



MONTAGUE PLANNING & CONSERVATION

ONE AVENUE A · TURNERS FALLS, MA 01376 ·
PHONE: 413-863-3200 EXT 207 - FAX: 413-863-3222

REQUEST FOR QUOTES

Design and Engineering Services

Canal Street Parking Lot

Client: Town of Montague

The Town of Montague Board of Selectmen invites quotes from qualified firms to provide design and engineering services for a planned municipal parking facility in the village of Turners Falls. The selected firm will be responsible for 1) preparing a preliminary and final design and 2) prepare bid-ready construction documents. The project is funded by the Massworks Infrastructure Program and the Town of Montague. The Request for Quotes is available at Montague Town Hall or on-line at www.montague-ma.gov.

Quotes must be submitted on the form attached, along with the required additional back-up materials no later than Wednesday January 6 at 12:00 p.m. Quotes may be faxed, emailed or mailed to: Walter Ramsey, Montague Town Planner, One Avenue A, Turners Falls, MA 01376. planner@montague-ma.gov. Fax number is 413-863-3222.

Questions can be directed to Walter Ramsey, 413 863 3200 x 207 or email planner@montague-ma.gov. **Written questions must be received by no later than Monday January 4, 2014 at noon** so that answers may be prepared and distributed to all RFQ holders.

IF YOU DID NOT RECEIVE THIS RFQ DIRECTLY FROM THE TOWN OF MONTAGUE VIA EMAIL, YOU MUST SEND YOUR EMAIL ADDRESS TO planner@montague-ma.gov subject line. No addenda will be sent via US Mail.

The Town of Montague may accept or reject any quote in the best interest of the public.

TOWN OF MONTAGUE
Walter Ramsey, AICP- Town Planner

The Town of Montague is an equal opportunity employer. M/WBE are encouraged to submit quotes.

Introduction

The Town of Montague has received MassWorks funding to construct a 30 space public parking facility at the corner of Canal Street and 3rd Street in downtown Turners Falls. The village of Turners Falls (pop 4,470) is the largest business district in Montague and one of the primary economic centers in Franklin County. In 2013 the Town commissioned a Downtown Livability Plan which highlights the need to develop adequate off street parking to support sustained growth in the village core. This project was identified as an implementation activity. The proposed Canal Street Parking Facility is strategically located within easy walking distance between the downtown core and the historic mill district, a series of mills and former mill sites on the Connecticut River with over 1 million square feet of space poised for redevelopment.

The planned parking facility will be located on a .5 acre municipally-owned parcel (Assessors Map 4 Lots 178 and 179). It is a former Brownfields site that was remediated by the Town in 2002 with an EPA Brownfields Grant. In 2002 the Town completed a survey and conceptual design. Elements of the parking facility should include stormwater treatment, ornamental LED lighting, landscaping, and signage. LID techniques should be incorporated to the extent practical. The Project is subject to Site Plan Approval from the Zoning Board of Appeals. The Town will be responsible for all bidding, contractor selection, permitting applications and construction oversight.

The selected firm will work with the Town Planner/ Conservation Agent as the primary contact. The Town Planner will coordinate the engineering services with Town Departments, including the Board of Selectmen and Department of Public Works. The Planner is also the MassWorks grant manager. Invoices should be submitted to the Town on a monthly basis, to assist with grant reporting requirements.

Scope of work for the Engineering Firm

1.0 Preparation of design

- 1.1** Conduct site visit and review project conditions with the Town
- 1.2** Obtain electronic copy of existing field surveys and reports within the project area for use on the project.
- 1.3** Prepare preliminary design plans that identify the proposed work, which is expected to include approximately 30 parking spaces and accessory features such as pedestrian walkways, lighting, and LID techniques (to the extent practical).
- 1.4** Submit a copy of the preliminary design to the Town for review
- 1.5** Receive comments on site plan from the Town

1.6 Prepare 90% drawings and opinion of probable construction cost. Submit copies to the Town for review and comment.

1.7 Attend one meeting with the Zoning Board of Appeals to review the project and answer questions. Planning Department will coordinate site plan review application with the Zoning Board of Appeals.

2.0 Preparation of bid-ready construction documents

2.1 Prepare draft bidding documents for review and approval by the Town.

2.2 Prepare final contract bid documents in cooperation with town staff.

2.3 Make copies of plans and specifications for bidding purposes. Town will advertise and procure the contractor

The Town of Montague reserves the right to continue with the selected individual or firm for additional services. These services may include construction oversight. This service may be extended by contract with a negotiated fee for service.

BUDGET

Total Budget for design services is up to \$32,071 including direct costs.

DELIVERABLES:

- A) Preliminary design plans
- B) Final design plans
- C) Attendance at one public hearing with the Zoning Board of Appeals
- D) Bid-ready Construction Plans and Specifications

MINIMUM CRITEREA FOR CONSULTANT

- a. Consultant has identified staff with experience similar projects and the Project Manager is a registered professional engineer in the Commonwealth of Massachusetts.
- b. Evidence and references of excellent past performance on at least one public project of similar or larger scope.
- c. The Quote is complete and demonstrates a clear knowledge and understanding of accomplishing the tasks.

INFORMATION TO BE SUBMITTED WITH QUOTE FORM

See list of information on the quote form in Appendix.

TIMELINE

The town is expected to complete its grant award contract with Massworks in mid-January 2016. The construction must be completed before Dec 31, 2016. Because of the short timeframe, an expedited design/permitting process will be necessary. The preliminary design should be delivered within 30 days of the notice to proceed and the bid-ready plans within 60 days, assuming timely approvals from the Town.

CONTRACT

A contract will be required between the selected Consultant and the Town of Montague. A sample contract is attached and an agreement substantially in accord with this contract will be expected to be signed. Please provide a lump sum amount not to exceed \$32,071

This will be a lump sum contract with all travel expenses and other direct expenses to be included in the total lump sum price.

INSURANCE REQUIREMENTS

The successful individual or firm shall have the following minimum insurance coverage's with the Town of Montague listed as an additional insured on the general and professional liability:

- a) General Liability: Bodily Injury & Property Damage: \$1,000,000 each Occurrence
- b) Professional Liability: Errors & Omissions: \$1,000,000 each Occurrence
- c) Worker's Compensation: In accordance with Massachusetts State Law

RULE FOR AWARD

The contract shall be awarded to a responsive and responsible firm meeting all criteria and offering the the service at the lowest cost per M.G.L. ch 30B.

The Montague Board of Selectmen are the awarding authority and they may accept or reject any quote in the best interest of the public.

REFERENCE DOCUMENTS

Potential respondents are encouraged to review the following documents , which are available at Town Hall and digitally on request from Planning Department:

- Sample Contract
- "Conceptual Layout of the Canal Street Parking Facility" Prepared by Tighe+Bond June 2002
- Documents pertaining to Brownfield Assessment and Cleanup
- Topo Map, Aerial Map, Flood Boundary and Site Photographs

Town of Montague – Canal Street Parking Facility Design- QUOTE FORM

Please check that the following are attached:

- A brief written narrative that describes the respondent's qualification and approach to completing the work (1-3 pages).
- A project schedule.
- A summary table that lists the personnel who will do the work and estimated hours by staff person.
- A list of any the Subcontractors that will or may be used.
- Resumes for key personnel who will perform work under this Contract.
- One (1) to three (3) project descriptions and one (1) to three (3) references, with contact information, for similar projects that you have completed.
- Contact information (name, phone, e-mail address) for the person from your organization who will manage this project.
- Signed Tax Compliance, Non-Collusion, and Debarment And Suspension Statements and Taxpayer Identification Number Certification.

Task A (Design) _____

Task B (Construction Documents) _____

Total lump sum quote _____

Authorized Signature Name of Firm

Printed Name and Title Date

Address

_____/_____/_____
Phone Number Fax Number Email Address

Tax Compliance and Non-Collusion Statements

Any person or corporation that fails to date, sign with original signature, and submit the following statements shall not be awarded this contract.

Tax Compliance

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

 _____
Authorized Official's Signature Title of Person Signing

Typed or Printed Name of Person Signing Company or Corporation

Telephone Number Address

Fax Number Address

Date _____
Email address _____

=====
Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid 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.

Date _____  _____
Authorized Official's Signature

Typed or Printed Name of Person Signing

Company or Corporation

Taxpayer Identification Number (TIN) and Certification W-9

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: Individual/Sole proprietor

Corporation

Limited Liability Company

Circle tax classification: **D** (disregarded entity) **C** (corporation) or **P** (partnership)

Partnership

Other

Address (number, street, and apt. or suite no.)

City, State, and ZIP Code

Taxpayer Identification Number (TIN)

Enter your TIN on the appropriate line below. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the IRS instructions on filling out Form W-9. For other entities, it is your employer identification number (EIN).

SSN: _____

EIN: _____

Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: a) I am exempt from backup withholding, or b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

Signature of U.S. person _____

Date: _____

DEBARMENT AND SUSPENSION STATEMENT

Any person or corporation that fails to date, sign with original signature, and submit the following statement shall not be awarded this contract.

DEBARMENT AND SUSPENSION CERTIFICATION

The Consultant certifies to the best of its knowledge and belief, that it and its principals:

1. Is not presently debarred, suspended, purposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; and
2. The undersigned certifies under penalties of perjury that the said undersigned is not presently debarred (Chapter 550, Acts of 1991) from doing public construction work in the Commonwealth of Massachusetts under the provisions of Section 29F of Chapter 29 of the General Laws, or any other applicable debarment provisions of any other Chapter of the General Laws, or any Rule or Regulation promulgated thereunder.

Date: _____

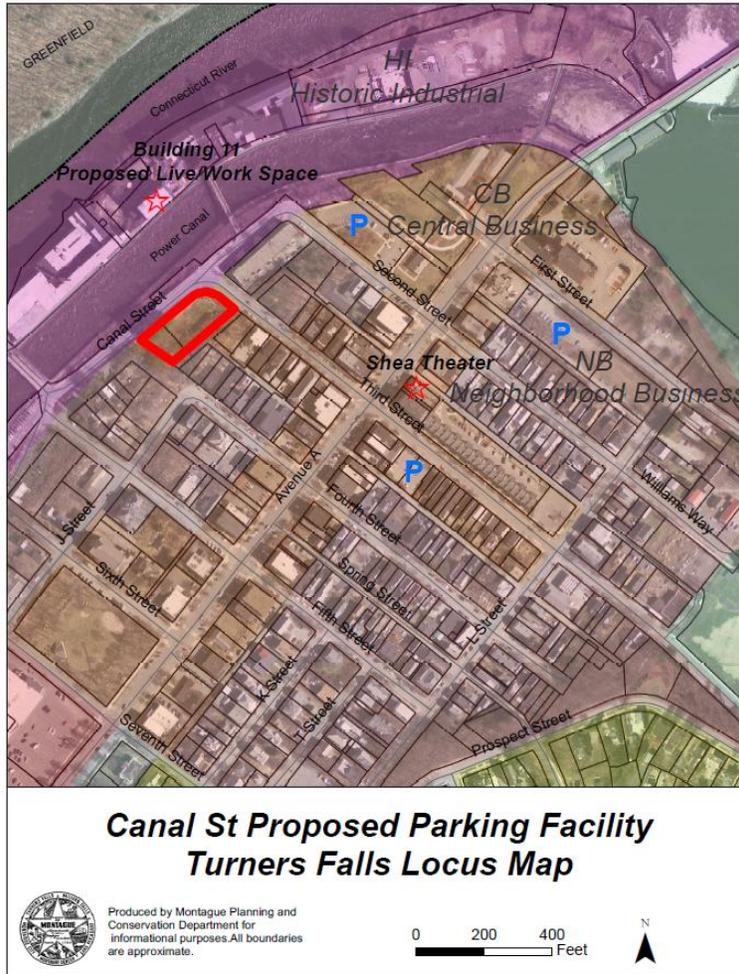


Authorized Official's Signature

Typed or Printed Name of Person Signing

Company or Corporation

Appendix A- Maps and Supporting Images



Current Conditions Photograph

