



Request for Proposals
Saw Mill Pond Dam Phase II Repairs

Purpose:

The Board of Selectmen of the Town of Brookfield (Town) is requesting proposals from qualified registered professional engineers with dam engineering experience (engineer) to conduct a Phase II Inspection and Investigation of the dam that is located at the intersections of Lake Road and Rice Corner Road in Brookfield, Massachusetts and is known as Saw Mill Pond Dam (dam) MA00098.

Background Information:

The Town intends to select an engineer for the Phase II Inspection and Investigation of the dam to evaluate the structural integrity and spillway hydraulic adequacy of the dam and to develop/implement a plan to bring the dam into compliance with the Massachusetts Office of Dam Safety regulations by adequately repairing, breaching or removing the dam (see Dam Inspection and Investigation Outline below). The successful bidder will provide conceptual drawings, specifications, and cost estimates in sufficient detail to document the work that will be performed.

Phase II Inspection and Investigation Outline:

The Contractor will provide the following in conjunction with the rules and regulations of the Department of Conservation and Recreation Office of Dam Safety:

- I. Review of existing information including the detailed Phase I inspection report;
- II. Subsurface Investigations – borings, sampling, analysis;
- III. Topographic Survey and wetlands flagging/delineation of sufficient detail to support not only the Phase II effort, but sufficient for the future implementation of the design phase;
- IV. Stability and seepage analysis – Seismic and static stability evaluation of dam (upstream and downstream slopes, internal

- materials), seepage potential, internal erosion potential, piping potential;
- V. Hydrologic/Hydraulic Analysis and spillway inadequacy resolutions;
 - VI. Alternatives analysis and presentation of conceptual designs and associated estimated design, permitting and construction costs to bring the dam structure into compliance with Chapter 253 Section 44-48 and 302 CMR 10.00 Dam Safety Regulations by either executing selected repair plan or breach plan;
 - VII. Final Report to be presented to the Office of Dam Safety.

Follow-Up Inspections:

Further, the contractor will conduct two 6-month follow-up inspections to be completed using the ODS Poor Condition Dam Follow-Up Inspection Form and available electronically on the ODS website. The first follow up inspection is to be performed in January 2013, and the second in July 2013. The contractor must also include a signed and stamped cover letter on engineering firm letterhead that briefly summarizes the current follow-up inspection and findings.

Deliverables/Deadlines:

Phase II Inspection and Investigation shall begin no later than June 15, 2012. The Phase II Inspection and Investigation is to conform to the above Outline.

The Phase II Inspection and Investigation shall be completed, signed and stamped by the engineer and copies of Phase II final report are to be delivered to ODS no later than July 15, 2012.

Meetings

One (1) hard copy and one (1) electronic .pdf copy of all completed follow-up visual inspection reports to ODS within 30 days of the date of the follow-up inspection field work.

See Appendix #1 for a copy of the Phase I Inspection/Evaluation Report conducted by Fuss & O'Neill, Inc. for Inspection date July 20, 2012, State Dam ID# 3-14-45-1; NID ID# MA00098.

See Appendix #2 for a copy of the February 13, 2012 letter from DCR extending deadlines for compliance.

Mandatory Pre-Bid Meeting:

A mandatory pre-bid meeting will be held on Wednesday, May 23rd at 10:00 AM at the Brookfield Highway Garage, 56 Mill Street, Brookfield. Weather permitting and following a question and answer period, the meeting will move to the actual site.

Submission Requirements:

Firms submitting responses shall include the following:

1. An original and five (5) copies of the proposal clearly marked “Saw Mill Pond Dam Project” and an additional electronic copy.
2. A description of the engineering services to be provided under the Scope of Services.
3. A list of three references for similar projects performed by the firm in the last 5 years that may be contacted by the Town.
4. The Statement of the total fee for services by completing the attached “Price Proposal Submission Form” must be in a SEPARATE, so marked, envelope.
5. A list of personnel to be assigned to the project and their resumes, including their position/title, professional certifications/registrations, if applicable, and list of three projects performed of a similar nature. The Project Manager must be a Massachusetts registered Professional Engineer.
6. Any additional supporting documentation may be provided at the firm’s option.
7. Submission of Non Collusion and Certificate of Tax Compliance Assurances

Selection Criteria:

Pursuant to MGL Chapter 30B, §4, the award will be made to the responsible and responsive bidder offering the professional services requested that best meets the following criteria. “Responsible bidder” means a person or firm who has the capability to perform fully the contract requirements, and the integrity and reliability that assures good faith performance. “Responsive bidder” means a person or firm who has submitted a bid or proposal which conforms in all respects to this Request for Quotations. (MGL Chapter 30B §2). The following criteria shall be used to evaluate the firm’s capabilities:

1. The proposal must demonstrate a thorough understanding of the project and this RFP.
2. The firm must have experience performing Phase II inspections and routine follow-up inspections on dams in at least three communities.
3. Familiar with applicable local, state, and federal wetland laws;
4. Familiar with Massachusetts Historical Commission and preservation laws;

5. Possess all applicable certifications and licenses;
6. Staff assigned to the project must have direct experience performing similar work and have appropriate professional credentials.
7. The firm must demonstrate that it has the ability to complete the work in a timely fashion.
8. References must evaluate highly the previous work of the firm.
9. Available to complete the Phase II Inspection in time period mandated by DCR (See Appendix 2),

Proposal Submission:

The deadline for submission of proposals is 1:00 PM, Wednesday May 30, 2012. The contract will be awarded within twenty (20) days after bid opening. The time for award may be extended for up to thirty (30) additional days by mutual agreement between the Town and the bidder who best meets the qualitative criteria apparent lowest responsible bidder. Sealed copies of the proposal should be sent to:

Donna Neylon, Town Administrative Assistant
Town Hall
6 Central Street
Brookfield, MA 01506

The Town of Brookfield may cancel this RFP, or reject in whole or in part any and all bids, if the Town determines that cancellation or rejection serves the best interests of the Town or if funding is denied at the June 8, 2012 Annual Town Meeting.

After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the Town or fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident.

Staff Contact

All questions regarding this request for proposals should be directed to dneylon@brookfieldma.us.

ADDENDUX #1:

(Copy of Saw Mill Pond Dam, PHASE I, Inspection/Evaluation Report by Fuss & O’Neill (State Dam, ID # 3-14-45-1; NID ID#: MA00098)

SEE WWW.BROOKFIELDMA.US (top of page) for link to “Saw Mill Pond Dam Project Documents”

ADDENDIX #2 (Copy of February 13, 2012 letter from DCR with extended due dates for compliance)

SEE LINK

SEE WWW.BROOKFIELDMA.US (top of page) for link to “Saw Mill Pond Dam Project Documents”

Price Proposal Submission Form

**Town of Brookfield
Saw Mill Pond Dam Project**

Name	Title	Hourly Rate	Cost

Other Costs: _____ \$ _____

_____ \$ _____

_____ \$ _____

Total Cost: \$ _____

No additional cost or charges shall be permitted unless mutually agreed upon at a later date as an "extra" service.

Name of Firm: _____

Address of Firm: _____

Authorized Signature: _____

Typed or Printed Name: _____

Date: _____

Compliance Certifications
Town of Brookfield
Saw Mill Pond Dam Project

Qualifications:

The Contractor represents that it is qualified to perform the services required under this contract and possesses or shall obtain all requisite licenses and permits.

Tax Compliance Certification

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Employment Security Contributions and Compulsory Workers' Compensation Insurance:

Pursuant to MGL C.151A, S.19 and MGL C.152, the Contractor certifies with all laws of the Commonwealth relating to payments to the Employment Security System and all Commonwealth laws relating to required worker's compensation insurance policies.

Additional Income Disclosure:

The contractor certifies that the following amounts (provide list on separate sheet if applicable) represent all income due, or to become due, to the Contractor, for services rendered to the Commonwealth, any political subdivision or public authority, during the period of this contract.

(Signature)

Name of Person Signing Proposal

Name of Business

Date

By: _____
Corporate Officer
(if applicable)

Corporate Seal:

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid and 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 Submitting Proposal

Name of Business

Date