

# **\*\*\*IMPORTANT NOTICE\*\*\***

If you intend to submit a quote from the on-line RFP packet, please be sure to send notification that you are planning to do so, in order that we may inform you of any changes or items of clarification.

Notice should be received by mail, fax or e-mail no later than January 23 to:

The Chief Procurement Officer  
29 Middle Road  
Boxborough, MA 01719

Fax: 978-264-3127

E-mail: [natalie.lashmit@town.boxborough.ma.us](mailto:natalie.lashmit@town.boxborough.ma.us)

Thank you.



## TOWN OF BOXBOROUGH

29 Middle Road, Boxborough, Massachusetts 01719

Phone: (978) 263-1116 Fax: (978) 264-3127

[www.town.boxborough.ma.us](http://www.town.boxborough.ma.us)

January 12, 2006

Dear Prospective Engineering Consultant,

The Town of Boxborough would like to invite you to respond to the enclosed Request For Proposals for engineering services.

The Town is seeking proposals from qualified engineering firms for the development of engineered construction plans for two multi-purpose trails. The objectives is to have final plans to be used for the construction of an ADA compliant multi-purpose trail and stream crossing in the utility corridor between the Blanchard School and the Sargent Memorial Library and an ADA compliant multi-purpose trail along Route 111 that meets MassHighway design standards.

The cost of the project proposal shall not exceed \$20,000 and will be required to be completed by May 30, 2006 with a potential extension granted by the Board of Selectmen for good cause.

The Town Planner Elizabeth Hughes will be conducting a site walk on January 27, 2006 at 9 a.m. to discuss with prospective proposers and answer questions regarding the items specified in Section 2.0 of the RFP. The site walk shall start in the parking lot of the Sargent Memorial Library.

Qualified proposers need to submit 6 copies each of non-price (technical) and firm price proposals, to Natalie Lashmit, Chief Procurement Officer, Town of Boxborough, 29 Middle Road, Boxborough, MA 01719 no later than noon on February 3, 2006. Proposals received after that time shall not be accepted. The price proposal must be sealed and submitted separately from the non-price proposal.

If you have any questions concerning this Request for Proposals, please submit them in writing no later than January 20, 2006 to me by mail, by fax to 978-264-3127 or by e-mail to [natalie.lashmit@town.boxborough.ma.us](mailto:natalie.lashmit@town.boxborough.ma.us). Written responses will be mailed, faxed or e-mailed to all proposers.

Thank you for taking the time to review this RFP. The Town looks forward to taking the next step in this project.

Sincerely,

*Elizabeth Hughes*

Elizabeth Hughes  
Town Planner

**Town of Boxborough  
Board of Selectmen  
Request for Proposals**

**1.0 INTRODUCTION**

1.1 The Town of Boxborough, acting through its Board of Selectmen, is seeking proposals from qualified engineering firms for the development of engineered construction plans for two multi-purpose trails.

1.2 The cost of this project shall not exceed \$20,000. The project shall be completed by May 30, 2006 with a potential extension granted by the Selectmen for good cause.

1.3 The objectives of the Selectmen are to provide final plans to be used for the construction of an ADA compliant multi-purpose trail and stream crossing in the utility corridor between the Blanchard School and the Sargent Memorial Library and an ADA compliant multi-purpose trail along Route 111 that meets MassHighway design standards.

**2.0 SCOPE OF SERVICES**

**2.1 Topographic Survey**

2.1.1 Consultant shall conduct site visits to each site to obtain field survey topography data, surface features, wetland delineation, right-of-way boundary and available boundary monuments for the preparation of a working plot plan.

2.1.2 Consultant shall utilize As Built drawings for the Sargent Memorial Library to include underground utilities between the Library and Blanchard School on working plot plan.

**2.2 Utility Corridor Trail Design**

2.2.1 Consultant shall prepare construction engineering design plans for a 5-foot wide, approximately 600 feet long, ADA compliant, multi purpose trail from the Blanchard School to the Sargent Memorial Library. The plans shall include the following:

- (1) Typical construction details for an at-grade bituminous concrete trail from the Blanchard School parking area and the Sargent Memorial Library driveway entrance sidewalk to a stream crossing bridge. The Town is aware that a crosswalk across the Sargent Memorial Library driveway will need to be to connect the new trail to the existing driveway sidewalk.
- (2) Recommendations/alternatives for a bridge for the stream crossing.
- (3) Typical construction details for the bridge construction.
- (4) Foundation design for bridge abutments.
- (5) Construction sequence for the bridge installation.
- (6) Engineer's estimate of anticipated construction costs subject to the schedule of prevailing wages as determined by the Department of Labor & Industries as specified in MGL c. 149, § 26-27 inclusive. Cost estimate will be used only for future budgeting purposes.

2.2.2 Consultant shall submit 6 copies of the plan, as well as one electronic copy in a format to be mutually agreed upon by the Town and the consultant.

## **2.3 Massachusetts Avenue Trail Design**

2.3.1 Consultant shall prepare construction engineering design plans for a 5-foot wide, approximately 600 feet long, ADA compliant, multi purpose trail along Massachusetts Avenue from the Blanchard School driveway to Sargent Memorial Library driveway that meets MassHighway design standards. The plans shall include the following:

- (1) Typical construction details for an at-grade bituminous concrete trail that shows proposed grading and filling of the adjacent wetland.
- (2) Recommendations/alternatives for concrete box culverts for the two stream crossings.
- (3) Typical construction details for precast culvert construction.
- (4) Typical construction details for guard rails between Massachusetts Avenue and trail.
- (5) Construction sequence for the culvert installation.
- (6) Engineer's estimate of anticipated construction costs subject to the schedule of prevailing wages as determined by the Department of Labor & Industries as specified in MGL c. 149, § 26-27 inclusive. Cost estimate will be used only for future budgeting purposes

2.3.2 Consultant, in consultation with the Town, shall prepare and file necessary paper work and plans with the MassHighway District office for approval of proposed trail.

2.3.3 Consultant shall submit 6 copies of the plan, as well as one electronic copy in a format to be mutually agreed upon by the Town and the consultant.

## **2.4 Notice of Intent**

2.4.1 Consultant shall prepare and file a Abbreviated Notice of Resource Area Delineation and Notice of Intent for work proposed within the jurisdiction of the Boxborough Conservation Commission.

2.4.2 Consultant shall attend Conservation Commission site walk and two Commission meetings.

## **3.0 PROPOSAL SUBMISSION REQUIREMENTS**

3.1 Qualified proposers shall submit 6 copies each of non-price (technical) and firm price proposals, which shall be received by Natalie Lashmit, Chief Procurement Officer, Town of Boxborough, 29 Middle Road, Boxborough, MA 01719 no later than noon on February 3, 2006. Proposals received after that time shall not be accepted.

3.2 The price proposal shall be sealed and submitted separately from the non-price proposal. Envelopes shall be clearly marked as follows:

- a) Non-price Proposal  
Multi-purpose Trails  
Name of consultant
- b) Price Proposal  
Multi-purpose Trails  
Name of consultant

3.2 The project quote shall be accompanied by:

- a) a cover letter signed by a duly authorized individual who may bind the firm: by the proposer personally, if an individual; if a partnership, by the name of the partnership, followed by the signature of each general partner; and, if a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed;

- b) contact information including name of duly authorized individual, address, phone number, fax and e-mail address;
- c) non-collusion form and certificate of tax compliance signed by the proposer;
- d) a detailed outline of how the proposer will accomplish the objectives specified in Section 1.3 via the Scope of Services outlined in Section 2.0;
- e) the qualifications, including names and experience, of the key personnel who will work on this project;
- f) examples of similar projects prepared by the proposer for other towns and agencies;
- g) a schedule of proposed activities and deliverables that support the May 30, 2006 project completion date;
- h) any other information deemed relevant to the project, and which the proposer believes will further the competitiveness of the proposal.

3.4 Price proposals shall be itemized to include the cost for the four items listed in Section 2.0 as well as the total cost.

3.5 Questions concerning this Request for Proposals shall be submitted in writing no later than January 20, 2006 to Elizabeth Hughes, Town Planner by mail to the address listed in 3.1, by fax to 978-264-3127 or by e-mail to elizabeth.hughes@town.boxborough.ma.us. Written responses will be mailed, faxed or e-mailed to all proposers.

#### 4.0 EVALUATION OF PROPOSALS

4.1 Any proposal that fails to include all of the information specified in Section 3.0 will be rejected as unresponsive, and will not be afforded a complete review by the evaluation team.

4.2 The selection of the successful proposer will be made based on an assessment of the technical proposal, qualifications, experience, completeness of proposal, references and cost.

<b>Evaluation Criteria</b>	<b>Highly Advantageous</b>	<b>Advantageous</b>	<b>Not Advantageous</b>
Evaluation of the proposal	Clear and comprehensive proposal; addresses all the project objectives stated in RFP	Clear proposal; addresses most of project objectives stated in RFP	Does not contain a clear proposal that addresses most of project objectives stated in RFP
Professional qualifications of all project personnel	All project personnel have Professional Engineering Certification and/or Licensed Land Surveyor	All project personnel have Bachelor's degrees in Engineering and/or EIT/SIT Certification	All project personnel have degrees in unrelated field of study
Prior experience with preparation of similar plans	5 or more similar plans completed	3 similar plans completed	1 similar plan completed
Strength and credibility of client references	References indicate greatly above average work, on/ before deadline	References indicate above-average work quality, met deadlines	References indicate average work quality, unable to meet deadlines
Completeness of proposal-all parts submitted and questions addressed	Proposal complete and exceptionally thorough	Proposal complete and thorough	Proposal complete but one or more sections too brief

## **5.0 ADDITIONAL INFORMATION**

5.1 The Town Planner will conduct a site walk on January 27, 2006 at 9 a.m. to discuss with prospective proposers and answer questions regarding the items specified in Section 2.0. The site walk shall start in the parking lot of the Sargent Memorial Library.

5.2 The Town reserves the right to cancel this RFP or reject in whole or in part any and all proposals, if the Town determines that cancellation or rejection serves the best interests of the Town. The Town also reserves the right to waive any informalities.

5.3 If it becomes necessary to revise any part of the RFP, or otherwise provide additional information, addenda will be mailed or faxed to all proposers on record as having been sent the RFP.

5.4 The Town reserves the right to negotiate all contract terms, including price, with the successful proposer.

5.5 Certifications of Insurance acceptable to the Town shall be filed with the Town prior to commencement of the work and must be kept in force for the duration of the contract. These certificates shall contain a provision that coverages afforded under the policies will not be canceled unless at least thirty (30) days prior written notice has been given to the Town.