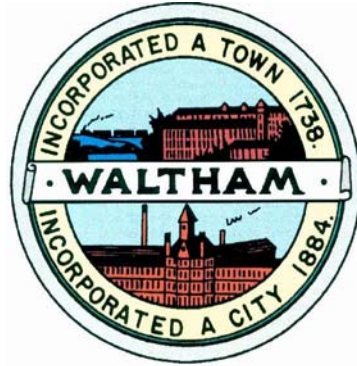


**CITY OF WALTHAM
WALTHAM, MASSACHUSETTS**



**REQUEST FOR PROPOSALS
FOR CONSULTING ASSISTANCE
FOR THE PROCUREMENT OF A FIXED NETWORK AUTOMATIC WATER METER
READING SYSTEM**

October 2011

GENERAL INFORMATION:

The City of Waltham (City) invites you to present your qualifications and experience in assisting the City in procuring a fixed network automatic meter reading (AMR) system.

The City plans to undertake a meter replacement program for the water meters in Waltham. At the same time, the City will install meter transmission units and a fixed network AMR system.

The City intends to hire a consulting engineering firm (Consultant) which is well versed in water system engineering and in fixed meter network systems. The selected Consultant will assist the City in developing by preparing the procurement documents, and will assist the City during the procurement process itself.

The selected Consultant will evaluate the larger water meters, documents in the City, to determine if the meters should be right sized during the meter replacement project throughout the City.

SCOPE OF WORK:

The Consultant shall perform the following:

1. Project Implementation Evaluation

- 1.1. Collect information from the City of Waltham on the goals of the project. Information will be collected from Purchasing, Engineering, Information Technology and Assessor's Departments.
- 1.2. Evaluate the compatibility of the existing billing software with the AMR system software. The new Fixed Network Automatic Meter Reading (AMR) system software must be compatible with MS Govern's utility billing system.
- 1.3. Identify key implementation issues expected and recommend strategies to address these issues.
- 1.4. Prepare an overall project plan including key project tasks to successfully implement a Water Meter and Fixed Network AMR system installation.
- 1.5. Attend meetings with the City to discuss the progress of the work and receive input from the City.
- 1.6. Prepare a letter report summarizing Tasks 1.1 through 1.5 and the City will provide recommendations for proceeding.

2. Update City of Waltham Water Ordinances

- 2.1. Update Chapters 16 and 19 of the Waltham General Ordinance as it pertains to fixed meter network. The general ordinance information is available on the City of Waltham's website: city.waltham.ma.us [Quick Links-Waltham City Ordinance]
- 2.2. Submit updated ordinances and meet with the City to discuss comments.
- 2.3. Incorporate City's comments and finalize updated ordinances.
3. Design Services for Procurement of water meters, AMR, and installation
 - 3.1. Prepare an invitation for bid of a Fixed Network Automatic Meter Reading (AMR) system with new water meters.
 - 3.2. Obtain and review existing water meter data from the City including age, size, manufacturer and type of meter. Meet with the City to finalize the scope of the invitation for bid. Obtain information from the City on potential locations for fixed network collectors.
 - 3.3. Prepare contract documents suitable for public bidding under Chapter 30 Section 39M for the supply and installation of approximately 15,000 water meters and a Fixed Network AMR system. The completed documents shall bear the stamp of a registered professional engineer licensed to practice in the Commonwealth of Massachusetts.
 - 3.4. Submit the draft contract document to the City of Waltham. Incorporate the cities commends and finalize the contract documents.
 - 3.5. Prepare final opinion of probable cost estimate.
4. Bidding for Water Meter and AMR System Installation
 - 4.1. Prepare bid documents for the Water Meter and AMR System. Provide the City with contract documents for public bidding.
 - 4.2. The City of Waltham will provide the procurement "front end" boiler plate of the bid documents. The prospective Consultant will complete the technical specifications in Microsoft Word 2007 format.
 - 4.3. Contract bid documents will be posted to the City of Waltham website.
 - 4.4. Provide additional information to the bidders, as required during the bidding period, which addresses bidder's questions, and prepare an addendum to the bid documents if needed.
 - 4.5. Assist the City with tabulating bids for the project and review with analysis of the bid results.
 - 4.6. Review of Fixed Network AMR system bids and make recommendations of award to the City.

RESPONSIBILITIES OF THE CITY OF WALTHAM:

The City will provide to the Consultant all available record information for classification of properties, based on assessment records and existing water meter sizes and meter reading conditions.

The City Purchasing Agent will put plans and specifications provided by the consultant on the City of Waltham’s website with responses to questions and issue any addendums, if necessary and hold the 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 and shall deliver all of the items listed in “Scope of Work” above to the City within 120 days of receiving such notice 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.

CONSULTANT’S LIABILITY:

Professional services provided by the Consultant shall be in accordance with generally accepted engineering principles and practices. The Consultant shall be liable for all damage caused by errors or omissions in his work or in 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:

The following is a tentative schedule of the selection process.

RFP issue	November 14, 2011
Deadline for questions.....	November 21, 2011
Answers released to firms on record.....	November 25, 2011
Deadline for proposals.....	November 29, 2011
Interviews with short-listed firms.....	December 05, 2011
Selection and notification of results.....	December 08, 2011
Letter of Award	December 14, 2011

EVALUATION AND RANKING OF PROPOSALS:

Proposals shall be evaluated based on the following criteria:

1. **Cost. (50 points).** Appropriateness, reasonableness and competitiveness of the cost proposal, including project administration hourly rates. Costs associated with enhancements and/or deletions to the Scope of Services will receive limited consideration under this criterion.

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. (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.
4. **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, to resolve resource constraints, and to interact effectively with City operations and staff.

REVISIONS IN SCOPE OF WORK:

If during the term of the contract, substantial changes are made by the City in the scope or 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 the 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:

Please submit **six** copies of the proposal.

1. Brief description of your overall firm.
2. General description of your firm's experience in water system planning and engineering in Massachusetts. Project descriptions and list of references for **3 communities** where you have performed services similar to those included in this request. Preference will be given to services performed in Massachusetts.
3. Specific descriptions of project experience in assisting Massachusetts communities with procuring fixed network AMR system in similar size and complexity. References shall include contact person and telephone number. Project descriptions shall be relevant to services requested herein.

4. Resumes for the project manager and any other personnel who will assist in the work and relevant experience and a description of the individual roles and responsibilities. Submission must also include hourly staffing rates.
5. Statement of firm/team capacity, qualifications and experience including cooperative efforts with sub contractors and an understanding of Waltham and the City's needs. Describe your approach to completing this assignment.
6. Describe any "value added" attributes that your firm/team will bring to benefit the City of Waltham.
7. Compliance Forms from the compliance section

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 of Waltham. Such information shall be shared with interested parties of record.

Technical information will be provided by Mr. Stephen A. Casazza, P. E., City Engineer, City of Waltham, 119 School Street, Waltham, MA 02451 scasazza@city.waltham.ma.us
The telephone number is (781) 314-3830. The fax number is (781) 314-3844. Additional information may be viewed at the Engineering Department at the address above.

Proposals for the above services shall be based on Bid form, **one lump sum dollar value**. Proposals must be submitted no later than **10:00 a.m. on Tuesday, November 29, 2011** in a sealed envelope to:

City of Waltham
Mr. Joseph Pedulla, MCPPO
Chief Procurement Officer
610 Main Street, Waltham, MA 02452-5580
Tel: 781-314-3244
Email: jpedulla@city.waltham.ma.us

COMPLIANCE SECTION

(DOCUMENTS TO BE SUBMITTED WITH YOUR BID RESPONSE)

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)

(Name of business)

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

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.

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: _____

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) _____

State Telephone Number _____

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.

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 of 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 _____

BID PRICE OFFER

Cost to provide professional Engineering services for:

1. Selection / recommendation of a Fixed Meter Network System.
2. Evaluate / update the City's General Ordinances to allow the Fixed Meter Network to be installed.
3. Prepare bid documents for procurement of a Fixed Meter Network.

Lump Sum – **all inclusive** fixed price for these services \$ _____

(In words) _____

My Company Acknowledges receipt of addenda #: _____, _____, _____, _____,

NOT TO EXCEED \$50,000 (Fifty Thousand Dollars)

Company: _____

Authorized Signature: _____

Print Name: _____

Date: _____