

TOWN OF WINCHENDON  
NOTICE OF BID

The Town of Winchendon will receive the following quotes until Thursday, December 28, 2023 at 10:00 AM in the office of the Town Manager, 109 Front Street Winchendon, Massachusetts at which time quotes will be publicly opened and read for the following project:

**Upper Central Street Water Main Replacement Project  
Request for Qualifications (RFQ)  
for Engineering Design Services**

The plans and specifications for the RFQ may be obtained from the Town of Winchendon's electronic bid system, found at <https://www.townofwinchendon.com> and selecting "Bid Notices" from the left hand menu. The plans and specifications are included in the RFQ documents. Register using the form found at the link for this project, as this will ensure you automatically receive any associated addendums. Once completed, you will then be able to view the RFQ.

Quotes shall be submitted in sealed envelopes marked "QUOTE ENCLOSED" as to appropriate quote category.

The Town Manager reserves the right to reject any or all quotes and waive informalities in the bidding procedures, or to accept the quote deemed in the best interest of the Town of Winchendon.

Any questions should be directed to Patrick Wood, Town Engineer at [pwood@winchendon-ma.gov](mailto:pwood@winchendon-ma.gov) or (978) 297-5402.

Sincerely,  
Town Manager  
Bill McKinney

**Upper Central Street Water Main Replacement Project  
Request for Qualifications (RFQ)  
for Engineering Design Services  
Winchendon, Massachusetts  
December 13, 2023**

**RFQ Requirements**

The Town of Winchendon will evaluate proposals to provide final design, bid administration, and grant application and administration services in regard to replacement of a water main and water services for Central Street, north of Maple Street, in Winchendon.

Federal and Massachusetts statutes and regulations prohibit discrimination against any applicant because of race, color, national origin, or sex and in accepting Federal and Massachusetts funding, the Town and its contractors must comply with all Federal and Massachusetts equal opportunity statutes and regulations. The selection process will proceed in compliance with these statutes and regulations.

The overall goal of the evaluation process is to select an engineering firm who best meets the requirements of the RFQ. The Town Manager and the DPW Director will be reviewing the proposals and selecting the firm. Interested firms must submit proposals with qualifications to the Town by 10:00 AM, Thursday December 28, 2023, to Winchendon Town Hall, Town Manager's Office.

**RFP Schedule**

Release RFP	Wednesday December 13, 2023
Questions Due	Tuesday December 19, 2023 at 4:00 PM
Questions Answered (via written addenda)	Thursday December 21, 2023
Proposals Due	Thursday December 28, 2023
Anticipated Notice of Award	Thursday January 4, 2023

**Minimum Qualifications Criteria**

1. A minimum of five years of experience in the field of water main design.
2. Five relevant references for similar work.
3. Project Manager must have a minimum of ten years of experience in the engineering design of water main and distribution systems.
4. Demonstrated experience with Environmental Protection Agency (EPA) Congressionally Directed Spending (CDS) grants.
5. Demonstrated experience with State Revolving Fund (SRF) design and bidding requirements.

## **Additional Required Submittals**

1. The non-price or narrative proposal including cover sheet, narrative proposal, acknowledgement of addenda (if any) and your list of samples and references.

Respondents who fail to meet with or comply with one or more of the minimum evaluation criteria and submittals may be disqualified from further consideration.

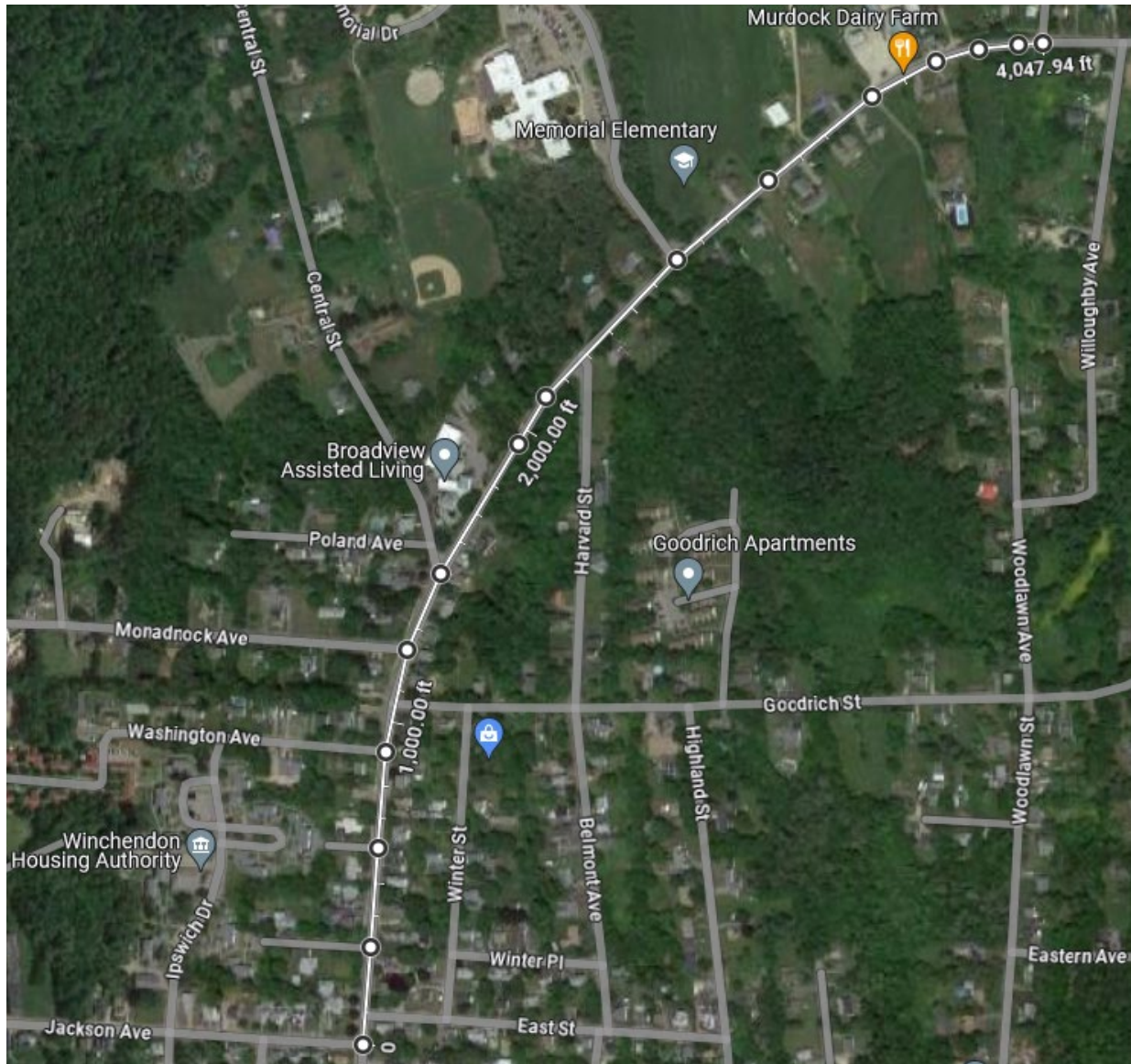
## **Project Description**

The Town of Winchendon is continuously improving its water distribution system to ensure high quality service to the water system customers. Recent improvements to Central Street, between Front Street and Maple Street, included an upgrade of the water main and replacement of water services. After completion of the project, the Town identified an approximately 900-foot segment of water main from Maple Street to Jackson Avenue acting as a bottleneck in the system. The segment includes 10-inch cast iron water main which is beyond its service life.

The purpose of this project is to eliminate the existing cast iron water main and replace it with a new ductile iron water main to improve system hydraulics and reliability. In addition, north of Jackson Avenue, there are two water mains in the road including a 6-inch cast iron main and a 12-inch ductile iron main installed in the mid-1980s. The project seeks to transfer water services from the 6-inch main to the newer ductile iron main, in preparation for future abandonment of the cast iron line. The project limits are approximately as shown in the table and on the figures below.

<b>Approximate Limits of Work</b>			
<b>Road</b>	<b>Limits</b>	<b>Approximate Length (LF)</b>	
		<b>Water Main w/Services</b>	<b>Services Only</b>
Central Street	Maple Street to Jackson Avenue (Water Main Replacement with Services)	900	
Central Street	Jackson Avenue to Elmwood Road (Water Service Replacement ONLY)		1,500
Elmwood Road	Central Street to HSE #82 Elmwood Road (Water Service Replacement ONLY)		2,600
	Water Main with Services TOTAL	<b>900</b>	
	Water Main Services Only TOTAL		<b>4,100</b>
	<b>TOTAL PROJECT LENGTH</b>	<b>5,000</b>	





### **Water Service Replacement Area**

The proposed project will include the following items subject to refinement during the final design:

- Replacement of approximately 900 linear feet (LF) of water main on Central Street in Winchendon from Maple Street to Jackson Avenue.
- Replacement of water services along approximately 1,500 LF of Central Street from Jackson Avenue to Elmwood Road.
- Replacement of water services along approximately 2,600 LF of Elmwood Road from Central Street to HSE #82 Elmwood Road, at the access drive to the water tank.
- Replacement of one hydrant in the Water Main Replacement Area and six additional hydrants in the Water Service Replacement Area.
- Installation of temporary and permanent asphalt patch.

- Installation of bituminous sidewalk and driveway repairs, as needed.
- Winchendon will coordinate and perform final paving/road restoration after the project is completed.

### **Required Scope of Services**

Engineer will provide final design, bidding phase services, and funding assistance for the replacement of 900 linear feet of water main and an additional 4,100 feet of water service replacements. The proposed scope of work includes the following tasks and deliverables:

#### **Task 1 – 100% Design / Bid Documents**

Engineer to complete the design and prepare bid documents as described below.

##### **Kickoff Meeting**

Engineer will meet with Town to discuss project limits and intent and review recently completed Central Street work (south of project limits).

##### **Drawings and Specifications**

Prepare 22-inch by 34-inch design drawings at a scale of 1" = 20' with 1-foot contours and a Project Manual for the proposed water main, suitable for public bidding of the project under MGL Chapter 30. The bidding requirements will include Davis Bacon Act (DBA) wages and provisions, Build America, Buy America (BABA) provisions, and American Iron and Steel (AIS) provisions. The technical specifications will incorporate applicable, Winchendon, AWWA Standards, and Massachusetts Department of Environmental Protection (MassDEP) standards and guidelines and will be prepared in accordance with the Construction Specifications Institute (CSI) format.

##### **Opinion of Probable Construction Cost (OPCC)**

Prepare a 100% Design OPCC and meet with the Town to discuss anticipated project costs. Based on the OPCC value, determine whether the work will be bid in its entirety, or if bid alternate(s) will be included in the bid package.

##### **Submittals**

- 100% Submittal (Stamped Bid documents) – Engineer will design improvements and incorporate Town input from the kickoff meeting. The 100% design submittal will include Drawings and a Project Manual stamped "For Construction" and will be the basis for bidding. An electronic copy and one hard copy of the submittal will be provided.

#### **Task 2 – Bidding Assistance**

Under this task, Engineer will provide public bidding assistance in accordance with M.G.L. Chapter 30, Section 39M and SRF bidding requirements. A summary is as follows:

- Bid Documents - Distribute bid documents (drawings and specification packages) electronically to contractors, subcontractors, and suppliers.
- Bid Document Hard Copies - Provide three (3) hard copies of bid documents for use by the Town, and other agencies during the bidding phase.
- Advertising Assistance - Assist the Town with placing advertisements for public bids of the construction contract in the Central Register and the local newspaper. The Town will pay the advertising fees as well as post the bid advertisement in COMMBUYs website and at Town Hall.



- Pre-Bid Meeting - Coordinate and attend a Pre-bid meeting with the Town and bidders for the construction contract. Prepare an agenda and sign-in sheet and address questions from bidders.
- RFIs and Addenda - Respond to Requests for Information from bidders. Prepare up to three addenda.
- General Bid Opening – Coordinate and attend the Bid Opening at Town Hall for General Contractors and assist the Town with opening bids for the Construction Contracts.
- Bid Tabulation – Prepare a tabulation of all bids received for the construction contract. Review qualifications of up to two low bidders for the construction contract including references of recently completed projects.
- Recommendation to Award - Provide the Town with a recommendation to award to the lowest qualified, responsive, and eligible bidder for the construction contract.
- Notification of Award - Prepare Notice of Award for Town signature and notify the successful bidder for the construction contract that the Town has awarded the contract to their firm and request all required documentation be prepared for preparation of Contracts.
- Contract Documents - Review Contractor’s Insurance and Bonds and prepare three (3) sets of contract documents for execution by the Town and the successful bidder

### **Task 3 – Grant Application and Administration**

Engineer will coordinate with the EPA to assist the Town of Winchendon in obtaining the awarded CDS grant funds. The Community Grants Program FY 2023 Final Implementation Guidance (April 2023) can be referenced for further information.

- **EPA Environmental Information Document (EID)**  
Compile EID for the project, triggering cross-cut environmental review by regulators. Include alternatives analysis with documentation.
- **Grant Application**  
Support the Town of Winchendon with the grant application through Grants.gov. Develop Work Plan documentation as part of application process.
- **Cost Share Waiver**  
Support the Town of Winchendon with the cost share waiver application.
- **Grant Administration**  
Provide support to the Town as needed, including quarterly reporting and response to requests for information from EPA point of contact (POC).

### **Services Not Anticipated to be completed by the Engineer as part of this proposal**

- Topographic or property survey (previously completed)
- Soil/Rock Probes (previously completed)
- Environmental permitting
- Testing or sampling for contaminated soil or groundwater
- Construction phase services

- Posting the bid advertisement in the State Commbuys website - Town of Winchendon is required to do this as a registered buyer.

**Anticipated Project Schedule**

Engineer’s Notice to Proceed	Thursday January 4, 2023
100% Design / Bid Documents	Friday February 2, 2024
Bidding and Award Phase	February to March 2024
Construction Contractor’s Notice to Proceed	March 2024
Construction Substantial Completion	May 2024
Final Paving Restoration	June 2024

**Evaluation of Proposals**

The contract will be awarded to the responder best satisfying the overall requirements of the RFP but not necessarily quoting the lowest price. The Town Manager and DPW Director will be reviewing the proposals.

Proposals should be prepared simply and economically, providing a concise description of the responder's ability to meet the requirements of the RFP. All proposals and materials submitted will be considered the property of the Town of Winchendon.

The proposal shall be provided in three parts as described in the following sections. The parts shall be marked as parts I - III and bound together.

**PART I – QUALIFICATIONS**

This section of the proposal shall list the Consultant's project team qualifications and composition and shall indicate how the Consultant intends to perform the work, (e.g., an independent company, a partnership, a joint venture, or a combination involving a prime and sub consultants). The role and percentage of job-hour effort of each participating entity shall be fully described. This section shall also contain the key staff qualifications, summary resumes, and experience and assignment to the project. The Project Manager shall be named along with her/his proposed staff. For each key employee, an estimated time devoted to this project shall be included.

**PART II – EXPERIENCE**

Prospective Consultants shall list at least three (not more than five) recent projects, with references, similar to this project. This section shall also identify the key personnel (specifically those proposed to be assigned on this project) who were involved in these recent projects and their roles in these projects. References shall include the names of the client with phone number and email address for the contact person.

**PART III SUGGESTED PROCEDURES AND TIMETABLE**

The proposal shall include the Consultant's suggested procedures to carry out the work as described in the scope of services. Proposals shall include an estimated time of completion for each phase of the work required.



## EVALUATION CRITERIA

The Town of Winchendon will use the following criteria to evaluate the proposal:

- Initial Screen
- Management and Technical Experience and Capabilities Evaluation

The overall goal of the evaluation process shall be to recommend award for the contract to the proposal which meets the requirements of the RFP and is at the same time cost-effective.

If after completing this evaluation, the Town of Winchendon finds that two or more proposals are more or less equal, it reserves the right to re-evaluate said proposals placing greater emphasis on any and all of the following factors:

- 1) Past performance record
- 2) Firm's special experience or abilities
- 3) Capacity of the firm to accomplish the work
- 4) Size and availability of firm personnel
- 5) Other criteria related to the firm's ability

All notes, records, work sheets, drawings, devices, correspondence and all other products resulting from the operation of the Consultant under this contract shall become the permanent property of the Town of Winchendon, and final payment by the Town to the Consultant shall be withheld until all such property is transferred by the Consultant to the Town.

Any questions should be directed to Patrick Wood, Town Engineer at [pwood@winchendon-ma.gov](mailto:pwood@winchendon-ma.gov) or (978) 297-5402.

Sincerely,  
Bill McKinney