



Town of Longmeadow
Massachusetts
Community Preservation Committee



Telephone 413-565-4110
Fax 413-565-4112

20 Williams Street
Longmeadow, MA 01106

www.longmeadow.org

Application for **Community Preservation Act Funding**

Instructions

1. Review attached Community Preservation Act (CPA) funding eligibility, selection criteria (Appendix), and application.
2. Prepare and submit 10 typed and double-sided copies of the application form and project description to the CPC, c/o the Town Clerk's Office, Town Hall, 20 Williams St., Longmeadow, MA 01106.
3. The Community Preservation Committee (CPC) will accept project proposals **through December 3, 2019** for possible consideration at the following Annual Town Meeting.
4. The CPC will review all applications by December 31 and schedule a meeting with each applicant to discuss its proposal.
 - a. The CPC may ask for more information before deciding to recommend the proposal for funding.
 - b. The CPC may request that you present your proposal at a public hearing.
5. If the project is selected for a funding recommendation, the CPC will submit it to Town Meeting.
6. Town Meeting has the sole authority to fund projects.

** Please note that the Committee reserves the right to modify these procedures and timeframe. Emergency applications will be accepted at the discretion of the CPC. The committee reserves the right to reject applications that are incomplete or late.*

Application Form

For CPC Use: Project # _____
Received on: ___/___/___ Received by: _____
Reviewed on: ___/___/___ Determination: _____

Applicant Information

Project Title: Community House Roof and Gutter Repair			
CPA Funding Request: \$120,000.00		Total Cost of Proposed Project: \$120,000.00	
Applicant Name: Mario Mazza, DPW Director		Contact Name: Mario Mazza	
Mailing Address: 31 Pondsides Road		Community Preservation Act Category <i>Please check all that apply:</i>	<input type="checkbox"/> Community Housing
City, State, Zip Code: Longmeadow, MA 01106			<input checked="" type="checkbox"/> Historic Preservation
Phone/Fax: 413-567-3400 (p), 413-567-9018 (f)			<input type="checkbox"/> Open Space
Email &/or Website: mmazza@longmeadow.org			<input type="checkbox"/> Recreation

Please attach a project description and budget, as indicated on page 2.

FY2020 CPA Application
Community House Roof and Gutter Repair

Goals: The goal of this project is to replace the roof membrane and gutters as well as the ornamental railing at the Community House.

Community Need: The roof and gutters are failing and causing damage to the wall cavities of the building. The Town recently spent \$5,000 on the gutters as a temporary fix. The roof is at least twenty years old and the gutters are wooden; the ornamental railing is also in need of replacement. This project is necessary because the Community House is an important Town building which is home to many Town offices as well as a place for various recreational activities and gatherings. This building should be aesthetically appealing and safe.

Community Support: NA

Action Plan & Timeline: Plans and specifications can be finalized and bid during the summer of 2020. Construction can begin in the fall of 2020 or the winter of 2021 and will be coordinated with the Town Departments occupying the building.

Maintenance: Once the major components are repaired/replaced, the Maintenance Department will handle routine maintenance and repairs through their operating budget.

Preservation: The Community House was constructed in 1927 as a church hall for the First Church across Williams Street. The Community House is an early 20th century colonial revival architecture. Funding this project will preserve the building envelope of the Community House.

Budget: The (attached) estimate for this project is \$186,034. The requested amount of \$120,000 reflects the difference between the bid and the \$68,000 given to us last year.

Project Description

Proposals must answer the following questions. Include supporting materials as necessary.

1. **Goals:** What are the goals of the proposed project?
2. **Community Need:** Why is this project important? How does it meet the objectives outlined in existing town plans?
3. **Community Support:** Describe the community support for this project. Include letters of support, if any.
4. **Action Plan & Timeline:** What is the schedule for project implementation, including start and completion dates?
5. **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?
6. **Preservation:** CPA projects may require deed restrictions. For more information, please see the Community Preservation Coalition website at <http://www.communitypreservation.org/index.cfm>.
 - a. If applicable, attach a copy of the proposed deed restriction language.

Additional Information

Provide the following additional information, as applicable:

- A. Documentation that you have (or will have) control over the site, such as Purchase and Sale Agreement, option or deed.
- B. Evidence that the project does not violate any zoning ordinance or any other laws or regulations.
- C. Evidence that the proposed site is free of hazardous materials or that there is a plan for remediation.
- D. Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed.

Budget

1. **Budget:** What is the total budget for the project? All expenditures must be clearly identified.
2. **Other funding:** Specify what additional funding sources (public/private/in-kind) and amounts are available, committed, or under consideration. Include commitment letters, if available, and describe any other attempts to secure funding for this project.
3. **Mandated 'Construction' expenses:** If your proposed project involves construction, installation, demolition, maintenance or repair to a building or public work (horizontal construction), the payment of Prevailing Wage to the construction workers is mandated and will be enforced. Contact the Purchasing Department ([413-565-4185](tel:413-565-4185)) to obtain the prevailing wage rate sheet for use in obtaining realistic contractor quotes. This will help to ensure that your budget request is appropriate to what the actual expense will be.

Please send Application Form and Project Description Proposal, by the first Monday in December, to:

Longmeadow Community Preservation Committee
c/o Town Clerk's Office
Longmeadow Town Hall
20 Williams Street
Longmeadow, MA 01106

Thank you for your proposal!

FORMS FOR BIDS

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FORM FOR GENERAL BID

Bidder shall fill in all blank spaces.

Failure to complete any portion of the "FORM FOR GENERAL BID" disqualify the bidder.

TO: Town of Longmeadow
Purchasing Department
Attn: Chad Thompson, Procurement Manager
735 Longmeadow Street, Suite 101
Longmeadow, MA 01106

BIDDER J.D. Rivet & Co., Inc.

BIDS DUE: 1:30 PM on Thursday, April 4, 2019

The undersigned certifies that the contract documents, specifications and drawings been carefully examined, and that the site of the work has been personally inspected. The undersigned declares that the amount and nature of the work to be done is understood and that at no time will a misunderstanding of the contract documents be pleaded.

The undersigned proposes to furnish all labor, materials, and equipment required at incidental and pay all bonds, taxes, and permits required for the carrying out of the the Community House - Roof and Balustrade Replacement in accordance with drawings and specifications prepared by Hill-Engineers, Architects, Planners, Inc. & contract price as specified below and outlined herein and subject to the additions and deductions heretofore provided for in the specifications.

The bidder acknowledges receipt of the following addenda:

Addendum 1

Addendum 2

(Continued on next

FORMS FOR BIDS

BASE BID:

Provide the cost for the base bid work that encompasses the replacement of system and appurtenances, and the replacement ornamental railing and app

BASE BID \$ 126,724.00

One Hundred Twenty Six Thousand Seven Hundred Twenty Four Dollars
(Base Bid Written in Words)

BID ALTERNATE NO.1:

Provide the cost for Alternate 1 that encompasses the replacement of the cop appurtenances on the porch and building. All provisions of the original con apply and shall be enforced for the work

BID ALTERNATE NO.1 \$ 9,212.00

Nine Thousand Two Hundred Twelve Dollars
(Bid Alternate No.1 Written in Words)

BID ALTERNATE NO.2:

Provide the cost for Alternate 2 that encompasses the replacement of the cop downspouts and appurtenances on the building. All provisions of the origins documents apply and shall be enforced for the work

BID ALTERNATE NO.2 \$ 50,098.00

Fifty Thousand Ninety Eight Dollars
(Bid Alternate No.2 Written in Words)

BID TOTAL: 186,034.00

(Sum of Base Bid, Bid Alternate No.1 and Bid Alternate No.2)

The undersigned agrees that for any extra work, the contract price shall be increased cost of the work in place plus 15% percent of the actual cost added to cover

FORMS FOR BIDS

UNIT PRICE (Not part of base bid and bid alternate award calculation)
Change order Roof sheathing (plank) replacement

In the event of rotted wood roof sheathing being discovered upon removal of the system, provide a unit price for the removal, preparation, and replacement repair affected area per one (1) square foot. The repair material shall be appropriate/com roof sheathing construction.

Unit Price \$ 3.00 Square Ft

(Unit price per Square Foot, numeric)

Three

Dollars Per Square Foot

(Unit price per Square Foot written in words)

FORMS FOR BIDS

The sub-division of the proposed contract price is as follows:

ITEM 1 The work of the Contractor, being all work other than that covered
 Item 2, \$ 171,034.00

ITEM 2 Sub-bids as follows:

<u>SUBTRADE</u>	<u>SECTIONS</u>	<u>SUB-BIDDER</u>	<u>AMOUNT</u>	<u>BONDS R</u> <u>INDIC</u> <u>YES/</u> <u>No</u>
Insulation	07126	PDC	\$ 15,000	No
_____	_____	_____	\$ _____	_____
_____	_____	_____	\$ _____	_____
_____	_____	_____	\$ _____	_____
_____	_____	_____	\$ _____	_____

TOTAL OF ITEM 2\$ 15,000

The undersigned agrees that each of the above-named sub-bidders will be used if indicated at the amount stated, unless a substitution is made.

The undersigned agrees that if he is selected as contractor, he will within five days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the authority, execute a contract in accordance with the terms of this general.





