

**Town of Wareham
Town Administrator**

Dated: April 30, 2018

**Wareham Bikeway
Comprehensive Design and Engineering
Request for Proposals**

1. Summary:

A. PROPOSALS SOUGHT FOR: The Town of Wareham Board of Selectmen is issuing this solicitation for engineering and surveying services to design the replacement of an existing sidewalk with a ten (10) foot wide off road multi-use path with a two to five (2-5) foot grass buffer on the south side of Minot Avenue from the intersection with Depot Street to the intersection with Indian Neck and Narrows Road and striping of bicycle lanes on Narrows Road from in the intersection with Indian Neck Road to the Narrows Bridge for a total of 1.4 miles of off road path and 0.5 miles of on road lanes. Funded by the Town with \$200,000 of Community Preservation Act funds, total project cost is planned at \$5.1 million for FY 2022 construction.

Key elements in brief: This solicitation is open to Engineering firms that have been pre-qualified by MassDOT. It is anticipated that construction funding will be through the MassDOT Transportation Improvement Program (TIP) and all work must be in conformance with all MassDOT requirements. The deadline for submitting proposals is 5:00 PM on Wednesday, June 13, 2018.

B. OVERVIEW AND GOALS:

Wareham is requesting quotes for engineering and surveying services to design the replacement of an existing sidewalk with a ten (10) foot wide off road multi-use path with a two to five (2-5) foot grass buffer on the south side of Minot Avenue from the intersection with Depot Street to the intersection with Indian Neck and Narrows Road and striping of bicycle lanes on Narrows Road from in the intersection with Indian Neck Road to the Narrows Bridge for a total of 1.4 miles of off road path and 0.5 miles of on road lanes. The Town of Wareham is seeking a comprehensive proposal to include all engineering and surveying associated with the project including survey for right of way acquisition and construction oversight.

C. APPLICATION DEADLINE:

Deadline for Full Proposals: Wednesday, June 13, 2018 at 5:00 PM

D. TOTAL ANTICIPATED DURATION OF CONTRACT(S): The Town of Wareham has \$200,000 in Community Preservation Funds allocated and has been selected [TIP] for construction funding in FY 2022. The Design Engineer should work with MassDOT to meet fiscal year funding deadlines.

E. CONTACT INFORMATION: Derek Sullivan, Town Administrator
54 Marion Road
Wareham, MA 02571
Phone: 508-291-3100
Fax: 508-291-3124
Email: dsullivan@wareham.ma.us

2. Performance and Contract Specifications

A. ELIGIBLE APPLICANTS: This solicitation is open to Engineering firms that have been pre-qualified by MassDOT.

B. SCOPE OF WORK: Wareham is requesting quotes for engineering and surveying services to design the replacement of an existing sidewalk with a ten (10) foot wide off road multi-use path with a two to five (2-5) foot grass buffer on the south side of Minot Avenue from the intersection with Depot Street to the intersection with Indian Neck and Narrows Road and striping of bicycle lanes on Narrows Road from in the intersection with Indian Neck Road to the Narrows Bridge for a total of 1.4 miles of off road path and 0.5 miles of on road lanes. The Town of Wareham is seeking a comprehensive proposal to include all engineering and surveying associated with the project including survey for right of way acquisition and construction oversight.

Project Requirements include:

1. One site visit where the public is invited.
2. One community meeting with the public.
3. All Conservation Commission permitting.
4. All necessary surveying.
5. Conduct all required surveying and production of plans to complete the ROW approval process.
6. Pre-25%, 25%, 75%, preliminary 100%, and full construction drawings plans specifications and estimates (final stage PS&E) in accordance with MassDOT requirements and all plan revisions and information as required by MassDOT.
7. Bid and construction support for MassDOT to review and answer bidder questions and review bids and address issues during construction.
8. A work timeline. The design and review timeline indicating periods of designer activity and anticipated review times by MassDOT, as the Town wishes to have a product to fit with the DOT funding opportunity.

Assumptions

1. No MEPA Environmental Notification Form is required or included in the budget.
2. No Army Corp of Engineers permit is required or included in the budget.
3. No Water Quality Certificate is required or included in the budget.
4. This will be a multi-year project as the project moves through the MassDOT process.
5. The Town will supply to the vendor available plans in pdf format on file with the town along the bike path route.
6. Wetland identification and flagging will be done by the Town, with follow-up survey required.

C. FUNDING AVAILABILITY, BUDGETING GUIDELINES & ALLOWABLE EXPENDITURES: Funded by a Town Community Preservation Act fund allocation of \$200,000. Total Project Cost is currently estimated at \$5,100,000 and is proposed to be constructed in FY2022.

- *Subcontracting:* The grantee (the direct recipient of the grant) may subcontract any portion of their grant award up to 30% of the project cost. Massachusetts General Law Chapter 30 governs the procurement of goods and services by municipalities if they are the grantee.

All contracts shall be subject to available funding, whether through the appropriation and authorization of sufficient funds or the receipt of sufficient revenues. If available funding ceases for any reason, a contract shall be deemed under suspension and contract performance must halt. A contractor will not be entitled to compensation for any performance provided during the period of contract suspension. The Town of Wareham may lift the suspension if available funding is received. In the absence of foreseeable available funding, the Town of Wareham may terminate the contract.

D. PROJECT TERMS: A final contract is subject to successful negotiation of a Final Scope of Services. Please note that the Town of Wareham does not guarantee that any contracts may result from this Solicitation or that any particular funding level will be awarded. It is anticipated that projects could commence immediately upon the Town's decision. The awarded contracts will be reviewed during their course and, upon request by the Contractor, may be extended, or otherwise amended at the sole discretion of The Town of Wareham. Any extensions granted will not necessarily change, or increase, the monetary value of the contract.

E. DELIVERABLES, OWNERSHIP, AND CREDIT DUE: All materials, software, maps, studies, reports, and other products or data, regardless of physical form or characteristics, produced as a result of this solicitation and funded, in whole or in part, under a contract with the Town of Wareham shall be considered in the public domain and available to the Town of Wareham at the reasonable cost of reproduction in any of the formats in which it is stored or maintained. The contractor shall not obtain, attempt to obtain, or file for a patent, copyright, trademark or any other interest in any such materials, software, maps, reports, and other products or data without the express, written consent of the Town and subject to any other approvals required by state or federal law.

F. REPORTING: Brief progress reports will be required at least monthly, via email or written correspondence, describing the progress status or impediments to progress.

3. Instructions for Application Submission

A. EVALUATION CRITERIA:

Using the Selection Criteria presented below, the Review Committee will assign a score to each proposal, and based on these scores, assign a rank order to each. The average rank score among all reviewers shall be the basis of proposal selection.

In the case of a tie rank score between selected proposals, funding will go to the proposal that represents the best value for the Town of Wareham. The Review Committee reserves the right to reject any or all proposals that do not meet the goals and terms of this Solicitation.

Projects earn points for meeting the requirements of each evaluation category; examples are described in the bullet points below each category, as shown on the scoring sheets located in Appendix A of this Solicitation.

Successful proposals will include at least the following:

- The applicant demonstrates sufficient organizational ability to administer and carry out a project; (Your approach and why we should hire your firm.)
- Permits and engineering not included in your proposal
- Ability to meet with town officials during the design and construction oversight phase
- A price proposal with a fixed budget cost in the MassDOT format.
- Timeline for the project that fits with MassDOT funding.

NOTE: Incomplete or incorrectly submitted applications may be disqualified.

B. APPLICATION SUBMISSION INSTRUCTIONS:

Application Process

Full proposals must be received by 5:00 PM on Wednesday, June 13, 2018.

Full Proposal Narrative

Proposals must not exceed ten (10) single sided pages in length, including figures, in no smaller than twelve (12)-point font. The narrative **must** contain the following information:

Background

- Organization's qualifications and capacity to perform work proposed. List relevant work, experiences, and qualifications of the respondent and any external entity that has been identified to perform a significant role in the Scope of Work.
- Identify to the best of your ability who will be performing each task and whether the work will be done by the applicant organization or an external firm or group.
 - State deliverables and estimated timelines.
 - The scope of work in the proposal will become the scope of the grant contract with the Town of Wareham if the proposal is accepted.

Project budget

- Provide a detailed Work Hour estimate that lists the cost for each task and item identified in the Scope of Work, using the MassDOT Work Hour Estimate form referenced in Appendix B. Items not identified in this section of the application will not be eligible for award.

Proposals must be submitted no later than **5:00 p.m. (official time used will be the time on the Assistant to the Town Administrator’s desktop computer) Wednesday, June 13, 2018** (weather and/or emergency closing of Town Hall will result in proposals being due at 5:00 p.m. on to:

**Wareham Town Administrator
Town of Wareham
54 Marion Road
Wareham, MA 02571**

*Note: Pursuant to the *Federal Funding Accountability and Transparency Act (FFATA)* and Massachusetts state finance law, respondents, must submit the most current W-9 form listing the respondent’s tax identification and DUNS numbers.

Sealed proposals should be clearly marked “Wareham Bikeway Comprehensive Design and Engineering” on the outside of the envelope.

Price Proposals shall be submitted in a separate and distinct sealed envelope and must be clearly marked “Price Proposal Enclosed – Wareham Bikeway Comprehensive Design and Engineering.” Price Proposals will remain sealed until evaluation of the non-price proposal(s) is complete.

4. Deadlines and Procurement Calendar

A. RELEASE OF SOLICITATION: The schedule below is estimated. Dates and times are subject to change. Respondents are responsible for checking for any updates on the COMMBUYS system.

Solicitation advertised in Goods and Services Bulletin	March 15, 2018
Question and Answer period closes:	May 30, 2018 @ 5:00 PM
Proposals Due:	June 13, 2018 @ 5:00 PM
Awards Announced:	June 21, 2018
Contracts Commence:	July 19, 2018

C. INQUIRIES ABOUT THE SOLICITATION: The Town will accept questions about this Solicitation in writing by email to dsullivan@wareham.ma.us through 5:00 PM, May 30, 2018. Responses will be released by return e-mail to all individuals/firms that have requested to be provided with the terms and specifications of this proposal. These answers are for clarification purposes only and do not constitute an amendment to the Solicitation unless expressly stated as such.

D. LIST OF APPENDICES:

- A. Scoring Sheet for Proposals
- B. Work Hour Estimate Form
- C. Standard Forms

Appendix A
Scoring Sheet for Proposals Minot Ave Pathway

This Reviewer scoring sheet is provided for informational purposes. It does not need to be filled out or submitted by the applicant.

Vendor: _____

Reviewer: _____

Total Pts: _____ (21 max) Rank among all proposals received: ____ (1= best) of: ____ (total)

Threshold Eligibility Criteria (both criteria 1) and 2) must be met to be eligible for funding)

- 1) Has the Engineering firm been pre-qualified by MassDOT for doing this kind of work?
YES _____ NO _____ (concurrence of a majority of reviewers required)

- 2) Is the cost of the project within the amount granted by the MassDOT ?
YES _____ NO _____ (concurrence of a majority of reviewers required)
If No, specify:

**1) Overall ability of the firm to successfully complete the project in a timely manner.
SCORE: _____ of 5 POINTS**

Criteria

Rate the vendor's experience, within Massachusetts, with similar projects.
Rate the vendor's experience in terms of years and numbers of projects.

REVIEWER COMMENTS:

2) Total cost of the project. TOTAL SCORE: _____ of 4 POINTS TOTAL

Criteria

Rank of Bidders responses

REVIEWER COMMENTS:

3) Overall ability of the firm to meet with town officials. (both at community meetings, town boards meetings and at the firms office) SCORE: _____ of 4 POINTS

Criteria

Distance of bidder from Wareham Town Hall
Willingness to meet on weekends and evenings
Experience of staff with working with Town officials

REVIEWER COMMENTS:

4) **Description of the Approach to the Proposed Work TOTAL SCORE: _____ of 4 POINTS**

Detail provided in the response including the project approach, timeline, and all other minimum submittal requirements, as well as a demonstrated understanding of project goals and scope.

REVIEWER COMMENTS:

5) **References for Performance Evaluation TOTAL SCORE: _____ of 4 POINTS**

Rate the vendor's references from clients from related projects to help characterize the firm's experience in completing projects on a timely basis and within the appropriated budget, and their ability to work collaboratively with government agencies.

REVIEWER COMMENTS:

Funding is dependent on final rank score, with the highest scored proposal receiving funding. In the case of a tie score, funding will go to the proposal with the lowest cost. The review committee reserves the right to reject any or all proposals that do not meet the goals and terms of this RFP.

Overall Comments:

Reviewer Signature: _____ **Date:** _____

Appendix B

Work Hour Estimate Form

Work Hour Estimate Form may be found at:

<http://www.massdot.state.ma.us/highway/Departments/ProjectManagement/StandardizedScopeandEstimateForms.aspx>

Appendix C
Standard Forms

CERTIFICATION OF TAX COMPLIANCE

Pursuant to M.G.L. C.62C ss 49A, the undersigned Contractor certifies under penalties of perjury that they have complied with all laws of the Commonwealth of Massachusetts related to the payment of taxes.

_____ Signature of Contractor

SS No. or FID No. _____