

The City of Waltham



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

***Engineering Services
AWIA Risk and Resilience Assessment (RRA) and
Emergency Response Plan (ERP)***

VIRTUAL BID OPENING: 10.00 AM FRIDAY JULY 17, 2020

VIRTUAL PRE-BID Briefing 10.00 AM WEDNESDAY JULY 8, 2020

A Virtual Zoom Meeting will be held. Coordinates will be announced

LAST DAY FOR WRITTEN QUESTIONS: 12 Noon JULY 9, 2020

(Via e-mail ONLY to Jpedulla@city.waltham.ma.us)

GENERAL INFORMATION:

The Waltham Water Department is responsible for providing water for drinking, fire protection and sanitation to approximately 60,000 people in the City of Waltham. Current average daily consumption is 7.5 MGD. The City of Waltham is supplied with water from the Massachusetts Water Resources Authority (MWRA) through five (5) metered connections. Waltham's distribution system is completely served by the MWRA connections and includes the Prospect Hill high-pressure service area with two storage tanks and the Cedarwood intermediate pressure service area with one standpipe.

The City of Waltham ("City") is releasing this Request for Proposal ("RFP") for an America's Water Infrastructure Act (AWIA) Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP).

The City wishes to engage a professional consultant to conduct a Risk and Resilience Assessment (RRA) and update the Waltham Water Department Water Emergency Response Plan (ERP) by incorporating findings from the RRA, as per the requirements of the 2018 update of the America's Water Infrastructure Act (AWIA).

In October 2018, the America's Water Infrastructure Act (AWIA) of 2018 was enacted and requires that water utilities have a Risk and Resilience Assessment (RRAs) and Emergency Response Plans (ERPs).

The RRAs are similar to the vulnerability assessments (VAs) previously conducted in accordance with the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 but with additional requirements, as outlined below.

The completion of the RRA must be certified to the US Environmental Protection Agency (EPA) prior to December 31, 2020; while the updated ERP must be certified to the EPA prior to June 30, 2021.

SUBMISSION

As this is an RFP, proposers shall submit a technical, or non-price proposal which includes everything responsive to this RFP except the proposed price, and a price proposal. There is no specific form for the technical proposal, although it should be responsive to all information requested in the RFP. All proposals shall be submitted as **ONE original and THREE copies of the technical proposal labeled "CITY OF WALTHAM RRA-ERP Technical Proposal"**, and **ONE original of the price proposal labeled "CITY OF WALTHAM RRA-ERP Price Proposal"**. Please note that the Technical Proposal and the Price Proposal must be submitted in separate, sealed envelopes. The proposer's firm's name should be clearly marked on both parts of the submittal.

Where information is requested, proposals must provide it in the same order as it is requested in this RFP and identify the page number of the RFP that relates to the information response. Faxed proposals will NOT be accepted.

All proposals shall follow the order of this RFP. All proposals shall have a table of contents denoting for each item, which page it can be located on. All proposals shall have footers with page numbers. With your technical submission please include all the documents, properly completed, in the Compliance Section

SCOPE OF WORK:

TASK 1 – Risk and Resilience Assessment:

The following requirements are noted in the AWIA Section to be included in the RRA:

- The risk to the system from malevolent acts and natural hazards.
- The resilience of the pipes and constructed conveyances, physical barriers, source water, water collection and intake, pretreatment, treatment, storage and distribution facilities, electronic, computer, or other automated systems (including the [cyber] security of such systems) that are utilized.
- The monitoring practices of the system.
- The financial infrastructure of the system.
- The use, storage, or handling of various chemicals by the system.
- The operation and maintenance of the system
- Capital and operational needs for risk and resilience management for the system.

As part of the RRA the consultant should plan on several meetings with Water Dept Staff, at a minimum meetings will include;

- Kickoff Meeting
- Interviews of staff as needed
- Inspection of physical assets (Pump Station, Storage Facilities, etc.)
- Draft RRA meeting review
- Final RRA meeting review
- Additional meetings may be required by the Water Department

The consultant will provide electronic copies (in file formats acceptable to the City) of the Final RRA and six (6) hard copies bound appropriately.

TASK 2 – Update the Water Dept. ERP by incorporating findings from the RRA:

Upon completion of Task 1 Assessment, the selected consultant will review and produce a new updated Emergency Response Plan (ERP) based on the findings of the RRA.

- The selected consultant will review Waltham’s existing Emergency Response Plan for accuracy and appropriateness. The consultant will prepare a matrix showing sections of the ERP that need to be updated amended or added.
- The purpose of the ERP shall be to identify response actions to take during an emergency that will maintain the expected quantity and quality of water, maintain water treatment, protect employees, minimize disruption to the public, preserve property, and maintain community trust in the utility.
- The ERP shall address emergencies that will be managed primarily by the Waltham Water Department and describe situations where staff will provide support to and cooperation with other agencies (city, county, state, federal, and private sector supporting agencies) during large-scale emergencies.

- Information about utility facilities, related procedures, and other security-related plans shall be compiled in the ERP to implement and effectively respond to an emergency.
- The following AWIA ERP requirements must be incorporated for compliance with the AWIA:
 - Incorporate the findings of the RRA.
 - Incorporate strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system.
 - Incorporate plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the community water system to deliver safe drinking water.

As part of the ERP preparation the consultant should plan on several meetings with Water Dept Staff, at a minimum meetings will include;

- Draft ERP meeting review
- Final ERP meeting review

The consultant will provide electronic copies (in file formats acceptable to the City) of the Final ERP and six (6) hard copies bound appropriately.

Project Milestones / Schedule:

1.	Data collection phase:	Summer 2020
2.	Draft RRA to City:	October 1, 2020
3.	Final RRA to City:	December 15, 2020
4.	Draft ERP to City:	February 1, 2021
5.	Final ERP to City:	May 15, 2021

COST PROPOSAL:

Cost proposal for providing professional engineering services to conduct the Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP), shall include all work necessary to successfully complete Tasks 1 & 2, as detailed above. **THE COST PROPOSAL SHALL BE SUBMITTED IN A SEPARATE SEALED ENVELOPE MARKED "PRICE, RISK AND RESILIENCY ASSESSMENT -RRA".**

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 available. Review the consultants work and provide comment as needed.

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.

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.

SCHEDULE OF PROPOSAL SELECTION PROCESS:

The following is a tentative schedule of the selection process.

RFP issue.....	June 29, 2020
Deadline for questions.....	July 9, 2020
VIRTUAL/ZOOM Pre-bid Meeting.....	July 8, 2020
Deadline for proposals.....	July 17, 2020
Interviews with short-listed firms (if required).....	End of July, 2020
Selection and notification of results.....	Early August, 2020
Notice to proceed.....	September, 2020

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.

MINIMUM CRITERIA

Any proposer submitting a proposal for the Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) must satisfy all the Minimum Criteria.

The minimum criteria are as follows:

1. Technical Proposal submitted
2. Price Proposal submitted
3. Bidder's Qualifications Form
4. All documents properly completed in the Compliance section
5. Proof of Licensure to practice in the Commonwealth of Massachusetts

Proposals that do not demonstrate compliance with the Minimum Criteria may not be further considered and may be rejected as non-responsive. All proposals not rejected as non-responsive shall be evaluated based on the four Comparative Criteria below.

The City of Waltham reserves the right to waive any informalities in any or all RFP's, or to reject any or all RFP's if it would be in the public interest to do so.

Upon completion of the evaluation of the responsive Technical Proposals, the CPO will open and evaluate the Price Proposals. A contract will be awarded to the responsive and responsible proposer whose

proposal is determined to be the most advantageous, taking into consideration cost and evaluation criteria. The City reserves the right to reject any and all proposals and to award a contract as determined to be in the best interests of the City.

All proposals shall remain firm for ninety (90) calendar days after the proposal opening.

RULE FOR AWARD

The most advantageous proposer will be selected based on (1) Minimum Criteria, (2) Comparative Criteria, based on information provided in the Technical Proposals and the Evaluation Criteria Comparison Form, and (3) Price.

EVALUATION AND RANKING OF PROPOSALS:

There will be no public opening of submitted proposals. Following the deadline for receipt, the CPO (Chief Procurement Officer) will open the Technical Proposals and prepare a register of those firms submitting proposals which shall be made available for public inspection. All proposal contents shall be confidential until the evaluation is final and award has been made. 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 following scale will be used to rate each evaluation criterion, as well as to determine a composite rating of each proposal:

"Highly Advantageous"

"Advantageous"

"Not Advantageous"

"Unacceptable"

An "Unacceptable" rating in any one of the criteria will eliminate a proposal from further consideration.

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

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.

Qualifications of key personnel. (10 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.

- **Highly Advantageous** - The identity and qualifications of key personnel, team members and sub-consultants available to work on this project, included expected project task assignments, are clear, concise and outlined. The appropriateness, capability and relevant project experience

of key personnel is presented, as well as the assurance of continuity of the project team is efficiently presented.

- **Advantageous** - The identity and qualifications of key personnel, team members and sub-consultants available to work on this project, including expected project task assignments, is provided, but not necessarily specific to job tasks.
- **Not Advantageous** - The identity and qualifications of key personnel, team members and sub-consultants available to work on this project, including expected project task assignments, is presented, but does not sufficiently detail the project approach to provide components necessary to evaluate.
- **Unacceptable** - Key personnel are not identified and/or do not possess the qualifications necessary to complete the scope of services.

Similar experience/past performance on similar projects. (10 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.

- **Highly Advantageous** - Firms with at least five years of experience consulting with municipalities on similar projects, including work that best illustrates the firm's most relevant experience, ability and expertise to perform the services requested in the solicitation, and the proposer's past performance on similar projects, ongoing as well as completed within the past five years.
- **Advantageous** - Firms with at least three years' of experience, but less than five years' experience, consulting with municipalities on similar projects, including work that best illustrates the firm's most relevant experience, ability and expertise to perform the services requested in the solicitation, and the proposer's past performance on similar projects, ongoing, as well as completed within the past five years.
- **Not Advantageous** - Firms with less than three years' of experience consulting with municipalities on similar projects.
- **Unacceptable** - Firms with no relevant experience consulting with municipalities on similar projects.

Familiarity with this type of work experience. (10 points). The proposer's prior experience specifically with similar projects over the past ten years.

- **Highly Advantageous** – Firms have worked on more than five (5) projects with the Cities Water-Sewer Department over the past ten (10) years.
- **Advantageous** – Firms that have worked on more than three (3) but fewer than five (5) projects with the Cities Water-Sewer Department over the past ten (10) years.
- **Not Advantageous** – Firms that have worked on one (1) but no more than three (3) projects with the Cities Water-Sewer Department over the past ten (10) years.
- **Unacceptable** – Firms that have never worked on projects with Cities Water-Sewer Department.

Technical Approach, Capacity, Management Approach. (40 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.

- **Highly Advantageous** - The quality, completeness and methodology of the technical approach envisioned for the project in response to the scope of services is detailed, logical and highly efficient. The proposer's capacity to apply and commit itself successfully to the project tasks and to complete the required services is presented, including absence of conflicting commitments to concurrent projects and scheduling. The proposed organizational structure and proposed management approach is presented with clarity, completeness and effectiveness. The ability of the proposer's team to work together effectively, maintain schedule and cost control, resolve resource constraints and interact effectively with City operations and staff is addressed with clear and concise description.
- **Advantageous** - The quality, completeness and methodology of the technical approach envisioned for the project in response to the scope of services is presented with some detail and is marginally efficient. The proposer's capacity to apply and commit itself successfully to the project tasks and to complete the required services is addressed but has some possible conflicting commitments to concurrent projects and scheduling. The proposed organizational structure and proposed management approach is presented with some minimal detail. The ability of the proposer's team to work together effectively, maintain schedule and cost control, resolve resource constraints and interact effectively with City operations and staff is addressed but with only marginal description.
- **Not Advantageous** - The quality, completeness and methodology of the technical approach envisioned for the project in response to the scope of services is presented with the absence of detail and is not efficient. The proposer's capacity to apply and commit itself successfully to the project tasks and to complete the required services is not addressed. The proposed organizational structure and proposed management approach is not explained in sufficient detail. The ability of the proposer's team to work together effectively, maintain schedule and cost control, resolve resource constraints and interact effectively with City operations and staff is not included in the approach description.
- **Unacceptable** - Technical approach is presented with no detail, commitment to dedicated required tasks and schedule is missing. Management approach and organizational structure is not included, and/or ability of proposer's team to work together, resolve issues, work with City staff or operations is absent.

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
- Rates for all billable personnel
- Certify that all cost information, salaries , rates, policies, etc. are current, complete and accurate
- 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
- Say if the firm or any member of the firm is currently debarred from doing business with any government entity or is a party to any pending or current litigation which might adversely affect performance on this project
- Declare if the firm has filed for the protection of U. S. Bankruptcy Court in the last seven years
- Include information in the cover letter that demonstrates compliance with the minimum threshold requirements
- Other information which document the firms capabilities and qualifications for the project

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 Director of the Consolidated Public Works Department. 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 July 17, 2020** to:

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

PAYMENT

Payment shall be made following receipt of monthly invoices provided deliverables have been received on schedule.

VIRTUAL/ZOOM BID OPENINGS

Although the city no longer holds live bid openings due to the current public health crisis, bid openings will be conducted virtually. You may wish to follow the bid openings by connecting to zoom- www.zoom.us/join - and type in the **Meeting Number 779 5575 334**. Click on the bid name to join.

Bid results will be emailed to all vendors of record soon after the bid closes. A copy will be posted in the City web site, under the title of the bid of your interest.

If you wish to inspect any portion of your competitors' responses please email jpedula@city.waltham.ma.us. The bid document section you requested will be scanned over to your email address.

DELIVERY OF SEALED BIDS

While Waltham City Hall is closed due to the COVID-19 Emergency, to ensure that all bids are received on time, the City is asking that you follow the procedure below:

IF THE BID IS MAILED:

The best delivery service is US Postal Service. While UPS, FEDEX and other carries do not have access to City Hall, the US Postal Service delivers inside City Hall daily. It is best to use the USPS overnight service to deliver your sealed bid.

IF THE BID IS DROPPED OFF:

The best way to make sure the bid is received on time and without cutting it too close to the bid deadline, is to have the bid dropped off the weekday before the due date. When dropping off the bid the day before the due date, the City is asking that you call ahead 781-314-3244 or 781-314-3240 so that the Purchasing Department can meet you at the door to accept your bid envelope.

COMPLIANCE FORMS

(PLEASE COMPLETE AND SUBMIT THESE FORMS WITH YOUR RESPONSE)

ORIGINAL "WET" SIGNATURES ARE REQUIRED IN ALL OF THE FOLLOWING DOCUMENTS

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)

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.

**WEEKLY PAYROLL RECORDS REPORT
& STATEMENT OF COMPLIANCE**

In accordance with Massachusetts General Law c. 149, §27B, a true and accurate record must be kept of all persons employed on the public works project for which the enclosed rates have been provided, A Payroll Form has been printed on the reverse of this page and includes all the information required to be kept by law. Every contractor or subcontractor is required to keep these records and preserve them for a period of three years from the date of completion of the contract. In addition, every contractor and subcontractor is required to submit, on a weekly basis, a copy of his or her weekly payroll records to the awarding authority. For every week in which an apprentice is employed, a photocopy of the apprentice's identification card must be attached to the payroll report. Once collected, the awarding authority is also required to preserve those reports for three years. In addition, each such contractor, subcontractor, or public body shall furnish to the awarding authority directly, within fifteen days after completion of its portion of the work, a statement, executed by the contractor, subcontractor or public body who supervises the payment of wages, in the following form:

STATEMENT OF COMPLIANCE

_____, 201__

I _____, _____
(Name of signatory party) (Title)

I do hereby state that I pay or supervise the payment of the persons employed by
_____ On the _____
(Contractor, subcontractor or public body) (Building or project)

and that all mechanics and apprentices, teamsters, chauffeurs and laborers employed on said project have been paid in accordance with wages determined under the provisions of sections twenty-six and twenty-seven of chapter one hundred and forty nine of the General Laws.

Signature _____, Title _____

Print _____, Date _____

WEEKLY PAYROLL REPORT FORM

Company Name: _____
 Prime Contractor
 Project Name: _____
 Subcontractor
 Awarding Auth.: _____
 List Prime Contractor: _____
 Work Week Ending: _____
 Employer Signature: _____
 Print Name & Title: _____
 Final Report

Employee Name & Address	Work Classification	Hours Worked							(A) Tot. Hrs.	(B) Hourly Base Wage	Employer Contributions			(F) [B+C+D+E] Hourly Total Wage (prev. wage)	(G) [A*F] Weekly Total Amount
		S	M	T	T	W	F	S			(C) Health & Welfare	(D) Pension	(E) Supp. Unemp.		

NOTE: Every contractor and subcontractor is required to submit a copy of their weekly payroll records to the awarding authority.

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 _____

10 HOURS OSHA TRAINING CONFIRMATION

Chapter 306 of the Acts of 2004

CONSTRUCTION PROJECTS

AN ACT RELATIVE TO THE HEALTH AND SAFETY ON PUBLIC

The undersigned hereby certifies that all employees to be employed at a worksite for construction, reconstruction, alteration, remodeling, repair, installation, demolition, maintenance or repair of any public work or any public building estimated to cost more than \$10,000.00 have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first payroll report for each employee and will comply with all laws and regulations applicable to awards of subcontracts subject to section 44F.

Company Name: _____

Address: _____

Signature: _____

Title: _____

Print Name _____

Date _____

See following Chapter 306 of the Acts of 2004

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.

CERTIFICATE OF AUTHORITY LIMITED LIABILITY COMPANY

The undersigned, being (a/the) duly elected, qualified and active (member / manager) of _____, a Massachusetts limited Liability Company (hereinafter “the Company”)

Does Hereby Certify that

1. The Articles of Organization of the Company were duly filed with the Office of the Secretary of State of the State of Massachusetts on _____, and the Articles of Organization have not been (further) amended.
2. The Company has complied with the publication requirements contained in Section 67 of the Limited Liability Company Law.
3. There exists an Operating Agreement of the Company and that the said Operating Agreement has not been amended or repealed and that the said Operating Agreement remains in full force and effect as of this date.
4. Neither the Articles of Organization nor the Operating Agreement (as amended) require any further act to be taken or a meeting to be held by its members other than as follows:
5. All said requirements, whether as contained in the Articles of Organization or in the Operating Agreement or by operation of law as to the transaction of _____, 20____ have been met.
6. The following person or persons has/have been duly authorized by the Company to execute all documents in connection with said transaction and that the signature appearing to the right of their name(s) is his/her genuine signature.

NAME	OFFICE HELD	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

IN Witness Whereof, the undersigned has executed this Certificate of Authority this _____ day of _____, 20____.

(Signature)

STATE OF MASSACHUSETTS, COUNTY OF _____

On the ____ day of _____, 20____, before me, the undersigned personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/ they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public: _____

My Commission Expires: _____

Notary Stamp:

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.

COST PROPOSAL

(To be submitted in a separate, sealed envelope)

**AWIA RISK AND RESILIENCE ASSESSMENT (RRA) AND
EMERGENCY RESPONSE PLAN (ERP)
WALTHAM, MASSACHUSETTS**

TASK 1 – Risk and Resiliency Assessment:

_____ \$ _____
(In Words) (In Figures)

TASK 2 – Update the Water Dept. ERP by incorporating findings from the RRA:

_____ \$ _____
(In Words) (In Figures)

BASE PROPOSAL TOTAL (TASKS 1 & 2):

(Base of Award)

_____ \$ _____
(In Words) (In Figures)

Company Name: _____, **Phone:** _____

Authorized Signature: _____

Print Name: _____, **Date:** _____

Company Email Contact: _____

The Contractor acknowledges receipt of Addenda #: _____.