

**City of Newton  
Purchasing Department  
BID REQUEST FORM**

Begin using December 9, 2011

Step 1: Complete the Bid Request Form

Department Head Approval \_\_\_\_\_

Step 2: **Have Department Head Approve and Date Bid Request Form**

Date: March 24, 2023

Step 3: Email the completed Bid Request Form to [Purchasing@newtonma.gov](mailto:Purchasing@newtonma.gov)

Step 4: Once Bid Form is approved, Template will be available on Shared Drive for Update and Modification

Step 5: Email [purchasing@newtonma.gov](mailto:purchasing@newtonma.gov) once Bid Template has been updated

<b>Project Manager:</b> Alex Valcarce - PBD	<b>Phone Ext.</b> 1609
<b>Architect Name:</b> N/A	
<b>Architect Contact Person:</b> N/A	<b>Phone / Email</b> N/A

**PROJECT INFORMATION**

<b>ESTIMATED COST</b> \$185,000 (Through Feasibility Study)	<b>PROJECT TITLE</b> Franklin Elementary School Owner's Project Manager (OPM)	<b>Brief Description:</b> Owner's Project Manager services per Owner's RFS for renovations, and additions to the Franklin Elementary School.
<b>Completed Template on Shared Drive (date):</b>	<b>DRAWINGS/PLANS</b> YES or NO <input checked="" type="checkbox"/> # of Pages: N/A	<b>ALTERNATES</b> YES NO <input checked="" type="checkbox"/> <b>How many (list in order of priority):</b>
<b>Total # of pages in Template:</b> _____	<b>PRE -BID Information</b> Pre-Bid Meeting: YES <input checked="" type="checkbox"/> NO <b>Location of Meeting:</b> Franklin Elementary School, 125 Derby Street Street, Newton, MA <b>MANDATORY</b> (send justification to CPO) YES NO <input checked="" type="checkbox"/>	<b>SPECIAL INSTRUCTIONS:</b> <b>Initial Award shall be for Educational Programming and Feasibility Study services. Pending funding approval, and City's decision to proceed, services may be extended through Schematic Design, Design Development, Construction Documents, Bid &amp; Award, Construction, and Project Close-Out.</b>

**FUNDING**

**CONTRACT TERM**

<b>Chapter 90 Funding:</b> YES NO <input checked="" type="checkbox"/>	<b>Stimulus Money ( funded):</b> YES NO <input checked="" type="checkbox"/>	<b>Jan 1 - Dec 31</b> <b>July 1 - June 30</b> (circle/highlight one) 12 months (from day of contract execution)	<b>Anticipated Start Date:</b> May 2023
<b>CDBG Funding:</b> YES NO <input checked="" type="checkbox"/>	<b>ORG &amp; Account #s:</b>	<b>Options to Renew:</b> 1 - one year term 2 - one year terms	<b>Completion Date:</b> January 2024 (Through Schematic Design)

**Public Works Construction**

<b>MASS HIGHWAY PRE-QUALIFICATION FORM (Chapter 90/Highway (please circle one):</b> YES      NO
<b>PRICE ADJUSTMENT REQUIRED:</b> YES      NO      If yes, circle each: Gas / Diesel / Portland Cement / Liquid Asphalt / Steel
<b>TRENCH PERMIT:</b> YES      NO

**Public Building Construction**

<b>DCAM CERT:</b> YES or NO	<b>FILED SUB BID:</b> YES or NO
<b>CATEGORY OF WORK:</b> Design Services Contract	<b>TRADES:</b>

**PURCHASING USE ONLY**

<b>Old Bid #</b> _____ <b>New Bid #</b> _____ <b>ADV:</b> Central Register / Goods & Services / Tab / OSD
<b>Wage Rates:</b> NO / YES <b>Bid Bond</b> _____ <b>Payment Bond</b> _____ <b>Performance Bond</b> _____
<b>Release Date:</b> _____ <b>@ 10:00 a.m.</b> <b>Pre-Bid:</b> _____ <b>@</b> _____ <b>Opening:</b> _____ <b>@</b> _____