

**REQUEST FOR PROPOSALS (RFP)**  
**ROADWAY AND DRAINAGE IMPROVEMENT PROJECTS**  
**CONTRACT NO. DPW-2019-1203**

Michael Dutton, Town Manager  
Town of Bridgewater  
66 Central Square  
Bridgewater, MA 02324

**REQUEST FOR PROPOSALS (RFP)**  
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**BACKGROUND AND INTRODUCTION**

The Town of Bridgewater is requesting proposals (RFPs) for design and engineering services for roadway and drainage improvements along a number of roads in Bridgewater. The Town is seeking to prepare engineered plans for as many roads as possible depending upon current and future appropriations. Bridgewater is a Complete Streets Community.

The project list includes: portions of Flagg Street, South Street, Vernon Street, Main Street, Deerfield Drive and surrounding streets, and all of Cross Street (see Table 1 and map attached). The Town is seeking qualifications and pricing on a per street basis. The cost estimates must remain fixed for one year from the date of award. The Town intends to complete as much engineering as available funds will allow.

Local appropriation will, and Chapter 90 funds may be utilized for design services. Therefore, all firms submitting proposals shall be pre-qualified by MassDOT for Basic Roadway Design.

The consultant scope of service includes Survey, Design, Engineering, Environmental Permitting, Bidding and Negotiating, and Limited Construction Phase Services as outlined herein.

This RFP has been structured to comply with all applicable Massachusetts General Laws. All respondents to the RFP must ensure that the submittal is received by the date and time specified herein or automatically be disqualified.

**Proposals will be accepted in the Town Manager's Office, 66 Central Square, Bridgewater MA 02324 until 12:00 p.m., Friday, January 24, 2020.**

If any changes are made to this RFP, addenda will be issued. Addenda will be emailed to all bidders on record. All questions regarding the RFP must be submitted in writing. Verbal responses by Town staff or others are not valid. Submitters must submit all questions in writing no less than seven (7) days prior to the bid opening date and time. Questions in writing shall be submitted to: [Procurement@BridgewaterMA.org](mailto:Procurement@BridgewaterMA.org).

A response to all questions submitted in writing will be provided in the form of an RFP Addendum to all bidders of record. In order to facilitate this process, questions and responses will be transmitted by e-mail.

A bidder may correct, modify, or withdraw a proposal by written notice received by the Town prior to the deadline set for the proposal submittal.

The Town 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.

All bid prices submitted in response to this RFP must remain firm for one year following the award date.

The Town reserves the option of retaining up to two firms to complete the contemplated work.

## **SCOPE OF SERVICE**

### **DESCRIPTION OF SERVICES**

The Town of Bridgewater is seeking a consultant to provide engineering services to prepare construction documents for the reconstruction of multiple roads in Bridgewater, Massachusetts. The Town will utilize local appropriation and Chapter 90 funds for the design and Town funds to perform the construction work with little or no anticipated involvement from MassDOT or the TIP. The services shall include the following:

- Field reconnaissance
- Preliminary design
- Environmental assessment and permitting
- Final design
- Right-of-Way Actions
- Bidding & Negotiation
- Construction Phase Services

### **PROJECT LIMITS**

The projects are listed in Table 1, below:

Flagg Street; approximately 1900 feet between Summer Street and Bedford Street	South Street; approximately 3000 feet from Central Square to Crescent Street
Vernon Street; approximately 9000 feet from Prospect Street to Maura Drive	Main Street; approximately 4500 feet from Central Square to High Street
Deerfield Drive; approximately 2700 feet from Forest Street to Forest Street	Cross Street; approximately 6800 feet from South Street to Vernon Street

### **DESCRIPTION OF IMPROVEMENTS**

The design services will include the following:

- rehabilitation of the existing poor pavement
- minor alteration of the horizontal and vertical geometry
- both minor and major utility system adjustments and replacements
- installation of a closed drainage system
- installation of signs and pavement markings

- traffic management

## **FIELD RECONNAISSANCE**

### Highway Survey

The Consultant shall conduct a topographic survey within the project limits to include the following:

Establish horizontal and vertical control.

Establish coordinates and closed set of base lines for streets.

Locate surface detail including signs, utility poles, driveways, isolated trees with species and sizes, fences, walks, mailboxes, etc.

Locate edge of pavement, shoulders, sidewalks, etc.

Determine existing ground cross sections at driveways, private walkways and critical locations.

Locate and identify all utilities that are above or underground in the field.

Identify, delineate and locate all wetland resources impacting project with elevations delineating wetland boundaries.

Reduce, check, and plot survey data at appropriate scale. Surface detail shall include buildings, doorways, curbs, sidewalks, utility poles, utility covers, rights-of-way (ROWs).

These items are guidelines only and do not limit the Consultant's obligation to properly identify all existing conditions pertinent to the contemplated work.

### Utility Research

The Consultant will obtain plans from private and public utilities within the project limits and plot the information on the prepared base plans.

### Right of Way Research

The Consultant will adequately research the roadway layout within the project limits for information regarding parcel ownership, deed restrictions, utility easements, etc., and identify potential easement areas needed for stormwater management. Information obtained through ROW research will be drafted on the base plan.

## **PRELIMINARY ENGINEERING**

### Preliminary Design

The CONSULTANT will prepare a preliminary roadway plan for the reconstruction/rehabilitation of selected roads. For each selected road, the CONSULTANT shall perform the following services:

- Prepare graphic geometrics of existing roadway alignment.
- Design a typical roadway section.
- Define project limits, construction materials, conceptual details, utility adjustments and replacements.
- Identify drainage easements required.
- Identify limits of temporary construction impacts for the purpose of developing temporary construction easements.

#### Preliminary Estimate

Consultant will prepare a preliminary construction estimate for use in budgeting the project.

## **ENVIRONMENTAL ASSESSMENT AND PERMITTING**

The proposed project may result in temporary wetland impacts due to proposed drainage outlets. Based on this assumption, the scope is as follows:

#### Wetland Delineation

The CONSULTANT will delineate and flag the boundaries of wetland resource areas adjacent to the project in accordance with the Massachusetts Wetland Protection Act Regulations (WPA) and the U.S. Army Corps of Engineers (ACOE) Wetlands Delineation Manual. The CONSULTANT will prepare a technical memorandum that describes the wetland areas and details the delineation methods that were used.

#### Preparation of a Notice of Intent

The construction of the project and installation of drainage outlets may require work within the regulated buffer zone. The CONSULTANT will prepare a Notice of Intent (NOI) for filing with the Bridgewater Conservation Commission and the Massachusetts Department of Environmental Protection (DEP), if necessary. The CONSULTANT will prepare the following Notice of Intent documentation:

- The State Notice of Intent Form (Form 3);
- Stormwater Management Policy form (Appendix C);
- Site Description;
- Project Description;
- Mitigation Measures;
- Regulatory Compliance;
- Drainage and Stormwater Management Report; and
- Project Plans.

It is anticipated that one or two Conservation Commission meetings and one site walk will be necessary to present the proposed improvements.

#### Stormwater Management

It is assumed that this project is defined as a "Redevelopment Project" as stated in the Mass DoT Stormwater Handbook for Highways and Bridges. Redevelopment is

defined under Standard #7 as, “Maintenance and improvement of existing roadways, including widening less than a single lane, adding shoulders, correcting substandard intersections, improving existing drainage systems and repaving.”

## **FINAL ENGINEERING**

The CONSULTANT shall proceed with Final Engineering tasks as outlined below upon Notice to Proceed with Final Engineering.

### Final Design - Plans and Specifications

The CONSULTANT shall prepare the 100 percent Design Submissions for review and comment by the Town. Comments shall be considered and incorporated during this task.

In the development of the final design documents and the preparation of the Contract Plans and Specifications, the CONSULTANT shall perform at minimum the following project tasks:

### Roadway Design - Provide design plans and calculations for:

- Construction/materials layout
- Alignment, grading and drainage
- Pavement markings
- Sign Summary
- Typical Sections
- Cross sections to identify property impacts and grading
- Construction details
- Traffic Management Plans
- Identification of temporary and permanent easements and locations, and provide documents suitable for recording.

Utilities - Coordinate with municipal and private utility companies to establish relocation and/or modification procedures and schedule for existing utilities to be compatible with proposed improvements.

Special Provisions - Prepare Special Provisions to the Standard Specifications based on the Standard MA DoT Highway Division Specifications for Highways and Bridges.

Construction Phasing - Develop traffic management plans that will permit access to adjacent properties during construction and manage traffic through the construction zones.

## **RIGHT-OF-WAY ACTIONS**

### Right-of-Way Plans

Permanent drainage easements and right of entry forms may be required from property owners to construct the proposed improvements.

The roadway improvements are expected to be within the existing Town layout but may require right of entry forms for work outside the layout including rebuilding existing driveways and walkways.

- The CONSULTANT will prepare a Preliminary Right-of-Way Plan to identify and define the limits of work along each property, required to construct the proposed improvements.
- The CONSULTANT will obtain copies of the deeds for properties affected by the necessary acquisition of permanent drainage easements.
- The CONSULTANT will prepare a Right-of-Entry Form for each property where construction is required outside the road layout.
- The Easement Plan and written description will be prepared to show all drainage easements on one plan in conformance with Registry of Deeds standards and requirements, stamped and signed by a Land Surveyor registered in the Commonwealth of Massachusetts for recording at the Registry.

## **PROJECT MEETINGS**

The CONSULTANT will attend project meetings with the Town and other groups as required for the project. Services include preparation, travel, attendance, supporting graphics and documentation in the form of meeting notes.

### Public Meetings/Hearings

The CONSULTANT will attend public meetings/hearings with the Town, as required.

## **BIDDING AND NEGOTIATING**

The CONSULTANT shall assist the Town by advertising for the project in the Central Register and COMM buys to solicit construction bids. The CONSULTANT shall maintain a record of prospective bidders to whom Bidding Documents have been issued, attend a pre-bid conference, and receive and process deposits for bidding documents. The CONSULTANT will also issue addenda to interpret and/or clarify the bidding documents; assist the Town in determining the acceptability of alternatives proposed by contractors, attend the bid opening, prepare bid tabulation sheets, and assist the Town in evaluating bids or proposals. The CONSULTANT shall also assist the Town in selecting a contractor and awarding the construction contract.

## **CONSTRUCTION PHASE SERVICES**

The CONSULTANT shall provide construction phase services limited to interpretations and clarifications of the contract documents, shop drawing review, process design modifications that would facilitate the project implementation, and field inspection to assess substantial completion and punch list items.

Consultant shall not approve change orders without prior review by the Town Engineer.

## QUALIFICATIONS

Qualifications shall be used as the primary selection process as dictated by MGL c.30B, section 6. The consultant shall be qualified in the areas of roadway engineering, stormwater management, environmental permitting and construction administration sufficient to execute the project scope as outlined above. If necessary, information on public utilities may be found from the Bridgewater Roadways Department, Water Supply Department, Water Pollution Control Department and other utility providers, however Consultant shall be responsible for obtaining and documenting information on utilities germane to the project.

**Proposal Format:** Proposals should not exceed a total of 50 pages, double-sided for 100 pages of print, including all resumes and qualifications. Proposals should be organized according to the following format.

1. Cover Letter – Consultant/team introductions, name and address of the contact person, names of other team members, availability, experience and role in the project team. In addition, five client references of similar project type shall be supplied.
2. Experience - Experience in similar projects shall be included in this section.
3. Location - Location of the team, team member offices and project manager.
4. Approach - Prepare a brief recommended project approach.
5. Project Schedule - Propose a work schedule based on construction taking place during spring and summer months.
6. Sealed and separate price proposal - The project will be awarded on per road basis. Price proposals should be on a per road basis so that the Town may achieve maximum results from the available appropriations. Price proposals shall remain valid for one year from the date of award. A schedule of professional rates shall also be attached for follow-on services as needed.

## SUBMITTALS

Bidders should submit two envelopes. The first shall be clearly marked “**Roadway and Drainage Improvement Projects Qualifications.**” The second shall be clearly marked “**Roadway and Drainage Improvement Projects Cost Proposal.**” Bidder should submit three (3) hard copies and one (1) electronic version of proposal to: Town Manager’s Office, 66 Central Square, Bridgewater, MA 02324. **Proposals are due by 12:00 p.m. on Friday, January 24, 2020.** Proposals received after this time will not be considered. The Town of Bridgewater reserves the right to prepare a short list of eligible proposals that may require consultant/team interviews.



## **SCHEDULE**

Questions regarding this Request will be collected and responded to by Friday, January 17, 2020. No questions will be answered after that time. Questions should be submitted to **Procurement@BridgewaterMA.org**.

The Town anticipates reviewing the submissions and making an award by Friday, February 7, 2020. Contract negotiations will follow immediately and Notice to Proceed should be issued to the selected consultant(s) by February 14, 2020.

The selected consultant should commence work within two (2) weeks of receipt of a Notice to Proceed. The Town anticipates engineering work to be phased over a one year period, with the most urgent project (likely Flagg Street) to be completed within two months from the notice to proceed.

## **SELECTION CRITERIA**

Proposals will be judged based on the following factors:

1. Understanding of the project objectives and work tasks. (20 points)
2. Consultant qualifications including structure, organization, background, resources, personnel experience, demonstrated competence and performance ability in engineering and urban streetscape design, as well as demonstrated success on similar projects. (25 points)
3. History of client satisfaction based on reference checks. (15 points)
4. Clear, creative and reasonable project approach. (5 points)
5. Personnel qualifications including education and experience of key team members assigned to the project. (20 points)
6. Quality of presentation including graphics, verbal skills, time management and response to questions. (5 points)
7. Adequacy of response to scope. (10 points)

# TOWN OF BRIDGEWATER PLYMOUTH COUNTY STREETS FOR REPAIR MAP

