

**REQUEST FOR QUALIFICATIONS:
VILLAGE CENTER MUNICIPAL PARKING PROJECT FEASIBILITY STUDY
AND MASTER PLAN**

**WILBRAHAM ECONOMIC DEVELOPEMNT COMMITTEE
WILBRAHAM, MASSACHUSETTS, 01095**

The Wilbraham Economic Development Committee (EDC) for the Town of Wilbraham (TOW), Massachusetts is soliciting Requests for Qualifications (RFQ) and proposals from Civil Engineering Planning and/or Landscape Architectural Firms, experienced in producing municipal parking and village center traffic flow Feasibility Studies and Master Plans and licensed in the State of Massachusetts, to develop a Feasibility Study and Comprehensive Municipal Parking and Pedestrian/Vehicular Traffic Flow Master Plan for Crane Park, 322V Main Street, Wilbraham, MA 01095. This feasibility study and plan should be based on existing concept design drawings provided in the RFQ as Appendix E: Concept Design Drawings.

The Town of Wilbraham is accepting proposals for a one-time contract from qualified consulting firms to conduct a feasibility study/master plan to evaluate options for a proposed municipal parking lot in Crane Park on property owned by the Town of Wilbraham.

The Town of Wilbraham is located in a suburban setting east of Springfield, MA with an area of approximately 22 square miles and a population of just over 14,000 residents. Wilbraham is zoned primarily residential. There are two areas of town that are zoned for business uses, The Village Center and the Boston Road (Route 20) Business District. The Village Center has more of a rural town center feel, while the Route 20 business zones are more intensive and include some industrial uses.

Approximately 8 years ago the Wilbraham Village Center was targeted for rejuvenation and redevelopment. Prior to that time, usage of existing structures had declined, and several buildings were left unused. Some of these structures were deteriorating in appearance and conveyed an unwelcoming feel to this quintessential New England Village Center. Currently, the Village Center is experiencing a renaissance with private developments and renewed storefronts. One such development is nearing completion and includes a large mixed-use structure with multiple business establishments and residential apartments. The anticipated increase in use when the new structure is fully occupied will necessitate and benefit from additional parking within the Village Center. Improvements in the existing pedestrian/vehicular traffic flow are already overdue with current conditions and will be needed more so moving forward.

The proposed master plan will be a working document to guide the community in planning for the future uses, traffic flow, and parking considerations for Crane Park and the surrounding properties. It will also aid the Town in setting and making proposals for future development. The study is to include an existing traffic/parking assessment, site analysis, green design considerations, needs analysis, financial and infrastructure management analysis, economic impact projections, total project cost and/or phased capital development program, financing options and summary of findings and recommendations. Information is attached outlining requirements for proposal submission, evaluation criteria, and the proposed contract.

RFQ documents will be available on February 21, 2024 at 2:00 p.m. Documents may be obtained by visiting the Town's website at: www.wilbraham-ma.gov, under "Government/Bid Postings."; and on Commbuys.

The Fee for this service is Not to Exceed \$50,000. The Fee shall be submitted with the RFQ in a separate, sealed envelope.

Questions should be directed in writing to Nick Breault, Wilbraham Town Administrator, at: nbreault@wilbraham-ma.gov

RFQ's due no later than 2:00 p.m. on Thursday, March 21, 2024 in the Select Board/Town Administrator's Office, Wilbraham Town Hall, 240 Springfield Street, Wilbraham, MA 01095. RFQ's will be opened at 2:05 p.m. in the Select Board's Meeting Room on that date.

The Wilbraham Select Board shall be the Awarding Authority. The Wilbraham Select Board reserves in its sole discretion the right to reject any or all bids, to waive informalities, or to issue a new RFQ, as deemed in the best interest of the Town.

LEGAL NOTICE

REQUEST FOR QUALIFICATIONS
VILLAGE CENTER MUNICIPAL PARKING FEASIBILITY STUDY
AND
TRAFFIC FLOW MASTER PLAN

WILBRAHAM ECONOMIC DEVELOPMENT COMMITTEE
WILBRAHAM, MASSACHUSETTS

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I. INTRODUCTION

The Wilbraham Economic Development Committee (EDC) for the Town of Wilbraham, Massachusetts is soliciting Requests for Qualifications (RFQ) and proposals from Civil Engineering Planning and/or Landscape Architectural Firms, experienced in producing municipal parking and village center traffic flow Feasibility Studies and Master Plans and licensed in the State of Massachusetts, to develop a Feasibility Study and Comprehensive Municipal Parking and Pedestrian/Vehicular Traffic Flow Master Plan for Crane Park, 322V Main Street, Wilbraham, MA 01095.

The Town of Wilbraham is accepting proposals for a one-time contract from qualified consulting firms to conduct a feasibility study/master plan to evaluate options for a proposed municipal parking lot in Crane Park on property owned by the Town of Wilbraham.

The proposed master plan will be a working document to guide the community in planning for the future uses, traffic flow, and parking considerations for Crane Park and the surrounding properties. It will also aid the Town in setting and making proposals for future development. The study is to include an existing traffic/parking assessment, site analysis, green design considerations, needs analysis, financial and infrastructure management analysis, economic impact projections, total project cost and/or phased capital development program, financing options and summary of findings and recommendations. Information is attached outlining requirements for proposal submission, evaluation criteria, and the proposed contract.

II. SCOPE OF SERVICES

The following outline is offered to describe the general extent of the services to be provided by the consultant. This outline is not necessarily all-inclusive, and the consultant shall include in the proposal any tasks and services deemed necessary to satisfactorily complete the project.

Part I Existing Use Analysis

The consultant shall assess all areas of current use.

- a. Current businesses
- b. Current parking capacity, convenience, etc.
- c. Traffic flow and volume
- d. Sidewalks, curb cuts and roadway structures.
- e. Zoning bylaws and usage
- f. Applicable Town policies and procedures
- g. Significance, condition, and use of existing statues, monuments and/or other structures to include: specific use, season of use, frequency, and duration of use.
- h. Requests for use of land under consideration
- i. Physical condition including safety, security, and access to utilities and infrastructure such as but not limited to drainage, sewer, electrical, gas, etc.
- j. Materials and conditions of ground matter not limited to soil, asphalt, concrete, etc.

- k. Abutters and easements
- l. All businesses, buildings, parking, housing, etc. in immediate vicinity
- m. Undeveloped land included within and abutting inclusive of wetlands, streams, wooded area, etc.
- n. Evaluate and model existing parking and pedestrian/traffic flow considering increased use intensity from existing and future developments “i.e. What are the ramifications of not implementing this project or a comparable solution?”

Part II Market Analysis

- a. Demographic characteristics and community profile – Project a reasonable service area (using census tracts or locally recognized neighborhoods) for the subject parcel and Village Center, and determine existing and projected breakdowns for:
 - Population, age, educational level, ethnicity, gender, income level
 - Businesses and schools
 - Socio-economic trends
 - Emerging and programmatic trends
- b. Comparison with national, regional, and local participation statistics/trends.
- c. Benchmarking with other New England Village Center Redevelopment projects.
- d. Review existing research, studies, and plans: Review option of using Wilbraham Monson Academy (WMA) to access/egress subject parcel.
- e. Demand analysis – Provide both usage and growth rates (local, state, and national levels) for the proposed project

Part III Site Analysis

- a. Summarize the zoning and current/proposed uses of the subject parcel for the proposed Village Center Parking Project and surrounding parcels (approx. 500’ radius).
- b. Summarize the history and current abutters ownership to the proposed site
- c. Assess the existing infrastructure of the affected land parcels and buildings
- d. Mechanical, electrical, plumbing, structural and cosmetic conditions of the Village Store and Cleaners.
- e. Determine if the affected ground has environmental issues or unseen buried objects
- f. If any special tests are required to assess the existing systems or adjacent land, these tests should be specifically noted.
- g. Determine if existing buildings/access can be improved, the cost, and responsible party
- h. Detail probable construction costs for capital improvements, renovation options and related operating costs to the existing buildings
- i. Existing traffic circulation, count of parking spots, access/egress to the subject parcel.
- j. Assess drainage needs and existing infrastructure, expansion capacity, etc.
- k. Ensure that the statutes will be unaffected by construction or post construction
- l. Determine the maintenance ownership to include snow removal, surface repair, signage and other ongoing maintenance
- m. Lighting design options on subject parcel and surrounding parcels
- n. Landscape options

- o. Expand traffic study to include the United Church/Woodland Dell Rd. This would include the newly added weekly held Farmers Market event and any equivalent functions.
- p. Determine existing ADA compliance and identify any deficiencies, including current handicapped parking availability and assessment of additional needs in accordance with master planning.
- q. Present the options to the Wilbraham Conservation Commission, Planning Board, Zoning Board of Appeals, Commission on Disability, and the Selectboard

Part IV Green Design Considerations

- a. Options for Electric Vehicle charging infrastructure
 - Define and determine any state or federal grant opportunities
 - Define any Town revenue opportunities
- b. Permeable vs. Impermeable surface options
 - Define and determine any state or federal grant opportunities
 - i. TOW is a member of the Green Communities initiative
- c. Solar or equivalent lighting options

Part V Needs Analysis

Evaluation of current and future parking needs based upon current and future development of the Wilbraham Village Center. This should also address the following:

- a. Adjacent property cross easements: 6 Burt Lane, 2 Crane Park, 456-458 Main Street, 462-464 Main Street.
 - a. For reference, 6 Burt Lane is a commercial development in process that is a Mixed-Use development combining retail/restaurant space with (7) residential apartments. The owners of this development have expressed interest in a cross easement to facilitate easy access from any proposed parking project on the Town property located at 322V Main Street. The proposed Village Center Parking Project is NOT intended to provide parking to accommodate the proposed development at 6 Burt Lane, but rather to augment existing parking and facilitate a walkable (more pedestrian friendly) village center. The proposed development at 6 Burt Lane has proven adequate parking per the requirements of TOW Special Permit 21-04.
- b. Traffic pattern adjustments/changes for better flow and pedestrian safety: Ex. Removal/reconfiguration of parking in front of Village Store, additional sidewalks, etc.
- c. ADA Compliance and proper line painting
- d. Charging station feasibility/needs

Part VI Economic Impact Projections

- a. Analyze economic impact from additional parking and improved pedestrian/vehicular traffic flow
- b. Provide benchmarking of peer communities in the region (New England) that have undergone similar Village Center revitalizations with improved pedestrian/vehicular access.

Part VII Financial Options

Based on projected costs for design, development and operation, and potential revenue, provide the various financial options for obtaining the necessary funds to design, build, operate and maintain the infrastructure. Projections should be for a minimum of five years with detailed breakdown. Include in this discussion, based on input from public meetings, surveys, meetings with public officials and agency staff, only the viable and significant sources of likely funds, such as:

- a. General fund support
- b. Bond sales
- c. Capital campaign
- d. Charitable contributions (gifts, endowments, trusts, donations, etc.)
- e. Applicable State and Federal grants
- f. Facility generated revenue
- g. Partnerships- nonprofit, public and private sector support

Part VIII Report Preparation

- a. Draft Report: Consultant shall prepare a draft report of the findings described in Parts I through VII. As part of this draft report preparation, consultant shall assume two (2) meetings with community groups. These meetings will be used to gather input and to inform the community of the study. The consultant shall secure input/comment from the Wilbraham Select Board and Town Administrator; and relevant departments such as Wilbraham Planning Board, Wilbraham Zoning Board of Appeals, Wilbraham Economic Development Committee, WMA, Wilbraham Conservation Commission, Wilbraham Commission on Disability, Wilbraham Police Department, Wilbraham Fire Department, Wilbraham Engineering and DPW during the draft report stage and plan to attend at least three (3) meetings as requested, in addition to those mentioned above.
- b. Final Report: The Final report shall be based on all information, comments, meetings and input, and shall include all text and supporting graphics. Consultant shall submit and present a total of three (3) printed copies of the Final Report, and one electronic copy (USB Flash Drive) to the Wilbraham Town Administrator at a date to be determined.

III. PROPOSAL SUBMISSION

All responses to this RFQ must be received in a sealed envelope and clearly marked “Wilbraham Village Center Municipal Parking Project Feasibility Study Proposal” by 2:00 PM, on Thursday, March 21, 2024 to be eligible for consideration. RFQ responses shall be submitted to:

Wilbraham Town Administrator
240 Springfield Street
Wilbraham, MA 01095

Please submit nine (9) printed copies of the RFQ response plus one electronic version on a thumb drive or similar storage device. Do not include the price proposal in the nine copies or the thumb drive. The Town of Wilbraham will be employing a quality-based selection process.

The Fee for this service is Not to Exceed \$50,000. The Fee shall be submitted with the RFQ in a separate, sealed envelope. (See V(I)).

IV. REVISIONS TO THE REQUEST FOR QUALIFICATIONS--ADDENDA

Questions regarding this RFQ may be submitted via email only to: nbreault@wilbraham-ma.gov

Questions may be submitted no later than Wednesday March 6, 2024 at 4:30 p.m. The Town of Wilbraham shall endeavor to, but not be required, to respond to questions via Addenda issued no later than Friday, March 15, 2024 at 4:30 p.m. Addenda shall be posted on Commbuys and the Town's website:

www.wilbraham-ma.gov under "Government/Bid Postings."

It shall be the responsibility of the submitter of an RFQ response to be aware of any Addenda issued.

V. FORMAT FOR PROPOSALS

Proposals are requested to be concise and should include, in order, the following:

- A. Letter of Transmittal;
- B. Executive Summary;
- C. Brief organizational profile, including background and experience of the firm.
- D. Previous project summaries, including reference contact information, for a minimum of two (2) projects, which are similar in scope to the project described herein and which demonstrate pertinent corporate and key personnel experience. Listing of the pertinent projects may be included. (The Town reserves the right to contact any references provided herein or otherwise obtained).
- E. Proposed Operation Plan and potential project schedule including an explanation/discussion of technical approaches and a detailed outline of the proposed services for executing the requirements of the Proposed Scope of Services (please note that the final feasibility study and master plan document as well as all maps and supporting information is expected to be delivered in both hard copy and electronic format).
- F. Project management including:
 - i. Project organizational chart including key staff to be assigned.
 - ii. Location of office from which the management of the project will be performed.
 - iii. Summary/matrix of key personnel's shared project experience.
 - iv. Proposed timeline for the project.

- G. Standard Forms: Standard Designer Application (Appendix A to this RFQ); Non-Collusion and Tax Compliance (Appendix B to this RFQ)
- H. A sample contract is included with this RFQ (Appendix C to this RFQ)
- I. **FEE:** The fee shall not exceed \$50,000. The Fee shall be submitted with the RFQ in a **separate sealed envelope marked**

“Fee Proposal: Village Center Municipal Parking Project.”

The Fee must only be provided in the separately marked sealed envelope. A form to submit the Fee is provided as “Appendix D Fee Proposal: Village Center Municipal Parking Project” to this RFQ.

- J. Appendix E: This feasibility study and plan should be based on existing concept design drawings provided in the RFQ as Appendix E: Concept Design Drawings.

VI. SIGNATURE

The proposal shall be signed by an official authorized to bind the offer and shall contain a statement to the effect that the proposal is a firm offer for a sixty (60) day period from submission. The proposal shall also provide the following information: name, title, address, and telephone number of the individual(s) with authority to contractually bind the company and also who may be contacted during the period of proposal evaluation for clarifying submitted information.

VII. RFQ EVALUATION AND SELECTION

RFQ responses will be reviewed using a quality based evaluation process. Qualifications shall be evaluated and ranked by the Wilbraham Economic Development Committee, Wilbraham Town Administrator, and Wilbraham Engineering & DPW. The evaluations will be presented to the Wilbraham Select Board by the WEDC along with the committee’s recommendation for Award. Evaluations will be based on the documentation requested herein, utilizing criteria, which includes, but is not necessarily limited to or in the order of, the following:

- A. The proposal’s responsiveness to the RFQ (format, capabilities, work program, approach, clarity, timeline, ability to meet proposed timeline, and/or other pertinent factors);
- B. Apparent specialized experience and technical competence of the firm and its personnel in the required disciplines, including a thorough knowledge of the legal, federal, state, and local land use statutes and regulations;
- C. The qualifications and experience of personnel committed to the project.

The Wilbraham Select Board will consider the evaluations and rankings and then make the final determination as to which consultant to negotiate the fee and award the contract. The Chairman of the Wilbraham Select Board, or their designee, shall negotiate the Fee. The Fee for this RFQ is Not To Exceed \$50,000.

**APPENDIX A:
STANDARD DESIGNER SELECTION FORM**

APPENDIX B

CERTIFICATE OF NON-COLLUSION

The undersigned certifies 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.

Business Name: _____

Business Address: _____

Signature of authorized person: _____

Title:

Date:

Corporate

ATTEST: _____

SEAL

CERTIFICATE OF TAX COMPLIANCE

Pursuant to GL c. 62C, section 49A, I certify under penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Business Name: _____

Business Address: _____

State Identification Number (or SSN or Federal ID): _____

Signature of authorized person: _____

Title:

Date:

Corporate

ATTEST: _____

SEAL

APPENDIX C: SAMPLE PROFESSIONAL SERVICES CONTRACT

Professional Services Agreement

Between THE FIRM

and the

Town of Wilbraham, Massachusetts

Civil Engineering Planning and/or Landscape Architectural Firms to develop a Feasibility Study and Comprehensive Municipal Parking and Pedestrian/Vehicular Traffic Flow Master Plan for 322V Main Street, Wilbraham, MA 01095 (commonly referred to as Crane Park),

VIII. PARTIES TO THE AGREEMENT

THIS AGREEMENT, is made on March XX, 2024 by and between (Firm Name) hereinafter called the **FIRM**, and the **Town of Wilbraham**, a Massachusetts municipal corporation, hereinafter called the **CLIENT**, with a legal place of business at 240 Springfield Street, Wilbraham, MA 01095, for the provision of professional consulting services in accordance with Town's Request for Qualifications from Civil Engineering Planning and/or Landscape Architectural Firms, experienced in producing Village Center Municipal Parking Lot and Traffic Flow Master Plans and licensed in the State of Massachusetts, to develop a Feasibility Study and Comprehensive Municipal Parking and Pedestrian/Vehicular Traffic Flow Master Plan 322 Main Street, Wilbraham, MA 01095 (commonly referred to as Crane Park), and in response to said RFQ submitted by THE FIRM, dated March 21, 2024, which is attached hereto as Exhibit B and incorporated herein by reference

GENERAL TERMS AND CONDITIONS

Mutual Representations

- 1) The **FIRM** has no liens or encumbrances which would adversely affect the ability of the **FIRM** to perform as stipulated under this agreement, its terms and conditions.
- 2) The **FIRM** certifies that it is in full compliance with all laws relating to taxes and to contributions and payments in lieu of contributions. The tax identification number for THE FIRM is_____.
- 3) The **FIRM** certifies that no official or employee of the **CLIENT** has a financial interest in this proposal or in the contract with the **FIRM** or in the expected profits to arise therefrom.
- 4) The **FIRM** certifies that it has not been debarred or suspended, nor will it contract for supplies from a debarred or suspended subcontractor on any public contract.
- 5) The **FIRM** certifies under penalties of perjury that this quote 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.
- 6) The **FIRM'S** consultants assigned to any scope of work or project will remain throughout the duration of that specific scope of work or project.
- 7) The **FIRM** retains the right, and upon thirty (30) days written notice, to remove from the project any of its consultants which it believes can no longer suitably perform under its obligations to this Agreement or any Supplement to it.
- 8) The **CLIENT** represents that sufficient funds have been appropriated so it may retain and compensate the **FIRM** for the services provided for herein.
- 9) The **CLIENT'S** representative is authorized to enter in to this agreement on behalf of the **CLIENT**.
- 10) The **CLIENT** is aware of no action, contemplated action, liability, or other encumbrance that would limit or otherwise preclude the **CLIENT** from freely entering into this Agreement and compensating the **FIRM** for the services provided and as further defined in the Supplement(s).

- 11) The **CLIENT**, upon thirty- (30) days written notice and for cause, may request the **FIRM** to remove or replace any of its consultants except the principle responsible for the specific scope of work defined in the Supplement.
- 12) The parties mutually agree to deal with each other in a reasonable and forthright manner to bring about a successful conclusion to the services and/or projects undertaken.
- 13) It is understood and agreed upon by the parties that failure of the Client to implement the recommendations contained in the Firm's final report is not cause for failure to make full payments in accordance with the fee for consulting services as stated in Section V of this Agreement.

ADMINISTRATION

In all cases when the **FIRM'S** services are retained in addition to that specified in Section IV of this Agreement, a written Supplement to this Agreement must be prepared which defines the scope of services to be retained and provided, and the billing rates or amounts to be charged by the **FIRM** to the **CLIENT**. Supplements must be executed by the authorized representatives of the respective parties before any billable work being undertaken. The Supplement(s) shall identify:

- 1) The **FIRM'S** principal consultant responsible for the successful delivery of services and/or project completion and the **CLIENT'S** contracting official(s) or officer(s).
- 2) The specific details of the work to be performed.
- 3) The **FIRM'S** consultants to be assigned.
- 4) The basis upon which the **FIRM'S** services are being retained including the cost per task, cost reduction considerations or the agreed upon fee(s) for the personnel assigned and/or the services provided.
- 5) The **CLIENT'S** contact person responsible for administering the Supplement, activities or project and the associated reporting requirements.
- 6) Any special or other conditions such as time deadlines, special reporting requirements, budget limitations or other similar constraints.

FEES AND CHARGES

- 1) Upon completion of the Professional Consulting Services Supplement and the Scope of Services identified in Section IV below the **FIRM** shall invoice the **CLIENT** during the second week of the month following completion of said work, unless otherwise specified and agreed. The **FIRM** shall provide a detailed description of the Task(s) performed in the form of a written report. The **CLIENT** will make payment within thirty (30) days of receipt of the invoice unless otherwise agreed.

THE FIRM Consulting Company: Professional Consulting Services Supplement

- I. **Project:** Feasibility Study and Comprehensive Municipal Parking and Pedestrian/Vehicular Traffic Flow Master Plan for 322 Main Street, Wilbraham, MA 01095 (commonly referred to as Crane Park)
- II. **Client:** Wilbraham Town Administrator, Town of Wilbraham, Massachusetts

Client's Project Representative(s):

Michael Mazzuca, Chairman Wilbraham Economic Committee
Jeffrey A. Smith, Vice Chairman Wilbraham Economic Development Committee

- III. **Project Consultants:**

IV. Scope of Work

The project shall be completed as proposed by the **FIRM** in its **Response dated**

March 21, 2024, and the Town's RFQ, copies of which are attached as a part of this Agreement.

V. Fee

The professional fee for this project shall be \$_____. Fees will be invoiced upon the completion of the project as set forth above under "Fees and Charges."

This fee represents all costs associated with the completion of the specified consulting services including all consulting fees, clerical support, travel, printing, and other incidental project-related expenses.

IN WITNESS WHEREOF, the parties to these presents has executed this Contract in the year and day first above mentioned.

For THE FIRM COMPANY:

Signature

Date

Printed Name & Title

For the CLIENT:

Signature

Date

Chair, Wilbraham Select Board

APPENDIX D
FEE PROPOSAL: VILLAGE CENTER MUNICIPAL PARKING PROJECT
(Submit Fee in a Separate Envelope Marked
“Fee Proposal: Village Center Municipal Parking Project”)

Consulting Firm and Contact Information (contact name, address, e-mail, telephone):

Firm _____

Contact _____

Address _____

Email _____

Telephone _____

Authorized Signature: _____

TOTAL FEE FOR ALL SERVICES: \$ _____

TOTAL FEE FOR ALL SERVICES SPELLED OUT IN WORDS:

Proposed Fee Payment Schedule: List dates/Milestones and relevant Fees*

Date/Milestone	\$ _____
Date/Milestone	Fee
Date/Milestone	\$ _____
Date/Milestone	Fee
Date/Milestone	\$ _____
Date/Milestone	Fee

*The total of all “Milestone” fees shall not exceed the Total Fee for All Services.
Milestone schedule shown is an example. Bidders may propose their own specific Milestone schedule.

**APPENDIX E:
Concept Design Drawings**