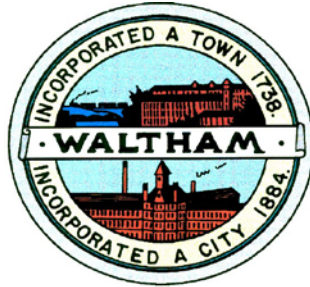


The City of Waltham



**Invites
Interested Parties
To propose the best offer and or bid
For the service or product herewith described:**

**Design for the Replacement of the
Wimbledon Circle Pump Station**

The bid opening will be held: 10:00 AM, Wednesday May 15, 2019

Phone: 781-314-3244, Fax: 781-314-3245

Invitation to Bid

The City of Waltham

Purchasing Department

REQUEST FOR PROPOSAL (RFP)

Under the rules of M.G.L. Chapter 30b the Chief Procurement Officer of the City of Waltham Purchasing Department hereby requests sealed bids for:

**Design for the Replacement of the
Wimbledon Circle Pump Station**

Price Proposals will be received at the office of the Purchasing Agent, City Hall, 610 Main Street, Waltham MA 02452, until,

10:00 AM, Wednesday May 15, 2019

At which time and place the bids will be publicly opened and read.

Specifications and information available on line by visiting the Waltham Purchasing Department web site at www.city.waltham.ma.us/bids

If the Bidder is a corporation, state your correct corporate name and State of incorporation. If Bidder is a partnership, state names and addresses of partners. If Bidder is a trust or other legal entity, state correct names and addresses of trustees or names and address of those legally authorized to bid and enter into contracts.

EXCEPTION OR ALTERNATES TO SPECIFICATIONS, TERMS OF SALE, AND DISCOUNTS AVAILABLE, MUST BE INCLUDED IN THE BID PRIOR TO OPENING DATE.

Intent of Project

The City of Waltham seeks an engineering firm to provide professional consulting engineering services to design and oversee the construction phase of the replacement of the existing sanitary sewer pumping station and associated force main located at Wimbledon Circle in Waltham.

The existing pump station and force main was constructed in 1978 and the station contains 2 Crane 4" pumps capable of 300 GPM each. The outflowing force main is approx 1700' long comprised of 7" plastic pipe.

All existing flows are to be maintained during construction either through bypass methods or establishing the new pump station to be operational before removal or decommissioning of the existing pump station. All existing connections are to be reconstructed into the new or modified pump station

AGREEMENT

CITY OF WALTHAM

ARTICLE 1. This agreement, made this _____ day of _____, 2019 by and between the CITY OF WALTHAM, party of the first part, hereinafter called the CITY, by its MAYOR, and

hereinafter called the CONTRACTOR.

ARTICLE 2. Witnesseth, that the parties to this agreement, each in consideration of the agreement on the part of the others herein contained, do hereby agree, the CITY OF WALTHAM for itself, and said contractor for his heirs, executors, administrators and assigns as follows:

To furnish all equipment, machinery, tools and labor, to furnish and deliver all materials required to be furnished (except as otherwise specified) and deliver in and about the project and to do and perform all work in strict conformity with the provisions of this Contract and of the Notice to Bidders, bid, Project Manual, and Drawings hereto annexed. The said Notice to Bidders, bid, Project Manual, and Drawings are hereby made a part of this contract as fully and to the same effect as if the same had been set forth at length and incorporated in the contracts.

ARTICLE 3. In consideration of the foregoing premises the CITY agrees to pay and the CONTRACTOR agrees to receive as full compensation for everything furnished and done by the CONTRACTOR under this contract, including all work required by not included in the items herein mentioned, and also for all loss or damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen obstruction or difficulty encountered in the prosecution of the work, and for all expenses incurred by or in consequence of the suspension or discontinuance of the work specified, and for well and faithfully completing the work, and the whole thereof, as herein provided, such prices as are set forth in the accompanying bid.

This Agreement entered into as of the day and year first written above.

The final design shall be **completed within 70 days** from the date in the Notice-to-Proceed (NTP)

CITY OF WALTHAM, MASSACHUSETTS

FOR THE CITY

Jeannette A. McCarthy, MAYOR,
City of Waltham
Date: _____

John B. Cervone, City Solicitor
Date: _____
APPROVED AS TO FORM ONLY

Stephen Casazza, City Engineer
Date: _____

Joseph Pedulla, Purchasing Agent
Date: _____

Paul Centofanti, Auditor
Date: _____

I CERTIFY THAT SUFFICIENT FUNDS
ARE AVAILABLE FOR THIS CONTRACT

FOR THE COMPANY

CONTRACTOR (Signature),
Date: _____

Company

Address

INSTRUCTIONS FOR BIDDERS

1. READ ALL DOCUMENTS.
Bidders should familiarize themselves with all the documents contained herein; it is mandatory that all Bids be in compliance with all the provisions contained in said documents.
2. FORMS AND ATTACHMENTS.
3. Bids are to be completed on the forms provided ONLY and enclosed in a sealed envelope marked on the outside "BID (title)" and the name and address of bidder. Attachments submitted in addition to the Waltham Purchasing Department produced forms may not be considered.
4. PRINTED OR TYPED RESPONSE.
All information must be typewritten or printed in ink, including the price the bidder offers in the space as provided on the bid form.
5. CORRECTIONS.
Bids that are submitted containing cross outs, white outs or erasures, will be rejected. All corrections or modifications to the original bid are to be submitted in a separate envelope, properly marked on the outside, "CORRECTION/ MODIFICATION TO BID (title)" and submitted prior to the bid opening.

ALL DOCUMENTS SUBMITTED WITH YOUR RESPONSE WILL BE INCORPORATED INTO THE CONTRACT.
6. PRICE IS ALL INCLUSIVE.
Bid prices shall encompass everything necessary for furnishing all items, materials, supplies or services as specified, and in accordance with the specifications, including proper packing, cost of delivery, and in the case of services, completion of same, as per specifications.
7. PRICE DISCREPANCY.
In the event of a discrepancy between the Unit Price and the Extension, the Unit Price shall prevail.
8. EXPLANATIONS, EXCEPTIONS
Explanations, exceptions or other information pertinent to the specifications may be made in writing and included in the same envelope with the bid.
9. BID DEPOSITS.
Bid deposits are to be made payable to the City of Waltham. In the event that the successful bidder fails to execute a Contract within (10) days of the receipt of said contract, such security shall be retained by the city as liquidated damages. Unsuccessful bidders' deposits will be returned immediately following the award to said successful bidder.
10. WITHDRAW.
A Bid may be withdrawn by written request prior to the schedule for the Bid Opening. No withdrawals are permitted after the bid opening date and time. Withdrawals after the bid opening date will cause the forfeit of the bid Deposit.
11. AWARD.
Bids will be awarded not later than (90) ninety days after the scheduled bid opening date, unless otherwise stated, in the specifications. Unless otherwise specified, bids will be evaluated on the basis of, best price, experience, completeness of your RFP response, responsiveness and responsibility but not necessarily in that order.
12. AWARD CRITERIA.
Qualified and responsive proposals will be evaluated based on Price, Technical Qualifications, and Compliance requirements.
12. DISCOUNTS.
Discounts for prompt payments will be considered when making awards.
13. TAX EXEMPT.
Purchases by the City of Waltham are exempt from any Federal, State or Massachusetts Municipal Sales and/or Excise Taxes.

14. SAMPLES.
The City of Waltham may require the submission of samples either before or after the awarding of a contract. Samples are to be submitted, at no charge to the City, so as to ascertain the product's suitability. If specifically stated in the Bid that samples are required, said samples must be submitted with the Bid prior to the Official Bid Opening. Failure to submit said samples would be cause for rejection of Bid. All samples must be called for and picked up within (30) thirty days of award or said samples will be presumed abandoned and will be disposed of.
15. ACTIVE VENDOR LIST.
Vendors who wish to remain on the Active Bid List must either submit a Bid, No Bid, or a letter requesting same, no later than the Official Bid Opening. This is applicable to those vendors who have received the Invitation to Bid.
16. FUNDS APPROPRIATION.
THE CONTRACT OBLIGATION ON BEHALF OF THE CITY IS SUBJECT TO PRIOR APPROPRIATION OF MONIES FROM THE GOVERNMENTAL BODY AND AUTHORIZATION BY THE MAYOR.
17. THE AWARDING AUTHORITY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, OR ANY PART OF ANY BID, WHICH IN THE OPINION OF THE AWARDING AUTHORITY, IS IN THE BEST INTERESTS OF THE CITY OF WALTHAM.
18. THE TAX ATTESTATION CLAUSE, CERTIFICATION OF NON-COLLUSION AND THE CERTIFICATE OF VOTE AUTHORIZATION, are required by statute and are an integral part of the Invitation for Bid and must be completed and signed by the person submitting the Bid, or by the person/persons who are officially authorized to do so. Failure to do so may disqualify the bid.
19. STANDARD OF QUALITY.
Where, in the specifications, one certain kind, type, catalog number, brand or manufacturer of material is named, it shall be regarded as the required standard of quality. Where two or more are named, these are presumed to be equal and the Bidder may select one or the other. If the Bidder proposes to offer a substitute as an equal, he shall so indicate on the Bid Form, the kind, type, catalog number, brand, or manufacturer of material that is offered as an equal, and describe where it differs from the specifications. Substituted items must be capable of performing all the functions and/or operational features described or indicated in the specifications. Failure to indicate the description of any substitute item on the Bid will be interpreted to mean that the Bidder will furnish the item or service as specified.
20. MODIFICATION.
No agreement, understanding, alteration or variation of the agreement, terms or provisions herein contained shall bind the parties, hereto unless made and executed in writing by the parties hereto.
21. ASSIGNMENT.
The final payment for work done under this Contract shall be made only after the Contractor has signed a statement under the penalty of perjury, certifying that he has completed the work described in the final estimate. Neither party hereto shall assign this Contract or sublet it in part or as a whole without the prior written consent of the other party hereto. The Contractor shall not assign any sum or sums due or becoming due to him hereunder without the prior written consent of the City.
22. GUARANTEES.
Unless otherwise stipulated in the specifications, all durable items shall be guaranteed by the contractor for a period of not less than one year from the date of delivery and acceptance by the receiving department. In addition, the manufacturer's guarantee shall be furnished. Any items provided under this contract which are or become defective during the guarantee period shall be replaced the contractor free of charge with the specific understanding that all replacements shall carry the same guarantee as the original equipment. The contractor shall make such replacement immediately upon receiving notice from the Purchasing Agent.
23. CHANGE ORDERS.

Change orders are not effective until, if, as and when signed by the Mayor and no work is to commence until the change orders are fully executed.

28. BID OPENING INCLEMENT WEATHER

If, at the time of the originally scheduled bid opening, City Hall is closed to inclement weather or another unforeseeable event, the bid opening will be extended until 2:00 PM on the next normal business day. Bids will be accepted until that date and time.

GENERAL CONDITIONS

1. INFORMATION

All information shall come from the Office of the City Purchasing Agent. The Contractor shall inquire at this office for any information needed. Wherever the words "or equal as approved" are used, it is to be understood that the opinion of the City Purchasing Agent shall govern.

2. SUITS

The Contractor shall assume defense of and shall indemnify and hold the City and its agents harmless from all suits and claims against the City and its sub-contractors arising from the use of any invention, patent right labor or employment, or from any act of omission or neglect of the City, its agents, employees or any subcontractor in performing the work, under this contract.

3. LAWS AND REGULATIONS

The Contractor shall conform to all the applicable rules, regulations, laws and ordinances of the City of Waltham, the Commonwealth of Massachusetts, the United States of America and all agencies having jurisdiction over this contract.

4. PROTECTION OF PROPERTY

The Contractor shall take all proper precautions to protect the City's property from damage and unnecessary inconvenience. Any City property damaged by the Contractor in carrying out the provisions of this contract shall be restored to its original condition, by and at the expense of the Contractor.

5. PROTECTION OF PERSONS

The Contractor shall take all proper precautions to protect persons from injury, unnecessary inconvenience, and shall be responsible for his failure to do so. The Contractor agrees to hold the City harmless from any and all liabilities of every nature and description, which may be suffered through bodily injury, including death, to any person, by reason of negligence of the Contractor, his agents or employees, or any subcontractor.

6. CONTRACT DURATION.

This contract is for the period required to complete the project.

7. INSURANCE

WORKMAN'S COMPENSATION: The Contractor shall provide insurance for the payment of compensation and furnishing of other benefits under Chapter 152 of the General Laws of the Commonwealth of Massachusetts to all persons to be employed under this contract, the premiums for which shall be paid by the Contractor. Contractors shall provide insurance on a primary basis and the contractor's policy shall be exhausted before resorting to other policies. The contractor's policy is the primary one not the contributory.

COMPREHENSIVE GENERAL LIABILITY

Bodily Injury:	\$1,000,000 Each Occurrence
	\$2,000,000 Aggregate
Property Damage:	\$1,000,000 Each Occurrence
	\$2,000,000 Aggregate

AUTOMOBILE (VEHICLE) LIABILITY

Bodily Injury	\$2,000,000 Each Occurrence
Property Damage	\$1,000,000 Aggregate

UMBRELLA POLICY

General liability	\$2,000,000
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Your bid response must include a Certificate of Insurance with the above limits as a minimum. In addition, the Certificate of Insurance must have the following text contained in the bottom left box of the Certificate: **"The City of Waltham is a named Additional Insured for all Insurance"**. The Certificate of Insurance must be mailed directly to: Office of the Purchasing Agent Purchasing Department, City of Waltham, 610 Main Street Waltham, MA 02452

8. PERSONNEL:

The Contractor shall employ a competent supervisor and all properly licensed personnel necessary to perform the services required in this contract. The City Purchasing Agent shall have the right to require the Contractor to remove and/or replace any of the personnel for nonperformance or for unprofessional behavior. The City Purchasing Agent may require the Contractor to submit a weekly performance record of the areas and of the work performed, on forms approved by the City Purchasing Agent. The Contractor or his supervisor shall be available to inspect such work as required by the City Purchasing Agent.

9. MATERIALS

The City or its Agent reserves the right to approve or reject any supplies, material or equipment used by the Contractor. The Contractor agrees to replace any supplies, material or equipment used by the Contractor. The Contractor agrees to replace any rejected supplies, materials or equipment, to the satisfaction of the City or its Agents.

10. TERMINATION OF CONTRACT

This contract may be terminated by the City upon deliverance to the Contractor of a five-day written notice of said termination.

11. CONTRACT OBLIGATIONS

Contract obligations on behalf of the City are subject to an annual appropriation to cover the contract obligation.

12. BIDDER EXPERIENCE EVALUATION

Each bidder shall submit with his bid, all the information relative to their experience and qualifications in performing the work required under this contract and shall have been in business for a minimum of five (5) years, in order for their bid to be considered.

15. NOT-TO-EXCEED AMOUNT

The bid amount proposed in your company's response is a "not-to- Exceed" amount unless the City makes changes, in writing, to the scope of work to be performed. The Change Order must be signed and approved by the City's Purchasing Agent, City Auditor, Law Department and the Mayor prior to the commencement of the change order work. No work is to begin until the proper approvals have been obtained. A change order will be priced at the unit price. Failure to comply with this procedure will result in the cancellation of the contract and the non-payment of services provided

16. FINANCIAL STATEMENTS.

The City may require, within five (5) days after the bid opening, a complete and detailed Financial Statement prepared by a Certified Public Account, to determine a bidder's financial stability.

17. BREACH OF CONTRACT/ NON-PERFORMANCE

If the Contractor shall provide services in a manner, which is not to the satisfaction of the City, the City may request that the Contractor refurnish services at no additional cost to the City until approved by the City. If the Contractor shall fail to provide services, which are satisfactory to the City, the City in the alternative may make any reasonable purchase or Contract to purchase services in substitution for those due from the Contractor. The City may deduct the cost of any substitute Contract for nonperformance of services together with incidental and consequential damages from the Contract price and shall withhold such damages from sums due or to become due to the Contractor. If the damages sustained by the City exceed sums due or to become due, the Contractor shall pay the difference to the City upon demand. The Contractor shall not be liable for any damages sustained by the City due to the Contractor's failure to furnish services under the terms of this Contract if such failure is in fact caused by the occurrence of a contingency the nonoccurrence of which was a basic assumption under which this Contract was made, including a state of war, embargoes, expropriation of labor strike or any unanticipated federal, state or municipal governmental regulation of order, provided that the Contractor has notified the City in writing of such cause within seven (7) days after its occurrence.

18 RIGHT TO AUDIT

The City of Waltham has the right to review and audit documents related to this contract. This right extends to any subcontractor, supplier or other entity used by the prime contractor to fulfill the obligations under this contract.

19. CITY ORDINANCE. APPROVAL OF CONTRACTS BY MAYOR, SEC. 3-12 OF THE CITY ORDINANCES.

All contract made by any department, board or commission where the amount involved is two thousand dollars (\$2,000) or more shall be in writing, and no such contract shall be deemed to have been made or executed until the approval of the Mayor is affixed thereto. Any construction contract shall, and all other contracts may, where the contract exceed five thousand dollars (\$5,000) be required to be accompanied by a bond with sureties satisfactory to the Mayor.

NOTE

Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal

SCOPE OF WORK:

The City of Waltham seeks an engineering firm to provide professional consulting engineering services to design and oversee the construction phase of the replacement of the existing sanitary sewer pumping station and associated force main located at Wimbledon Circle in Waltham.

The existing pump station and force main was constructed in 1978 and the station contains 2 Crane 4" pumps capable of 300 GPM each. The outflowing force main is approx 1700' long comprised of 7" plastic pipe.

All existing flows are to be maintained during construction either through bypass methods or establishing the new pump station to be operational before removal or decommissioning of the existing pump station. All existing connections are to be reconstructed into the new or modified pump station

TASK 1 – Pump Station Replacement Design:

Review all applicable information, data, surveys, reports and existing drawings related to the Project including, but not limited to, flow monitoring, record drawings, of existing facilities, environmental, geotechnical, and archaeological assessments previously completed in the area.

- Review of all applicable information required to establish the design criteria and pumping capacity for the Pump Station and Force Main Replacement including but not limited to flow monitoring data, and cadastral and zoning data.
- Conduct Project Definition Phase alternatives assessments or trade-off studies to assess the optimal site layout, construction methodologies, and define the preferred design concept for advancement to the preliminary design stage.
- Participate in a public consultation meeting with nearby residents to present the conceptual design, answer questions, and gain stakeholder input for incorporation into the design. The meeting will be organized by the City.
- Conduct detailed topographical land survey of the pertinent areas to confirm the record drawings and provide a base plan for design.
- Conduct flow monitoring from a manhole directly preceding the pump station to determine flows.
- Conduct geotechnical site investigations and prepare a geotechnical report in sufficient detail to support the design.
- Identify design, construction, operation and maintenance constraints for the Project and recommend strategies for dealing with all constraints.
- Identify confined space issues for operation, maintenance and commissioning and develop designs to eliminate confined space issues.
- Identify construction impacts and temporary facility requirements to maintain operation of services during construction and commissioning.
- Include in the design means to the Pump Station for maintenance and heavy equipment removal.
- Include in the design a standby generator and associated fuel storage facilities to service the Pump Station.
- Include in the design instrumentation to monitor pump performance and future flows from the Pump Station.

- Confirm the requirements for all utilities servicing (e.g., water, storm, gas, electrical, cable, telephone, etc.)
- Prepare 50% preliminary design drawings and cost estimate for the project
- Meet with Engineering Dept. and Water & Sewer Division following submission of 50% plans to review the city's comment.
- Prepare 100% final design drawings, cost estimate, Specifications and bid documents
- Assist the CITY in the bid process by attending one pre-bid conference, answering questions of potential bidders and develop any addenda if necessary.
- Review bids received, review for completeness, check references and recommend award to lowest qualified bidder.

TASK 2 – Construction Phase:

Following the selection of a Contractor to complete the work;

The CONSULTANT shall:

- Provide Construction Administration services including review of all submittals by the Contractor.
- Hold monthly project progress meetings
- Submit weekly project report that addresses project schedule, materials, quality control submittals, and digital photos.
- Provide Construction Oversight services to ensure that all work is done according to the specifications and guidelines set forth in the contract documents developed by the CONSULTANT.
- Recording of daily construction activity and measurement of item quantities completed.
- Review and approve payment requests applied for by the Contractor ensuring work has successfully been completed and the accuracy of the item quantities.
- Develop As-built drawings, including additional topographical survey, to serve as records for the CITY to show the work completed during the construction phase.

Project Milestones / Schedule:

1. Data collection phase: Spring/Summer 2019
2. Design Phase: Summer/Fall 2019
3. Bid Phase: Spring 2020
4. Construction Phase: Summer – Fall 2020

COST PROPOSAL:

Cost proposal for providing professional engineering services to conduct the design and construction administration of the Wimbledon Pump Station Replacement, shall include all work necessary to successfully complete Tasks 1 & 2, as detailed above:

The Base Proposal will be the total cost for Tasks 1 & 2. This will be considered the basis for evaluation and ranking in the selection process.

RESPONSIBILITIES OF THE CITY OF WALTHAM:

The CITY will provide to the CONSULTANT all available record information for street layouts, water lines and building services, sanitary drain lines and building connections, and storm drain lines. The CITY will operate all existing valves during design and construction.

The City Purchasing Agent will distribute plans and technical specifications provided by the CONSULTANT and hold a bid opening at City Hall, 610 Main Street, Waltham, MA 02452.

DELIVERY TO THE CITY:

The CONSULTANT shall begin performance of the services designated in the contract promptly upon receipt of a written Notice to Proceed. Pre-construction flow monitoring shall commence within 2 weeks from the Notice to Proceed. The 90% preliminary design shall be submitted within 60 days from the Notice to Proceed and the final design shall be submitted within 90 days of the Notice to Proceed unless unable to do so due to causes not under his control. Cost and schedule commitments shall be subject to renegotiation for unreasonable delays beyond the control of the CONSULTANT. It is anticipated that construction can begin late in the Summer of 2020.

CONSULTANT'S LIABILITY:

Professional services provided by the CONSULTANT shall be in accordance with the generally accepted engineering principles and practices. The CONSULTANT shall be liable for all damage caused by errors or omissions in his work or the work of his subcontractors, agents or employees performed under the contract entered into by the CITY and the selected CONSULTANT. The CONSULTANT expressly agrees that his subcontractors, agents or employees shall possess the experience, knowledge and character necessary to qualify them individually for the particular duties they perform.

The CONSULTANT will be required to furnish a Certificate of Insurance, naming the CITY as Additional Insured, for General Liability and Vehicle Liability in the amount of \$500,000 per occurrence and \$1,000,000 in the aggregate and Worker's Compensation Insurance as prescribed by law.

SCHEDULE OF PROPOSAL SELECTION PROCESS:

Questions concerning this RFP must be submitted in **writing only to:**

Joseph P. Pedulla, Chief Procurement Officer, at jpedulla@city.waltham.ma.us

The City shall endeavor to distribute written answers via e-mail to all interested parties of record.

EVALUATION AND RANKING OF PROPOSALS:

Each proposal shall be reviewed by a selection committee comprised of at least three members. Proposals will be evaluated upon the basis of the evaluation criteria for selection set forth and other appropriate factors. Submissions will then be ranked in the order of qualification. The first, second and third ranked proposals will be further reviewed and evaluated, including reference checks, by the committee. This further review and evaluation may include interviews or the opportunity to provide additional information to the committee.

The selection committee shall evaluate proposals based on the following criteria:

1. **Cost. (30 points).** Appropriateness, reasonableness and competitiveness of the cost proposal, including hourly charges for personnel and responsiveness to cost information requirements. Costs associated with enhancements and/or deletions to the Scope of

Services may be considered under this criterion. The Base proposal (Tasks 1 & 2) shall be considered the basis in this category.

2. **Qualifications of key personnel. (20 points).** The identity and qualifications of key personnel, team members and sub-CONSULTANTS available to work on this project, including their expected project assignments. The quality (appropriateness, capability and relevant project experience) of key personnel and continuity of the project team, key personnel and sub-CONSULTANTS throughout the project.
3. **Similar experience/past performance on similar projects. (20 points).** The proposer's prior similar experience, including the work which best illustrates the team's most relevant experience, ability and expertise to perform the services requested in this RFP; and the proposer's past performance on similar projects, ongoing and completed within the past five years. The committee will review project descriptions and references from 3 communities in Massachusetts for systems of similar in size and complexity where the CONSULTANT has performed services similar to those included in this request.
4. **Familiarity with Waltham Sewer System experience. (15 points).** The proposer's prior similar experience, including the work which best illustrates the team's most relevant experience, ability and expertise to perform the services requested in this RFP; and the proposer's past performance on similar projects, ongoing and completed within the past five years. The committee will review project descriptions and references from 3 communities in Massachusetts for systems of similar in size and complexity where the CONSULTANT has performed services similar to those included in this request.
5. **Technical Approach, Capacity, Management Approach. (10 points).** The quality, completeness and methodology of the technical approach envisioned for the project in response to the Scope of Services. The proposer's capacity to apply and commit itself successfully to the project tasks and to complete required services; its absence of conflicting commitments to concurrent projects; and its scheduling. The clarity, completeness and effectiveness of the proposed organizational structure and the proposed management approach required to successfully manage this project. The demonstrated ability of the team to work together effectively, to maintain schedule and cost control on this project, to resolve resource constraints, and to interact effectively with City of Waltham operations and staff.
6. **Minority and Women-owned Business Enterprise Participation (MBE/WBE). (5 points).** The amount and significance of MBE and WBE participation and the involvement which meets or exceeds the required minimum percentage established for this project.

REVISIONS IN SCOPE OF WORK:

If during the term of the contract, substantial changes are made by the CITY in the scope of character of the work to be performed, the CONSULTANT shall make the necessary changes only after receiving a written order from the CITY and the CITY will adjust the fee accordingly. In the event that no such written agreement regarding payment ceiling adjustment has been executed prior to the performance of such increased work, the CONSULTANT shall not be entitled to any additional fee. Accordingly, the CONSULTANT is under no obligation to perform work reflecting a change in scope if he has not received a written adjustment of the fee.

SUBMISSION OF PROPOSAL:

At a minimum a Statement of Qualifications shall include the following:

- Name, address and brief description of firm and skills
- Name, phone number and email address of consultant contact
- Names and addresses of all partners, officers, and directors and any other person with an ownership interest greater than 5%
- Names of any Town officials or employees who are related to any of the partners, officers or directors of the firm or have any ownership interest in the firm
- Names and resume of all professionals who will be assigned to work on the project, including any registrations and numbers
- A list of projects providing relevant experience during the last five years, which include name, cost of project, cost of design services, date, owner name and contact information. Projects should be identified as completed or ongoing.
- Description of specific skills and qualifications which will be used on project
- Description of the means and methods which will be used to complete the project
- If a joint venture, information for all parties to the joint venture
- Confirm that all individuals listed in its proposal are committed to performance on the projects
- State that it will meet the insurance requirements for this project may obtained from office of the City of Waltham, Chief Procurement Officer
- Other information which document the firm's capabilities and qualifications for the project.
- Complete the entire Compliance section with "wet" signatures

Firms planning to submit a proposal are encouraged to ask for background information on any aspect of this request so that the submitted proposal fulfills the requirements of the City Engineer. Such information shall be shared with interested parties of record.

Information may be obtained from Ian McKenzie, PE, Asst. City Engineer, City of Waltham Water & Sewer Division, 169 Lexington St, Waltham, MA 02452. The telephone number is (781) 314-3852. The fax number is (781) 314-3835.

Proposals shall be submitted in writing in a sealed envelope **no later than 10.00 am on Wednesday May 15, 2019** to:

Joseph P. Pedulla
Chief Procurement Officer
City of Waltham
610 Main Street
Waltham, MA 02452-5580

PAYMENT

Payment shall be made in accordance with the cost break down in the price sheet and following receipt of monthly invoices provided deliverables have been received on schedule.

Compliance

“Wet” Signature are required

The compliance documents in this section must be completed, signed and returned with your bid package.

Purchasing Department
City of Waltham
610 Main Street
Waltham, MA 02452

Failure to submit the completed documents will cause the disqualification of the proposal.

Section Index

- | | Check when Complete |
|--|---------------------|
| • Non-collusion form and Tax Compliance form..... | _____ |
| • Corporation Identification Form..... | _____ |
| • Certificate of Vote Authorization..... | _____ |
| • Certificate of Insurance (showing all limits of WC &GL)..... | _____ |
| • Three (3) References..... | _____ |
| • Debarment Certificate | _____ |

Your Company's Name: _____

Service or Product Bid _____

NOTE: Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal.

“Wet” Signature are required

NON-COLLUSION FORM AND TAX COMPLIANCE FORM

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. The undersigned certifies that no representations made by any City officials, employees, entity, or group of individuals other than the Purchasing Agent of the City of Waltham was relied upon in the making of this bid

_____, _____
(Signature of person signing bid or proposal) Date

(Name of business)

“Wet” Signature are required

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, & 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

_____, _____
Signature of person submitting bid or proposal Date

Name of business

NOTE

Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal.

“Wet” Signature are required

CERTIFICATE OF VOTE OF AUTHORIZATION

Date:

I _____, Clerk of _____ hereby certify that at a meeting of the Board of Directors of said Corporation duly held on the _____ day of _____ at which time a quorum was present and voting throughout, the following vote was duly passed and is now in full force and effect:

VOTED: That _____ (*name*) is hereby authorized, directed and empowered for the name and on behalf of this Corporation to sign, seal with the corporate seal, execute, acknowledge and deliver all contracts and other obligations of this Corporation; the execution of any such contract to be valid and binding upon this Corporation for all purposes, and that this vote shall remain in full force and effect unless and until the same has been altered, amended or revoked by a subsequent vote of such directors and a certificate of such later vote attested by the Clerk of this Corporation.

I further certify that _____ is duly elected/appointed _____ of said corporation

SIGNED:

(Corporate Seal)

Clerk of the Corporation:

Print Name: _____

“Wet” Signature are required

COMMONWEALTH OF MASSACHUSETTS

County of _____

Date:

Then personally appeared the above named and acknowledged the foregoing instrument to be their free act and deed before me, _____

Notary Public;

My Commission expires: _____

CORPORATION IDENTIFICATION

The bidder for the information of the Awarding Authority furnishes the following information.

If a Corporation:

Incorporated in what state _____

President _____

Treasurer _____

Secretary _____

Federal ID Number _____

If a foreign (out of State) Corporation – Are you registered to do business in Massachusetts?

Yes _____,

No _____

If you are selected for this work you are required under M.G.L.ch. 30S, 39L to obtain from the Secretary of State, Foreign Corp. Section, State House, Boston, a certificate stating that you Corporation is registered, and furnish said certificate to the Awarding Authority prior to the award.

If a Partnership: (Name all partners)

Name of partner _____

Residence _____

Name of partner _____

Residence _____

If an Individual:

Name _____

Residence _____

If an Individual doing business under a firm’s name:

Name of Firm _____

Name of Individual _____

Business Address _____

Residence _____

Date _____

Name of Bidder _____

By _____

Signature _____

Title _____

Business Address (POST OFFICE BOX NUMBER NOT ACCEPTABLE)

City

State

Telephone Number _____, Today’s Date: _____

PROVIDE THREE (3) SERVICE APPROPRIATE REFERENCES

1. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

2. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

3. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

NOTE

Failure to submit any of the required documents, in this or in other sections, with your bid response package will be cause for the disqualification of your company.

“Wet” Signature are required

DEBARMENT CERTIFICATION

In connection with this bid and all procurement transactions, by signature thereon, the respondent certifies that neither the company nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts, procurement or non procurement programs from the Commonwealth of Massachusetts, the US Federal Government and /or the City of Waltham. “Principals” means officers, directors, owners, partners and persons having primary interest, management or supervisory responsibilities with the business entity. Vendors shall provide immediate written notification to the Purchasing Agent of the City of Waltham at any time during the period of the contract or prior to the contract award if the vendor learns of any changed condition with regards to the debarment of the company or its officers. This certification is a material representation of fact upon which reliance will be placed when making the business award. If at any time it is determined that the vendor knowingly misrepresented this certification, in addition to other legal remedies available to the city of Waltham, the contract will be cancelled and the award revoked.

Company Name _____

Address _____

City _____, State _____, Zip Code _____

Phone Number (____) _____

E-Mail Address _____

Signed by Authorized Company Representative:

Print name _____,

Date _____

PRICE SHEET

ALL PRICES ARE FIXED AND NOT-TO-EXCEED

TASK 1 – Pump Station Replacement Design:

\$ _____
(In Words)

\$ _____
(In Figures)

TASK 2 – Pump Station Replacement Construction Administration & Oversight

\$ _____
(In Words)

\$ _____
(In Figures)

BASE PROPOSAL TOTAL (TASKS 1 & 2):

\$ _____
(In Words)

\$ _____
(In Figures)

My company acknowledges receipt of addenda: _____, _____, _____, _____, _____, _____.

Company: _____

Authorized Signature: _____

Print Name: _____

Email: _____, Phone: _____

Date: _____