



Woburn Redevelopment Authority
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John F. Marlowe, Chairman
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**REQUEST FOR PROPOSALS FOR
DESIGN ENGINEERING SERVICES
WOBURN LOOP BIKEWAY/GREENWAY CORRIDOR
DESIGN PROJECT
WOBURN MASSACHUSETTS**

May, 2005

A. Summary: The Woburn Redevelopment Authority is seeking a qualified civil engineering firm to prepare preliminary designs, survey plans, construction plans, and bid documents, for the construction of a new bikeway/greenway and related improvements along the former railroad right-of-way known as the Woburn Loop. The specific work items include the following:

- Task 1: Review of existing plans, studies, and other relevant documentation;
- Task 2: Preparation of topographical and boundary surveys;
- Task 3: Attendance at meetings of Woburn Loop Corridor Advisory Committee, and with abutting property owners, to develop multi-use design proposals ;
- Task 4: Preparation of alternative schematic designs, and preliminary cost estimates;
- Task 5: Preparation of construction and bid documents;
- Task 6: Preparation of Subdivision Plan; and,
- Task 7: Additional services.

In addition, the work will also include all necessary site visits, attendance at public hearings, assistance in the bidding and selection of the general contractor, and other incidental work, detailed in the attached Scope of Services, as may be required to successfully complete the project.

B. Project Description: The Woburn Redevelopment Authority proposes to design and construct a Bikeway/ Greenway along the Woburn Loop, an abandoned railroad right-of-way which runs from Woburn Square to the Winchester Town Limit Line. The ROW is approximately .85 miles in length, and runs through the center of Woburn's South End, which is the area of the City with the greatest percentage of low and moderate income households. The WRA has been awarded a \$188,000 TCSP Grant from the federal Highway Administration to complete the planning and design of the bikeway and related projects.

The original Woburn Loop ROW was an alternate branch of the B&M Boston to Lowell rail line. Originally, the loop separated from the main line just north of Winchester Center, came through Woburn Square, and proceeded northward, rejoining the main line near the location of present day Route 128. The station was located adjacent to Woburn City Hall, at what is now the site of the Woburn District Court of Middlesex County. In the fifties, the branch north of the Square was abandoned, and the loop terminated at High Street, with a temporary station. In 1981, service to Woburn Square was abandoned altogether. The attached map shows the current land uses in the vicinity of the Woburn Loop ROW. Note that most of the properties immediately adjacent to the ROW are in industrial use, but are surrounded by single and multi-family residential use. This reflects the 19th and early 20th Century historic use of the corridor, when Woburn's South End was a tannery district.

Note that sixteen sites along the loop have been listed with the DEP Bureau of Waste Site Clean-Up as release sites. The ROW is thus directly abutted by a substantial number of abandoned and underutilized commercial and industrial properties, many of which are considered



to be “brownfields.” The Woburn Loop Bikeway/Greenway Corridor Project will incorporate the planning and construction of the Bikeway/Greenway as the central unifying conceptual framework to stimulate new housing and economic development opportunities in this blighted corridor. The stimulus effect of new multi-use trails has been observed in other communities; the Woburn Loop Bikeway/Greenway Corridor Project will make a proactive use of that stimulus effect to leverage other public and private



resources for neighborhood and community development and preservation, targeting strategically key abutting properties. The City of Woburn and the WRA have already entered negotiations with several abutting property owners who are interested in participating in the project. A preliminary proposal for one property, 22 Cranes Court, has already been prepared, and is among the attachments. The success of the 22 Cranes Court redevelopment is dependent upon the completion of the Bikeway/Greenway.

Several other steps have been taken by the City of Woburn in relation to the Woburn Loop Corridor. In March, 2002, the Woburn City Council approved an ordinance related to the development of underutilized and environmentally contaminated industrial sites, known as “Brownfields.” The ordinance formally accepted the provisions of Section 59A of the Massachusetts Brownfields Act, which provided and established the procedures for the abatement of unpaid real estate taxes, in order to stimulate the environmental mitigation and adaptive reuse of appropriate sites. The property located at 22 Cranes Court in Woburn’s South End will be the first property to use this ordinance.

In July, 2003, the Woburn City Council adopted the Woburn Loop Overlay District, which allows for the development of multi-family townhouses and other types of residential uses in the General Industrial (I-G) Zone which abuts the former railroad right-of-way.

C. Project Team: The Consultant’s project team must include the following personnel:

1. Project Manager: The Project Manager shall be a registered Public Engineer (P. E.) licensed to practice in the Commonwealth of Massachusetts, with a minimum of five (5) years experience in civil engineering practice as a licensed engineer. All plans, drawings, details, etc., produced under this contract shall be stamped with the Project Manager’s license seal, other than those produced by the Landscape Architect.

2. Land Surveyor: The Land Surveyor shall be a registered Land Surveyor licensed to practice in the Commonwealth of Massachusetts, with a minimum of five (5) years experience as a professional land surveyor. The completion of all field surveys will be under the direct supervision of the Land Surveyor.

3. Landscape Architect: The Landscape Architect shall be a registered Landscape Architect licensed to practice in the Commonwealth of Massachusetts, with a minimum of five (5) years experience in landscape design as a licensed landscape architect. All landscape plans, drawings, details, etc., produced under this contract shall be stamped with the Landscape Architect's license seal.

D. Background Material: The following materials are attached to assist with the development of the proposal:

1. Scope of Services (Attachment A)
2. Project Site Map (Attachment B)
3. Proposed Fee Schedule Form (Attachment C)
4. Insurance Requirements (Attachment D)

E. Project Schedule: The selected Engineering Consultant must be prepared to initiate work immediately upon authorization to proceed by the WRA. The Consultant will be required to complete the tasks listed in Attachment A of this RFP within the time period below. The specific time period is the time elapsed from the date initial authorization to proceed is given:

Task 1:	Review of existing documentation	1 week
Task 2:	Preparation of surveys	3 weeks
Task 3:	Meetings with Advisory Committee	28 weeks
Task 4:	Preparation of schematic designs	4 weeks
Task 5:	Preparation of construction and bid documents	10 weeks
Task 6:	Preparation of subdivision plan	3 weeks
Task 7:	Ongoing construction management.	TBD

F. Federal Requirements: Interested firms must comply with all provisions of the U.S. Department of Transportation Federal Highway Administration in the preparation of responses to this Request for Proposals, including but not limited to the Disadvantaged Business Enterprise Applicability to the Federal-aid Program (49 CFR Part 26) and Equal Employment Opportunity (23 CFR Part 230(A)). Interested firms will use their best efforts to solicit bids from and to utilize minority group subcontractors or subcontractors with meaningful minority group and female representation among their employees. Firms shall obtain lists of minority-owned construction firms from the Commonwealth of Massachusetts State Office of Minority and Women Business Assistance (SOMWBA).

G. Submission Requirements: Interested firms should submit six bound copies of the proposal, which must include the following:



1. Letter of Interest;
2. Form DB-1, for the lead firm, and any partnering firms or individuals;
3. List of five (5) recent references concerning past performance on similar projects, with a description of the project, amount of design contract, construction amount, project contact, and contact address and telephone number. Projects should, if possible, involve the key personnel to be assigned to the Woburn Loop Bikeway/Greenway project. References should be provided for the lead firm and any partnering firms or individuals;
4. Identification of key personnel and their specific job assignments. Resumes should be included which state education, qualifications and experience, including specific reference to all previous professional employers, and previous job titles.
5. Proposed work schedule, including any proposed deviation from the work schedule outlined in part D, above;
6. Other supplementary materials relative to the selection criteria listed below;
7. Proposed fee, submitted on Attachment B, Fee Schedule;

H. Selection Criteria: All selections will be reviewed by the staff and members of the Woburn Redevelopment Authority, in consultation with the City Engineer. Criteria used to

evaluate the candidate firms will include:

1. Experience of the firm(s) with bikeway/greenway, multi-modal, alternative traffic corridor design;
2. Qualifications of key engineering personnel assigned to the project;
3. Understanding by key personnel of state and federal laws, regulations, and standards as they relate to bikeway/greenway and overall transportation facility design and construction;
4. Demonstrated ability of the firm and key personnel to work in harmony and complete the project in a timely manner; and,
5. Competitiveness of project fee.

I. Submission Deadline: All six copies of the proposal should be mailed or hand delivered to the Woburn Redevelopment Authority, no later than Friday, June 3, at 4:00 p.m.

The WRA reserves the right to reject any and all proposals if it is in the best interest of the public to do so. Also reserved is the right to renegotiate the relative distribution of the total lump sum fee among specific tasks and work items.

A pre-proposal meeting is scheduled for Wednesday, May 11, 2005, at 2:00pm, at the office of the Woburn Redevelopment Authority, 371 Main Street, Woburn, Massachusetts.

Submissions should be delivered to:

Donald J. Borchelt, Executive Director
Woburn Redevelopment Authority
371 Main Street, P.O.Box 72
Woburn, MA 01801

For further information, please contact Donald Borchelt, WRA Executive Director, at (781)935-3010.

ATTACHMENT A
SCOPE OF WORK
Woburn Loop Bikeway/Greenway Corridor Design Project

All work hereunder shall be in accordance with the Highway Design Manual, Massachusetts Department of Public Works, July, 1989, as amended, the Massachusetts Highway Department, Standard Specifications for Highways and Bridges, 1995 Edition, as amended, the Massachusetts Building Code, and all applicable local codes and ordinances, as appropriate.

Task 1: Preliminary Review:

A. *Review of Existing Documentation:*

The Consultant shall be responsible for reviewing all existing plans, studies, and other documentation regarding the Woburn Loop and the Woburn Loop Bikeway/Greenway Corridor Design Project. These include, but are not limited to:

1. *Proposal for Transfer of the Woburn Loop*, Woburn Redevelopment Authority, December, 2000;
2. *TSCP Grant Application*, Woburn Redevelopment Authority, July 11, 2002;
1. *Woburn Loop Bikeway Greenway Overlay District Ordinance*, Woburn Redevelopment Authority, July, 2003;
2. *Proposal for Brownfields Redevelopment, 22 Cranes Court*, Woburn Redevelopment Authority, August, 2003;
3. *Proposal for Urban Brownfields Site Assessment, Woburn Loop Right of Way Bikeway/Greenway Corridor*, Woburn Redevelopment Authority, March 22, 2004;
4. *ASTM Phase I Environmental Assessment*, Environmental Strategies and Management, September, 2004.

B. *Preliminary Meeting/Site Inspection:*

Following the review of existing documentation, above, the Consultant will attend a meeting with the WRA and the City Engineer, to discuss the project. Immediately prior to the meeting, the Consultant will visit the site with the WRA and the City Engineer, to inspect existing site conditions and development issues.

Task 2: Preparation of Topographical and Boundary Surveys:

The work will include the following survey services for the Woburn Loop Bikeway/Greenway Corridor (the "Corridor") project site. The specific Survey Area Limit to be surveyed is identified on Attachment B, Project Site Map. The Consultant shall retain a professional surveyor licensed and registered to practice in the Commonwealth of Massachusetts to complete the neces-

sary work. All surveys will be based upon the Massachusetts Coordinate System.

A. *Research of Existing Plans and Documents:*

The Consultant shall be responsible collecting and researching all existing documentation required to provide a property and topographical survey of the Corridor project area, including property plans, deed research, right-of-way layouts, etc.

1. Work shall include all research at the Middlesex Registry of Deeds necessary to establish ownership, boundaries, easements and encumbrances, etc. The Consultant will compile all deed and plan information, including copies of all plans related to the subject properties which have been duly recorded and on file at the Registry.
2. The Consultant shall also be responsible for reviewing and copies of all plans, surveys, and deed information which is on file and available within the MBTA, Transit Realty Associates, the B&M Railroad, Woburn Engineering Department and the Woburn Assessing Department.
3. The Consultant shall provide utility plans or other information for all existing utilities within or immediately adjacent to the Survey Area, obtained from record plans or other documentation available from the relevant private utility companies which serve the project area.
4. Copies of all deeds and recorded plot plans, right-of-way plans, surveys, record plans, etc., obtained by the Consultant under this item shall be submitted to the WRA in a binder, with the contents properly indexed, which shall be labeled *Property Title and Plan Research, Woburn Loop Bikeway/Greenway Corridor*. This binder shall be submitted with the completed Boundary Survey.

B. *Boundary Survey:*

Provide a boundary survey for all properties within the Project Area Limit shown on Attachment B. Establish ties to Main Street Right of Way and nearest established survey boundary markers. Survey shall include the locations of all rights-of-way, utility and other easements, and other encumbrances, and building locations and setbacks from all property lines.

1. All boundary line data shall include all distance, bearing, delta, and other necessary information for all properties within the Survey Area Limit.
2. General building outlines and locations shall be depicted with building setbacks by bearing and distance from each major corner.
3. Municipal properties which abut Main Street shall be properly tied into the Main Street Right of Way, showing distance to the nearest known datum point along the right-of-way.

4. Boundary Survey to be plotted using AutoCad Version 14 and Softdesk Version 8 graphic design system, and provided in a 'dxf' file format readable by the Woburn Engineering Department's AutoCad system. Boundary lines, rights of way, easements, and building locations shall be in separate layers.
5. An original copy of the survey plan sheets, stamped by the Surveyor, shall be completed and submitted to the WRA on a mylar roll at a scale of 1"=20', and shall be completed in accordance with all requirements of the Middlesex County Registry of Deeds, and suitable for recording.

C. *Topographic Survey:*

The Consultant's Surveyor shall complete and provide a topographic survey of all properties within the Project Area Limit, as shown on Attachment A. The Surveyor shall locate all physical features including building outlines, sidewalks, driveways, building fence, etc. The Topographic Survey shall conform in general to the provisions of Article IV, Design Phase Survey, of the Mass. Highway Department Standard Provisions of Agreement with Consulting Services dated June 1976, as amended.

1. Contours will be plotted on a 2 foot interval on the topographic base map. The Surveyor shall provide all rim elevations on manholes, drains, etc. Topographic plotting shall be taken by "station and offset" method, or converted to it mathematically. Survey shall show the locations of all existing utility lines through the Survey Limit Area.
2. Topographic Survey shall be plotted using AutoCad or compatible graphic design system, and provided in a 'dxf' file format readable by the Woburn Engineering Department's AutoCad system. Boundary lines, rights of way, easements, and building locations shall be in separate layers.
3. An original copy of the survey, stamped by a professional surveyor licensed and registered to practice in the Commonwealth of Massachusetts, shall be completed and submitted to the WRA on a mylar roll at a scale of 1"=20'.

Task 3: Meetings with Advisory Committee: All design decisions related to the Woburn Loop Bikeway/Greenway Corridor will be made by the Woburn Redevelopment Authority, based upon the results of deliberations by the Woburn Loop Corridor Advisory Committee (the "Committee"). The Committee will be made up of twelve members. Three members will be elected officials, including the Mayor, the Alderman representing Ward 2, and another Alderman to be appointed by the Board of Alderman. Three members will represent public boards, the WRA, the Planning Board, and the Conservation Commission, to be appointed by their respective Boards. Three members will represent Woburn residents; two from the South End neighborhood in the vicinity of the project site, and one from elsewhere in the City, to provide a community-wide perspective. Three members will represent area commercial and industrial property owners. The resident and commercial property owner representatives will be appointed by the Mayor and the WRA Chairman, in concert.

The WRA will be responsible for hosting and coordinating the Advisory Committee meetings. A total of six meetings are planned, to be held at specific benchmarks in the work program. The Consultant project manager will be required to attend all six of the Committee meetings. Other Consultant staff will be required to attend those meetings at which their specific specialties are the subject of discussion. As each specific segment of the right-of-way is dealt with, the abutting businesses and property owners will be invited to discuss their needs and concerns. The subject and agenda of each of these meetings will be as follows:

1. *Introductory meeting:* In the first meeting, the Advisory Committee will receive an introduction to the project concept and work program. At this meeting, the terms of the MBTA license, the preliminary environmental assessment will be reviewed. The Consultant will be responsible for making a presentation regarding general issues related to bikeway design, including types of surface, lighting, entrances and street crossings, furnishings for rest areas and other possible improvements.
2. *Area A, High Street to Green Street:* This is the area where the trailhead parking area will be located. Issues include the extension of High Street directly through to Main Street, the swapping of land with Central Bank, the design of the parking area, and the relocation of dumpsters which serve 221-237 Main Street.
3. *Area B, Green Street to Fowle Street:* Recent redevelopment of 3R Green Street has increased the parking demand on this portion of the right-of-way. Issues include providing vehicular access to the 3R and 5R Green Street, the relocation of parking utilization to the Area A parking lot, the design of a main bikeway/greenway entry gate at Green Street, and encouraging a more active interface between the bikeway/greenway and 201 Main Street.
4. *Area C, Fowle Street to Conn Street:* Issues in this segment include traffic concerns related to Dole & Bailey, Inc.
5. *Area D, Conn Street to High Street:* This area includes the proposed brownfields redevelopment at 22 Cranes Court, which will require new vehicular access from Cross Street.
6. *Review of Schematic Design:* The Consultant will present a preliminary design schematic based upon the results of meetings 2 through 5, and receive comments from the Advisory Committee. These comments will be incorporated into the 25 percent design plan.
7. *Final Review of 25 Percent Design Plan:* The Consultant will present the revised schematic design, which will have been expanded into the 25 percent design plan, for the entire bikeway/greenway corridor, for final approval by the Advisory Committee.

Task 4: Preparation of Schematic Designs:

The Consultant will be responsible for preparing a preliminary schematic design for each of the

four areas listed above, as part of the preparation for the Advisory Committee meetings reviewing each area. Specific work items will include:

A. *Pre-Design Meeting:*

The WRA will be responsible for contacting each owner of property which abuts the Woburn Loop right-of-way, to set up individual meetings with WRA and Consultant staff. The meeting will also include the City Engineer and other relevant agency and community representatives as the WRA deems appropriate.

1. It will be the WRA's responsibility to set up the meeting, and provide notice to the participants. The Consultant will be required to attend the meeting, and make notes of the comments of the participants.
2. The Consultant will be responsible for preparing minutes of the meetings sufficient in detail to outline the issues and concerns raised by the abutting property owners and participants.

B. *Preparation of Schematic Designs:*

The Consultant will be responsible for preparing a preliminary schematic design for each area, showing property lines, the paved bike pathway, the vehicular parking area, street crossings/entrances, rest areas, handicapped access provisions, site lighting, fencing, signage, grading, curbing, stormwater management system, vehicular access drives serving adjacent properties, landscaping and screening, and adjoining features such as building locations, streets and utilities, etc. The conceptual designs will include proposed improvements both for the bikeway/greenway itself, and for the private improvements proposed for residual land which will be designated for private use, such as vehicular access drives. In undertaking the design, the Consultant will take into careful consideration the budgetary constraints established for the project.

1. Design drawings shall be blackline, provided on a mylar roll at a scale of 1"=20'. Contours should be plotted on a 2 foot interval. Drawings should be marked "Concept Plan, Not for Construction." In addition, one full size copy of each plan, colored with markers or colored pencils and mounted on 1/4" foam core board shall be provided by the Consultant for presentation purposes.
2. A minimum of three color renderings shall be prepared for the overall schematic design, depicting the appearance of critical features and interface locations, such as the entrances/street crossings, rest areas, the vehicular parking area, vehicular access drives and other related improvements, or other important locations.
3. Both the color plans and renderings shall also be photographically reduced and provided to the WRA in approximately a 11" x 17" format, for inclusion in reports, proposals, etc. These 11"x17" reductions shall be scanned in a minimum 24 bit color, 600 dpi resolution, and provided to the WRA in a Windows bitmap file format on a CD-R data storage disk.

C. *Preliminary Cost Estimates:*

The Consultant shall provide the WRA with itemized preliminary cost estimates for each alternative schematic design, for evaluation purposes. The overall estimates should reflect the budgetary constraints established for the project at the inception of the design process.

1. Preliminary cost estimates shall be itemized by major cost and improvement categories, such as ledge excavation, grading and fill, asphalt paving, brick walkways, plantings, benches and other furnishings, lighting, signage, pavement marking, etc. Where appropriate, estimates may be based upon a per area ratio.
2. The Consultant shall meet with the WRA and the City Engineer to review the cost estimates, and in particular, the impact of those estimates upon the scope of construction and improvements. Cost estimates shall be completed before final drawings and renderings required above are completed, to allow for revisions required by budgetary constraints.

Task 5. Preparation of Construction Plans and Bid Documents:

The Consultant shall prepare full construction plans, specifications, and bid documents for the Project, based upon the final schematic designs selected by the Advisory Committee at the completion of Task 4. The plans shall be completed in accordance with the regulations of the Mass. Highway Department; “front end” bid documents shall conform to MGL Chapter 30, Section 39M. The construction plans will not include vehicular access drives and other improvement contained within the boundaries of residual land not identified for incorporation within the bike-way/greenway project.

A. *Bikeway/Greenway Construction Plans:*

Construction plans shall be blackline drawings at a scale of 1”=20’, and shall be provided to the City on cut sheets. Plans shall include all details, cross sections, profiles, and elevations as may be required for the bikepath ways, vehicle parking areas, street crossings and entrances, furnishings, lighting, drainage system and structures, etc.

1. Particular attention should be given to providing adequate dimensional and cross sectional details for all areas related to handicapped parking and access, to properly document that statutory and regulatory access requirements are being met by the design.
2. Plans will be submitted to the WRA and the City Engineer for review and comment at the 25%, 75% and 100% completion stage, and all comments shall be incorporated into the final contract documents.
3. Construction plans will be accompanied by detailed written specifications for each bid item. The basis for the specifications for the proposed design will be the Massachusetts Highway Department Standard Specifications for Highway and Bridges, 1988 edition as

amended. Any standard specifications of the City of Woburn, Engineering Department will be incorporated by the Consultant as special provisions.

4. The Consultant will prepare an itemized construction cost estimate utilizing prevailing prices and based upon items established by the Massachusetts Highway Department in their Unit Price Index.

Task 6. Subdivision Plan:

The Consultant shall be responsible for completing a subdivision plan for the entire Bikeway/Greenway Project Site Area, as shown on Attachment B, Project Site Map. The Subdivision Plan will show all boundaries of the portion of the property within the Project Site Area which is to be retained for use as a bikeway/greenway, and all boundaries for all residual parcels identified by the Advisory Committee as appropriate for disposition to abutters, for the creation of vehicular access drives, buffer zones, expansion of parking, or other purpose. The subdivision plan will be completed in accordance with all requirements of the Subdivision Control Rules and Regulations of the City of Woburn. The subdivision plan will include any land area located at 275 Main Street, the Central Bank, which may be subdivided in order to effect a transfer of land between the Central Bank and the WRA or the City of Woburn.

Task 7. Additional Services:

The services described in this section are not included in the Consultant's Basic Services, and will only be provided if authorized or confirmed in writing by the WRA. All Additional Services will be compensated at the hourly rate specified in Attachment C, Fee Schedule Form, unless otherwise specified.

A. *Bidding and Selection:*

The Consultant shall assist the WRA in the advertising, bidding, and selection of the General Contractor.

1. The Consultant shall complete and provide the "front end" bid documents in accordance with MGL Chapter 30, Section 39M, and other relevant ordinances, regulations and statutes. The Contractor will provide 20 sets of bid documents, plans and specifications.
2. The Consultant shall be responsible for preparing all advertising text, in accordance with the relevant statutes and regulations. The WRA will be responsible for the actual advertising of the bid.
3. The Consultant, represented by all key members of the design team, shall attend one pre-bid meeting with potential bidders, to answer questions regarding the plans and specifications. The Consultant shall keep a written record of each question asked, and the ultimate response by the WRA, the City Engineer, or the Consultant, for eventual distribution to the bidders.

4. The Consultant shall assist the WRA in evaluating the bids, selecting the Contractor, and awarding the contract. This will include assisting in documenting the basis for any bid rejection, if at the sole discretion of the WRA this is considered necessary for the public interest.

Task 7: Services During Construction:

Construction supervision will be performed by the City of Woburn Department of Public Works. However, if requested, the Consultant will continue to assist the WRA and the DPW in several capacities once construction has begun on the Woburn Loop Bikeway/Greenway project. The Consultant will provide the services during construction normally required of design consultants under Mass. Highway Department contracts. All services under Task 7 shall be considered Additional Services, to be paid on an hourly basis, according to Appendix B, Fee Schedule Form (Hourly Fee Schedule). Services will include:

A. *Construction Services:*

Upon the request of the WRA or the DPW, the Consultant will provide advice during construction on the intent of the contract plans and specifications, review of shop drawings submitted by the Contractor, performance of periodic or final inspections, and certification that the Contractor has completed the project in conformance with the project plans and specifications.

B. *Testimony During Litigation:*

Upon request by the WRA, the Consultant shall be available on a per-hour basis to provide expert testimony during litigation, arbitration, mediation, or other form of dispute resolution, involving the Contractor, subcontractors, or any other party during or after the completion of construction. Work will include all necessary meetings, research, or other work necessary to prepare for testimony.

Woburn Loop Bikeway/Greenway

ATTACHMENT B: PROJECT SITE MAP

 Project Site Area

Prepared by Woburn Redevelopment Authority



**ATTACHMENT C
Proposed Fee Schedule**

Name of Consultant: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____
 Project Manager: _____
 Total Fee: _____ Date: _____

Estimated Task Budget				
Task	Hourly Rate*	No. of Hours	Cost/staff	Total Cost
Task 1: Preliminary Review				
• Project Manager (P.E.)				
• Land Surveyor				
• Landscape Architect				
• Other				
Task 2: Preparation of Surveys				
• Project Manager (P.E.)				
• Land Surveyor				
• Landscape Architect				
• Other				
Task 3: Meetings with Advisory Committee				
• Project Manager (P.E.)				
• Land Surveyor				
• Landscape Architect				
• Other				
Task 4: Preparation of Schematic Designs				
• Project Manager (P.E.)				
• Land Surveyor				
• Landscape Architect				
• Other				
Task 5: Preparation of Construction Plans*				
• Project Manager (P.E.)				
• Land Surveyor				
• Landscape Architect				
• Other				

Estimated Task Budget (Continued)				
Task	Hourly Rate*	No. of Hours	Cost/staff	Total Cost
Task 6: Preparation of Subdivision Plan				
• Project Manager (P.E.)				
• Land Surveyor				
• Landscape Architect				
• Other				
Additional insurance cost**				
TOTAL				

* Hourly rate should include overhead rate and all reimbursables. There will be no separate reimbursement for printing, travel, telephone, etc. Include project staff for both primary consultants and all subconsultants.

** This line item should reflect the additional cost of workman’s compensation insurance, if any, due to the requirement of Attachment D(b), which states that the workman’s compensation policy “shall contain a clause waiving the right of subrogation in favor of the MBTA.”

Note: The Woburn Redevelopment Authority reserves the right to negotiate the fee amount, staff assignments, distribution of staff hours, hourly rates, and other budget related issues with the selected candidate.

ATTACHMENT D
Insurance Requirements

Prior to entry hereunder, the Consultant shall provide the WRA and the MBTA with a certificate or certificates of insurance and shall, during the term hereof, renew and replace any expired certificate, evidencing the insurance of the activities permitted hereunder, with companies that are reasonably acceptable to the MBTA, as stated below, in which the Consultant and others hereinafter specified are either additional insureds as their interests may appear or named insureds and which provide minimum liability coverage as follows:

- (a) Commercial General Liability Insurance: Insuring the Consultant, the MBTA the Premises and all activities allowed hereunder with minimum liability coverage for personal injury, bodily injury and property damage with limits not less than One Million Dollars (\$1,000,000.00) per occurrence. Umbrella liability coverage with limits of not less than Two Million Dollars (\$2,000,000.00) covering all work performed must also be provided. Such insurance shall be written on an occurrence basis (as opposed to a claims made basis). These policies shall name the MBTA as additional insured.
- (b) Worker's Compensation Insurance: Insuring all persons employed by the Consultant in connection with any work done on or about the Premises with respect to which claims for death or bodily injury could be asserted against the MBTA or the Premises with limits of liability of not less than those required by Massachusetts General Laws, Chapter 152, as amended. The policy shall contain a clause waiving the right of subrogation in favor of the MBTA. Each of the Consultant's subcontractors and consultants shall have similar policies covering their employees.
- (c) Automobile Liability Insurance: Automobile liability insurance with limits of not less than One Million Dollars (\$1,000,000.00) covering all owned, non-owned, hired, rented or leased vehicles of the Consultant and its sub-consultants and contractors that are used in the activities permitted hereunder.

The required insurance coverages hereinbefore specified shall be placed with insurance companies licensed by the Massachusetts Division of Insurance to do business in the Commonwealth of Massachusetts and having a Best's rating of B+ or better; shall be taken out before the License is commenced and be kept in full force and effect throughout the term of the License; shall be primary to and non-contributory to any coverages maintained by the MBTA; and shall require that the MBTA be given at least 30 days' advance notice in the event of any cancellation or materially adverse change in coverage. At the inception date of the License and throughout its term, the MBTA shall be provided with original certificates of insurance evidencing that such insurance policies are in place and provide coverage as required. The Consultant shall be responsible for seeing that its contractors and sub-consultants are properly covered by insurance.

In the event of the cancellation of any policy during the term of this Agreement, or the failure to keep in effect the insurance required by this section, the MBTA may, without further notice and

at its option, procure or renew such insurance on the account of the Consultant. The Consultant agrees to repay such MBTA expense, with interest thereon at the rate of eighteen percent (18%) annually from the date of the expenditure by the MBTA as an additional license fee.

ALL CERTIFICATES OF INSURANCE PERTAINING TO THIS REQUEST (AS WELL AS RENEWAL CERTIFICATES) SHOULD DESCRIBE THE SITE THAT IS COVERED.