

## **REQUEST FOR PROPOSALS**

Professional Design services for a Limited Feasibility Study to construct a  
Crematorium in the  
Town of Littleton, Massachusetts

Date 00/00/10

### **Request for Proposals # RFP 00/00/10**

The Town of Littleton is seeking proposals for Professional Design Services for a limited Feasibility Study regarding a new Crematorium in the Town of Littleton. Sealed proposals will be received at the Littleton Town Hall, 37 Shattuck St., Littleton, MA 01460 until 11:00a.m. on 00/00/10.

### **Introduction**

The Owner is seeking Professional Design Services and construction administration services to conduct a Feasibility Study, studying several different aspects of the Town of Littleton possibly building and operating a crematory business at the Town Cemetery.

The study shall include the development and evaluation of potential alternative solutions, and continue until the selection of a preferred alternative. Subject to approval by the Board of Selectmen, and further subject to adequate funding authorized by the Owner, the contract between the Owner and the Designer may be amended to include continued designer services through construction contract documents, bidding, award of construction contract (s), construction administration, final closeout and warrantee period of the potential project.

The estimated Construction Budget for a potential project may range from \$ 800,000.00 to \$1,100,000.00 depending on the solution that is agreed on by the Owner and approved by Town Vote. The fee for the limited Feasibility Study Designer Services will not exceed \$30,000.00.

This Request for Proposal (RFP) is intended to provide Designer with a common, uniform set of instructions to guide them through the development of their proposals. The RFP is in compliance with M.G.L.c.7 of the Massachusetts General Law.

Terms used and conditions imposed in this RFP are not intended to imply or denote a particular Designer nor are they to be construed as restrictive in any way.

In responding to this RFP, Designer must follow the prescribed format, where specified, and use the included forms, where provided, or reasonable facsimiles thereof. By so doing, each Designer will be providing the Town with information comparable to that

submitted by other Designer and thus be assured of fair and objective treatment in the Town's review and evaluation process.

## **Project Overview**

### **Crematorium Feasibility description**

The Town of Littleton established a Crematorium Study Group on May 11, 2009, whose task was to investigate the possibility of installing a new Crematorium at the Town's Municipal Cemetery of over 20 acres. This Committee completed their work and reported its recommendations to the Board of Selectmen on June 7, 2010. The Board of Selectmen further instructed the Crematorium Study Committee to draft an RFP for a Feasibility Study.

## **Project Goals and Scope of Services**

The Limited Feasibility study shall include a study of all alternatives and contain all information and applicable rules, regulations, policies, guidelines and directives from state and federal agencies. It shall include proposed budgets for each alternative, and a proposed total project budget for the preferred alternative. Options that must be included are (1) building the crematorium adjacent to the existing Cemetery office, (2) Building it on another location on the cemetery grounds and (3) recommending no crematory be built.

The designer shall include an analysis of site development options, environmental assessment, health risk assessment, and geotechnical assessment. The designer shall also include analyses of building code, utilities, plumbing, electrical, fire protection, structural, schematic building floor plans, schematic exterior elevations, and narrative building systems descriptions, outline specifications, cost estimates, project schedule, and proposed total project budget, and report your findings in this Feasibility Study.

This Feasibility study shall include all comments, findings, graphs, reports, and documentation used by the designer in arriving at your conclusions.

This Feasibility Study shall concisely and objectively include a report on the following:

- A 2000 Sq/ft wood or masonry structure built to Mass. Building Code
- Three options (one attached to the existing Cemetery Administration building) (one remotely located on the 100 + acres in the rear of the cemetery), and (the do nothing Option).
- Two retorts with room for a third
- Include the cost for the crematory equipment, installer, and crane.
- The designer will be expected to solicit pricing directly with the various Crematorium Manufactures and provide an analyses of the various proposals

- Include the cost for the operator in each in the each alternative, and whether this operator would be part time or full time.
- When providing cost analysis and projections include three separate analyses, each with a different sales price. Derive the sales price using cost data from eastern Mass. Crematoriums.
- When providing cost analysis and projections include analysis for projected cremations per year for ten years, both national and regional.

The scope of services for this proposal shall include all items listed in the goals and scope of services above and more specifically the following:

- Provide Construction Design and cost to build at each of two locations on site
- Provide draft Business plan
- Provide a detailed Project Schedule
- Provide a Total Project Budget
- Provide Life Cycle Cost analyses/ projection for the equipment and incorporate an annual operating reserve in the project budget
- Operational costs – perform modeling at various sales prices & crematoriums per year that are reasonably based on the results of the feasibility study
- Risks – Provide analysis/ projection of financial risks, and operational risks with a look at a possible failure scenario. Include an analysis of the probability of a failure.
- Provide a competitive analysis and projection of future sales of crematoriums within 35 miles.
- Consider both private and municipal crematoriums in all analysis.
- Study shall include economics of:
  - Death rates for the proposed Littleton market area- per Town/ region
  - Cremation rates for the proposed Littleton market area- per Town/region
  - Current and possible future Competition
  - Capacities limited by DEP
- Study shall include an analysis by independent research – (not associated with a crematory manufacturer or from the crematorium industry) of the health, environmental, and safety risks associated with the operation of a crematory. This study shall look at:
  - Emissions

- Pollutants, with a particular focus on Mercury and Particulate Matter. (For these and any other items involving research, please rate the quality of the final product and associated data used to reach your conclusion. The rating system can include the use of terms “from very reliable sources” to “Little or no basis to the facts presented”. Rating system should also use letters “A thru D” for your “quality Assessment” of the data and 1 thru 4 for your confidence level in the data presented. A1 would be high value data produced through technically sound approaches. D4 would be data that was unsupported or of unknown quality and based on judgment only).
- Air quality data
- Reliability of retorts
- Permitting, for federal, state and local requirements, including the State legislative process required for permitting and for a town to operate a crematory in the state of Massachusetts, and tie these processes into the Project Schedule.
- Violations
- Affect on Neighbors
- Soils
- Testing and frequency of testing
- Study shall include a description of the qualifications for the Crematory manager, whether this manager could/ would be full time or part time, and whether this manager could / would not be qualified to be the manager of the cemetery at the same time.
- Cost Proposals shall include a schedule of values. Each task will be listed as a separate line item in the Schedule of values. Each task will list the number of hours scheduled for that task along with the associated fee for that task, followed by a total fee for the entire scope of work. Any submissions related to each task shall be included in the respective task fee. This is to be submitted in the cost proposal envelope.
- Cost proposal shall also include the hourly rates for each person expected to work on this Feasibility Study and each person expected to be assigned to the project. (With applicable multiplier for overhead and benefits) for any additional services that the Town may request.
- Cost Proposal shall also include details regarding the education, background, and experience of the person expected to be assigned to the project.
- Attendance by the responder at pre proposal site review meeting is recommended but not required.
- Attendance by the responder at 5 public hearings and a minimum of two Power Point presentations are required and shall be included as part of this proposal.

## **Available Information and Resources**

- Littleton Crematorium Committee Report and presentation
- Crematorium Committee documents and support information

## **Submission of Proposals**

Each proposer must furnish all requested information in the formats specified by this RFP. Promotional materials and other “fluff” documents are not wanted and will not be considered as meeting any of the requirements of this RFP.

Each proposal must include a letter of transmittal containing the signature of an authorized representative of the prime contractor and not more than two individuals authorized to negotiate and sign a contract with the Town on behalf of the prime contractor. The transmittal letter should not exceed two pages in length.

All vendors responding to this RFP will submit non-price and price proposals, packaged in two separate sealed and marked envelopes as outlined below:

- A. Sealed Envelop #1, with a bound original, twenty (20) bound copies of the following:
  - 1. Technical and Business Proposal
  - 2. Plan for Services
  - 3. All required signature sheets as applicable
  - 4. Required Tax Compliance Certification and Certificate of Non-Collusion
  
- B. Sealed Envelope #2 with original and twenty (20) copies of the following:
  - 1. Cost Proposal

The content of each section of the non-price proposal must be as described in the instructions in “RFP Response Requirements” below. In accordance with the State’s procurement process, vendors must not include any cost information in any part of the Technical and Business Proposal or Plan for Services.

A sealed package containing the bound original and twenty (20) copies of the Technical and Business proposal, Plan for Services and Evaluation Criteria forms must be labeled as follows:

(Vendor Name): "Professional Engineering Design Services for Limited Feasibility Study - Crematorium in the Town of Littleton: **Technical Proposal**" –

A separate sealed package containing the original and four copies of the Cost Proposal must be labeled as follows:

(Vendor Name): "Professional Engineering Design Services for Limited Feasibility Study - Crematorium in the Town of Littleton: **Cost Proposal**" –

Proposal packets must be delivered to the Town Administrator no later than 11:00A.M. on 00/00/10. The time received will be stamped on each proposal and for a consistency of time; the wall clock in the Littleton Town Administrator's Office will be the determining time. These proposal packets must be delivered to the following location:

**Hand Delivery**

Keith A. Bergman  
Town Administrator  
Littleton Town Hall  
Rm. 306  
37 Shattuck St  
Littleton, MA 01460

And/or

**Mailing Address**

Keith A. Bergman  
Town Administrator  
Littleton Town Hall  
Rm.306  
P.O. Box 1305  
Littleton, MA 01460

Delivery will be at the Designer's expense. Any and all damages that may occur due to packaging or shipping will be the sole responsibility of the Designer.

**RFP Response Requirements**

All Proposals must provide information relating to the following sections in sufficient detail with supporting documentation to allow the Town's evaluation committee to conduct a fair and informed selection:

1. Technical and Business Proposal

A. Corporate Profile (including all subcontractors)

B. Prior Project Experience

1. A list of similar projects performed within the past five years, and any ongoing projects, listing client contacts that can speak knowledgeably about the designer's abilities, experience, and skills. The list must include client name, address, name of contact person, position, and telephone numbers, with a brief description of the relevant work performed for each client and highlighting the elements of the project that are similar to this project. Each subcontractor should provide at least three client contacts. (The proposal evaluation team, at its option, may request further references to clarify specific claimed experience.)
2. Documentation to support the Designer's ability to provide the necessary services, including resumes and past project descriptions.
3. Documentation to support experience working with regulatory agencies such as DEP and EPA.
4. Document, where applicable, to support that the Designer meets the minimum requirements as specified in the Minimum Evaluation Criteria.
5. Documentation to show Crematorium designer experience

C. Project Staffing

Each Designer must demonstrate expertise and available staff to be assigned to the project. It is expected that a Project Manager will be assigned as a liaison with the Town and who shall attend various meetings with Board of Selectmen, Town Boards and staff. The Names and Resumes of Key Personnel to be assigned to this project must be provided as follows:

1. Name(s) of the individual(s) who will:
  - a) Serve as the Project Manager and the project team to be assigned, with specific information on individuals' roles in the project.
  - b) Be responsible for the delivery of any work product or report, including any presentations.

2. For the Designer and subcontractor firms as a whole and for each of the individuals named in response to the previous item, their qualifications and work experience with comparable clients. In particular, the town is interested in understanding if the personnel proposed for this project worked on any of the projects that are used as references. This information will be used for scoring the evaluation criteria.

D. Required Support from the Town

A description of any support needed from the Town, other than availability of appropriate individuals to meet with the consultant(s) for coordination purposes.

**2. Plan for Services**

The following is a listing of response requirements that must be included in the Plan for Services. Any proposer who does not include the requested information will be disqualified from consideration.

- A. A concise but responsive description of services to be performed. This must include the projected staff with their roles and responsibilities, methods and equipment to be used for each proposed task anticipated to be performed in order to develop and over see design.
- B. A clear description of activities to be subcontracted, including the name and address of subcontractor.
- C. A work schedule of anticipated tasks or milestones. The proposed schedule should include a timetable for any deliverables such as reports, plans, designs, specifications, and other supporting information.

**3. Required signature Pages, Certification of Non-collusion, Certificate of Non-conflict of Interest, Good Faith and Tax Compliance.** See attachment D F & G

**4. Cost Proposal** (to be submitted in a separately sealed envelope)

The Designer must provide a cost proposal for the scope of services and a detailed budget illustrating expenditures by tasks to be performed for the design. The contractor shall submit a not to exceed amount needed to provide the services to complete each of the necessary tasks.

A separate Fee Schedule for Additional Design Services is to be submitted along with the Cost Proposal. This fee schedule should include hourly rates of individuals (with applicable multiplier for overhead and benefits) for any additional services that the Town may request.



## **Questions**

All questions pertaining to the RFP must be sent in writing by mail to Town Administrator, Town of Littleton, P.O. Box 1305, Littleton, MA 01460 or by fax (978) 952-2321 or email (kbergman@littletonma.org) The Town will take written questions up to **(ADD TWO WEEKS TO THE DATE OF THE PROPOSAL) (00/00/10)**. The Town will respond to questions in writing and send/FAX copies of the responses to all vendors that have taken out the request for proposal documents.

## **Clarification of Proposals**

The Vendor of any proposal may be required to discuss or clarify the proposal with the Town any time during the evaluation and selection process.

## **Evaluation of Proposals**

The Evaluation Criteria are contained in attachments to be submitted with the proposal:

- Minimum Criteria which must be met by proposers in order to be considered responsive.
- Comparative Evaluation Criteria which will be applied to responsive proposers who have met the Minimum Criteria.

An evaluation committee, consisting of up to three Town Committee members will first examine all proposals for acceptability and comparison to the Minimum Criteria. Any proposal determined to be non-responsive to any of the Minimum Criteria of the RFP will be disqualified without further evaluation. The committee may determine that the non-responsive is not substantial and can be clarified, as provided in the above paragraph. In such cases, the committee may allow the proposer to make minor corrections, except to the Cost Proposal, and apply the change in the evaluation.

Subsequently, the evaluation committee will examine all proposals that meet the minimum criteria in comparison to the comparative evaluation criteria. Each proposal will be ranked based on the comparative evaluation criteria prior to the cost Proposal being opened.

The evaluation committee may request interviews with the project leader identified by the contractor as part of the evaluation process or prior to awarding the contract. After opening and reviewing all proposals, including cost proposals, and following any interviews, the evaluation committee will decide on the successful proposer for contracting with the Town. The evaluation committee reserves the right to require clarifications of any proposals.

## **Rejection of Proposals**

The Town reserves the right to reject any and all proposals received in response to this RFP. A vendor's proposal may be rejected if the vendor:

1. Fails to adhere to one or more of the provisions established in the RFP;
2. Fails to submit its proposal at the time or in the format specified herein or to supply the minimum information requested herein;
3. Fails to meet the minimum criteria as specified in the RFP.
4. Fails to submit its proposal to the required address on or before the specified submission deadline;
5. Misrepresent its services or provides demonstrably false information in its proposal, or fails to provide material information;
6. Fails to submit required Cost Proposal.

### **Designer Selection**

Following the procedures previously described, the Town will make a decision regarding the selection of the designer with who it wishes to enter into a contract. The supplier of these services will be selected based upon weighing the relative merits of proposals submitted by competing designers, taking into consideration the proposals and relative merits.

### **Schedule of Events for RFP**

The town intends to progress in this procurement in a series of orderly steps. The schedule that follows has been developed in order to provide adequate information for vendors to prepare definitive proposals and to permit the Town of fully consider various factors that may affect its decision. These dates will be observed. However, should conditions warrant changing any of them, proposing vendors will be notified.

Event	Date
RFP available for pick-up & mail requests	00/00/10
Schedule walk through	00/00/10 +1 wk
Last date for written questions	00/00/10 +2 wks
Deadline for Proposal receipt	00/00/10 +3 wks
Winning Proposal selected	00/00/10 + 11 wks
Contract awarded by Town	00/00/10 + 14 wks

### **Uniform Proposals**

To enable the Town to perform a fair comparative analysis and evaluation of proposals, it is desired that a uniform format be employed in structuring each proposal. The required format is specified earlier under **“RFP Response Requirements”** in this RFP.

### **Proposer’s Examination of the RFP**

Proposers must examine all information and material contained in and accompanying this RFP. Failure to do so will be at the proposer’s risk. This will include, but not be limited to, all relevant state and federal laws and regulations.

### **Responsibilities of the Designer**

The successful proposer will be considered as the “Designer” and will be required to assume total responsibility for the completion and delivery services offered in this proposal.

The Town will consider the successful proposer to be the sole point of contact with regard to all contractual matters, including performance or services of subcontractors, unless otherwise stated.

Prior to final selection, Designers may be required to submit any additional information, which the Town may deem necessary to determine the designer’s qualifications to respond to the RFP.

### **Price Proposal**

Prices offered by the proposer will not be subject to increase above amount listed as maximum amount in proposal during the term of any contractual agreement arising between the Town and the successful proposer as a result of this RFP.

The Town of Littleton reserves the right to reject any or all proposals; to issue additional solicitations for proposals and/or addenda to this Scope of Services; to waive any irregularities in proposals received after notification to affected proposers; to select any proposal as the basis for negotiation of a contract and to negotiate with proposers for amendments or other modifications to their proposals; to conduct investigations with respect to the qualifications of each proposer; to exercise its discretion and apply its judgment with respect to any aspect of the Scope of Services, the evaluation of proposals, and the negotiation and award of any contract; to enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposal; to perform any of the proposed tasks in-house with Town staff; to select the proposal that best satisfies the interests of the Town of Littleton and not necessarily on the basis of price or any other single factor.

A separate Fee Schedule for Additional Design Services is to be submitted along with the Cost proposal as described above under **RFP Response Requirements**. This fee schedule is in anticipation of additional services that the Town may request for design on an as-needed basis.

### **Open Procurement**

1. The designer should include any latitudes, prohibitions or limitations placed on the provision of services presenting the designer's proposal. If some services cannot be provided as specifically provided for in the RFP, this should be stated. The objective is to clarify all procurement options.
2. The Town reserves the right to accept or reject any or all proposal in whole or in part.

### **Execution of Contract**

1. Upon the acceptance of a designer's proposal, the Town will incorporate into its standard contract form (see Attachment H. for Sample Contract), appropriate specifics for this procurement and submit the contract to the successful designer for signing. In the event that the successful designer fails, neglects or refuses to execute the contract within twenty-one (21) days after receiving a copy of the contract form from the town, the Town may at its option terminate and cancel its action in awarding the contract and the contract shall become null and void with no liability from the Town to the designer.
2. Incorporated by reference into the contract which is to be entered into by the Town and the successful designer pursuant to this RFP will be.
  - A. All of the information presented in or with the RFP and the designer's response thereto, and
  - B. All written communications between the Town and the successful designer whose proposal is accepted.

A designated official of the Designer and the Town of Littleton shall execute the contract.

3. Before a contract may be executed by the Town, the successful designer will be required to provide:
  - A. Worker's Compensation Insurance as required by the current laws of the Commonwealth of Massachusetts and Employer's Liability Insurance with Statutory Limits.

- B. Comprehensive General Liability insurance policy with the following limits of coverage: Bodily Injury, One Million Dollars (\$1,000,000) each person/occurrence; Property Damage, Once Million dollars (\$1,000,000) each occurrence, Three Million Dollars (\$3,000,000) General Aggregate.
- C. A comprehensive automobile insurance policy with the following limits: Bodily Injury, One Million Dollars (\$1,000,000) each person/occurrence; or Combined Single Limit of One Million Dollars (\$1,000,000) for owned, hired and non-owned autos.
- D. Professional Liability Insurance covering claims arising out of errors, omissions and acts by Consultant in rendering professional services, in the amount \$1,000,000.00.
- E. An Umbrella Excess liability in the amount of Two Million dollars (\$2,000,000) over all Liability Insurance.
- F. Indemnification to identify and hold harmless the Town of Littleton in the performance of Services under this Agreement.
- G. Federal Taxpayer identification number (FID).
- H. All of the insurance must be issued by an insurer licensed, authorized and maintains an office to do business in Massachusetts.
- I. The Town of Littleton is to be named an additional insured on the above policies.

#### **No Assignment**

Assignment by the successful designer to any third party of any contract based on the RFP or any monies due shall be absolutely prohibited and will not be recognized by the Town unless approved in advance by the Town in writing.

#### **Confidentiality**

Under the Massachusetts General Laws, the Town cannot assure the confidentiality of any materials or information that may be submitted by a designer in response to this FRP. Thus designer who choose to submit confidential information do so at their own risk.

#### **Rights to submitted Material**

All proposals, response inquiries, or correspondence relating to or in reference to this RFP, and all reports, chart, displays, schedules, exhibits and other documentation submitted by designer shall become the property of the Town when received.

#### **Proposed Work Schedule**

Each proposal must include a schedule of proposed task or milestones with completion dates, deadlines and review periods. Any costs or proposed budget for this schedule should only included in the Cost Proposal portion of this RFP.

#### **Non-Discrimination in Employment and Affirmation Action**

1. The designer shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex religion or physical or mental handicap. The designer agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment including: Title VII of the Civil Right Act of 1973; Massachusetts General Laws Chapter 151B Section 4 (1); and all relevant administrative orders and executive orders.
2. If a complain or claim alleging violation by the designer of such statutes, rules, or regulations is presented to the Massachusetts Commission Against Discrimination (MCAD) the designer agrees to cooperate with MCAD in the investigation and disposition of complaint or claim.
3. In the event of the designer's non-compliance with the provisions of this section, the Town shall impose such sanction as it deems appropriate, including but not limited to the following:
  - A. Withholding of payments due the vendor until the designer complies; and
  - B. Termination of suspension of any contract or agreement pursuant to this RFP.

#### **ATTACHMENTS**

- A. Minimum Criteria
- B. Comparative Evaluation Criteria
- C. Sample Request for Proposal
- D. Certificate of non collusion
- E. Certifications
- F. Certificate of Non Conflict of Interest
- G. Tax Compliance certificate
- H. Sample Contract

## **ATTACHMENT A**

### **MINIMUM CRITERIA**

In order to provide the services required, it is essential that the Contractor meet the following minimum criteria:

1. Project Supervisor must be a Massachusetts Registered Architect or Professional Engineer.
2. Project Manager must provide evidence of a minimum of five years experience in Building design
3. Project Manager must show high quality and economy in previous designs.

Justification of the above minimum requirement must be included in the Technical and Business proposal

## **ATTACHMENT B**

### **COMPARATIVE EVALUATION CRITERIA**

In order for a Designer's proposal to be considered under the comparative Evaluation Criteria the Designer must have met the Minimum Criteria.

The following ratings will be applied to the Comparative Evaluation Criteria; "HIGHLY ADVANTAGEOUS", "ADVANTAGEOUS", "NOT ADVANTAGEOUS", AND "UNACCEPTABLE".

1. The responses taken from the designer's 5-year client list give a favorable response as to performance on previous crematorium building Projects:
  - "Highly Advantageous" if 100% to 95% of all clients taken from the designer client list give a favorable response as to performance.
  - "Advantageous" if 94% to 85% of all clients taken from the designer's client list give a favorable response as to performance.
  - "Not Advantageous" if 84% to 75% of all clients taken from the designer's list give a favorable response as to performance
  - "Unacceptable" if less than 75% of all clients taken from the designer's client list give a favorable response as to performance.
2. Professional experience of individual staff members to be assigned under this proposal:
  - "Highly Advantageous" if all individual staff members to be assigned under this proposal have professional experience in design and permitting crematorium building projects.
  - "Advantageous" if at least two staff members to be assigned under this proposal have professional experience in design and permitting crematorium building projects.
  - "Not Advantageous" if only one staff member to be assigned under this proposal has professional experience in design and permitting crematorium building projects
  - "Unacceptable" if no staff members to be assigned under this proposal has professional experience in design and permitting crematorium building projects.
3. The Designer's direct experience in other projects of similar size, type and scope of work:
  - "Highly Advantageous" if the designer has had direct experience in more than five (5) other projects of similar size, type and scope.



- “Advantageous if the designer has had direct experience in three to five other projects of similar size, type and scope.
  - “Not Advantageous” if the designer has had direct experience in one to three other projects of similar size, type and scope.
  - “Unacceptable” if the designer has had no direct experience in other projects of similar size, type and scope.
4. The number of years the proposing firm has been in business of Design, construction and permitting of crematorium building projects:
- “Highly Advantageous” if the proposing firm has been in the business of design, construction and permitting of crematorium building projects for five (5) or more years.
  - “Advantageous” if the proposing firm has been in the business of design, construction and permitting of crematorium building projects for three (3) to four (4) years.
  - “Not Advantageous” ” if the proposing firm has been in the business of design, construction and permitting of crematorium building projects for two (2) to (3) three years.
  - “Unacceptable” if the proposing firm has been in the business of design, construction and permitting of crematorium building projects for less than two (2) years.
5. The designer’s proposal indicates that it has adequate existing staff to dedicate to this project.
- “Highly Advantageous” if the designer clearly has adequate existing staff to dedicate to this project and will not rely on any subcontractors.
  - “Advantageous” if the designer clearly has adequate existing staff to dedicate to this project but will rely on subcontractors for at least one, but no more than two tasks.
  - “Not Advantageous” if the designer clearly has adequate existing staff to dedicate to this project but will rely on any subcontractors more than two tasks
  - “Unacceptable” if the designer clearly has minimal existing staff to dedicate to this project or will rely substantially on subcontractors.
6. Overall Quality of the Proposal Package
- “Highly Advantageous” The designer’s proposal met all submittal requirements, and presented a clear and logical Plan of Services. The Plan of Services demonstrated a clear understanding of the project requirements and deadlines. The proposal clearly defines the roles and responsibilities of all the vendor’s personnel as well as subcontractors and the Town.

- “Advantageous” The designer’s proposal met all submittal requirements, and presented a Plan of Services. The Plan of Services demonstrated a clear understanding of the project requirements and deadlines. The proposal basically defines the roles and responsibilities of all the vendor’s personnel as well as subcontractors and the Town.
- “Not Advantageous” The designer’s proposal met most submittal requirements, and provided a basic Plan of Services. The proposal disclosed only a basic understanding the project requirements and deadlines. The proposal was found to be general in nature and did not adequately address the roles and responsibilities of all the vendor’s personnel as well as subcontractors and the Town.
- “Unacceptable” The designer’s proposal omitted certain requirements. The proposal disclosed a failure to fully understand the project requirements and deadlines. The proposal was found to be deficient in a significant fashion.

**ATTACHMENT C**

**REQUEST FOR PROPOSALS # (T/B/D)**  
**PROFESSIONAL DESIGN SERVICES FOR A LIMITED FEASIBILITY STUDY TO**  
**CONSTRUCT A CREMATORIUM IN THE**  
**TOWN OF LITTLETON, MASSACHUSETTS**

**COST PROPOSAL SHEET**

Not to exceed price for Professional Design services for a Limited Feasibility Study to construct a Crematorium in the Town of Littleton, Massachusetts.

1) \$ \_\_\_\_\_

**Proposer must provide a detailed cost breakdown by task to accompany this firm fixed price for the base project.**

2) Proposer must also provide a separate Fee Schedule Sheet for additional Design/Engineering Services beyond the Base Project.

This proposal acknowledges addendum no. \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Tel. & Fax No. : \_\_\_\_\_

## **ATTACHMENT D**

### **NON-COLLUSION STATEMENT**

The undersigned proposed has not divulged to, discussed or compared his/her proposal with other proposers and has not colluded with any other proposer or parties to the proposal whatever.

#### **THIS PROPOSAL SUBMITTED BY:**

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY and STATE: \_\_\_\_\_

TELEPHONE NO.: (\_\_\_\_) \_\_\_\_\_

#### **PROPOSER MUST SIGN THE FOLLOWING IN INK:**

BY: \_\_\_\_\_

#### **PLEASE PRINT NAME AND TITLE OF SIGNER BELOW:**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

**NAME, SIGNATURE AND COMPANY MUST BE THE SAME ON EACH OF THE FOLLOWING PAGES OF THE PROPOSAL AS THEY APPEAR ABOVE.**

#### **INDICATE WHICH TYPE OF ORGANIZATION BELOW:**

INDIVIDUAL \_\_\_\_ PARTNERSHIP \_\_\_\_ CORPORATION \_\_\_\_ OTHER \_\_\_\_

## **ATTACHMENT E**

### **CERTIFICATIONS**

1. **Certification of Good Faith.** Pursuant to section 10 of M.G.L.c.7 of the general laws the following certificate must be completed and attached to the bid or proposal:

The undersigned certified under the 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 work "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

SIGNED: \_\_\_\_\_  
Name of person signing bid or proposal

TYPED: \_\_\_\_\_

DATE: \_\_\_\_\_

2. **Certification that State Taxes are Filed and Paid:** Pursuant to section forty-nine A of Chapter sixty-two C of the General Laws, the following certification must be completed and attached to the bid or proposal:

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required by law. My social security number (voluntary) or Federal Identification number is: \_\_\_\_\_.

By: \_\_\_\_\_  
Signature of Individual/Corporate Name (Mandatory)

By: \_\_\_\_\_  
Corporate Officer (Mandatory, if applicable)

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

Approval of a contract or other contract or other agreement will not be granted unless this certification clause is signed by the applicant(s). Your Social Security Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filings or tax payment obligations. Providers who fail to correct non-filing or delinquency will not have a contract or other agreement issued, renewed or extended.

## **ATTACHMENT F**

### **Certificate of Non-Conflict of Interest:**

The undersigned certifies under penalties of perjury that no official or employee of the governmental body for which the attached solicitation is proposed is peculiarly interested in this proposal or bid or in the contract which it offers to execute or in expected profits to arise there from; and further that no official or employee of said governmental body will receive an commission, discount, bonus, gift, contribution, or received from or share in the profits of any person making or performing such contract. As used in this certification, the work "person: shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Name of Person signing bid or proposal

Typed: \_\_\_\_\_  
Name of Business

**ATTACHMENT G**

**TAX COMPLIANCE CERTIFICATE**