

TOWN OF EASTHAM
REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES/ OWNERS
REPRESENTATIVE MUNICIPAL WATER DESIGN AND INSTALLATION PROJECT

The Town of Eastham is seeking the services of a qualified consultant to serve as the Owners Representative in respect to a 45.8 million dollar horizontal construction project to provide municipal water to approximately 2200 residential and commercial properties in the Town of Eastham. The Town currently has no municipal water service. This is the first construction related to the initiation of such service. The construction for the project is expected to begin as early as March 2015, with the first element being the construction of a water tower to serve the system. The work program for this project is to develop construction plans concurrent with the permitting process. The project's permitting needs include, a Water Management Act Permit, Cape Cod Commission Development of Regional Impact (DRI) Permit, MEPA and several DEP permits and approvals. The engineering firm selected to design and manage the permit process, as defined is Environmental Partners of Quincy/Hyannis/Worcester, principals Mark White and Paul Gabriel. The selected firm will review their work on behalf of the town.

Specifically, the town is seeking the services of an engineering individual or firm with the ability and experience to: 1) perform peer review of the design and construction plans at agreed upon milestones 2) provide value engineering services including cost estimation of alternate design and construction approaches 3) conduct constructability review 4) evaluate long-term operational issues for cost effectiveness and sustainability, and 5) make recommendations and assist in developing and evaluating alternative models of operator options for operation of the finished system. The town intends to have the system privately operated when it comes on line in late 2016.

The successful consultant will have experience in value engineering, water, or waste water system design and construction management. It is desirable that the successful consultants has experience in water or waste water system operation and the ability to develop and evaluate long term operational costs and needs. The Town meeting has approved and funded this project for the initial phase one portion. The term of work will be approximately twenty-four (24) months and is expected to commence in October 2014. Additional portions may be funded and the successful consultant will be considered in this role for subsequent phases of the work.

All interested individuals and firms interested in replying to this RFP, are directed to the town website www.eastham-ma.gov for full submission requirements.

All responses shall be received in writing on or before October 14, 2014, at 2:00 p.m. in a sealed envelope addressed to:

Town of Eastham
Attn: Sheila Vanderhoef,
Chief Procurement Officer
2500 State Highway
Eastham, MA 02642

Late responses will not be considered and will be returned unopened.

TOWN OF EASTHAM
REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES
(OWNERS REPRESENTATIVE)
MUNICIPAL WATER DESIGN AND INSTALLATION PROJECT

I.0 Request for Proposal

The Town of Eastham is seeking the services of a qualified consultant to serve as the Owners Representative in respect to a 45.8 million dollar horizontal construction project to provide municipal water to approximately 2200 residential and commercial properties in the Town of Eastham. The Town currently has no municipal water service.

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2.0 General Requirements

Applicants should submit proposals in two sealed envelopes as follows: (1) an original *non-price* proposal with three (3) copies and (2) an original *price* proposal with two (2) copies, on or before ***Tuesday, October 14, 2014 at 2:00 p.m.***

**Chief Procurement Officer
Eastham Town Hall
2500 State Highway
Eastham, MA 02642**

At which time and place the RFP will be opened and recorded.

Proposals should be submitted in two separate envelopes and marked as follows:

NON-PRICE PROPOSAL

“MUNICIPAL WATER DESIGN AND INSTALLATION PROJECT OWNERS REPRESENTATIVE”

PRICE PROPOSAL

“MUNICIPAL WATER DESIGN AND INSTALLATION PROJECT OWNERS REPRESENTATIVE”

Proposals received after this time will be deemed non-responsive and will not be accepted. Faxed or e-mailed proposals will be deemed non-responsive and will be rejected. Responses to this Request for Proposals must include all required documents, completed and signed per the instructions and attached forms included in this bid packet.

Applicants are cautioned to allow sufficient time for their proposals to be hand-delivered or received by mail. The Town of Eastham reserves the right to reject all proposals or proposals that are incomplete or deemed non-responsive or that are not in the best interest of the Town.

The Town of Eastham has determined that while engineering activities are not strictly regulated by 30B, this Request for Proposals is issued consistent with the Uniform Procurement Act, M.G.L. c30B. Therefore, the provisions of M.G.L. c30B are incorporated herein by reference.

All submissions shall included a statement of interest outlining the consultants approach, experience of the Firm/Individual and project manager, and experience of any other staff to be utilized. A resume for each team member shall be attached to each response.

Each Firm/Individual responding shall also complete the Non Collusion and Tax Compliance Statements attached here.

The successful Firm(s) will be interviewed and it is expected that the full project team as well as the project manager will attend.

3.0 Project Description

The Town of Eastham is a municipality located on Cape Cod, Massachusetts, with a year-round population of 5,200, with approximately 6,350 parcels, with less than 200 vacant buildable lots remaining. The Town has contracted with an engineering firm Environmental Partners Group, for the past seven years to develop a town wide water system to be installed in phases, as approved by Town Meeting. Recently, Town Meeting (May 2014) approved Phase One of the system which included service to 2200 parcels. **(See Attachment 1)** Phase One also included the construction of two drinking water wells and well housing. One of the wells is located, by easement, on land owned by the Nauset Regional School District. The other is on town owned land on the north end of town. The preliminary plans also provide for the construction of an interconnect through Orleans and Wellfleet. The Board of Selectmen is in discussion on the exact route through both of those towns. The full system will be serviced by three drinking water wells.

The phase one program will be divided into five separate construction contracts to meet stringent timelines, set by the town. **(See Attachment 2)**. Each work contract will need to be reviewed and monitored by the Town's representative.

The engineer is proceeding to work with state and regional agencies on all aspects of the necessary permitting and simultaneously moving forward on design. A significant portion of the phase one construction will occur on the state highway, Route 6, which runs the full length of

the town. The engineering firm is actively engaged in permitting activities with Mass DOT. The timeline for construction start is no later than March 2015. Construction of the water tower is expected to begin at that time. **(See Attachment 3 for Complete Implementation Schedule)**

4.0 Tasks

The successful proposal will identify staff capable of carrying out all the duties related to this work, including but not limited to:

- 1) Peer review of the design and construction plans at agreed upon milestones;
- 2) Value engineering services including cost estimation of alternate design and construction approaches;
- 3) Conducting constructability reviews of all roads, buildings, and wells;
- 4) Evaluating long-term operational issues for cost effectiveness and sustainability;
- 5) Making recommendations and assisting in developing and evaluating alternative models of system operator options;
- 6) Coordination meetings and liaison with the owner's, staff as may be identified but particularly, the Health Agent, DPW Superintendent, and Town Administrator; and
- 7) Other minor tasks that may be identified by the consultant or town in support of the owner's interest.

5.0 Evaluation Criteria

All proposals will be evaluated and ranked in accordance with stated criteria as:

- Highly Responsive:* Meeting and exceeding the requirements or criteria.
Responsive: Meeting the requirements or criteria.
Unresponsive: Does not meet the requirements or criteria.

Further, all respondents shall be available for an interview with all primary team members present (if applicable) to discuss the details of their approach, experience, tasks and background.

Specifically, the criteria for evaluating proposals will include the following:

- 5.1 Applicant response conforms to all submission requirements, and is complete;
- 5.2 Each member of Individual/Firm development team has experience in similar work in a specific aspect of the RFP tasks;

- 5.3 Individual/Firm demonstrates and presents evidence of successful project peer review experience showing capability to communicate and support the owner's best interest while working collaboratively with the projects engineering team;
- 5.4 Individual/Firm has successful experience securing federal, state, and/or local grants for projects and thereby understands the design and contracting rigors imposed by such regulations;
- 5.5 Individual/Firm has similar experience in operation of or in developing specifications for, the operation of water systems, within the last ten years;
- 5.6 Individual/Firm has similar project management, peer evaluation or engineering design experience in municipal water system initiation or expansion within the last ten years in Massachusetts;
- 5.7 Individual/Firm has similar project management, peer evaluation or engineering design experience in municipal water system initiation or expansion within the last ten years on Cape Cod;
- 5.8 Individual/Firm has successfully applied for water system related permits such as Water Management Act Permits, MEPA permits for water or other engineering work, or Cape Cod Commission (DRI) based permits;
- 5.9 Individual/Firm has successfully applied for State Revolving Loan Funds, USDA Funds or other state and federal grants for specific infrastructure projects.
- 5.10 Individual/Firm is familiar with the personnel at DEP in Solid Waste and Drinking Water Supply at the Southeast Region and/or Boston offices.

Project proposals meeting at least five (5) of the above criteria will be ranked responsive, and reviewed further. Preference will be given to respondents who have knowledge of Cape Cod municipalities specifically Eastham, and the water systems of Orleans and Wellfleet.

6.0 Submission Requirements

All submissions for consideration shall be received at the time and place specified below:

Tuesday October 14, 2014 at 2:00 P.M.
Eastham Town Hall
2500 State Highway,
Eastham MA 02642
Attn: Sheila Vanderhoef, Chief Procurement Officer

With a price and non-price proposal in separate envelopes and so labeled as shown, and with the name of the respondent prominently shown on the envelope.

NON-PRICE PROPOSAL

“MUNICIPAL WATER DESIGN AND INSTALLATION PROJECT OWNERS REPRESENTATIVE”

PRICE PROPOSAL

“MUNICIPAL WATER DESIGN AND INSTALLATION PROJECT OWNERS REPRESENTATIVE”

Additionally, all proposals shall include:

Letter of interest signed by firm principals

Resume of all proposed project team members

Narrative description of approach

Signed and Completed Certificate of Non-Collusion and Statement of Tax Compliance (**Attachment 4**)

7.0 Questions

All questions shall be in writing (**email preferred**) and addressed to:

Town of Eastham

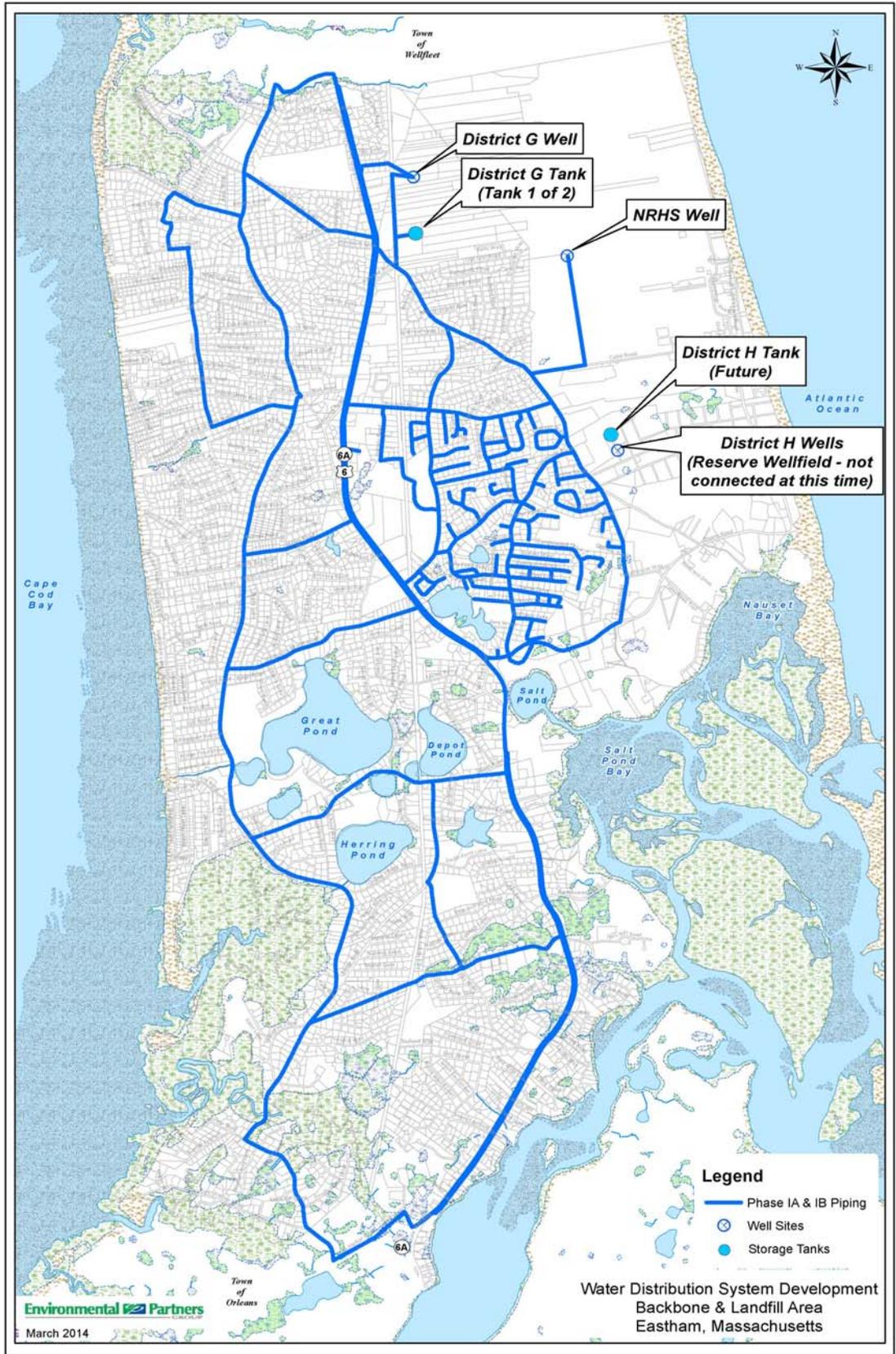
Sheila Vanderhoef, Chief Procurement Officer

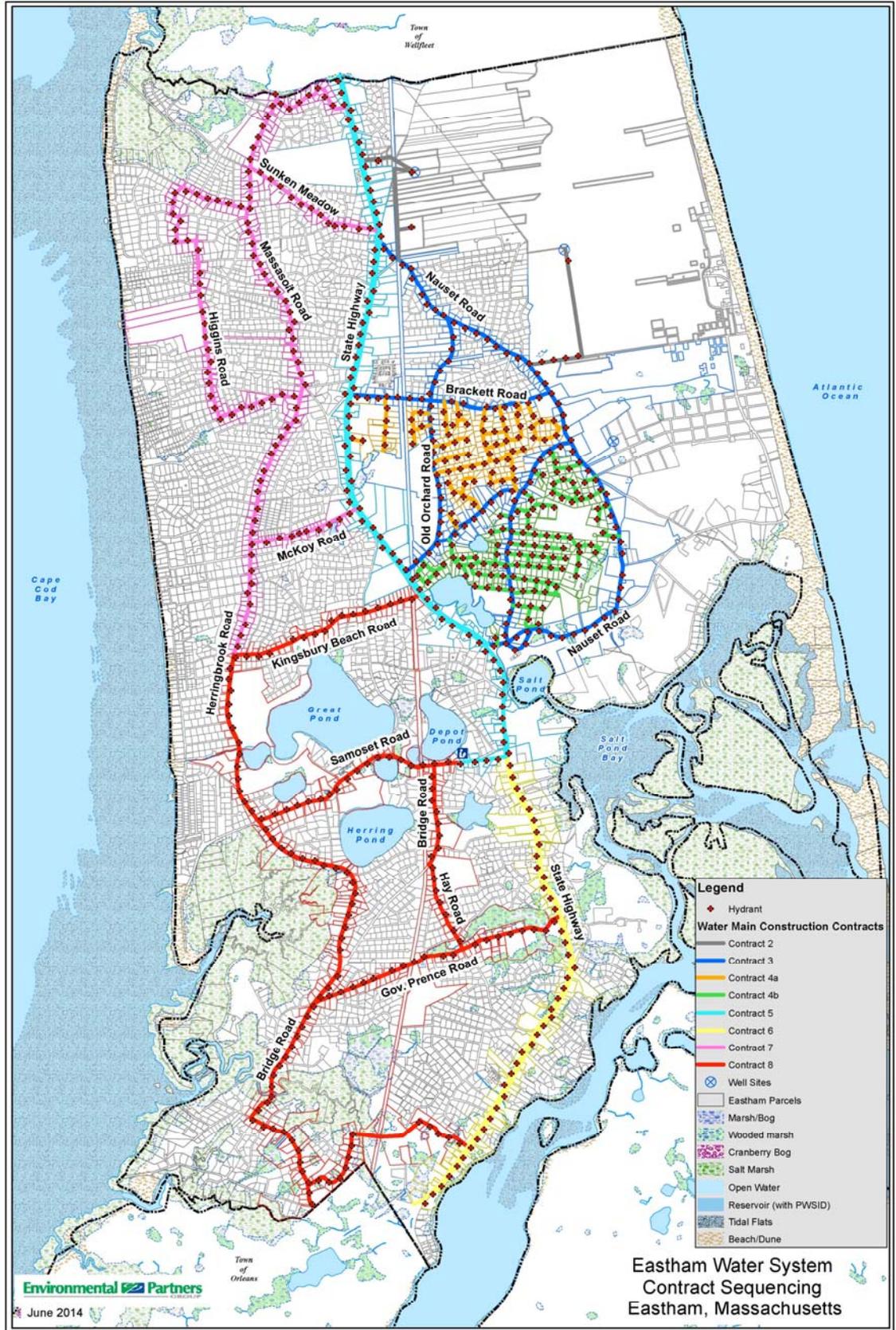
2500 State Highway,

Eastham, MA 02642

Or (www.admin2@eastham-ma.gov)

All written question shall be received no later than October 6, and will be answered in by email writing by October 10. Responses will be distributed to all firms that have registered on the Town website under this RFP.





ATTACHMENT 4
TOWN OF EASTHAM

CERTIFICATE OF NON-COLLUSION

EXHIBIT B

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.

(Signature of individual signing bid or proposal)

(Name of business)

STATEMENT OF TAX COMPLIANCE

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under penalties of perjury that I, to my best knowledge and belief, have complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Social Security or Federal
Identification Number

Signature of Individual signing proposal
