

TOWN OF BRIDGEWATER

REQUEST FOR PROPOSALS (RFP)

Professional Engineering Services for Design, Permitting, and Bidding of the Multi-Use Fields Renovations Project
Procurement pursuant to Massachusetts General Laws Chapter 30B

SECTION 1 – GENERAL INFORMATION

1.1 Project Title: Professional Engineering Services for Design, Permitting, and Bidding of the Multi-Use Fields Renovations Project.

1.2 Issuing Authority: Town of Bridgewater, Parks & Recreation Superintendent
90 Cottage St, Bridgewater, MA 02324.

1.3 Proposal Due Date and Time: Proposals must be received no later than Monday, March 2, 2026 at 2:00 PM. Late proposals will not be accepted.

1.4 Pre-Proposal Conference: N/A

SECTION 2 – SCOPE OF SERVICES

The Town of Bridgewater seeks proposals from qualified professional engineering firms to provide planning, design, permitting, and preparation of publicly biddable construction documents for renovation of an existing athletic field located at the Bridgewater Middle School property, 166 Mt. Prospect Street, Bridgewater, Massachusetts.

The project consists of renovation of an existing practice football field into a safe, durable, regulation-compliant multi-use athletic field designed to support football and lacrosse programming while improving safety, field performance, and long-term usability.

The project site encompasses approximately 2.25 acres of land located behind the Bridgewater Middle School and bordered by Crane Street, Pleasant Street, Winthrop Avenue, and Mt. Prospect Street.

The scope of services includes, but is not limited to: site preparation and regrading; drainage improvements; design of a high-performance athletic playing surface; automated irrigation system design; inspection and evaluation of the existing on-site irrigation well; field striping for football and lacrosse; energy-efficient field lighting design; preparation of all plans, specifications, permits, and publicly biddable documents; and assistance with the public bidding process.

The selected consultant shall inspect the existing irrigation well and provide a written report evaluating its condition, capacity, and suitability. Any required repairs or upgrades shall be clearly identified and priced separately unless otherwise directed by the Town.

All work shall comply with applicable federal, state, and local laws, regulations, and industry standards. Lighting design shall minimize off-site impacts.

SECTION 3 – PROCUREMENT PROCESS

The contract shall be awarded to the responsible and responsive proposer submitting the most advantageous proposal, considering all evaluation criteria, including price, in accordance with M.G.L. Chapter 30B. The Town reserves the right to reject any or all proposals, waive informalities, and make an award in the best interest of the Town.

Proposals must include a detailed scope of work, firm qualifications, resumes of key personnel, related experience, and all required forms. Proposals shall be submitted in a sealed envelope marked “Planning, Design, Permitting, and Bidding of the Multi-Use Fields Renovations Project” and delivered to James Small, Park & Recreation Superintendent, 90 Cottage St., Bridgewater, MA 02324.

Questions must be submitted in writing to jsmall@bridgewaterma.org no later than Tuesday, February 24, 2026 at 4:30 PM. Addenda, if any, will be issued in writing.

SECTION 4 – EVALUATION CRITERIA

Proposals will be evaluated based on qualifications, experience, technical approach, past performance, and price. Proposals may be rated as Highly Advantageous, Advantageous, or Not Advantageous.

SECTION 5 – TERMS AND CONDITIONS

The successful proposer shall maintain required insurance, indemnify and hold harmless the Town, comply with all applicable laws, and execute a contract subject to approval by the Town Manager. All proposals must be submitted without collusion.

Attachments: A – Price Proposal Form; B – Non-Collusion Form; C – Tax Compliance Certification; D – Reference Form; E – Sample Contract.

ATTACHMENT A – PRICE PROPOSAL FORM

Town of Bridgewater – Professional Engineering Services for Design, Permitting, and Bidding of the Multi-Use Fields Renovations Project.

Firm Name: _____

Address: _____

Contact Person: _____

Phone / Email: _____

Total Lump Sum Not-to-Exceed Fee: \$_____

Optional / Separately Priced Services (if applicable):

Irrigation well repairs/upgrades: \$_____

Additional services: _____ \$_____

Authorized Signature: _____

Printed Name & Title: _____

Date: _____

ATTACHMENT B – NON-COLLUSION FORM

Pursuant to M.G.L. c.30B, §10, the undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion.

Firm Name: _____

Address: _____

Authorized Signature: _____

Printed Name & Title: _____

Date: _____

ATTACHMENT C – TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c.62C, §49A, the undersigned certifies compliance with all Massachusetts tax laws.

Firm Name: _____

Federal Tax ID Number: _____

Authorized Signature: _____

Printed Name & Title: _____

Date: _____

ATTACHMENT D – REFERENCE FORM

Provide at least three (3) references for similar projects completed within the past five (5) years.

Reference 1 – Project Name / Client / Contact / Phone / Description

Reference 2 – Project Name / Client / Contact / Phone / Description

Reference 3 – Project Name / Client / Contact / Phone / Description

ATTACHMENT E – SAMPLE CONTRACT (PROFESSIONAL SERVICES AGREEMENT)

This Agreement is between the Town of Bridgewater and the Consultant.

Scope of Services: Professional engineering services for the Multi-Use Fields Renovations Project.

Compensation: Lump sum not-to-exceed fee, subject to appropriation.

Insurance, Indemnification, Compliance with Laws, Termination, and Governing Law apply.

Town of Bridgewater Signature: _____

Consultant Signature: _____