



North Chelmsford Water District

Request for Qualifications

On-Call Water System Professional Engineering Services

Submittals Due By: 11:00 A.M. on September 7, 2023

North Chelmsford Water District
64 Washington Street
Chelmsford, MA 01863

Request for Qualifications

The North Chelmsford Water District reserves the right to reject any or all RFQs, to omit any item or items called for, or to accept the RFQ deemed in the best interest of the City. Submit four (4) copies of the qualifications submittal and one (1) electronic file in PDF format (USB) in a sealed package and plainly marked on the outside as "Qualifications for On-call Professional Engineering Services." must be submitted before 11:00AM on September 7, 2023

North Chelmsford Water District
64 Washington Street
Chelmsford, Massachusetts 01863

The North Chelmsford Water District (District) is soliciting sealed qualification submittals for professional engineering services for various tasks related to the District's water system.

The envelope containing the RFQ and required information must be sealed and marked with the Proposer's name, address and title of proposal along with the date of opening. The Proposer must sign all required signature pages in order for the proposal to be considered.

COVER SHEET

The Proposer acknowledges receipt of the following **ADDENDA #:** _____

BUSINESS/INDIVIDUAL NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

EMAIL: _____

INDIVIDUAL/AUTHORIZED SIGNATURE: _____

AUTHORIZED OFFICER NAME (print): _____

DATE: _____

By signing above, the authorized officer is certifying that a complete examination of all RFQ documents have been made and that the goods/services will be delivered within the time specified and at the prices stated.

All proposers must sign and submit with their bid the attached Certificate of Good Faith and Tax Attestation Form. Failure to do so will result in the bid being unresponsive and rejected.

If bidder/proposer is a corporation, the authorized agent shall execute both copies of the bid/proposal. Evidence of authority to sign must be submitted.

The District is hereby soliciting sealed qualification submittals for professional engineering services for various tasks related to the District's water system.

The District reserves the right to reject any or all qualifications and waive any informalities deemed to be in the best interests of the City.

The intent of this RFQ is to select one (1) firm with expertise in the engineering disciplines applicable to the scope of services and enter into an on-call services agreement. The District will issue requests for services as needed under this on-call services agreement.

The fee for the individual service requests will be negotiated between the District and the selected firm when the service request is issued. Sealed qualification submittals will be received until 11:00 A.M., local time, on September 7, 2023, at the District's Office at 64 Washington Street, Chelmsford, MA 01863.

All inquiries regarding this RFQ shall be submitted by email to: Paul Pires, Superintendent, ppires@northchelmsfordwater.com no later than 3:00 P.M. on August 31, 2023.

If addenda to this RFQ is necessary, it will be emailed to all parties who requested and received this RFQ.

The City reserves the right to waive any of the formalities of this RFQ, to request additional information from any firm or reject any or all proposals or part of RFQ process, to solicit new proposals, and to award a contract or to reject any or all respondents as it deems in its best interest.

Scope of Services

Provide professional engineering services as set forth below to assist the City with the regulatory compliance, operation, maintenance, repair, and replacement of the District's water systems.

The services may involve technical advice, regulatory compliance assistance, funding and financing assistance, operational assistance, technical evaluations, engineering studies and reports, preliminary or conceptual designs, final designs, bidding assistance, construction administration, construction Resident Project Representative services, post-construction services, SCADA, GIS, Asset Management and other engineering services. Service may involve compliance with the Lead and Copper Rule (LCR) and Lead and Copper Rule Revisions (LCRR) as promulgated by the United States Environmental Protection Agency (USEPA) and effective December 16, 2021. Services shall include the identification, development, and preparation of federal, state, local, and private grant applications to fund studies, plans, work, and then implement work funded under those grants, including State and Federal grants and those originating with, but not limited to, the USEPA including Bipartisan Infrastructure Law (BIL) funding, Massachusetts State Revolving Fund (SRF) loan, the Federal Emergency Management Agency (FEMA) and Massachusetts Emergency Management Agency (MEMA). The specific scope of services will be defined as the need arises for each assignment.

Project Schedule

The term for any on-call agreement resulting from this RFQ will be a term of three (3) years with the option to extend the duration of the agreement at the discretion of the District.

Instructions for Submittal

Submit two (2) copies of the qualifications submittal and one (1) electronic file in PDF format (USB) in a sealed package and plainly marked on the outside as "Qualifications for On-Call Water System Professional Engineering Services."

Submittals must include the information specified hereinafter.

Submittals received after the deadline will be returned to Offerors unopened.

Failure to submit a submittal in accordance with the instructions in this RFQ may disqualify a firm from any further consideration in the evaluation process. The District reserves the right to reject any submittals that fail to meet any material term, condition, or requirement of procedure.

All material submitted will become the property of the District, may be disposed of without notification, and will be considered public information.

This solicitation is contingent on the availability of appropriated funds. The District retains the right to cancel this solicitation at any time before the execution and approval of the contract. If this solicitation is canceled, all submittals received in response to this RFQ will be rejected.

Information Required in Submittals

Submittals must be concise, complete and accurate, without unnecessary elaboration. Supplying information not directly pertaining to the required qualifications response will be viewed unfavorably. Qualifications and experience must be clearly identified in the appropriate sections of the firm's submittal. The following sections, with the maximum number of pages indicated, should be included in the response.

- **Executive Summary (two pages)** – cover letter with a summary of qualifications.
- **Engineer's Service-Specific Experience (six pages)** – experience within the past ten years related to the services described in the *Scope of Services* including references.
- **Project Team Qualifications (three pages, excluding resumes)** – a description of the roles and qualifications of project team members, including the proposed project manager.

Evaluation and Selection Process

Only responses containing the required information and meeting the minimum requirements set forth in the Minimum Requirements will be considered for further evaluation.

There will not be a public opening of the submitted qualifications. The District will establish a selection committee to review and rank the firms that submitted qualifications in response to this RFQ. Interviews may be held with firms at the discretion of the District. This committee may or may not contact respondents for further clarification or interviews and may also contact references. Instructions for interviews, if required, will be provided to the firms to be interviewed. The contract will be awarded to the highest-ranking firm that successfully negotiates an agreement with the District. If an agreement cannot be reached within a reasonable period of time the City will initiate negotiations with the next highest ranked firm.

The District reserves the right to waive any of the formal requirements of this RFQ, to request additional information from any respondent to award without negotiations or discussions, to negotiate with any respondent, to reject any or all proposals or parts of proposals, to solicit new proposals.

Minimum Requirements

The following are the Minimum Requirements for a consultant to be considered qualified for the work:

- Consultant shall have a minimum of ten (10) years' experience providing engineering and professional services for municipal water systems in Massachusetts.
- The consultant must commit to an individual project manager for each assigned task with at least ten (10) years' experience providing engineering and related professional services for municipal water systems.
- The consultants project office must be within 50 miles of the District's office.

CLERK CERTIFICATE

AUTHORIZATION TO SIGN CONTRACT

1. I hereby certify that I am the Clerk/Secretary of _____
(insert full name of Corporation)
2. corporation, and that _____
(insert the name of officer who signed the **contract and bonds.**)
3. is the duly elected _____
(insert the title of the officer in line 2)
4. of said corporation, and that on _____
(insert a date that is **ON OR BEFORE** the date the officer signed the **contract and bonds.**)

at a duly authorized meeting of the Board of Directors of said corporation, at which all the directors were present or waived notice, it was voted that

5. _____ the _____
(insert **name** from line 2) (insert **title** from line 3)

of this corporation be and hereby is authorized to execute contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

6. ATTEST: _____ *AFFIX CORPORATE SEAL HERE*
(Signature of **Clerk or Secretary**)*

7. Name: _____
(Please print or type name in line 6)*

8. Date: _____
(insert a date that is **ON OR AFTER** the date the officer signed the **contract and bonds.**)

* The name and signature inserted in lines 6 & 7 **must** be that of the **Clerk or Secretary** of the corporation.

LEGISLATION ENACTED BY THE COMMONWEALTH OF MASSACHUSETTS,
EFFECTIVE JULY 1, 1983, REQUIRES THAT THE ATTESTATION BELOW BE SIGNED.

ATTESTATION

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

*Signature of Individual
or Corporate Name (Mandatory)

**Social Security Number
(Voluntary) or Federal Identification Number

By: _____
Corporate Officer
(Mandatory, if Applicable)

Date: _____

Print name

- Approval of a contract or other agreement will not be granted until the City receives a signed copy of this certification.
- Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment of obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of Mass. G.L.C. 62C, S. 49A.

STATEMENT OF GOOD STANDING

In accordance with State and Federal regulations, _____
hereby certify that we are not disbarred, suspended or otherwise excluded from receiving funds or bidding
on any project by any State or Federal agency.

Signature

Date

CERTIFICATE OF NON-COLLUSION

The undersigned certifies 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 word "person" shall mean any natural person, business partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Signature of Person Submitting Proposal

Print Name

Name of Business

Date