



# City of Somerville

Joseph A. Curtatone, Mayor

Somerville Arts Council

Mayor's Office of Strategic Planning & Community  
Development

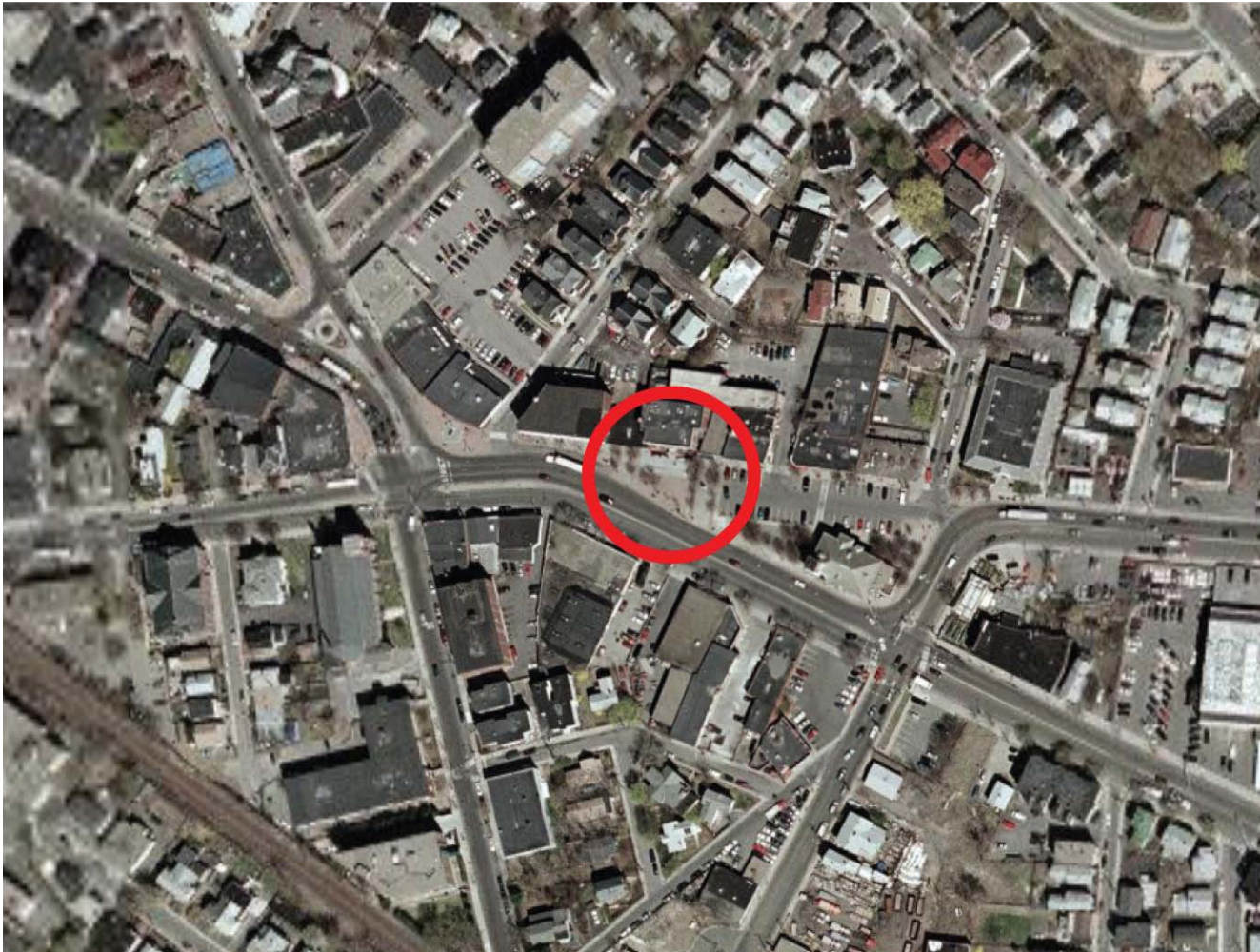
City of Somerville, 93 Highland Avenue, Somerville, MA 02143 [www.ci.somerville.ma.us](http://www.ci.somerville.ma.us)

# UNION SQUARE

# Performance Area

*ARTSUNION INITIATIVE*

Request for Proposals  
Designer Services



## **REQUEST FOR PROPOSAL UNION SQUARE PERFORMANCE AREA**

### **INSTRUCTIONS**

The City of Somerville, acting by and through the Somerville Arts Council and the Mayor's Office of Strategic Planning and Community Development, is seeking the services of a designer/fabricator to provide design, fabrication, and installation oversight services for a new performance area in Union Square, Somerville, MA.

## **GOALS AND OBJECTIVES**

The performance area project is a key component of a broader Somerville arts initiative called "ArtsUnion." For more information about ArtsUnion, visit [www.somervilleartscouncil.org](http://www.somervilleartscouncil.org). Through the ArtsUnion project, a number of creatively designed benches, trash receptacles, and information kiosks are presently being manufactured. We hope they will be installed by the end of the summer, 2006. Please see the enclosed image of the plaza and the work of a selected designer to envision how this work will be integrated into the area.

In addition to installing this new street furniture in Union Square, a key component of the ArtsUnion initiative is to install a performance area that will lend Union Square a distinctive, creatively conceived space for public gatherings and performances. The performance area will be located on a pedestrian plaza adjacent to Somerville Avenue. We are seeking a space that can be used for performances during festivals and farmer/craft markets and for more informal gatherings that might involve street musicians and general performative art. Designers are encouraged to consider multiple place-making strategies. Due to budget constraints, we do not anticipate designs that incorporate a physical stage. We are open to designs and fabrication plans that create a performance area and seating; we are also open to designs that are less traditional. For example, decorative treatment of existing paving blocks could be used to demarcate performance and audience areas. Because Somerville Avenue is heavily trafficked, designers may wish to create some sort of barrier or 'edge' that separates the performance area from the road. We are open to creative solutions that will create a sense of place.

## **SCOPE OF SERVICES**

The Scope of Services is described in EXHIBIT A – SCOPE OF SERVICES attached hereto.

## **FEE FOR SERVICES**

The fee for the project is fixed at \$25,000, which shall include all sub-consultant fees and out-of-pocket expenses including without limitation, telephone calls, copying, printing, photographs, postage and messenger services.

## **PROJECT SCHEDULE**

The City's preliminary project schedule calls for the work items set forth in the Scope of Services to be completed according to the following schedule:

Initial Submission – June 8, 2006  
Semi-Finalists' Submission – June 29, 2006  
Selection of Finalist – July 6, 2006  
Design Development – August 17, 2006

Fabrication of Materials – October 12, 2006  
Installation – December 7, 2006

## PROPOSAL SUBMISSION REQUIREMENTS

### Contents of Initial Proposal

The Vendor's Initial Proposal should include:

- Letter of intent
- Statement of CADD system capability
- Rough sketches of the proposed elements and site plan
- Resumes for key personnel
- Professional references specific to the type of work being sought
- Visual aides of typical similar work, including 35mm transparencies, CDs or DVDs with files saved in JPEG format, and/or PowerPoint presentations on CD or DVD.

### Due Date

Two copies of the Initial Proposal shall be submitted, in a sealed envelope clearly marked "Proposal for ArtsUnion Performance Area", addressed to Christopher Daveta, Office of Strategic Planning and Community Development (SPCD), City Hall – 3<sup>rd</sup> Floor, 93 Highland Avenue, Somerville, MA 02143. Proposals may be mailed, Fed Ex or hand-delivered, but they **MUST** be received by the submission deadline.

**The submission deadline is 11:00 a.m. on June 1, 2006.** Because of past misdeliveries which have resulted in disqualification of proposals, proposers are advised to call the SPCD receptionist at 617-625-6600, x.2500 well in advance of the submission deadline to confirm receipt by SPCD.

### Evaluation Criteria

The Street Architecture Committee will rank all proposals. This Committee is comprised of city officials, local artists and Union Square residents. Candidates will be evaluated using the following criteria, which are not ranked in order of importance:

- Aesthetics of design and practicality of installation;
- Suitability of the design for the intended use;
- How well the design relates to the physical character of Union Square and the plaza;
- Willingness of key personnel to be available for meetings and consultations;
- Ability to start and finish this project in accordance with the City's schedule;
- Experience of firm's key personnel with respect to proposed project;
- Results of client reference checks;
- Caliber of recent projects (including aesthetic quality, innovation, practicality, and cost effectiveness and sustainability);
- Liability insurance coverage.

## **Selection Process**

Selection of a finalist will be a two-step process. Step One will consist of the Street Architecture Committee's review of initial proposals based on the evaluation criteria above. Semi-finalists will then be asked to submit a more detailed proposal package for a small honorarium, consisting of the following:

- Detailed sketches of proposed elements and a site plan, both with accurate dimensions
- A cost estimate for the design and fabrication
- A cost estimate for any painting associated with the performance area, which will be the responsibility of the Vendor; otherwise, installation shall be done by the Somerville Public Works Department at no cost to the Vendor
- A list of materials
- Shop drawings
- An installation plan.

Step Two will consist of the Committee's review of semi-finalists' proposals and selection of a finalist.

## **Personal Interviews**

The Committee may require personal interviews for Semi-Finalists. If so, the scope, date and length of the interview will be communicated to all Semi-Finalists soon after the Proposals have been submitted.

## **Contract Execution**

The Proposer selected by the City shall promptly enter into a contract with the City in form and substance substantially the same as the Contract for Professional Services attached hereto as Appendix B.

## **RESERVATION OF RIGHTS**

The City of Somerville reserves the right to waive minor informalities and to reject any and all proposals as not being in the best interest of the City of Somerville.

## **INFORMATION**

For additional information, contact Chris Daveta (telephone: 617-625-6600, x 2500; FAX: 617-625-0722 email: [cdaveta@ci.somerville.ma.us](mailto:cdaveta@ci.somerville.ma.us))

## **APPENDIX A**

### *SCOPE OF WORK/SPECIFICATIONS*

The selected Vendor shall provide design, fabrication, and installation oversight services for a performance area on the pedestrian plaza in Union Square.

#### **BACKGROUND**

ArtsUnion is a recent arts initiative designed to boost the cultural and economic development of Union Square, Somerville. This initiative, linking numerous local organizations, artists, business, and community members is expected to create citywide excitement about the Square, as well as generate new economic opportunities for local artists. Over time, the project will strengthen the regional identity and long-term appeal of Union Square as a neighborhood friendly to the arts.

The Somerville Arts Council and the Mayor's Office of Strategic Planning and Community Development have created ArtsUnion in partnership with ARTSomerville, the Brickbottom Artists Association, the Somerville Historic Preservation Commission, the Somerville Chamber of Commerce, Somerville Open Studios, Union Square Main Streets, Inc., and Washington Street Art Center and the business community.

**ArtsUnion is funded by a John and Abigail Adams Art grant of the Massachusetts Cultural Council and the Mayor's Office of Strategic Planning and Community Development.**

In addition to installing creative street furniture in Union Square, a key component of the ArtsUnion initiative is to install a performance area that will lend Union Square a distinctive, artful appearance, and be used for public gatherings, street performances, outdoor markets, and festivals.

#### **TASKS**

The Vendor shall visit the site and environs and become familiar with existing conditions and facilities.

Vendor shall have a preliminary meeting with the City of Somerville team to establish project strategy and schedule, review the scope of the project, prepare preliminary requirements, discuss primary goals and objectives, and become familiar with the City's needs and desires. During finalization of the design, the Vendor shall attend up to three subsequent meetings, which shall be arranged by the City, with attendees designated by the City.

The design for the performance area shall take into consideration the following requirements:

## GENERAL REQUIREMENTS

- The area needs to operate regardless of the weather conditions.
- No excavation, grade change or demolition is allowed on the site.
- If necessary up to two existing trees can be relocated.
- Design and fabrication must be conducted within budget.

## DIMENSIONS

- The Performance Area is to fit into the area of a circle 40'-0" diameter.
- No overhang elements are allowed.
- If sitting elements are provided the distances between the seating rows need to be ADA accessible. Minimum distances between sitting elements 36". Turning radius 5'-0".
- Uninterrupted pedestrian passage is to be maintained along the north side of the site (near the 66-70 Union Square). Minimum width of the passage from steps/railing is 12'-0".

## SAFETY

- While this proposal is envisioned as an outdoor gathering area there needs to be common sense exercised in the design of the area.
- The elements need to be as safe as possible, avoiding sharp corners, irregular edges, steep slopes that people can climb and fall from, etc.

## VIEWS

- The elements are to be arranged in such a way as to allow unobstructed view corridor for a crowd of 50+ people.
- If an edge along Somerville Avenue is proposed, a maximum height of the assembly along Somerville Avenue is 5'-0".

## MATERIALS

- The materials palette should be specified and approved by the City
- While recycled materials are encouraged, they need to be structurally stable, durable, weather resistant, fire resistant, and free from toxic pollutants

The Vendor shall be responsible for fabricating all elements of the performance area and installing a finished and functional product no later than December 7th, 2006. Delivery and unloading of any elements shall be F.O.B. to the address or location provided by the City. The Vendor shall provide reasonable advance notice to Authorized Representatives of the City of the date and time of delivery any delivery to ensure that at least one of the Authorized Representatives is at the delivery site to inspect and accept any goods. The risk of loss of, and/or damage to, such goods shall be on the Vendor until at least one of the authorized representatives has given the Vendor written acceptance of such goods.

The Vendor shall provide a durable, vandal-proof, and weather-resistant means to secure elements of the performance area to the site surface where appropriate (where feasible, stainless steel shall be used at the anchor points to the ground). The Vendor shall be responsible for and shall pay for the painting or decorating of any surfaces; in all other respects, the City of Somerville shall be responsible for

installation of the performance area. The Vendor shall, however, supervise the installation as part of the Contract Price.

## **CONTRACT PRICE**

The Contract Price is \$25,000.00. The project is funded by Massachusetts Cultural Council through its John and Abigail Adams Arts Program and the City of Somerville. Payment of the Contract Price shall be allocated as outlined below. The Price is inclusive of all expenses including, but not limited to any engineering or other consultant services, site photos, copying, printing, postage, messenger services and telephone. The failure to name a consultant in the Proposal for Design Services shall not result in additional cost to the City.

The allocation of this fee is as follows:

- 25% of the fee, or \$6,250.00 at the time of receipt of final design drawings and installation plans by the Office of Strategic Planning and Community Development
- 25% of the fee, or \$6,250.00 at the time of a Notice to Proceed with installation of the performance area for the purchase of materials
- 40% of the fee, or \$10,000.00 upon substantial completion of the performance area
- 10% or \$2,500.00 upon completion of punch list items

**APPENDIX B**  
LOCATION MAP



## UNION SQUARE BACKGROUND

Union Square, located at the intersection of Bow Street, Somerville Avenue, and Washington Street, is the oldest and largest commercial district in Somerville. The city's own story is mirrored in the different names by which this historic square has been called. Situated on the sandy soil and marshland near Miller's River, it was first called "Sandpit Square." After Somerville firemen erected a flagpole here in 1853, it became "Liberty Pole Square." Union Square acquired its present name when it was serving as a military recruitment center during the Civil War.

Originally Union Square, along with the rest of Somerville, was part of Charlestown. Union Square's three main streets, first laid out in the 1630s, were major trade routes. Farmers brought their dairy products and produce by horseback and in carts from Lexington, Arlington, Medford, Cambridge, and Somerville along Charlestown Lane (later Milk Row and then Somerville Avenue) and The Road to Newtowne (Cambridge Road, later Washington Street) through Union Square to Charlestown. Here, the goods were carried on ferries and later across bridges over a narrow strip of the Mystic River to Boston. Union Square was a way station along this agricultural route for approximately 200 years, serving the travelers with taverns, as well as wheelwrights' and blacksmiths' shops.

The square continued to play an important role in history. From the height of the fortification on nearby Prospect Hill overlooking Union Square, colonial militiamen in 1775 observed the movements of the British Army down below in Boston Harbor and, according to local legend, relayed the famous signal from the North Church. The British marched down Charlestown Lane on their way to Lexington and Concord, and several small skirmishes occurred in Union Square. And the first flag of the colonies was flown on January 1, 1776 from the citadel at Prospect Hill.

Railroad construction in the 1830s attracted a variety of industries along the route of the Charlestown Branch, later the Fitchburg Railroad, which followed the Miller's River and Milk Row. During the mid to late 19th century, industries in the Union Square area included claypits and brickyards, ropewalks, a plant for dyeing and bleaching cotton, tanneries, woodworking shops, slaughterhouses and meat packing plants, food processing plants, glassworks, ice businesses, carriage factories, metal fabrication plants, and distilleries. Residential development in Union Square increased as well when the railroads began offering passenger service in the 1840s. The town of Somerville (first called Warren) separated from Charlestown in 1842. The farms and pastureland on Prospect Hill above Union Square were divided into housing plots, where suburban businessmen built large homes. Workers' cottages were located in the lower areas near the brickyards and other industries of Union Square itself. Horse-powered streetcar service from Union Square to Boston began in 1864, securing the neighborhood as one of Boston's earliest commuting suburbs.

The general economic expansion in the decades following the Civil War increased commercial and residential development in Somerville and in Union Square itself. The city of Somerville was incorporated in 1872. With growth came more industry, along with industrial waste. In 1876, Miller's River, which had become polluted, was completely filled in with earth taken from the summit of Prospect Hill. The large commercial and municipal brick buildings erected during the late 19th century gave Union Square an urban quality. By the early 1900s, streetcars (now electric) bringing commuters to their jobs in Boston were making 88 stops a day in Union Square.

Meanwhile, the population of Union Square was becoming more diverse. During the late 19th century, as Yankee and long-established Irish residents began to migrate to newer and less crowded suburbs like Newton, their single-family homes on Prospect Hill were

divided into smaller units; craftspeople, teachers, and artisans replaced the businessmen who had lived there. Blocks of apartment buildings were constructed on Prospect Hill and in Union Square in response to an influx of a new working class population of Eastern Europeans, Greeks, and Italians.

The changes in transportation throughout 20th century, particularly the widespread use of automobiles, provided consumers with greater mobility and led to changes in shopping patterns and the location of new development. Like many historic commercial districts throughout the country, Union Square began to lose ground to newer, more competitive retailing establishments in outlying areas.

In 1980, the Square was designated an "Urban Renewal Area." City government and local groups addressed such issues as storefront and streetscape improvements, traffic flow, and public parking. These efforts resulted in the improvement of the Washington Street parking lot, construction of the public safety building, new tenants for the old fire station and police facilities, reconfiguration of roads, the planting of street trees, the construction of the public plaza, and a storefront improvement program.

Today, several spots marking the history of Union Square can still be found. A Portuguese grocery store stands on the site of the pre-Revolutionary War Piper's Tavern. Historic Milk Row Cemetery, in use from 1804 to 1968, is located on Somerville Avenue. The Square contains a wide range of 19th century commercial, industrial, municipal, and residential architecture, including the 1840 Greek Revival Mid-Nite Grocery, the metal fabrication plant of American Tube Works, the Bow Street Police Station, and a series of eclectic houses known as "Doctors' Row."

The diversity of people who live and work near Union Square is reflected in its stores and restaurants: Italian, Hispanic, Brazilian, Portuguese, Haitian, Chinese, Irish, Korean, and Indian. Union Square is distinguished from other commercial areas within the Boston region by its ethnic diversity, its rich history, and its reputation as a dining destination. Changes in the Square over time have produced a community of new immigrant families, long-term residents, students, authors, artists and young professionals—a tremendous diversity that is one of Union Square's greatest assets and plays an important role in its vitality. (For more information, see: *Beyond the Neck: The Architecture and Development of Somerville, Massachusetts*. Cambridge, MA: Landscape Research, 1982.)

**APPENDIX C**  
CERTIFICATION OF GOOD FAITH

The undersigned certifies under penalties of perjury that this proposal been made in good faith and without collusion or fraud with any other person. As used in this certification, the work “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**APPENDIX D**  
**LIVING WAGE FORM**

**SOMERVILLE LIVING WAGE ORDINANCE FORM**  
**Ordinance No. 1999-1\*)**

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 thresholds:

- a) \$30,000 for contracts commencing during the period 7/1/01 - 6/30/03 (Fiscal Years 2002 and 2003); and
- b) \$10,000 for contracts commencing during the period 7/1/03 and thereafter (Fiscal Year 2004 and thereafter).

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 offer 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, a "Living Wage" shall be deemed to be an hourly wage of \$10.17 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.

**If the undersigned bidder or offer 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.**

**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 the attached Notice to Employees 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.

\*Copies of the Ordinance are available upon request to the Office of the City Clerk.  
Somerville Living Wage Ordinance Form  
Page Two

3. The undersigned shall maintain payrolls for all covered employees and basic records relating thereto 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 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 non-compliance with the provisions of 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.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Name of Bidder/Proposer

By: \_\_\_\_\_  
Name

Its: \_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

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

Under the Somerville Living Wage Ordinance (Ordinance No. 1999-1), all employees directly expending their time on any City of Somerville contract in excess of \$30,000 are required to be paid a minimum wage of at least \$10.17 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 other related seasonal or part-time program." For a copy of the Living Wage Ordinance, please contact the City of Somerville Office of Strategic Planning and Community Development, 93 Highland Avenue, Somerville, MA 02143 (617-625-6600, x. 2500), Attention: Special Counsel.

# APPENDIX E

**Schematic design of planned ArtsUnion benches and kiosk as designed and fabricated by Aaron Binkley. To be installed during Summer 2006 in the area east of proposal site.**

