

REQUEST FOR PROPOSALS
FOR PROFESSIONAL DESIGN ENGINEERING AND
BID/CONSTRUCTION SUPPORT SERVICES
DISTRIBUTION SYSTEM IMPROVEMENTS

PROJECT OVERVIEW

The Westford Water Department, acting through its Board of Water Commissioners, is seeking proposals for Professional Engineering Services for design, bidding and award, construction administration and resident inspection services for water system improvements on Graniteville Road and Pleasant Street in Westford, Massachusetts. Services will include preliminary engineering services, field surveying, preliminary engineering design, permitting, final engineering design, and bidding and construction administration and resident inspection. The design engineer for the project shall be a Professional Engineer registered in the Commonwealth of Massachusetts with a minimum of 5 years experience in the design, permitting, and construction administration of water main construction and replacement projects.

PROJECT DESCRIPTION

The contracted firm will be required to provide engineering design and bid/construction support services for water system improvement projects on Graniteville Road and Pleasant Street. The Graniteville Road Project will include the replacement of approximately 625 linear feet of 8-inch and 475 linear feet of 4-inch cast iron pipe with 12-inch ductile iron water main, approximately 8 residential service connections, 12 gate valves, and 3 hydrants. The Pleasant Street Project includes the replacement of approximately 650 linear feet of 4-inch cast iron pipe and 1,150 linear feet of 6-inch asbestos cement pipe with 8-inch ductile iron water main, approximately 30 residential service connections, 10 gate valves, and 2 hydrants.

SCOPE OF SERVICES

Engineering services will be required for the following tasks:

1. Preliminary Engineering Services

Meet with Water Department staff and other Town Departments to identify and collect background information and incorporate suggestions, recommendations, directions, and other requirements into the project design. Conduct a site visit to verify existing conditions as well as gain an understanding of the project scope, impacted properties, and potential construction conflicts. Collect and review historical data, service records, water main and gate tie drawings, drainage system records, maps, and other information related to the proposed project. Research and request available utility records and identify utilities within project limits. Verify location, size, and depth of utilities within the project limits and include in engineering base plans.

2. Field Surveying

Conduct an existing conditions field survey of the project area to the limits necessary to successfully complete the project. Prepare an existing conditions plan of the project area, at an appropriate scale, using information collected during the field survey and project research that will serve as a base map for the project design. The plan shall include: existing surface and subsurface utilities with elevations where necessary, two foot ground contours, elevation spot grades where necessary, locations of all regulated wetland resource areas and associated buffer zones (flagged for the project), edge of pavement, driveways, pavement markings, signs, walls, trees, mailboxes, fences and any other surface or subsurface features considered significant to the project. The existing conditions plan shall also establish the location of the existing right-of-way. All right-of-way lines shall be identified on the plan with bearings, distances, curve data as well as any other information necessary to define the right-of-way. Monuments used to establish the right-of-way boundaries shall also be shown on the plans. The existing conditions plan shall be signed by a Professional Licensed Surveyor registered in the state of Massachusetts. The survey and existing conditions plan shall be prepared using the MA State Plane coordinate system and NAVD88 vertical datum.

3. Preliminary Engineering Design

Prepare and present a preliminary design to the Water Department at the 30% level for review and comment. Design should include proposed water main layout, preliminary material specifications, road resurfacing requirements, list of required permits, opinion of probable construction cost, and project schedule. Preliminary design, construction conflicts, and key issues shall be reviewed with the Water Department staff and other necessary Town Departments.

4. Permitting

Prepare and submit necessary permits on behalf of the Water Department and attend Public Meetings as required.

5. Final Engineering Design

Prepare 75% design drawings on D sized sheets using AutoCAD. Design should include a title sheet with locus map and index, water main plans and details, and erosion control and sediment control plans. Review and incorporate comments from the Water Department into the final design. Prepare drawing package consisting of plans and specifications for construction of water system improvement project. Final design shall include the preparation of traffic

management plan and details as required. Prepare Engineer's Quantity and Cost Estimate to be submitted with final design drawings. Final design drawings shall be a complete bid-ready plan, stamped and signed by a State of Massachusetts Licensed Professional Engineer, and shall be submitted with contract specifications and contract documents to the Water Department.

6. Bidding Support Services

Provide construction plan interpretation and consultation during the bidding process. Print and deliver one set of contract drawings and paper specifications, and one compact disc with an electronic copy of the contract drawings to the Water Department. Prepare twenty-five (25) sets of bid documents for distribution to prospective bidders and advertise for bids in the Central Register. Provide the Water Department with bid advertisement for local distribution. Distribute bid documents to contractors and suppliers interested in bidding on the project. Prepare bid addenda as required and respond to requests for information. Attend bid opening and review bid results. Prepare bid tabulation and provide the Water Department with a recommendation for award of the construction contract. Assist in the preparation of formal contract documents for execution.

7. Construction Support Services

A. Construction Administration

Schedule and conduct a pre-construction meeting and prepare and distribute meeting minutes. Review material and shop drawing submittals for conformance to contract. Prepare change orders as required. Attend construction progress meetings with contractor, Water Department, and other Town Departments to review progress, schedules, and construction issues. Review and provide all certificates for payments submitted by the contractor to the Water Department and verify amounts owed based on site observations and measured quantities. Develop Punch List items to be completed and corrected. Perform periodic and final inspections with Water Department staff.

B. Construction Monitoring and Management

Provide full time on-site construction monitoring. Observe operation and enforce conformance with Contract Documents. Services include construction monitoring during mobilization, installation of water main and related infrastructure, pressure and leakage testing, sampling, temporary and permanent paving and surface restoration, clean-up, and demobilization. Provide construction observation records, track quantities, and maintain a set of "Red Line" drawings of all field measurements to be incorporated into the Water Department's Service Tie and Gate Valve Tie Books. Provide the Water Department with two (2) sets of full size, reduced, and digital copies of the final set of record drawings within 90 days of completed installation. Digital copies of approved record drawings must be submitted in AutoCAD *.dwg and PDF file formats.

PROPOSAL CONTENT

The proposal shall be a maximum fifteen (15) pages and include the following at a minimum:

Statement of Qualifications
Proposed Scope of Work and Schedules
Project Manager and Qualifications
References for Similar Projects
Price Proposal

PRICE PROPOSAL

The proposal shall present a breakdown of the proposed costs of each task of the proposed Scope of Services, along with any additional expenses, and sub-consultant costs corresponding to each task. The scope of services presented in this Request for Proposals is a minimum description of the efforts the Westford Water Department will require to address its needs.

SELECTION PROCESS

Each proposal will be reviewed by the Westford Water Department with respect to the above discussed scope of services, any additional items submitted by the Engineer as well as the design price and schedule supplied by the Engineer. It is the intent of the Westford Water Department to select the qualified firm that supplies the best value to the Department.

SUBMISSION REQUIREMENTS

One (1) bound copy and one (1) digital copy (in pdf format) of the proposal must be submitted to the Westford Water Department, 60 Forge Village Road Westford, MA 01886, no later than 2:00 PM, on Friday, August 22, 2014. All questions regarding this Request for Proposals shall be submitted in writing to Mr. Stephen Cronin, a minimum of three (3) business days before the submission date. Responses will be submitted to all bidders as an addendum to this RFP.

TERMS & CONDITIONS

The Board of Water Commissioners reserves the sole right to review the Proposals submitted, waive any irregularities therein, and to select or reject any or all submissions if it is deemed by the Westford Water Department to be in its best interest.

One contract will be awarded to the most advantageous proposal from a responsive and responsible proposer taking into consideration overall price and qualifications. Price shall not be the sole consideration for consultant selection.

All Survey work, design work, supporting analyses, and project documents completed as part of this project shall become property of the Westford Water Department and shall be delivered to the department in hard copy and in the software format that it was developed (i.e. AutoCAD, WORD, EXCEL, pdf, etc.) upon request.

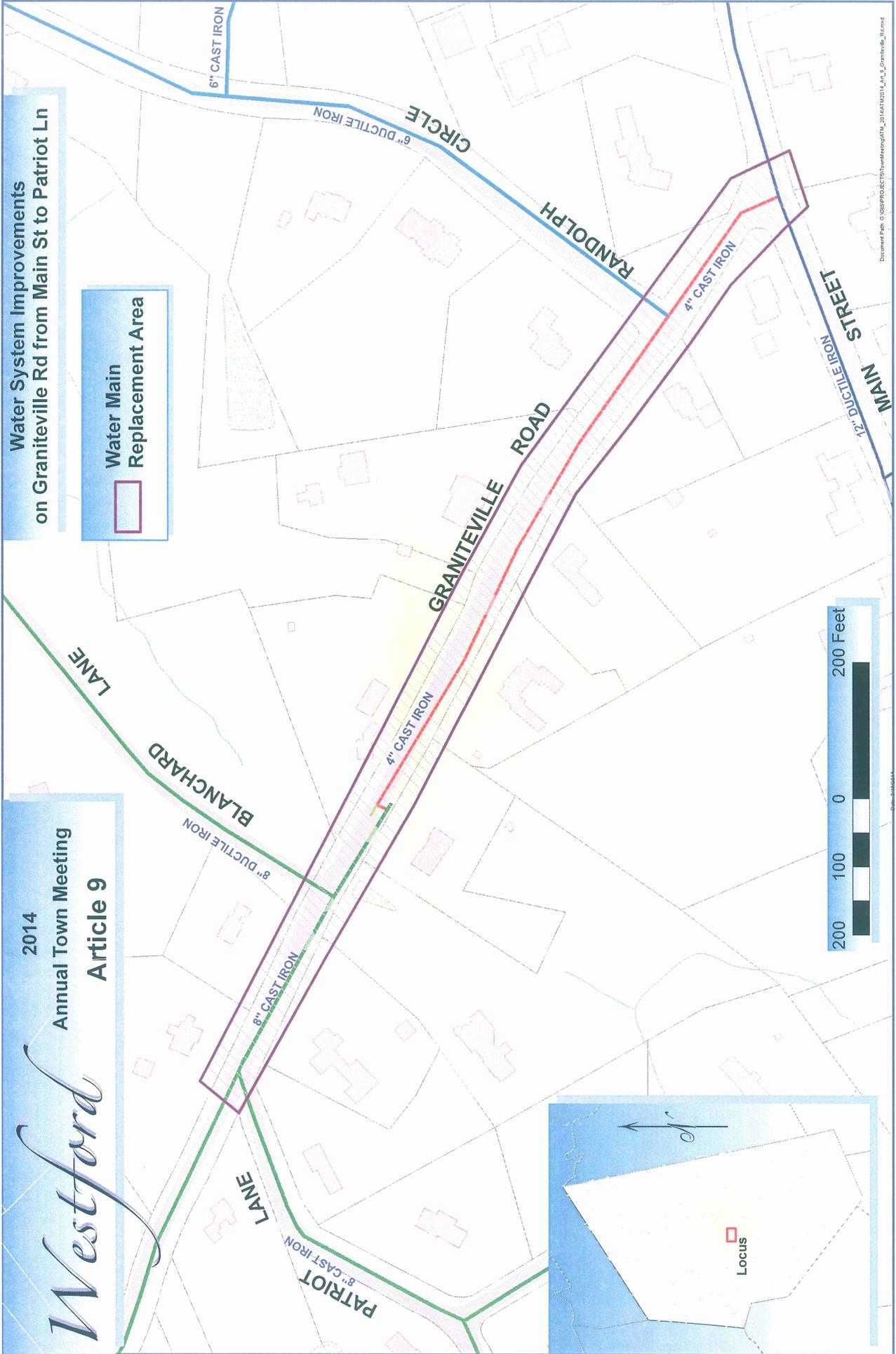
ATTACHMENTS

Westford

2014
Annual Town Meeting
Article 9

Water System Improvements
on Graniteville Rd from Main St to Patriot Ln

Water Main
Replacement Area



Westford

2014
Annual Town Meeting
Article 9

Water System Improvements
on Pleasant St from Pine St to Abbot St

Water Main
Replacement Area

