upon receipt.

Thank You,

Purchasing Director

INSURANCE SPECIFICATIONS
INSURANCE REQUIREMENTS FOR AWARDED VENDOR ONLY:

Prior to commencing performance of any work or supplying materials or equipment covered by these specifications, the contractor shall furnish to the Office of the Purchasing Director a Certificate of Insurance evidencing the following:

A. PROFESSIONAL LIABILITY.....\$ 500,000.00

B. COVERAGE FOR PAYMENT OF WORKER'S COMPENSATION
BENEFITS PURSUANT TO CHAPTER 152 OF THE MASSACHUSETTS
GENERAL LAWS IN THE AMOUNT AS LISTED BELOW:

WORKER'S COMPENSATION.....\$ Statutory

EMPLOYERS' LIABILITY.....\$ Statutory

C. AUTOMOBILE LIABILITY INSURANCE AS LISTED BELOW:

BODILY INJURY LIABILITY.....\$ STATUTORY

1. A contract will not be executed unless a certificate (s) of insurance evidencing above-described coverage is attached.
2. Failure to have the above-described coverage in effect during the entire period of the contract shall be deemed to be a breach of the contract.
3. All applicable insurance policies shall read:
"CITY OF SOMERVILLE" as a certificate holder and as an additional insured for general liability only along with a description of operation in the space provided on the certificate.
4. Please comply with our requirement of a **thirty (30) day** notice of cancellation and note on certificate.

CERTIFICATE SHOULD BE MADE OUT TO:

**City of Somerville
Purchasing Department
93 Highland Avenue
Somerville, MA 02143**

NOTE: If during the life of this contract, your insurance expires; you shall be responsible to submit a new certificate(s) covering the period of the contract. No Payment shall be made on a contract with an expired insurance certificate.

INSURANCE SPECIFICATIONS

INSURANCE REQUIREMENTS FOR AWARDED VENDOR ONLY:

Prior to commencing performance of any work or supplying materials or equipment covered by these specifications, the contractor shall furnish to the Office of the Purchasing Director a Certificate of Insurance evidencing the following:

A. GENERAL LIABILITY - Comprehensive Form

Bodily Injury Liability.....\$ One Million

Property Damage Liability.....\$ One Million

B. COVERAGE FOR PAYMENT OF WORKER'S COMPENSATION BENEFIT
PURSUANT TO CHAPTER 152 OF THE MASSACHUSETTS GENERAL LAWS IN
THE AMOUNT AS LISTED BELOW:

WORKER'S COMPENSATION.....\$ Statutory

EMPLOYERS' LIABILITY.....\$ Statutory

C. AUTOMOBILE LIABILITY INSURANCE AS LISTED BELOW:

BODILY INJURY LIABILITY.....\$ STATUTORY

1. A contract will not be executed unless a certificate (s) of insurance evidencing above-described coverage is attached.

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"CITY OF SOMERVILLE" as a certificate holder and as an additional insured for general liability only along with a description of operation in the space provided on the certificate.

Certificate Should Be Made Out To:

**City Of Somerville
Purchasing Department
93 Highland Avenue
Somerville, Ma. 02143**

Note: If your insurance expires during the life of this contract, you shall be responsible to submit a new certificate(s) covering the period of the contract. No payment will be made on a contract with an expired insurance certificate.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:		
	PHONE (A/C, No. Ext):	FAX (A/C, No):	
INSURED	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A:		
	INSURER B:		
	INSURER C:		
	INSURER D:		
INSURER E:			
INSURER F:			

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

DESCRIPTION OF PROJECT, SOLICITATION NUMBER AND THAT THE CITY OF SOMERVILLE IS A CERTIFICATE HOLDER AND ADDITIONAL INSURED

CERTIFICATE HOLDER

CERTIFICATES SHOULD BE MADE OUT TO:

CITY OF SOMERVILLE
PURCHASING DEPARTMENT
93 HIGHLAND AVE
SOMERVILLE, MA 02143

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:		
	PHONE (A/C, No. Ext):	FAX (A/C, No):	
	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED	INSURER A :		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N <input type="checkbox"/> N / A						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

DESCRIPTION OF PROJECT, SOLICITATION NUMBER AND THAT THE CITY OF SOMERVILLE IS A CERTIFICATE HOLDER AND ADDITIONAL INSURED

CERTIFICATE HOLDER**CANCELLATION**

CERTIFICATES SHOULD BE MADE OUT TO:

CITY OF SOMERVILLE
PURCHASING DEPARTMENT
93 HIGHLAND AVE
SOMERVILLE, MA 02143

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

APPENDICES

APPENDIX A:

SOMERVILLE MUNICIPAL FACILITIES MASTER PLAN (2011)

MUNICIPAL PROPERTY COMPREHENSIVE CONSOLIDATION PLAN (2007)

APPENDIX B:

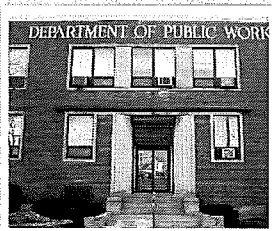
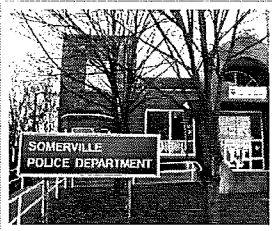
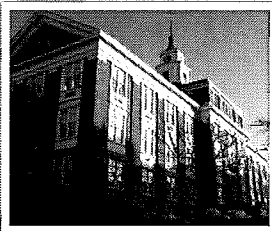
STANDARD DESIGNER APPLICATION FORM

APPENDIX C:

CITY OF SOMERVILLE CONTRACT FOR PROFESSIONAL ARCHITECTURAL
/ ENGINEERING SERVICES

APPENDIX D:

EVALUATION FORM – REFERENCE FOR CRITERIA APPLICABLE TO THIS RFQ



SOMERVILLE FACILITIES MASTER PLAN

Final Report

Prepared for:
City of Somerville, MA

Prepared by:
The Cecil Group, Inc.
Arrowstreet, Inc.

January 12, 2011

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Appendix C: Library Area and Program Requirements
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ACKNOWLEDGEMENTS

Acknowledgements

This planning study was managed by the Mayor's Office of Strategic Planning and Community Development, City of Somerville, Massachusetts.

Municipal Participation

The planning process included input and ideas gathered from many municipal departments and public officials who responded to surveys and participated in interviews and informal discussions that shaped the findings and recommendations contained within this report.

Consultant Team

The Cecil Group, Inc. – Municipal facility planning, Land use and urban design

Arrowstreet Inc. – Architectural design

Section 1: EXECUTIVE SUMMARY

Executive Summary

This study is designed to provide Somerville with improved and consolidated municipal offices that can increase service delivery and efficiency, obtain a high level of sustainability and quality, provide a positive economic impact on their neighborhoods, and uphold and advance Somerville's strong sense of community. This report describes the ways this could be achieved.

Project Overview

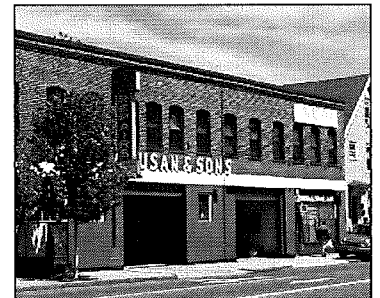
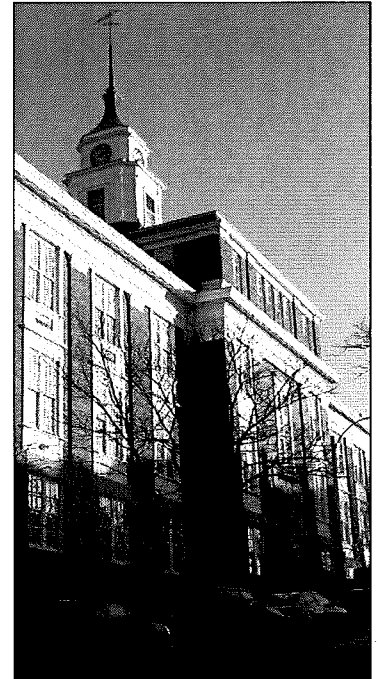
The City of Somerville strives to provide its residents and businesses with fully accessible and cost-effective government services. Online resources and information, and the 311 "One Call to City Hall" phone line, are some of the ways the City has advanced service delivery. However the need to provide buildings and facilities for civic commerce and public services will always remain.

The City of Somerville currently provides municipal services in numerous dispersed offices located throughout the city. In an effort to increase efficiency and service quality the City studied consolidation options using the various existing municipal facilities for quite some time. The *Municipal Property Comprehensive Consolidation Plan* was prepared by HMFH Architects in 2007 and concluded that to accommodate a consolidation of municipal offices an expensive retrofitting process would be required for any of the City's existing facilities. The HMFH study also concluded that, even after retrofitting, the existing stock of municipal facilities would not be well suited for municipal administrative purposes.

Given the HMFH findings, the City of Somerville has begun studying the implications and possibilities of constructing a new facility or facilities that could efficiently accommodate multiple municipal departments and simultaneously improve constituent services. This study, the *Municipal Facilities Master Plan*, has been commissioned by the City of Somerville to comprehensively assess space needs and develop a cohesive approach to meeting those needs.

The primary objectives of this *Municipal Facilities Master Plan* are:

- Determine the office space required for the identified municipal departments and programs today, based on established space and furniture standards. Projections for future demands will need to be developed to determine further expansion of government services.



- Recommend facility consolidation based on department efficiencies and service requirements.
- Assess sites and scenarios for locating a consolidated municipal facility.
- Evaluate preliminary cost implications of new construction of the recommended municipal facility.

Previous Studies

The following studies and plans were prepared for the City of Somerville and provided to the consultant team as support and background resources for this *Municipal Facilities Master Plan*.

- *Municipal Property Comprehensive Consolidation Plan*, by HMFH Architects, 2007
- *Feasibility Study for the Police and Fire Departments*, by DiMarinisa & Wolf, 2002
- *Facility Planning Study for the Somerville Public Library*, by Providence Associates Inc, 2006
- *City of Somerville Archives & Records Management Report*, by Inlook Group, 2004
- *Somerville Public Library Addition and Alterations* architectural plans by Shepley Bulfinch Richardson and Abbott, 1999
- *Union Square Redevelopment Parking Analysis*, by Walker Parking Consultants, 2010

Findings and Recommendations

This study provides a basis for evaluating and advancing new consolidated, efficient, quality, and sustainable municipal facilities in the City of Somerville. This study documents a survey of municipal department needs, develops a potential building program for the municipal departments included in the study, provides a site and facility scenario evaluation, and offers a preferred scenario recommendation with financial analysis and implementation strategies.

Department Needs Assessment

A survey was distributed to the municipal departments included in this study to determine the existing space needs. The City department space and needs assessment identified a number of key factors for consideration:

- There are fifty-seven individual departments and divisions operating in eighteen different locations. Figure 1: Existing City Department Locations identifies the locations of the municipal departments and divisions included in this study. There are also thirty-two official municipal boards, authorities, committees, and commissions that were included in the survey.
- This Study does not include all City departments or properties. Although many of the City departments were contained within the parameters of this study, particular facilities and departments were not included, such as school buildings, fire stations, branch libraries, and the City staff associated with each of these facilities.
- The data that was gathered as part of the survey from each department has

been incorporated into a database that may be queried for common and unique attributes (*Attached in a compact disk as Appendix A: Department Space Survey Database*).

- The database created for this study was used to assist in the development of the municipal facilities Building Program through a series of specified queries.

Building Program

This study's space assessments determined that the space required to adequately serve the municipal departments included in this study would be equivalent to 271,848 square feet of floor space. This figure includes everything from office space to DPW storage areas and is detailed below. Identifying the total building program required for the City of Somerville's municipal operations is a critical step in the process of identifying space efficiencies. Through the site and scenario evaluations in this document, additional efficiencies are recommended and include a phased program of construction and consolidation of offices. However, existing buildings that are in good condition and appropriately serve the departments which they contain do not need to be and should not be replaced.

Site and Scenario Evaluations

A total of nine potential sites were generated by City staff for this study. These sites were reduced using a set of locational and siting needs criteria, which include:

- Utilizing the City's existing land inventory where possible
- Location adjacent to, or near, multiple public transportation options
- Central locations to City's residential distribution
- Zoning and development potential of site
- Compatibility with adjacent uses
- High visibility for uses that:
 - Spur economic development
 - Create a critical mass of uses and activities
 - Support evening and cultural activities
- Separation for users that:
 - Require high security
 - Operate heavy and emergency equipment

Ultimately, the potential sites were refined into four scenarios for analysis with the building program developed for the City Hall, Central Library, School Administration, Public Safety Building, Department of Public Works and Fire Station No. 3.

Based on the analysis of the building program, several scenarios for consolidation of municipal offices were considered using four alternative sites determined to be most efficient in providing improved services and building options. This analysis concluded with the identification of the Recommended Scenario [Section 9]. If other potential sites are identified in the future, the same needs criteria could be used to compare them with the sites analyzed in this report.

Overall Facilities Recommendations

The Recommended Scenario was prepared by evaluating the building program and the potential sites presented for this study. The scenario evaluations took into account the multiple values in siting City offices together in locations where their presence would generate economic activity. The major elements of the Recommended Scenario are:

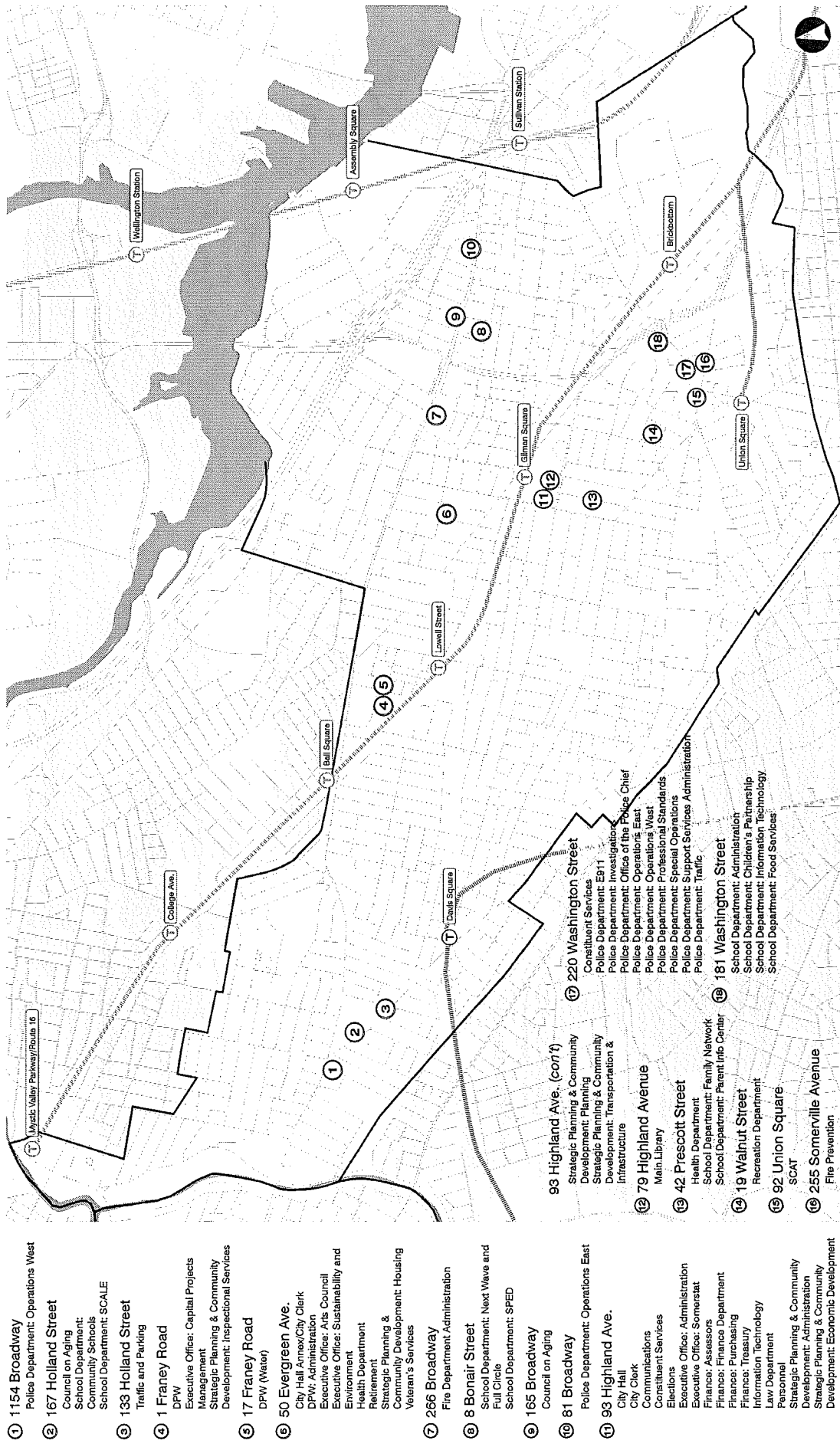
- The construction of a new City Hall building that consolidates the general government offices (City Hall, City Hall Annex and other offices) and the Library (Central branch) in Union Square at the Public Safety block (area between Washington Street, Merriam, Somerville Avenue, and Prospect Street).
- The relocation and construction of a new Public Safety building to replace the existing facility. The Public Safety Building would include the Somerville Police Department Headquarters, the Somerville Fire Department Administrative Offices and the offices of the Somerville Fire Department Fire Prevention unit.
- The relocation and construction of a new Fire Station No. 3 to replace the existing facility.
- Relocation of the School Administration offices and certain School Department programs, which are in separate and leased spaces, to the current City Hall, thus creating an educational campus with Somerville High School.
- Upgrading other existing municipal buildings and properties that will continue to be utilized for municipal department purposes.

The Recommended Scenario centralizes many municipal departments which are currently dispersed throughout the city in a primary City Hall facility. This consolidation will improve department operations and constituent services as well as generate significant economic and activity impacts in Union Square. A new Public Safety Building will likewise enable improved public safety operations for the City of Somerville. The relocation of the School Administration offices will enable the City to realize department efficiencies through centralized offices and lead to a campus for the City's educational resources. Municipal properties that are no longer necessary due to the consolidation of departments can be dedicated to other municipal needs or sold for private uses.

Cost Analysis

The financial analysis conducted for the Recommended Scenario in Union Square used a total public facility building program associated with this scenario of 111,000 square feet of new construction which is expected to entail \$29,200,000 in new building and parking construction. The Recommended Scenario includes the options for private development that could offset acquisition and construction costs, development agreements that could relieve the City of construction costs, facility maintenance costs and increase the tax base for the City, and sales of public properties to raise capital.

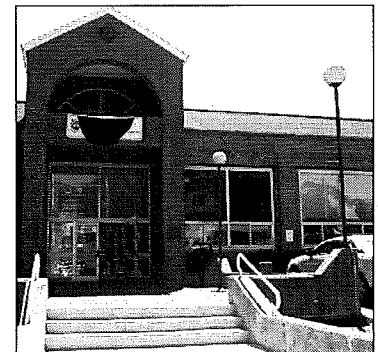
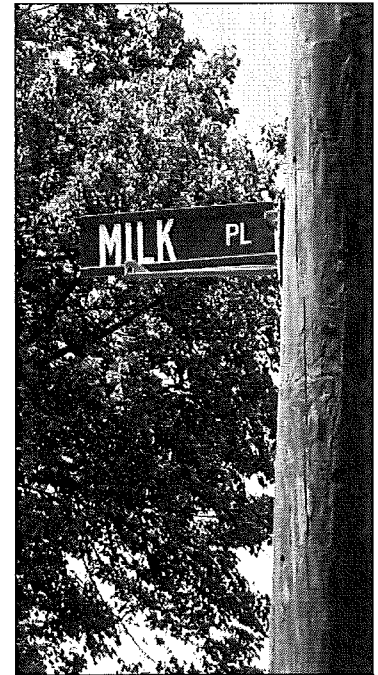
FIGURE 1 | EXISTING CITY DEPARTMENT LOCATIONS



Implementation Strategies

Accomplishing the Recommended Scenario will require a carefully orchestrated program, or implementation plan, of relocations and reconstruction. While some phases of the implementation strategy will be able to occur concurrently, the key steps in general chronological order are listed below:

- *Construction of a new Central Library above new subsurface parking*– This will allow the City to take advantage of grant funds for design and construction of libraries available from the State Library Commission [605 CMR 6.00] during the 2010-2011 funding cycle. This would advance new construction as an alternative to expansion at the current location of the Central Library, based on the analysis presented in this report.
- *Relocation of the Public Waste Facility* – While the Waste Transfer facility was not part of this study, the site where it is located was considered as one of the options for new municipal facilities given its key location. Consequently, the proposed phasing of the preferred option presented in this plan will require relocation of the Waste Transfer facility.
- *Construction of a new Public Safety Building* – Upon relocation of the Waste Transfer facility, the new Public Safety Building could be erected on the site together with significant new private development. This would include the Police Department, the Emergency Operation Center, and the Fire Department Headquarters. This phase could occur after the construction of the City Hall office building, if interim parking needs are addressed at the current Public Safety Building location.
- *Construction of centralized City Hall office building* – A new City Hall, consolidating departments currently located in the existing City Hall with other City departments located throughout the city, would be built in a more efficient, sustainable, and functional building. Private development would occur adjacent to the new City Hall on the site presently occupied by the Public Safety Building.
- *Relocation of School Department facilities and offices* – With the relocation of existing City Hall offices to the new, consolidated facility, the existing City Hall will be available to relocate School Department offices, thereby creating an educational campus within the City. Certain ARRA [<http://www.ed.gov/policy/gen/leg/recovery/index.html>] and SBAB funds [603 CMR 38.00] may be available for application to the improvements for educational facilities necessary to create the campus.
- *Rededication or sale of vacated municipal properties* – By consolidating and reducing the building spaces needed for City operations, the overall plan will create long-term cost savings. However, there are significant costs involved in completing the recommended building program. To compensate against those costs and to reduce City budget liabilities, this plan proposes the sale or leasing of the vacated properties. Values for many of those properties have been identified by the City for tax assessment purposes, but would need to be appraised to determine their market value.
- *Renovations and upgrades of existing municipal properties that continue as municipal facilities* – Where City offices and facilities are to remain, continued maintenance and improvement of the buildings and physical plant is needed



regardless of the adopted program. This includes the Public Works Facility, Fire and Police Stations, and City Schools. Budgeting for regularly scheduled maintenance of City properties will continue to be necessary.

As the City moves forward in making its siting decisions, it is hoped that the data collected and analysis prepared in this study can serve as a foundation for those decisions and deliberations.

Section 2: EXISTING NEEDS ANALYSIS

Space Programming

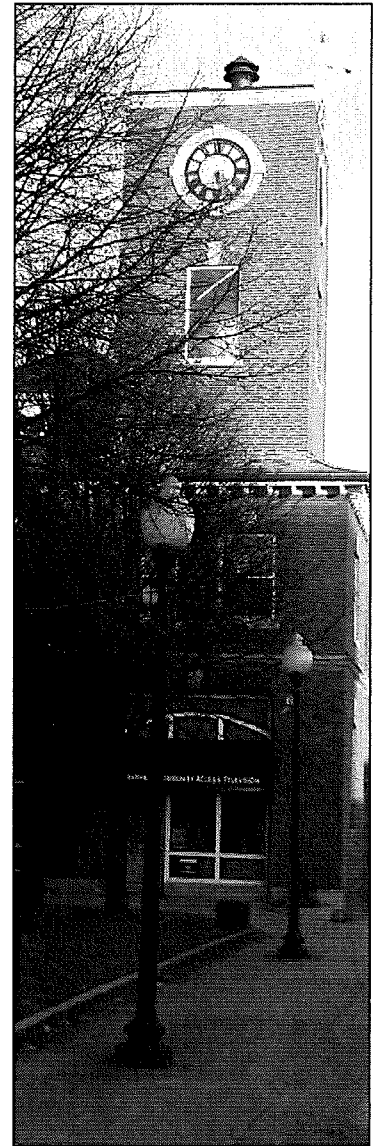
In the first phase of this project, data gathering took place to quantify the needs of the City government for office space and other supportive spaces such as meeting space, storage, etc. This information can be used as decisions are made relative to capital investment and the allocation of space in municipal facilities. The data describes the functional and space requirements of each department or division, relationships of the departments and divisions, and the need for supporting spaces, building systems and equipment.

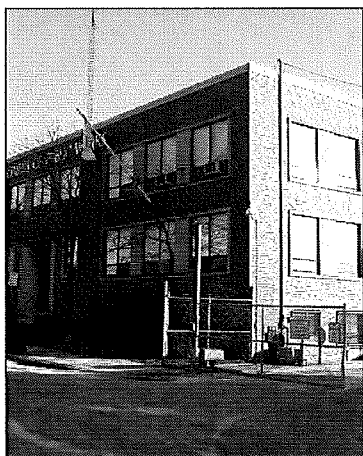
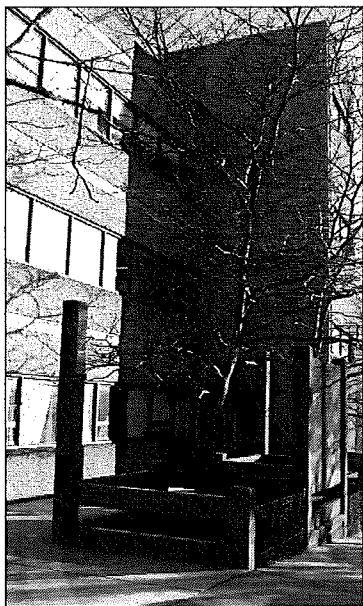
The purpose of gathering this information is to create a basis for designing a successful, high-performing building(s) that will deliver City services most efficiently. Specifically, it is anticipated that the buildings designed from this information will be functional in supporting the municipal operations, productive by being flexible in accommodating current and future conditions, safe and secure for users and customers, and environmentally and financially sustainable.

Purpose of Space Programming

A key goal in this municipal facility planning effort was to determine if greater efficiencies in office space could be obtained that would result in overall cost reductions to operate the City government with more efficient use of space. There were several steps involved in the space programming beyond an existing needs analysis:

- Establish goals
- Survey departments and divisions
- Determine appropriate standards for space requirements
- Calculate space needs by office and function
- Research of similar government office spaces
- Determine quantitative requirements
- Identify strategies
- Summarize the program





Survey Methodology

The project scope included preparation of a database of space requirements in a format that could be utilized for testing different configurations of departments and functions as a means to find the best fit for offices and sites. An innovative way of generating a large database of information for a large number of entities and conditions was created, which will allow the City to revisit the information for future planning.

This space programming analysis was performed for the following City departments and divisions, which were selected by the City for this study. The reasons for identifying these specific departments and these divisions are one or more of these factors:

Cost factors – The departments and divisions are in leased space, which may not be an efficient use of funds

Organizational factors – The arrangement and locations of the departments and divisions may not be the best in terms of city organization and ‘customer’ relations

Management factors – In some instances, divisions are separated from their departments, which may put a strain on intra-department communications

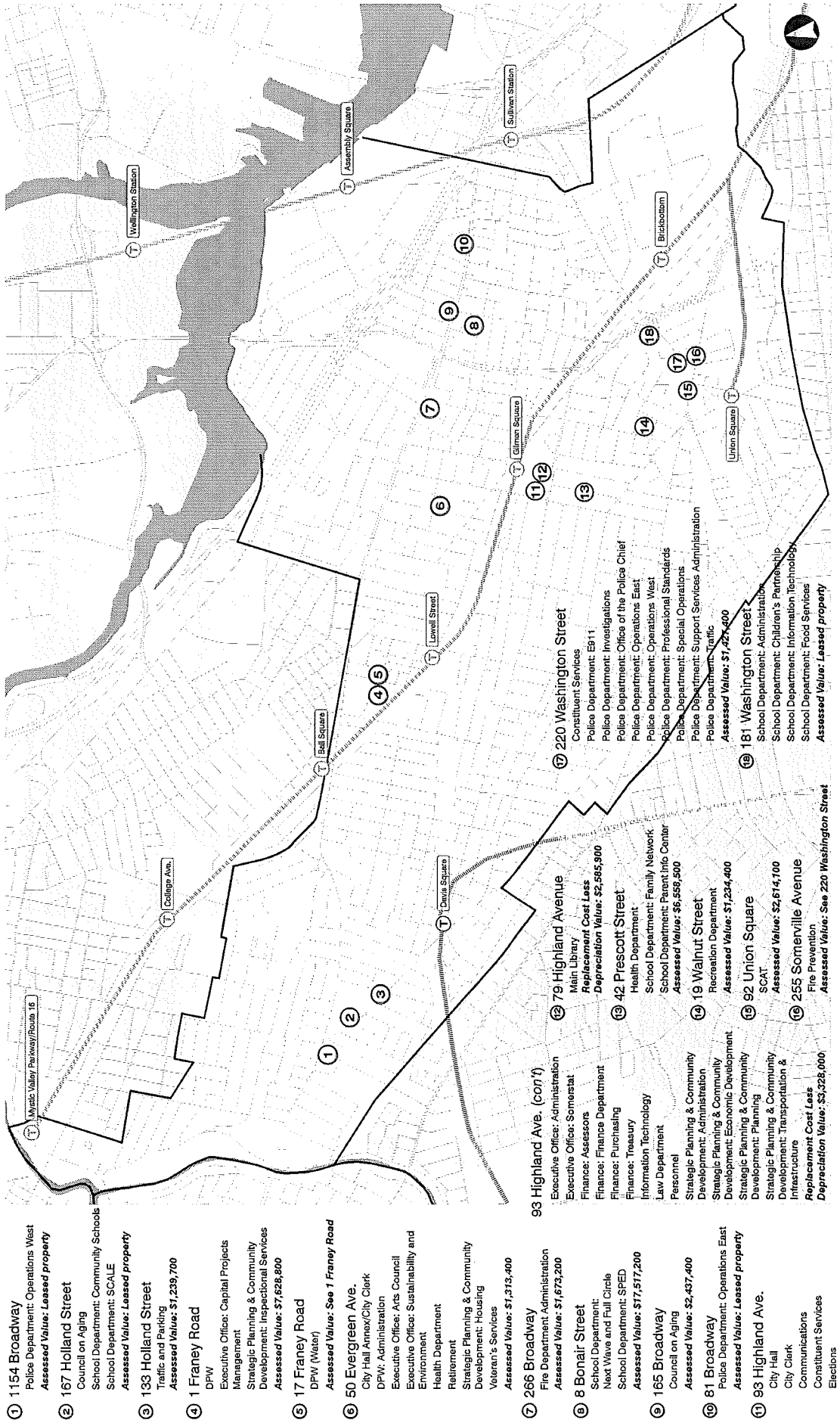
Building factors – Certain buildings that the departments and divisions occupy are either over crowded or are not used most efficiently because of age and design

Maintenance factors – Certain buildings that the departments and divisions occupy are not in good condition and require moderate to significant upgrades

List of City Departments and Divisions Surveyed

City Clerk
 Communications
 Constituent Services
 Elections
 Executive Office – Administration
 Executive Office – Arts Council
 Executive Office – Capital Projects Management
 Executive Office – Council on Aging
 Executive Office – Somerstat
 Executive Office – Sustainability and Environment
 Finance – Assessors
 Finance – Finance Department (Auditing and Internal Controls)
 Finance – Purchasing
 Finance – Treasury
 Fire Department – Administration

FIGURE 2 | ASSESSED VALUE OF PROPERTIES



Fire Department – Fire Prevention
 Fire Department – Station No. 3
 Health Department
 Information Technology
 Law Department
 Library
 Personnel
 Police Department – E911
 Police Department – Investigations
 Police Department – Office of the Police Chief
 Police Department – Operations East
 Police Department – Operations West
 Police Department – Professional Standards
 Police Department – Special Operations
 Police Department – Support Services Administration
 Police Department – Traffic
 Public Works Department – Administration
 Public Works Department – Buildings & Grounds
 Public Works Department – Electrical
 Public Works Department – Engineering
 Public Works Department – Highway
 Public Works Department – Water Department
 Public Works Department – Weights & Measures
 Recreation
 Retirement
 School Department – Administration
 School Department – Children’s Partnership
 School Department – Community Schools
 School Department – Family Network
 School Department – Food Services
 School Department – Information Technology
 School Department – Next Wave and Full Circle
 School Department – Parent Info Center
 School Department – SCALE
 School Department – SPED

Somerville Community Access Television [SCAT] (note: this is an independent organization currently housed in a City facility)

Strategic Planning & Community Development – Administration

Strategic Planning & Community Development – Economic Development

Strategic Planning & Community Development – Housing

Strategic Planning & Community Development – Inspectional Services

Strategic Planning & Community Development – Planning

Strategic Planning & Community Development – Transportation & Infrastructure

Traffic & Parking

Veteran's Services

In addition, the following boards, authorities, commissions, and committees were surveyed regarding meeting space requirements. This was to determine the appropriate number, size, and scheduling of meeting spaces.

Affordable Housing Trust

Arts Council Board

Design Review Committee

Bicycle Committee

Board of Assessors

Board of Aldermen

Board of Health

Commission for Persons with Disabilities

Commission on Energy Use and Climate Change

Condominium Review Board

Conservation Commission

Council on Aging

Election Commission

Ethics Commission

Fair Housing Commission

Historic Preservation Commission

Human Rights Commission

Library Board of Trustees

Licensing Commission

Listing Board

Multicultural Affairs Commission

Municipal Athletic Facilities Commission

Municipal Compensation Advisory Board
 Municipal Scholarship Committee
 Planning Board
 Recreation and Youth Commission
 Redevelopment Authority
 Retirement Board
 Traffic Commission
 Veterans Commission on Monuments
 Somerville Commission for Women
 Zoning Board of Appeals

Survey Questionnaire

The form for the survey was an electronic questionnaire created as an MS Excel spreadsheet program. The reasons for this form were:

To efficiently collect data – the forms can be electronically transferred and completed at a computer work station, sent back, and collated.

To ensure consistency across the database – a set number of program areas with specific questions were drafted to allow comparisons. In addition, pull-down menus provided choices for the person filling out the form.

To provide accuracy in content – the spreadsheets could be populated with current staffing as determined by City personnel lists and other data that could be confirmed by the department while completing the form.

To allow real-time calculation of program needs – formulas embedded within the spreadsheet could be included for immediate calculations of area and space requirements.

To allow future analysis of the data – the database of information will be available for future review and consideration for different scenarios.

Electronic versions of the survey questionnaire used in this study are included as Appendix A: Department Space Survey Database. There are eight sections to the survey:

- Department Information and Locations
- Hours of Operation and Peak Times
- Office Requirements by Personnel and Intra-office Adjacencies
- Public Interface
- Meetings and Meeting Spaces
- Storage Space, Equipment and Vehicles
- Interdepartmental Adjacencies
- General Questions on Operations and Needs

Pre-populated information in the questionnaires included department, location, and staffing. The pull-down menus provided further support for the person completing the form. An instruction sheet was also prepared, and a testing of the questionnaire with one of the departments was made to determine ease of use. The form was completed in 20 minutes and found acceptable. The overall process of distribution and collection of surveys took three months to complete. The response rate for complete data was 95 percent (fifty four of the fifty seven departments or divisions). The remainder of the data was projected based on related department responses.

Survey Results

The collected surveys were entered into a single database file containing a number of query forms used to provide listings of space requirements and functions. These forms are included in the enclosed CD (*Appendix A*). The results were tallied for overall needs and then broken down into departments and clusters of departments.

Section 3:

BUILDING PROGRAM STANDARDS

Office Space and Furniture Standards

To accommodate the most efficient use of space and provide a basis of generally acceptable standards of function and design, a review of comparable government standards was completed to establish the standards for new facilities.

Federal, State and Commercial standards

The program developed for the City offices is based on standards that have been researched from other jurisdictions and compared to commercial spaces. According to a 2002 study by the Government Services Agency and a review of other government and commercial program standards set in jurisdictions across the country, the range of space allocated per person ranges from 152 square feet to 325 square feet. The recommended standard for the federal government is 200 square feet per person, a figure that is recommended for City office facilities as well. This only applies to the office functions and not the other service functions such as the library, public safety and public works facilities that have unique space requirements; such as book stacks, holding cells and garages.

Office Systems

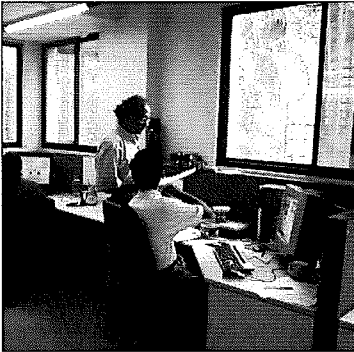
Modular office systems within open floor plans are quite attractive as an alternative to fixed walls to allow greater flexibility and efficiencies. Typical office systems range significantly in design and cost, but can significantly reduce building costs through:

- Reduction in interior wall construction;
- Open floor plan for more efficient light and heat distribution;
- Ability to rearrange the systems for different floor layouts and staffing;
- Standardized maintenance units and items for all offices.

Proposed Office Space Standards

Based on the analysis and the design considerations from this study, the following space planning and design guidelines are recommended:





- In order to create flexibility, promote air quality, increase natural light penetration and reduce costs, attempt to limit the number of enclosed workstations to 45% of the total workstations on a floor.
- Enclosed workstations may be provided to senior managers. However, the supervision of staff and occasional confidential meetings is not usually considered sufficient cause for an enclosed workstation. Use of meeting rooms is a more efficient solution.
- For periodic large group (more than 10 people) meetings, departments can provide for conference-size rooms by connecting adjoining meeting rooms with ceiling height, soundproof, moveable partitions.
- Departments should consider shared support spaces and equipment to reduce costs.
- Plan space so that short term space requirements may be accommodated without unnecessary costs for long term needs to expand or reduce spaces.
- To provide maximum functionality, workstations, department meeting rooms should be equipped with furniture, computer equipment and communications connections.
- To create flexibility, apply a modular approach to planning; i.e., plan spaces which are compatible with building grids.
- Plan the size of smaller support spaces so that they can be interchangeable with workstations for people.
- Standardize workstation furniture so that, when moves occur, only people need to move.
- File storage should be centralized and digitized where possible. This includes the use of on-line forms for services, licenses and permits.

This study proposes a standardized office system to meet the guidelines for most efficient use of space and interchangeable furniture. Figures 3A: Office Plan Layouts (Clerical/Intern and Professional) and 3B: Office Plan Layouts (Senior Professional and Manager/Executive) provide examples of graphic layouts for the different standards which follow.

Examples of these office system layouts and styles are shown in Figure 4: Examples of Office Furniture Systems.

180-250 square feet – Allows frequent meetings with up to four others and requiring confidentiality, security, visual and acoustical privacy. Typical layout for large department manager or equivalent.

108 square feet – Allows meetings with up to two others and requiring confidentiality, security, visual and acoustical privacy. Typical layout for small department manager, senior position or equivalent.

90 square feet – Concentrated multi-source paperwork: compiling information, reading, writing, analyzing, calculating and referencing multiple sources of material; allows for manual and automated drafting functions. Typical layout for managerial, professional or technical staff.

72 square feet – Multi-task paper intensive work: telephone work, keyboarding, filing, sorting documents, handling mail, editing, operating equipment, scheduling, receiving visitors. Typical layout for administrative support staff.

48 square feet – Specific, task-oriented work, focusing on data input into electronic media. Typical layout for clerical and data-entry staff.

File Storage

An important requirement for municipal offices is to provide storage of documents that are processed in the departments. This may include processing applications, or storage of permanent records such as births, deaths, and voting. File storage is regulated under MGL Chapter 66, s.11 with regulations promulgated by the Massachusetts Supervisor of Public Records. To assist in creation of a comprehensive program for records management, the City completed a study; *Archives & Records Management Report* (Inlook Group, 2004), which made specific recommendations for upgrading records storage and electronic file systems. The recommendation is to continue the document archive management system currently in operation, using dedicated record management and archive staff under the direction of the City Clerk's Office. The current system utilizes multiple document storage techniques as determined by State regulations and resources. Currently, the City of Somerville maintains records through electronic storage managed by the City, off site file storage managed by a private entity, and within public buildings managed by part time staff through the City Clerk's Office. The current central storage facility for the City of Somerville is located in the basement of the City Hall Annex building.

Within a new general government building, there will be a need for storage vaults, with between 5,000 and 10,000 cubic feet of storage, with a 6-hour fire rating. If the vaults meet or exceed 25,000 cubic feet of storage, their construction will require fire suppression systems, but are appropriate as a centralized storage facility for records that require long-term maintenance.

FIGURE 3A | OFFICE PLAN LAYOUTS (CLERICAL/INTERN AND PROFESSIONAL)

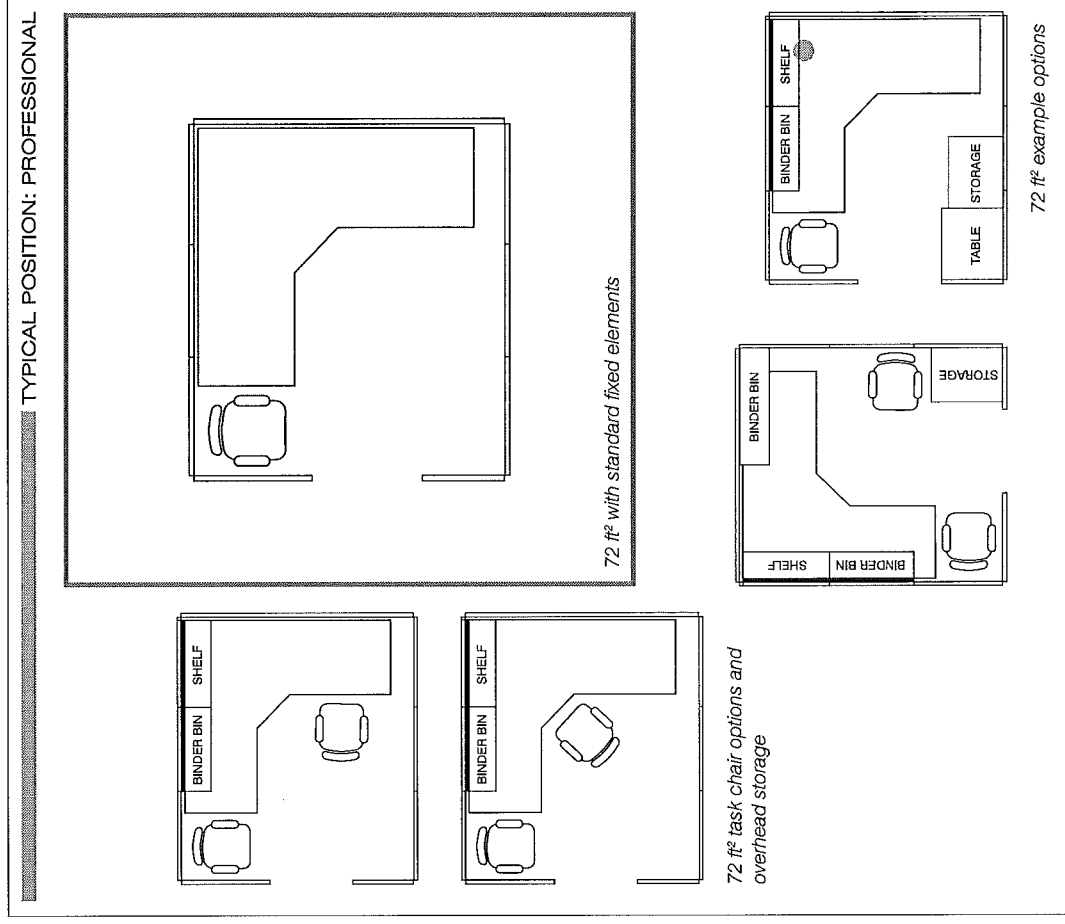
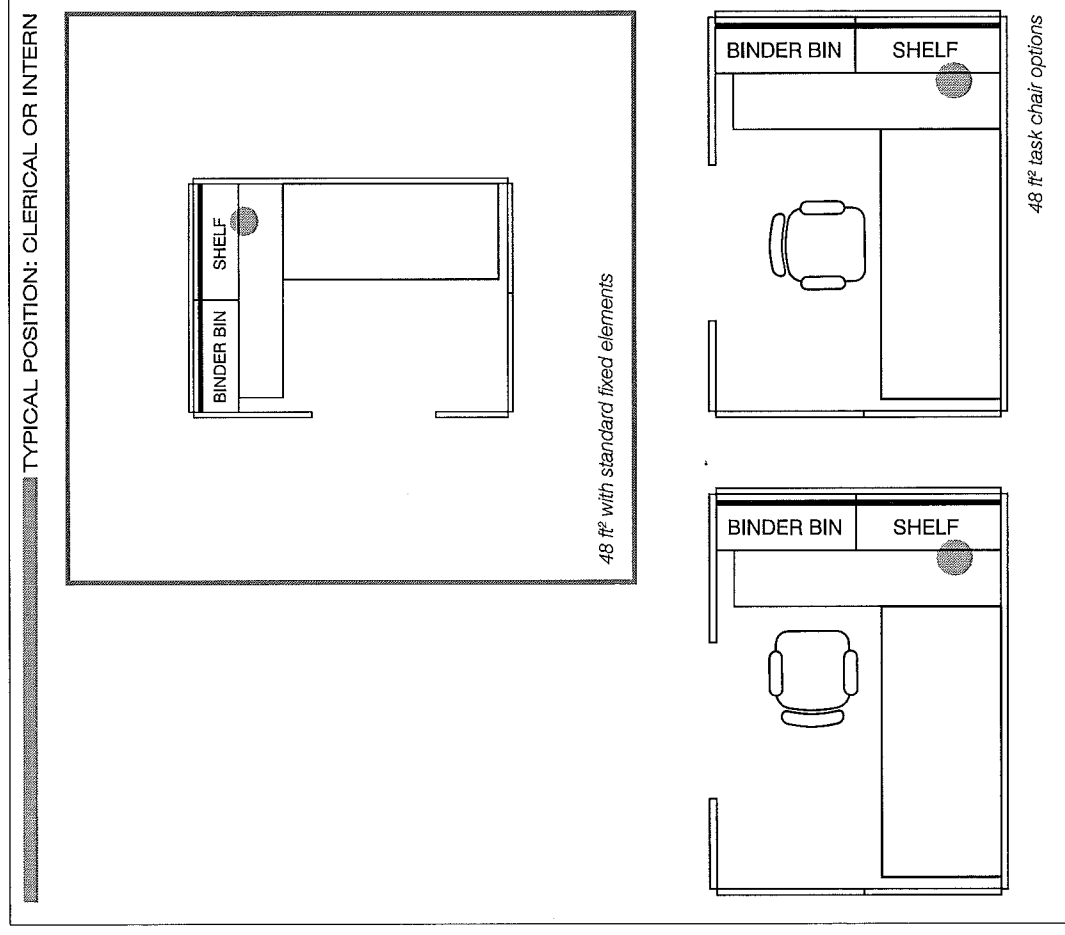


FIGURE 3B | OFFICE PLAN LAYOUTS (SENIOR PROFESSIONAL AND MANAGER/EXECUTIVE)

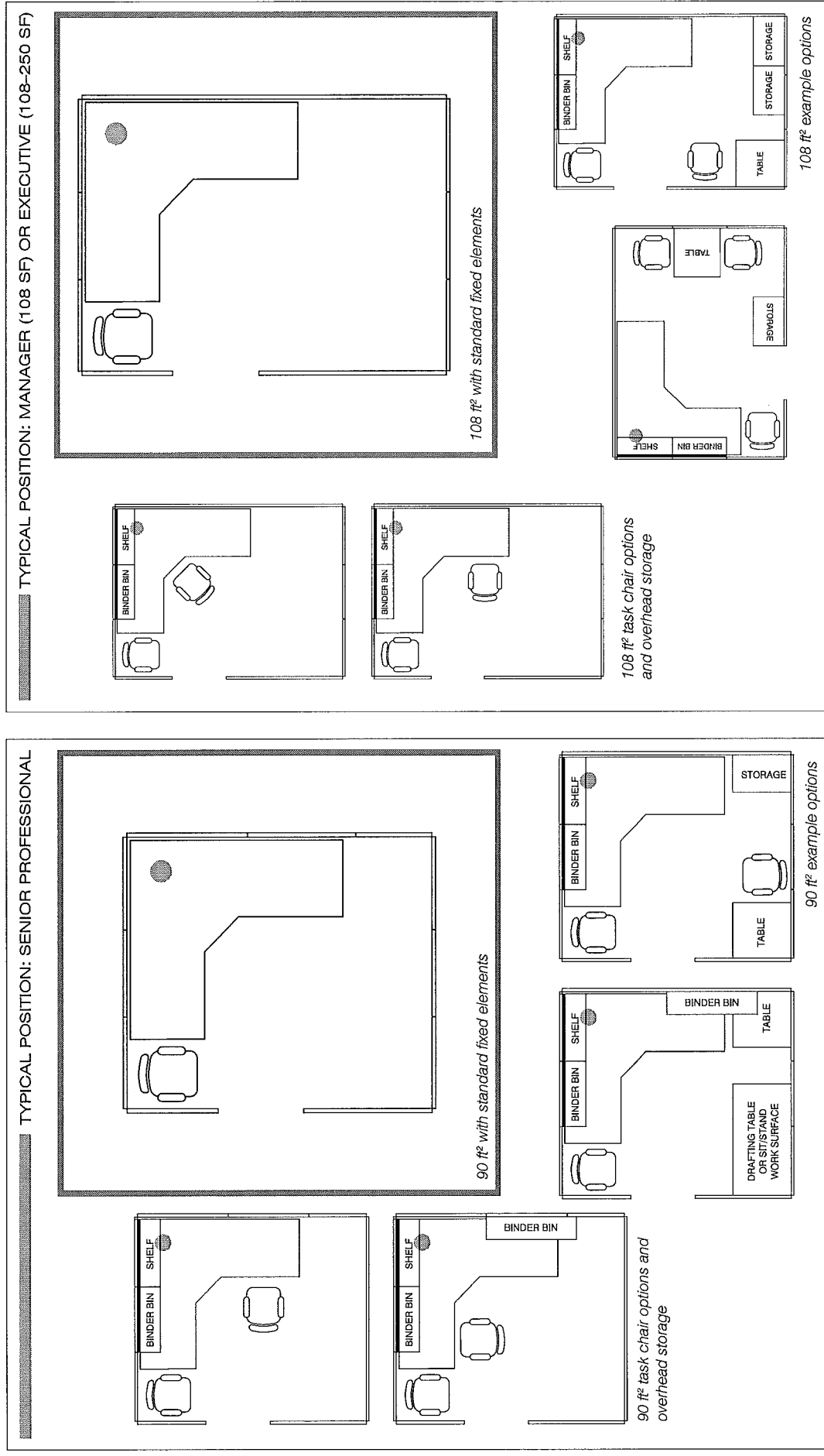
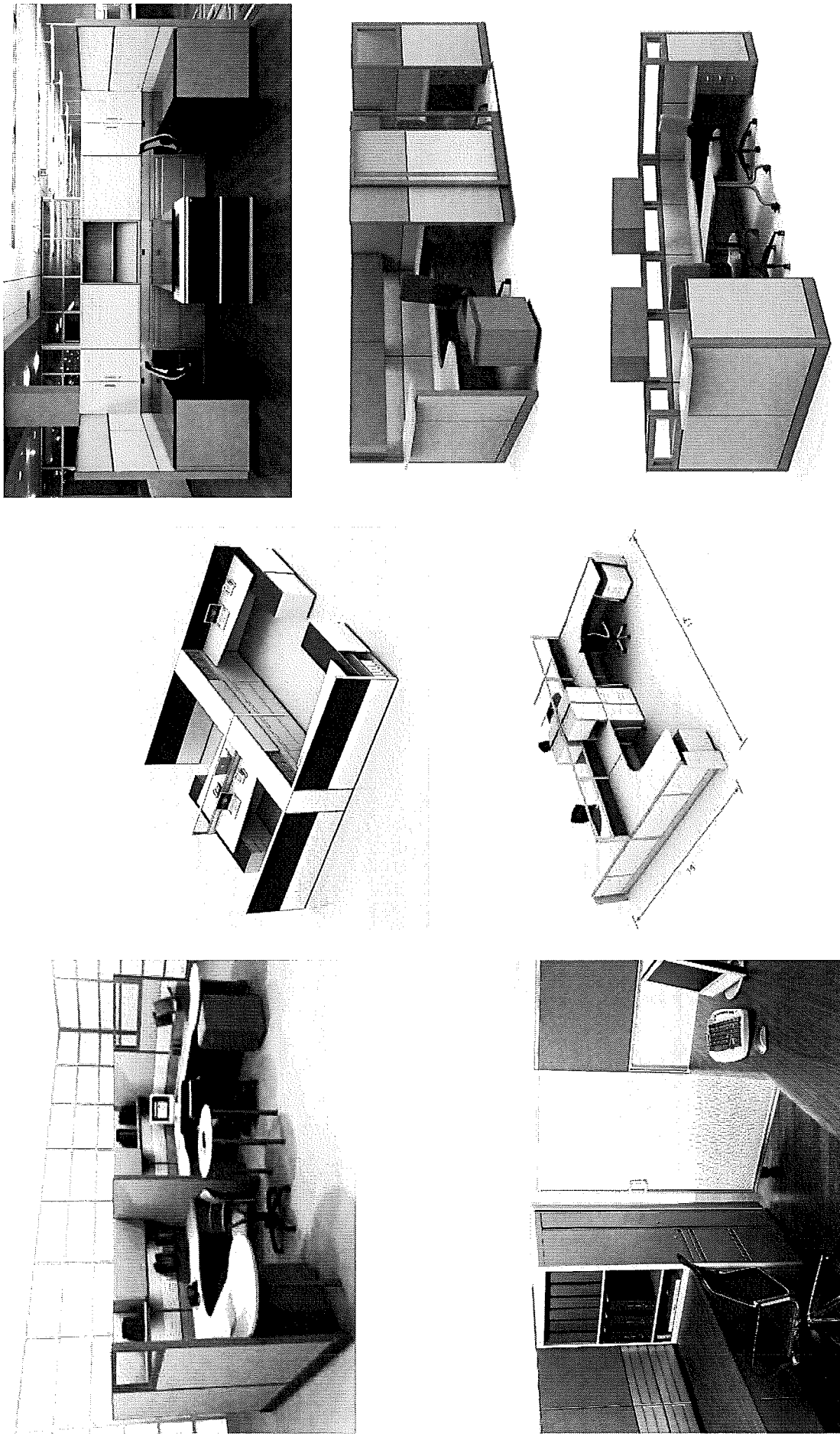


FIGURE 4 | EXAMPLES OF OFFICE FURNITURE SYSTEMS



The Cecil Group, Inc. • Arrowstreet

SOMERVILLE MUNICIPAL FACILITIES MASTER PLAN
City of Somerville, MA

Section 4: SPACE NEEDS ANALYSIS

The collected data and the established space standards provide the foundation for the comprehensive building program for the City departments, divisions and properties reviewed in this study. Employee workspaces were calculated for each City department using the data collected through the municipal department surveys, the standardized office furniture system, and industry building standards. Unique municipal elements such as vault storage, television studios, community meeting rooms, and constituent services areas were also captured through the survey, evaluated and included in the comprehensive building program.

Following these calculations, building program efficiencies and optimal utilizations were sought through shared resources, consolidated departments, specific building types and facility locations. The building program evaluation process led to the emergence of six City department groupings as appropriate independent components. These components maximize the efficiency of their combined departments and can function in a highly independent manner. However the identification of these components as independent entities does not prevent them from being grouped together in the same location.

The calculation of space needs was generated by determining office space needs based on employees and adding circulation requirements. Additional program elements include meeting spaces, lobbies, and common storage spaces, together with employee facilities such as showers, kitchens, and lactation rooms. Comfortable office spaces are typically planned at about 200 square feet per employee. Unique and non-office-related spaces are not calculated by employee but according to existing spaces and potential expansion for code and certification requirements. These include such spaces as equipment garages, special public safety facilities, library stacks, studios, and other spaces.

Table 1 provides a detailed square footage calculation of all City components included in this study.

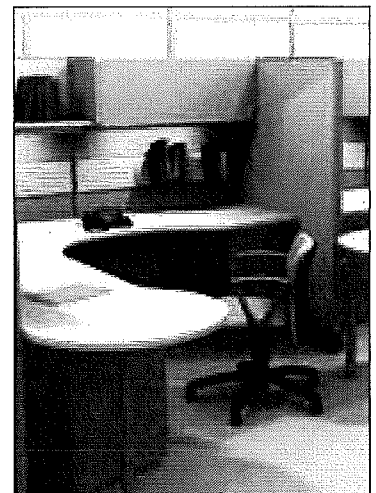
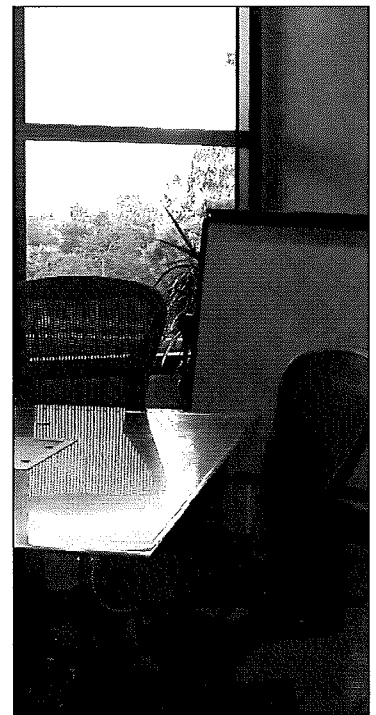
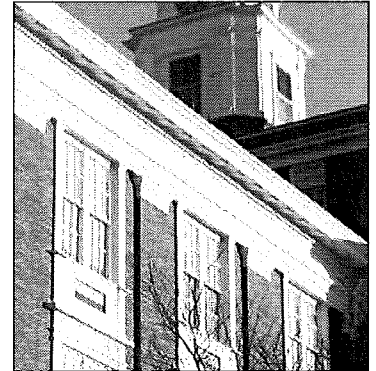


TABLE 1. BUILDING PROGRAM SUMMARY

City Hall Office		SF	Notes
Department Workspaces			
Executive		4,618	
Finance		3,999	
Clerk		697	
IT		761	
Constituent Services		1,523	
SCAT		527	
Veteran's Services		186	
Law		1,291	
Retirement		405	
Health		3,406	
Elections		721	
Traffic & Parking		3,124	
OSPCD		6,782	
Communications		932	
Personnel		624	
Recreation		721	
Department Workspace Subtotal		30,316	
Other Function Spaces			
Customer Service		1,393	Calculation for peak traffic
Board of Alderman		3,150	Info from HMFM study
Vault Storage		2,511	20,084 cubic feet
Archives		4,500	Possible separate building
Television studios		4,500	Two studios
Meeting rooms		10,845	Calculation based on most efficient use
Lobby		3,000	
Staff Facilities		6,000	
Other Function Spaces Subtotal		35,899	
TOTAL *		66,215	

Library		SF	
Entrance/lobby		2,100	
Meeting room circulation		500	
Circulation work space		2,200	
Technical services		2,000	
Children's Seating		3,000	
Adult Seating		2,000	
Computer lab		3,000	
Admin. Offices		1,047	

Library		SF
Staff lounge	500	
Young Adult Seating	2,000	
Collections	15,000	
Workspace Subtotal	33,347	
Patron Circulation	+35%	
TOTAL	45,018	

School Administration		SF
Offices	13,314	
Classroom space	5,000	
TOTAL *	18,314	

DPW		SF
Office	5,500	
Garage	35,000	
Storage	30,000	
TOTAL *	70,500	

POLICE		SF
Station	46,000	
EOC	5,000	
TOTAL *	51,000	

FIRE		SF
Administration and Prevention	5,805	
Station No. 3	15,000	
TOTAL *	20,805	

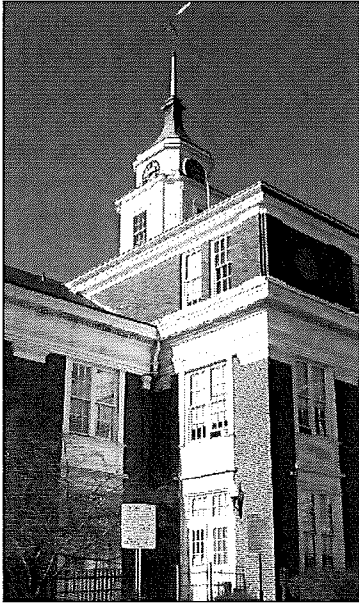
TOTAL CITY BUILDING PROGRAM		SF
TOTAL PROGRAM	269,419	

VEHICLE INVENTORY		COUNT
TOTAL CITY VEHICLES**	242	

Notes:

**Internal circulation included in calculations*

*** All City vehicles do not need parking facilities constructed and are indicated here as information from the department survey.*

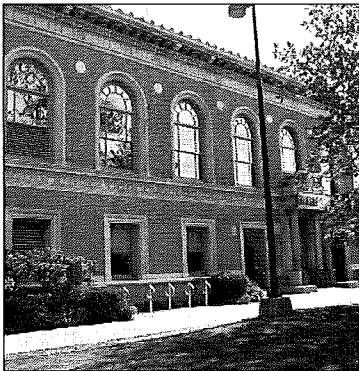


Building Program Components

City Hall Offices

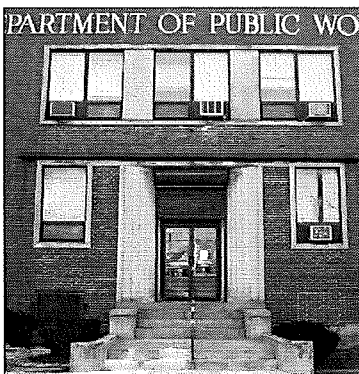
The City Hall Office Component includes the City departments which are located at the current City Hall, the City Hall Annex, the Council on Aging, the Recreation Department, the Traffic and Parking Department, and the Inspectional Services Division of the Office of Strategic Planning and Community Development. This component contains the City's principal administrative departments. Co-location of these departments can create efficiencies through shared resources and improved operations resulting from department and division adjacencies. Additionally, this component can better service Somerville residents by dramatically improving the convenient accessibility of constituent services.

Somerville Cable Access Television (SCAT) is listed in this area, although, as an independent organization it can elect to relocate to a separate space. Should SCAT remain within the City facilities, efficiencies could occur with the City's Communications Department.



Library

The Library Component consists of an expanded and redesigned central public library for the City of Somerville. A significant amount of additional space is required for the Somerville Library system to effectively serve the City's residents. Furthermore the space must be flexible enough to support multiple types of activities, most specifically is the increase demand for digital media. The Library building program is detailed further in the Library Building Program section of this report.



School Administration

The School Administration Component contains a series of programs and divisions within the Somerville School Department, which are currently dispersed throughout the City in various schools and public and private properties. Centralizing these divisions and programs creates the opportunity for overall internal department efficiencies.

Department of Public Works

The Department of Public Works Component contains all of the Department of Public Works divisions, the Public Works vehicle garage space, and yard storage area, for such items as road salt. While the office functions of this component are compatible with other City components, the yard and garage activities are less desirable elements for full integration with most other components.

Public Safety

The Public Safety Component includes the Somerville Police Department's central headquarters, the Somerville Fire Departments Administrative and Fire Prevention offices and an Emergency Command Center. Co-locating these offices will create operation efficiencies for public safety services. Due to the specific nature of this component and purpose it serves, special construction and security measures are

required that prevent full integration with other City components. An opportunity is available for grant funds to support the Emergency Command or Operations Center element in this facility or some. Federal Department of Homeland Security funds have been previously available for up to \$1,000,000 to put towards construction.

Engine 3, Union Square Fire Station

The Engine 3, Union Square Fire Station Component serves the specific and unique purpose of emergency response to the Union Square area of Somerville. The location of this component will be determined by the emergency response times for the Union Square area which it serves. Due to the specific nature of this component and purpose it serves, special construction and security measures are required that prevent full integration with other City components.

Locational Principles

In analyzing how Somerville can plan for its existing and future space needs, several principles were established and used to develop the different building components. These principles include relationships and communications, efficiencies, and customer service.

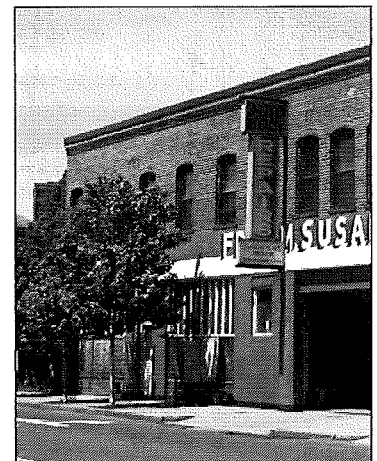
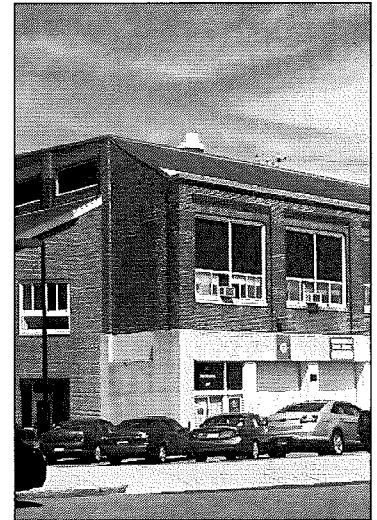
Relationships and Communications

If a consolidated City Hall was created, department personnel would be in regular communication with other personnel from their own department and with other departments. Appendix B suggests where the strongest lines of communication are expected because of the needs of each department to access information from other departments in order to effectively serve the community and perform their department's mission.

Further, in a new office building the ability to communicate could be greatly enhanced through use of the currently available wired and wireless technologies. Near-term future technology is expected to provide even further enhancements in real time communication. Consequently, the organization of spaces on a floor and in physical closeness to another will be based on more focused criteria, including the need for unique support facilities, such as a vault, or the need to link entrances to the most commonly used facilities, such as public meeting rooms, payment windows, and other constituent services.

Efficiencies

The principal area, in which the listed components of City departments, divisions and programs create efficiencies, after standardizing office workspaces, are in higher utilization of shared resources and improved operations due to department adjacencies. Building program efficiencies realize the greatest gains through shared resources. The primary areas where shared resources can result in significant space savings are meeting spaces, file storage, record management, and constituent services.



Meeting Space

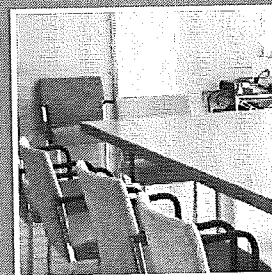
The City of Somerville requires meeting space for its fifty-seven departments and divisions to hold regularly scheduled operational meetings as well as other meetings that are unscheduled. Additionally, the City of Somerville also requires meeting space for the thirty-two municipal committees, boards, authorities and commissions that serve the community. Optimizing the utilization of meeting spaces to serve these ninety-three different municipal entities is essential to developing an efficient, yet effective space program for Somerville's municipal functions.

As determined by this study's space programming the City requires 10,845 square feet of dedicated meeting space [see Table 2: Meeting Demand and Space Estimate]. This meeting space will be divided between department meeting rooms, small meeting rooms, medium sized meeting rooms and a large meeting space or auditorium for large internal and public meetings. The amount of required meeting room space was calculated by using the data collected by municipal department surveys and provided by municipal staff.

The meeting space can be categorized as serving two different purposes. First, the small, medium and large sized meeting roomed designated to accommodate the regular meetings of the City's official authorities, boards, commissions and committees and municipal department meetings. The second type of meeting spaces are small meeting rooms dedicated to each municipal department for the purpose of accommodating meetings that do not follow a set schedule or a predictable rotation, such as once a week or twice a month. These types of small meetings, which occur on an unscheduled basis, are also intended to be accommodated in the manager and executive level modular office systems recommended by this report.

TABLE 2. MEETING DEMAND AND SPACE ESTIMATE

Meeting Rooms	Total
Daytime Meeting Rooms	18
Evening Meeting Rooms	11
TOTAL	29



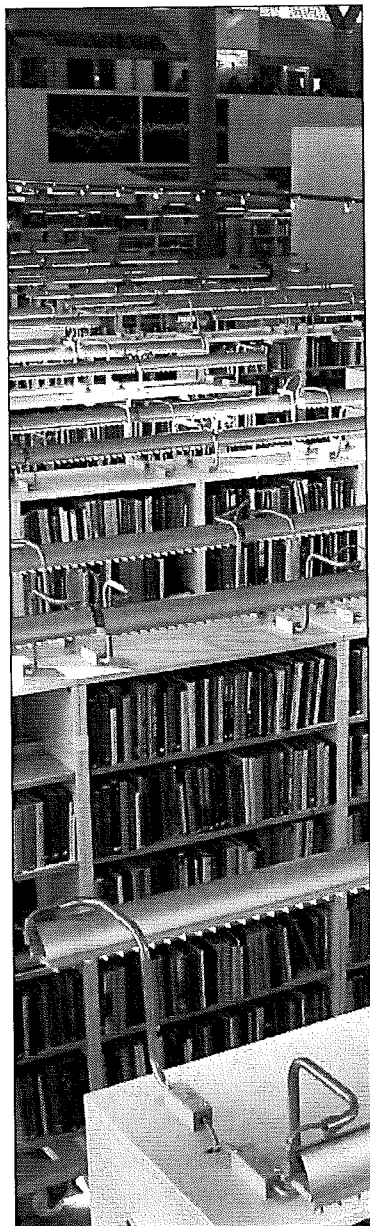
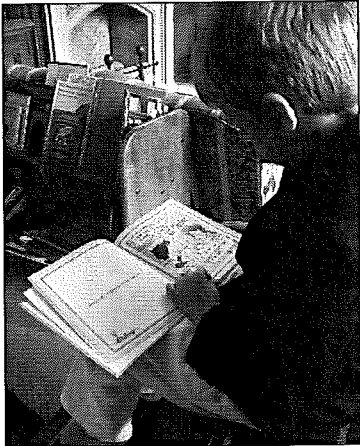
MEETING ROOM PROGRAM

Meeting Size	Number of Rooms	Capacity	Total Capacity	Area/person (SF)	Total SF
Large	1	250	250	7	1,750
Medium	5	50	250	17	4,250
Small	5	25	125	17	2,125
Department	16	10	160	17	2,720
TOTAL			785		10,845

On a monthly basis this will result in:

Approximately 73 hours of unused daytime meeting space.
(Not including department spaces)

Approximately 17 evenings with unused meeting space.



Central Library Needs Assessment

The Central Library currently holds approximately 163,000 books and print serials and 22,000 non-print items (such as videos and compact disks) in tightly fitting shelves. The current standard for a collection for a city the size of Somerville is +/- 300,000. The staff weeds the collection aggressively on a regular basis to maintain some space for new items.

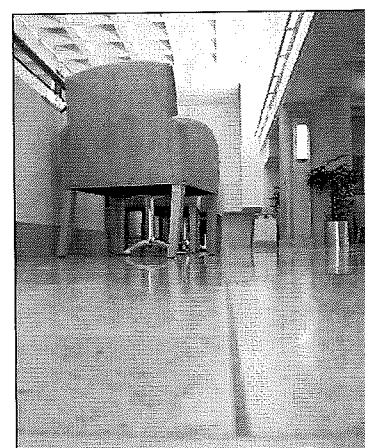
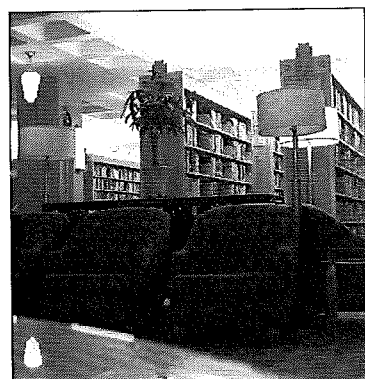
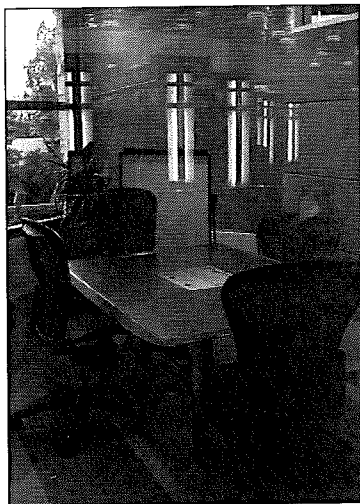
The Library has a similar space shortage relative to patron seating. Although the standard for seating in a community Somerville's size is 196, the Library currently has 140. The children's room has only 23 seats. Seating is such a premium in both the Children's Room and the adult reading room after school that some students sit in alcoves on the floor in order to work together when all the seating is taken. The introduction of eighteen Internet access computers, computers for word processing, and computers for a public access catalog has made a crowded floor plan even more difficult to maneuver.

Meeting and program space is equally tight. The Central Library organizes between 20 and 30 programs a month, with outside groups also using the Auditorium. There is a story hour area in the Children's Department that seats approximately 25 children. Story hours and puppet shows that the children's librarians organize are held in this area. Crafts and other activities are done at the four tables in the main children's area, meaning that anyone wanting to work at these tables is displaced. The only other meeting or program area in the Library is the small Auditorium with a capacity of 75 people. (75 is the capacity that was established in 1975. Using the building code standard of 1 seat per 10 square feet plus 20%, the capacity is just 52.) Larger children's programs and all adult programs are held in this Auditorium. It routinely is filled to capacity and often overflowing.

Handicapped accessibility is only partial. While the front doors and the public restrooms are now accessible, the passageways between many areas of shelving are too narrow for wheelchairs. There is no sprinkler system in the building, though there is a fire alarm system.

This space problem is exacerbated by the increased use of the Library over the last 15 years and the increasingly diverse needs of the community. The Library system circulated 378,000 items in Fiscal Year 2008, up from approximately 334,000 items in Fiscal Year 2000. Library staff has been aggressive in its programming for pre-school and school-age children, and is now trying to reach out to teens with, among other things, a My Space page, and the adult population, particularly immigrants, with ESL classes now held weekly in all three library locations.

It is expected that library use will continue to increase, along with the demand for new and different types of resources. The Audio-Visual collection has seen phenomenal growth in the last fifteen years. It now accounts for 12% of Library's materials and 38% of the Library's circulation; and this collection, under a new department head, is currently undergoing a stringent weeding of old materials and the addition of many more new and popular materials. The Library has been aggressive in buying foreign language and English-as-a-Second-Language materials, and their use has



Meeting space for formal meetings and presentations and various comfortable seating options makes the library a desirable and state-of-the-art community destination.

Exciting programs, many aimed at specific user groups such as children and immigrant communities, will engage people in public debate and community dialogue. Interesting exhibits will inspire and delight the imagination, and will showcase the work of local artists. Nonprofit organizations, local government agencies and others will be welcome to use the meeting and conference rooms.

The Central Library will embody the civic values of Somerville and will enable a sense of wonder, expectation and discovery in the people of the city, as well as offering them a practical community center at which to gather, meet, work and study. The Library will encourage and express the richness of Somerville's public, cultural, and intellectual life in an accessible, adaptable, and attractive facility that will provide all amenities for a comfortable and enjoyable library experience.

There are several priorities for a new Central Library:

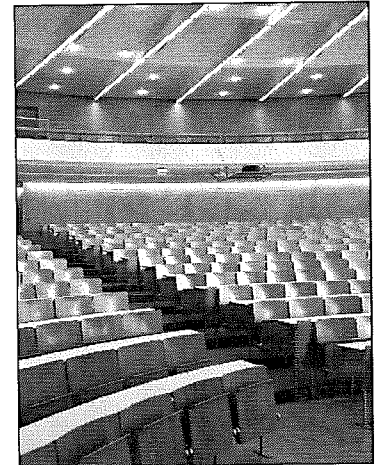
- Provide shelving for the target collection of 225,000 volumes of books, 40,000 non-print items and 100 print periodical subscriptions 20 years from now (by that time most periodicals will be delivered in electronic format);
- Provide adequate seating in various configurations for approximately 200 people in the building at any one time. Ample and comfortable seating should be given a priority because the Library should be a "destination" and a place to spend time productively and pleasantly and in a community setting;
- Create separate areas for children and teens;
- Include patron amenities, such as a café, lockers and a gift shop;
- Provide ample workspace for staff and amenities for their comfort so that they can do their jobs efficiently and adequately in a pleasant and supportive environment;
- Provide a large auditorium with projection and broadcast equipment as well as a variety of smaller meeting and gathering spaces with an array of seating configurations;
- Provide a state-of-the-art telecommunications system that will use Wi-Fi throughout the building and provide other applications that are standard at the time of design implementation;
- Facilitate marketing and display of materials;
- Provide easily-accessible parking;
- Create a building that will be easily adaptable to change in the future.

In considering options for a new Central Library facility, especially one that was adjacent to a consolidated City Hall, the Somerville Library Planning Committee has made the following additional recommendations:

Physical Plant and Function

- Consolidate spaces on as few floors as possible if part of a common building and create a major presence on the first floor to minimize staffing and to create a dynamic interaction with the public;
- Structure patron flow from the door and into the functional areas of the library in an intuitive and inviting manner;

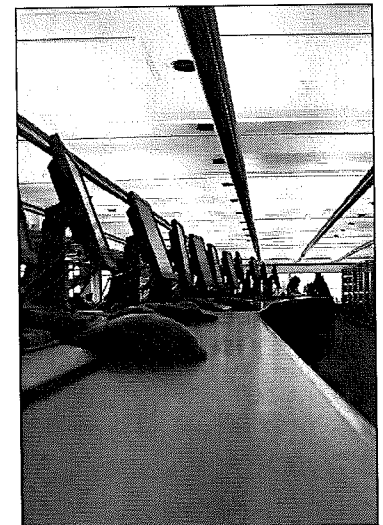
- Design function space to minimize public service staff to four direct service points at most: reference, children's services, technology support, and circulation services;
- Meet patron circulation needs through self-service kiosks and points of service with fewer staff-mediated transactions;
- Have a large open space that supports displays and presentations, encourages ad hoc social interaction, and unifies the library's multiple functions;
- Target adolescents and young adult populations by interacting access to digital media and technology with spaces for social interaction;
- Possess a high degree of flexibility in the design of the public space with an ability to change layouts rapidly to meet changing needs and patron demands and changes in the nature of library materials and service;
- Be built out of focused user spaces (e.g., world languages or young adult services) that are integrated with particular collections.



Auditorium space will be designed for multiple functions and will be a central meeting space for both City Hall and the Library

Technology

- Overall building design needs to be not only capable of meeting the current technological demands of library patrons but also flexible enough to adopt new technology as it evolves over the next several decades.
- Provide approximately 69 public computer stations in a new central library to meet national standards that call for 1 public access computer for every 1,000 city residents.
- Digital access to library resources needs to permeate all elements of the built environment via Wi-Fi and other rapid access digital technologies.
- A centralized technological area supporting public access computers, digital media, and digital video and sound processing kiosks needs to have a clear and obvious presence.



National standards call for 1 public access computer for every 1,000 residents.

Central Library: Program as a Combined Facilities Scenario

The total recommended program for the Central Library is 42,858 sf, to accommodate the building elements listed in Table 1. This program was developed according to a scenario where the Central Library is combined with City Hall offices as one building complex on a single site. The goals for this project would be:

- **Project Savings** – Obtain cost savings associated with a combined facility and sharing of building spaces and elements (see below);
- **Improved Service Delivery** – By co-locating these civic facilities, public resources and support provided by all the government functions included in the complex may support each other in service delivery.
- **Increased Accessibility** – With a location adjacent to public transit and major streets, both facilities could be provided with improved public accessibility. Within the building complex, the design could also accommodate universal access.
- **Sustainable Design** – Design both facilities as a single complex with the building systems and building design improved with sustainable building and site

design criteria. Promote green building and educate people about the benefits by example.

- ***Supporting activities*** – To improve the urban vitality of the block and street activity where the combined facilities are located, commercial uses and private activities such as retail spaces and food service may be included in the final building program. While these uses are not included in the proposed Building Program, they are proposed for the final design of the combined building complex.
- ***Shared Spaces and Building Elements*** – The proposed combined program proposes the following shared spaces and building elements, including construction-related efficiencies:
 - Design and bid documents – The design of the building and building systems can be included within the same set of contract documents and building specifications for bidding.
 - Meeting rooms – Meeting rooms are proposed within shared spaces accessible to both the Library and City Hall and sized for multiple, concurrent meetings controlled by a scheduler. Separate card-key locking systems will allow controlled accessibility from either the general city offices or the library spaces into the meeting and function rooms.
 - Auditorium – The auditorium space will be designed for multiple functions and will be a central meeting space for the City Hall and Library functions. Through sharing the space and managing its use, more efficient use of the auditorium is proposed.
 - Building circulation – Certain elements of the building accessibility may be shared. However, because of the need for the unique security requirements for the uses, this may be limited to non-public areas.
 - Loading and deliveries – The loading and delivery areas for the users could be combined at one location, with the proper security.
 - Mechanical systems – Within a combined building, certain elements of the HVAC may be shared providing a cost savings.
 - Operation and maintenance – Reduce the costs of operation and maintenance with combined and connected building systems. Maintenance staffing efficiencies could be considered as well.
 - Outreach and information interface – Public outreach and information could be centralized or shared between the City Hall and Library. The proximity will also allow redirection to appropriate offices and resources within the complex.
 - Parking – Parking will be provided according to the zoning regulations and the program goals. The combination of the City Hall and Library with other commercial uses within the same site or block will allow sharing of parking spaces.

Descriptions of the Library Areas included in the program summary and General Design Requirements are included in Appendix C.

Section 6:

CONSTRUCTION COST ESTIMATES

New or Replacement Construction Cost Estimates

While this plan does not advocate for wholesale new construction of municipal facilities, understanding the costs of different types of facilities will be helpful for decision-making in the City as the policy makers decide how to move forward. Please note: These are planning estimates that will need to be updated in the final building program for determining development costs.

Construction costs estimates were determined by building type on a per square foot basis through examining comparable municipal facilities and consultations with professional cost estimators. The space programming calculations are summarized in Table 1 and the New Construction Cost Estimates (Table 4). Additional costs were calculated for design and legal costs (12% of construction), furniture, fixtures and equipment (7%), and a contingency fund of 10%, to determine the total costs.

City Hall

The City Hall Office Component primarily includes administrative municipal departments for which office space is the most appropriate building type. Based on the space programming calculation completed in earlier phases of this study the City Hall Office Component projects to be approximately 66,215 square feet of total building program. With 347 employees projected, this would be equivalent to 212 square feet per employee. At an estimated cost of \$215 per square foot, the cost of new construction would be approximately \$14,200,000, for a total of \$18,000,000 including other costs.

Library

The Library Component is composed of library uses which possess a unique building type. Based on the space programming calculation completed in earlier phases of this study the Library Component projects to be approximately 45,018 square feet of total building program. At an estimated cost of \$285 per square foot, the cost of new construction would be approximately \$12,800,000, for a total of \$16,500,000 including all other costs.

School Administration

The School Administration Component primarily includes administrative municipal offices for which office space is the most appropriate building type. Based on the space programming calculation completed in earlier phases of this study the School

TABLE 4. NEW CONSTRUCTION COST ESTIMATES

City Hall Offices		
Space 66,215 sf		
Construction per/sf	\$215	\$14,236,225
Design and legal	12%	\$1,708,347
FF&E	7%	\$996,536
Contingency	10%	\$1,423,623
TOTAL		\$18,364,730

Library		
Space 45,018 sf		
Construction per/sf	\$285	\$12,830,130
Design and legal	12%	\$1,539,616
FF&E	7%	\$898,109
Contingency	10%	\$1,283,013
TOTAL		\$16,550,868

School Administration		
Space 18,314 sf		
Construction per/sf	\$215	\$3,937,510
Design and legal	12%	\$472,501
FF&E	7%	\$275,626
Contingency	10%	\$393,751
TOTAL		\$5,079,388

Police		
Space 51,000 sf		
Construction per/sf	\$245	\$12,495,000
Design and legal	12%	\$1,499,400
FF&E	7%	\$874,650
Contingency	10%	\$1,249,500
TOTAL		\$16,118,550

DPW		
Space 5,500 sf		
Construction per/sf	\$215	\$1,182,500
Design and legal	12%	\$141,900
FF&E	7%	\$82,775
Contingency	10%	\$118,250
SUBTOTAL		\$1,525,425

Garage space 35,000 sf		
Construction per/sf	\$200	\$7,000,000
Design and legal	12%	\$840,000
FF&E	7%	\$490,000
Contingency	10%	\$700,000
SUBTOTAL		\$9,030,000

DPW (continued)		
Storage space 30,000 sf		
Construction per/sf	\$50	\$1,500,000
Design and legal	12%	\$180,000
FF&E	7%	\$105,000
Contingency	10%	\$150,000
SUBTOTAL		\$1,935,000
SF TOTAL (DPW)		70,500 sf
CONSTRUCTION COST TOTAL		\$9,682,500
Fire Department		
Fire Station No. 3 15,000 sf		
Construction per/sf	\$250	\$3,750,000
Design and legal	12%	\$450,000
FF&E	7%	\$262,500
Contingency	10%	\$375,000
SUBTOTAL		\$4,837,500
Fire Admin. and Prevention 5,805 sf		
Construction per/sf	\$215	\$1,248,075
Design and legal	12%	\$149,769
FF&E	7%	\$87,365
Contingency	10%	\$124,808
SUBTOTAL		\$1,610,017
SF TOTAL (Fire)		20,805 sf
CONSTRUCTION COST TOTAL		\$4,998,075

Administration Component projects to be approximately 18,314 square feet of total building program. At an estimated cost of \$215 per square foot, the cost of new construction would be approximately \$3,900,000, for a total of \$5,000,000 including all other costs.

Department of Public Work

The Department of Public Works Component primarily includes administrative municipal offices as well as specialty vehicular maintenance, work and storage spaces. Based on the space programming calculation completed in earlier phases of this study the Department of Public Works Component projects to be approximately 70,500 square feet of total building program, of which 5,500 square feet is office, 35,000 is garage/workspaces, and 30,000 is storage. With replacement construction cost of approximately \$215 per square foot for office (\$1,200,000), \$200 per square foot for garage space (\$7,000,000), and \$50 per square foot for improvement of storage space (\$1,500,000 for drainage controls, lighting, etc), the cost of new construction is \$9,700,000, with a combined total of \$12,500,000 with all other costs.

Public Safety

The Public Safety Component is comprised of uses which are a unique building type. Based on the space programming calculation completed Feasibility Study for the Police and Fire Departments, by DiMarinisa & Wolf, the Public Safety Component projects to be approximately 46,000 square feet for Police, 5,805 square feet for Fire Department Administration and Fire Prevention Offices and 5,000 for a City Emergency Operations Center for a total building program of 56,805 square feet and a construction cost of approximately \$13,700,000, for a combined total of \$17,700,000 with all other costs.

Fire Station No. 3

The Engine 3, Union Square Fire Station Component is comprised of uses which are a unique building type. Based on the space programming calculation completed in Feasibility Study for the Police and Fire Departments, by DiMarinisa & Wolf the Engine 3, Union Square Fire Station Component projects are approximately 15,000 square feet of building program. With an estimated construction cost of approximately \$250 per square foot the cost of new construction is \$3,750,000, for a total of \$4,800,000 with all other costs.

Section 7:

SITE ANALYSIS

Site Analysis

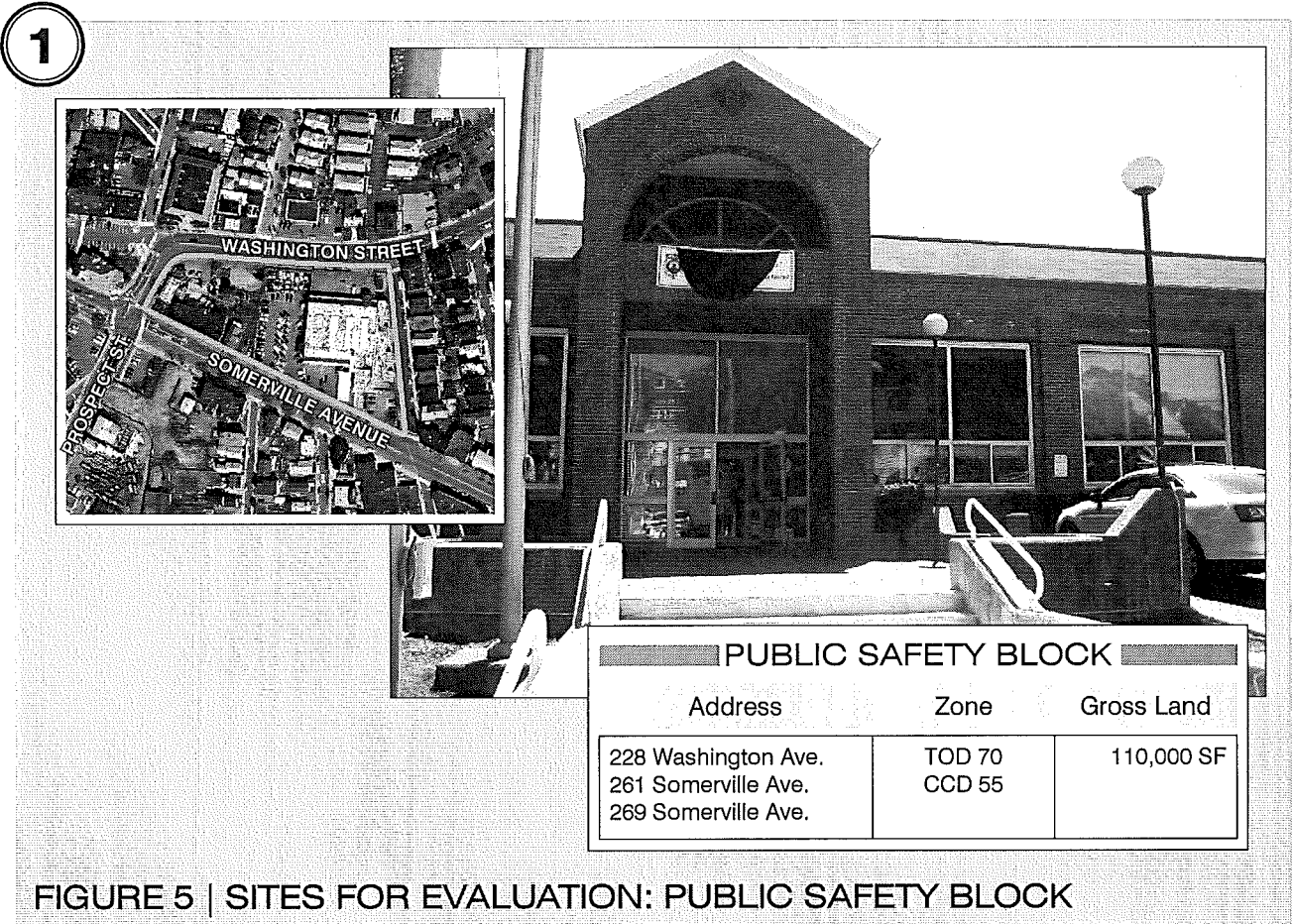
An analysis of potential sites for new consolidated City offices was conducted using the building program as determined by the department space needs analysis, while taking into account the potential operational efficiencies that had been identified. Sites were evaluated individually and in groupings to determine the locations that best served the functions of the municipal offices, the needs of constituents, and provided the highest positive development impact for the City of Somerville. Individual sites were assessed based on their capacity to support municipal uses. Site scenarios were assessed based on their overall impact for the municipal departments and the City as a whole.

Site Assessments

The following nine sites were identified by City staff for assessment as possible locations for municipal uses. The sites were evaluated based on key characteristics such as size and zoning and analyzed based on siting criteria such as compatibility with surrounding areas, proximity to public transportation, amount of private property acquisition, and the potential economic impact on adjacent areas. The key site characteristics were provided by the Office of Strategic Planning and Community Development and the siting criteria determined with input from this same office. A matrix of the site assessments is attached as Appendix E. The sites evaluated include:

Public Safety Block

The Public Safety Block site is located between Somerville Avenue, Washington Street, Prospect Street and Merriam Street. The site contains several private and City owned properties and is the current location of the existing Somerville Public Safety building, which houses the Somerville Police Department and elements of the Somerville Fire Department. The site contains approximately 110,000 SF of gross land. This site is zoned as both Transit Oriented District 70 (TOD 70) and Corridor Commercial District 55 (CCD 55). The Somerville Zoning Ordinance Article 6.5 A states "Transit Oriented Districts encourage mixed-use transit-oriented development with well-designed pedestrian access near transit connections and commercial squares." And the Corridor Commercial District 55 provides for mixed use or commercial development at a mid-rise scale. 80,184 sf of this site is zoned as TOD 70



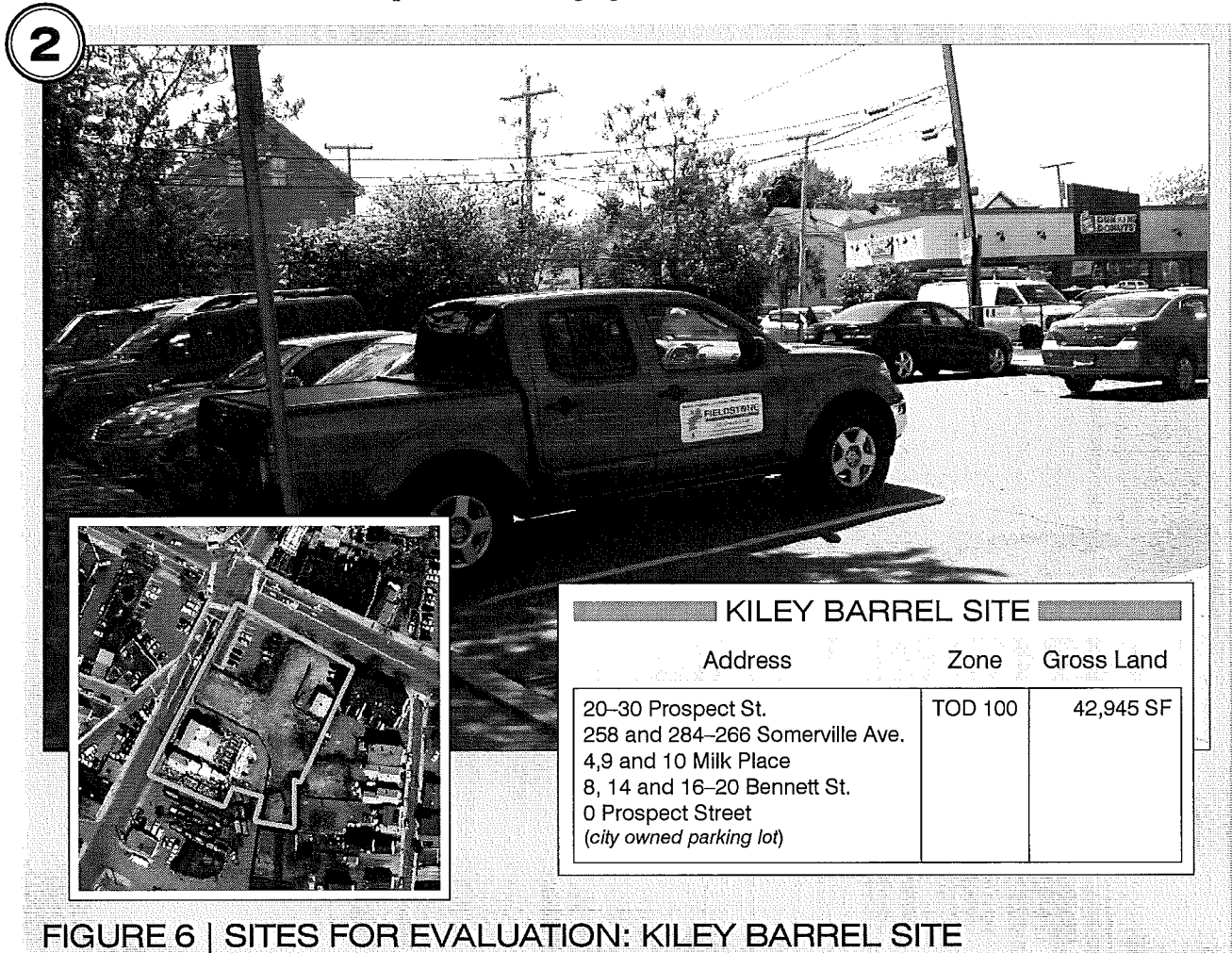
and 30,513 sf of this site is zoned as CCD 55. TOD 70 zoning regulations allows for a Floor Area Ratio of 3.5 and a maximum building height of 55 ft resulting in a maximum of 280,644 gross building sf. Transit Oriented Districts offer a green building incentive, which would increase the Floor Area Ratio to 4 and the maximum building height to 70 ft, resulting in a maximum of 320,736 gross building sf. CCD 55 zoning regulations allow for a Floor Area Ratio of 3 and a maximum building height of 55 ft resulting in a maximum of 91,540 gross building sf. The maximum gross building allowed on this site for a green building is 412,275 sf. This site will have excellent accessibility to public transportation due to the proposed Green Line extension. The site will be located approximately 0.2 miles away from the proposed Union Square Green Line station, 0.3 miles away from the proposed Washington Street Green Line station and 0.6 miles away from the proposed Gilman Square Green Line station.

The maximum gross building possible for this site, coupled with the proximity to the proposed Union Square Green Line station, makes this location a viable option for several municipal components. Municipal uses would be compatible with residential, retail and commercial uses in the surrounding area and are consistent with the municipal uses currently located on the site in the Public Safety building. The high visibility of this location, the proximity to the proposed Green Line extension, the volume of municipal uses that can be located here and the redevelopment potential

of nearby properties are factors that would contribute to creating a significant positive economic impact on the surrounding area, if municipal uses were located at this site. Locating municipal uses at this site would also provide an activity and foot traffic generator for the area businesses. The municipal building program would not utilize the entire potential building capacity on the site, so potential exists for private construction to occur adjacent to the municipal facility. In addition to supporting existing businesses, this site's prominent location within Union Square and proximity to larger underutilized properties has considerable potential to act as a catalyst for other private large-scale redevelopment projects.

Kiley Barrel Site

The Kiley Barrel site is located at the corner of Somerville Avenue and Prospect Street and extends to Milk Place and Bennett Street. The site contains several properties, both City owned and privately owned. The site contains approximately 42,945 SF of gross land. This site is zoned Transit Oriented District 100 (TOD 100). The Somerville Zoning Ordinance Article 6.5 A states "Transit Oriented Districts encourage mixed-use transit-oriented development with well-designed pedestrian access near transit connections and commercial squares." The zoning regulations allow for a Floor



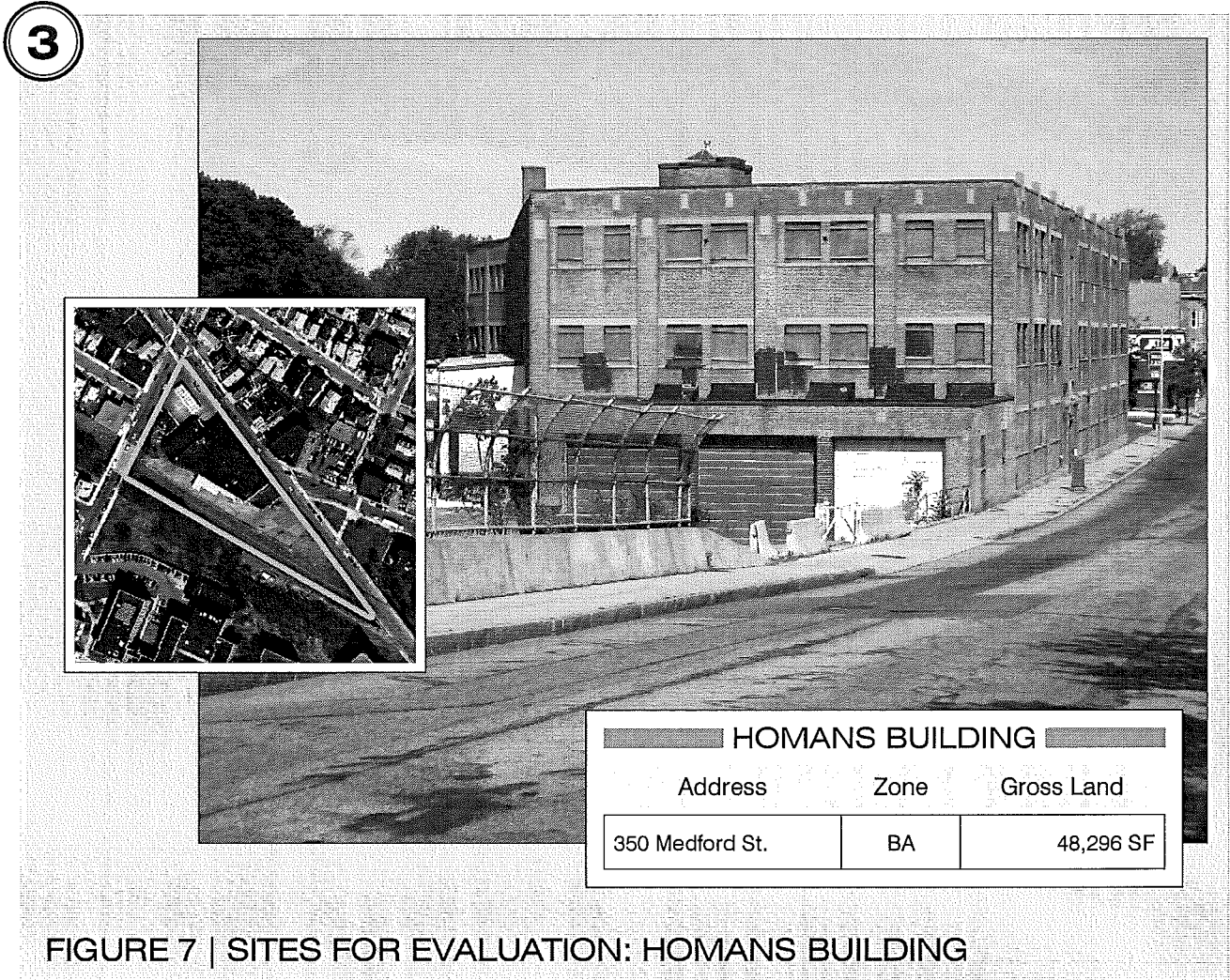
Area Ratio of 3.5 and a maximum building height of 85 ft resulting in a maximum of 150,308 gross building sf. Transit Oriented Districts offers a green building incentive, which would increase the Floor Area Ratio to 4 and the maximum building height to 100 ft, resulting in a maximum of 171,780 gross building sf. This site will have excellent accessibility to public transportation due to the proposed Green Line extension. The site will be located approximately 0.1 miles away from the proposed Union Square Green Line station, 0.4 miles away from the proposed Washington Street Green Line station and 0.6 miles away from the proposed Gilman Square Green Line station.

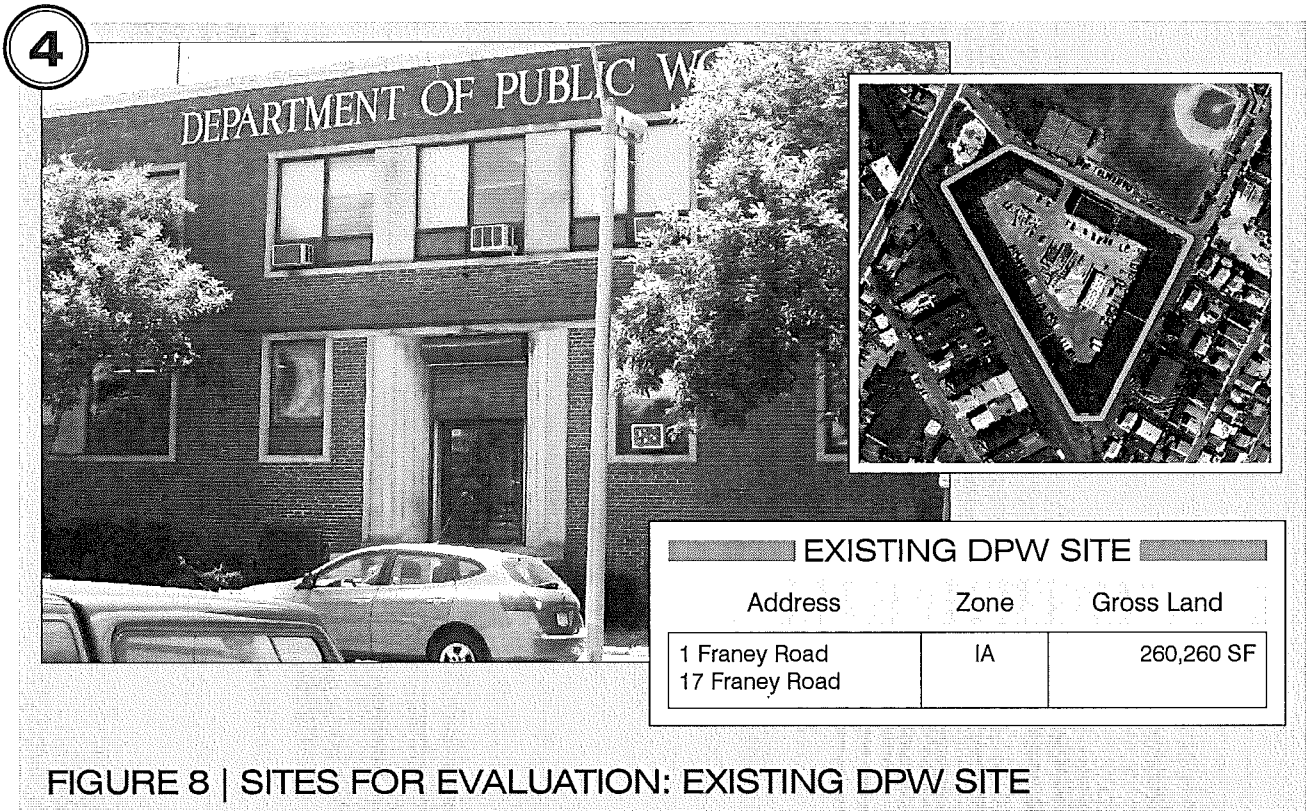
The potential size of the maximum gross building possible for this site, coupled with the proximity to the proposed Union Square Green Line station, makes this location a viable option for several municipal components. Municipal uses would be compatible with residential, retail and commercial uses in the surrounding area and is consistent with the municipal uses currently located in the public safety building at 255 Somerville Avenue. The recommended building program would not utilize the entire potential building capacity on this site, however, due to the fact that the site would only likely have one building tower, it is less likely that private development (other than ground floor retail) could occur in conjunction with a municipal facility on this site. Due to the site's previous and current use, some level of environmental remediation should be expected. The high visibility of this location, the proximity to the proposed Green Line extension, the volume of municipal uses that can be located here and the redevelopment potential of nearby properties are factors that would contribute to creating a significant positive economic impact on the surrounding area, if municipal uses were located at this site. Locating municipal uses at this site would provide an activity and foot traffic generator for the area business. In addition to supporting existing businesses, this site's prominent location within Union Square and proximity to larger underutilized properties has considerable potential to act as a catalyst for other private large scale redevelopment projects.

Homans Building Site

The Homans Building site is located at 350 Medford Street. The building and the property it occupies are owned by the City of Somerville. The property is located at the corner of Medford and School Streets in close proximity to the current City Hall and High School. The site contains approximately 48,296 sf of gross land. The site is zoned as Business District A (BA), which provides for business areas located on main thoroughfares that are attractive to a wide range of commercial uses. The zoning regulations allow for a Floor Area Ratio of 2 and a maximum building height of 50 ft resulting in a maximum of 96,592 gross building sf. This site will have excellent accessibility to public transportation due to the proposed Green Line extension. The location of the proposed Gilman Square Green Line station is on the property directly to the southeast of the Homans Building site. The site will be immediately adjacent to the proposed Gilman Square Green Line station and 0.7 miles away from the proposed Lowell Street Green Line station.

The size of this site could accommodate a single or possible multiple municipal components. Municipal uses would be highly compatible with residential and commercial uses in the surrounding area. Due to the built out condition, small parcel size of the surrounding area, and the fact that municipal uses have traditionally been located in this area, locating municipal uses at this site would generate limited private economic development on the adjacent and surrounding properties. The expected benefits of the close proximity to the current City Hall, High School and Library properties are severely reduced due to a considerable grade change and the rail line located between the properties. The existing building is currently not in use. The building evaluation completed by HMFH in *The Municipal Property Comprehensive Consolidation Plan* determined the building should be demolished and new construction to occur on the site due to the extensive renovations required for the existing building to be reused. Due to the need for new construction and the abutting proposed Gilman Square Green Line station, this site could be a valuable private redevelopment property for the City as a Transit Oriented Development project.





Existing DPW Site

The existing Department of Public Works (DPW) facility is located in a single complex at 1 Franey Road and 17 Franey Road. The building and the property it occupies are owned by the City of Somerville. The property is centrally located off Broadway, adjacent to Trum Field. The site contains approximately 260,260 sf of gross land and is zoned as Industrial District A (IA), which allows for industrial and related and supporting uses. The zoning regulations provide for a Floor Area Ratio of 2 and a maximum building height of 50 ft, resulting in a maximum of 520,520 gross building sf. This site has good access to public transportation. In addition to numerous MBTA bus routes along Broadway, the closest rail stops are approximately 0.4 miles away at the proposed Lowell Street Green Line station and 0.4 miles away at the proposed Ball Square Green Line station.

The considerable size of this site makes it a viable option for the location of several municipal components. Municipal uses would be highly compatible with residential and commercial uses in the surrounding area. Due to the site's current use, some level of environmental remediation should be expected. As a result of the built out condition and small parcel size of the surrounding area, and the fact that municipal uses have traditionally been located in this area, locating municipal uses at this site would generate limited private economic development on the adjacent and surrounding properties. The Department of Public Works is well served by this site's central location and is mostly compatible with the surrounding uses. Consolidating municipal services at this location would most likely dictate the relocation of the Department of Public Works facility, which would require issues of site acquisition, consistent level of service and use compatibility to be addressed.

10 Poplar Street

The 10 Poplar Street site is the current location of the Somerville Waste Transfer facility and exists in the Brickbottom section of Somerville. This site is a combination of two parcels, both owned by the City of Somerville. The site contains approximately 91,616 sf of gross land and is zoned as Industrial District A (IA), which allow for industrial and related and supporting uses. The zoning regulations provides for a Floor Area Ratio of 2 and a maximum building height of 50 ft, resulting in a maximum of 183,232 gross building sf. This site will have very good accessibility to public transportation due to the proposed Green Line extension. The site will be approximately located 0.3 miles away from the proposed Washington Street Green Line station and 0.6 miles away from the proposed Union Square Green Line station.

The considerable size of this site makes it a viable option for the location of several municipal components. Municipal uses would have compatibility with this area. The elimination of the Waste Transfer Facility and the construction of a municipal building could act as a catalyst to stimulate investment in the surrounding area's industrial properties and start a neighborhood reinvestment. The recommended building program will not utilize the entire development capacity for the site and potential exists for private development to occur above or adjacent to a municipal facility. This potential is increased if the site is rezoned for some level of transit oriented development in anticipation of the upcoming Green Line Station. Due to the site's current use, some level of environmental remediation should be expected. McGrath Highway provides high automobile access to the site, but also creates a visually unappealing barrier for the site. However, this site could be an important and valuable mixed use public/private redevelopment property for the City.

5

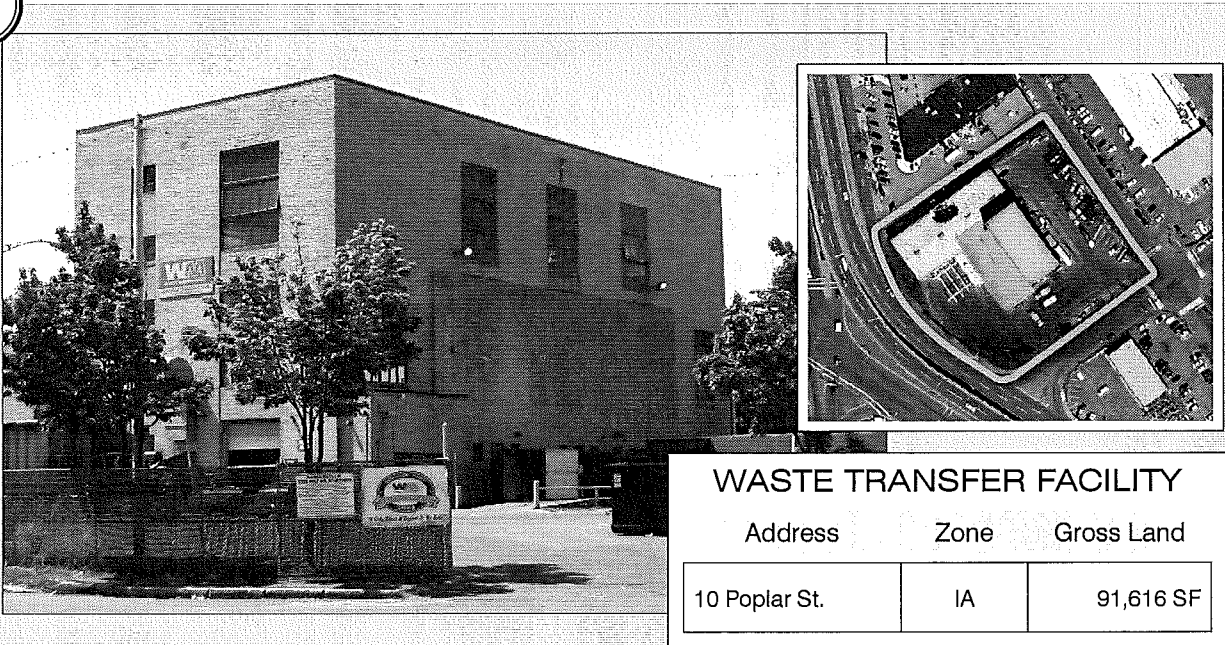


FIGURE 9 | SITES FOR EVALUATION: WASTE TRANSFER FACILITY

165 Linwood Street

The site is located at 165 Linwood Street and is the current location of two private businesses, Pat’s Auto and a U-Haul vehicle rental facility. The site is in the Brickbottom section of Somerville. The privately owned site contains approximately 40,985 sf of gross land and is zoned as Industrial District a (IA), which allows for industrial and related and supporting uses. The zoning regulations provide for a Floor Area Ratio of 2 and a maximum building height of 50 ft, resulting in a maximum of 76,788 gross building sf. This site will have very good accessibility to public transportation due to the proposed Green Line extension. The site will be approximately located 0.2 miles away from the proposed Washington Street Green Line station and 0.5 miles away from the proposed Union Square Green Line station.

The size of this site could accommodate a single or possibly multiple municipal components. Municipal uses would have compatibility with this area and limited economic impact would be expected due to the industrial uses currently existing in the surrounding area. Due to the site’s current use, some level of environmental remediation should be expected. McGrath Highway provides high automobile access to the site, but also creates a visually unappealing barrier for the site. Depending on redevelopment plans for the Brickbottom section of Somerville and the future of McGrath Highway, this site could be an important location for future private redevelopment.

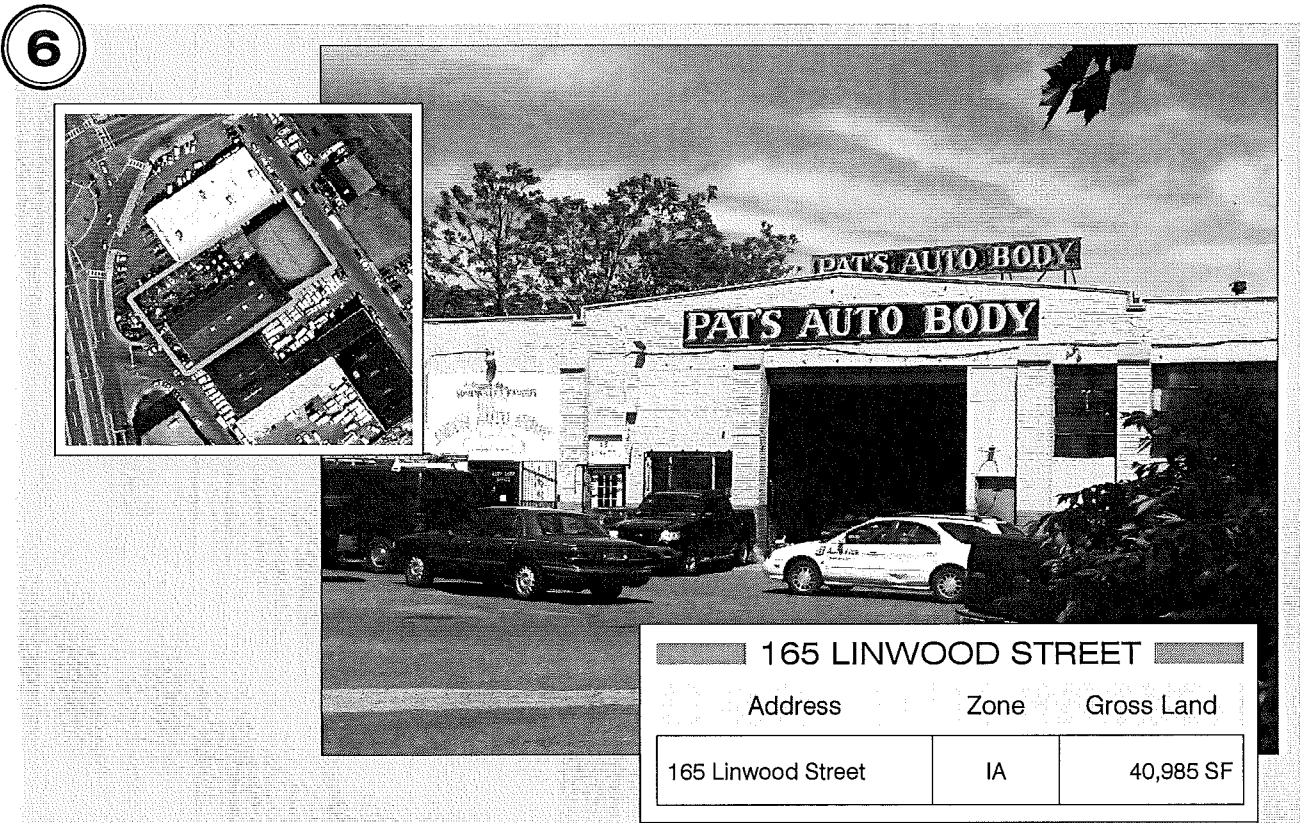
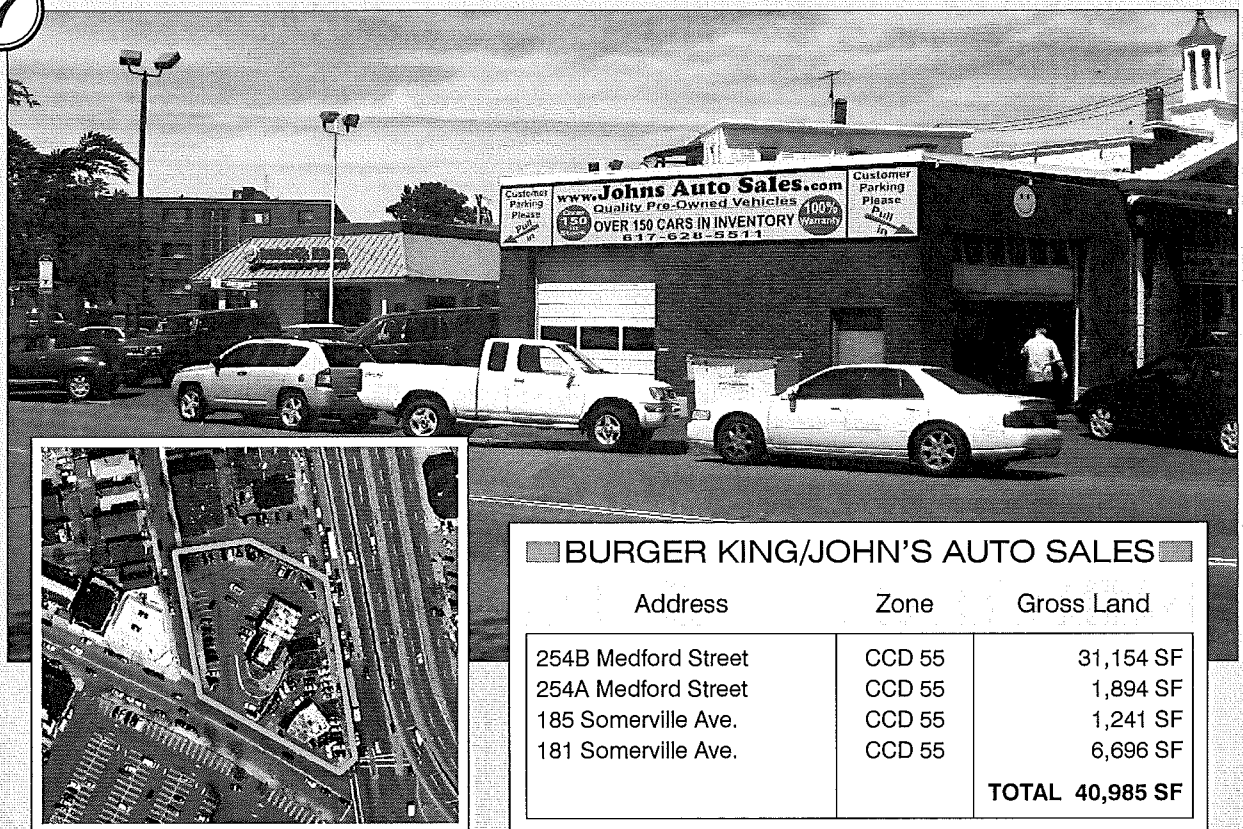


FIGURE 10 | SITES FOR EVALUATION: 165 LINWOOD STREET

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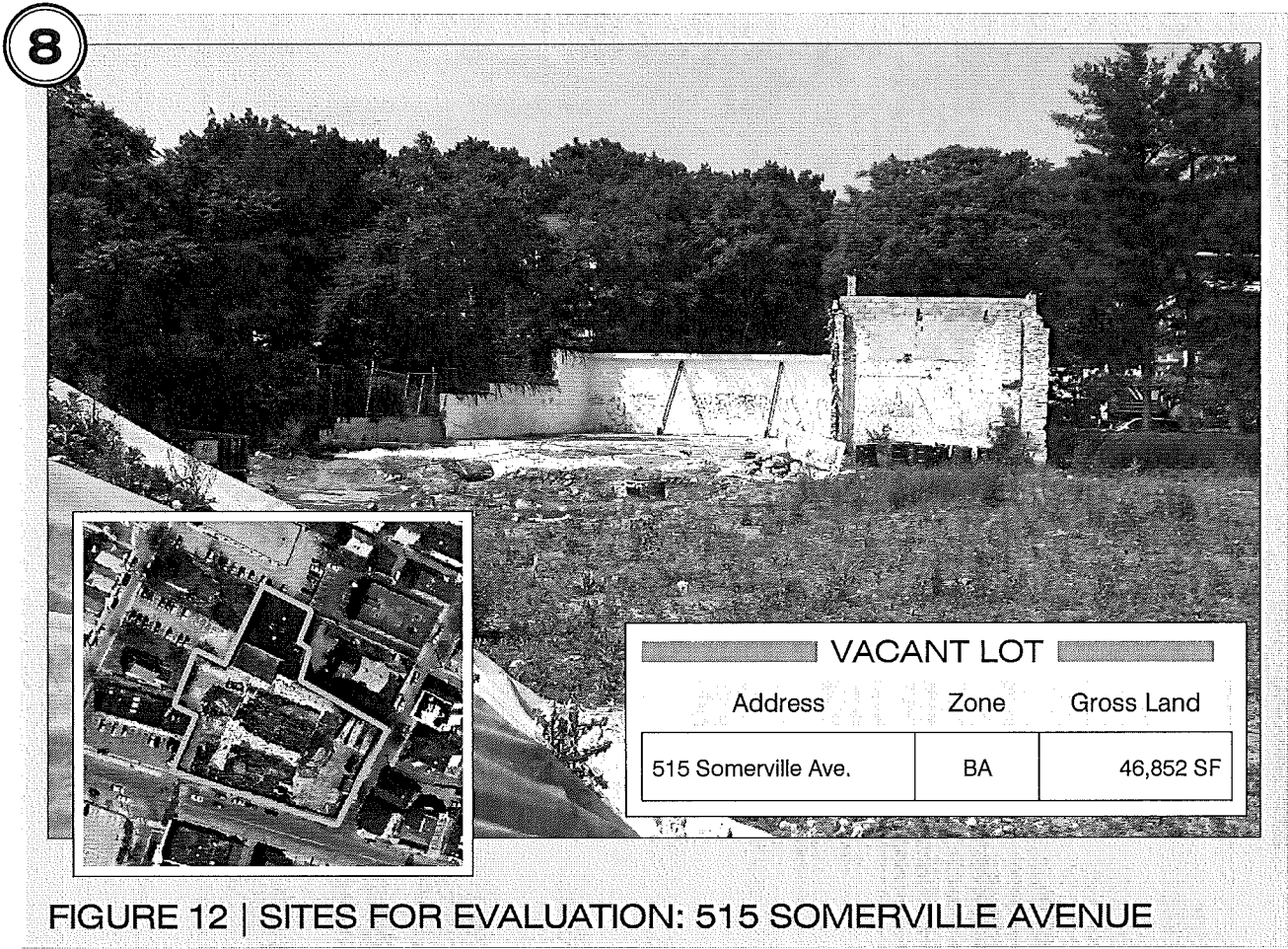


**FIGURE 11 | SITES FOR EVALUATION:
BURGER KING/JOHN'S AUTO SALES**

185-181 Somerville Ave

The site is located at 185 -181 Somerville Avenue and is the current location of two private businesses, John's Auto Sales and a Burger King restaurant and two other parcels. The privately owned site is zoned as a Corridor Commercial District 55 (CCD 55) property, which provides for mixed use or commercial development at a mid-rise scale. The zoning regulations allow for a Floor Area Ratio of 3 and a maximum building height of 55 ft resulting in a maximum of 122,955 gross building sf. This site will have very good accessibility to public transportation due to the proposed Green Line extension. The site will be approximately located 0.3 miles away from the proposed Washington Street Green Line station and 0.3 miles away from the proposed Union Square Green Line station.

Municipal uses would be compatible with residential and retail uses in the surrounding area. McGrath Highway provides high automobile access to the site, but also creates a visually unappealing barrier for the site. Due to the size limitations of the site and built out condition, locating municipal uses at this site would generate limited private economic development on the adjacent and surrounding properties. Depending on redevelopment plans for the Brickbottom section of Somerville and the future of McGrath Highway, this site could be an important location for future private redevelopment.



515 Somerville Ave

The site is located at 515 Somerville Ave and is a currently a vacant property. The privately owned site contains approximately 46,852 sf of gross land and is zoned as Commercial District (BA), which provides for business areas located on main thoroughfares that are attractive to a wide range of commercial uses. The zoning regulations allow for a Floor Area Ratio of 2 and a maximum building height of 50 ft resulting in a maximum of 93,704 gross building sf. This site has moderate to low levels of access to public transportation. Although there are MBTA bus routes along Somerville Ave, the closest rail stops are approximately 0.9 miles away at the proposed Gilman Square Green Line station, 0.9 miles away at the proposed Lowell Street Green Line station, and 0.8 miles away at the proposed Union Square Green Line station.

The size of this site could accommodate a single or possibly multiple municipal components. The site is centrally located within the city and possesses moderate automobile and bus accessibility. Municipal uses would be compatible with residential and retail uses in the surrounding area. Due to the built out condition and small parcel size of the surrounding area, locating municipal uses at this site would generate limited private economic development on the adjacent and surrounding properties.

North Point Property

The North Point Property site is located in the south east end of the City of Somerville, directly abutting the City of Cambridge. Currently, it does not have a street address, but is generally located near the intersection of Water Street and Monsignor O'Brien Highway. The privately owned site contains approximately 222,156 sf of gross land. The site is zoned as Industrial District B (IB), which provides areas for necessary industrial and related uses of such a nature that they require isolation from many other kinds of land uses. The zoning regulations allow for a Floor Area Ratio of 2 and a maximum building height of 50 ft resulting in a maximum of 444,312 gross building sf. This site will have a moderate to good level of access to public transportation due to the proposed Green Line extension. The current Lechmere Station is located approximately 0.4 miles from the North Point Property Site, however as part of the proposed Green Line extension, the station will be relocated to the north side of McGrath Highway and will be even closer to this site. Additionally, the site will be located approximately 1.0 mile away from the proposed Washington Street Green Line station.

The considerable size of this site makes it a viable option for the location for several municipal components, with ample room for additional development. Municipal uses would have low compatibility with the industrial uses currently allowed for this area by the Somerville's zoning regulations. Although McGrath Highway provides automobile access to the site and the Lechmere Green Line station provides good public transportation access, this site is not considered accessible to residents because it is not centrally located within the city nor is it close to any existing residential neighborhoods. Depending on redevelopment plans for the Brickbottom section of Somerville and the North Point area, this site could present a highly valuable private redevelopment opportunity for the City, particularly given the size of the property.

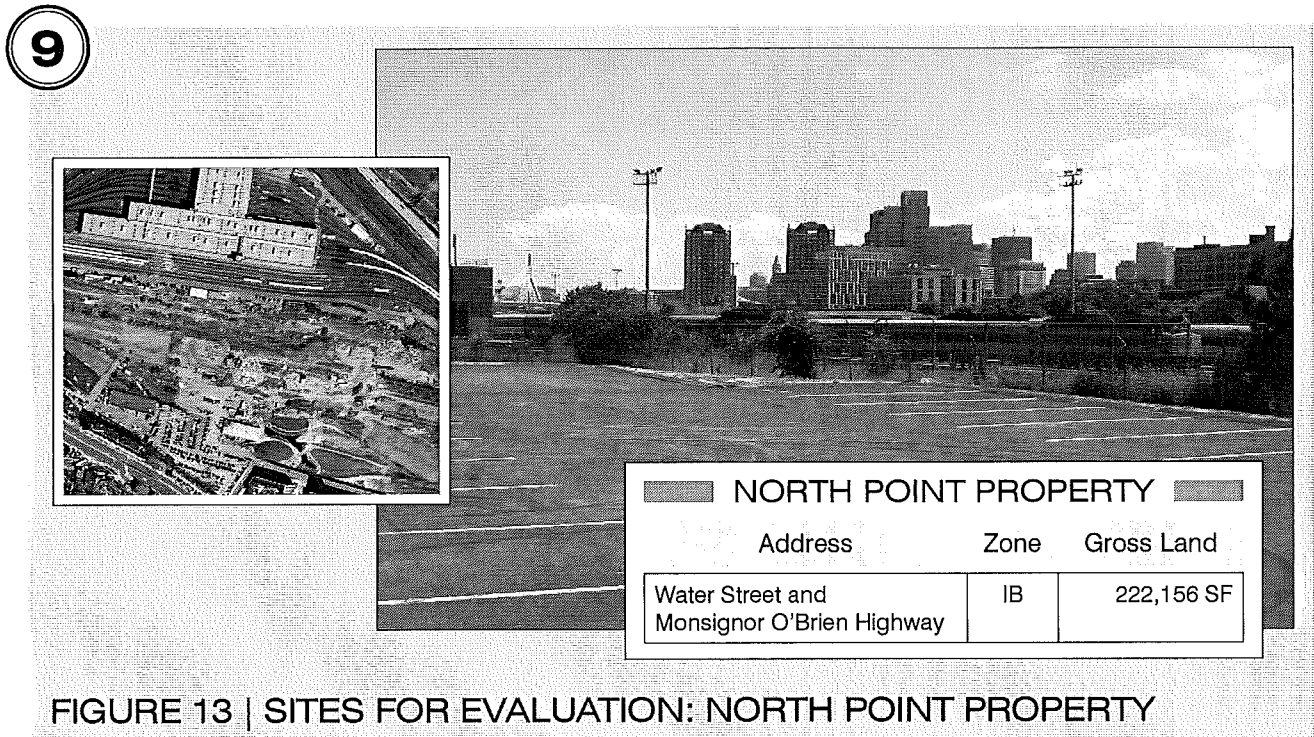
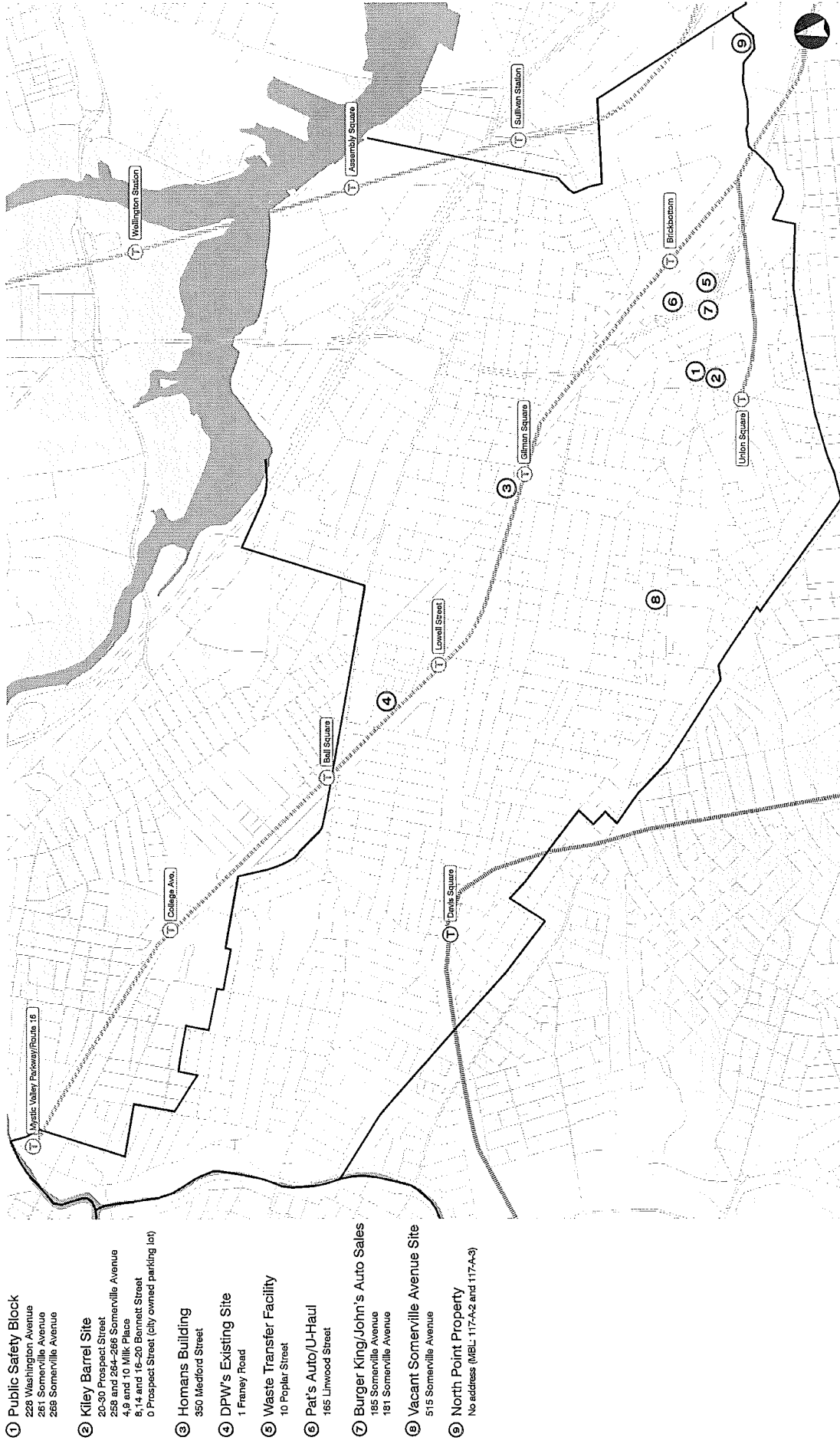


FIGURE 14 | SITES FOR EVALUATION

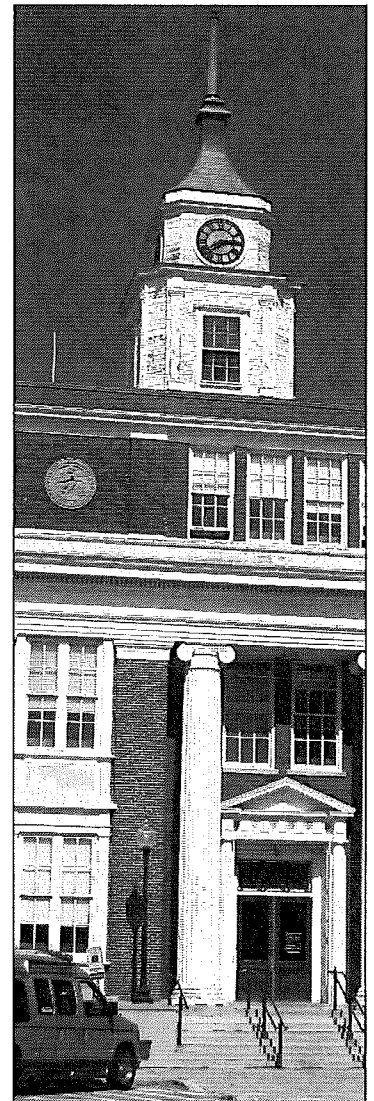
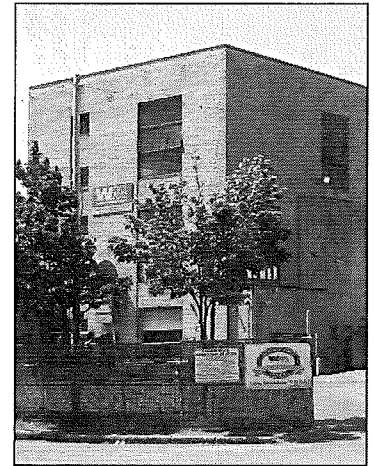


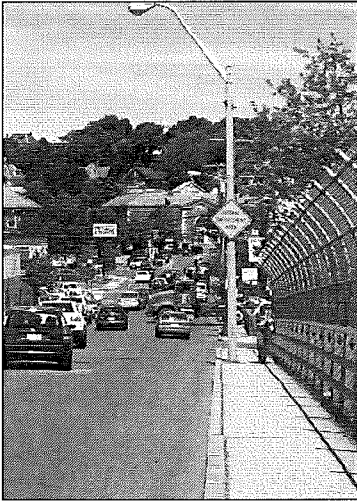
Section 8: SITE SCENARIO ASSESSMENTS

Four site scenarios were developed by the Cecil Group and the Office of Strategic Planning and Community Development for assessment as possible combined locations for municipal uses. Each scenario is comprised of a combination of the sites selected for assessment. The site scenarios were evaluated based on the individual characteristics of each site as well as the overall combined municipal efficiencies and positive civic impacts of their collective locations. Site plan diagrams were developed for each site within the scenarios to examine the potential development layouts. Those diagrams are listed as Figures 15–22 in this section of the report. A matrix of the site scenario assessments is attached as Appendix F. The successful elements of these assets were taken forward and revised in the final recommendations.

Three component locations are consistent throughout all scenarios, the School Administration component, the Engine 3, Union Square Fire Station component, and the Department of Public Works. In all scenarios the School Administration component will occupy the current City Hall building at 93 Highland Avenue. Consolidating the School Administration offices and specified school department programs together in this location achieves several efficiencies. First, the consolidation of departments into a single facility creates management and resource efficiencies between departments and programs. Secondly, by locating the School Administrative component at 93 Highland Avenue a public education cluster is created with the existing Somerville High School, School Administration and specific School Department offices and programs. Third, by occupying the current City Hall building, a facility's efficiency is created by reusing an existing building that requires minor renovation and is an iconic and historical civic structure.

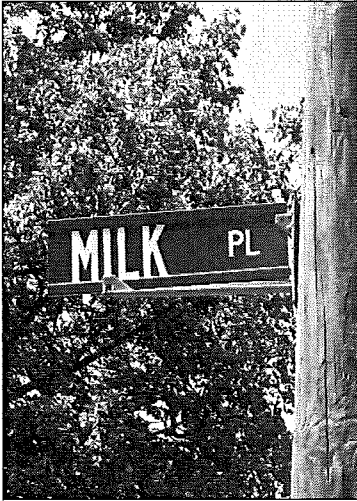
In all scenarios Engine 3, Union Square Fire Station is located at either 181-185 Somerville Avenue or 515 Somerville Avenue. The siting of this station will be determined by data not available at the time of this study. The principal deciding factors, in addition to cost, in the location of this fire station will be the response time to the surrounding areas and a policy determination whether or not to consolidate this station with the Engine 4, Lowell Street Fire Station. Depending on each of these factors Engine 3, Union Square Fire Station can be located at either 181-185 Somerville Avenue or 515 Somerville Avenue in any of the following scenarios. Both locations provide the opportunity for mixed use public/private redevelopment in conjunction with the construction of the Fire Station. If the 181-185 Somerville Avenue scenario is selected, signalization improvements will be made underneath McGrath Highway to ensure the smooth flow of emergency vehicles from the site to Washington Street.





If McGrath Highway is ultimately converted into a boulevard, the new design should take into account the needs of emergency vehicles.

In all scenarios the Department of Public Works (DPW) remains at its current location, 1 Franey Road. Maintaining the current location for the DPW facility is the recommended option for several reasons. First, while the DPW facility site is a viable location, it is not preferred for municipal offices due the limited economic development effects. Secondly, the site's central location, configuration and facility serve the DPW well. Third, relocation of the DPW would most likely require property acquisition and potentially raise compatibility issues with the surrounding areas and most likely result in a site not centrally located within the city. Under the recommended building program, additional space will be made available within the existing DPW facility with the relocation of Inspectional Services and Fire Prevention offices together with the centralization of record storage. This space will enable expansion or reallocation for the offices currently within the facility.



Union Square Scenario (Alternative #1)

The Union Square Scenario locates the City Hall and Library components at the Public Safety Block site and the Public Safety components at 10 Poplar Street, the current site of the Somerville Waste Transfer facility, as shown in Figure 16. In this scenario, the entire Public Safety Block will be redeveloped and contain two principal buildings, a building of private development and a municipal building that houses the consolidated City Hall and Library components. The conceptual development plan for the Public Safety Block in this scenario is illustrated in Figure 17. The site contains an open space plaza at the corner of Prospect Street, Washington Street and Somerville Avenue, a pedestrian walkway between the two buildings as an extension of Columbus Avenue, and underground parking capacity.

The first of the two buildings located on the site is envisioned as a municipal building of two distinct elements: the Library and the City Hall offices. The municipal building would be located across Washington Street from the existing Post Office, which is up for disposition and can potentially be converted into a public performance space, creating another civic/cultural use to enliven the area. Development potential exists for construction of a second building consisting of approximately 100,000 sf of private office and ground floor retail to be built adjacent to the City Hall/Library. To facilitate this concept and allow for construction of the private office building, a total of 22,585 sf of privately owned land will need to be acquired.

This conceptual development plan will possess close proximity to public transit, in the proposed Green Line extension and provides a prominent location in one of the City's most prominent centers. The Union Square Scenario will act as an economic and activity generator and catalyst. The approximately 360 City employees and 1,200 average daily visitors drawn to the City Hall and Library have the opportunity to boost the existing businesses in Union Square. Additionally new development of this scale in this prominent location will act as a catalyst for other major development opportunities in Union Square. The Kiley Barrel site would be better suited for pri-

FIGURE 15 | UNION SQUARE SCENARIO (ALTERNATIVE 1)

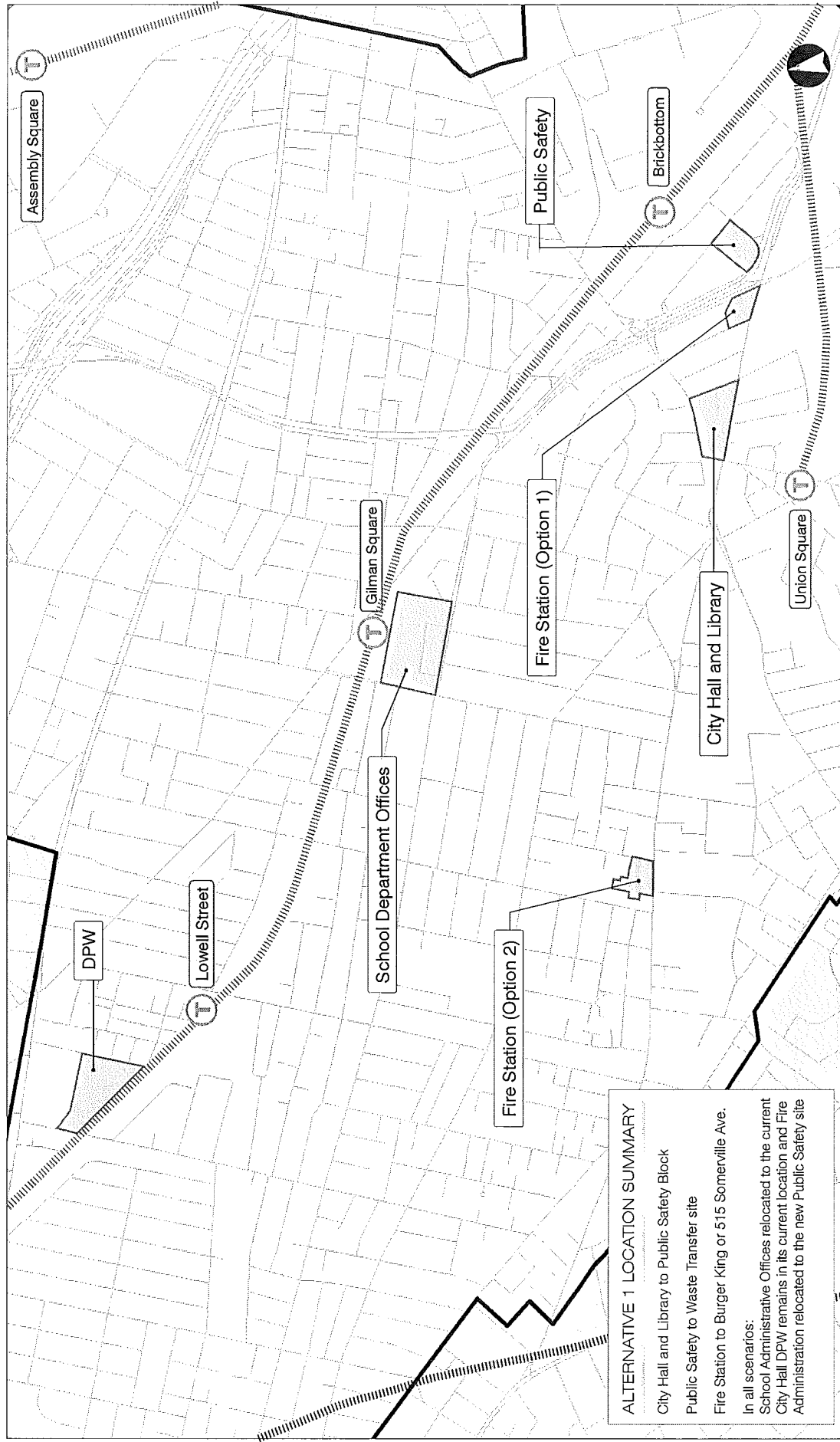
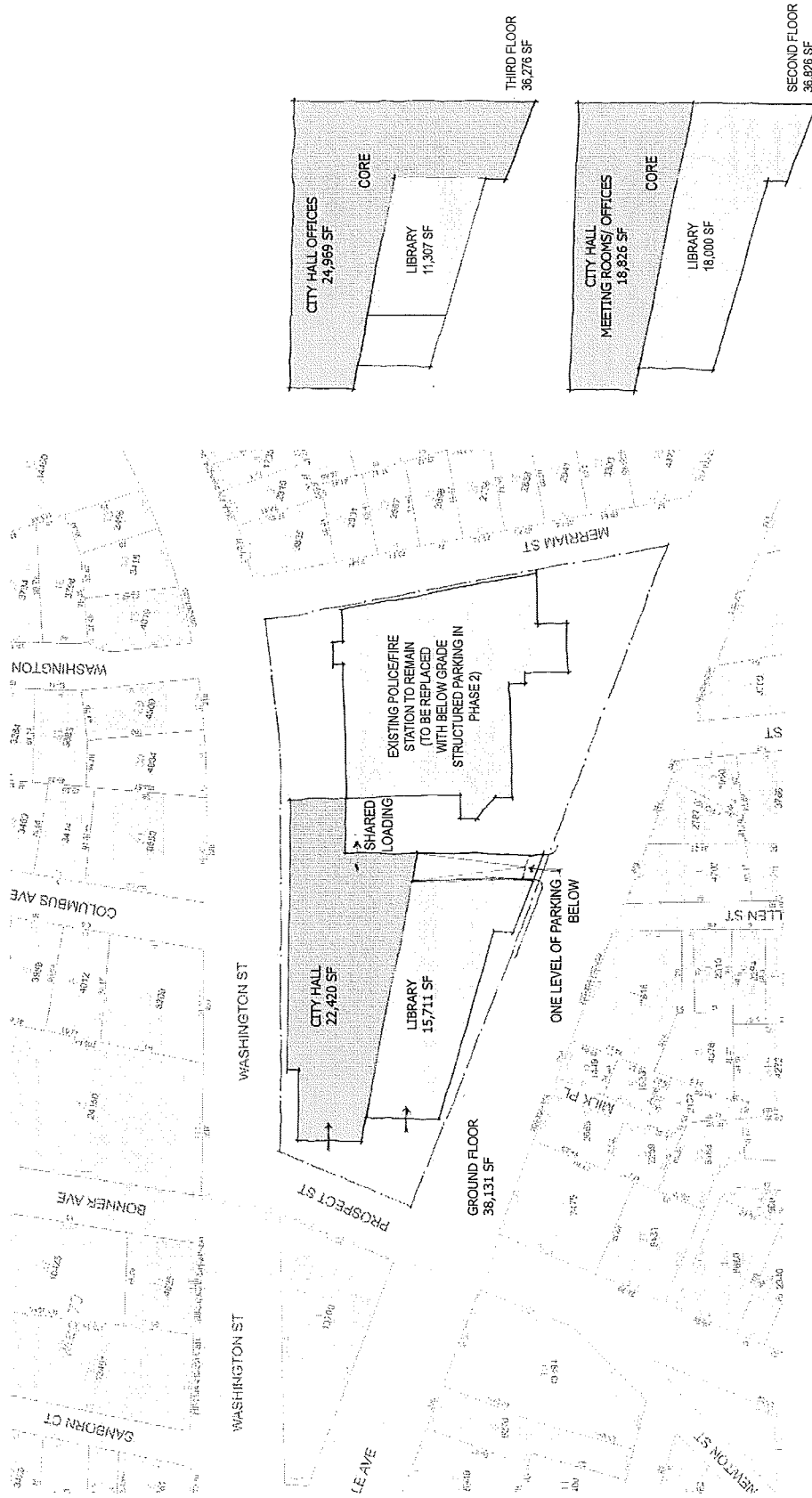


FIGURE 16 | UNION SQUARE SCENARIO 1 SITE ASSESSMENT



ARROWSTREET
Architecture
Urban Design
Planning
Graphics and Interiors

SCALE: 1" = 80'
24 SEPTEMBER, 2010
09034

The Cecil Group
Planning and Design



CITY HALL: 68,215 SF
LIBRARY: 45,018 SF
TOTAL SF: 111,233 SF

SOMERVILLE SITE ASSESSMENT STUDIES UNION SQUARE SCENARIO

vate development given its proximity to the proposed Green Line station and zoning regulations which encourage high development densities on this site. The conceptual development plan presented in Figure 17 requires 121 parking spaces to serve the municipal components at this site, per the Somerville Zoning Regulations and 95 parking spaces to serve the Public Safety component located at 10 Poplar Street.

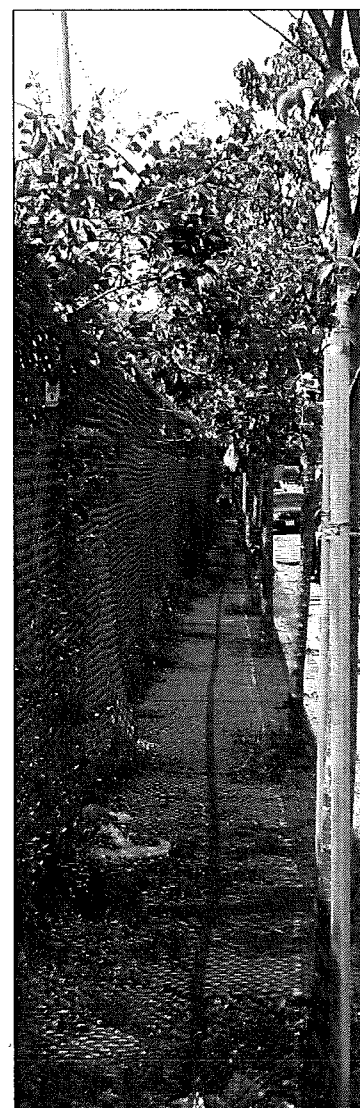
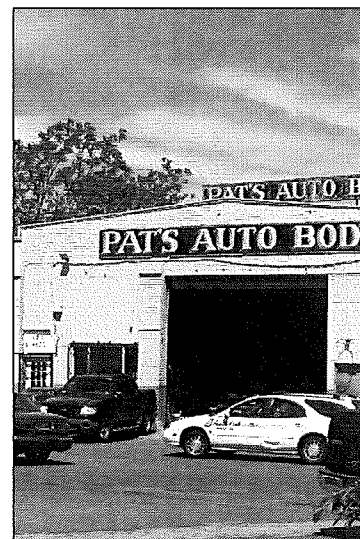
In the Union Square Scenario, the Public Safety component will be located at the 10 Poplar Street site, the current site of the Waste Transfer Facility. This property is owned by the City of Somerville and has room to support both the Public Safety components and private development at this site. Under the existing zoning, the maximum additional square footage that could be added to this site is approximately 126,000 sf. If that amount of private development could be built on the site it would increase the City's tax base and mitigate any fiscal impacts of relocating the Waste Transfer Facility. If the property was up-zoned, the private development opportunity and fiscal benefit would increase. The economic impacts of the Public Safety components on this area are expected to be minimal at this time due to the industrial nature of the surrounding sites. However, the combination of the Public Safety components with private development has the potential to transform this area.

The Union Square Scenario creates the potential for significant economic impacts and municipal services improvements in the City, by pursuing multiple joint private public developments in critical City locations by leveraging City owned property. In the Union Square Scenario both the Public Safety Block and the 10 Poplar Street sites, which are City owned properties, are envisioned to include some level of private development, which will defray the development costs of the municipal facilities, increase the City's commercial tax base and limits the property acquisition process. Additionally, this scenario preserves sites such as the Kiley Barrel site and Homans Building site for private development. Finally, the Union Square Scenario presents ideal locations and opportunities for the municipal components, specifically the City Hall and Library. The Public Safety Block site provides a prominent location in one of the City's most important business and residential centers and offers the space to create a highly functional and enduring element of the Somerville cityscape, which can serve and inspire the City.

Union Square Alternative Scenario (Alternative #2)

The Union Square Alternative Scenario locates the City Hall and Library components at the Kiley Barrel site and the Public Safety components to the 10 Poplar Street site, as shown in Figure 18. In this scenario the Kiley Barrel site would be redeveloped to host a singular building containing the consolidated City Hall and Library components as well as ground floor retail space. The conceptual development plan for the Kiley Barrel site in this scenario is illustrated in Figure 19. The development at this location would act as a gateway feature for both vehicular traffic traveling west toward Union Square on Somerville Avenue and for pedestrian traffic emanating from the proposed Union Square Green Line station on Prospect Street.

This conceptual development plan possesses close proximity to future public transit in the proposed Green Line extension and provides a prominent location in one of



the City's most consequential city centers. The Union Square Alternative Scenario will act as an economic and activity generator and catalyst. The approximately 360 City employees and 1,200 average daily visitors drawn to the City Hall and Library have the opportunity to boost the existing businesses in Union Square. Additionally, new development of this scale in this prominent location will act as a catalyst for other major development opportunities in Union Square. In this scenario, the City-owned portion of the public safety site would be vacant due to the relocation of the Public Safety component and available for the City to direct its redevelopment. The conceptual development plan presented in Figure 19 requires 121 parking spaces to serve the municipal components located at this site, per the Somerville Zoning Regulations and 95 parking spaces to serve the Public Safety component located at 10 Poplar Street.

In the Union Square Alternative Scenario, the Public Safety component will be located at the 10 Poplar Street site, the current site of the Waste Transfer Facility. This property is owned by the City of Somerville and has room to support both the Public Safety components and private development at this site. Under the existing zoning, the maximum additional square footage that could be added to this site is approximately 126,000 sf. If that amount of private development could be built on the site it would increase the City's tax base and mitigate any fiscal impacts of relocating the Waste Transfer Facility. If the property was up-zoned, the private development opportunity and fiscal benefit would increase. The economic impacts of the Public Safety components on this area are expected to be minimal at this time due to the industrial nature of the surrounding sites. However, the combination of the Public Safety components with private development has the potential to transform this area.

The Union Square Scenario Alternative creates the potential for economic impacts and municipal services improvements in the City, by pursuing multiple joint private public developments in critical City locations by leveraging City owned property. In the Union Square Alternative Scenario, many of the same objectives are achieved as in the Union Square Scenario; the utilization of City owned properties and the positioning of private development on other parcels. By including the City Hall and Library components in the development plans for the Kiley Barrel site and relocating the Public Safety component to the 10 Poplar Street site, a significant development opportunity for the City is presented in the then vacant City owned property on the Public Safety Block. Although the City's property does not encompass the entire Public Safety Block site, the City can pursue private development plans. However, this site is less desirable than Alternative 1 site because constraints make creating a highly functional and meaningful civic space difficult at this location. Further, the municipal facility will not utilize the full development potential of the site and it is unlikely that a private tenant can be found for a few floors of what is otherwise a City Hall. Additionally, approximately 13,300 sf of privately owned land will need to be acquired for this scenario to be realized.

FIGURE 17 | UNION SQUARE ALTERNATIVE SCENARIO (ALTERNATIVE #2)

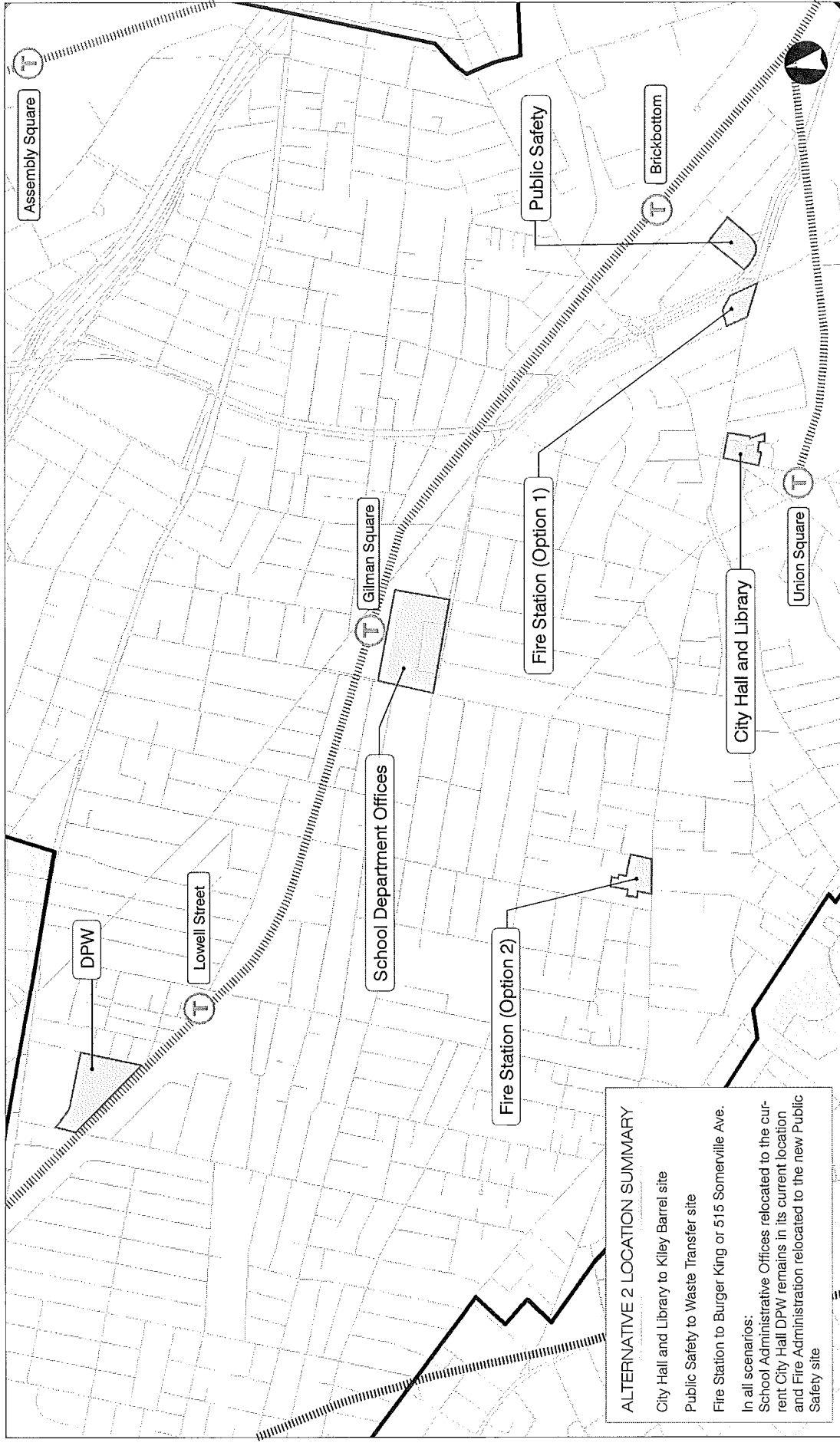
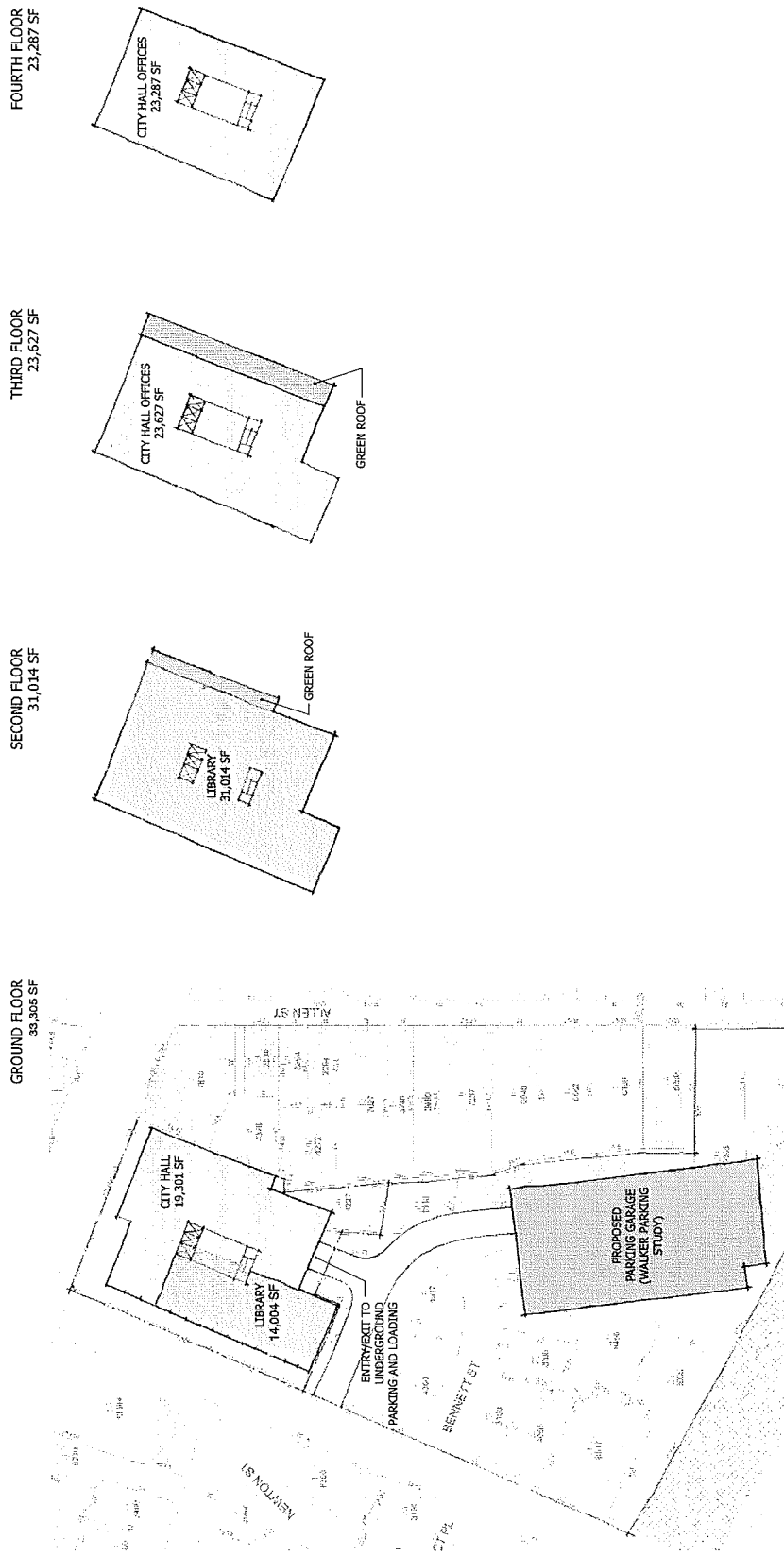


FIGURE 18 | UNION SQUARE ALTERNATIVE SCENARIO 2 SITE ASSESSMENT



CITY HALL: 66,215 SF
LIBRARY: 45,018 SF
TOTAL SF: 111,233 SF



SOMERVILLE SITE ASSESSMENT STUDIES UNION SQUARE ALTERNATIVE SCENARIO

ARROWSTREET
Architecture
Urban Design
Planning
Graphics and Interiors

SCALE: 1" = 100'
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Homans Building Scenario (Alternative #3)

The Homans Building Scenario locates the City Hall and Library components at the Homans Building site and the Public Safety components to Public Safety Block site, as shown in Figure 22. In this scenario, a new municipal building would be constructed at the Homans Building site to house the City Hall and Library components and a new building designed for the Public Safety components would be constructed in place of the current public safety building at 228 Washington Avenue. The conceptual development plan for the Homans Building site in this scenario is illustrated in Figure 23. The total building program for the City Hall and Library components is 108,800 square feet, which is a greater volume than what is currently permissible at the Homan Building site. To locate both of these components at this location, the total building program would have to be reduced by approximately 12,000 square feet or a zoning variance would need to be sought for relief. In both of these alternatives the property will be nearly entirely consumed by the building required for the City Hall and Library components. Some open space or plaza could be provided in the property area adjacent to the proposed Gilman Square Green Line station. In accordance with the Somerville Zoning Regulations, the conceptual development plan as presented in Figure 23 requires 181 parking spaces to serve the municipal components at this site. The site's required parking will be located under the building.

In this scenario the City Hall and Library components will possess direct proximity to public transit, in the adjacent proposed Gilman Square Green Line station. Despite the proposed Green Line station, the relocation of these municipal components to the Homans Building site is not expected to generate either a high level of activity or spur economic development in the surrounding area. This is due to the nearly built out residential environment of the surrounding area, the barriers created by the rail line, and because these municipal uses are not new to the area.

In the Homans Building Scenario, the Public Safety component will be located at 228 Washington Avenue, the current site of the City's Public Safety Building. Although this property is owned by the City of Somerville, constructing a new Public Safety Building at this location will require the temporary relocation of the public safety components currently located on the property. While this municipal use will be compatible with the surrounding areas, the continuation of the current environment should not be expected to generate economic development opportunities.

The Homans Building Scenario maintains the municipal components very close to their current locations, if not in their current locations, and eliminates property acquisition by utilizing property currently controlled by the City of Somerville. However, this scenario provides minimal economic impact from either the properties being developed or those being vacated. Nor do the sites involved in this scenario enhance the function of the municipal components that are proposed for them.

FIGURE 19 | HOMANS BUILDING SCENARIO (ALTERNATIVE #3)

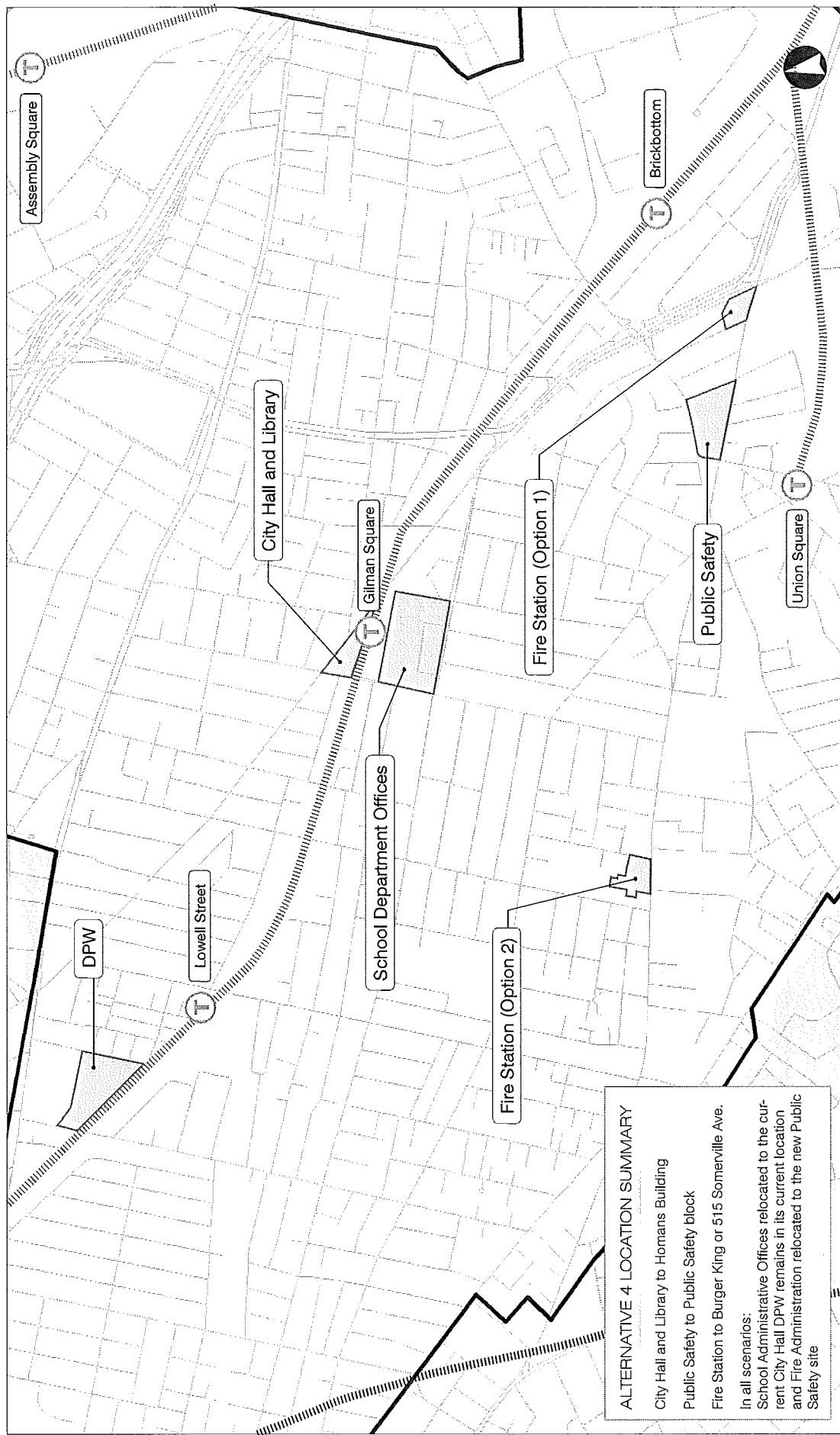
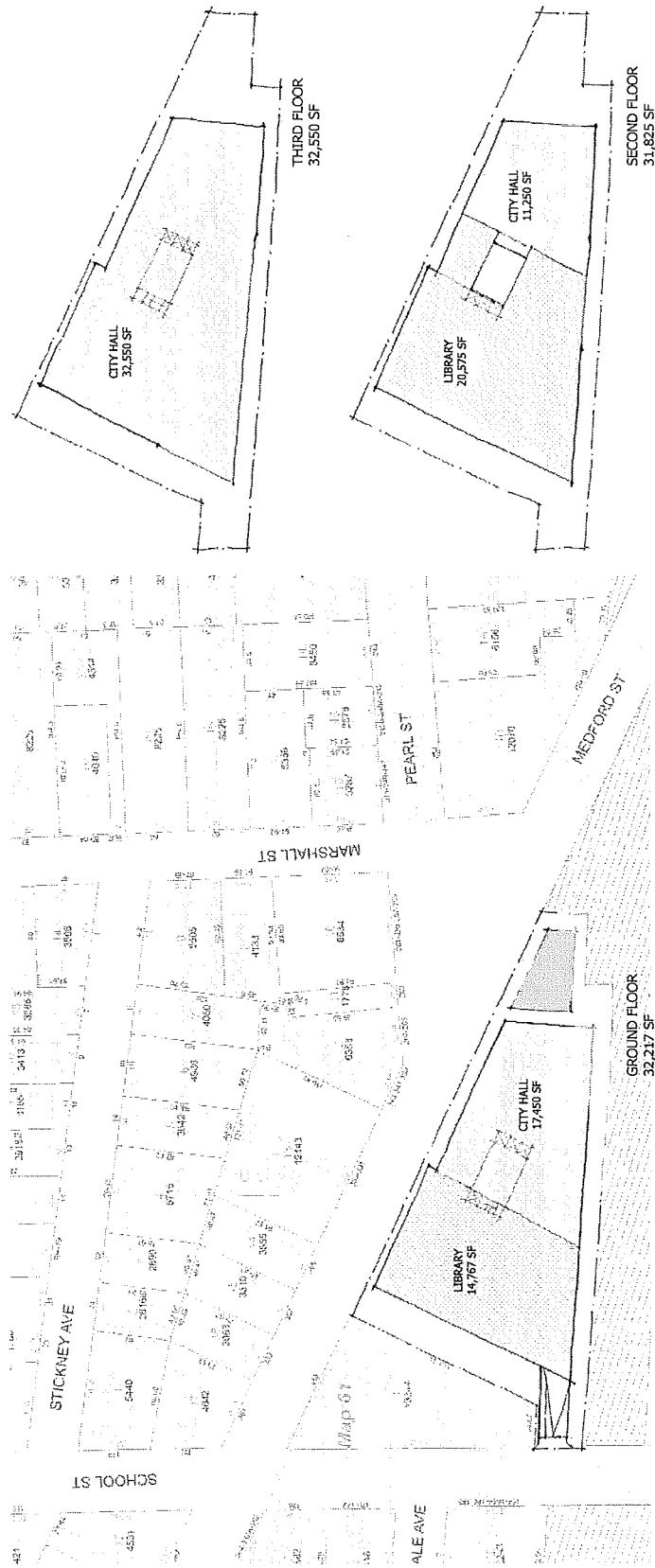


FIGURE 20 | HOMANS BUILDING SCENARIO 3 SITE ASSESSMENT



NOTE: BUILDING COMPONENT PROGRAMS
REDUCED TO CONFORM WITH EXISTING
ZONING.

ARROW STREET
Architecture
Urban Design
Planning
Graphics and Interiors

SCALE: 1" = 80'
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05034

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SOMERVILLE SITE ASSESSMENT STUDIES HOMANS BUILDING SCENARIO



CITY HALL: 64,250 SF
LIBRARY: 35,342 SF
TOTAL SF: 96,592 SF

Poplar Street Scenario (Alternative #4)

The Poplar Street Scenario locates the City Hall, Library and Public Safety components at 10 Poplar Street, currently the site of the Somerville Waste Transfer facility in the Brickbottom section of Somerville, as shown in Figure 24. In this scenario, the entire 10 Poplar Street site will be redeveloped into a single municipal building containing the Public Safety components, the consolidated City Hall offices and Library components. The conceptual development plan for the 10 Poplar Street site in this scenario is illustrated in Figure 25. In addition to the municipal building, limited surface parking and landscaping would occupy the site. Due to the significant building program that is accumulated by locating these municipal components in a singular building, no space will be available for retail or private office space within this combined municipal facility. In accordance with the Somerville Zoning Regulations the municipal components at this site would require 276 parking spaces necessitating an underground parking structure as illustrated in Figure 25.

In this scenario, the municipal facility will possess high automobile and public transit accessibility. The closest proposed Green Line station to the site will be the Washington Street station, located approximately 0.3 miles from the site. The site is owned by the City of Somerville, which eliminates site acquisition and creates private development opportunities on other City owned properties. Despite of the approximately 500 city employees and 1,310 average daily visitors drawn to the City Hall, Library and Public Safety offices, the industrial nature of the surrounding areas will receive little economic impact. A municipal facility of this size at this location could be used as an anchor for a Brickbottom neighborhood redevelopment plan. However, it is reasonable to expect that a successful Brickbottom neighborhood redevelopment plan will not require a municipal facility of this size as an anchor.

FIGURE 21 | POPLAR STREET SCENARIO (ALTERNATIVE #4)

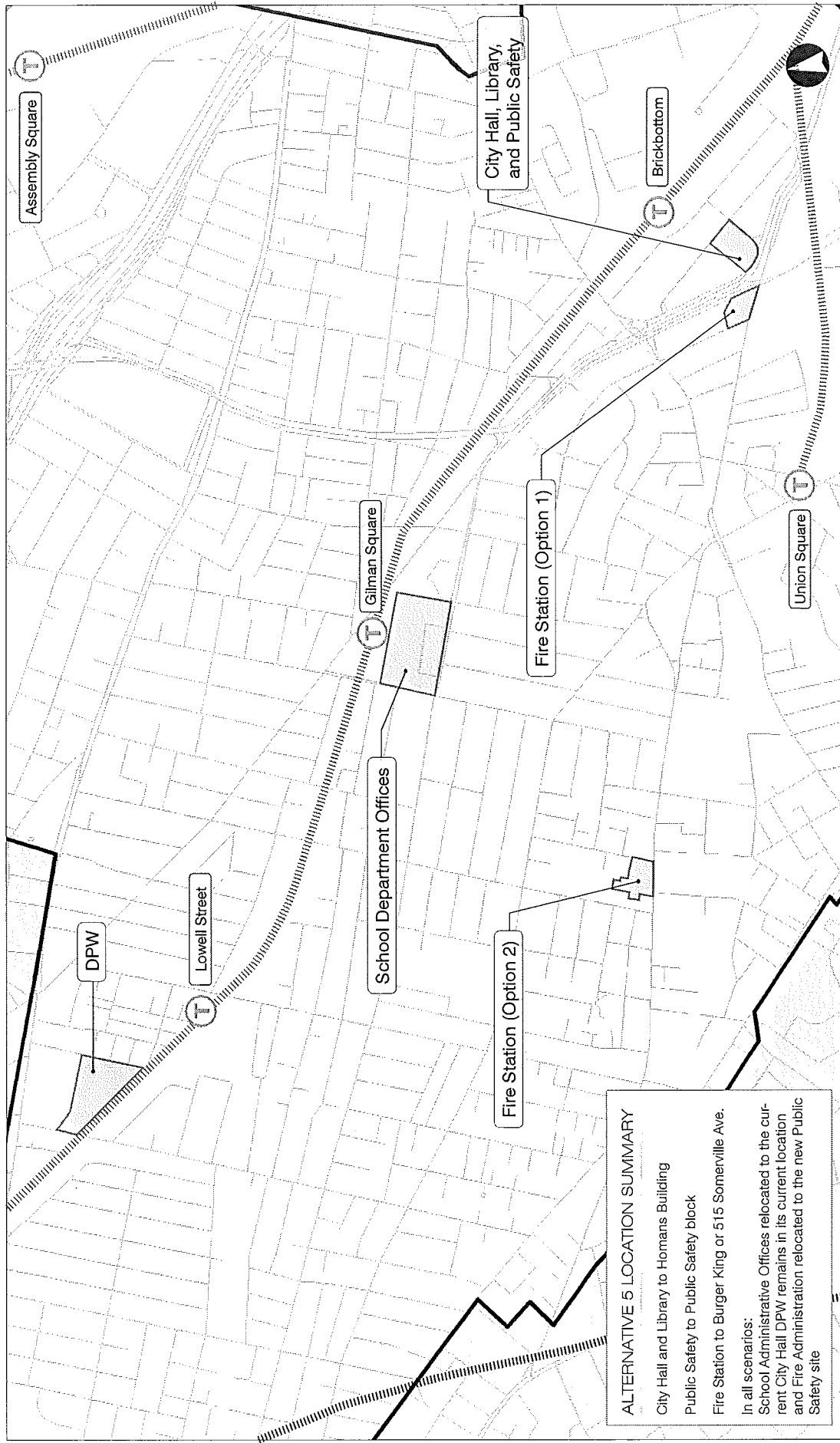
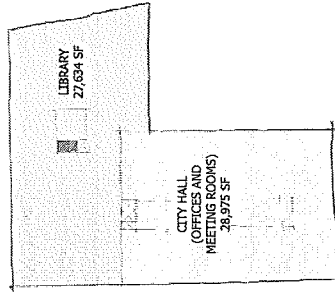
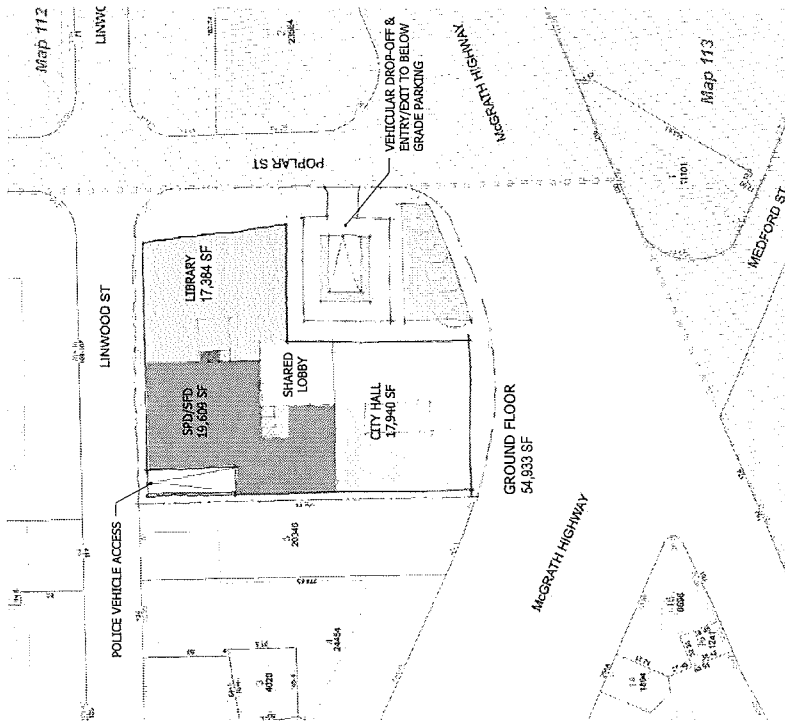
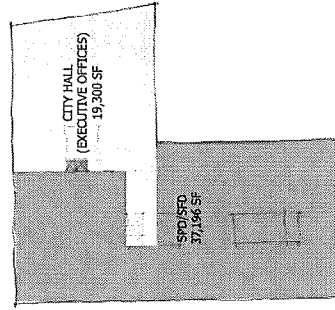


FIGURE 22 | POPLAR STREET SCENARIO 4 SITE ASSESSMENT



SECOND FLOOR
56,609 SF



THIRD FLOOR
56,496 SF

ARROW STREET
Architecture
Urban Design
Planning
Graphics and Interiors

SCALE: 1" = 100'
24 SEPTEMBER, 2010
09034

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SOMERVILLE SITE ASSESSMENT STUDIES WASTE TRANSFER SCENARIO

CITY HALL: 66,216 SF
SPD/SPD: 55,805 SF
LIBRARY: 45,018 SF
TOTAL SF: 168,038 SF



Section 9:

RECOMMENDATIONS

The recommended municipal facilities scenario presented here is based on the analysis of municipal department space needs, the resulting building program, and a testing of that program on the list of potential sites presented for examination as part of this study.

The Recommended Scenario

The Recommended Scenario for the City of Somerville's Municipal Facilities Master Plan includes the following major components:

- Locates the City Hall and library components at the Public Safety Block site in Union Square; and
- Moves the Public Safety building components to other sites including 10 Poplar Street, the site of the Somerville Waste Transfer facility.

In this scenario, the entire Public Safety Block will be redeveloped and contain two principal buildings, a building of private development and a municipal building that houses the consolidated City Hall and Library components. The conceptual development plan for the Public Safety Block in this scenario is illustrated in Figure 23–25.

In this concept, the site contains an open space plaza at the corner of Prospect Street, Washington Street, and Somerville Avenue, a pedestrian walkway between the two buildings as an extension of Columbus Avenue, and parking supplied in structured parking facilities. The first of the two buildings located on the site is envisioned as a municipal building of two distinct elements: the library and the City Hall offices. The municipal building would be located across Washington Street from the existing Post Office, which has the potential to be reutilized as a performance space, creating another multiple use civic venue to enliven the area. The second building is anticipated to be office space or other market-based option, also with retail stores at the street level.

This conceptual development plan will provide close proximity to public transit from the proposed Green Line extension and utilize a prominent location in one of the City's most dynamic centers. The Recommended Scenario at Union Square will act as an activity generator and economic catalyst. The approximately 360 City employees and 1,200 average daily visitors drawn to the City Hall and Library have the opportunity to boost the existing businesses in Union Square. Additionally, new development of this scale in this prominent location will encourage other investment and development opportunities in Union Square. Other plans have identified private

redevelopment opportunities and parking facilities to support the development. The conceptual development plan presented in Figure 25 requires 125 parking spaces to serve the municipal components at the Union Square site, and 95 parking spaces to serve the Public Safety component located at 10 Poplar Street, in accordance with the Somerville Zoning Regulations for parking. In this scenario, the City could elect to build a second level of underground parking to serve general parking needs in the area which would add approximately 200 more spaces. These spaces could be funded in part, by the City's existing Payment in Lieu of Parking program in effect in the CCD-55 District in Union Square.

In the Union Square Scenario, the Public Safety component will be located at the 10 Poplar Street site, the current site of the Waste Transfer Facility. This property is owned by the City of Somerville and has room to support both components of the Public Safety facility and private development. The impacts of the Public Safety components on this area are expected to be minimal at this time due to the industrial nature of the surrounding neighborhood but would be an investment in the long-term planning for the area. The most significant expected impacts will be a higher perception of public safety in the vicinity. However, as noted above, the site would have capacity to add approximately 126,000 sf of private development under the current zoning, a figure that would be increased if the property was rezoned for transit oriented development.

Overall Facilities Recommendations

The scenario recommended here is based on the analysis of the building program and potential sites presented for this study. The scenario evaluations also took into account the multiple values in siting City offices together in locations where their presence would generate economic activity. The major elements of the Recommended Scenario are:

- The relocation and construction of a new Public Safety building to replace the existing problematic building. The Public Safety Building would include the Somerville Police Department Headquarters, the Somerville Fire Department Administrative Offices and the offices of the Somerville Fire Department Fire Prevention unit.
- The construction of a new City Hall, which consolidates the general government offices (City Hall, City Hall Annex and other offices) and the Central Branch of the library in Union Square at the location of the existing Public Safety building. Note that under this scenario the public safety building could remain in place until an alternate facility had been built and the private market was ready for a new office/retail in its place.
- Relocating the School Administration offices and certain School Department programs, which are in separate and leased spaces, to the current City Hall, thus creating an educational campus with Somerville High School.
- Upgrading existing municipal buildings and properties, if they continued to be utilized for municipal department purposes.

The Recommended Scenario centralizes many municipal departments which are currently dispersed throughout the City in a primary centralized facility. This con-

FIGURE 23 | CONCEPTUAL PLANS



CONCEPTUAL PLANS
NOT TO SCALE
24 SEPTEMBER 2010



The Cecil Group
Planning and Design

ARROW STREET
Architectural Design Group, Inc. 78-22-27, Cambridge, MA 02142
200 Longwood Avenue, Somerville, MA 02144

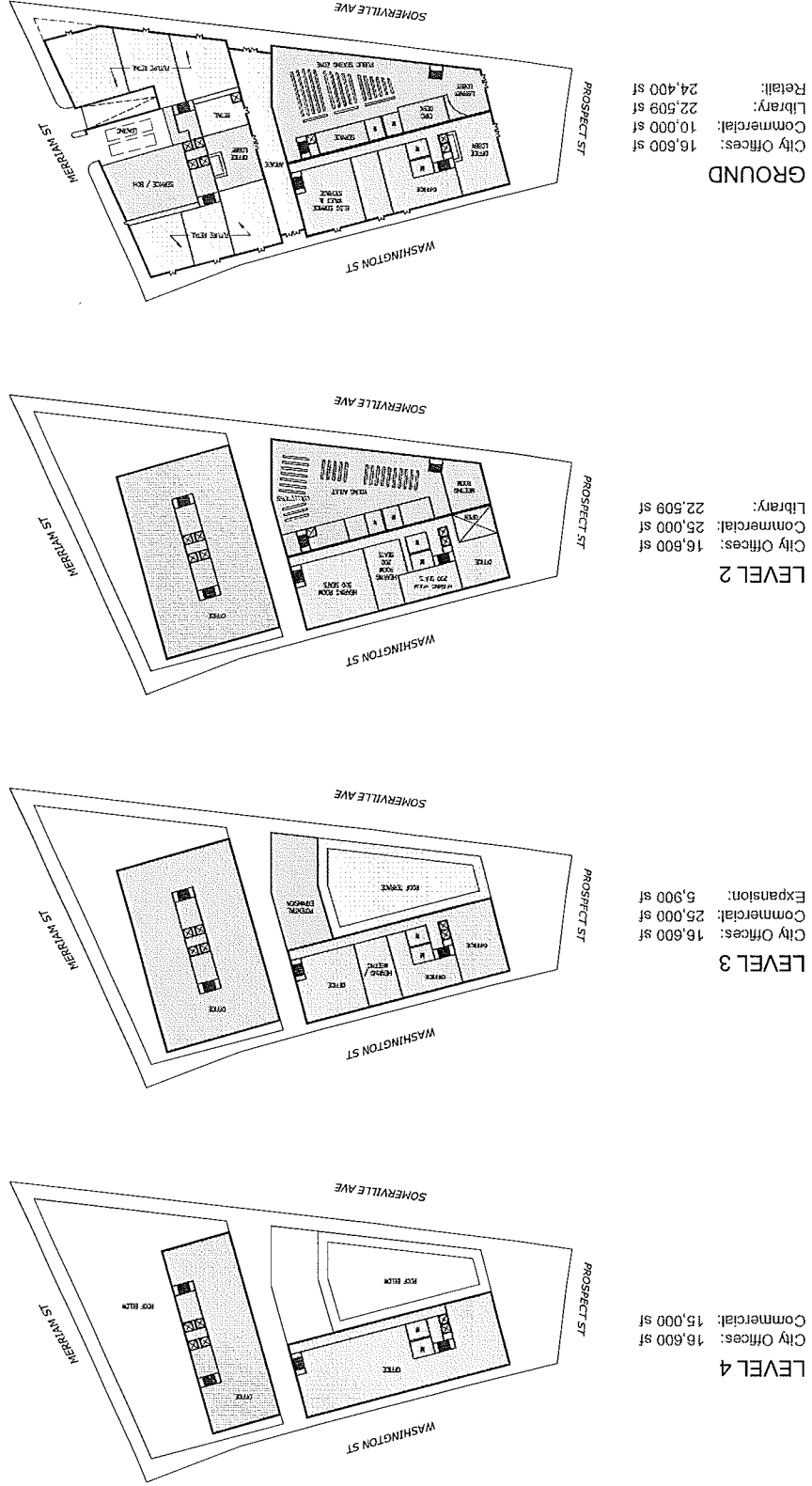
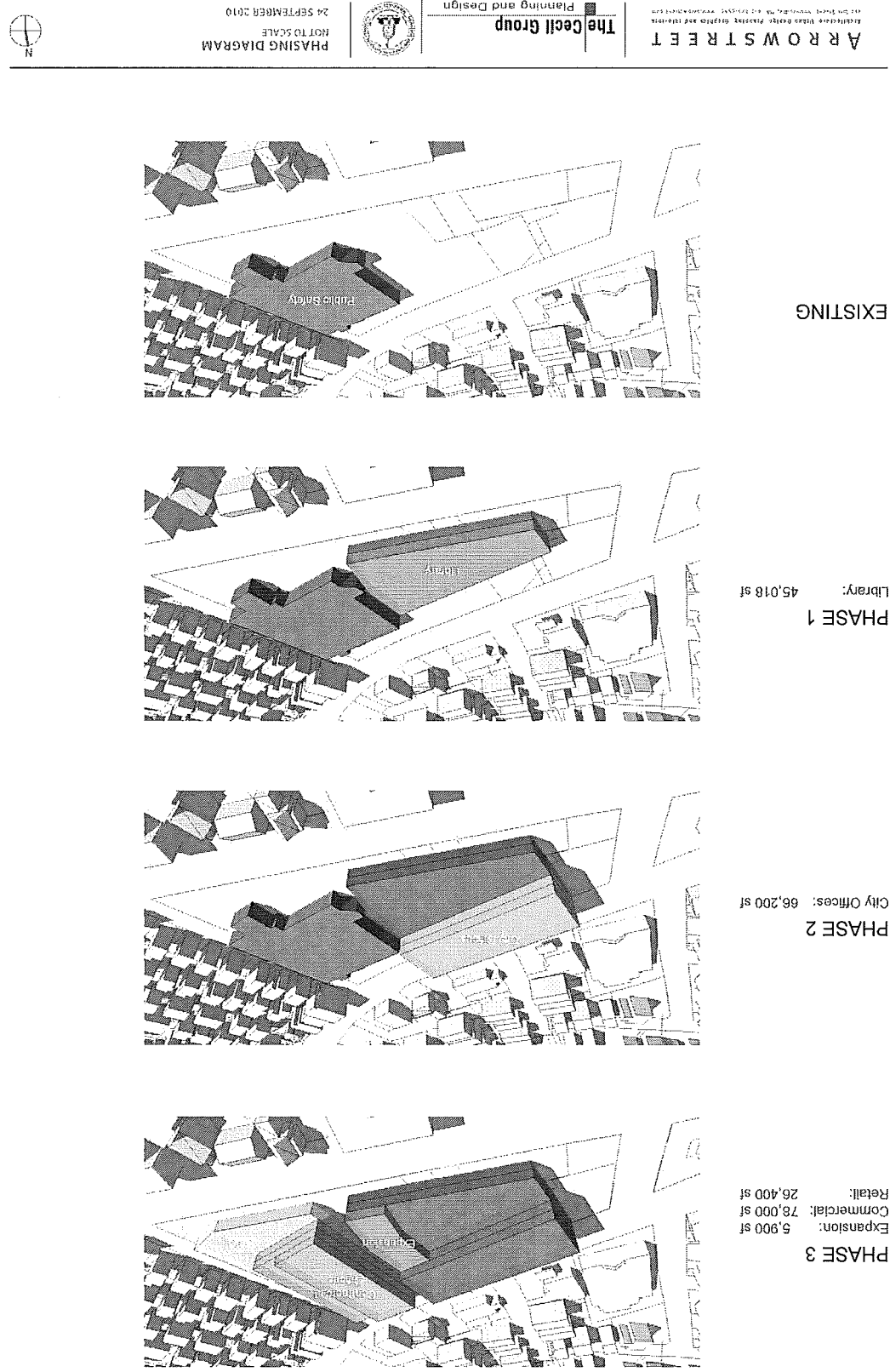


FIGURE 24 | PHASING DIAGRAM



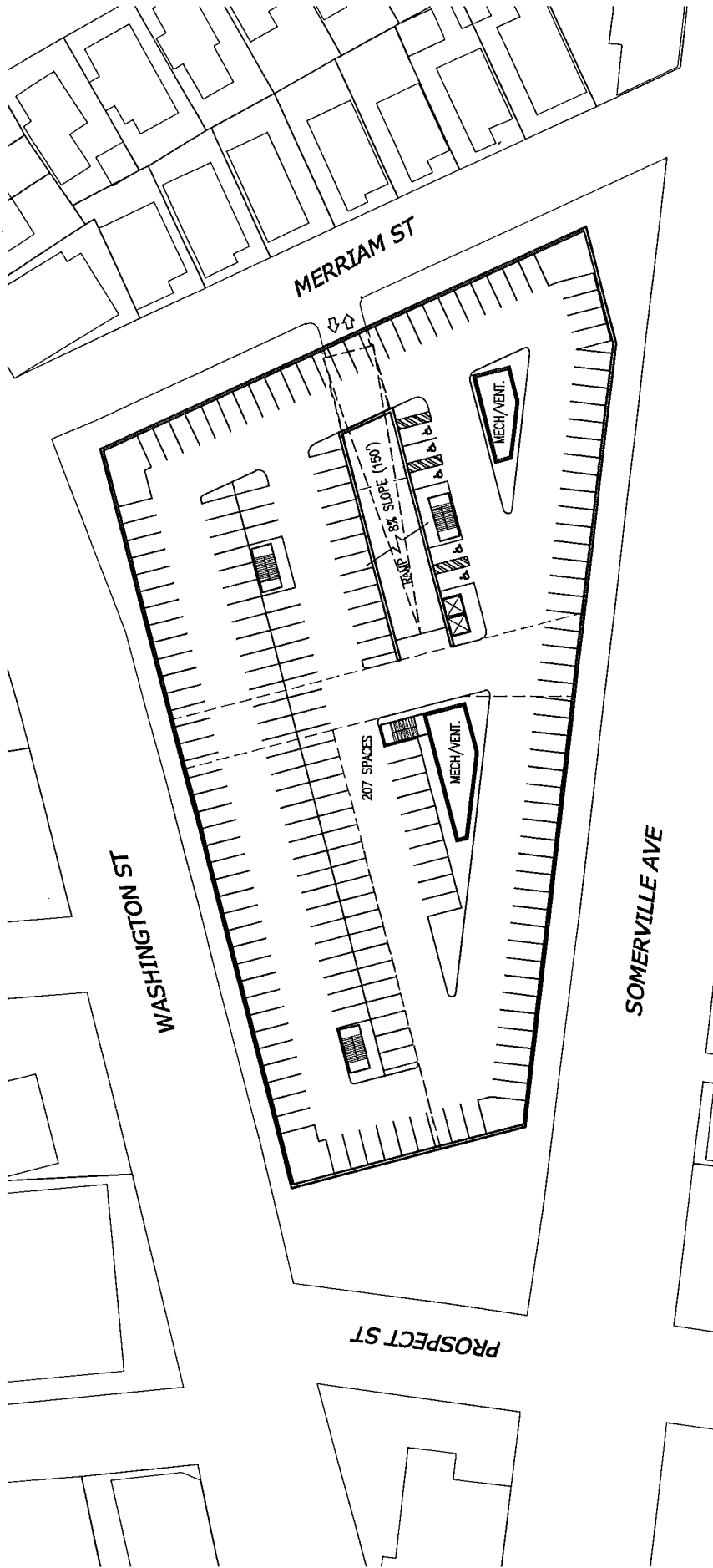
PHASING DIAGRAM
NOT TO SCALE
24 SEPTEMBER 2010



The Cecil Group
Planning and Design

ARROW STREET
ARROW STREET, SOMERVILLE, MA 02145-1505
ARROW STREET, SOMERVILLE, MA 02145-1505

FIGURE 25 | GARAGE PHASING



ARROW STREET
Architecture
Urban Design
Planning
Graphics and Interiors

SCALE: 1" = 50'
05 JANUARY 2011
09034

The Cecil Group
Planning and Design



83,312 SF
207 PARKING SPACES
402 SF / SPACE

SOMERVILLE SITE ASSESSMENT STUDIES PARKING GARAGE

The Cecil Group, Inc. • Arrowstreet

SOMERVILLE MUNICIPAL FACILITIES MASTER PLAN
City of Somerville, MA

solidation should improve department operations and constituent services as well as create a significant economic and activity impact in Union Square. A new public safety building will likewise enable improved public safety operations for the City of Somerville. The relocation of the School Administration offices will enable the City to realize department efficiencies through centralized offices and create a campus for the City's educational resources.

Project Costs and Financing Strategies

The financial analysis conducted for the Recommended Scenario in Union Square found that the total building program associated with this scenario was 111,000 square feet of new construction which is expected to entail \$29,200,000 in new building construction costs. (The costs associated with the buildings vary. Calculations for general government offices is \$215 per square foot and \$285 per square foot for a library.)

This is a significant capital investment. There are several potential funding strategies that can be used to advance the program.

Property Disposition

Municipal properties that are no longer needed due to the consolidation of departments can be dedicated to other City needs or sold for private uses. Properties that could be made available for disposition include:

- The City Hall Annex, 50 Evergreen Street
- Recreation Building, 19 Walnut Street
- Kiley Barrel site, Somerville Ave and Prospect Street
- Traffic & Parking, 133 Holland Avenue

The assessed value of these properties presently is \$4,038,100 which could be used to off-set the capital construction costs of the new facilities and expand the City's tax base. In addition, a portion of the Public Safety Site and 10 Poplar Street could be sold. Others such as the Edgerly School and the Cummings School could also be sold if the School Committee determined they were no longer necessary. They are not necessary for municipal government operations.

Public Private Partnership

The Recommended Scenario allows options for combining with private development that could offset acquisition and construction costs as well as present opportunities for development agreements that could provide the City with funds for construction and facility maintenance costs while increasing the tax base for the City. Revenues are projected to come predominantly from additional commercial office space or other market-based uses. A process of developer selection culminating in a developer's agreement could define the basis for this public-private partnership project approach.

District Improvement Financing (DIF)

Using the powers provided through DIF, the construction of public infrastructure and public parking facilities could be funded with the anticipated increase in taxes provided by new development within a defined district. As a rule of thumb, each \$100,000 of new taxes generated by new development could fund about \$1,000,000 worth of public bonding.

Grant and Other Opportunities

Grant opportunities arise periodically that could leverage the City's own investment in the new facilities. For example, the Massachusetts Public Library Construction Program offers funding for land acquisition and construction of library facilities. It is believed that a new Central Library for Somerville could be very competitive in an application process. The phasing plan illustrated in Figure 24 takes into account that there grant funds may be the first funding component available to the City.

Green Building Benefits / Incentives

Design solutions could also consider the return on investment for a number of green building and infrastructure options. The ability to design a sustainable green building for the public facility would potentially save the City 25% to 35% on energy demand, thereby reducing long-term operational costs.

Proposed Phasing

Accomplishing the Recommended Scenario will require a carefully orchestrated program, or implementation plan, of relocations and construction. While some phases of the implementation strategy will be able to occur concurrently, the key steps in general chronological order are:

- Prepare a design and cost estimation for a new Central Library
- Secure grant and other funds for land acquisition and construction
- Bid and construct a new Central Library beside the existing Public Safety Building
- Prepare a solution for relocation of the Public Waste Facility
- Prepare a design and cost estimation for a Public Waste Facility
- Bid and construct a relocation of the Public Waste Facility
- Prepare a design and cost estimation for a new Public Safety Building at the former Waste Transfer Site
- Bid and construct a new Public Safety Building
- Prepare a design and cost estimation for a centralized City Hall office
- Construct a new City Hall office building in connection with the Central Library
- Relocate School Department facilities and offices to the former City Hall
- Make site selections and rededicate or sell vacated municipal properties
- Provide renovations and upgrades of existing municipal properties that continue as municipal facilities.

Note that City Hall construction could occur before the Public Safety Building was relocated so long as a parking solution that addressed all three facilities – City Hall, Library, Public Safety Building – and public parking was in place.

Conclusions

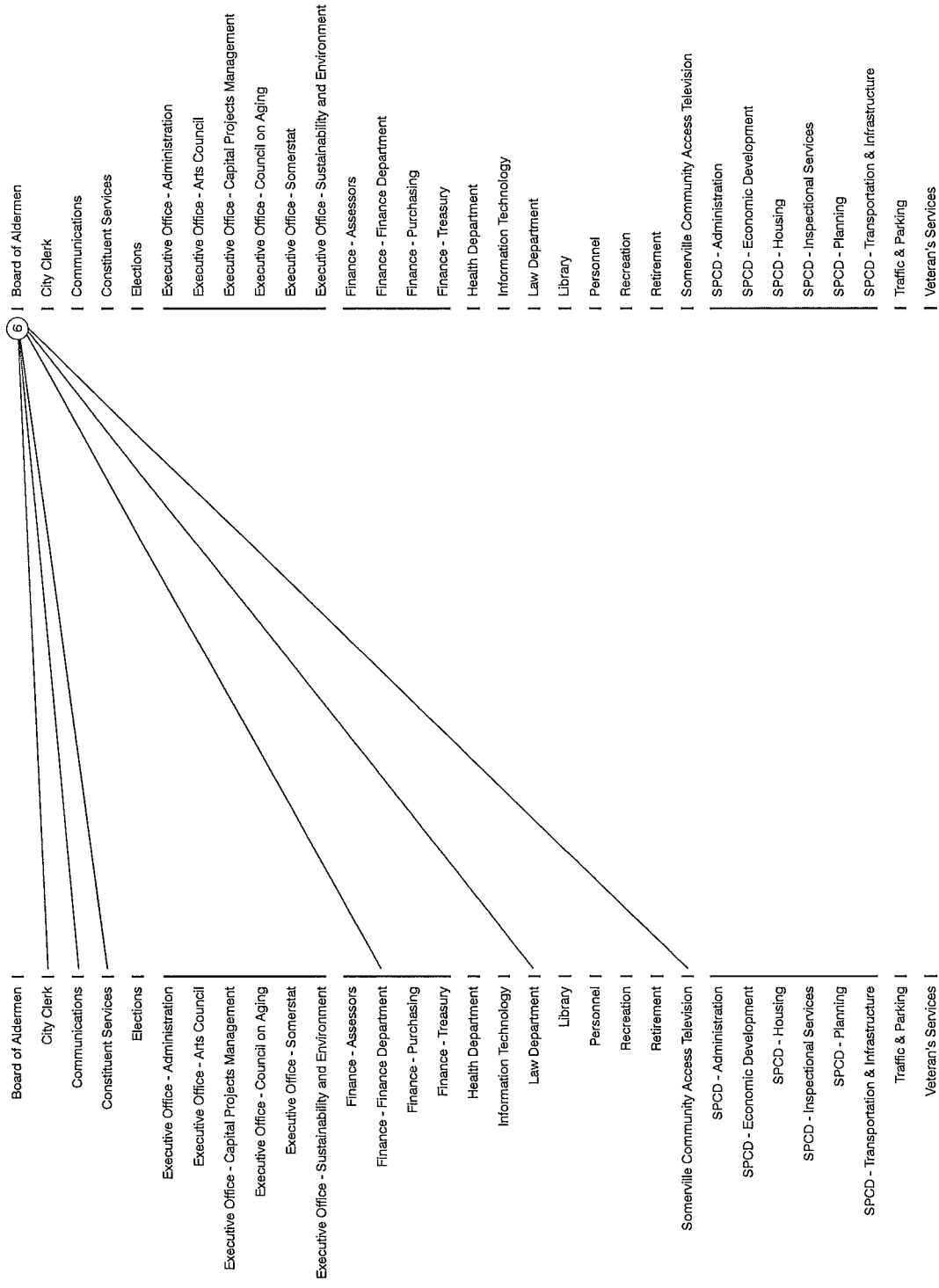
This Municipal Facilities Master Plan identifies the space needs of the City departments, divisions and programs, provides potential consolidation recommendations, evaluates a number of designated properties for potential municipal uses, and analyses the properties relative to municipal needs.

Based on these investigations, this study provides a Recommended Scenario, which could be supported through a combination of the financial and implementation strategies proposed. As documented within this report, the Recommended Scenario achieves the desired goals of municipal office consolidation for increased efficiency, sustainability and quality, while providing a positive economic impact on the surrounding area.

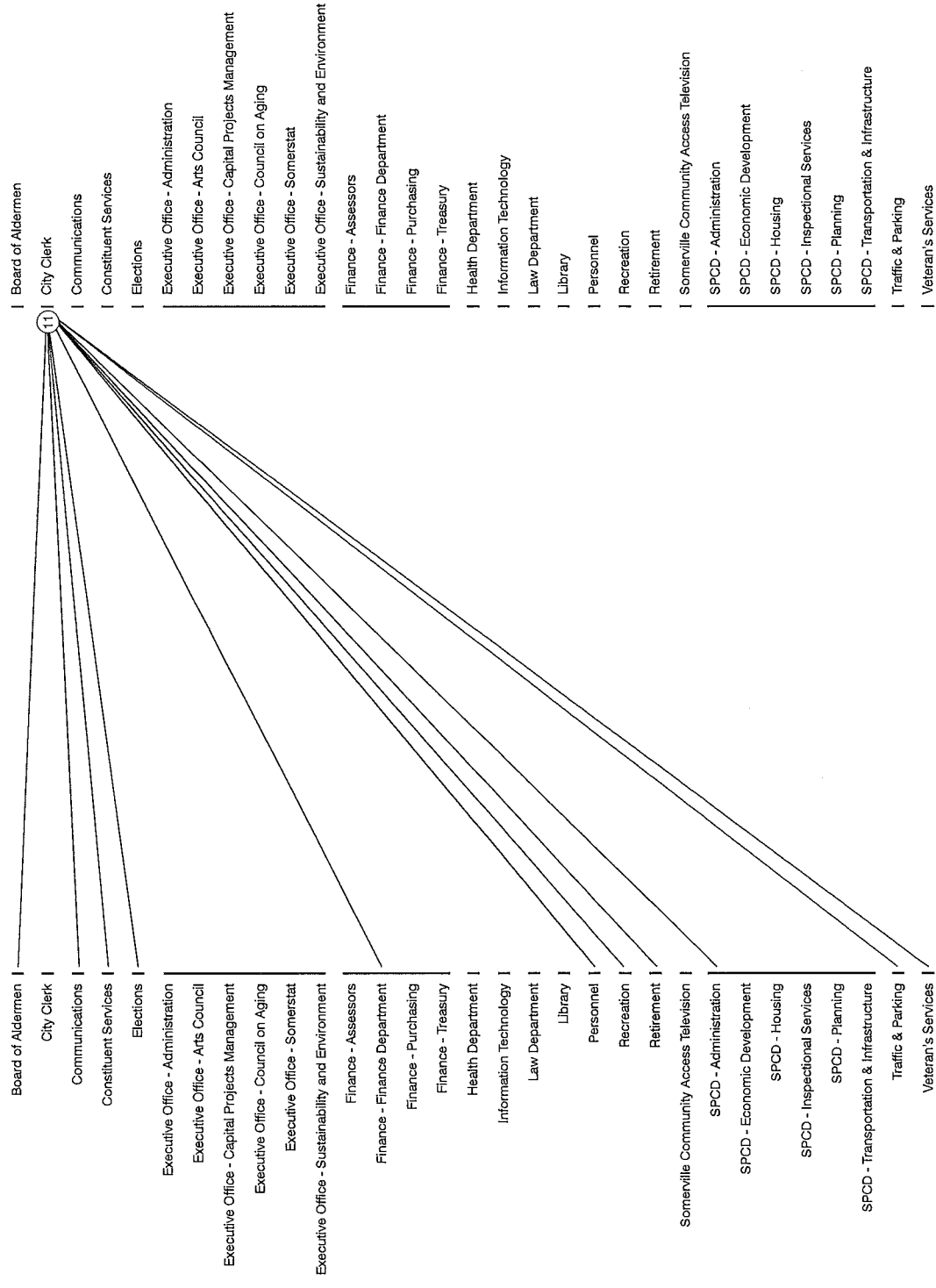
Appendix A:
**DEPARTMENT SPACE
SURVEY DATABASE**

Appendix B: **PRIMARY LINES OF COMMUNICATION**

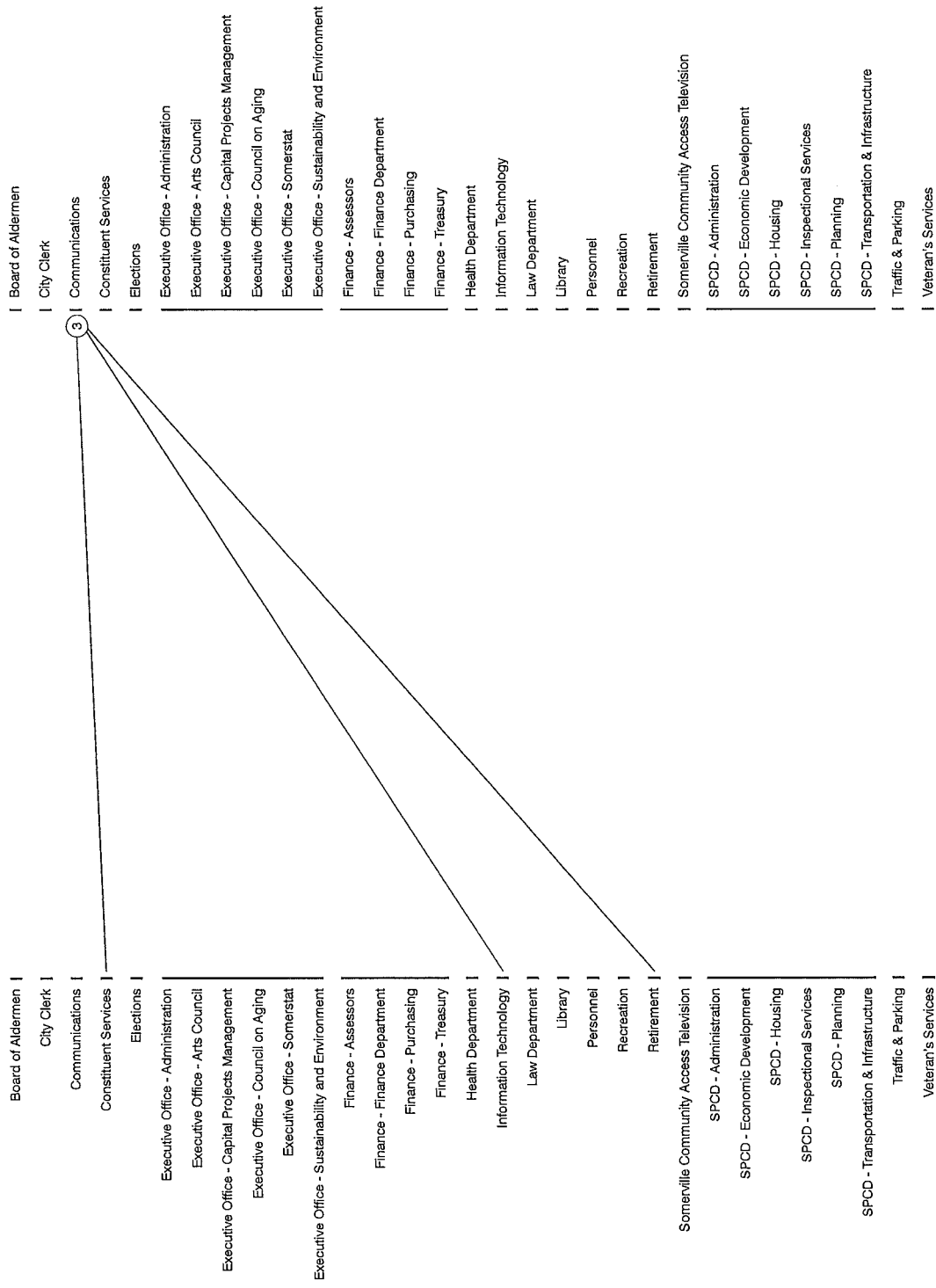
Appendix B - Primary Lines of Communication - Board of Aldermen (1 of 18)



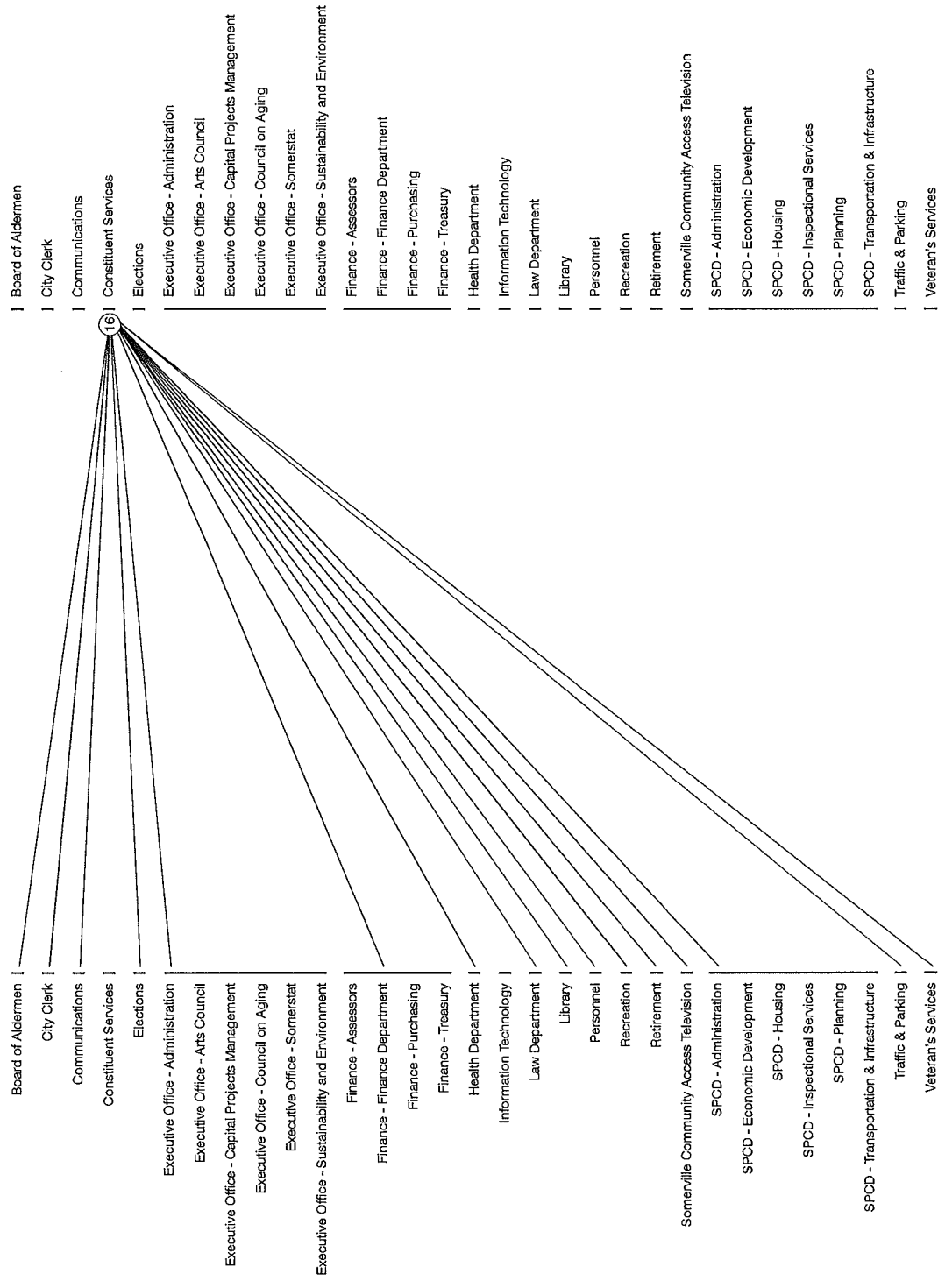
Appendix B - Primary Lines of Communication - City Clerk (2 of 18)



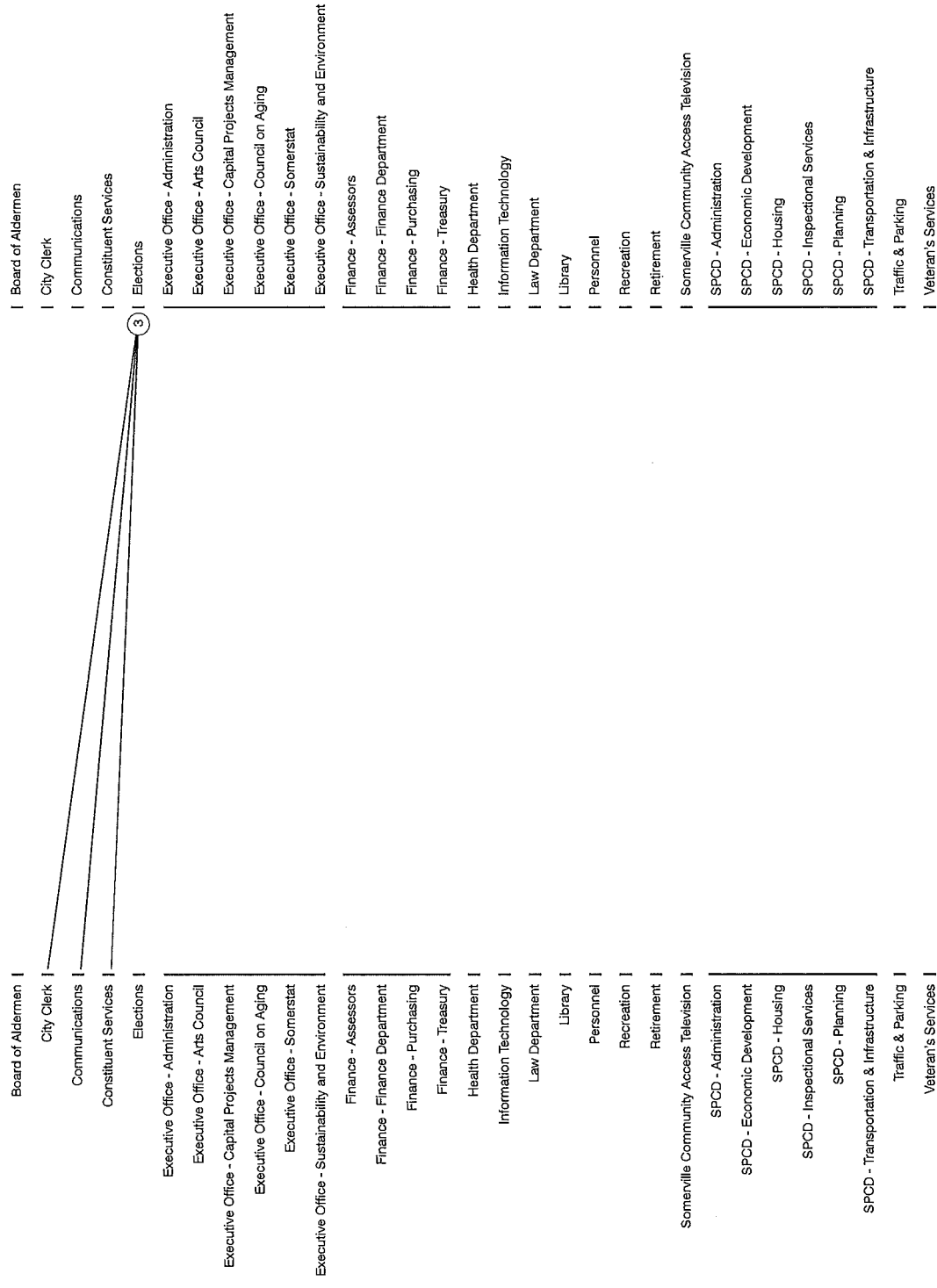
Appendix B - Primary Lines of Communication - Communications (3 of 18)



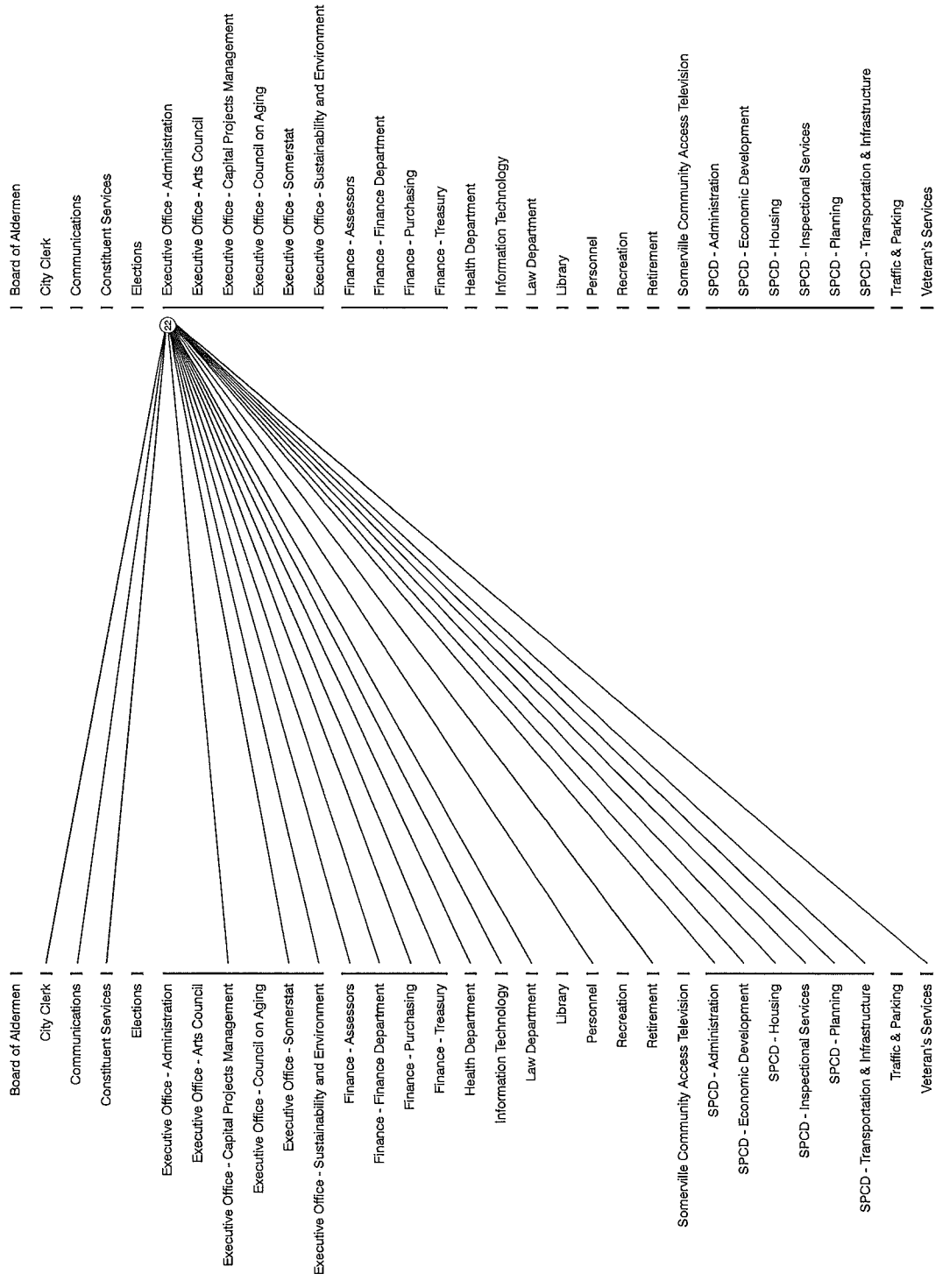
Appendix B - Primary Lines of Communication - Constituent Services (4 of 18)



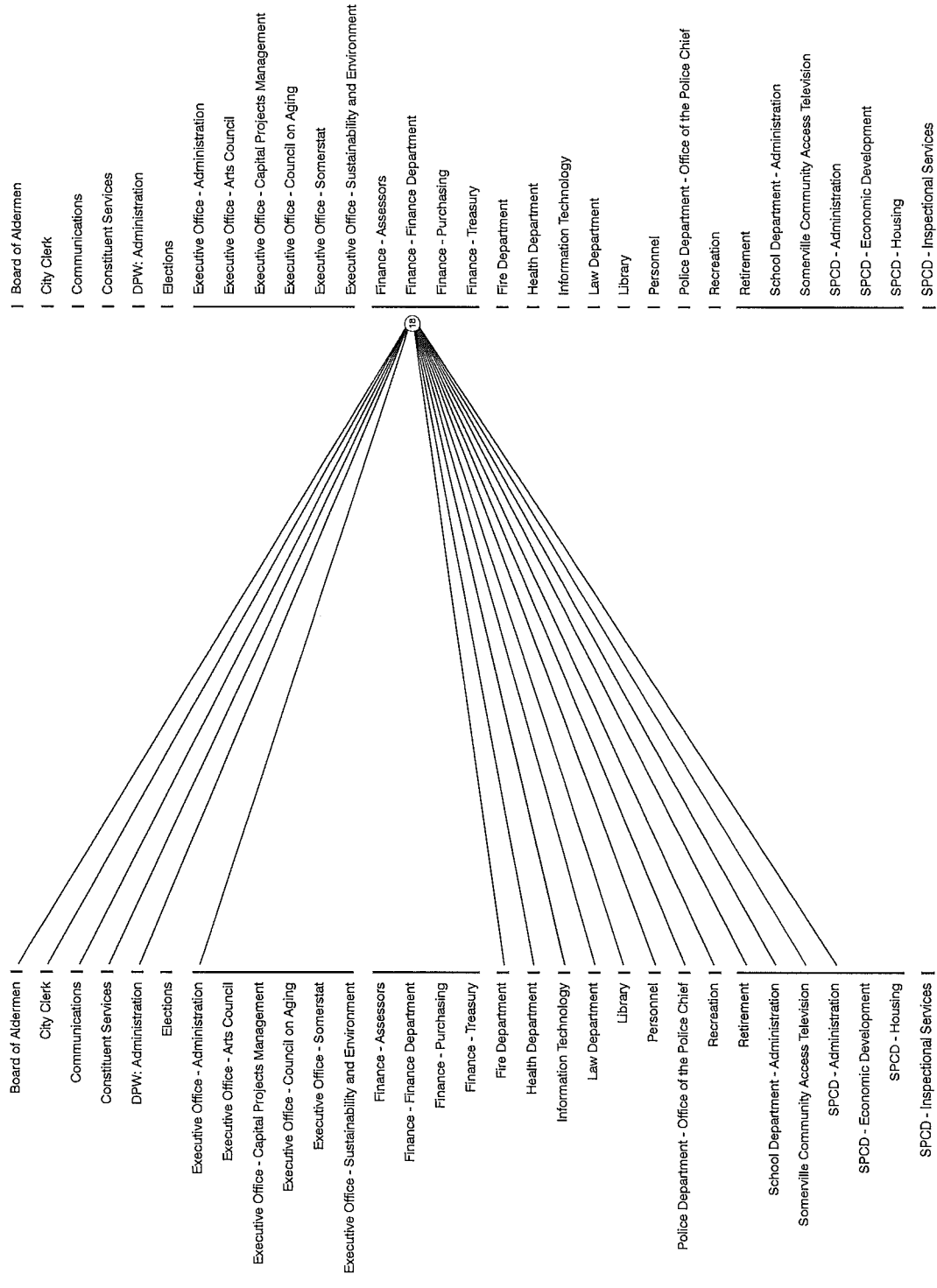
Appendix B - Primary Lines of Communication - Elections (5 of 18)



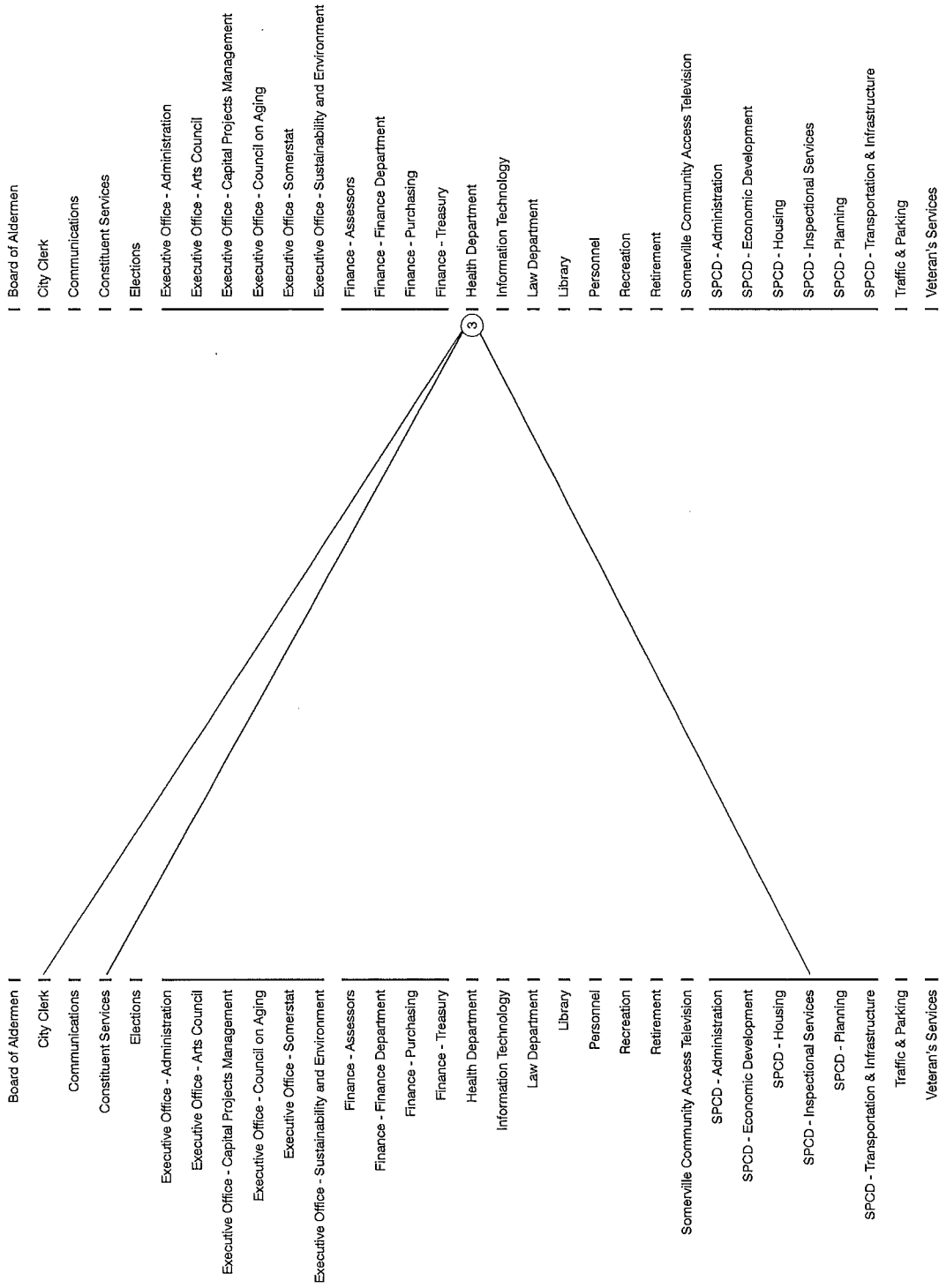
Appendix B - Primary Lines of Communication - Executive Office Administration (6 of 18)



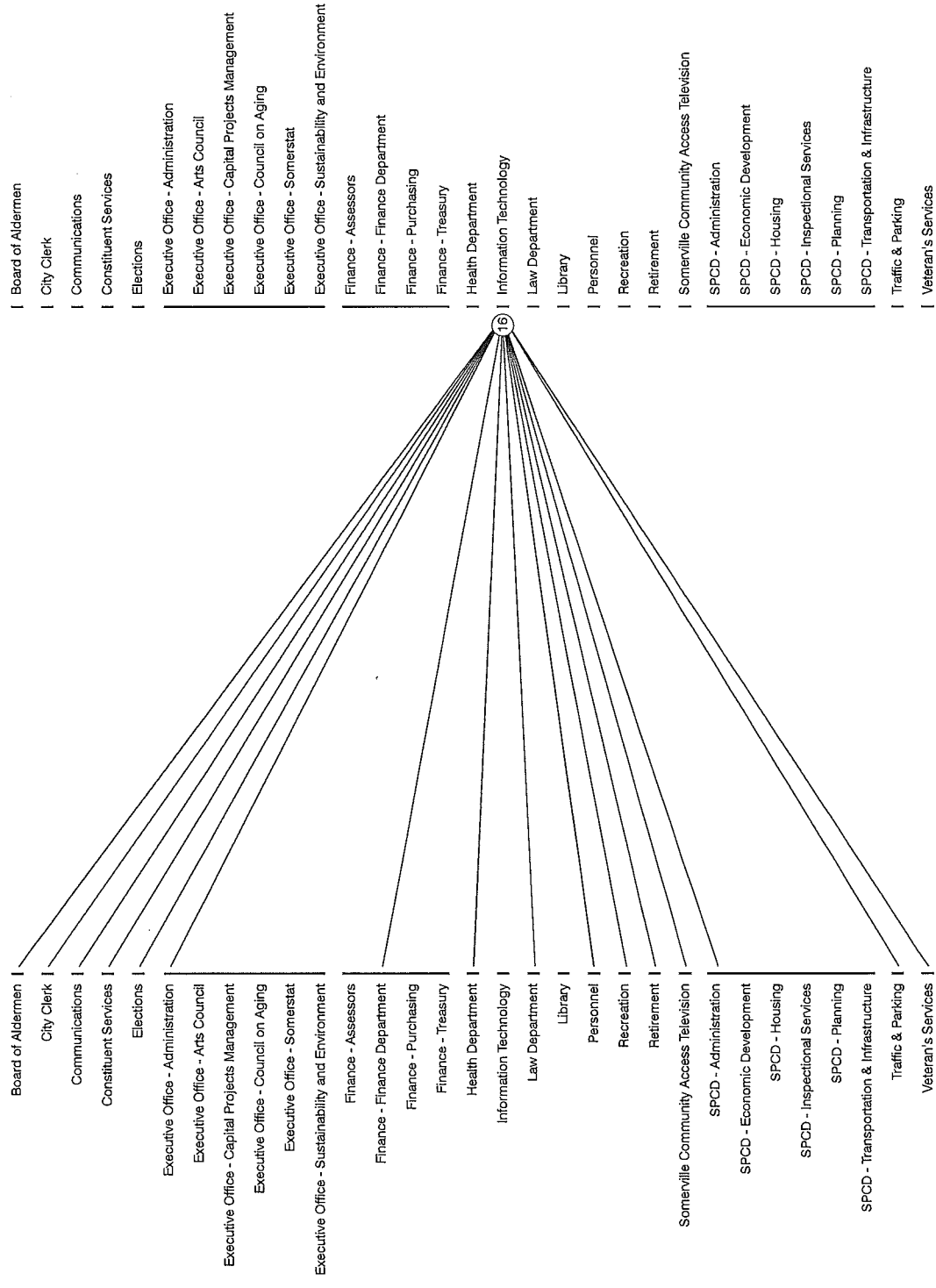
Appendix B - Primary Lines of Communication - Finance: Finance Department (7 of 18)



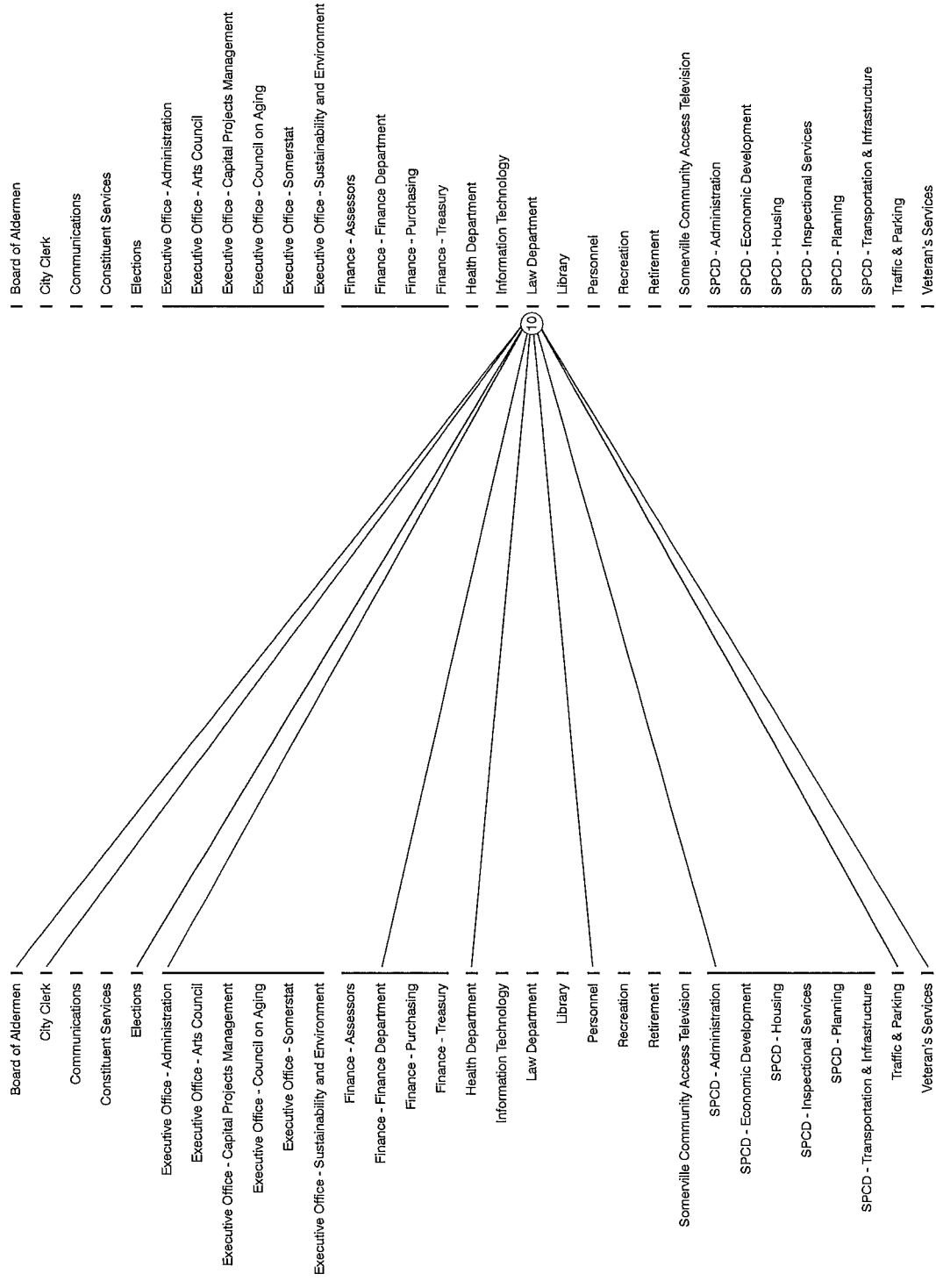
Appendix B - Primary Lines of Communication - Health Department (8 of 18)



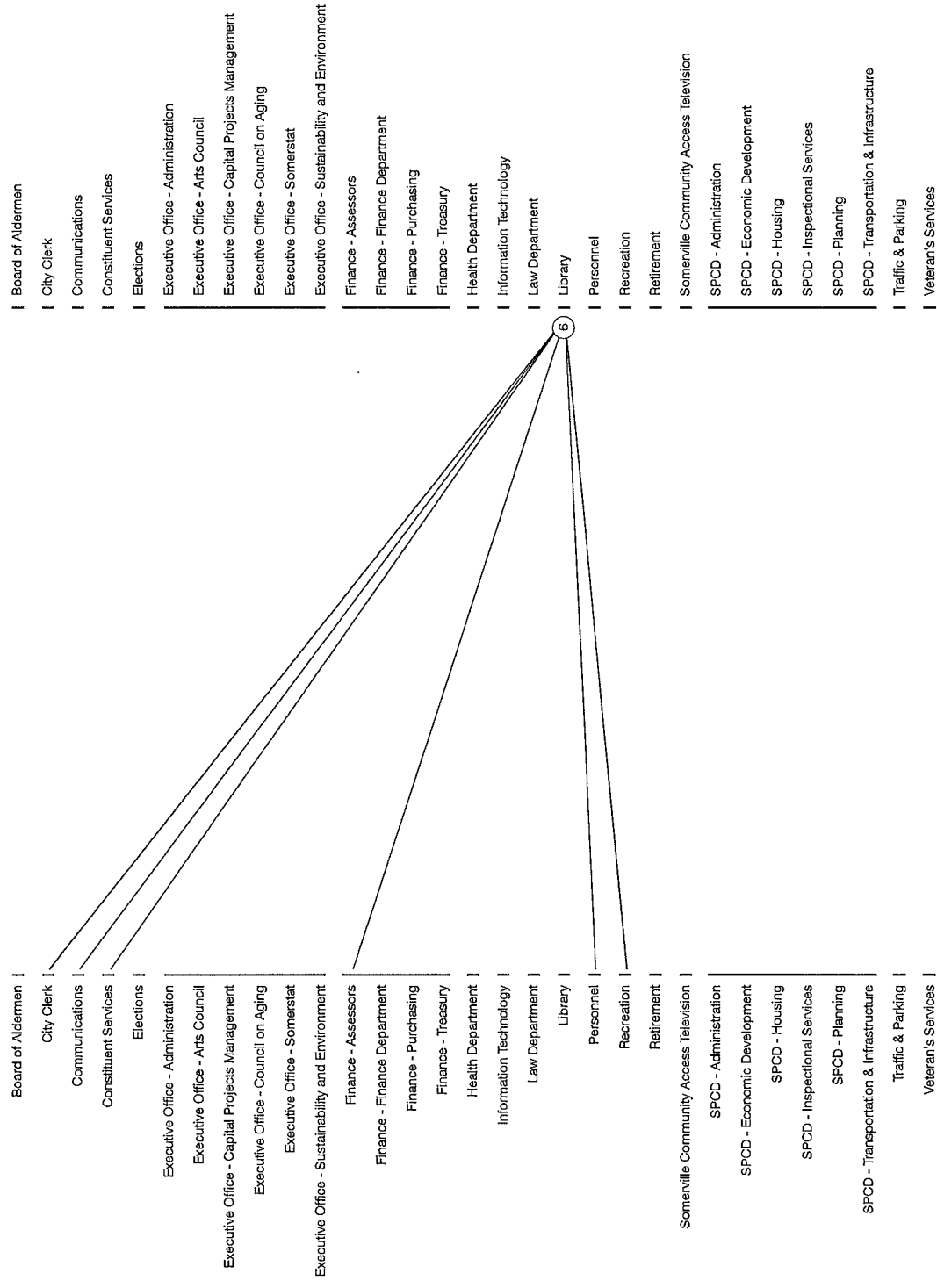
Appendix B - Primary Lines of Communication - Information Technology (9 of 18)



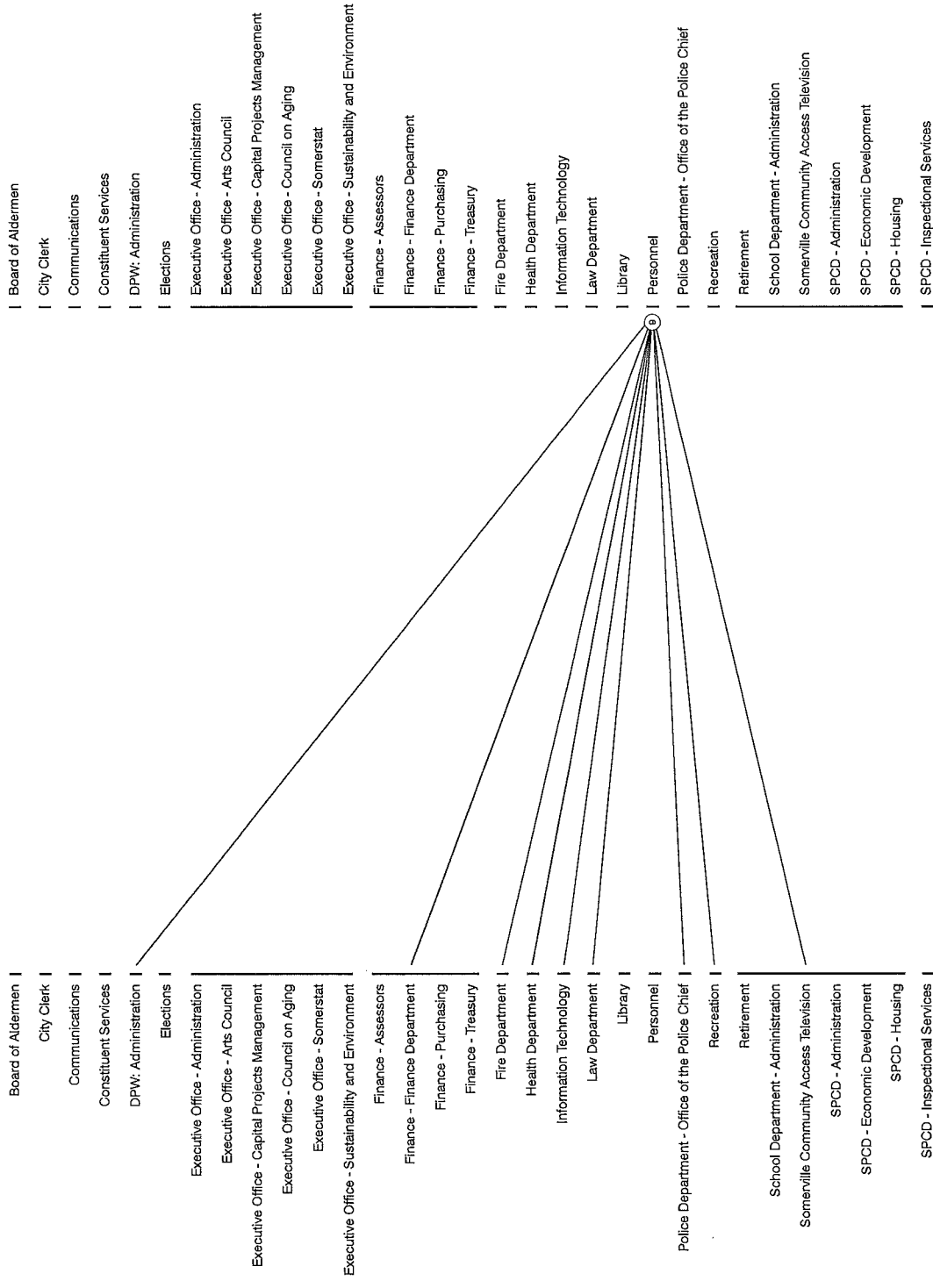
Appendix B - Primary Lines of Communication - Law Department (10 of 18)



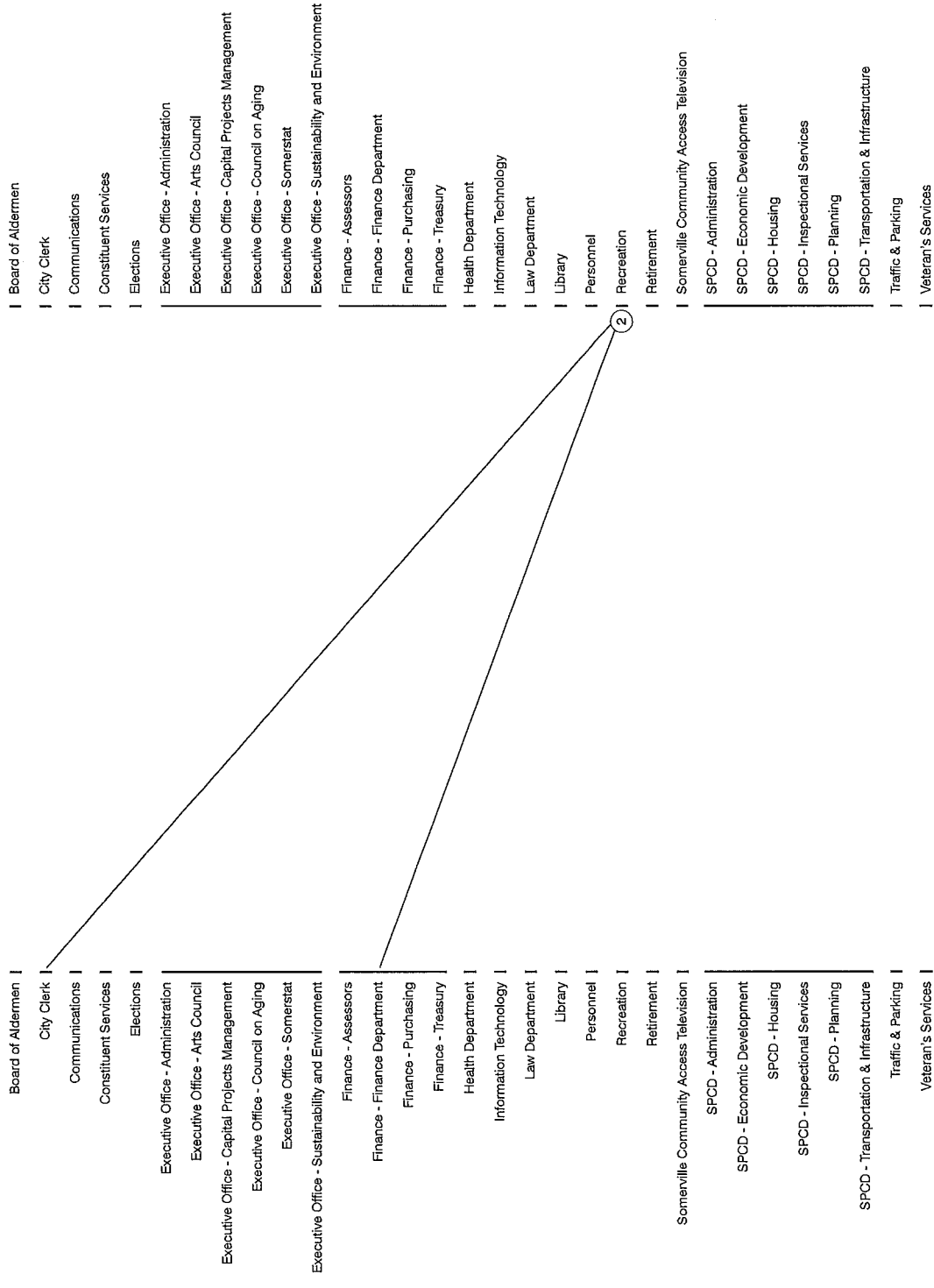
Appendix B - Primary Lines of Communication - Library (11 of 18)



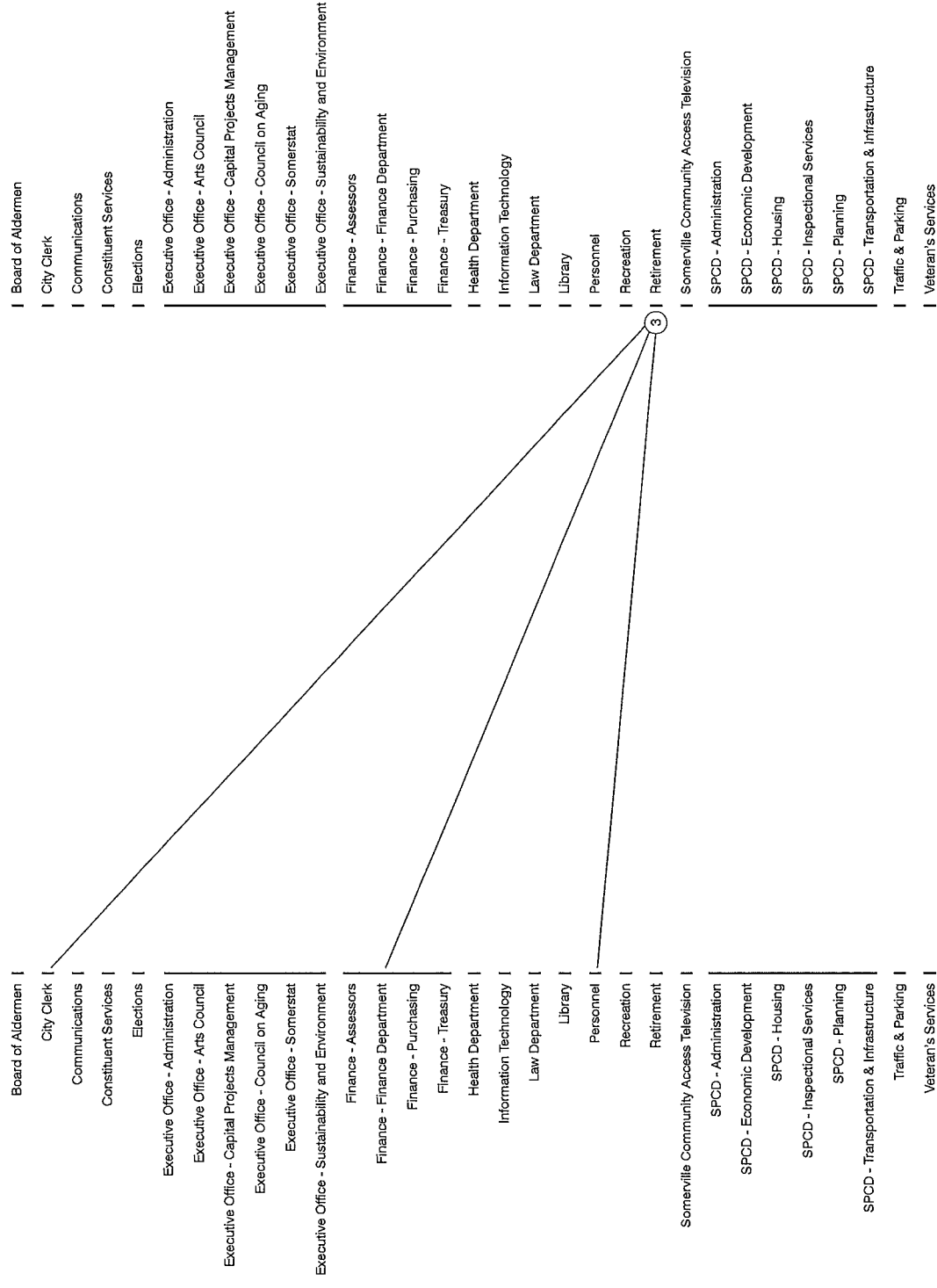
Appendix B - Primary Lines of Communication - Personnel (12 of 18)



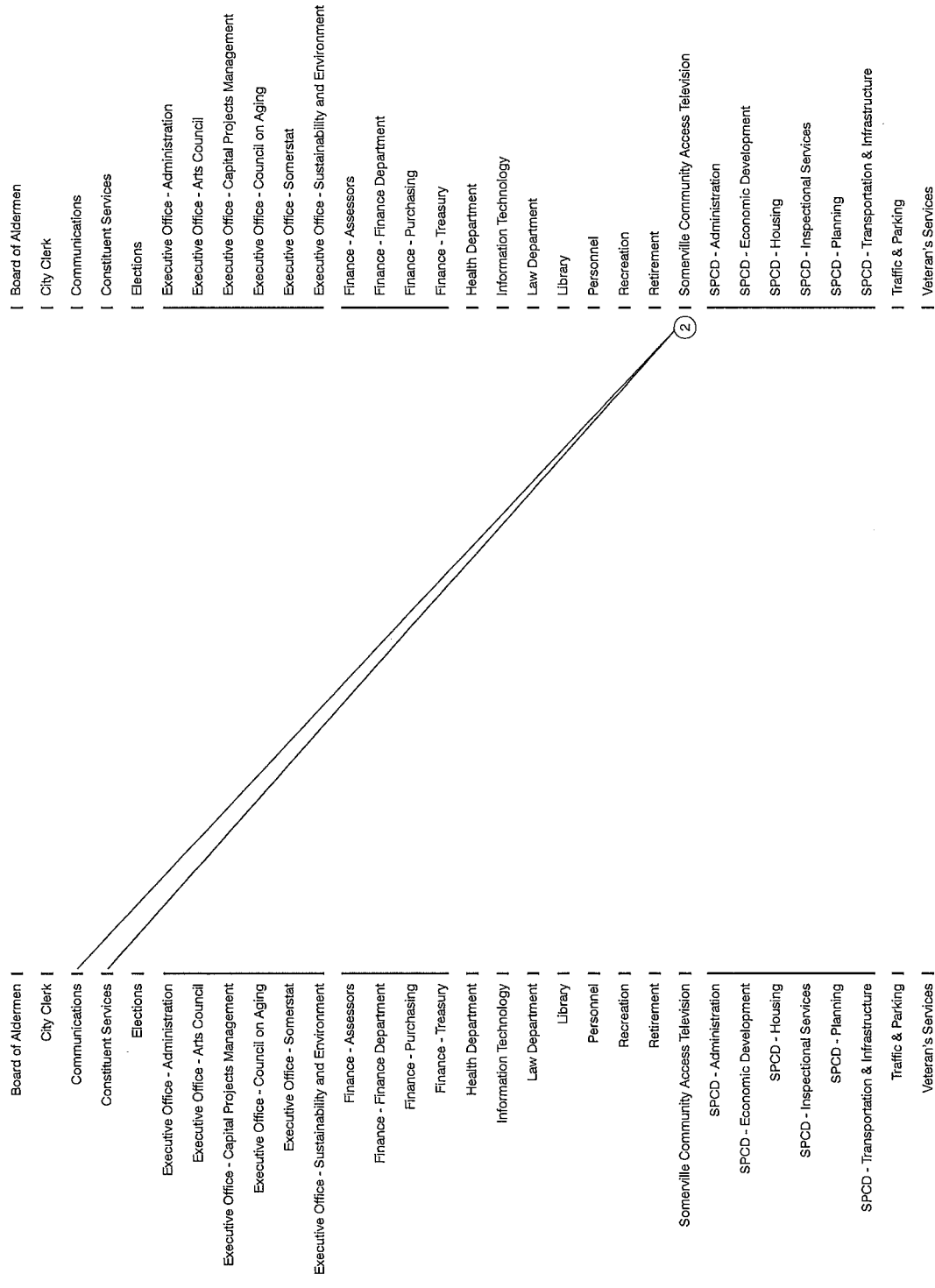
Appendix B - Primary Lines of Communication - Recreation (13 of 18)



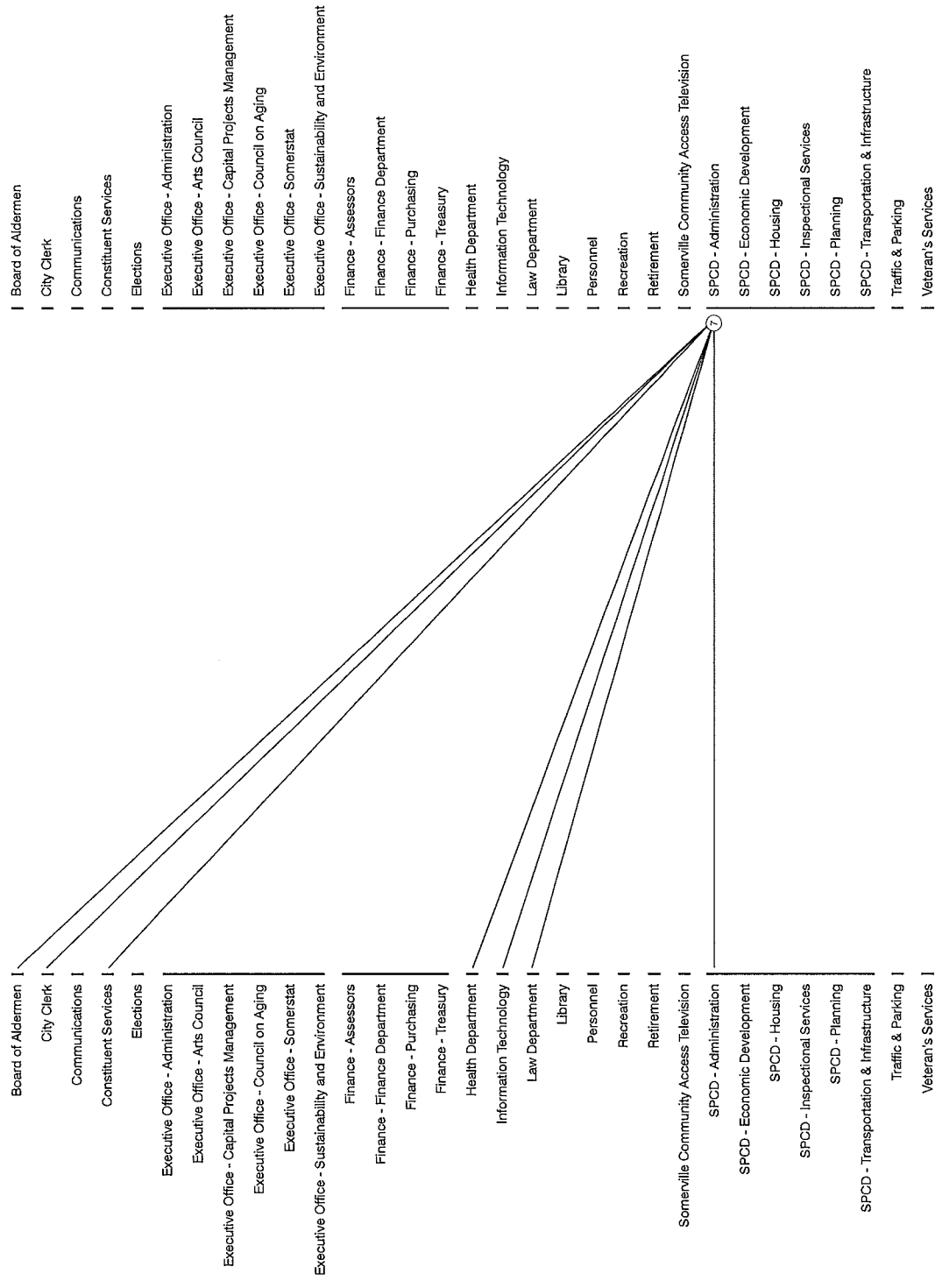
Appendix B - Primary Lines of Communication - Retirement (14 of 18)



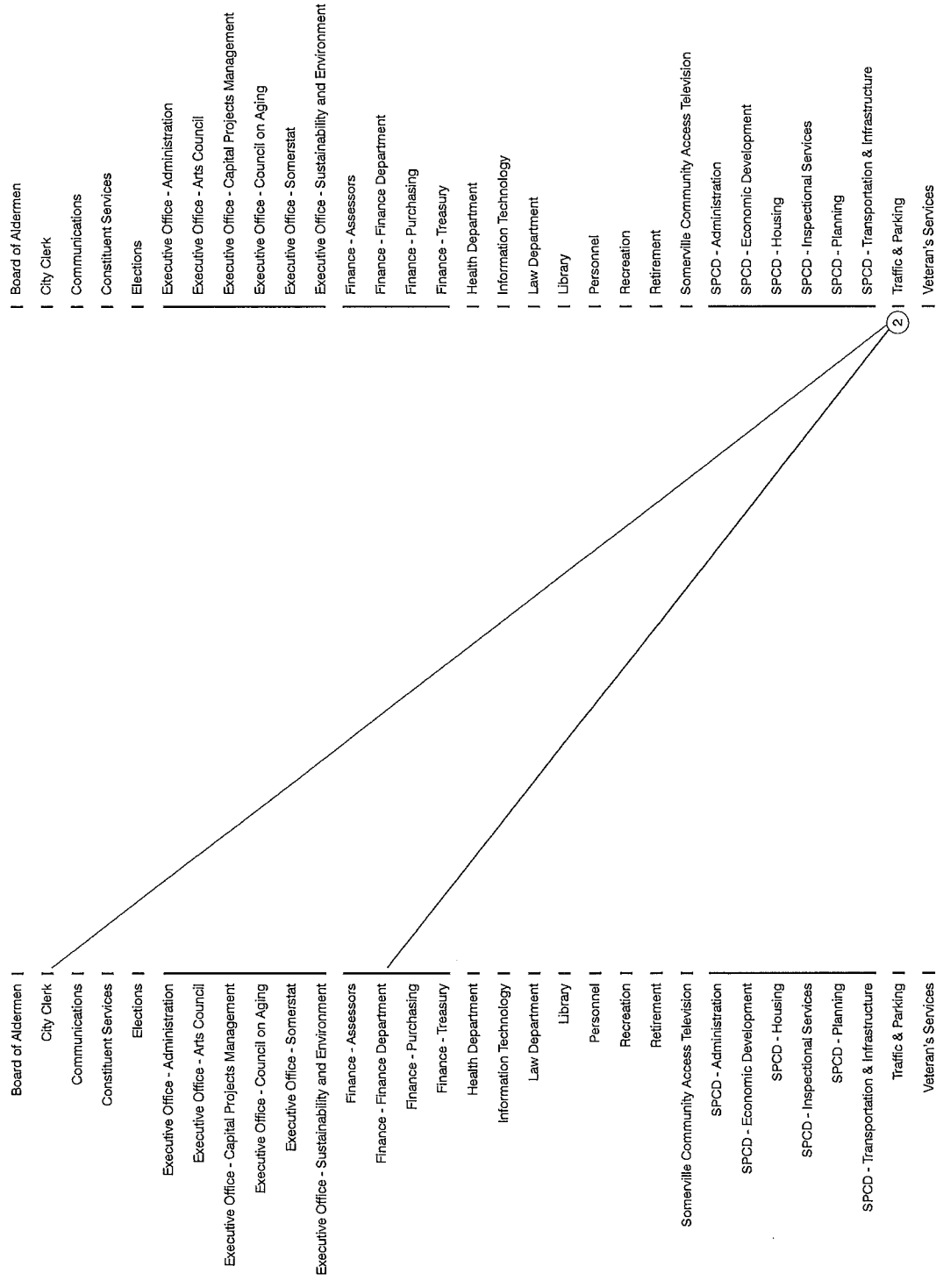
Appendix B - Primary Lines of Communication - Somerville Community Access Television (15 of 18)



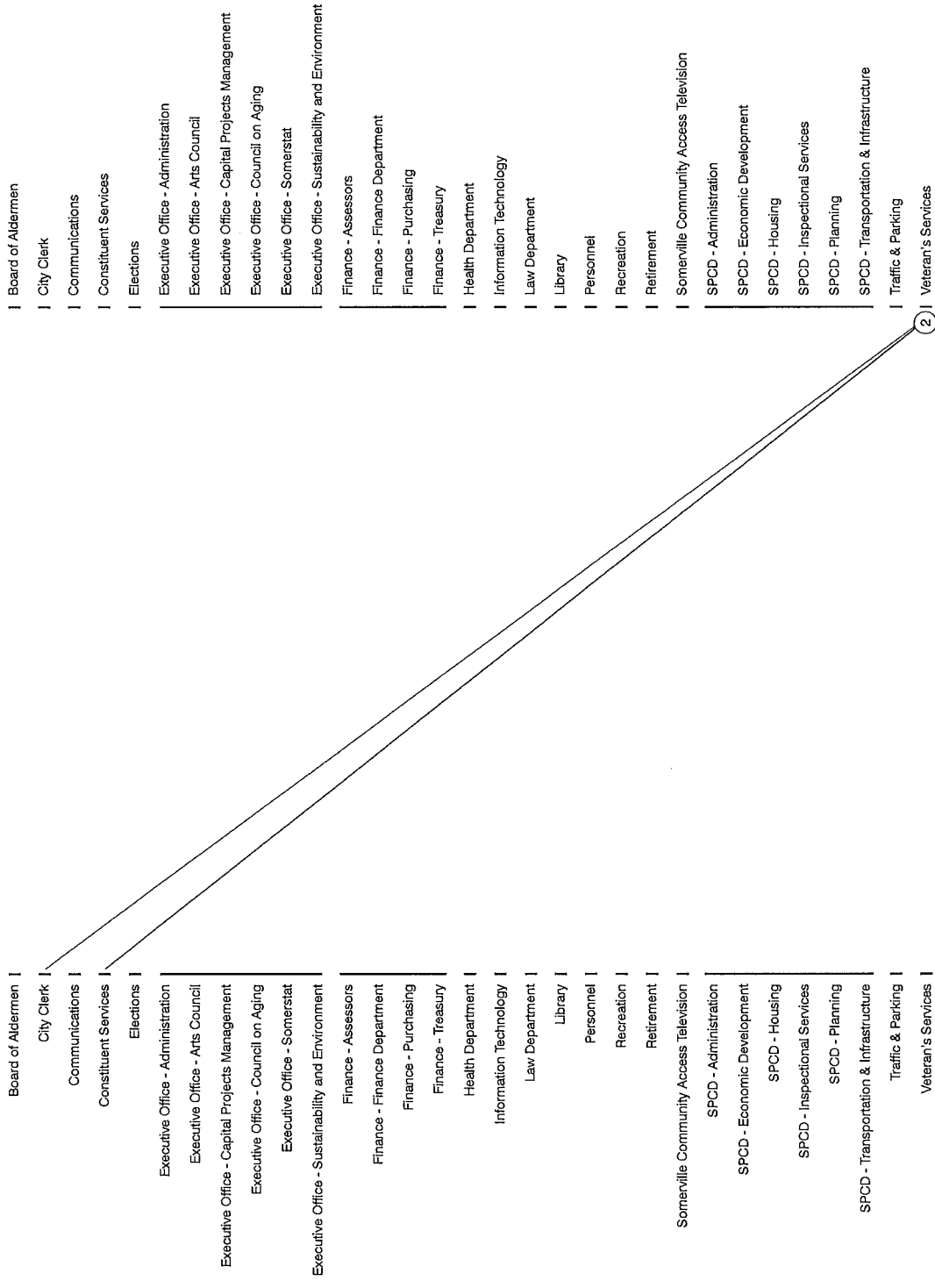
Appendix B - Primary Lines of Communication - Strategic Planning & Community Development (16 of 18)



Appendix B - Primary Lines of Communication - Traffic Parking (17 of 18)



Appendix B - Primary Lines of Communication - Veteran's Services (18 of 18)



Appendix C:
**LIBRARY AREA
AND PROGRAM
REQUIREMENTS**

LIBRARY BUILDING PROGRAM: AREA DESCRIPTIONS and GENERAL DESIGN REQUIREMENTS

Main Entrance and Lobby

The Main Entrance should be clearly visible from the street. The Lobby should be architecturally significant but not overpowering. It will be an inviting and visually interesting space where visitors can linger for a few moments and get oriented. It should be easy to find one's way to the other areas of the building from the Lobby, via traditional signage or other directional means. There should be a strategically-placed video screen with streaming video, announcing the day's programs and special events, etc. The only furniture in the Lobby should be benches and display cases. Patrons will not be encouraged to linger in this area—it is the gateway to the main service areas of the library. The Lobby should allow the entrance of ample sunlight during the day and be well lit at night.

Amenities for patron comfort should be directly contiguous to the Lobby. These will include public restrooms, a water fountain, lockers for storing personal possessions and outer garments, and public phone facilities—which should include a pay phone and also an area for the private use of cell phones.

Circulation

The Circulation Desk will be the closest service department to the Lobby and clearly visible from that area. It will look very different from the current circulation desk. There will be several self-check stations, where patrons will check out their own materials. There will also be a segment of the Circulation Desk where traditional circulation service performed by staff will take place. This station will also register patrons, make library cards, and handle questions and problems pertaining to circulation records and transactions. A third area of the Circulation Desk will handle returns of materials. There should be ample space behind the desk for the movement of staff, as well as the placement and easy movement of multiple book trucks.

Somewhere near the Circulation Desk there will be one of the library's photocopy/fax/scanning stations, for the convenience of patrons who come in just for this service and do not need access to collection service areas of the building. It is placed here rather than in the Lobby, so that Circulation staff may help patrons with the equipment when necessary. This service could be shared with the main lobby of the City Hall.

Opening immediately off of the public Circulation Desk area will be a large workroom. The workroom will also be directly accessible from the outside (or a corridor leading therefrom), so that the network delivery may be dropped off and taken away without being taken through public space. The workroom will be used for processing the delivery, storing reserves, processing the consignments of new books from Cataloging, and other duties pertaining to circulation functions. There should be a separate area dedicated to storing and sorting the incoming materials and preparing book trucks for shelving. Staff desks will be in the workroom, or contiguous to it, and the private office for the department head will open off the workroom.

Ideally the outside, after-hours book drop should be placed to deliver materials directly into the Circulation workroom through a chute from the outside of the building.

Technical Services (Acquisitions and Cataloging)

Technical Services carries out the function of receiving and processing new materials shipped from vendors, cataloging the materials and delivering them to Circulation for shelving. This department should be placed directly next to the Circulation department, so that movement of new books, books that need to be repaired or withdrawn from the catalog, etc. can be easily and effortlessly moved between the two departments. Doorways between the departments should be wide to accommodate book trucks passing each other as materials are transferred from one department to another. The Technical Services work area will have a large open central space to accommodate large tables for sorting and processing of materials, with room for book trucks to be pulled up beside them for the off-loading of books coming in from the shipping room and on-loading of books bound for Circulation. There will be staff cubicles and desks around the perimeter of the work area, and a private office for the department head will open off the work area.

There will be a room close to and easily accessible from the outside to take delivery of boxes of new materials and store them until they can be taken into the Technical Services work area for processing. The door to this shipping room should open off of a loading dock, where delivery trucks will pull up and park to drop off boxes. There should be counters on which the boxes can be piled and opened and plenty of space to pull book trucks up to the counter for on-loading of newly-delivered materials.

Opening off of Technical Services, and preferably also with a door from the Circulation workroom will be a Friends Donation Room. Donated books that are dropped off at the Circulation desk will be deposited in this room for the Friends book sales. Sorting of the books by the Friends will take place in this room.

Children's Services

The other public service department occupying the entry level of the library will be Children's Services. The departmental space will be comprised of several differentiated areas. The largest part of the space will be devoted to the children's service desk(s) and the children's collection. There may be one or more service points, or the librarian providing service may rove, depending on the service philosophy and protocols current at the time of opening. The collections will be stored on shelving of a height reachable by children of various ages, with none of the shelving being more than 60" high. The main space of the department will also contain public access computers and media listening/viewing stations.

Furnishings in the department will include a mixture of tables and chairs of various sizes to accommodate a range of children of different ages, as well as tables and chairs comfortable to the parents who accompany them to the area. There will also be comfortable seating areas with upholstered chairs suitable for adults to use while waiting for children attending programs. There should also be some novelty furniture for children. There will be a coat rack, umbrella rack and a place to leave boots.

Separate from the main service area and collections will be a Story Hour Room, where the children's librarians will present story hours and other programs for small gatherings of children. The space should accommodate 50 children and will have an open performance space and built-in seating. This room should be well insulated for sound, so that programs can be conducted without sound intrusion into the main space of the department.

Another separate area will be a Crafts Room. Craft programs and other hands-on activities will be carried out in this room. It will have washable floors and work surfaces and water available in the area. The concept for this space is one in which children can be messy and the aftermath can be easily cleaned up. This room should also be well insulated against sound intrusion into the main space of the department and have lots of storage cabinets for art and craft supplies.

The Children's Services department should also have two or three quiet study rooms, where up to four children can work on school projects together. The area will also contain public restrooms sized for children's comfort and a Copy Center, with photocopier and scanner.

Contiguous to the public spaces will be a workroom and office area for the children's services staff and a private office for the department head.

Adult Services

Adult Services will be the largest public service area on the second floor/upper level of the library. The area will contain all the adult and young adult collections, including audio-visual collections, the reference service area, and seating areas and study rooms for adults and young adults.

The Reference Service Desk(s) will preferably be located on the same floor as the Adult Services, but there will not be the traditional high, formidable, barrier-type reference desk. The current model of innovative reference service involves small desks located close to where patrons sit and gather, as well as roving reference librarians, who walk the floor and offer service to individual patrons. When the new Central Library opens a few years hence, reference service may include one or both of these models—or something entirely new that will come along between now and then. The leitmotif is that reference librarians should appear approachable and should be proactive in offering service, and that furniture should not stand in the way of patron/librarian interaction.

The Adult Services floor will have various seating configurations from traditional carrels and tables of various sizes with chairs, where people can spread out materials and use their laptops for quiet study, to areas with comfortable upholstered chairs and accent tables where people can gather for conversation and impromptu informal meetings. There will also be comfortable individual seating in quiet areas of the floor to accommodate patrons who want to sit and read quietly or listen to personal audio devices. There will also be a periodical reading alcove. This area should also contain several group study rooms of various sizes to accommodate group study.

There will be a separate Young Adult Room, where teens can gather for conversation and study in a space that they can consider theirs. The area should be well distant from the quiet study area for adults but not secluded. Teens will receive reference service from the same staff that provides adult reference service, so if there are multiple reference service points, one should be near the Teen Room. The Young Adult collection will be located in this area. Furnishings and décor should be teen-friendly. There will be some type of multi-media feature area in the Teen Room, perhaps focused on gaming.

There will be fixed stack shelving in all areas of the Adult Services department to accommodate the bulk of the print collections, but there should also be modular easily movable shelving units for displaying new books, mounting mini-exhibits and housing audio-visual collections. There will also be an Audiovisual Viewing and Listening area, which will contain individual booths for private viewing and listening and a room for group viewing and listening.

The area will also be home to the Local History Room. The Local History Room will house the local history collection and will have environmental controls that will enable this collection to be kept at optimal temperature and humidity levels. It will have the sophisticated storage configurations required to properly house fragile and odd-sized materials such as maps, which require large flat cases for storage. There will be shelving for 3500 books, a desk with four chairs for researchers to work at, and space for a microfilm reader, scanning equipment and a computer for delivery of scans to various storage media. There should be no windows in the Local History Room, as the collection needs to be protected from the UV radiation in sunlight. Artificial lighting in the room must not produce UV radiation.

The Adult Services area will contain a cell phone booth of some configuration, where cell phones may be used without disturbing those who are studying and reading. The area will also contain a Copy Center, with photocopier, fax and scanner.

Contiguous to the public areas will be a workroom, including a conservation lab, and staff office area (cubicles), as well as a private office for the department head.

Computer Lab

Located in close proximity to Adult Services on the second level of the library will be the Computer Lab. This will be the location of the public access computers for adults (40), as well as a computer classroom, in which will be held computer literacy classes and tutoring in a variety of configurations, such as open lab sessions.

The public access computer area will have desktop computers and/or laptops, as well as tables to hold the computer stations and chairs. It will be equipped with a station for a technician who will oversee the lab and with printing equipment. The classroom will most likely be equipped with laptops (12-15), a projection screen and a teacher desk. How the space will be divided between these two functions will be decided based upon what type of equipment will be used in each area. A closet to hold computers when not in use and supplies will be accessible from both areas of the Lab.

Administrative Offices

The Administrative Offices will be located on the upper level of the library. Entrance to this office complex should be near the elevator and/or main staircase from the lower level, for easy access by the public. The administrative work spaces will provide office space for the Director, the Assistant Director, and one clerical staff member (receptionist/payroll clerk).

Board Room

A meeting room with support space for functions with a capacity of about 40-50 people is needed for meetings of the Board of Trustees. This meeting room will be accommodated in the joint meeting spaces of a combined facility.

Staff Lounge and Dining Room

The staff lounge and dining room will be comprised of two distinct spaces. The lounge will be a space for staff to relax, read, etc, during breaks separate from the area where food preparation and dining take place. The furnishings in this area will be mostly comfortable upholstered furniture, though there may also be a table and chairs for game and card playing. The Dining Room will be equipped with a sink, stove, refrigerator and microwave and will be the area where staff prepare food and eat their meals. There should be counter space for small appliances such as a coffee maker.

Staff Lockers

Adjacent to the Staff Lounge and Dining Room, and opening off this area will be a room with staff lockers. Shower facilities for staff might also be located in this area (for those who want to exercise during lunch hour).

Mechanical Rooms and Wiring Closets

Mechanical rooms and wiring closets will occupy space on one or both levels of the building. There should be work space and storage for supplies for the custodial staff contiguous to one of the mechanical rooms.

Elevators and Stairwells

The elevators and stairwells will be factored into the final square footage of the combined building to provide circulation and support to each of the functional areas.

GENERAL DESIGN REQUIREMENTS

Type of Building: A "box" is the best style of building for a library, in order to achieve maximum functionality and usability of space. It is very difficult to fit book stacks efficiently into a round, octagonal or other unusually-shaped building. The building should be designed for maximum flexibility. Thus there should be no load-bearing walls within the building spaces. The support should all be in the perimeter walls and columns. A building of two levels is postulated in this document, though the

space could be spread out over more levels if, for instance, the Library were to be included in a multi-purpose high rise building in Union Square.

Lighting: Lighting in a library should enable patrons to find materials easily, facilitate reading without eye fatigue in long-term use, and provide a comfortable and appealing environment without glare or wide variations in lighting levels. Task lighting can be useful but should be affixed to furnishings and easily controlled by staff and/or patrons. Lighting should be designed with energy efficiency in mind, and follow standards for library design. Stack lighting must be designed and installed so that lower shelving levels are adequately lit and glare-free.

Americans with Disabilities Act: Federal and state access guidelines must be followed.

Acoustics: In addition to a design which implements the guidelines of proximity and distance outlined in the building program, every effort should be made to sound proof such areas as Reference, quiet study rooms, meeting rooms, and staff work areas. Sound absorbent materials should be used wherever possible, and sound systems should be effective at any attendance level in the room. Except for entry areas (lobbies, receiving room, etc.) and areas that are likely to get wet (children's Craft Room), floors should be carpeted with the highest quality institutional carpet the budget will allow.

Windows: Staff but not patrons should be able to easily open and close windows. Window treatments should control strong sunlight without the use of blinds or shades.

Signage: Signage must meet the Americans with Disabilities Act requirements. It should be clear, attractive, and communicate the layout of the building well to library patrons. Too much signage can be confusing and ignored. Staff should be able to change signage easily as needed.

Security: The building security system must be adequate to control emergency exits while the Library is open and protect the building when closed. It must be easy to operate by staff and not accessible to patrons. Repairs or maintenance to the building should not disable the system. The building should be equipped with a dry (gas) sprinkler system as well as a fire alarm system.

Staff Supervision of Building: The building should be designed so that a minimum of staff can supervise public service areas, including rest room and meeting room entrances, lobby or corridor areas, and seating/shelving spaces. Lines of sight must be determined for every space. The security of staff and patrons is critical.

Ergonomics: Spaces and furniture should take ergonomics principles into consideration. Staff and patrons must be comfortable for appropriate lengths of time while providing service or using the Library.

Energy Efficiency: All systems should be designed for maximum energy efficiency. The building should be as green as possible in all ways.

HVAC System: The HVAC system must be designed so that the staff and the Department of Public Works personnel but not the patrons can easily control the operation of the system. Zones must be carefully planned so as not to create hot and cold spots.

Maintenance: Although an increase in square footage should result in increased custodial care of the Library, allocation of resources for its care and maintenance is likely to remain minimal. Therefore all choices of materials and design elements must result in ease of maintenance. Durability, ease of cleaning, resistance to graffiti and resistance to signs of wear are essential.

Theft Detection: The Library's theft detection system must operate effectively. A system should be installed that is easily operated by staff and takes advantage of the most efficient patron traffic pattern at a minimal number of exits. Library staff will compare benefits and disadvantages of different theft detection systems before purchase of new equipment.

Technology: The area descriptions specify public access computer workstations in, as well as staff workstations at public service desks and in offices, as well as a computer lab for 40 patrons and a computer classroom. Our current expectation of access to our network by these computers is that there will be a combination of hard-wired and wireless connections. Therefore it is important that an adequate number of electrical outlets are available and in the appropriate locations for the computers, and that a wireless system would make wireless access available in all library locations.

Flexibility: Spaces should be designed for maximum flexibility and openness, with fixtures adjustable and movable. For example, growth of new formats should allow changes in spaces in the Audio-Visual collection storage as well as other areas.

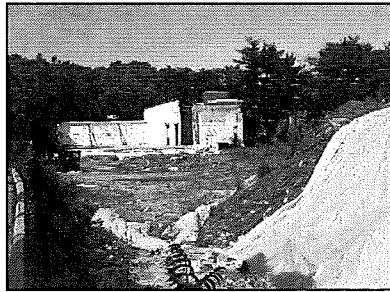
Interior Design: Interior design elements should be carefully chosen to avoid trendiness or fads. The design should convey warmth, light, and color. The Library's role as a community center, with a wide variety of services and materials to offer, should be obvious. Architectural details should lend a sense of beauty to the interior and underscore the importance of this public building.

Floor Plan: The layout of the Library should be easy for patrons to discern—both signage and traffic patterns should facilitate ease of movement through the Library.

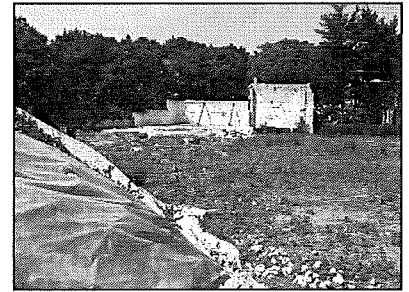
Appendix D: POTENTIAL SITE PHOTO INVENTORY



515 Somerville Ave.



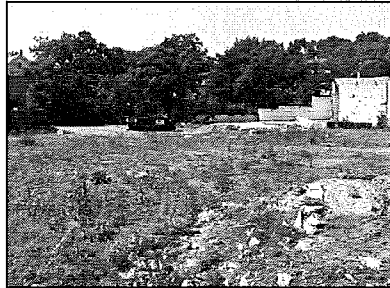
515 Somerville Ave.



515 Somerville Ave.



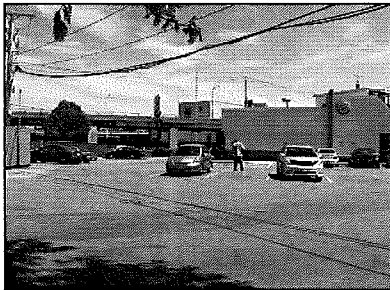
515 Somerville Ave.



515 Somerville Ave.



Burger King from Mansfield St.



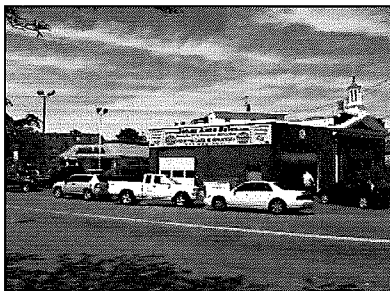
Burger King from Mansfield St.



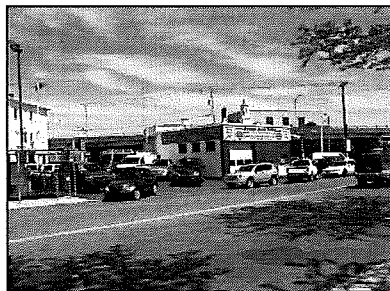
Burger King from Medford St.



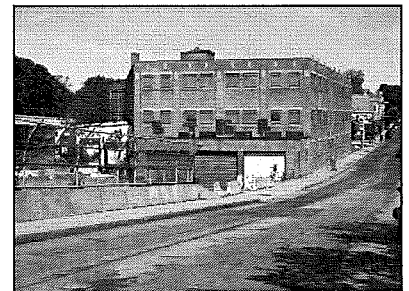
Burger King from Somerville Ave.



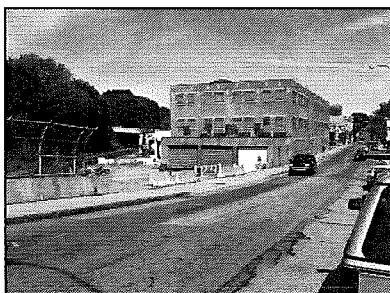
Burger King/John's Auto Sales from Somerville Ave.



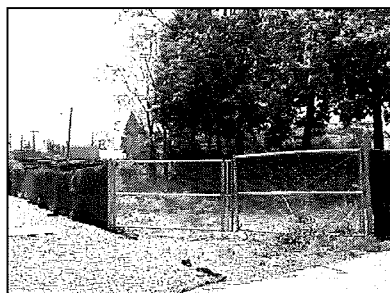
Burger King/John's Auto Sales from Somerville Ave.



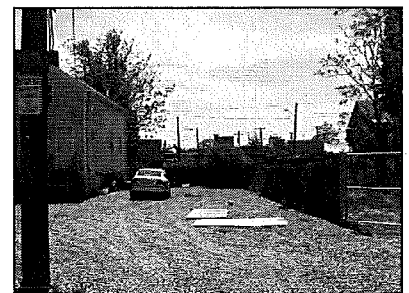
Homans Building



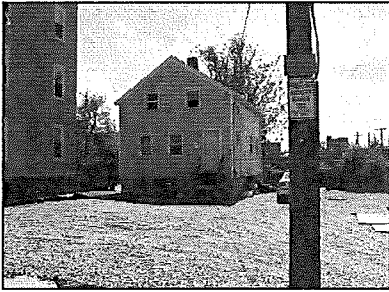
Homans Building



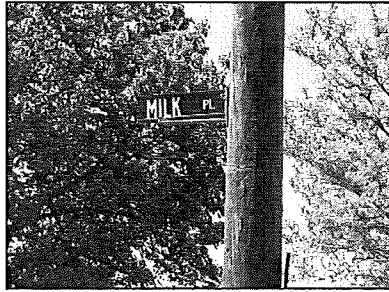
Kiley Barrel site from Milk Place



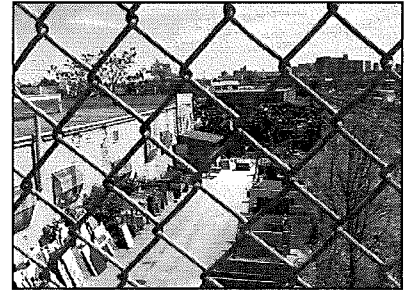
Kiley Barrel site from Milk Place



Kiley Barrel from Milk Place



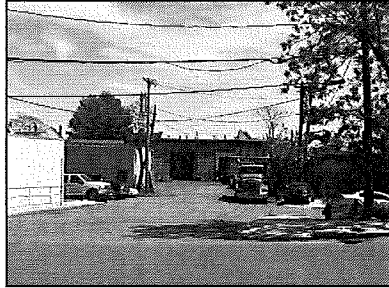
Kiley Barrel from Milk Place



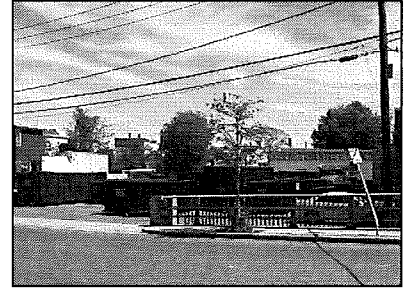
Kiley Barrel from Prospect Street



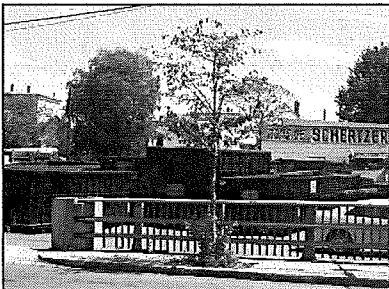
Kiley Barrel from Prospect Street



Kiley Barrel from Prospect Street



Kiley Barrel from Prospect Street



Kiley Barrel from Prospect Street



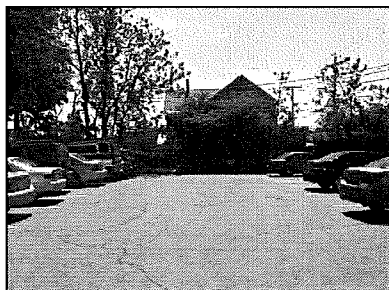
Kiley Barrel from Prospect Street



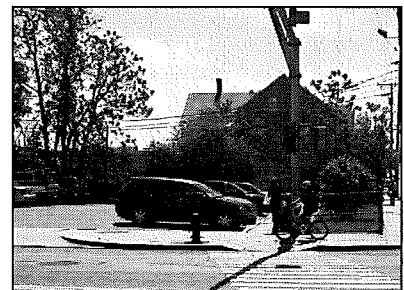
Kiley Barrel from Prospect Street



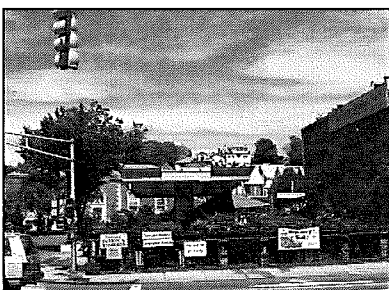
Kiley Barrel from Somerville Ave.



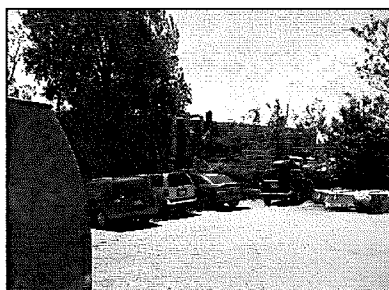
Kiley Barrel from Somerville Ave.



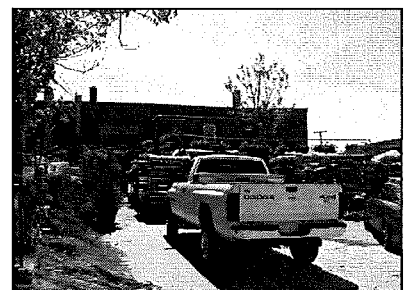
Kiley Barrel from Somerville Ave.



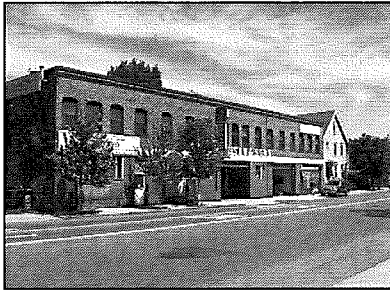
Public safety block - Ricky's Flower Market



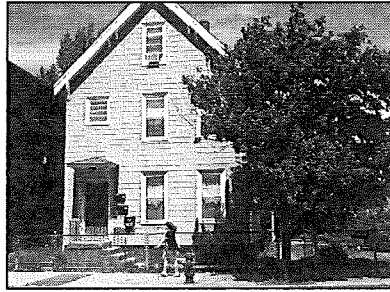
Public safety block - Ricky's Flower Market



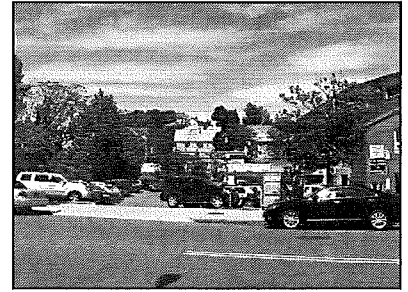
Public safety block - Ricky's Flower Market



Public Safety block from Somerville Ave.



Public Safety block from Somerville Ave.



Public Safety block from Somerville Ave.



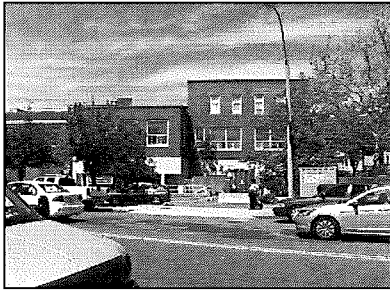
Public Safety block from Somerville Ave.



Public Safety block from Somerville Ave.



Public Safety block from Somerville Ave.



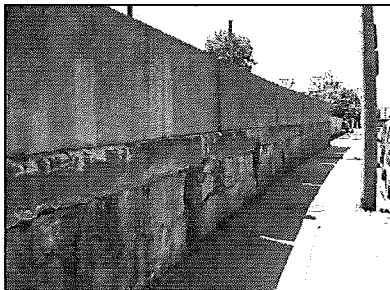
Public Safety block from Somerville Ave.



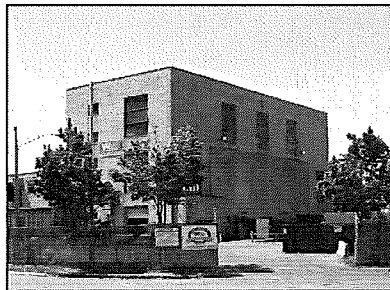
Public Safety block from Washington St.



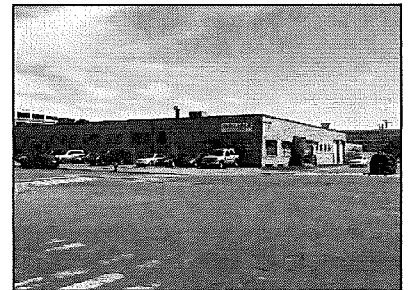
Public Safety block from Washington St.



Public Safety block from Washington St.



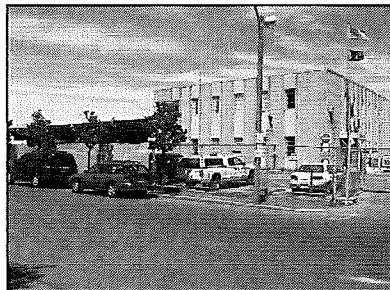
Waste Transfer facility



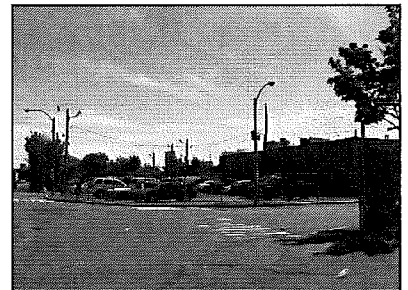
Waste Transfer facility - east property



Waste Transfer facility - Linwood St.



Waste Transfer facility - north property



Waste Transfer facility - south property

Appendix E: SITE ASSESSMENT MATRIX

APPENDIX E: SITE ASSESSMENT MATRIX

FACILITY MASTER PLAN SITE ASSESSMENTS													
Site Name	Address	Zone	Gross Land SF / Acres	FAR	Bulk	Maximum Building SF by City FAR	OSPCD	Proposed Component Grouping	Size Compatible Components	Distance to Proposed Rail Line	Parking Regulations	Required Component Parking	SF required for Component Parking (350 SF per space)
Public Safety Block	228 Washington Ave 261 Somerville Ave 269 Somerville Ave	TOD 70	80,184	3.5 (4 Green)	Maximum ground coverage: 80% Maximum height: 55ft (70 ft Green)	280,644 320,736 (Green)	CH&L	CHO, L (91,195)	All (CHO, L, SA, DPW, SPD, SFD)	0.2 Miles – Union Square 0.3 Miles – Washington Street 0.6 Miles – Gilman Square	The new TOD zone does not have parking requirements for city-owned buildings; The closest use would be “office” which is: TOD 1 per 1000sf; HOWEVER , a library it could be considered a “Educational, Recreational Institutional Service” which is: TOD 1 per 500 sf	102 98 (20% transit proximity reduction [TPR])	42,559 34,047 (TPR)
		CCD55	30,513	3	Maximum ground coverage: 80% Maximum height: 55ft	91,540	CH&L	CHO, L (91,195)	All (CHO, L, SA, DPW, SPD, SFD)	0.2 Miles – Union Square 0.3 Miles – Washington Street 0.6 Miles – Gilman Square	The new CCD zone does not have parking requirements for city-owned buildings; The closest use would be “office” which is: CCD 1 per 800 sf HOWEVER , a library it could be considered a “Educational, Recreational Institutional Service” which is: CCD 1 per 400 sf	152 122 (TPR)	53,198 42,559 (TPR)
Kiley Barred Site	20-30 Prospect Street 258 and 264-266 Somerville Avenue 4, 9 and 10 Milk Place 8, 14 and 16-20 Bennett Street 0 Prospect Street (city owned parking lot)	TOD 100	42,945	3.5 (4 Green)	Maximum ground coverage: 80% Maximum height: 85ft (100ft Green)	150,308 171,780 (Green)	CH, no L	CHO, L (91,195)	Any (CHO, L, SA, DPW, SPD, SFD)	0.1 Miles – Union Square 0.4 Miles – Washington Street 0.6 Miles – Gilman Square	The new TOD zone does not have parking requirements for city-owned buildings; The closest use would be “office” which is: TOD 1 per 1000sf; HOWEVER , a library it could be considered a “Educational, Recreational Institutional Service” which is: TOD 1 per 500 sf	131 105 (TPR)	45,779 36,623 (TPR)
Waste Transfer Facility	10 Poplar St	IA	91,616	2	Maximum ground coverage: 80% Maximum height: 50ft	183,232	PS	CHO, L, SPD, SFD (152,607)	Any (CHO, L, SA, DPW, SPD, SFD)	0.3 Miles – Washington Street 0.6 Miles – Union Square	TOD 1 per 500 sf Non recreational public facilities 1 per each 600 s.f. of floor area open to the public Office use is 1 per each 500 s.f.	275	96,161

Burger King/John's Auto Sales	185 Somerville Ave. 181 Somerville Ave. 254A Medford St 254B Medford St	CCD 55	40,985	3	Maximum ground coverage: 80% Maximum height 55ft	122,955	F only	SFD (10,212)	SFD, SA	0.3 Miles – Union Square 0.3 Miles – Washington Street	The new CCD zone does not have parking requirements for city-owned buildings; The closest use would be "office" which is: CCD 1 per 800 sf HOWEVER , a library it could be considered a "Educational, Recreational Institutional Service" which is: CCD 1 per 400 sf	25	8,750
Pat's Auto/U-haul	165 Linwood St	1A	38,394	2	Maximum ground coverage: 80% Maximum height 50ft	76,788	PS	SFD, SPD (61,212)	Any (CHO, L, SA, DPW, SPD, SFD)	0.2 Miles – 0.5 Miles – Union Square	Non recreational public facilities 1 per each 600 s.f. of floor area open to the public Office use is 1 per each 500 s.f.	102	35,707
Vacant Somerville Ave. Site	515 Somerville Ave.	BA	46,852	2	Maximum ground coverage: 80% Maximum height 50ft	93,704	PS		Any (CHO, L, SA, DPW, SPD, SFD)	0.8 Miles – Union Square 0.9 Miles – Gilman Square 0.9 Miles – Lowell Street	Non recreational public facilities 1 per each 600 s.f. of floor area open to the public Office use is 1 per each 500 s.f.	34	11,667
DPW's Existing Site	1 Franey Road	1A	260,260	2	Maximum ground coverage: 80% Maximum height 50ft	520,520	PS	DPW (71,996)	All (CHO, L, SA, DPW, SPD, SFD)	0.4 Miles – Lowell Street 0.4 Miles – Ball Square	Non recreational public facilities 1 per each 600 s.f. of floor area open to the public Office use is 1 per each 500 s.f.	276	96,600
Homans Building	350 Medford St	BA	48,296/1.1 Acres	2	Maximum ground coverage: 80% Maximum height 50ft	96,592	PS	CHO (61,195)	Any (CHO, L, SA, DPW, SPD, SFD)	0.1 Miles – Gilman Square 0.7 Miles – Lowell Street	Non recreational public facilities 1 per each 600 s.f. of floor area open to the public Office use is 1 per each 500 s.f.	173	60,454
North Point Property	No address (MBL: 117-A-2 and 117-A-3)	1B	222,156/5.1 Acres	2	Maximum ground coverage: 80% Maximum height 50ft	444,312	PS	DPW (71,996)	All (CHO, L, SA, DPW, SPD, SFD)	0.4 Miles – New Leachmere 1.0 Miles – Washington Street	Non recreational public facilities 1 per each 600 s.f. of floor area open to the public Office use is 1 per each 500 s.f.	275	96,161

Department	Abbreviation	SF	Average Daily Visitors	Employees
City Hall Offices	CHO	66,215	706	347
Library	L	45,018	500	17
School Admin	SA	13,314	157	134
Public Works	DPW	71,996	65	94
Police Department	SPD	51,000	91	149
Fire Department	SFD	5,805	20	10
Total Space		271,848		

Appendix F:
**SCENARIO
ASSESSMENT MATRIX**

APPENDIX F: SCENARIO ASSESSMENT MATRIX

FACILITY MASTER PLAN SCENARIOS							Evaluation Notes
Scenario	Site Name	Scenario Use	Address	Maximum Building SF by City	Scenario Use Building SF	Distance to Proposed Rail Line	
1.) UNION SQUARE	Public Safety Block	City Hall and Library	228 Washington Ave 261 Somerville Ave 269 Somerville Ave	372,184 412,276 (Green)	108,800	0.2 Miles – Union Square 0.3 Miles – Washington St 0.6 Miles – Gilman Square	<ul style="list-style-type: none"> • Significant positive economic impact due to central location in Union Square • This location will be compatible for public safety uses as they currently exist at this location • Municipal uses be highly compatible to residential, retail and commercial uses in surrounding area • This scenario creates a significant private development opportunity on the Kiley Barrel site pending soil conditions • Kiley Barrel Site will require clean up to an undetermined degree • The proposed location of the Public Safety facilities in this scenario could be occupying a prime private redevelopment site depending on the future of McGrath Highway and the development plan for Brickbottom • The Waste Transfer Site will require clean up to an undetermined degree
	Waste Transfer Facility	Public Safety	10 Poplar St.	183,232	56,805	0.3 Miles - Washington St 0.6 Miles – Union Square	
2.) UNION SQUARE ALTERNATIVE	Kiley Barrel Site	City Hall and Library	20-30 Prospect Street 258 and 264-266 Somerville Avenue 4, 9 and 10 Milk Place 8, 14 and 16-20 Bennett Street 0 Prospect Street (city owned parking lot)	150,308 171,780 (Green)	108,800	0.1 Miles – Union Square 0.4 Miles – Washington St 0.6 Miles – Gilman Square	<ul style="list-style-type: none"> • Significant positive economic impact due to central location in Union Square • This location will be compatible for public safety uses as they currently exist at this location • Municipal uses be highly compatible to residential, retail and commercial uses in surrounding area • Kiley Barrel Site will require clean up to an undetermined degree • This scenario creates a significant private development opportunity on the site of the current Public Safety building • The proposed location of the Public Safety facilities in this scenario could be occupying a prime private redevelopment site depending on the future of McGrath Highway and the development plan for Brickbottom
	Waste Transfer Facility	Public Safety	10 Poplar St.	183,232	56,805	0.3 Miles - Washington St 0.6 Miles – Union Square	
3.) HOLMAN'S BUILDING	Homan's Building	City Hall and Library	350 Medford St.	96,592	108,800	0.1 Miles – Gilman Square 0.7 Miles – Lowell Street	<ul style="list-style-type: none"> • Locating both the Library and the City Hall at this location would require either a reduced building program for those components or zoning variance to allow more square footage than is currently permissible • Same economic impact on the surrounding area as the current City Hall • Holman building may not be reusable due to seismic code concerns • Proximity to existing City Hall, High School and Library property presents opportunity for municipal use • Significant grade change and rail line create barrier to existing City Hall complex • The proposed location of the Public Safety facilities in this scenario will be compatible for public safety uses as they currently exist at this location
	Public Safety Block	Public Safety	228 Washington Ave 261 Somerville Ave 269 Somerville Ave	372,184 412,276 (Green)	56,805	0.2 Miles – Union Square 0.3 Miles – Washington St 0.6 Miles – Gilman Square	
4.) WASTE TRANSFER SITE	Waste Transfer Facility	City Hall, Library and Public Safety	10 Poplar St.	183,232	165,605	0.3 Miles - Washington St 0.6 Miles – Union Square	<ul style="list-style-type: none"> • Moderate economic impact due to industrial nature of location along McGrath Highway • Municipal uses will have a low compatibility to existing industrial uses in surrounding area • McGrath Highway offers high automobile accessibility • The Waste Transfer Site will require clean up to an undetermined degree • The proposed location of the combined municipal facility in this scenario could be occupying a prime private redevelopment site depending on the future of McGrath Highway and the development plan for Brickbottom

Department	Abbreviation	SF	Average Daily Visitors	Employees
City Hall Offices	CHO	66,215	706	347
Library	L	45,018	500	17
School Admin	SA	13,314	157	134
Public Works	DPW	71,996	65	94
Police Department	SPD	51,000	91	149
Fire Department	SFD	5,805	20	10
Total Space		271,848		

Appendix G: **FINANCIAL ANALYSIS**

Somerville Combined Facility Analysis
Union Square Project Example

Assumptions:

Based on municipal facilities plan for City Hall office concept combined with main Library
 Additional commercial development [office and retail] to fill out block
 Projects supported by structured parking facility that supplies parking to meet zoning requirements for uses
 Conceptual cost estimates assumed for purposes of present analysis
 Tax and bond rates remain constant
 Property values are based on current Assessed Values or Construction Values

Program Concepts:

All development is within the current zoning envelope
 Program includes; 66,215sf for City Hall, 42,800sf for Library, and 123 parking spaces
 Private Development to include 200,000sf for Commercial Office, 25,000sf for Retail, and structured parking

COSTS

	Public Project	Private Development Project
Land Acquisition	\$ 2,703,400	\$4,000,000
Building Construction	\$ 27,066,355	\$66,375,000
Structured Parking	\$ 4,375,000	\$7,875,000
Soft costs	\$ 2,165,308	\$5,310,000
Totals	\$ 36,310,063	\$83,560,000

SOURCES

Construction Bond	\$ 36,310,063	
Proceeds from Sale of Public Properties		
Example: Homans Building	\$ (6,224,900)	
Grant funds for Library	\$ (1,000,000)	
Remaining Construction Bond	\$ 29,085,163	
Yearly Net Property Taxes	\$ -	\$ 1,571,801

CAPITAL BOND PAYMENTS AND TAXES

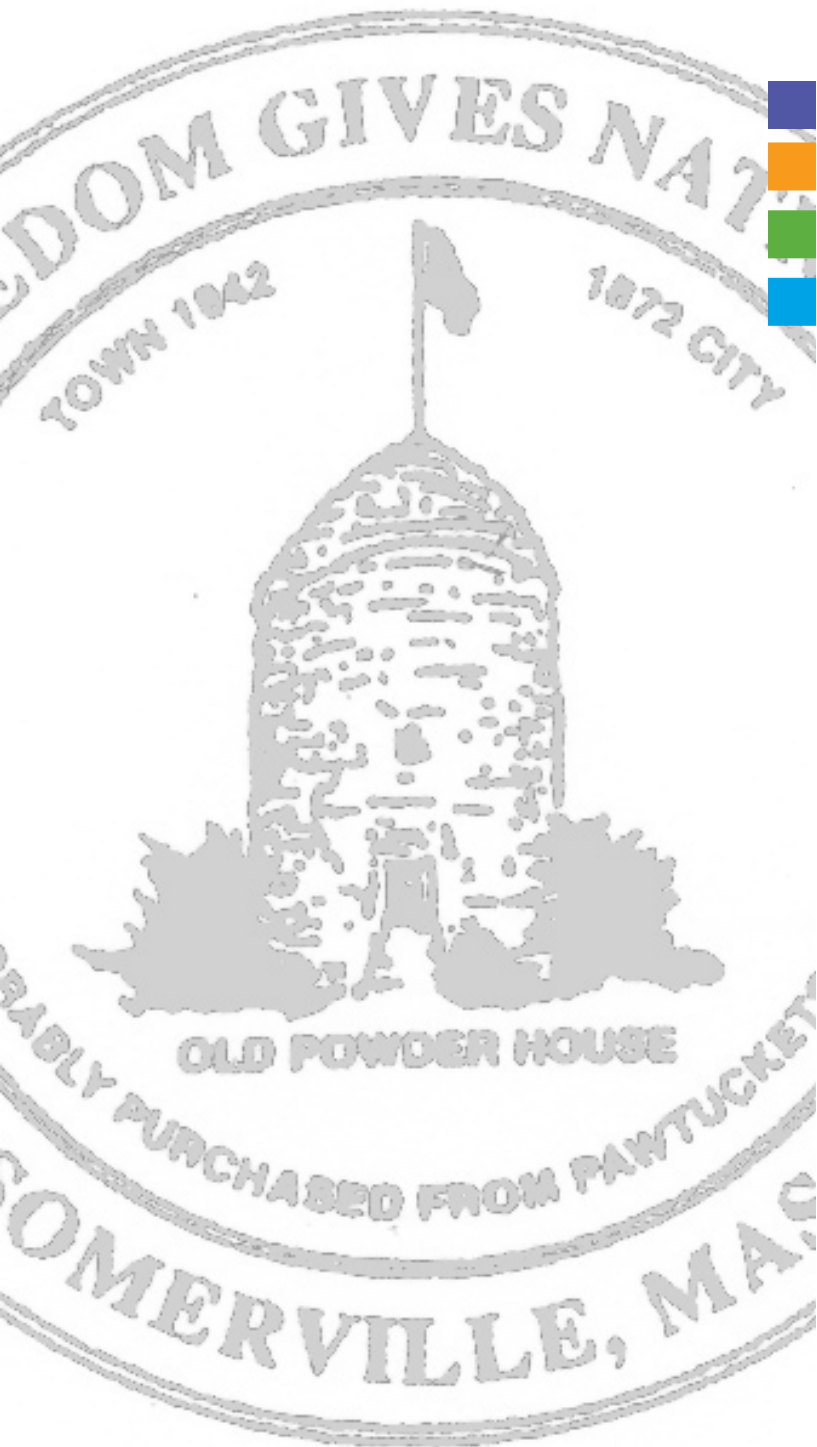
Remaining Construction Bond	\$ 29,085,163
Bond Terms	

Term (years)	20
Rate	4.00%
Loan Interest Rate	4.25%

Estimated Bond Payments		Private taxes	Cost after projected private project taxes
1st Year	\$ 2,690,378	\$ 1,571,801	\$ 1,118,576
10th Year	\$ 2,072,318	\$ 1,571,801	\$ 500,517
20th Year	\$ 1,516,064	\$ 1,571,801	\$ (55,737)



THE CECIL GROUP, INC.
ARROWSTREET, INC.



Municipal Property Comprehensive Consolidation Plan

Somerville, Massachusetts

February, 2007

HMFH Architects, Inc.

130 Bishop Allen Drive

Cambridge, MA 02139

t 617 492 2200

f 617 876 9775

www.hmfh.com





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- Renovation Scope
- Renovation Comparison
- Property Comparison

5. Preliminary Options

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Acknowledgement

Municipal Property Review Committee

Thomas Bent, Chair
Arthur “Trey” Agnew
Charles McKenzie
John Roberto

Edward Bean, Chief Financial Officer
Gerald Boyle, Director, Capital Projects
Richard Brescia, Chief Assessor
Janice Delory, Chief of Staff, Mayor’s Office
James Kostaras, Executive Director, Mayor’s Office of Strategic Planning & Community Development
Alice Martin, Senior Planner, Mayor’s Office of Strategic Planning & Community Development
Anthony Pierantozzi, Superintendent of Schools

Architects/Planners: HMFH Architects, Inc.

George Metzger, AIA, Principal in Charge
Lori Cowles, AIA, LEED AP, Project Manager

Cost Consultants: Project Management & Cost, Inc.

Peter Bradley

1. Executive Summary

HMFH Architects, Inc. began working with the Mayor's Office of Strategic Planning & Community Development (SPCD) and the Mayor's Municipal Property Review Committee (MPRC) in September 2006. The challenge put forth was to provide the SPCD and MPRC, the Mayor and the City of Somerville with a comprehensive consolidation plan for municipal properties. This report details the findings of the initial task that provide the groundwork for further development of a single consolidation plan.

The scope of this study involved review of existing documentation and properties, workshops and meetings with the SPCD, MPRC, City Assessor, maintenance staff, and building inspector, and evaluation of existing properties, including renovation and upgrades required. Each of the properties was visited and assessed. Ten city-owned properties are included in the consolidation options developed in this report.

The SPCD provided the space requirements for all municipal services included in the study. The consolidation program is approximately 144,000 GSF and includes offices for the executive branch, the school administration, the health department, etc., as well as space for seniors programs, youth programs and school-related programs. The complete program is included in Section 3 of this report.

Once the consolidation program was established and the city-owned properties were identified and assessed, it became immediately clear that the property assets (365,682 GSF) greatly exceeded the program needs (143,650 GSF) by nearly 150%. While it is a positive thing for a city to have assets, it can also be a costly endeavor to maintain too much property that is inefficiently used. This is the rationale for the consolidation options developed during this study.

The property analysis portion of the study involved an understanding of each property, how it currently functions, and an evaluation of its current condition and its potential future use. The renovation scope needed for each property was assessed and budgetary costs for renovations were developed. Section 4 of this report contains the property assessment.

The SPCD and the City's Assessors provided property values, disposition values and current annual utility costs for each property. These values, along with the renovation budget estimates developed by the study team, provided the basis for comparison and assessment of the different consolidation options.

Following several preliminary consolidation models, the options developed identified three approaches:

- Consolidate to centralize municipal services
- Consolidate to divest the property(ies) with the highest disposition value and highest renovation cost
- Consolidate conservatively at present to provide flexibility for the city's future growth

Option 1 enables the city to retain properties to centralize municipal services. The three centrally located properties retained and developed are City Hall, Cummings School and Homans property. Much of the municipal departments and programs would be consolidated on the Homans property in a newly constructed building. The property is

adjacent to a future MBTA Green Line stop that will both energize the neighborhood and provide ease of public access to the municipal offices.

When fully implemented, Option 1 meets the evaluation criteria set forth in this study. It is rational and achievable, improves customer service, upgrades and/or eliminates excess building stock, and provides operational cost savings through consolidation. Future expansion of programs and departments is allotted in the new development at the Homans property. The retained properties meet a level of appropriateness for their proposed use within the following areas: the buildings have civic character, the locations have parking and public transportation, the programs would aptly fit within the buildings and the neighborhood impact would be either negligible or an improvement.

Option 2 enables the city to divest the two properties that have both the highest disposition value and renovation costs: Homans Building and Powder House Community School. Once these properties are sold, the largest city owned property remaining is Edgerly School. Consolidation of municipal offices and programs into a renovated Edgerly would save on development costs but would likely not create as successful an outcome as the other options proposed in this study.

When fully implemented, Option 2 meets the evaluation criteria set forth in this study, as noted previously for Option 1. The reuse of Edgerly School as proposed in Option 2 is likely to place a burden on the Edgerly neighborhood, due both to parking requirements and to the high volume of visitors to the residential area. While Option 2 attains the appropriateness levels with regard to civic character and public transportation, at the Edgerly property the impact on the neighborhood, the lack of available parking and the as yet untested program fit within the 1920's school building all may hinder the success of this option.

Option 3 enables the city to rid itself of under performing, inefficiently used, and surplus properties in the immediate or intermediate term, while centralizing some services and retaining other properties to allow for flexible future consolidation. Option 3 is rational and achievable, improves customer service, upgrades and/or eliminates excess building stock, and provides operational cost savings through consolidation. Future expansion of programs and departments is allotted in any new development, whether at Homans, in Union Square or elsewhere. The retained and developed properties would meet the level of appropriateness for civic use set forth in this study. Option 3 is likely to be a successful consolidation plan. The immediate sale of under performing properties (Powder House Community School and Recreation) and subsequent sale of 92 Union Square (SCAT) will provide revenue and annual savings to the city sooner, while retaining other properties for flexible phasing of future consolidation.

The three options outlined above and developed in this initial phase of the consolidation plan provide a starting point for a more detailed plan to achieve a realistic and cost effective consolidation.

2. Introduction

Challenge

The City of Somerville's municipal departments and services are distributed throughout the city. Twelve separate and distinct, city-owned properties are the focus of this study. The properties are in varying state of use, physical condition and appropriateness. Appropriateness is defined as meeting the needs of the intended program in a facility that provides the necessary parking and access to public transportation, generates favorable neighborhood impact and fits the program needs well, in a building of suitable municipal character.

Previous studies and committees have looked at possible consolidation scenarios that focused primarily on relocating the majority of municipal programs to a single location. While this approach may have benefits with regard to one-stop shopping for services, it generates other unfavorable conditions that are not easily overcome. For example, a single large renovation project causes an upfront financial burden for the city and centralizing services all on one property may have an adverse impact on the neighborhood.

The challenge of this comprehensive consolidation plan is to develop a consolidation plan that is rational and achievable, in close collaboration with the Mayor's Office of Strategic Planning & Community Development (SPCD), and under the advisement of the Mayor's Municipal Property Review Committee (MPRC).

Objectives

The study objectives of the comprehensive consolidation plan are to allow the city to address the following needs:

- a rational and achievable plan for consolidating municipal uses
- the highest and best use of city-owned properties
- improvements to customer services
- a plan for upgrading or elimination of existing building stock
- operational cost savings due to consolidation and upgrades to buildings
- long range plan for potential future needs and growth
- new revenue opportunities from property disposition to offset costs of the consolidation

Scope

The initial phase of the study involved:

- Review of existing documentation
- Visits to municipal properties
- Workshops with maintenance staff, city assessor, and SPCD
- Meeting with Inspectional Services
- Evaluation of existing properties
- Assessment of highest and best use of municipal properties
- Identifying renovation/upgrades of properties required for municipal use
- Development of consolidation scenarios
- Development of comparative cost models for consolidation

The municipal properties or services not included in this consolidation plan are:

- Libraries
- Active schools
- Police stations*
- Fire stations*

Additionally, the Retirement Board offices, currently located in the City Hall Annex, are not part of this study. If and when the Annex offices are to be relocated, the Retirement Board as a separate, independent entity, will find other accommodations.

*The Police Headquarters, Engine No. 3 and Fire Prevention and Safety occupy the Public Safety Building at 228 Washington Street. In its present condition, half of the lower level of the building is not used due to water infiltration and poor indoor air quality. As a result the fire station and Fire Prevention and Safety currently are housed on-site in temporary trailers. The building is situated on a strategic 1.87-acre site adjacent to Union Square.

For the following reasons the Public Safety Building property and its programs were not incorporated in this consolidation plan:

- the specialized space requirements of public safety functions,
- the particular site and location needs of these programs within the city,
- and the separate funding opportunities for these programs.

The Department of Public Works (DPW) located at 1 Franey Road was also not incorporated in the consolidation plan. The large parcel is nearly six acres and the building and its storage garages are particular to the programs it serves. The DPW requires a considerable amount of land for its various storage and operational functions that would not easily relocate to any of the other properties included in this consolidation study. While the DPW property is not within the study scope, the programs currently at the DPW were reviewed to assess their appropriateness at this location.

The DPW and Public Safety Building programs and square footage are as follows:

No.	DEPARTMENT	Includes:	Current Location	GSF*
6	DEPART. OF PUBLIC WORKS		DPW	8,000
		Health Inspectors	DPW	1,350
		Inspectional Services	DPW	3,500
		Animal Control	DPW	500
9	FIRE DEPARTMENT	Fire Prevention/Safety	Public Safety Bldg	2,800
		Fire Station Engine Co. 3	Public Safety Bldg	9,000
15	POLICE DEPARTMENT		Public Safety Bldg	46,000

* Source: The Office of Strategic Planning & Development
= requires public access

Total 71,150

The ten properties included in this consolidation plan are:

- City Hall Annex, 50 Evergreen Avenue
- Edgerly School, 33 Cross Street
- Recreation Building, 19 Walnut Street
- Homans Building, 350 Medford Street
- Cummings School, 93 School Street
- 92 Union Square
- Powder House Community School, 1060 Broadway
- City Hall, 93 Highland Avenue
- Traffic & Parking, 133 Holland Street
- Youth and Senior Center, 165 Broadway

Process

The study team began by reviewing two distinct previous studies. In April 2003, the Office of Housing & Community Development conducted the *Homans Building Space Planning Study*. Homans Building, is a three-story, 1925 warehouse building with three adjoining garages. It is located at 350 Medford Street and is currently unoccupied. The 2003 *Study* proposed renovation of Homans to accommodate twelve city departments, and assessed Homans as “structurally sound, but will need all new systems and should have new exterior walls...”.

In March 2004, the *Municipal Property Review Committee (MPRC) Report* reviewed the 2003 *Study* and proposed use of the Powder House Community School for consolidation of municipal offices. In the 2004 *MPRC Report*, Homans Building was determined to be too small to accommodate the proposed city departments, to have insufficient parking, and to require a very high cost of renovation. The *MPRC Report* did agree with the 2003 *Study* in that “consolidation of departmental space in the City is sound policy and makes good sense.”

The 2004 *MPRC Report* proceeded to evaluate nine city-owned properties. The *Report* recommends that seven of the nine properties be disposed of, leaving the Traffic & Parking building in its current use and the Powder House Community School to be considered for renovation for consolidation of city departments. Powder House is a much larger building, at approximately 100,000 square feet, than the Homans Building, and is assessed to be in better physical condition. Parking availability and its proximity to public transportation made Powder House a viable option for consolidation.

In 2006, the Municipal Property Review Committee reformed. The MPRC revisited its recommendation to renovate Powder House for municipal offices due to the “escalating construction costs and an in-depth examination of the building’s structure” that led to a construction cost estimate increase from approximately \$6 million to upwards of \$14 million. The MPRC proposed further study, with HMFH Architects, “to determine which scenario best fits the needs of the city in the short and long term.”

The Mayor’s Office of Strategic Planning and Community Development (SPCD) generated a Needs Assessment spreadsheet to determine the gross square feet of program space required for municipal offices. SPCD interviewed the relevant departments, and based on staff numbers and department needs (conference space, storage, classroom, work room, etc.), created a matrix of square footage needs using industry standards for various types of office space. Further analysis was developed to understand where and how the programs are currently housed and the interrelationship of the many city departments.

The ten municipal properties were toured and individuals working at each building and DPW staff were consulted to obtain an overall understanding of the buildings’ physical condition, appropriateness of current use, and site/neighborhood compatibility. Through this review and analysis the study team was able to establish a comprehensive understanding of the properties and how they relate to the city’s program needs.

Other resources included the City Assessor’s database, current utility costs and SPCD’s development of disposition values for each of the properties. For ease of comparison, the property values were represented on a per square foot basis.

Once the needs (actual or proposed program areas) and the assets (the values and conditions of the properties) were established, the study team developed several preliminary approaches to consolidation that were reviewed with MPRC and SPCD. At the conclusion of this initial phase of the comprehensive consolidation plan, three final options were reviewed and tested with regards to financial and phasing implications. Further study is required for the preferred option.

3. Program Comprehension

The Mayor's Office of Strategic Planning & Community Development (SPCD) developed a space program on which the consolidation options are based. The space program identified all of the various departments that are housed in either the ten buildings that are included in this study or in currently leased space. The program was developed by using the most recent research compiled in the 2004 *MPRC Report*. Additional departments were added to the comprehensive study, and department staff were interviewed to ascertain their square foot needs. The departments were then organized alphabetically as is shown on the City of Somerville website. The program spreadsheet follows.

The total gross area required for all the departments included in this comprehensive consolidation plan is 225,800 square feet. The spreadsheet also indicates which building the program is currently located in. As the study progressed it was deemed appropriate to exclude both the Public Safety Building and the Department of Public Works building from the consolidation options. Capital Projects Management, currently located at DPW, remains in the consolidation program because this program would relocate adjacent to the other Executive departments. When these Public Safety and DPW programs are removed, the total gross area of program need is reduced to 154,650 square feet.

A large component of the comprehensive program is affiliated with the School Department. The school administration is currently at the leased Boys & Girls Club building on Washington Street. The SCALE program for adult learning and the Community Schools offices are in leased space at the Tufts Administration Building on Holland Street. The Special Education administration is at Edgerly School along with the Next Wave/Full Circle programs. It is clear that the School Department offices and programs are dispersed throughout the city. Based on several discussions, further investigation is needed to determine if the Special Education administration should remain located as a single department or, if space allows, be dispersed to each of the school buildings they serve and thereby integrate the special education program more fully into each facility.

A recent change moved the Health Inspectors offices from City Hall Annex to the DPW where they are now adjacent to the Inspectional Services Department.

The departments were defined by whether they do or do not require public access in an effort to better understand the daily operations of the departments. Public access is defined as access by the general public, i.e. Somerville citizens, to an office or program space to obtain services. Of the original 225,800 GSF (gross square feet) program approximately 150,000 GSF require public access.

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No.	DEPARTMENT	Includes:	Current Location	GSF*	Program Groupings
1	ASSESSING		City Hall	2,700	programs 68,170
2	AUDITING		City Hall	1,920	
3	CITY CLERK		City Hall	9,330	admin/services 75,480
4	COMMUNICATIONS	SCAT	City Hall SCAT Bldg.	1,600 4,500	<u>143,650</u>
5	ELECTIONS		City Hall	1,900	
6	EXECUTIVE	Arts Council Capital Projects Management Constituent Services Council on Aging Senior Program Grants Administration Mayor Office of the GLBT Liason SomerStat	Annex DPW City Hall TAB 165 Broadway City Hall City Hall City Hall City Hall	1,800 920 1,000 9,600 3,460 300 2,300 300 1,100	SCAT 4,500
7	HEALTH DEPARTMENT		Annex	2,250	
8	INFORMATION TECHNOLOGY		City Hall	3,400	City Hall Program 37,060
9	LAW OFFICE		City Hall	1,675	
10	STRATEGIC PLANNING	Development Planning/Zoning (incl. Historic) Finance/Admin Infrastructure/Open Space Housing Programs & Services	City Hall City Hall City Hall City Hall Annex	5,000 incl. incl. incl. 2,200	public access 97,890 Executive 20,780
11	PERSONNEL		City Hall	1,450	Strategic Planning 7,200
12	PURCHASING		City Hall	1,350	
13	RECREATION & YOUTH	Community Youth Program Multi-purpose Space Recreation	165 Broadway 165 Broadway 19 Walnut St/Rec Bldg	3,460 4,000 8,000	
14	SCHOOL DEPARTMENT	School Administration SCALE Next Wave & Full Circle SPED Parent Info Center Family Network Children's Partnership Food Services Technology Repair Community Schools	Boys & Girls Club 167 Holland Street/TAB Edgerly Edgerly Cummings School Cummings School Cummings School Winter Hill School Winter Hill School 167 Holland Street/TAB	8,200 10,000 11,900 8,000 7,500 incl. incl. 500 650 1,100	School Program 47,850
15	TRAFFIC & PARKING	Sign Shop/Meter Repair	133 Holland Street 133 Holland Street	5,205 1,795	
16	TREASURER/COLLECTOR		City Hall	2,035	
17	VETERAN'S SERVICES		Annex	1,250	
18	STORAGE	City Archives	City Hall	10,000	Annex Program 7,500
Total				143,650	

* Source: The Office of Strategic Planning & Development
= requires public access



The chart below compares the needs (program square-foot of municipal departments) and the assets (the existing, city-owned and leased square feet). The two DPW and Public Safety properties, and their respective programs are listed separately at the lower half of the sheet. This indicates that the amount of assets (building square feet) is 2.5 times the area than is needed to house the required programs (396,232 GSF vs. 143,650 GSF). Within the asset total is the leased space at the Boys and Girls Club and the Tufts Administration Building. This comparison highlights the excess space available and, in turn, the revenue opportunities from property disposition and elimination of leased space.

PROGRAM (i.e. NEEDS)	GSF*	BUILDING (i.e. ASSETS)	GSF**
ASSESSING	2,700	Annex	18,216
AUDITING	1,920	Edgerly	81,000
CITY CLERK	9,330	Recreation	13,464
COMMUNICATIONS	1,600	Homans	53,952
ELECTIONS	1,900	Cummings	31,386
EXECUTIVE	20,780	92 Union Square	9,000
HEALTH DEPARTMENT	2,250	Powder House	100,653
INFORMATION TECHNOLOGY	3,400	City Hall	35,693
LAW OFFICE	1,675	Traffic & Parking	11,368
STRATEGIC PLANNING	7,200	165 Broadway	10,950
PERSONNEL	1,450		365,682
PURCHASING	1,350		
RECREATION & YOUTH	15,460		
SCAT	4,500		
SCHOOL DEPARTMENT	47,850	Leased Space:	
TRAFFIC & PARKING	7,000	Boys & Girls Club	9,850
TREASURER/COLLECTOR	2,035	TAB	20,700
VETERAN'S SERVICES	1,250		
CITY ARCHIVES	10,000		
	143,650		396,232

* Source: Office of Strategic Planning & Development

** Source: Somerville Assessor's Office



4. Property Analysis

Description

The consolidation plan is focused on ten city-owned properties in Somerville. Each property was toured, existing documentation on the properties was reviewed, individuals who occupy the properties and DPW maintenance staff were consulted. Each task was undertaken to obtain a general knowledge of each property, its history, its current use, and its current condition. A brief description of each property follows:

City Hall Annex, 50 Evergreen Avenue

The Annex was constructed in 1962 as a nursing home. It is an 18,216 square-foot, three level building including a basement. It is currently used for municipal offices for Arts Council, Health Department, Housing Programs & Services, Veteran's Services, with various record storage at the lowest level. The building has an inefficient layout for its current use as offices due to the multiple toilet rooms. The following items need to be replaced due to age and/or deterioration: roof, windows, exterior steps and electrical distribution. The interior finishes are worn, the lighting is poor, the mechanical system requires upgrades and new toilet facilities are needed. The building is located on 0.36 acres in a residential neighborhood. The property has some parking and is near local bus routes.

In the future term, the Annex programs should be relocated to a more appropriate building and site and 50 Evergreen Avenue should be sold for residential development that would be appropriate in this residential neighborhood.

Edgerly School, 33 Cross Street

The Edgerly School was constructed in 1920 and has always served as a school building. It is an 81,000 square-foot, three level building. It is currently used by the school department for Special Education administration, Next Wave/Full Circle programs, and temporary school facilities for the Lincoln Park students until the new Argenziano School opens in September 2007. The following items need to be replaced due to age and/or deterioration: a portion of the roof, 2/3 of the windows, and exterior steps. The interior finishes are worn, the lighting is poor, the mechanical system requires upgrades and new toilet facilities are needed. The building is located on 1.01 acres in a residential neighborhood. The property has minimal parking and is near a local bus route.

In the future term, when renovated, either for municipal offices and programs or as residential units, the building will be a successful, pleasant space to either work or live. Edgerly's shortcomings lie in its site constraints; there is limited on-site parking possible and zoning will require that any change in use of this building will need to provide additional parking.

Recreation Building, 19 Walnut Street

The Recreation Building was constructed in 1900 as a district court house. It is a 13,464 square-foot, three level building including a basement. It is currently used by the Recreation Department for administrative offices, an art classroom plus support spaces, and a large multi-purpose room. The following items need to be replaced due to age and/or deterioration: roof, windows, exterior steps, and major masonry repair. The building is not accessible to the disabled at both the exterior and interior. The building requires all new electrical and mechanical systems, toilet facilities, and finishes. The building is located on 0.23 acres in a residential neighborhood. The property has minimal parking and is near a local bus route.

There is such extensive renovation work required at both the exterior and interior that the Rec Building has the highest per square foot renovation cost of all the buildings in this study. In addition to the high cost of renovation, the constrained site has only a few parking spaces and the interior configuration does not lend itself to an efficient layout for any other municipal program. In the future term, the Rec Building should be sold for renovation into distinctive residential units, a program type that would be appropriate in this dense residential neighborhood.

Homans Building, 350 Medford Street

The Homans Building was constructed in 1925 as a warehouse. The main building is a 53,952 square-foot, three level structure that is currently unused. There are three, single-story, garage-like structures adjoining the main building. DPW has minimal storage in one of the garages. Due to its intended use when constructed, the building has minimal lighting and heating, just enough to warehouse plumbing materials. The following items need to be replaced due to age and/or deterioration: roof, windows, and exterior masonry walls. The building is not accessible to the disabled at the exterior and the interior has only a freight elevator for accessible vertical circulation. The building requires all new electrical and mechanical systems, plumbing, toilet facilities, and finishes. The building is located on 1.11 acres in a commercial area at the other side of the train tracks from City Hall. The property has parking and is near local bus routes.

The building itself should be demolished rather than renovated. Due to the extensive renovation work that would be required for any reuse, the only component of the building that would be kept in a renovation is the structure, and even this would need to be supplemented to meet today's seismic code requirements. The Homans property is greater than an acre, centrally located, and adjacent to train tracks that in the future will accommodate the extension of the MBTA's Green Line. This city-owned property is valuable for its location, not its buildings. The site has great potential for future development.

Cummings School, 93 School Street

The original Cummings School was constructed in 1930 with an addition constructed in the 1960's and has always served as a school building. It is a 31,386 square-foot, multi-level building; portions of the building are one, two, and three stories. It is currently used by the school department as the Cummings School and the Parent Information Center. The Cummings students will attend the new Argenziano School beginning in September 2007. The following items need to be replaced due to age and/or deterioration: windows, lintels and exterior steps. The building is not accessible to the disabled both at the exterior and interior of the facility. The interior finishes are worn, the lighting is poor, and the mechanical and electrical systems require upgrades. The building is located on 1.04 acres in a residential neighborhood. The property has parking and is near a local bus route.

In the future term and once renovated, the Cummings School will be able to accommodate municipal programs successfully.

92 Union Square

92 Union Square was constructed as a fire station in 1900. It is a 9,000 square-foot, two level (plus un-inhabitable basement) building. It is currently used by Somerville's Community Access Television (SCAT) at the first floor and Massachusetts Association of Portuguese Speakers at the second floor. The exterior of the building needs window replacement and minor roof repair and masonry repointing. The interior vertical circulation

is not accessible. The interior finishes, lighting, and the mechanical and electrical systems require upgrades. The building is located on 0.31 acres in a commercial square. The property does not have parking but is adjacent to public metered parking lot and is on local bus routes.

The building is located in the heart of Union Square, a vibrant area of the city that is expected to be an area of future development due to the intended MBTA Green Line extension. In the future term, this building will be sold for commercial development.

Powder House Community School, 1060 Broadway

Powder House Community School was constructed in 1973 and has always served as a school building. It is a 100,653 square-foot, multi-level building; portions are two and three stories. It is currently unoccupied. The exterior of the building needs window replacement and minor roof repair, masonry repointing, and exterior step repair. The main entrance is not accessible. The interior finishes are worn, the lighting is poor, the electrical system requires upgrades, the mechanical system needs to be replaced and the toilet facilities need to be upgraded. The building is located on 1.86 acres in a residential neighborhood in West Somerville. The property has parking and is near local bus routes.

In this study, it is the most valuable property if sold and the most costly property if renovated. A previous study assessed its potential for consolidation, and determined that the majority of the municipals programs could technically “fit”. However, any reuse plan presents significant challenges: its impact on the neighborhood and its high renovation costs. In the future term, PHCS greatest value to the city is to be sold for development.

City Hall, 93 Highland Avenue

City Hall was renovated in 1989 and has served as City Hall since its construction in the 1940's. It is a 35,693 square foot, four level building. It is currently used for municipal offices such as the Mayor's offices, Assessor, Auditing, City Clerk, Purchasing, and the Office of Strategic Planning & Development. The exterior of the building needs window replacement and minor flashing repair and masonry repointing. One of the building's entrances is not accessible to the physically disabled. The interior finishes, lighting, electrical, and toilet facilities need upgrading. Minor water damage repair is needed in the Board of Alderman's Chamber. The building is located on the same property with the Somerville High School and the Somerville Public Library. The property has parking and is on local bus routes.

City Hall is a distinctive civic building, centrally located “on the hill” in Somerville. While no major changes are contemplated, City Hall is included in this study to incorporate its municipal programs into the matrix and to assess the minor renovations that the facility needs.

Traffic & Parking, 133 Holland Street

The Traffic & Parking building was constructed in 1940 as a U.S. Post Office. It is an 11,368 square-foot, two-level building including a basement. The upper floor is used by the Traffic and Parking offices and the lower floor is used by the Meter and Sign Shop. The exterior of the building needs minor flashing repair and masonry repointing. The foundation/ basement walls require investigation into the cause of the significant water infiltration; repair and dampproofing may be required. The upper floor is accessible via a stair lift; the lower level is not accessible. The interior at the lower level needs moisture remediation, asbestos abatement and new lighting. The building is located on 0.23 acres in a residential

neighborhood. The property has minimal parking and is on local bus routes.

The Traffic & Parking program can occur anywhere in the city where parking and public transportation are available. In the future term and in an effort to consolidate programs and eliminate inefficiencies, it is likely that this program will be incorporated into another city-owned property and this property would be sold.

165 Broadway

The building was constructed in 1900 as a fire station. It is a 10,950 square-foot, two level building. The lower floor is used by the East Somerville Senior Center and the upper floor is the Community Youth Program. The exterior of the building needs window replacement and minor roof repair and masonry repointing. The interior vertical circulation is not accessible. The interior finishes, lighting, and the mechanical and electrical systems require upgrades. The building is located on 0.21 acres in a commercial area. The property does not have parking and is on local bus routes.

In the intermediate term, a full renovation would improve its appearance, its character as a municipal property, its efficiency of space and use, and its accessibility. The current programs (senior center and youth center) serve the East Somerville community. It is foreseeable that these programs would remain at this location.

Photographs of each building follow.



CITY HALL ANNEX
50 Evergreen Avenue
YEAR BUILT: 1962

GSF: 18,216
LEVELS: 2 (plus basement)
LAND: 0.36 acres



HOMANS BUILDING
350 Medford Street
YEAR BUILT: 1925

GSF: 53,952 (main building)
LEVELS: 3
LAND: 1.11 acres



EDGERLY SCHOOL
33 Cross Street
YEAR BUILT: 1920

GSF: 81,000
LEVELS: 3
LAND: 1.01 acres



CUMMINGS SCHOOL
93 School Street
YEAR BUILT: 1930/1963

GSF: 31,386
LEVELS: multi-levels
LAND: 1.04 acres



RECREATION BUILDING
19 Walnut Street
YEAR BUILT: 1900

GSF: 13,464
LEVELS: 3
LAND: 0.23 acres



SCAT BUILDING
92 Union Square
YEAR BUILT: 1900

GSF: 9,000
LEVELS: 2
LAND: 0.31 acres

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**POWDER HOUSE
COMMUNITY SCHOOL**
1060 Broadway
YEAR BUILT: 1973

GSF: 100,653
LEVELS: 3/2
LAND: 1.86 acres



165 BROADWAY
YEAR BUILT: 1900

GSF: 10,950
LEVELS: 2
LAND: 0.21 acres



CITY HALL
93 Highland Avenue
YEAR BUILT: 19XX/1989

GSF: 35,693
LEVELS: 4
LAND: XXX



DPW BUILDING
1 Franey Road
YEAR BUILT: 1900

GSF: 14,946
LEVELS: 3
LAND: 5.96 acres



**TRAFFIC & PARKING
BUILDING**
133 Holland Street
YEAR BUILT: 1940

GSF: 11,368
LEVELS: 2
LAND: 0.23 acres



PUBLIC SAFETY BUILDING
228 Washington Street
YEAR BUILT: 1927/1985

GSF: 87,579
LEVELS: 3
LAND: 1.87 acres

Evaluation

As an initial method to highlight the buildings' existing conditions, the study team developed the following chart using a 0-3 ranking system of five areas of concern: accessibility, finishes, hazardous materials, mechanical/electrical/plumbing systems and structure. The totals column provides an initial sense of which properties are in the best physical condition (City Hall) versus those that require the most improvements (Homans Building).

EXISTING CONDITIONS

PROPERTY	ACCESS	FINISHES	HAZMAT	SYSTEMS	STRUCT.	TOTALS
Annex	1	2	0	2	0	5
Edgerly	1	2	2	2	0	7
Recreation	3	3	2	3	0	11
Homans	3	3	3	3	3	15
Cummings	3	2	2	1	0	8
92 Union Square	2	1	1	0	0	4
Powder House	2	2	1	2	0	7
City Hall	0	2	0	0	0	2
Traffic & Parking	1	3	3	2	0	9
165 Broadway	3	3	1	2	0	9

KEY:

ACCESS = accessibility at entrance and interior

FINISHES = finishes at interior and exterior

HAZMAT = hazardous material abatement needed; observation only; does not include site

SYSTEMS = systems (MEP/FP) upgrade/replacement

STRUCTURAL = structural upgrades needed; observation only

0 = NONE

1 = MINIMUM

2 = MEDIUM

3 = MAXIMUM

One objective of this consolidation plan is to determine the highest and best use of city-owned properties. Within this context, the study team identified properties in terms of their appropriateness. Appropriateness is defined as meeting the needs of the intended program in a facility that provides the necessary parking and access to public transportation, generates favorable neighborhood impact and fits the program needs well, in a building of suitable municipal character. The chart provides an assessment of each property relative to its appropriateness for its current use. Two buildings are currently unoccupied: Homans and Powder House Community School. The City Hall Annex, because it was constructed as a nursing home, does not have the appropriate character of a municipal office building.

BUILDING APPROPRIATENESS for EXISTING USE

PROPERTY	CHARACT- ER	PARKING	PUBLIC TRANSP ¹	Neighb'd IMPACT	PROGRAM FIT
Annex	N	Y	Y	N	N
Edgerly	Y	N	Y	Y	Y
Recreation	Y	N	Y	Y	Y
Homans	-	-	-	-	-
Cummings	Y	N	Y	Y	Y
92 Union Square	Y	Y*	Y	Y	Y
Powder House	-	-	-	-	-
City Hall	Y	Y	Y	Y	Y
Traffic & Parking	N	Y**	Y	Y	Y
165 Broadway	Y	N	Y	Y	Y

* Public meter parking only

** On-street parking available

¹ Public transportation is within 1/4 mile/ 5 minute walk

Renovation Scope

Each of the properties has particular renovation needs in order to maintain and improve the existing conditions. To provide equality to the renovation scopes outlined, it is assumed that all buildings are to be renovated to a consistent level. Each building is to be renovated to operate as a municipal office building, inclusive of improvements to or new finishes, lighting, mechanical and electrical systems, and accessibility to all public areas. The renovations would meet the requirements of the Massachusetts State Building Code, Massachusetts Architectural Access Board (MAAB), and the Americans with Disabilities Act (ADA). Renovation budget estimates for each property were developed to provide comparative costs of construction. The Homans Building scope and budget is for new construction.

The renovation scope and budget estimates for each property follow. The budget estimates are in 2006 construction dollars. Future escalation may be estimated at approximately 6%-8% per year. The budget estimates shown for exterior, interior and site work include the general contractor's mark up and profit. The soft costs include design services and fees, testing, permitting, etc. and are calculated at 20% of the construction cost, which is an industry standard. The project contingency is calculated at 25% of the combined construction and soft costs. The project contingency is intentionally high to allow for variations in scope and intentions for these projects. As a project progresses through the design phases and a more complete scope is determined, the project contingency would decrease.

BUILDING	RENOVATIONS NEEDED	BUDGET ESTIMATE
Annex 1962 18,216 GSF (12,000) 2 plus basement level (former nursing home) current use - offices	EXTERIOR:	
	replace flat roof (t&g/rubber)	
	replace windows	
	replace concrete steps front and back	
	new accessible ramp	
	Exterior Subtotal:	\$185,000
	INTERIOR:	
	upgrade electrical	
	new central HVAC system	
	new toilet rooms	
	paint all surfaces	
	replace carpeting	
	replace ACT	
	new lighting	
	elevator upgrades	
	minor new partitions	
	Interior Subtotal:	\$700,000
	SITE:	
	upgrade 10-12 space parking lot (\$2000/space)	
	Site Subtotal:	\$34,000
Subtotal, incl. GC markup/profit		\$919,000
Soft costs		\$183,800
Project Contingency		\$275,700
Total		\$1,378,500

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BUILDING	RENOVATIONS NEEDED	BUDGET ESTIMATE
Recreation	EXTERIOR:	
1900	replace roof -flat (t&g/rubber)	
13,464 GSF	replace windows (lintels, etc.)	
2 plus basement level	major stone & masonry repointing - historic façade	
	replace concrete steps	
	new accessible ramp	
(former district court)	INTERIOR:	
current use - offices/	new electrical	
recreation space	new central HVAC system	
	new toilet rooms	
	asbestos abatement at piping	
	refinish wood floors	
	paint all surfaces	
	replace ACT	
	new lighting	
	new elevator	
	Exterior & Interior Subtotal:	\$1,800,000
	SITE:	
	upgrade 3-4 space parking lot	
	Site Subtotal:	<u>\$13,000</u>
	Subtotal, incl. GC markup/profit	\$1,813,000
	Soft costs	\$362,600
	Project Contingency	\$543,900
	Total	<u>\$2,719,500</u>

BUILDING	RENOVATIONS NEEDED	BUDGET ESTIMATE
92 Union Square	EXTERIOR:	
1900	minor roof repair (original pitched slate roof)	
9,000 GSF	replace windows (lintels, etc.) 2nd floor only	
2 levels	minor masonry repointing	
	INTERIOR:	
	minor electrical upgrade	
(former fire station)	new HVAC system (@ 2nd floor)	
current use - offices/	asbestos abatement at piping	
tv studio	refinish wood floors (@ 2nd floor)	
	paint all surfaces (@ 2nd floor)	
	new ACT (@ 2nd floor)	
	new lighting (@ 2nd floor)	
	minor new partitions (@ 2nd floor)	
	new elevator	
	minor renovations at 1st floor (\$40/sf)-Not Included	
	Exterior & Interior Subtotal:	\$450,000
	SITE:	
	none	
	Site Subtotal:	<u>\$0</u>
	Subtotal, incl. GC markup/profit	\$450,000
	Soft costs	\$90,000
	Project Contingency	\$135,000
	Total	<u>\$675,000</u>

BUILDING	RENOVATIONS NEEDED	BUDGET ESTIMATE
Cummings 1930/1960's 31,386 GSF multi-level current use - school	EXTERIOR:	
	minor roof repair	
	replace windows (lintels, etc.)	
	minor masonry repointing	
	repair concrete steps	
	new accessible ramp (2 locations)	
	INTERIOR:	
	upgrade electrical	
	new central HVAC system	
	asbestos abatement at piping/VAT	
	remove/abate unused oil tank	
	refinish wood floors	
	paint all surfaces	
	replace ACT	
	new lighting	
	major new partitions	
	new elevators (2)	
	Exterior & Interior Subtotal:	\$3,000,000
	SITE:	
	new 12-14 space parking lot at blacktop play area	
	Site Subtotal:	<u>\$38,000</u>
Subtotal, incl. GC markup/profit		\$3,038,000
Soft costs		\$607,600
Project Contingency		\$911,400
Total		<u>\$4,557,000</u>

BUILDING	RENOVATIONS NEEDED	BUDGET ESTIMATE
Powder House	EXTERIOR:	
1973	repair flat roof	
100, 653 GSF	replace windows (lintels, etc.)	
3/2 levels	minor masonry repointing	
	repair concrete steps	
(former school)	new accessible ramp	
current use - not used	INTERIOR:	
	upgrade electrical	
	new central HVAC system (replace electric system)	
	new toilet rooms	
	asbestos abatement at piping/VAT	
	new VCT flooring	
	paint all surfaces	
	replace ACT	
	new lighting	
	major new partitions (demo operable & cmu walls)	
	new elevator	
	seismic	
	Exterior & Interior Subtotal:	\$9,600,000
	SITE:	
	new 24-28 space parking lot at blacktop play area	
	Site Subtotal:	<u>\$76,000</u>
	Subtotal, incl. GC markup/profit	\$9,676,000
	Soft costs	\$1,935,200
	Project Contingency	\$2,902,800
	Total	<u>\$14,514,000</u>

BUILDING	RENOVATIONS NEEDED	BUDGET ESTIMATE
City Hall 1900's/1989 renov 35,693 GSF 4 levels (former City Hall) current use - City Hall	EXTERIOR:	
	minor flashing repair	
	minor masonry repointing	
	new accessible ramp	
	Exterior Subtotal:	\$75,000
	INTERIOR:	
	minor electrical upgrade	
	upgrade toilet rooms in part	
	refinish/repair terrazzo flooring	
	minor water damage repair	
	paint all surfaces	
	replace ACT in part	
	new lighting in part	
	minor new partitions 8000SF (? new attic space)	
	Interior Subtotal:	\$575,000
	SITE:	
	none	
	Site Subtotal:	<u>\$0</u>
	Subtotal, incl. GC markup/profit	\$650,000
	Soft costs	\$130,000
	Project Contingency	\$195,000
	Total	<u>\$975,000</u>
	new central HVAC system (\$1.7M) - none	\$0
	new windows	<u>\$350,000</u>
	Subtotal, incl. GC markup/profit	\$350,000
	Soft costs	\$70,000
	Project Contingency	\$105,000
	Sub Total	<u>\$525,000</u>
	Total w/ new windows	\$1,500,000

BUILDING	RENOVATIONS NEEDED	BUDGET ESTIMATE	
Traffic & Parking 1940 11,368 GSF 2 levels (1 is a basement) (former post office) current use - offices of T&P	EXTERIOR:		
	minor roof/flashing repairs		
	minor masonry repointing		
	foundation/basement dampproofing		
	foundation/basement concrete repair		
	INTERIOR:		
	asbestos abatement VAT at basement		
	remediate moisture damage at basement		
	indoor air quality issues at basement		
	new concrete topping at basement floor		
	new lighting at basement		
	new elevator		
	Exterior & Interior Subtotal:	\$280,000	
	SITE:		
	upgrade 6-8 space parking lot		
	Site Subtotal:	<u>\$26,000</u>	
	Subtotal, incl. GC markup/profit	\$306,000	
	Soft costs	\$61,200	
	Project Contingency	<u>\$91,800</u>	
	Total - basement level only		\$459,000
	Subtotal, repurpose upper floor (\$40/sf), incl. GC markup/profit	\$224,000	
	Soft costs	\$44,800	
	Project Contingency	<u>\$67,200</u>	
	Sub Total		<u>\$336,000</u>
	Total - both floor levels		\$795,000

BUILDING	RENOVATIONS NEEDED	BUDGET ESTIMATE
165 Broadway 1900 10,950 GSF 2 levels (former fire station) current use - senior center/youth center	EXTERIOR: minor roof repair (original pitched slate roof) replace windows (lintels, etc.) major masonry repointing/ cleaning INTERIOR: minor electrical upgrade new HVAC system asbestos abatement at piping refinish wood floors paint all surfaces new ACT new lighting minor new partitions new elevator Exterior & Interior Subtotal: SITE: none Site Subtotal:	 \$1,200,000 <u>\$0</u> Subtotal, incl. GC markup/profit \$1,200,000 Soft costs \$240,000 Project Contingency \$360,000 Total <u>\$1,800,000</u>

In an effort to further compare and understand the level of renovation scope required at each of the properties, the property ranking developed during the initial evaluation compared to the renovation cost per square foot developed in the budget estimates. The information below shows that the budget estimates are in line with the initial assessment of each property. The only property out of sync is Traffic & Parking. This is for two reasons:

- It assumed no change in use, therefore the upper floor was not altered significantly. If the per square foot cost was calculated by only the lower level square footage (\$459,000/5,683 SF) than the cost per square foot would double to \$80.75.
- The level of renovation needed for both hazardous material abatement and finishes at the lower level were ranked as at the highest evaluation level, a 3=maximum.

Property Comparison

PROPERTY	BLDG GSF	LAND ACRES	Ranking ¹	RENOVATION COST ²	
				ESTIMATE	\$/GSF
City Hall	35,693		2	\$1,500,000	\$42.03 (no HVAC)
92 Union Square	9,000	0.31	4	\$945,000	\$105.00 (incl. change of use)
Annex	18,216	0.36	5	\$1,378,500	\$114.88 (upper floors only)
Edgerly	81,000	1.01	7	\$9,789,000	\$120.85
Powder House	100,653	1.86	7	\$14,514,000	\$144.20
Cummings	31,386	1.04	8	\$4,557,000	\$145.19
Traffic & Parking	11,368	0.23	9	\$459,000	\$40.38 (no change of use)
165 Broadway	10,950	0.21	9	\$1,800,000	\$164.38
Recreation	13,464	0.23	11	\$2,719,500	\$201.98
Homans	53,952	1.11	15	\$27,210,000	\$313.84 (new construction,
Total	365,682			\$64,872,000	86,700sf)

¹ Initial evaluation of existing building condition

² All buildings are assumed to be renovated for municipal office/program use

A final step prior to developing the preliminary options for municipal property consolidation was to compile the various values and cost implications for each property onto a single spreadsheet. Each property is listed; the building gross square feet, the land acreage and the assessed values all came from the City of Somerville's Assessor's Database. The assessed values were recently updated in December 2006. The Office of Strategic Planning & Community Development (SPCD) worked with the City Assessor's office to develop the disposition values for each property, taking the following factors into consideration:

- Highest and best use: residential or commercial; rehabilitation of the existing building or new construction
- Zoning requirements
- Conservative parking requirements
- Conservative construction cost
- Recent comparable sales of school buildings in Somerville and Medford

The values are for comparative purposes only. Of the ten properties considered for the consolidation plan, the Powder House Community School has the highest disposition value. Second highest disposition value is for the Edgerly School. The lowest disposition value is for the 165 Broadway property. On a cost-per-square-foot disposition value, the SCAT Building in Union Square is by far the highest, nearly two times that of the next highest.

Utility costs for the most recent full year, 2006, are provided on the spreadsheet. City Hall has the highest per square foot utility cost; this is expected as City Hall is used both days and evenings in comparison to the 9-to-5 office use of the Annex. Powder House Community School's utility rate represents a little more than half a year when the building was partially occupied, while currently it is vacant. However, utility rates may vary for a number of reasons:

- Low efficiency of aging systems
- Minimally designed systems (i.e. window air conditioning units vs. central air conditioning systems)
- Single-pane windows and other uninsulated systems
- Spaces that are no longer used as originally intended (i.e. new interior partitions may hinder the building's system's efficiency)

The study team developed budget estimates for renovation costs. The scope for the renovations is outlined in this section of the report. The most costly property renovation is the Homans Building. The approximate \$27 million cost is for construction of a new 86,700 gross square foot municipal office building, inclusive of site development. There is an assumption that an additional 10,000 gross square feet will be developed by MBTA for a T station when the Green Line is extended along the tracks beside the Homan's property line. The 96,700 gross square feet total for new construction is the maximum that may be built on the property within zoning regulations.

Property Comparison

PROPERTY	BLDG GSF	LAND ACRES	ASSESSED VALUE ¹		DISPOSITION VALUE ²		
			\$	\$/GSF	\$	**	\$/GSF
Annex	18,216	0.36	\$1,383,200	\$75.93	\$1,383,200	R	\$75.93
Edgerly	81,000	1.01	\$5,027,600	\$62.07	\$5,027,600	R	\$62.07
Recreation	13,464	0.23	\$912,700	\$67.79	\$934,643	R	\$69.42
Homans*	53,952	1.11	\$1,764,300	\$32.70	\$1,940,730	N	\$35.97
Cummings	31,386	1.04	\$2,305,700	\$73.46	\$2,305,000	R	\$73.44
92 Union Square	9,000	0.31	\$1,415,600	\$157.29	\$1,415,600	R	\$157.29
Powder House	100,653	1.86	\$7,190,300	\$71.44	\$7,190,300	N	\$71.44
City Hall	35,693			\$0.00	\$2,933,560	R	\$82.19
Traffic & Parking	11,368	0.23	\$966,100	\$84.98	\$966,100	N	\$84.98
165 Broadway	10,950	0.21	\$875,500	\$79.95	\$875,500	R	\$79.95
Total	365,682						
DPW	14,946	5.97	\$6,514,400	\$435.86	\$7,165,840	N	\$479.45
Public Safety	87,579	1.87	\$4,945,200	\$56.47	\$5,439,720	N	\$62.11

* Homans incurs \$180,000/year in note costs, therefore an additional \$3.33 per GSF.

** Assumes either new construction ("N") or rehab of existing building ("R")

¹ Source: Somerville Assessor's Office

² Source: The Office of Strategic Planning & Development

³ All buildings are assumed to be renovated for municipal office/program use

UTILITY COST ²		RENOVATION COST ³	
\$	\$/GSF	BUDGET ESTIMATE	\$/GSF
\$12,932	\$0.71	\$1,378,500	\$114.88 (upper floors only)
\$76,894	\$0.95	\$9,789,000	\$120.85
\$16,598	\$1.23	\$2,719,500	\$201.98
\$7,075	\$0.13	\$27,210,000	\$313.84 (new construction, 86,700sf)
\$41,301	\$1.32	\$4,557,000	\$145.19
\$9,327	\$1.04	\$945,000	\$105.00 (incl. change of use)
\$179,001	\$1.78	\$14,514,000	\$144.20
\$83,083	\$2.33	\$1,500,000	\$42.03 (no HVAC)
\$19,404	\$1.71	\$459,000	\$40.38 (no change of use)
\$16,725	\$1.53	\$1,800,000	\$164.38
		<u>\$64,872,000</u>	
\$143,864	\$9.63		
\$198,454	\$2.27		

5. Preliminary Options

In the process of developing possible consolidation scenarios, five initial approaches were developed. A spreadsheet showing the five options follows this text. These initial approaches were useful in two ways:

- By highlighting a single defining aspect
- By providing initial information to which the Committee was able to respond

Of these five approaches, three were arrived at subjectively and two were arrived at objectively. Options 2 and 3 are the scenarios arrived at objectively. The initial market values developed by SPCD indicated that Edgerly School, Powder House Community School and Homans Building, if sold, would generate the highest immediate revenue for the city. Option 2 represents the sale of these three properties. In this option there is an approximate 20,000 GSF shortfall in the remaining space that is needed to accommodate the municipal programs.

In Option 3 the consolidation program is divided into two categories:

- Administrative services and departments, approximately 76,500 GSF
- Programs for seniors, youth, recreation, and school, approximately 73,500 GSF

This scenario suggests that all of the programs could be located within the 81,000 GSF Edgerly School and the administrative services could be accommodated at City Hall, Cummings School and 92 Union Square. At this stage this was a test scenario and issues such as parking needs at Edgerly were not further explored.

Options 1, 4 and 5 were arrived at subjectively. Option 1 is based on the existing buildings' physical condition. Using our initial property evaluation chart, we selected the buildings that are in the best condition and that, when the square feet are totaled, provided enough to accommodate the consolidation program. The following properties are to remain in use:

- City Hall Annex
- 92 Union Square
- Powder House Community School
- City Hall

In Option 1 there is a surplus of 13,500 GSF of space that would allow for a small amount of future growth. The remaining surplus properties are to be sold, leased, or otherwise disposed of as determined by the city.

Option 4 is titled "By Location" and is an entirely subjective scenario that assumes having centrally located, city-owned properties as well as representative properties both in West and East Somerville to provide a good distribution of municipal services and programs. The following properties are to remain in use in Option 4:

- Cummings School – Central Somerville
- 92 Union Square
- Powder House Community School – West Somerville
- City Hall – Central Somerville
- 165 Broadway – East Somerville

In Option 4 there is a surplus of 37,600 GSF of space that would allow for growth in the future. The remaining surplus properties are to be sold, leased, or otherwise disposed of as

determined by the city.

Option 4 is titled “By Appropriateness” and is an entirely subjective scenario that assumes a property that is to serve the citizens of Somerville should provide an appropriate level of character befitting a municipal department or service. The following properties were selected for their solidity and stature:

- Edgerly School
- Cummings School (especially the original building)
- 92 Union Square
- City Hall

In Option 4 there is a surplus of 7,000 GSF of space that would allow for a small amount of growth in the future. The remaining surplus properties are to be sold, leased, or otherwise disposed of as determined by the city.

Consolidation Options

Existing Space		1 By Bldg Condition		2 By Market Value	
Program Need	149,995	149,995		149,995	
Space Available	GSF	In use	Surplus	In use	Surplus
Annex	18,216	18,216		18,216	
Edgerly	81,000		81,000		81,000
Recreation	13,464		13,464	13,464	
Homans	53,952		53,952		53,952
Cummings	31,386		31,386	31,386	
92 Union Square	9,000	9,000		9,000	
Powder House	100,653	100,653			100,653
City Hall	35,693	35,693		35,693	
Traffic & Parking	11,368		11,368	11,368	
165 Broadway	10,950		10,950	10,950	
Total	365,682	163,562	202,120	130,077	235,605
New or (Surplus) Space	(215,687)	(13,567)		19,918	
Not Included in Study:					
DPW	14,946	14,946		14,946	
Public Safety	87,579	87,579		87,579	

3 By Admin/Serv. v. Programs			4 By Location		5 By Appropriateness	
76,470	73,525		149,995		149,995	
Admin/Ser	Programs	Surplus	In use	Surplus	In use	Surplus
		18,216		18,216		18,216
	81,000			81,000	81,000	
		13,464		13,464		13,464
		53,952		53,952		53,952
31,386			31,386		31,386	
9,000			9,000		9,000	
		100,653	100,653			100,653
35,693			35,693		35,693	
		11,368		11,368		11,368
		10,950	10,950			10,950
76,079	81,000	208,603	187,682	178,000	157,079	208,603
391	(7,475)		(37,687)		(7,084)	
14,946			14,946		14,946	
87,579			87,579		87,579	

Four additional consolidation scenarios were developed for review. Each option assumes a different building is to remain in use in addition to City Hall. The spreadsheet showing the four options follows this text.

- Option 1: Edgerly School remains
- Option 2: Cummings School remains
- Option 3: Powder House Community School remains
- Option 4: Private/Public Development

To achieve the required program area, each option proposes additional properties to remain in use. In Option 1, City Hall, Edgerly School and Cummings School, together provide nearly the total amount of required square footage to accommodate the consolidation program. In Option 2, City Hall and Cummings School remain and a to-be-determined (TBD) facility is needed to provide the required square footage to accommodate the consolidation program. In Option 3, City Hall, Powder House Community School, and Cummings School provide the required square feet for the program with a surplus of nearly 18,000 GSF for future expansion. Option 4 proposes that in addition to City Hall a new facility of approximately 115,000 GSF is needed to accommodate the consolidation program. Where this facility is located and how it is funded is to-be-determined.

In all four scenarios the remaining unused properties are considered surplus and may be sold, leased, or otherwise disposed of as determined by the city.

Consolidation Options

1 EDGERLY OPTION

Program Need	149,995
Buildings In Use:	GSF
City Hall	35,693
Edgerly	81,000
Cummings	31,386
Total	148,079

New or (Surplus) Space **1,916**

Surplus Buildings:

Annex	18,216
Recreation	13,464
Homans	53,952
92 Union Square	9,000
Powder House	100,653
Traffic & Parking	11,368
165 Broadway	10,950
Total	217,603

2 CUMMINGS OPTION

Program Need	149,995
Buildings In Use:	GSF
City Hall	35,693
Cummings	31,386
XXXXX - TBD	82,916
Total	149,995

New or (Surplus) Space **0**

Surplus Buildings:

Annex	18,216
Recreation	13,464
Homans	53,952
Edgerly	81,000
92 Union Square	9,000
Powder House	100,653
Traffic & Parking	11,368
165 Broadway	10,950
Total	298,603

3 POWDER HOUSE OPTION

Program Need	149,995
Buildings In Use:	GSF
City Hall	35,693
Powder House	100,653
Cummings	31,386
Total	167,732

New or (Surplus) Space **(17,737)**

Surplus Buildings:

Annex	18,216
Recreation	13,464
Homans	53,952
92 Union Square	9,000
Edgerly	81,000
Traffic & Parking	11,368
165 Broadway	10,950
Total	197,950

4 PRIVATE/PUBLIC OPTION

Program Need	149,995
Buildings In Use:	GSF
City Hall	35,693
XXXXXX - TBD	114,302
Total	149,995

New or (Surplus) Space **0**

Surplus Buildings:

Annex	18,216
Recreation	13,464
Homans	53,952
Cummings	31,386
92 Union Square	9,000
Edgerly	81,000
Powder House	100,653
Traffic & Parking	11,368
165 Broadway	10,950
Total	329,989

6. Options 1, 2 and 3

The three options use all the available information gathered during the consolidation study process. The following factors were taken into consideration to develop the options:

- Sale revenue
- Renovation costs
- Tax revenue
- Lease savings
- Utility savings
- Program fit
- Character of the property
- Parking and public transportation availability
- Neighborhood impact

The three options provide three ways for the city to look at consolidation of its municipal services. They are intended to give the city flexibility in the future as the assets and needs shift over time. Each option is developed by testing a specific hypothesis regarding municipal offices. The hypothesis tested for Option 1 is that municipal offices should be consolidated in city-owned buildings that are proximate to City Hall. The hypothesis tested for Option 2 is what occurs when the city sells the properties with the highest disposition value. And Option 3 tests the concept that consolidation in buildings that are not appropriate for office use is not the best use of city funding. Therefore in Option 3, in the immediate term, only minimal consolidation will occur allowing the city to sell some of its properties. In the future term, the city can revisit the concept of a larger-scale consolidation, possibly with a private development partner.

The phasing scenarios presented here are intended as examples of the phasing that might occur at a general level; it is clear that the actual phasing will be more complex and dynamic due to the variables associated with relocating departments and programs.

Option 1 enables the city to retain properties to centralize municipal services. The properties retained are:

- Homans property (new construction)
- Cummings School
- City Hall
- 165 Broadway

Homans, Cummings and City Hall are centrally located in the city and are an easy walk from one property to the next, albeit downhill in either direction from City Hall. The decision to keep 165 Broadway, a former fire station that houses both senior and youth programs, was made because the programs serve East Somerville neighborhood. This option assumes a complete build-out of the Homans property within current zoning requirements that allow 96,700 GSF. If 10,000 GSF were set aside for MBTA development once the Green T Line is extended, this would enable the city to construct an 86,700 GSF new building for municipal services. As a first pass at distributing the various programs the following is projected for each property:

Homans property (new building):

- City Hall Annex departments
- School Administration
- Special Education Administration (TBD)
- SCALE
- Council on Aging
- Recreation offices
- SCAT
- Traffic and Parking

Cummings School:

- Next Wave/Full Circle Programs
- Community Schools
- Parent Information Center
- Recreation to use gymnasium and 1 classroom for art program

City Hall:

- Essentially the same programs, with potential for some shifting of programs to Homans property

165 Broadway:

- Senior Center
- Youth Center

Note: the “TBD” for the Special Education Administration refers to the need for further investigation into this possible distribution.

The preliminary phasing scenario for Option 1 is as follows:

1. **Sell** Powder House Community School (currently vacant)--immediate
2. Planning, design and construction of the Homans property--complete within 2 ½ years
3. Planning, design and phased renovation of 165 Broadway--complete within 1 ½ years
4. Students vacate Cummings School--July 2007
5. Lincoln Park students vacate Edgerly School--July 2007
6. PIC temporarily moves to Edgerly--September 2007
7. Cummings renovation--complete within 1 year
8. Next Wave/ Full Circle and SCALE move to Cummings--September 2008
9. Recreation offices to Annex, Recreation use at Cummings, **Sell** Recreation--September 2008
10. Special Education Administration distributed to schools (TBD)--by September 2008
11. **Sell** Edgerly School--September 2008
12. Homans property complete--June 2009, relocate programs to new building
13. **Eliminate** leases at Boys & Girls Club and TAB--June 2009
14. **Sell** 92 Union Square, City Hall Annex, Traffic & Parking

The worksheet, cost analysis summary, and appropriateness chart for Option 1 are on the following page. The cost analysis summary provides the sale and tax revenue gained and the new construction and/or renovation costs incurred for the option. Additionally, a summary shows if a property does (yes=Y) or does not (no=N) provide the level of appropriateness for its intended use within five categories: Character, Parking, Public Transportation, Neighborhood Impact and Program Fit. Option 1 has great potential of meeting each of these values for each of the municipal properties that is retained or, in the case of the Homans property; developed.

Option 1 Pros:

1. Retain centralized properties for municipal use
2. Consolidate programs onto a city-owned property (Homans)
3. Development of a new building/ property to meet city needs
4. Energize neighborhood
5. Future MBTA access at the Homans site

OPTION 1: RETAIN PROPERTY TO CENTRALIZE MUNICIPAL SERVICES

Worksheet:

				DISPOSITION VALUE ¹			TAX REVENUE ¹	RENOVATION COST ²	
	PROPERTY	BLDG GSF	LAND ACRES	\$	**	\$/GSF	\$/YEAR	ESTIMATE	\$/GSF
Immediate Sales	Edgerly	81,000	1.01	\$5,027,600	R	\$62.07	\$86,872	\$9,789,000	\$120.85
	Powder House	100,653	1.86	\$7,190,300	N	\$71.44	\$110,761	\$14,514,000	\$144.20
	SubTotal			\$12,217,900			\$197,633	\$24,303,000	
Intermediate Renovations	Homans*	53,952	1.11	\$0	N	\$0.00	\$0	\$25,914,300	\$298.90
	Cummings	31,386	1.04	\$0	R	\$0.00	\$0	\$4,557,000	\$145.19
	City Hall	35,693		\$0	R	\$0.00	\$0	\$1,500,000	\$42.03
	165 Broadway	10,950	0.21	\$0	R	\$0.00	\$0	\$1,800,000	\$164.38
				\$0			\$0	\$33,771,300	
Future Sales	92 Union Square	9,000	0.31	\$1,415,600	R	\$157.29	\$18,936	\$945,000	\$105.00
	Annex	18,216	0.36	\$1,383,200	R	\$75.93	\$38,777	\$1,378,500	\$114.88
	Recreation	13,464	0.23	\$934,643	R	\$69.42	\$32,168	\$2,719,500	\$201.98
	Traffic & Parking	11,368	0.23	\$966,100	N	\$84.98	\$22,211	\$459,000	\$81.96
	SubTotal			\$4,699,543			\$112,092	\$5,502,000	
LEASED SPACE							SAVINGS/YR		
	Boys & Girls	9,850					\$181,634		
	TAB	20,700					\$264,331		
							\$445,965		

* Homans incurs \$180,000/year in note costs.

** Assumes either new construction ("N") or rehab of existing building ("R")

¹ Source: The Office of Strategic Planning & Development

² All buildings are assumed to be renovated or new construction for municipal office/program use

³ New construction at Homans includes 21,595 SF of unprogrammed, lease space.

Cost Analysis Summary:

Sale Revenue	Capital		Annual				
	New & Renovation Costs	Renovation Costs Averted	Annual Tax Revenue	Annual Lease Revenue	Annual Lease Savings	Annual Utility Savings	Annual Total
\$16,917,443	\$33,771,300	\$29,805,000	\$309,725	\$475,090	\$445,965	\$121,103	\$1,351,883

PROGRAM NOTES	GSF	UTILITY COST ¹		PROJECTED UTILITY COST	
		\$	\$/GSF	\$	\$/GSF
move NW/FC to Cummings; SpEd to Homans		\$76,894 \$179,001	\$0.95 \$1.78		
New bldg ³ ; 86,700 sf max + 10,000 sf MBTA	69,605	\$7,075	\$0.13	\$173,400	\$2.00
NW/FC, SCALE, recreation; move PIC to Homans	29,900	\$41,301	\$1.32	\$62,772	\$2.00
most programs remain + Capital Projects	37,980	\$83,083	\$2.33	\$83,165	\$2.33
senior & youth programs remain	10,920	\$16,725	\$1.53	\$21,900	\$2.00
move to Homans		\$9,327	\$1.04		
move to Homans		\$12,932	\$0.71		
move to Cummings		\$16,598	\$1.23		
move T&P offices to Homans, storage to DPW		\$19,404	\$1.71		
		<u>\$462,340</u>		<u>\$341,237</u>	
move to Homans					
move SCALE to Cummings; COA to Homans;					
Community Schools to Homans	<u>148,405</u>				

Appropriateness for Proposed Use:

Property	Character	Parking	Public Transport.	Neighb'd Impact	Program Fit
Homans	Y	Y	Y	Y	Y
Cummings	Y	Y	Y	Y	Y
City Hall	Y	Y	Y	Y	Y
165 Broadway	Y	N	Y	Y	Y

Option 2 enables the city to divest the two properties that have both the highest disposition value and renovation costs: Homans Building and Powder House Community School.

The approximate revenue gained by selling the two properties is \$9.1 million. The potential renovation costs averted is \$40.4 million.

The Edgerly School, with 81,000 GSF, would be the largest building owned by the city. After renovation, the building would accommodate many of the municipal departments currently scattered throughout the city. The properties, when all renovations are complete, that will remain city-owned are:

- Edgerly School
- Cummings School
- City Hall
- 165 Broadway

The following program distribution is projected for each property:

Edgerly School:

- City Hall Annex departments
- School Administration
- Special Education Administration (TBD)
- SCALE
- Council on Aging
- Recreation offices
- SCAT
- Traffic and Parking

Cummings School:

- Next Wave/Full Circle Programs
- Community Schools
- Parent Information Center
- Recreation to use gymnasium and 1 classroom for art program

City Hall:

- Essentially the same programs, with potential for some shifting of programs to Edgerly

165 Broadway:

- Senior Center
- Youth Center

Note: the “TBD” for the Special Education Administration refers to the need for further investigation into possible distribution.

The preliminary phasing scenario for Option 2 is as follows:

1. **Sell** Powder House Community School and Homans (currently vacant)—immediate
2. Planning, design and phased renovation of 165 Broadway—complete within 1 ½ years
3. Planning, design for renovations of Edgerly & Cummings—complete within 9 months
4. Students vacate Cummings School—July 2007

5. Lincoln Park students vacate Edgerly School–July 2007
6. PIC moves to Edgerly & Recreation move to Annex, **Sell** Recreation–September 2007
7. Cummings renovation–complete within 1 year
8. Next Wave/ Full Circle and SCALE move to Cummings–September 2008
9. Special Education Administration distributed to schools (TBD)–by September 2008
10. PIC move to TAB–September 2008
11. Edgerly renovation–complete within 1 year
12. Relocate programs to Edgerly–September 2009
13. **Eliminate** leases at Boys & Girls Club and TAB–September 2009
14. **Sell** 92 Union Square, City Hall Annex, Traffic & Parking

The worksheet, cost analysis summary, and appropriateness chart for Option 2 are on the following page. The cost analysis summary provides the sale and tax revenue gained and the new construction and/or renovation costs incurred for the option. Additionally, a summary shows if a property does (yes=Y) or does not (no=N) provide the level of appropriateness for its intended use within five categories: Character, Parking, Public Transportation, Neighborhood Impact and Program Fit. The summary for Option 2 indicates that the Edgerly School may fail as a good municipal program location for two important reasons: parking and neighborhood impact.

The Edgerly site is in a dense residential neighborhood with only on-street residential parking available. There is a limited parking area within the property that is at grade, and there is potential for parking at the ground floor level of the building. Previously car parking existed at this level. Even with these two potential locations, there is not nearly enough parking available to serve not only those that would work at the Edgerly building but also those that would need to visit the building during business hours. Option 2 would require possible land acquisition or some other alternative to provide parking for the facility.

The parking concern stated above is one of the reasons that this option may have a negative neighborhood impact. Even if the parking concerns are solved, the sheer volume of visitors to a municipal building with many varied uses will have a noticeable impact on the neighborhood.

Option 2 Pros:

1. Immediate sale revenue of approximately \$9 million (while averting renovation costs of approximately \$40 million)
2. Consolidate programs into an already city-owned property (Edgerly)

Option 2 Cons:

1. Residential neighborhood impact, both for parking and high volume of visitors

OPTION 2: DIVEST PROPERTY WITH THE HIGHEST DISPOSITION VALUE A AND RENOVATION COSTS

Worksheet:

				DISPOSITION VALUE ¹			TAX REVENUE ¹	RENOVATION COST ²	
	PROPERTY	BLDG GSF	LAND ACRES	\$	**	\$/GSF	\$/YEAR	ESTIMATE	\$/GSF
Immediate Sales	Homans*	53,952	1.11	\$1,940,730	N	\$35.97	\$33,812	\$25,914,300	\$298.90
	Powder House	100,653	1.86	\$7,190,300	N	\$71.44	\$110,761	\$14,514,000	\$144.20
	SubTotal			<u>\$9,131,030</u>			<u>\$144,573</u>	<u>\$40,428,300</u>	
Intermediate Renovations	Edgerly	81,000	1.01	\$0	R	\$0.00	\$0	\$9,789,000	\$120.85
	Cummings	31,386	1.04	\$0	R	\$0.00	\$0	\$4,557,000	\$145.19
	City Hall	35,693		\$0	R	\$0.00	\$0	\$1,500,000	\$42.03
	165 Broadway	10,950	0.21	<u>\$0</u>	R	<u>\$0.00</u>	<u>\$0</u>	<u>\$1,800,000</u>	<u>\$164.38</u>
				\$0			\$0	\$17,646,000	
Future Sales	92 Union Square	9,000	0.31	\$1,415,600	R	\$157.29	\$18,936	\$945,000	\$105.00
	Annex	18,216	0.36	\$1,383,200	R	\$75.93	\$38,777	\$1,378,500	\$114.88
	Recreation	13,464	0.23	\$934,643	R	\$69.42	\$32,168	\$2,719,500	\$201.98
	Traffic & Parking	11,368	0.23	<u>\$966,100</u>	N	<u>\$84.98</u>	<u>\$22,211</u>	<u>\$459,000</u>	<u>\$81.96</u>
	SubTotal			<u>\$4,699,543</u>			<u>\$112,092</u>	<u>\$5,502,000</u>	
LEASED SPACE							SAVINGS/YR		
	Boys & Girls	9,850					\$181,634		
	TAB	20,700					<u>\$264,331</u>		
							\$445,965		
	Homans Note						\$180,000		

* Homans incurs \$180,000/year in note costs

** Assumes either new construction ("N") or rehab of existing building ("R")

¹ Source: The Office of Strategic Planning & Development

² All buildings are assumed to be renovated or new construction for municipal office/program use

Cost Analysis Summary:

Sale Revenue	Capital		Annual				
	Renovation Costs	New/Renov Costs Averted	Annual Tax Revenue	Annual Lease Revenue	Annual Lease Savings	Annual Utility Savings	Annual Total
\$13,830,573	\$17,646,000	\$45,930,300	\$256,665	\$0	\$625,965	\$155,293	\$1,037,923

PROGRAM NOTES	UTILITY COST ¹			PROJECTED UTILITY COST	
	GSF	\$	\$/GSF	\$	\$/GSF
New bldg ³ ; 86,700 sf max		\$7,075	\$0.13		
		\$179,001	\$1.78		
move NW/FC to Cummings; parking at 1st floor	69,605	\$76,894	\$0.95	\$139,210	\$2.00
NW/FC, SCALE, recreation; move PIC to Edgerly	29,900	\$41,301	\$1.32	\$62,772	\$2.00
most programs remain + Capital Projects	37,980	\$83,083	\$2.33	\$83,165	\$2.33
senior & youth programs remain	10,920	\$16,725	\$1.53	\$21,900	\$2.00
move to Edgerly		\$9,327	\$1.04		
move to Edgerly		\$12,932	\$0.71		
move to Cummings		\$16,598	\$1.23		
move T&P offices to Edgerly, storage to DPW		\$19,404	\$1.71		
		<u>\$462,340</u>		<u>\$307,047</u>	
move to Edgerly					
move SCALE to Cummings; COA to Edgerly;					
Community Schools to Edgerly	<u>148,405</u>				

Appropriateness for Proposed Use:

Property	Character	Parking	Public Transport.	Neighb'd Impact	Program Fit
Edgerly	Y	TBD	Y	TBD	Y
Cummings	Y	Y	Y	Y	Y
City Hall	Y	Y	Y	Y	Y
165 Broadway	Y	N	Y	Y	Y

Option 3 enables the city to rid itself of under performing, inefficiently used, surplus properties, while centralizing some services and retaining other properties to allow for flexible future consolidation. At present, this option retains the leased spaces, in lieu of consolidation in a property not particularly well suited for municipal office use. The properties retained are:

- City Hall
- Cummings School
- 165 Broadway
- New Construction of approximately 85,000 GSF (Homans site, Union Square or TBD)

Cummings School and City Hall are centrally located in the city and it is an easy walk between the two properties. Additionally, the Homans property and locations in Union Square are proximate to City Hall and Cummings. Retaining 165 Broadway allows the current programs, both for seniors and youth, to continue to serve the East Somerville neighborhood. This option assumes that at a future date there is a new building constructed, either on the Homans site, in Union Square or elsewhere, likely through a public-private partnership. A complete build-out of the Homans property within current zoning requirements would allow 96,700 GSF. If 10,000 GSF were set aside for MBTA development once the Green T Line is extended, this would enable the city to construct an 86,700 GSF new building for municipal services. Assuming a building of approximately this size is constructed at the Homans site, in Union Square, or elsewhere, a preliminary distribution of the various programs for each property is as follows:

New construction (Homans, Union Square, TBD):

- City Hall Annex departments
- School Administration
- Community Schools
- Council on Aging
- Recreation offices
- SCALE
- SCAT
- Traffic and Parking

Cummings School:

- Next Wave/Full Circle Programs
- Special Education Administration (TBD)
- Parent Information Center

City Hall:

- Essentially the same programs, with potential for some shifting of programs to new construction

165 Broadway:

- Senior Center
- Youth Center

Note: the “TBD” for the Special Education Administration refers to the need for further investigation into possible distribution.

The preliminary phasing scenario for Option 3 is as follows:

1. **Sell** Powder House Community School (currently vacant)–immediate
2. Recreation offices to Annex (Retirement Offices), Recreation use at Cummings/Edgerly, **Sell** Recreation–immediate
3. Planning & design for renovations of 165 Broadway & Cummings – complete within 1 year
4. **Sell** 92 Union Square as part of Union Square Prospectus – within 1 year
5. All Students vacate Cummings School–July 2007
6. Lincoln Park students vacate Edgerly School–July 2007
7. Next Wave/ Full Circle and SPED move to Cummings–September 2008
8. **Sell** Edgerly School when vacated –September 2008
9. Planning, design and construction of New Building (Homans, Union Sq, TBD)–complete within 2 ½ years
10. New property complete–June 2009, relocate programs to new building
11. **Eliminate** leases at Boys & Girls Club and TAB–June 2009
12. **Sell** City Hall Annex and Traffic & Parking

The worksheet, cost analysis summary, and appropriateness chart for Option 3 are on the following page. The cost analysis summary provides the sale and tax revenue gained and the new construction and/or renovation costs incurred for the option. Additionally, a summary shows if a property does (yes=Y) or does not (no=N) provide the level of appropriateness for its intended use within five categories: Character, Parking, Public Transportation, Neighborhood Impact and Program Fit. Option 3 has great potential of meeting each of these values for each of the municipal properties that is retained or, in the case of the Homans or other property; developed.

Option 3 Pros:

1. Sale of under-performing city-owned properties
2. Consolidate programs either at Homans property, in Union Square or other location
3. Development of a new building/ property to meet city needs
4. A phased approach to avoid temporary consolidation to properties that are not well suited for municipal use

OPTION 3: DIVERSIFY PROPERTY WITH THE HIGHEST DISPOSITION VALUE AND RENOVATION COSTS

Worksheet:

	PROPERTY	BLDG GSF	LAND ACRES	DISPOSITION VALUE ¹			TAX REVENUE ¹	RENOVATION COST ²	
				\$	**	\$/GSF	\$/YEAR	ESTIMATE	\$/GSF
Immediate Sales	Powder House	100,653	1.86	\$7,190,300	N	\$71.44	\$110,761	\$14,514,000	\$144.20
	Recreation	13,464	0.23	\$934,643	R	\$69.42	\$32,168	\$2,719,500	\$201.98
	SubTotal			\$8,124,943			\$142,929	\$17,233,500	
Intermediate Renovations	Homans*	53,952	1.11	\$0	N	\$0.00	\$0	\$25,914,300	\$298.90
	Cummings	31,386	1.04	\$0	R	\$0.00	\$0	\$4,557,000	\$145.19
	City Hall	35,693		\$0	R	\$0.00	\$0	\$1,500,000	\$42.03
	165 Broadway	10,950	0.21	\$0	R	\$0.00	\$0	\$1,800,000	\$164.38
				\$0			\$0	\$33,771,300	
Future Sales	92 Union Square	9,000	0.31	\$1,415,600	R	\$157.29	\$18,936	\$945,000	\$105.00
	Edgerly	81,000	1.01	\$5,027,600	R	\$62.07	\$86,872	\$9,789,000	\$120.85
	Annex	18,216	0.36	\$1,383,200	R	\$75.93	\$38,777	\$1,378,500	\$114.88
	Traffic & Parking	11,368	0.23	\$966,100	N	\$84.98	\$22,211	\$459,000	\$81.96
	SubTotal			\$8,792,500			\$166,796	\$12,571,500	
LEASED SPACE							SAVINGS/YR		
	Boys & Girls	9,850					\$181,634		
	TAB	20,700					\$264,331		
							\$445,965		

* Homans incurs \$180,000/year in note costs

** Assumes either new construction ("N") or rehab of existing building ("R")

¹ Source: The Office of Strategic Planning & Development

² All buildings are assumed to be renovated or new construction for municipal office/program use

³ New construction at Homans/Union Sq./TBD site includes 21,595 SF of unprogrammed, lease space.

Cost Analysis Summary:

Sale Revenue	Capital		Annual				
	Renovation Costs	New/Renov Costs Averted	Annual Tax Revenue	Annual Lease Revenue	Annual Lease Savings	Annual Utility Savings	Annual Total
\$16,917,443	\$33,771,300	\$29,805,000	\$309,725	\$0	\$445,965	\$155,293	\$910,983

PROGRAM NOTES	GSF	UTILITY COST ¹		PROJECTED UTILITY COST	
		\$	\$/GSF	\$	\$/GSF
move rec offices to Annex, rec programs at Cummings		\$179,001 \$16,598	\$1.78 \$1.23		
New bldg ³ ; 86,700 sf max + 10,000 sf MBTA	69,605	\$7,075	\$0.13	\$139,210	\$2.00
NW/FC, SPED, PIC	29,900	\$41,301	\$1.32	\$62,772	\$2.00
most programs remain + Capital Projects	37,980	\$83,083	\$2.33	\$83,165	\$2.33
senior & youth programs remain	10,920	\$16,725	\$1.53	\$21,900	\$2.00
move to New bldg ³		\$9,327	\$1.04		
move NW/FC & SPED to Cummings		\$76,894	\$0.95		
move to New bldg ³		\$12,932	\$0.71		
move T&P offices to New bldg ³ , storage to DPW		\$19,404	\$1.71		
		<u>\$462,340</u>		<u>\$307,047</u>	
move to New bldg ³					
move SCALE, COA, Community Schools to New bldg ³	<u>148,405</u>				

Appropriateness for Proposed Use:

Property	Character	Parking	Public Transport.	Neighb'd Impact	Program Fit
Cummings	Y	Y	Y	Y	Y
City Hall	Y	Y	Y	Y	Y
165 Broadway	Y	N	Y	Y	Y
Homans ¹	TBD	Y	Y	Y	TBD

7. Conclusion

The City of Somerville is in the enviable position of having more property and building square feet than needed to accommodate the municipal programs that are part of this consolidation plan. However, this situation also presents significant challenges:

- The costs of maintaining and operating excess real estate
- Functional inefficiency of dispersed programs
- Inability to offer convenient access and one-stop services to constituents

Additionally, because the average age of the ten properties studied in this report is 75 years, with three properties greater than 100 years and all but one greater than 45 years in age, the ability of the facilities to serve the program needs of today is strained. Based on the property assessment completed during this study, it is our recommendation that any consolidation scenario pursued by the City assumes that the Annex and the Recreation Building are sold for more appropriate uses.

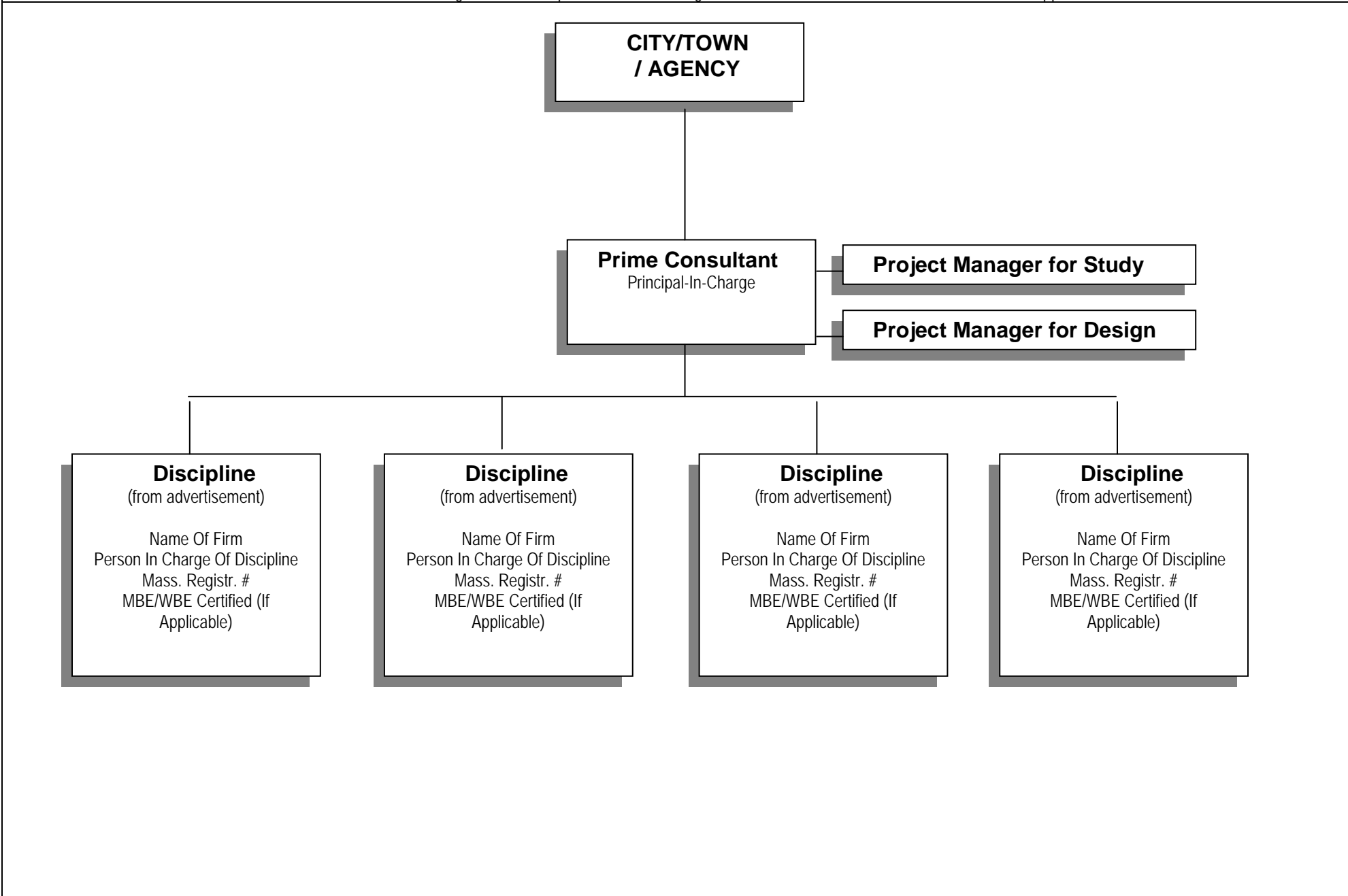
The options developed in this initial phase of the consolidation plan provide a starting point for further development and fulfill the following two objectives:

- Consolidation to centralize municipal services
- Consolidate to divest the property(ies) with the highest disposition value and highest renovation costs
- Consolidate conservatively at present, to provide flexibility for the city's future growth

The options that are described in Section 6 of this report are rational and achievable and result in the highest and best use of the city-owned properties, improve customer access and service, eliminate excess building stock and provide a plan for upgrading others. The options provide the initial strategy for long range planning through a step-by-step disposition of excess property to offset the costs of consolidation.

Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated May 2014)	1. Project Name/Location For Which Firm Is Filing:		2. Project #																																																																																																	
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3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:		3e. Name Of Proposed Project Manager: For Study: (if applicable) For Design: (if applicable)																																																																																																		
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.: _____		3h. 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. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):																																																																																																				
<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Admin. Personnel</td> <td style="width: 10%;">_____</td> <td style="width: 10%;">(_____)</td> <td style="width: 20%;">Ecologists</td> <td style="width: 10%;">_____</td> <td style="width: 10%;">(_____)</td> <td style="width: 20%;">Licensed Site Profs.</td> <td style="width: 10%;">_____</td> <td style="width: 10%;">(_____)</td> <td style="width: 10%;">Other</td> <td style="width: 10%;">_____</td> <td style="width: 10%;">(_____)</td> </tr> <tr> <td>Architects</td> <td>_____</td> <td>(_____)</td> <td>Electrical Engrs.</td> <td>_____</td> <td>(_____)</td> <td>Mechanical Engrs.</td> <td>_____</td> <td>(_____)</td> <td>_____</td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Acoustical Engrs.</td> <td>_____</td> <td>(_____)</td> <td>Environmental Engrs.</td> <td>_____</td> <td>(_____)</td> <td>Planners: Urban./Reg.</td> <td>_____</td> <td>(_____)</td> <td>_____</td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Civil Engrs.</td> <td>_____</td> <td>(_____)</td> <td>Fire Protection Engrs.</td> <td>_____</td> <td>(_____)</td> <td>Specification Writers</td> <td>_____</td> <td>(_____)</td> <td>_____</td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Code Specialists</td> <td>_____</td> <td>(_____)</td> <td>Geotech. Engrs.</td> <td>_____</td> <td>(_____)</td> <td>Structural Engrs.</td> <td>_____</td> <td>(_____)</td> <td>_____</td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Construction Inspectors</td> <td>_____</td> <td>(_____)</td> <td>Industrial Hygienists</td> <td>_____</td> <td>(_____)</td> <td>Surveyors</td> <td>_____</td> <td>(_____)</td> <td>_____</td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Cost Estimators</td> <td>_____</td> <td>(_____)</td> <td>Interior Designers</td> <td>_____</td> <td>(_____)</td> <td></td> <td>_____</td> <td>(_____)</td> <td>_____</td> <td>_____</td> <td>(_____)</td> </tr> <tr> <td>Drafters</td> <td>_____</td> <td>(_____)</td> <td>Landscape Architects</td> <td>_____</td> <td>(_____)</td> <td></td> <td>_____</td> <td>(_____)</td> <td>Total</td> <td>_____</td> <td>(_____)</td> </tr> </table>					Admin. Personnel	_____	(_____)	Ecologists	_____	(_____)	Licensed Site Profs.	_____	(_____)	Other	_____	(_____)	Architects	_____	(_____)	Electrical Engrs.	_____	(_____)	Mechanical Engrs.	_____	(_____)	_____	_____	(_____)	Acoustical Engrs.	_____	(_____)	Environmental Engrs.	_____	(_____)	Planners: Urban./Reg.	_____	(_____)	_____	_____	(_____)	Civil Engrs.	_____	(_____)	Fire Protection Engrs.	_____	(_____)	Specification Writers	_____	(_____)	_____	_____	(_____)	Code Specialists	_____	(_____)	Geotech. Engrs.	_____	(_____)	Structural Engrs.	_____	(_____)	_____	_____	(_____)	Construction Inspectors	_____	(_____)	Industrial Hygienists	_____	(_____)	Surveyors	_____	(_____)	_____	_____	(_____)	Cost Estimators	_____	(_____)	Interior Designers	_____	(_____)		_____	(_____)	_____	_____	(_____)	Drafters	_____	(_____)	Landscape Architects	_____	(_____)		_____	(_____)	Total	_____	(_____)
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Architects	_____	(_____)	Electrical Engrs.	_____	(_____)	Mechanical Engrs.	_____	(_____)	_____	_____	(_____)																																																																																									
Acoustical Engrs.	_____	(_____)	Environmental Engrs.	_____	(_____)	Planners: Urban./Reg.	_____	(_____)	_____	_____	(_____)																																																																																									
Civil Engrs.	_____	(_____)	Fire Protection Engrs.	_____	(_____)	Specification Writers	_____	(_____)	_____	_____	(_____)																																																																																									
Code Specialists	_____	(_____)	Geotech. Engrs.	_____	(_____)	Structural Engrs.	_____	(_____)	_____	_____	(_____)																																																																																									
Construction Inspectors	_____	(_____)	Industrial Hygienists	_____	(_____)	Surveyors	_____	(_____)	_____	_____	(_____)																																																																																									
Cost Estimators	_____	(_____)	Interior Designers	_____	(_____)		_____	(_____)	_____	_____	(_____)																																																																																									
Drafters	_____	(_____)	Landscape Architects	_____	(_____)		_____	(_____)	Total	_____	(_____)																																																																																									
5. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No																																																																																																				

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



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: MBE <input type="checkbox"/> WBE <input type="checkbox"/>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: MBE <input type="checkbox"/> WBE <input type="checkbox"/>
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
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 <u>ONLY</u> 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.					
# of Total Projects:		# of Active Projects:	Total Construction Cost (In Thousands) of Active Projects (excluding studies):		
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 ½" X 11" Supplementary Sheets Will Be Accepted. <u>APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.</u>																																
Be Specific – No Boiler Plate																																	
11.	Professional Liability Insurance: <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Name of Company</td> <td style="width: 30%;">Aggregate Amount</td> <td style="width: 30%;">Policy Number</td> <td style="width: 10%;">Expiration Date</td> </tr> </table>	Name of Company	Aggregate Amount	Policy Number	Expiration Date																												
Name of Company	Aggregate Amount	Policy Number	Expiration Date																														
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: <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> <td style="width: 20%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> </tr> <tr> <td>a.</td><td></td><td></td><td></td><td>d.</td><td></td><td></td><td></td> </tr> <tr> <td>b.</td><td></td><td></td><td></td><td>e.</td><td></td><td></td><td></td> </tr> <tr> <td>c.</td><td></td><td></td><td></td><td>f.</td><td></td><td></td><td></td> </tr> </table>	Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
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14.	If Corporation, Provide Names Of All Members Of The Board Of Directors: <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> <td style="width: 20%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> </tr> <tr> <td>a.</td><td></td><td></td><td></td><td>d.</td><td></td><td></td><td></td> </tr> <tr> <td>b.</td><td></td><td></td><td></td><td>e.</td><td></td><td></td><td></td> </tr> <tr> <td>c.</td><td></td><td></td><td></td><td>f.</td><td></td><td></td><td></td> </tr> </table>	Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
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15.	Names Of All Owners (Stocks Or Other Ownership): <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Name And Title</td> <td style="width: 15%;">% Ownership</td> <td style="width: 15%;">MA. Reg.#</td> <td style="width: 15%;">Status/Discipline</td> <td style="width: 20%;">Name And Title</td> <td style="width: 15%;">% Ownership</td> <td style="width: 15%;">MA. Reg.#</td> <td style="width: 15%;">Status/Discipline</td> </tr> <tr> <td>a.</td><td></td><td></td><td></td><td>d.</td><td></td><td></td><td></td> </tr> <tr> <td>b.</td><td></td><td></td><td></td><td>e.</td><td></td><td></td><td></td> </tr> <tr> <td>c.</td><td></td><td></td><td></td><td>f.</td><td></td><td></td><td></td> </tr> </table>	Name And Title	% Ownership	MA. Reg.#	Status/Discipline	Name And Title	% Ownership	MA. Reg.#	Status/Discipline	a.				d.				b.				e.				c.				f.			
Name And Title	% Ownership	MA. Reg.#	Status/Discipline	Name And Title	% Ownership	MA. Reg.#	Status/Discipline																										
a.				d.																													
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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. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Submitted by (Signature) _____</td> <td style="width: 50%;">Printed Name and Title _____ Date _____</td> </tr> </table>	Submitted by (Signature) _____	Printed Name and Title _____ Date _____																														
Submitted by (Signature) _____	Printed Name and Title _____ Date _____																																

**CITY OF SOMERVILLE CONTRACT
FOR ARCHITECTUAL ENGINEERING
DESIGN SERVICES**

CONTRACT NUMBER

\$
CONTRACT AMOUNT

PURCHASE ORDER# and AMOUNT

RFQ # 15-90
BID NUMBER

CAPITAL PROJECTS & PLANNING
ISSUING DEPARTMENT

CONTRACT PERIOD

CONTRACT FOR: **Facilities Condition Assessment, Updated Facilities Master
Plan, Preventive Maintenance Plans of Municipal Buildings**

CONTRACTOR: **Name, Contact Information**

ACCORDING TO SPECIFICATIONS CONTAINED HEREIN

**DESIGNER SERVICES
BETWEEN
THE CITY OF SOMERVILLE
AND
THE DESIGN PROFESSIONAL**

This Agreement made on the date is between the City of Somerville ("the **City**"), City Hall, 93 Highland Avenue, Somerville, MA 02143 and Name of Design Firm, ("the **Design Professional**") located at legal address of Design Firm, for the services described herein and in the attached APPENDIX A, Request for Qualifications ("RFQ"). The Design Professional's principal design discipline is *specify from classes of work listed in scope of services and design team's response*.

The **City** and the **Design Professional** agree to the following:

**ARTICLE 1
DEFINITIONS**

1.1. In General.

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

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

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

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

1.2. Definitions.

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

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

1.2.3. Construction Cost - The Construction Cost is the total cost or estimated cost to the **City** of all elements of the Project designed or specified by the **Design Professional**. The Construction Cost shall include the cost of labor at current prevailing wage rates established by

the Commonwealth and furnished by the **City** (or, if applicable, current Davis Bacon wage rates established by the federal government and furnished by the **City**), materials and equipment designed, specified, selected, or specially provided for by the **Design Professional**, plus a reasonable allowance for overhead and profit. In addition, a reasonable allowance for contingencies shall be included for market conditions at the time of bidding and for changes in the Work during construction. Construction Cost does not include the compensation of the **Design Professional** and the **Design Professional's** consultants, the costs of the land, rights-of-way, financing, or other costs which are the responsibility of the **City** as provided herein.

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

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

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

1.2.7. Contractor - The Contractor is the person who is awarded the construction contract for the Project pursuant to M.G.L. c. 149, §§44A-H, inclusive, or M.G.L. c. 30, §39M, and is identified in the Agreement as such. The term "Contractor" is intended to include the Contractor as well as its authorized representative(s).

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

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

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

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

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

covered in the **Design Professional's** compensation for Basic Services; expense of postage and such other expenses incurred in connection with the Project when specifically authorized in advance in writing by the **City**. Payment for photocopying letter or legal size documents shall not exceed 10¢ per page. Payment for all other documents shall be at cost. Sales tax is not a reimbursable expense. The **City's** tax-exempt number is E04-600-1414.

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

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

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

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

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

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

ARTICLE 2

THE DESIGN PROFESSIONAL'S RESPONSIBILITIES

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

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

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

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

ARTICLE 3

SCOPE OF THE DESIGN PROFESSIONAL'S BASIC SERVICES

3.1. IN GENERAL.

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

3.1.1.1. those services identified below within the different phases;

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

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

3.1.1.2.2 for park/playground projects, all surveys (unless provided by the **City**), lighting consultants, independent cost estimators (if specified in the RFP) and normal structural, mechanical, electrical, and any other engineering services necessary to produce a complete and accurate set of Construction Documents (the cost for any and all professional services is not subject to profit adjustments);

3.1.1.2.3 for roadway, bridge, and other public works projects other than park/playground projects, **all** surveys (unless provided by the **City**), geotechnical services, testing services, and related information and reports

reasonably required by the Project, geotechnical and civil engineers; independent cost estimators; fire protection, life safety, and lighting consultants; and normal structural, mechanical, electrical, and any other engineering services necessary to produce a complete and accurate set of Construction Documents (the cost for any and all professional services is not subject to profit adjustments).

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

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

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

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

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

3.1.2.1. Record Keeping.

As the Construction Phase progresses, the **Design Professional** shall work with the Contractor to maintain four separate sets of in-progress record drawings

(blueline or blackline) at the Site, one set each for architectural, mechanical, electrical, plumbing, and structural disciplines (**INSERT WHAT IS APPROPRIATE FOR PROJECTS OTHER THAN BUILDING PROJECTS**). All deviations from the Construction Documents and the exact locations of the Work as installed and constructed shall be neatly and accurately indicated. Work completed to date shall be colored and highlighted.

3.1.2.2. Permanent Record Drawing Preparation.

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

3.1.2.3. Review of Record Drawings at Substantial Completion.

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

3.1.2.4. Submission to the City.

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

3.1.2.4.1 A complete set of original Construction Documents on Mylar and also on disk in AutoCad format.

3.1.2.4.2 Permanent record drawings as described above on Mylar with the seal of the **Design Professional** of record.

3.1.2.4.3 One set of blueline prints of the above.

3.1.2.4.4 Four sets of in-progress record drawings.

3.2. SCHEMATIC DESIGN PHASE.

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

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

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

3.2.4. Alternative Approaches. The **Design Professional** shall review with the **City**

alternative approaches to the design and construction of the Project.

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

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

3.2.7. Statement of Probable Construction Costs. The **Design Professional** shall submit to the **City** a Statement of Probable Construction Costs.

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

3.2.8 SUSTAINABLE DESIGN CRITERIA. INSERT REQUIREMENTS AS TO SUSTAINABLE DESIGN.

3.3. DESIGN DEVELOPMENT PHASE.

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

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

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

3.4. CONSTRUCTION DOCUMENT PHASE.

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

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

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

3.4.4. City-Generated Forms and Documents. The **City** shall provide the **Design Professional** with copies of all **City**-generated forms and documents intended to be included in the Project Manual. The **Design Professional** will include these forms and documents in its Project Manual. It is the responsibility of the **Design Professional** to ensure that all such documents are included in the final Project Manual. Any costs incurred as a result of the failure of the **Design Professional** to include any such documents will be borne by the **Design Professional** and not charged to the **City**, where such failure is the fault of the **Design Professional**. The **Design Professional** may propose changes to these **City**-generated forms and documents; however, implementation of such changes are subject to the unilateral approval of the **City**. No changes may be made to such documents without the prior written consent of the **City**. The **Design Professional** shall prepare and submit to the **City** for approval the entire Project Manual. The **Design Professional** is responsible for ensuring that the Construction Documents comply with all statutory requirements.

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

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

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

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

of the Invitation to Bid.

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

3.5. BIDDING AND AWARD PHASE.

3.5.1. Commencement. The Bidding and Award Phase commences on the date the Invitation to Bid is first advertised pursuant to M.G.L. c. 149, §44J, or M.G.L. c. 30, §39M, and ends on the date the Construction Phase begins.

3.5.2. Additional Bidders. The **Design Professional** shall assist the **City** in obtaining bids if, in the opinion of the Contracting Department, an insufficient number of persons requested the Project Manual. The **Design Professional** will notify “eligible” and “responsible” persons (as those terms are defined in the M.G.L. c. 149, §44A and referred to in M.G.L. c. 30, §39M) of the Invitation to Bid.

3.5.3. When Lowest Bid Exceeds Total Construction Cost. If the lowest bona fide bid by a Contractor exceeds the total construction cost of the Project as set forth in the approved Statement of Probable Construction Costs by more than ten percent (10%), then upon the request of the **City**, the **Design Professional** will revise the Plans and Specifications in consultation with the **City** to reduce or modify the quality or quantity, or both, of the Work so that the total construction cost of the Project will not exceed the total construction cost set forth in the Statement of Probable Construction Costs by more than ten percent (10%). All revisions pursuant to this paragraph shall be at the **Design Professional’s** sole cost and expense (which cost and expense include, but are not limited to the **Design Professional’s** time, the cost of reprinting the Project Manual, and the cost of re-advertisement of the Project).

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

3.5.5. Investigation of Bidders. The **Design Professional** shall investigate, at minimum, the lowest Bidder. The investigation shall include, but is not limited to, reviewing the files maintained by the Division of Capital Asset Management, or any other governmental agency charged with maintaining such documents related to such Bidder, telephoning or writing owners of the Bidder’s prior projects, telephoning or writing Design Professionals from such prior projects, visiting the sites of such other projects and checking all other appropriate references. The **Design Professional** shall provide the **City** with a detailed letter of approval or disapproval of such Bidder. The letter must include relevant language from the appropriate state laws regarding the eligibility and responsibility of Bidders (i.e., M.G.L. c.149, §44A(1), M.G.L. c. 30, §39M(c), or, if appropriate, M.G.L. c. 29, §29F). If the **Design Professional** disapproves of the lowest Bidder, then the **Design Professional** must investigate the next lowest Bidder in the same manner described above, and continue to investigate each successive low Bidder until a Bidder is approved. For every Bidder investigated, the **Design Professional** must provide the **City** with a detailed letter as described above.

3.5.6. Preparation of Contract. To the extent required, the **Design Professional** shall assist the Contracting Department in the preparation of the construction contract.

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

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

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

3.6.3. Pre-construction Conferences. The **Design Professional** shall attend all pre-construction conferences.

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

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

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

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

schedules presented by the Contractor and advise the **City** as to the appropriateness of same.

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

3.6.9. Applications and Certifications for Payment. Based on the **Design Professional's** observations of the Work and evaluations of the Contractor's applications for payment, the **Design Professional** shall review and certify the appropriate amounts due the Contractor within five (5) business days after receipt of the Contractor's application for payment, and such certifications shall be in the form requested by the **City**. The **Design Professional's** certification for payment shall constitute a representation to the **City** based on the **Design Professional's** observations at the site and on the data comprising the Contractor's application for payment that the Work has progressed to the point indicated and the quality of Work is in accordance with the Contract Documents. The foregoing representations are subject to minor deviations from the Contract Documents correctable prior to completion and to specific qualifications expressed by the **Design Professional**. The **Design Professional** is required to review and validate the certified payrolls. The **Design Professional** is required to reconcile the applications for payment with the certified payrolls. The issuance of a certificate for payment shall further constitute a representation that the Contractor is entitled to payment in the amount certified. Timely payment of Contractor is required by M.G.L. c. 30, §39K; therefore, the **Design Professional** shall establish office procedures assuring either immediate mail or messenger delivery of the approved applications for payment to the **City**. Notwithstanding the foregoing, the City of Somerville's Department Head or Designee for this project shall be responsible for monitoring and certifying construction payrolls for compliance with prevailing wage requirements (a) if the Contract is a federally funded contract subject to federal Davis Bacon and Related Acts; and/or (b) if SPCD is the Contracting Department.

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

3.6.11. Submittals. The **Design Professional** shall review and approve or take other appropriate action upon the Contractor's submittals such as Proposed Change Orders, Shop Drawings, Product Data, and Samples, for the purpose of: (a) determining compliance with applicable laws, statutes, ordinances, codes, orders, rules, and regulations; and (b) determining whether the Work, when completed, will be in compliance with the requirements of the Contract Documents. The

Design Professional's action shall be taken with such reasonable promptness as to cause no delay in the Work taking into account the time periods set forth in the latest schedule prepared by the Contractor and approved by the **Design Professional** and, in any event, such action shall be taken within fourteen (14) days after submittal to the **Design Professional**. The **Design Professional** shall indemnify the **City** for any monies paid by the **City** to the Contractor as a result of the **Design Professional's** delay in taking appropriate action, as described above, where such delay is not caused in any part by the **City**. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities or for substantiating instructions for installation or performance of equipment or systems designated by the Contractor, all of which remain the responsibility of the Contractor to the extent required by the Contract Documents. The **Design Professional's** review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the **Design Professional**, of construction means, methods, techniques, sequences, or procedures. The **Design Professional's** approval of a specific item shall not indicate approval of an assembly of which the item is a component. When professional certification of performance characteristics of materials, systems, or equipment is required by the Contract Documents, the **Design Professional** shall be entitled to rely upon such certification to establish that the materials, systems, or equipment will meet the performance criteria required by the Contract Documents.

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

3.6.13. Interpretations, Clarifications, and Decisions of the Design Professional.

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

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

3.6.14. Aesthetic Effect. The **Design Professional's** decisions on matters relating to aesthetic

effect must be consistent with the **City's**. The **Design Professional** shall advise the **City** in matters relating to aesthetic effect; however, the **City's** decision in these matters shall be final.

3.6.15. Claims.

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

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

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

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

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

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

3.6.15.3. Decisions.

3.6.15.3.1. Decisions by the City or the Design Professional. (*Reference: M.G.L. c. 30, §39P*). In every case in which this Contract requires the **City**, any official, or its **Design Professional** to make a decision on interpretation of the Specifications, approval of equipment, material or any other approval, or progress of the Work, the decision shall be made promptly and, in any event, no later than seven (7) days after the written submission for decision; but if such decision requires extended investigation and study, the **City**, the official, or the **Design Professional** shall, within seven (7) days after the receipt of the submission, give the party making the submission written notice of the reasons why the decision cannot be made within the seven-day period and the date by which the decision will be made.

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

3.6.16. Determination of Substantial and Final Completion. On behalf of the **City**, the **Design Professional** shall conduct inspections, determine the dates of Substantial Completion and final completion, and shall issue a certificate of Substantial Completion, with the prior written consent of the **City**. Such inspections shall include a reasonable number of Site visits by

the **Design Professional** and the **Design Professional's** engineering consultants. The **Design Professional** shall provide to the **City** a written report of all findings with recommendations for appropriate action. The **Design Professional** will receive and review (and approve or disapprove, as the case may be) written guarantees, operating manuals, spare parts lists, value charts, and related documents required by the Contract Documents to be assembled by the Contractor. When the **Design Professional** is satisfied that all such documents are complete as required by the Contract Documents, the **Design Professional** shall issue a final certificate of payment.

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

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

3.6.19. Limitation on the Design Professional's Responsibilities.

3.6.19.1. Neither the **Design Professional's** authority to act under the provisions of the Contract Documents nor any decision made by the **Design Professional** in good faith to exercise or not to exercise such authority shall give rise to any duty or responsibility of the **Design Professional** to the Contractor, any Subcontractor, any Supplier, any surety for any of them, or any other person. The **Design Professional** will not have control over or charge of and will not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility as provided in Article 5 of the General Terms and Conditions. The **Design Professional** will not be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents. The **Design Professional** will not have control over or charge of and will not be responsible for acts or omissions of the Contractor, Subcontractors, Suppliers, or of any other persons performing portions of the Work.

ARTICLE 4

DESIGN PROFESSIONAL'S ADDITIONAL SERVICES

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

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

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

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

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

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

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

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

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

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

ARTICLE 5

OTHER CONDITIONS OR SERVICES

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

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

ARTICLE 6

THE CITY'S RESPONSIBILITIES

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

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

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

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

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

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

ARTICLE 7

USE OF THE DESIGN PROFESSIONAL'S PLANS, SPECIFICATIONS, AND OTHER DOCUMENTS

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

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

ARTICLE 8

BASIS OF COMPENSATION

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

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

8.3. MATERIAL CHANGE IN SCOPE OR SERVICES. In the event of a material change in the scope or services of the Project or the **Design Professional's** services, the **Design Professional** shall continue to perform in accordance with the terms of this Agreement during the course of any renegotiation of the **Design Professional's** compensation hereunder. Equitable adjustments shall be made to the total dollar amount of this Agreement in the event of changes in scope or services herein. (*Reference: M.G.L. c. 7, §38G for designer contracts subject to the Designer Selection Statute, but this section applies also to contracts not subject to M.G.L. c. 7, §38G*).

8.4. ADDITIONAL SERVICES OF THE DESIGN PROFESSIONAL. For Additional Services of the **Design Professional**, compensation shall be as stated in APPENDIX C.

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

8.6. REIMBURSABLE EXPENSES. For Reimbursable Expenses, compensation shall be the actual cost billed to the **Design Professional**, not including any tax. The City will provide its tax-exempt number upon request..

ARTICLE 9

PAYMENT TO THE DESIGN PROFESSIONAL

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

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

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

9.4. ELECTRONIC FUNDS TRANSFER (EFT)

For Electronic Funds Transfer payment, the following information shall be submitted with invoices to the City of Somerville Department Head or Designee listed as the Design Professional's project manager.

- Contract/Order number.
- Design Professional's name & address as stated in the contract/order number.
- The signature (manual or electronic, as appropriate) title, and telephone number of the Design Professional's representative authorized to provide sensitive information.
- Name of financial institution.
- Financial institution nine (9) digit routing transit number.
- Vendor's account number.
- Type of account, i.e., checking or saving.

ARTICLE 10

INSURANCE REQUIREMENTS

10.1. LIABILITY INSURANCE. The **Design Professional** at its own expense must obtain and maintain a professional liability insurance policy covering negligent errors, omissions, and acts of the **Design Professional** or of any person for whose performance the **Design Professional** is legally liable arising out of the performance of such contracts for design services. The **City** may require a consultant employed by the **Design Professional** subject to this subparagraph to obtain and maintain a similar liability insurance policy. If the **Design Professional** is required by the **City** to obtain all or a portion of such insurance coverage, it shall at its own expense furnish a certificate or certificates of insurance

coverage to the **City** prior to the award of the contract. Certificates of insurance are attached hereto as APPENDIX H. Any amendments these insurance requirements are set forth in APPENDIX H.

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

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

10.3.1. Workers' Compensation insurance- co-called "statutory coverage" in compliance with Massachusetts law;

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

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

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

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

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

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

ARTICLE 11

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

___(If this contract is federally funded, see also Federal Requirements attached hereto as Appendix L.)

11.1. The **Design Professional** shall make and keep for at least six years after final payment, books, records, and accounts, which in reasonable detail accurately and fairly reflect the transactions and dispositions of the **Design Professional**.

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

If this contract is subject to the Massachusetts Designer Selection Statute, M.G.L., c. 7, §38A-1/2 et seq., and if the Contract Amount exceeds \$100,000, the provisions of M.G.L. c. 30, §39R contained in sections 11.3 –11.7 below shall be applicable.

11.3. The **Design Professional** shall describe any change in the method of maintaining records or recording transactions which materially affect any statements filed with the **City**, including in its description the date of the change and reasons therefore, and shall accompany said description with a letter from the **Design Professional's** independent certified public accountant approving or otherwise commenting on the changes.

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

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

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

11.5.2. transactions are recorded as necessary: to permit preparation of financial statements in conformity with generally accepted accounting principles, and to maintain accountability for assets;

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

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

11.6. The **Design Professional** has filed with DCAM prior to the execution of this Agreement and will continue to file annually, an audited financial statement for the most recent completed fiscal year as set forth in M.G.L. c. 30, §39R(d). The final statement filed shall include the date of final payment. All statements shall be accompanied by an accountant's report. Such statements shall be made available to the **City** upon request.

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

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

11.7.2. whether such representations of management are, in addition, reasonable with respect to transactions and assets in amounts which would be material when measured in relation to the **Design Professional's** financial statements.

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

(Reference: M.G.L. c. 30, §39R)

ARTICLE 12

TERMINATION, SUSPENSION, OR ABANDONMENT

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

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

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

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

ARTICLE 13

MISCELLANEOUS PROVISIONS

13.1. GOVERNING LAW. This Agreement shall be governed by the laws of the Commonwealth of Massachusetts and, if federally funded, applicable provisions of the Federal Requirements attached hereto as Appendix L.

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

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

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

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

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

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

13.8. WAIVER OF RIGHTS. The **City's** review, approval, acceptance, or payment for services

under this Agreement shall not operate as a waiver of any rights under this Agreement and the **Design Professional** shall be and shall remain liable to the **City** for all damages incurred by the **City** as the result of the **Design Professional's** failure to perform in conformance with the terms and conditions of this Agreement. The rights and remedies of the **City** provided for under this Agreement are in addition to any other rights or remedies provided or allowed by law.

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

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

13.11. DESIGN PROFESSIONAL'S PRINCIPALS AND SENIOR PERSONNEL. The **City** is relying on the continued participation in the Project of the principals and senior personnel whose names and time commitments and, where applicable, Massachusetts's professional registration numbers are listed in the attached APPENDIX J. The **Design Professional** shall not remove any such individual from the Project or reduce his or her time commitment to the Project without the **City's** written consent unless such individual dies, becomes disabled, or terminates his or her employment. The replacement of any individual listed in APPENDIX J shall be subject to the **City's** written approval.

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

ARTICLE 14

CERTIFICATIONS

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

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

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

14.1.3. no person, corporation, or other entity, other than a bona fide, full-time employee of the **Design Professional** has been retained or hired to solicit for or in any way assist the **Design Professional** in obtaining the contract for design services upon an agreement or understanding that such person, corporation, or other entity be paid a fee or other consideration contingent upon the award of the contract to the designer;

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

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

14.1.4.2. file an annual audited financial statement; and submit a statement from an independent certified public accountant that s/he has examined management's internal auditing controls and expresses an opinion as to their consistency with management's statements and whether such statements are reasonable with respect to transactions and assets that are substantial in relation to the **Design Professional's** financial statements, as provided by M.G.L. c. 7, §38H(e) and

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

14.1.4.4the Design Professional has filed with DCAM prior to the execution of this Agreement an audited financial statement for the most recent completed fiscal year as set forth in M.G.L. c. 30, §39R(d); and

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

14.1.6. the **Design Professional** will, for a seven-year period after the final payment, maintain accurate books, records, and accounts which in reasonable detail accurately and fairly reflect the transactions and dispositions of the **Design Professional**;

APPENDICES:

APPENDIX A The RFQ

APPENDIX B Notice to Proposers/Copy of Advertisement

APPENDIX C Proposal and Pricing

APPENDIX D Procurement Documents

APPENDIX E Standard Designer Application Form
APPENDIX F Somerville Living Wage Ordinance
APPENDIX G Certificate of Good Standing
APPENDIX H Certificates of Insurance and Additional Insurance Requirements
APPENDIX I Notices
APPENDIX J Mass. Professional Registration Numbers
APPENDIX K Truth-In-Negotiations Certificate
APPENDIX L Federal Requirements (if applicable)
APPENDIX M Statement of Management

SIGNATURE PAGE FOLLOWS:

IN WITNESS WHEREOF, the **City** and the **Design Professional** have executed this Agreement as a sealed instrument on the day and year first written above.

I hereby certify that the total contract amount is \$_____ and that an unencumbered balance of \$_____ is available for the current fiscal year of this contract. I further certify that a sum of \$_____ is hereby encumbered against the appropriate account for the purposes of this contract and as funds become available, I will encumber additional sums as are required under this contract.

Edward Bean, City Auditor

Angela M. Allen, Purchasing Director

Approved as to Form:

Francis X. Wright, Jr., City Solicitor

CITY OF SOMERVILLE

Joseph A. Curtatone, Mayor

Stephen Vitello, Acting Director
Capital Projects & Planning

DESIGN PROFESSIONAL:

By:

Title:

Address:

Signature

Tax ID#

For Corporations only:

Clerk's Signature

Type Clerk's Name

APPENDIX A

THE RFQ

APPENDIX B

NOTICE TO PROPOSERS/COPY OF ADVERTISEMENT

APPENDIX C

PROPOSAL AND PRICING

APPENDIX D

PROCUREMENT DOCUMENTS

APPENDIX E

DESIGNER APPLICATION FORM

APPENDIX F
SOMERVILLE LIVING WAGE

APPENDIX G

CERTIFICATE OF GOOD STANDING

APPENDIX H

CERTIFICATE OF INSURANCE

APPENDIX I

NOTICES

APPENDIX J

MASSACHUSETTS PROFESSIONAL REGISTRATION NUMBERS

APPENDIX K

TRUTH-IN-NEGOTIATIONS CERTIFICATE

APPENDIX M

STATEMENT OF MANAGEMENT For Contracts over \$100,000

City of Somerville
Evaluation Form for RFQ # 15-90



Project: Building Assessments – Consolidation Planning – Preventive Maintenance Plan Preparation

Applicant Name: _____ Date: _____

Evaluation Committee Member: _____ Title: _____

Score: _____

Instructions to evaluators:

Review and score each proposal according to the descriptions of the evaluation criteria and the corresponding points allocated to each criterion. **Please provide a brief written explanation for your score per criterion in the space provided.** Tally the score after you complete the written evaluation, and insert the total (maximum of 65 points) in the space above.

1. Relevant Experience of the Project Team, with regard to Scope of Services in the RFQ, as evidenced by:
 - a. Experience conducting comprehensive Facility Condition Assessments (FCA's) for clients.
(0 – 5 points)
 - b. Experience conducting Facilities Master Plans or Consolidation Studies for clients.
(0 – 5 points)
 - c. Experience preparing comprehensive Preventive Maintenance Plans for clients.
(0 – 5 points)

Potential points: 0 – 15 points

Evaluator's score:

Evaluator's written explanation for score:

City of Somerville
Evaluation Form for RFQ # 15-90

2. Team's knowledge and understanding of the Massachusetts State Building Code, regulations associated with the Americans with Disabilities Act and the Architectural Access Board, and all other pertinent codes and regulations related to successful completion of the project.

Potential points: 0 – 5 points

Evaluator's score:

Evaluator's written explanation for score:

3. Teams suggested approach for a project of this magnitude. Has the team proposed a general approach that provides the City with a comprehensive planning tool yet maximizes cost effectiveness of the project?

Potential points: 0 – 5 points

Evaluator's score:

Evaluator's written explanation for score:

City of Somerville
Evaluation Form for RFQ # 15-90

4. Capacity and skills: Identification of existing employees by number and area of expertise (as outlined in 2.2 Required Team Personnel). Identify any services to be provided by sub-consultants.

Potential points: 0 – 5

Evaluator's score:

Evaluator's written explanation for score:

5. Management approach: the teams approach to providing the level and nature of services required in section 2.1 of the RFQ as evidenced by proposed project staffing; proposed project management systems; effective information management; and examples of problem solving approaches to resolving issues that impact time and cost.

Potential points: 0 - 5

Evaluator's score:

Evaluator's written explanation for score:

City of Somerville
Evaluation Form for RFQ # 15-90

6. Sample documents provided by the team that demonstrate capability of meeting the City's expectations as part of this project:
- a. Sample Facility Condition Assessment
(0 – 5 points)
 - b. Sample Facility Master Plan
(0 – 5 points)
 - c. Sample Preventive Maintenance Plan
(0 – 5 points)
 - d. Sample database – How is asset information collected?
(0 – 5 points)

Potential points: 0 - 20

Evaluator's score:

Evaluator's written explanation for score:

7. Cost Estimating / Schedule Analysis / Cost Control: Thorough knowledge and demonstrated experience with cost estimating, schedule analysis and cost control with actual examples of recommendations and associated benefits to Owners.

Potential points: 0 - 5

Evaluator's score: points

Evaluator's written explanation for score:

City of Somerville
Evaluation Form for RFQ # 15-90

8. Project Team – Experience working together: Has the project team demonstrated a history of working together effectively on past projects?

Potential points: 0 - 5

Evaluator's score:

Evaluator's written explanation for score:

Asset Type	Asset Name	No.	Street Name	Gross Bldg Area	Year Built
Schools					
1	Kennedy School	75	Elm Street	151,986.00	1997
2	Capuano School	150	Glen Street	85,448.00	2002
3	High School	93	Highland Avenue	301,915.00	1940
4	High School Addition			113,430.00	1985
5	Healy School	5	Meacham Street	53,863.00	1997
6	East Somerville School	115	Pearl Street	152,832.00	2014
7	West Somerville Neighborhood School	179	Powder House Blvd	56,426.00	1995
8	Cummings School	93	School Street	31,386.00	1930
9	Winter Hill Community School	115	Sycamore Street	90,034.00	1974
10	Argenziano Elementary	290	Washington Street	110,000.00	2006
11	Brown School	201	Willow Avenue	28,745.00	1900
12	Edgerly Center	33	Cross Street	91,920.00	1920
Libraries					
13	Central Library	79	Highland Avenue	29,000.00	
14	East Branch Library	115	Broadway	5,080.00	1906
15	West Branch Library	40	College Avenue	7,140.00	1924
Municipal Buildings					
16	City Hall Annex	50	Evergreen Avenue	12,196.00	1962
17	DPW Facility	1	Franey Road	89,448.00	1900
18	City Hall	93	Highland Avenue	37,960.00	1930
19	Recreation Hall	19	Walnut Street	13,464.00	1900
20	Elderly Building	165	Broadway	10,947.00	1900
21	SCAT Building	92	Union Square	13,965.00	1900
22	Buena Vista Parking Lot	56A	Holland Street	35,000.00	1985
23	Traffic And Parking	133	Holland Street	11,593.00	1940
24	Tufts Field House	838	Broadway	2,964.00	1900
25	School Administration Building	42	Cross Street	3,781.00	1960
Police/Fire Stations					
26	Fire Station Headquarters	266	Broadway	10,772.00	1975
27	Fire Station: Engine 6	238	Holland Street	13,385.00	1900
28	Fire Station: Engine 7	265	Highland Avenue	9,743.00	1894
29	Fire Station: Engine 4	651	Somerville Avenue	6,925.00	1963
30	Police & Fire Station: Engine 3	228	Washington Street	87,579.00	1927
Other					
31	Prospect Hill Tower				
32	Skating Rink				
33	Trum Field House				
34	Transfer Station (Demolished)	10	Poplar Street	57,504.00	1950
35	Homans Building (Planned for demolition)	350	Medford Street	45,852.00	1925
36	Powder House School (Property identified for sale)	1060	Broadway	87,599.00	1973
DCR Facilities					
	Dilboy Stadium		Alewife Brook Pkwy	7,776.00	
	Boat House				
	Veterans Memorial Rink				