



JOSEPH A. CURTATONE
MAYOR



**CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
FY22 FUNDING CYCLE
APPLICATION COVER PAGE**

1. PROJECT INFORMATION

PROJECT NAME: Glen Park Community Garden Expansion

PROJECT LOCATION: 5 Palmer Avenue, Somerville, MA

LEGAL PROPERTY OWNER OF RECORD: City of Somerville

ONE SENTENCE DESCRIPTION OF PROJECT: Construction funding for the expansion of Glen Park Community Garden on a residential lot (5 Palmer Avenue) acquired by City

Please indicate (X) all categories that apply to this project (minimum of one) in the chart.

	Open Space	Recreational Land	Historic Resources	Community Housing (blended projects only)
Acquisition				
Creation	✓			
Preservation				
Support				
Rehabilitation/ Restoration				

ESTIMATED START DATE: 11/2021

ESTIMATED COMPLETION DATE: 8/2022

CPA FUNDING REQUEST: \$200,000.00

TOTAL BUDGET FOR PROJECT: \$200,000.00

2. APPLICANT INFORMATION

APPLICATION NAME / ORGANIZATION: City of Somerville, Public Space and Urban Forestry (PSUF)

CO-APPLICATION NAME / ORGANIZATION: _____

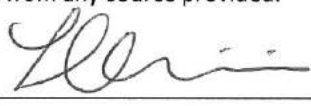
CONTACT PERSON: Luisa Oliveira, Director

MAILING ADDRESS: Somerville City Hall, 93 Highland Avenue, Somerville, MA

PHONE: (617) 625-6600 x 2529 EMAIL: loliveira@somervillema.gov

3. SIGNATURES

I (we) certify that all information provided in this entire submission is true and correct to the best of my (our) knowledge and that no information which might reasonably affect funding has been excluded. I (we) authorize the Community Preservation Committee and/or the City of Somerville to obtain verification from any source provided.

Name (printed) Luisa Oliveira Signature  Date 9/12/21

Name (printed) _____ Signature _____ Date _____



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CITY OF SOMERVILLE, MASSACHUSETTS COMMUNITY PRESERVATION COMMITTEE FY22 FUNDING CYCLE SUBMISSION REQUIREMENTS CHECKLIST

Please check (✓) each item included in your submission, which should include the applicable items in the order listed below.

GENERAL:

- Application Cover Page (form provided)
- Submission Requirements Checklist (this form)
- Narratives (prompts provided in instruction packet)
- Project timeline: a project schedule showing all major milestones (i.e., study, design, environmental, permitting, construction, etc.), including receipt of other funding sources
- Grant and Trust Funds Disclosure Form (form provided)
- Campaign Contribution Mandatory Disclosure and Certification Form (form provided- only needed if requesting \$50,000 or more in CPA funds)
- Ordinance to Safeguard Vulnerable Road Users Acknowledgement (form provided)

FINANCIAL:

- Budget Summary (form provided- construction projects must include cost for permanent CPA dedication sign)
- Itemized budget of all project costs, including the proposed source for each cost
- Three written quotes for project costs. If quotes cannot be secured, detailed cost estimates may be used if a thorough explanation of the estimates is included.
- Proof of secured funding (e.g., commitment letters or bank statements), if applicable. If providing bank statements, please redact identifying information such as account numbers.

VISUAL:

- Map of the property location showing all features pertinent to the project, including current or future rapid transit stations
- Photos of the project site (not more than 4 views per site); include digital copies

OWNERSHIP/OPERATION (NON-CITY):

- Documentation of site control or written consent of the property owner to undertake the project, if the owner is not the applicant
- City has signed on as a co-applicant for community projects proposed on City land.
- Certificates of Good Standing from the [City](#) and the [State](#), if applicable
- 501(c)(3) certification, if operating as a non-profit
- Purchase and sale agreement or copy of current recorded deed, if applicable

COMMUNITY SUPPORT (RECOMMENDED):

- Letters of support from residents, community groups, other City boards, commissions, or departments, or from City, state, or federal officials

HISTORIC RESOURCES PROJECTS (REQUIRED):

- Letter of Approval from the Historic Preservation Commission

HISTORIC RESOURCES PROJECTS:

- Documentation that the project is listed on the State Register of Historic Places or a written determination from the Somerville Historic Preservation Commission that the resource is significant in the history, archeology, architecture, or culture of Somerville.
- Photos documenting the condition of the property
- Report or condition assessment by a qualified professional describing the current condition of the property, if available.

PLANS AND REPORTS (IF AVAILABLE; SUBMIT DIGITAL COPIES ONLY)

- Renderings, site plans, engineering plans, design and bidding plans, specifications, and any MAAB variance requests
- Applicable reports (e.g., 21E, historic structure report, appraisals, survey plans, feasibility studies).

Project Description

The City of Somerville Public Space and Urban Forestry Division is seeking design and construction funding for the expansion of the community garden at Glen Park. The City acquired a residential property, 5 Palmer Avenue, in 2017 through CPA acquisition funding with the intent to abandon the dead-end Palmer Avenue, demolish the single-family residential dwelling (the house has now been demolished), and expand the community garden into this space. The proposed improvements include abandoning Palmer Avenue, installing a new accessible parking and garden utility area, new accessible raised beds, a seating area, and doubling the amount of existing community garden area.



Figure 1. Project Boundary

The City's [Open Space and Recreation Plan](#) identifies the high demand for community gardens across the City and specifically identifies the acquisition of small residential properties to help meet that goal. Community gardens benefit the public by providing space for community members—especially those who might not have space to garden at home—to grow healthy, local food. The high demand for plots in existing Somerville community gardens justifies the need for increasing community garden area.

The Glen Park Community Garden is the only garden serving the East Somerville community and the existing plots are currently oversubscribed. This expansion will help relieve the demand for community garden space in this area of the City. A schematic design has already been prepared.

To solicit input on the proposed design, PSUF plans to hold a Community meeting to present and discuss ideas. They will also meet with the City's Conservation Commission which oversees the City's community gardens program. While PSUF will lead the community and schematic design process, they will then hire a landscape architect to do Construction Documents and Construction Administration.

To include the Somerville artist community in the project, the budget includes \$10,000 for a custom garden gate that will help improve the identity of Glen Park Community Garden. PSUF plans to work with the Somerville Art Council to solicit proposals from local artists to provide a design for this gate.

This project is consistent with numerous priorities in CPA's Community Preservation Plan including:

- Improving accessibility for all members of the community
- Incorporating sustainable practices and design
- Receiving endorsement from other Somerville boards, commissions, departments, or community groups or from city, state, or federal officials (Conservation Commission)
- Achieving goals and priorities established in other current planning documents but not explicitly addressed in this plan (Open Space and Recreation Plan)
- Using CPA funding strategically by using in-house landscape architecture design skills to avoid the need for hiring a design consultant and addressing a long-standing need in the community, and taking advantage of exceptional, time-sensitive opportunity

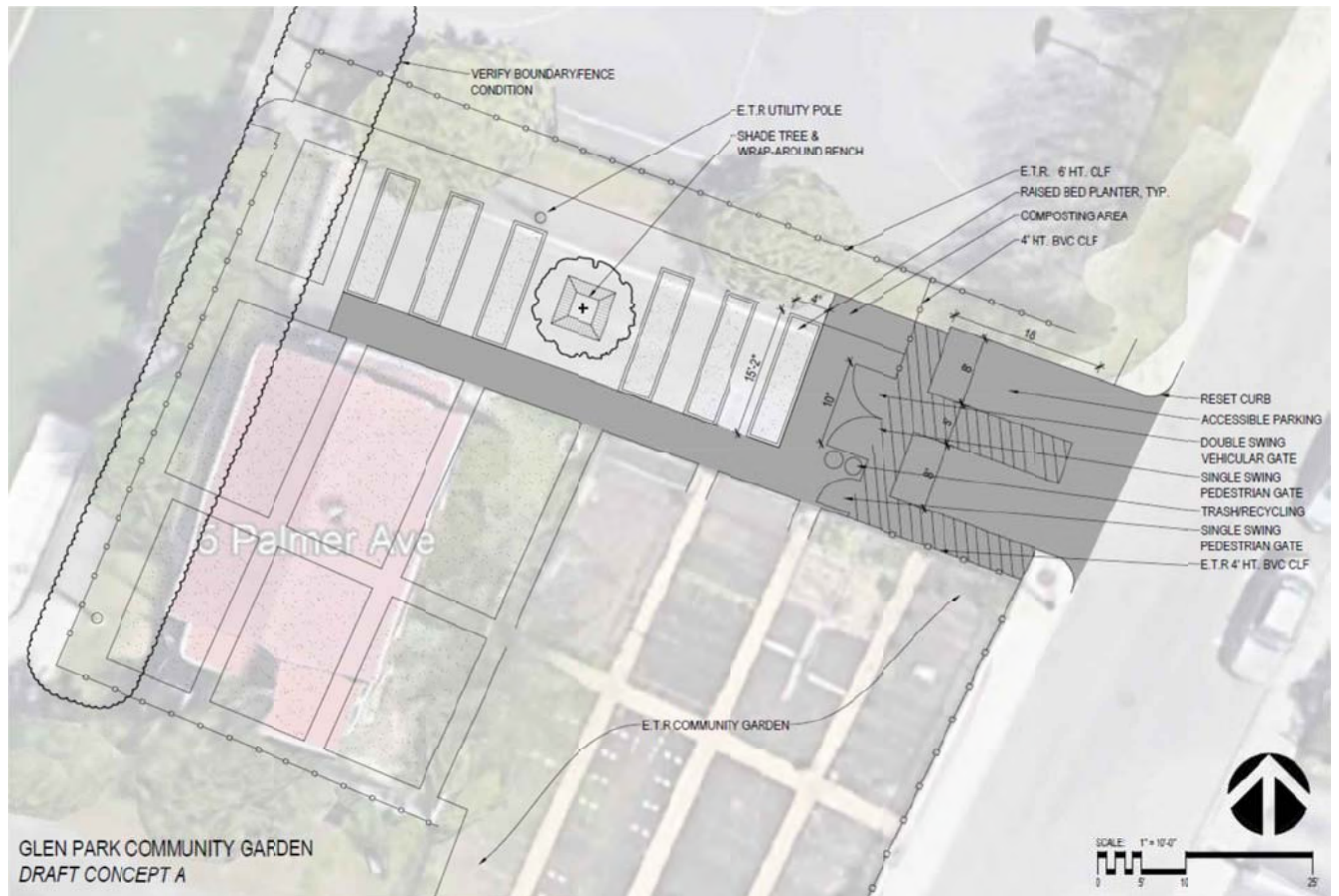


Figure 2 Example Conceptual Plan for Expansion of the Community Garden. A final plan will be created after the community process.

Measuring Success

The table below identifies the project’s goals and correlate measures of success used to evaluate the project’s impact

Project Goal	Measure of Success
1. Increase community access to community garden space	How much new community garden area was created through this project? How many additional community members have access to community garden plots because of this project?
2. Engage Somerville artist community with project’s design	Was a local artist or group of artists involved with the project’s design?
3. Increase the quantity of open space in Somerville	How much new open space did this project create?
4. Improve accessibility in Glen Park Community Garden	How much new accessible gardening area was created through this project?
5. The project will incorporate the use of sustainable materials and practices	What alternative design practices or materials were used to reduce the project environmental impact?

Financial

Please see the budget below. This request is for \$210,200 to provide funding for both the landscape design and the community garden construction. Design funds will be used to contract a landscape architecture firm to develop the construction plans and specification. PSUF staff will work with the vendor to confirm the design and assist with permitting. Once the plans and specifications are complete, an Invitation for Bid(IFB) will be issued and a contractor will be selected and contracted for the work.

The budget below summarizes the estimated costs of constructing the community garden expansion improvements based on the preliminary concept design that PSUF has put together. This budget will be refined as the design process moves forward. Multi-year funding is not required for this project. The project will be delayed if CPA funding is not awarded as PSUF will have to find a different source of funding to complete the project.

Glen Street Community Garden Budget	
Total Eligible Project Cost	\$ 210,200.00
CPA Grant Program Request	\$ 210,200.00
Project Element	
Design Costs	
Construction Documents– Landscape Architect	10K
Preliminary Construction Costs	
Mobilization	\$ 10,000.00
Demolition/Site Preparation	\$ 20,000.00
Curb relocation	\$ 10,000.00
Earthwork and utilities	\$ 12,000.00
Asphalt Paving and pavement markings	\$ 20,000.00
Fencing	\$ 20,000.00
Site Furnishings (seating, bike racks)	\$ 25,000.00
Community Garden (Beds, raised beds, utility areas)	\$ 40,000.00
Custom Artist Gate	\$ 10,000.00
Signage	\$ 5,100.00
Landscape Improvements	\$ 5,000.00
Construction Sub-Total	\$ 177,100.00
Contingency (15%)	\$ 23,100.00
Total Project Cost (Design and Construction)	\$ 210,200.00

Project Management

This project is being proposed by and will be managed by the City's Public Space and Urban Forestry (PSUF) Division within the Office of Strategic Planning and Community Development (OSPCD). Luisa Oliveira, Director of PSUF, and a PSUF Public Space Planner will oversee the project. PSUF has applied for, received, and completed numerous CPA-funded open space projects since 2015 including Hoyt Sullivan Playground, Prospect Hill Park, and Winter Hill Community Innovation School. In all cases, previous PSUF-sponsored CPA-funded projects have greatly benefitted the Somerville community.

If awarded the CPA-funding for this project, we anticipate completing the design and public input process in the Spring 2022 and putting the project out to bid. Once a contractor has been selected, construction will begin as soon as possible. PSUF will oversee all phases of the project.

Accessibility Requirements

As a public project on City-owned land the design is required by law to meet all requirements of the Massachusetts Architectural Access Board (MAAB) and Americans with Disabilities Act (ADA). It is a specific goal of this project to provide raised bed planters to increase the amount of accessible community garden space. The design will also consider the potential for on or off-street accessible parking dedicated to the community garden.



GRANT AND TRUST FUNDS DISCLOSURE FORM
PURSUANT TO CITY OF SOMERVILLE CODE OR ORDINANCES SEC. 15

(copies of the Ordinance are available upon request)

Instructions: All applicants for grant and/or trust funds administered by the City must complete this form as part of its application submission to the City of Somerville. Complete all sections of this form.

Section 1

Legal Name of Applicant:

Indicate whether the applicant had any grant, contract, or agreement with a federal, state or local agency terminated within the last three (3) years.

Check One:

- Yes (If yes, please identify the grant, contract, or agreement including parties, term, and cause of termination on an additional page.)
- No

Section 2

Applicants are required to disclose any circumstances constituting a conflict of interest or potential conflict of interest arising from or relating to the proposed grant or trust disbursement, whether real or apparent.

Conflict of Interest Prohibited. No employee, officer or agent of the grantee shall participate in any particular matter, including but not limited to, the selection, or in the award or administration of a contract, grant or subgrant, or employment agreement administered by way of funds received by the City of Somerville if a conflict of interest, real or apparent, would arise. Such a conflict would arise when:

- 1) an employee, officer or agent, or
 - 2) any member of his or her immediate family, or
 - 3) a business organization in which he or she is serving as officer, director, trustee, partner, or employee; or
 - 4) any person or organization with whom he or she is negotiating or has any arrangement concerning prospective employment,
- has a financial or other interest in the person or entity selected for an award, or a contract, grant, subgrant, or employment agreement of the grantee or the funds for which originate from or are awarded through the city.

Check One:

- No Conflict Of Interest**
- Potential or Actual Conflict of Interest** (If checked, disclose in detail all relevant facts, including names of individuals or organizations, relevant contract, grant, subgrant or employment agreement, and source of funding on an additional page.)

Section 3

Attach a copy of applicant's policy addressing conflicts of interest that may arise involving management, employees and the members of its board of directors or other governing body. See the *City of Somerville Code of Ordinances Section 15-42(c)* for complete requirements. Should the policy be revised during the grant term, a copy of the revised policy must be submitted to the City within thirty (30) days of being revised.

Section 4

Identify all officers, employees, contractors, subgrantees or other persons providing any type of service in relation to the proposed grant activity, in the following format. Use additional page(s) as necessary.

Name (Individual or Entity)	Association	Service Provided	Value of Service (\$)	Amount of City Funds Supporting Service (\$)	Mark "X" if individual or entity has had any grant, contract, or agreement with a federal, state or local agency terminated within the last 3 years.*

*If yes, please identify the grant, contract, or agreement including parties, term, and cause of termination on an additional page.

Section 5

This form is hereby completed on behalf of the applicant named above. Through the undersigned individual, the applicant hereby certifies that the completed form is true and accurate. The applicant acknowledges that it has read, understands, and agrees to comply with, the requirements of *City of Somerville Code of Ordinances Section 15*.

During the term of any grant, grantees have a continuing obligation to submit an updated Disclosure Form to the City of Somerville immediately as to any circumstances which constitute a potential or actual conflict of interest.

Signature: 

Print Name of Authorized Individual: Luisa Oliveira

Title: Director, PSUF

Date: 9/12/21



**CITY OF SOMERVILLE CAMPAIGN CONTRIBUTION ORDINANCE SEC. 15-72*
MANDATORY DISCLOSURE AND CERTIFICATION FORM**

INSTRUCTIONS: APPLICANTS, PLEASE COMPLETE THE ENTIRE FORM AND FILE WITH THE SAME CITY OFFICE OR AGENCY WITH WHOM YOU FILED OR WILL FILE BELOW APPLICATION.

PART I. APPLICATION FOR ITEM

Describe the item you have, or will apply for, relating to this disclosure:

ITEM:	CPA Application - Glenn Park Community Garden
TYPE (X):	<input type="checkbox"/> Contract <input type="checkbox"/> Zoning Relief <input type="checkbox"/> Real Estate <input type="checkbox"/> Financial Assistance
CITY DEPT. OR AGENCY:	City of Somerville - Department of Public Space and Urban Forestry Forestry

PART II. APPLICANT INFORMATION

Provide the following information for the Applicant:

NAME:	Arn Franzen or Luisa Oliveira - Department of Public Space and Urban Forestry
ADDRESS:	City Hall - 93 Highland Avenue
TELEPHONE NO.:	A. Franzen. 617-625-6600 x 2545. cell: 781- 859-7803
E-MAIL:	afranzen@somervillema.gov & loliveira@somervillema.gov

On Schedule A, you must also provide the same information for the Applicant’s principals, chief executive officer, president, chief financial officer, treasurer, chief operating officer, chief procurement officer, directors, or persons performing similar functions, or shareholders in excess of ten percent and managing agent to the extent applicable. **Please complete Schedule A. If not applicable, please check N/A on Schedule A.**

PART III. CAMPAIGN CONTRIBUTION DISCLOSURE

On Schedule B, Applicants must disclose all contributions made by the applicant during the 12 months prior to the application (identified in Part I), to any person who was a candidate for elective office of the City of Somerville (mayor, board of aldermen, and school committee). The attribution rules in Section 15-73 of the Somerville Code of Ordinances shall apply to the contributions that must be disclosed. **On Schedule B**, applicants must also disclose such contributions made by persons attributed to the applicant under the ordinance. If the applicant is an individual, any such contributions made by the individual, any spouse of the individual, and any children of the individual must be disclosed. If the applicant is not an individual but a corporation, partnership or limited liability corporation, then any contributions made by any of its chief executive officer, president, chief financial officer, treasurer, chief operating officer, chief procurement officer, directors, members, managers, principals, or persons performing similar functions, or shareholders in excess of ten percent, and their spouses and children, must be disclosed. **Please complete Schedule B. If disclosure is not required, please check N/A on Schedule B.** *Note: Contributions made before January 1, 2017 are not required to be disclosed.*

* Please see the Pay to Play and Campaign Contribution Ordinance for definitions and all requirements.

PART IV. SUBCONTRACTOR INFORMATION

Have you applied for a Contract and intend to use a subcontractor on this Contract? Yes No

If "Yes", complete Schedule C. If "No", proceed to Part V.

PART V. SIGNATURE, CERTIFICATION, AND ATTESTATION:

I, the undersigned applicant, hereby further certify as follows: If awarded the item that is applied for (as identified above) under subsections (a), (b), (c), or (d) in Section 15-72 of the Somerville Code of Ordinances, the Applicant, and anyone attributed to the Applicant, and if the application is for a contract any subcontractor used on the contract, will not make any contribution in any calendar year in an amount in excess of \$500.00 to any individual incumbent or to any individual candidate for elective office of the City of Somerville for the next four (4) calendar years following the award of the item, or for the duration of the term of the contract, whichever is longer.

Signed under the pains and penalties of perjury:

Signature of Affiant: Arn Franzen  Title: Senior Project Manager

Printed Name of Affiant: Arn Franzen Date: 9/09/21

Subscribed and sworn before me this ___ day of _____, 2___.	(Witnessed or attested by) _____
My Commission expires: <u>This can be provided upon request.</u>	(Seal)
<u>- Arn Franzen</u>	

THIS FORM SHALL BE OPEN TO PUBLIC INSPECTION

SCHEDULE A – APPLICANT INFORMATION

INSTRUCTIONS: FOR EACH OF APPLICANT'S PRINCIPALS, CHIEF EXECUTIVE OFFICER, PRESIDENT, CHIEF FINANCIAL OFFICER, TREASURER, CHIEF OPERATING OFFICER, CHIEF PROCUREMENT OFFICER, DIRECTORS, OR PERSONS PERFORMING SIMILAR FUNCTIONS, OR SHAREHOLDERS IN EXCESS OF TEN PERCENT AND MANAGING AGENT TO THE EXTENT APPLICABLE, COMPLETE THE FOLLOWING. ATTACH ADDITIONAL PAGES IF REQUIRED.

IF NOT APPLICABLE, CHECK HERE:

NAME	POSITION	E-MAIL ADDRESS	PHONE NO.	ADDRESS

SCHEDULE C – SUBCONTRACTOR INFORMATION

INSTRUCTIONS: LIST THE NAME, BUSINESS ADDRESS, AND PHONE NUMBER OF EACH SUBCONTRACTOR AND THE AMOUNT OR PERCENTAGE TO BE PAID TO EACH SUBCONTRACTOR. ATTACH ADDITIONAL PAGES IF REQUIRED.

<u>NAME</u>	<u>AMOUNT OR % PAID</u>	<u>PHONE NO.</u>	<u>BUSINESS ADDRESS</u>



SOMERVILLE ORDINANCE TO SAFEGUARD VULNERABLE ROAD USERS
CITY OF SOMERVILLE CODE OF ORDINANCES ARTICLE VIII, SEC. 12-117 et seq.

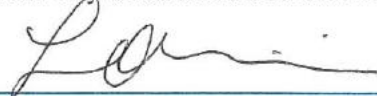
Prospective contractors must familiarize themselves with the City of Somerville’s Ordinance to Protect Vulnerable Road Users. The full text of this local law can be found [here](#).

1. **Request for Inspection:** Inspections are conducted on Thursdays from 4pm-7pm at the Somerville Department of Public Works, located at 1 Franey Road. Each inspection takes approximately 20 minutes.
 - a. Any vendor covered by this Ordinance shall complete an inspection request form and email it to fleetinspections@somervillema.gov.
 - b. Please submit request form no later than 3pm on the Tuesday before the requested inspection date.
2. **Fee:** The fee for the initial inspection is \$100. The fee for a renewal inspection (every two years) is \$50.
 - a. Payment of the fee is due upon scheduling of the inspection. The fee can be paid via check or credit card. Checks should be made out to the City of Somerville and include the vendor’s phone number.
3. **Approval:** Vehicles inspected and approved by the Fleet Division will have an inspection approval sticker affixed to the windshield of the vehicle. A copy of the inspection report and certificate of inspection shall be issued to the vendor.
 - a. Inspection stickers are not transferable.
 - b. Any major overhaul of safe guard equipment shall be required to be re-inspected.
4. **Rejection:** If a vehicle is rejected for failing to comply with any of the technical specifications outlined in the ordinance, it shall be corrected and henceforth re-inspected within 30 days at no additional fee.
 - a. If a second inspection results in a rejection, a fee of \$50 will be required for any subsequent inspections.
 - b. Any vendor who fails to comply within 60 days of their first inspection may be subject to having their contract cancelled.
5. **Questions:** Please direct questions about vehicle inspections to Fleet Superintendent Ron Bonney at rbonney@somervillema.gov or at (617) 625-6600, ext. 5524.

Acknowledgement

In accordance with Sec. 12-119 “Requirements” in the Ordinance, bidders must sign the following:

Unless certified that the Ordinance is not applicable to this contract or otherwise waived by the City, I acknowledge that my company has installed (or will install prior to commencing work for the contract) side guards, cross-over mirrors or equivalent blind spot countermeasures, convex mirrors or equivalent blind spot countermeasures, side-visible turn signals, and appropriate warning signage, in accordance with SCO Chapter 12, Article VII on all large vehicles it uses or will use within the City of Somerville in connection with any contract.

Luisa Oliveira 

Authorized Signatory’s Name


Date

City of Somerville, PSUF

Company Name

I certify that the Ordinance does not apply to this contract for the following:

- Vehicles do not meet or exceed Class 3 GVWR Vehicles do not exceed 15 MPH No vehicles on project
- Other: _____