

## **REQUEST FOR PROPOSALS**

The Town of Ayer's Department of Planning & Development seeks proposals from qualified consultants to provide the following services in the Town of Ayer:

### **INFRASTRUCTURE PROJECT CONSULTANT**

Deadline for receipt of proposals is 12:00 p.m., Monday, October 5, 2015. For copies of the above RFP call Mr. David Maher, Town of Ayer Economic and Community Development Director, at 978-772-8206, or pick up at the Board of Selectmen's office at Town Hall, One Main Street, Ayer, MA, between the hours of Monday through Thursday 8:00 a.m. to 4:00 p.m. Friday 8:00 a.m. to 1:00 p.m.

The Town of Ayer is an EEO/AA and the selection of the successful consultants shall be made without regard to race, color, sex, age, religion, political affiliation and/or national origin. Proposals from qualified minority and women-owned businesses are encouraged.

The Town reserves the right to reject any and all proposals, or parts of proposals, waive informalities, and to award contracts which are in the best interest of the Town. The contract shall be awarded within thirty (30) business days after the opening of proposals.

### **TOWN OF AYER**

Department of Planning & Development

By: Alicia Hersey

**Request for Proposals**

**2015 CDBG PROJECTS**

**PLEASANT STREET**

**INFRASTRUCTURE PROJECT CONSULTANT**

*by the*

**Town of Ayer, Massachusetts**

**David J. Maher**  
**Director, Community and Economic Development**  
Town Hall  
1 Main Street  
Ayer, Massachusetts 01432  
Phone: 978-772-8206

The Town of Ayer seeks proposals to its RFP from firms for grant administration services pertaining to a Infrastructure Consultant for the 2015 MA CDBG and Town funded projects, which includes infrastructure upgrades to the water sewer, sidewalks and the reconstruction of the surface of Pleasant Street. The Town must receive your proposals at the Ayer Town Hall no later than 1:00 p.m. on, October 5, 2015. Proposers must submit three (3) copies technical proposals, completed forms, and one (1) copy of the price proposal. The Town reserves the right to reject any proposal deemed not to be in its best interest and waive minor technicalities. The contract period shall be from about October 15, 2015 until December 31, 2016. The maximum fee is \$50,000. Postmarks, faxes, and email proposals will not be considered.

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*This project was funded by a Community Development grant from the Massachusetts Department of Housing and Community Development through a grant from the U.S. Department of Housing and Urban Development and funds from the Town of Ayer*

REQUEST FOR PROPOSALS  
2015 COMMUNITY DEVELOPMENT BLOCK GRANT  
PLEASANT STREET INFRASTRUCTURE PROJECT CONSULTANT  
AYER, MASSACHUSETTS

The Town of Ayer seeks proposals from qualified grant consulting firms for the implementation of its 2015 MA CDBG funded project, which includes the reconstruction of the water, sewer, sidewalks and street surface of Pleasant Street (10/1/15 to 12/31/16). The Town must receive your proposals at the Ayer Town Hall no later than 1:00 p.m. on Monday, October 5, 2015. Proposers must submit three (3) copies technical proposals, completed forms, and one (1) copy of the price proposal. The Town reserves the right to reject any proposal deemed not to be in its best interest and waive minor technicalities. The contract period shall be from about October 15, 2015 until December 31, 2016. The maximum fee is \$50,000. Postmarks, faxes, and email proposals will not be considered.

Complete specifications and proposal requirements are available at the Office of Community & Economic Development, Town of Ayer, One Main Street, Ayer, MA 01432, Monday through Thursday, 8:00 A.M. to 4:00 P.M and Friday 8:00 A.M to 1:00 P.M., or by contacting David Maher, Director at (978) 772-8206 or [dmaher@ayer.ma.us](mailto:dmaher@ayer.ma.us).

The Town encourages Women and Minority-owned businesses to submit proposals.

## GENERAL SPECIFICATIONS

### 1. PREPARATION OF PROPOSALS

- A. Proposal procedure shall be in accordance with the provisions of Massachusetts General Laws Chapter 30B, 24 CFR Part 85 and all Massachusetts Community Development Block Grant Policies.

### 2. INTERPRETATIONS

- A. No interpretation of the meaning of the SPECIFICATIONS will be made to any proposer orally. Every request for such interpretation shall be in writing addressed to David Maher, Director, Town of Ayer, 1 Main Street, Ayer, MA 01432, and to be given consideration, must be received no later than 12:00 noon, five (5) calendar days (Saturday, Sunday and legal holidays excluded) prior to the due date of the proposals. Any and all such interpretations and any supplemental instructions will be in the form of written Addenda to the SPECIFICATIONS (at the respective addresses furnished for such purposes). Such Addenda will be mailed and/or emailed no later than three (3) calendar days prior to time set for opening of proposals.
- B. Failure of any proposer to receive any such Addenda shall not relieve such proposer from any obligation under his/her proposal as submitted. All Addenda so issued shall become part of the SPECIFICATIONS. At the same time of the opening of the proposals, each proposer will be presumed to have read and to be thoroughly familiar with the

SPECIFICATIONS (including all Addenda). The failure or omission of any proposer to examine any form, instrument, or document shall in no way relieve any proposer from any obligation with respect to his/her proposal.

### 3. SUBMISSION OF PROPOSALS

- A. The proposer shall submit an original plus two (2) copies of the technical proposal and one (1) original of their price proposal on the form contained in the Town's RFP.
- B. The proposer shall submit the proposal with a letter of transmittal signed by an authorized official of the firm.
- C. Each proposal shall be submitted in a sealed envelope with the following marked on the outside: "Proposal for 2015 CDBG/CDF I – Infrastructure Consultant" with their price proposal in a separate sealed envelope attached.
- D. If the proposal is mailed, the Proposer shall enclose his/her sealed proposal in an outer envelope and address it as follows:

To: David Maher, Community and Economic Development Director  
Town of Ayer  
1 Main Street  
Ayer, MA 01432

**All proposers are cautioned to allow ample time for transmittal of proposals. Proposals received after the specified times will not be accepted or recognized. Note that the times of receipt will determine the acceptability of mailed proposals regardless of postmark.**

NOTE: The Town will not be held responsible for premature opening of proposal envelopes that are not properly filled out in accordance with the instruction set forth herein.

### 4. WITHDRAWAL OR MODIFICATION OF PROPOSALS

- A. A proposal may be withdrawn by written request, providing that such request is received prior to time established herein for the opening of Proposals. The Town will not be responsible, however, for the timely receipt of any request for withdrawal in ample time for delivery before the proposal-opening hour.
- B. Modifications to proposals may be submitted prior to the date and time specified for the receipt of proposals.
- C. An original plus two (2) copies of any modifications must be submitted together with a letter of transmittal signed by an authorized official of the firm, and one (1) original of the price proposal.

- D. Modifications must be submitted in sealed envelopes clearly marked, "Proposal for 2015 CDBG/CDF I – Infrastructure Consultant, Modification No. \_\_\_\_" (with each proposer's modifications numbered in sequence).
- E. Modifications must be clearly marked showing whether the modification is to the "Price Proposal" or to the "Technical Proposal."
- F. Modifications may only be comprised of replacement pages and/or insertion pages, together with an index of modifications.

## 5. EVALUATION OF PROPOSALS

- A. All proposals shall be received and evaluated in conformance with the requirements of MGL Chapter 30B, 24CFR Part 85 and all policies of the Massachusetts Community Development Block Grant Program.
- B. The evaluation shall be based solely upon the response to the Request for Proposals and the fee shall not exceed at \$50,000.
- C. The Director, Program Manager, Procurement Officer or his designee shall review each proposal to determine whether it meets the minimum requirements as set forth in the RFP. Failure of a proposal to meet a minimum requirement will disqualify a vendor's proposal from further consideration. The Director shall state in writing any reasons for disqualifying any proposal.
- D. After evaluating the minimum requirement technical questions, remaining proposals shall be evaluated based solely on the comparative evaluation criteria specified in this RFP.
- E. In analyzing responses to the evaluative criteria, the Town shall consider the qualifications and experience of proposers in the determination of the Successful Proposer, and make any investigations deemed relevant to the selection process. The minimum criteria shall be compliance with specifications and criteria set forth therein; attributes of goods or services proposed, investigations into qualifications, prior relevant experience, and past performance. The Town may confirm claims of past experience. The comparative evaluation criteria are set forth in the proposal specifications section of this document.
- F. The contract will be awarded to the most advantageous proposal as determined by the Town. The Town reserves the right, upon basis of such evaluations, to reject the Proposal of any and all Proposers who do not, in its estimation or pass under such evaluations if the investigations indicate that such action is in the Town's best interest

## 6 RIGHT TO REJECT PROPOSALS

The Town reserves the right to reject any or all proposals if it deems it in the public interest to do so and to waive minor technicalities.

## 7. GENERAL CONTRACT INFORMATION

- A. The Town of Ayer is exempt from paying any and all otherwise applicable state and federal sales taxes under the following tax-exempt identification number: 04-6001078
- B. The Vendor is an independent contractor and is not an agent or employee of the Town of Ayer and is not authorized to act on behalf of the Town.

## 8. SPECIFICATIONS FOR SERVICES

The respondent to this Request for Proposals should be prepared to provide grant administration services relative to the duties of an Infrastructure Consultant with management oversight for the CDBG activities pertaining to Pleasant Street Infrastructure Improvements for the Town. The program will operate under the supervision of the Ayer Office of Community and Economic Development and the Town's Department of Public Works.

The consultant will provide complete grant administration services associated with HUD/DHCD funding for the grant described above. The consultant hired will work with Town staff, Selectmen, other Town officials, and the engineers or others retained by the Town and will interface with DHCD on behalf of the Town as necessary in close coordination with the Program Director. The consultant will provide grant and fiscal administration pertaining to this Pleasant Street CDBG activity.

Proposals must include a Scope of Services addressing the administrative requirements of the Town that incorporates each of the following activities:

The consultant's statement of qualifications should detail the consultant's specific grants administration experience, particularly with DHCD/HUD infrastructure projects. The statement should include a description of the experience with the following tasks:

- Oversight of bid documents and contractor award processes in compliance with all applicable Federal and State regulation
- Reviewing all payment requests, change orders and submission practices
- Oversight for construction activities and project budgets
- Organizing construction meetings and review closeout documentation
- Be experienced with Davis-Bacon compliance requirements especially with collection, certification of payrolls, employee monitoring and interviewing
- Experience working with Selectmen and Town staff
- Experience managing MA CDBG – funded infrastructure projects
- Conduct punch list inspections with Town staff, contractor and coordinator

### PLEASANT STREET INFRASTRUCTURE CONSULTANT

Responsibilities include but are not limited to (depending on circumstances):

- Oversee procurement of Construction Contractor, including drafting the bid document preparation in coordination with Project Engineer; advertising, briefing sessions, and addenda
- Make recommendation of Construction Contractor to Director of Community & Economic Development and the Superintendent of Public Works
- Responsible for Davis-Bacon compliance and monitoring
- Organize and Attend all Pre-Construction Meetings

- Monitor the project for compliance with state and federal regulations
- Attend regular project meetings
- Review Contractor Pay Requisitions and Change Orders and make recommendations to Director of Community & Economic Development
- Monitor Construction budget
- Review punch list
- Authorize release of retainage
- Review closeout documentation: certificates of completion, lien releases, warranties
- Management of MA CDBG online grant management system (CGMS) in coordination with Office of Community & Economic Development staff

### **ADMINISTRATIVE FEES AND EXPENSES**

The consultant's fee for services is not to exceed \$50,000 for administration and will be billed monthly over the 15 months of the project contract.

The consultant will be responsible for preparing and submitting on a quarterly basis, ten (10) calendar days after the end of a quarter, a progress report on the status of projects and Management matters according to the schedule listed below. Such progress report shall be submitted on forms according to appropriate state guidelines.

### **SCHEDULE FOR REPORTS**

<b>Report</b>	<b>Quarter Ending</b>	<b>Due Date</b>
No. 1	N/A	N/A
No. 2	December 31, 2015	January 15, 2016
No. 3	March 31, 2016	April 15, 2016
No. 4	June 30, 2016	July 15, 2016
No. 5	September 30, 2016	October 15, 2016
No. 6	December 31, 2016	January 15, 2017

The contract period shall be from about October 1, 2015 or the date of DHCD's contract date with the Town until completion but shall not extend later than December 31, 2016. This contract may be extended with the approval of the Town/and or DHCD.

## ESTIMATED PROJECT TIMELINE

This project will be completed within an 18-month period, with all construction completed by November 30, 2016.

<b>PROJECT MILESTONES - Activity</b>	<b>Task Completion</b>	
Grant Award	July	2015
Grant Agreement Signed by DHCD/Town	September	2015
RFPs for Infrastructure Consultant issued	August	2015
Infrastructure Consultant selected and contract signed	October	2015
Infrastructure RFB issued	December	2015
Infrastructure General Contractor selected	January	2016
Infrastructure construction contract signed	February	2016
Pleasant Street – Construction begins	April	2016
Pleasant Street – Construction complete	October	2016
Project Close-out	November	2016

All documents prepared for the project shall remain the property of the Town of Ayer subject to the specific requirements of the grant.

Selection shall be subject to additional discussions and/or negotiations at the Town's discretion based on proposals received.

The following items must be included in all proposals:

1. Key staff members to be assigned with resumes and references for current and recently similar projects. Please include overall experience and any other qualifications.
2. The firm's experience administering MA CDBG infrastructure improvements projects.
3. Examples of the proposer's similar projects.
4. At least three (3) professional references, including address and phone number for projects.
5. Professional liability insurance for principals involved in the project.
6. Complete responses to the minimum evaluation criteria and technical questions as listed below.

**Minimum Insurance Requirements:** Note the Town of Ayer shall be named an "Additional Insured" on all required policies.

- **General Liability** of at least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$1,000,000 Annual Aggregate Limit.
- **Automobile Liability** of least \$500,000 Bodily Injury and Property Damage per accident.
- **Workers' Compensation Insurance** as required by law.
- **Professional Liability** of at least \$1,000,000/Claims made, \$1,000,000 aggregate.

## MINIMUM EVALUATION CRITERIA AND TECHNICAL QUESTIONS

Each proposer shall indicate his/her agreement with each of the following questions. To merit further consideration of a proposal by the Town, proposer must indicate "yes" and comply, where appropriate, with each statement below:



1. Has the proposer conformed in all material respects to the submission requirements as set forth in the RFP?

\_\_\_\_\_ Yes                      No

2. Does the proposer have a minimum of three (3) years' experience with CDBG grant administration?

\_\_\_\_\_ Yes                      No

3. Does the proposer have a minimum of three (3) references for confirmation of quality performance standards?

\_\_\_\_\_ Yes                      No

## COMPARATIVE EVALUATION CRITERIA

The following section contains an explanation of the comparative evaluation criteria that will be used in measuring the relative merits of each proposal that has met the Minimum Criteria established.

Highly Advantageous (5 points) - Proposal excels on specific criterion.

Advantageous (3 points) - Proposal fully meets the evaluation standard that has been specified.

Not Advantageous (1 point) - Proposal does not fully meet the evaluation standard, is incomplete or unclear, or both.

Unacceptable (Disqualified) - Proposal does not meet the specification criterion. **If this rating is assigned by reviewers for any of the three evaluation areas listed below, the entire proposal shall be deemed unacceptable and shall be rejected.**

Following the individual ranking for each of the individual comparative criterion, proposals shall receive a composite rating corresponding to the above-listed scale. Ties in the highest composite ranking shall be decided by the Town's Procurement Officer/ Town Administrator with determination regarding which proposal is in the overall best interest of the Town and may not necessarily correspond to the proposal that is later shown to have the lowest apparent cost.

Each proposal shall respond to the following questions. If written on a separate sheet of paper, please repeat the question before indicating your answer.

### 1. EVALUATION OF SCOPE OF SERVICES

The Town places a premium on the proposer's approach to the project and the ability to present a program of services that complies with the required scope of services in a manner that is clear, concise and complete with respect to required activities. Under the section of this RFP entitled, "Specifications for Services", proposers are required to submit a scope of services addressing the administrative requirements of the Town. This scope of services will be used in the evaluation of proposals.

The Town will find it unacceptable if a scope of services section is not included, or is included in an incomplete manner. Proposals that address required items, but only in general or vague terms that do not adequately represent tasks to be performed will be given the rating of not advantageous. Proposals which address all required items in an adequate manner but are unclear in some respects which leave questions on the part of the Town as to key aspects of the manner in which tasks will be performed will be given the rating of advantageous. Proposals that excel in all respects in clearly and concisely addressing all required elements of the scope of services shall be given the rating of highly advantageous.

## 2. EXPERIENCE OF THE FIRM AND ITS MANAGEMENT

The Town places a premium on the experience of the firm in providing grant administration services for projects funded under the Massachusetts CDBG. In evaluating proposals, the Town will consider the experience of firm personnel in this area. Please describe your background and experience with CDBG grant administration, including any past interaction with the Town, and provide the resumes of all personnel to be directly assigned to this project.

The Town shall find it unacceptable if project personnel possess less than three years of experience in CDBG grant administration; three years' experience shall be given the rating of not advantageous; more than three but less than five years of experience shall be given the rating of advantageous; more than five years of experience shall be given the rating of highly advantageous.

## 3. CDBG GRANT ADMINISTRATION CLIENTS

The Town places a premium on the number of successful projects that the proposer has undertaken which are similar to the Town's current project. Please provide a list of clients for which you currently provide CDBG grant administration services, or for which you have completed projects within the past two-year period. More than three clients who consider your services satisfactory or better shall be given the rating of highly advantageous; three clients who consider your services satisfactory or better shall be given the rating of advantageous; three or more clients not all of whom consider your services satisfactory or better shall be given the rating of not advantageous; having fewer than three clients, or three or more clients who consider your services unsatisfactory shall be given the rate of unacceptable.

## CERTIFICATIONS

### CERTIFICATE OF NON-COLLUSION

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 natural person, business, Town, corporation, union, committee, club, or other organization, entity, or group of individuals

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Typed name, title**

\_\_\_\_\_  
**Name of Business**

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### CERTIFICATE OF TAX COMPLIANCE

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I,

\_\_\_\_\_, authorized signatory for \_\_\_\_\_  
*Name of individual* *Name of consultant*

do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts, and the Town of Ayer and is current with all local, state, and federal taxes and other assessments.

**Consultant**

**By:** \_\_\_\_\_  
**Signature of authorized representative**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

## PRICE PROPOSAL

### **FILL OUT AND SUBMIT THIS FORM WITH YOUR PROPOSAL**

The Consultant will provide consultant services for the Town of Ayer's 2015 CDBG Pleasant Street Infrastructure Project until the Town and the MA DHCD have closed out the project for a price not to exceed

\_\_\_\_\_.

#### **Detailed Price Proposal:**

Compensation for work on the project shall be billed on a monthly basis for work completed during the prior period. Bills shall be in a format approved by the Town and according to the following tasks.

<u>Task</u>	<u>Work</u>	<u>Amount</u>	<u>%</u>
1	Construction Contractor Procurement	\$_____	
2	Oversight of Construction Activities & Budget	\$_____	
3	Oversight of Davis Bacon Compliance	\$_____	
4	Project Close-out	\$_____	
	Total	\$_____	

Additional fees for services to be charged per hour: \_\_\_\_\_

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Firm: \_\_\_\_\_

Date: \_\_\_\_\_