

Town of Burlington, MA
Request for Qualifications
Design Services
PFAS Treatment Systems-Mill Pond Water Treatment Plant

The Town of Burlington is seeking Statements of Qualifications (SOQs) from qualified firms as they relate to providing consulting and engineering services for the removal of Per- and Polyfluoroalkyl Substances (PFAS) at the Mill Pond Water Treatment Plant.

This project has an estimated construction cost of \$5,000,000

Proposers must have, or be firms employing a person with, a current license and registration by the Commonwealth of Massachusetts as a designer or professional engineer, with a minimum of five (5) years' experience in the design, construction and supervision for projects of similar size and scope. The fee will be negotiated with the selected Designer. The RFQ will be available on June 23, 2021 at Burlington.org on the Public Works page, Projects out to Bid. Proposals sealed and clearly marked "Statement of Qualifications – PFAS Treatment Systems-Mill Pond Water Treatment Plant" are due no later than 10:00AM July 8, 2021 at the DPW Office, Burlington Town Hall Annex, 25 Center St, Burlington, Massachusetts 01803.

All questions must be in writing and emailed to John Sanchez, JSanchez@burlington.org.

Town of Burlington, MA
Request for Qualifications
Design Services
PFAS Treatment Systems-Mill Pond Water Treatment Plant

Project: PFAS Treatment Systems-Mill Pond Water Treatment Plant
Location: 70 Winter St., Burlington MA.
Estimated Construction Cost: \$5,000,000

1. NOTICE OF REQUEST FOR PROPOSALS

The Town of Burlington is seeking Statements of Qualifications (SOQs) from qualified firms as they relate to providing consulting and engineering services for the removal of Per- and Polyfluoroalkyl Substances (PFAS) at the Mill Pond Water Treatment Plant. (the “Project”).

2. TOWN AND PROJECT INFORMATION

Town Background

The Town of Burlington (the “Town”) is a community of approximately 25,000 residents. The Town is located in Middlesex County and is approximately thirteen (13) miles northwest of the City of Boston and approximately twelve (12) miles south of the City of Lowell at the intersection of Interstate Route I-95 (128) and Route 3. The Town is bordered by the Town of Bedford on the west, the Town of Billerica on the northwest, the Town of Wilmington on the northeast, the City of Woburn on the southeast and south, and the Town of Lexington on the south. The Town is governed by a 126 member representative Town Meeting (18 representatives elected per precinct) and Five Member Board of Selectmen with a Town Administrator.

3. QUALIFICATIONS

Project teams must possess the following minimum qualifications:

- A. The Firm’s Key Personnel should demonstrate experience with similar projects.
- B. Staff experience: Firm must commit an individual project manager with at least ten (10) years of project management experience, five (5) of them managing similar design projects comparable in size and complexity in Massachusetts.
- C. Team Experience: Firm must commit a team of engineers, architects, and permitting specialists who have worked together on similar projects.

4. SCOPE OF SERVICES

Facility Siting, Soil Testing and Permitting Identification

- Review the available record drawings for the Mill Pond WTP.
- Identify and flag Wetland Protection Act Resource Areas.
- Provide a boundary and topographic survey of the areas of proposed work.
- Coordinate with Town staff to conduct hydrant flow testing to develop estimates of available flow and pressure for conducting backwashes with system water.
- Prepare design calculations and sizing recommendations for the proposed unit processes, intermediate water storage tanks, and backwash piping.
- Complete geotechnical investigations to establish the foundation design requirements and subsurface conditions for the proposed building.
- Collect and analyze soil samples
- Prepare a geotechnical report detailing the completed investigation and recommendations for building foundations.
- Prepare existing conditions plans, preliminary site plans, and preliminary building layouts for proposed treatment building.
- Identify required permit applications or approvals.

25% Design Services

- Prepare a basis of design for the GAC pressure filter systems based upon bench scale testing work (RSSCT) and the expected flow rate through the plant (up to 4.0 mgd).
- Prepare preliminary plans for connecting the existing Automatic Backwash Filters (ABW) filter effluent to a new holding tank, with pumps to convey water to the proposed GAC filters, and return the treated effluent to the existing clearwell.
- Prepare the basis of design memorandum and design drawings to 25% complete to include:
 - Building plans and elevations, code review, and prepare a typical three-dimensional exterior building rendering.
 - Foundation and floor slab.
 - Instrumentation and controls drawings for the proposed treatment process and building.
 - Mechanical systems design and drawings.
 - Site grading plans and stormwater.
 - Opinion of probable construction cost for the project.
 - Schedule for final permitting, preparation of construction documents, permitting submissions and approvals (Conservation Commission, Planning Board), public bidding, and construction.

- Attend design review meeting with local departments (e.g. Conservation, Building, and Planning) to review local permitting requirements.

Final Design, Bidding, and Construction Administration

- Proposal for final design, bidding, and construction administration will be provided after the approval of the 25% design submission.

5. SUBMISSION PACKAGE

The submitted proposal must correspond exactly to the format and required content listed below. Proposers are required to clearly tab proposals in order to increase the efficiency of the review process. Responses that do not meet the required format may be rejected outright, or may be subject to a lower rating when evaluated. Please also note the suggested lengths of each section of a proposal – excessively large proposals with unnecessary, extra content are discouraged.

Information about the logistics of the actual submission process is provided in Section 7 below.

A. Cover letter 1 to 2 pages

- Overview of the proposer
- Project Understanding.
- Appointment of a key point person for the proposer during the selection process and contact info

B. Experience & References - 1 page per project - No more than 10 pages

- The proposer must have completed at least 5 projects in this size range, and at least 3 public projects under Chapter 149 rules.
- If a proposer has been or is currently involved in litigation on a project, provide a narrative description of the litigation.
- Information provided in the chart about each project must include:
 1. Name and location
 2. Client
 3. Proposer's role and responsibilities in the project
 4. Building use
 5. Completion date
 6. Dollar value of total project (approx.)
 7. Dollar value of construction (approx.)
 10. Name and contact information for reference
 11. Other comments or description as relevant

C. Project Approach - 1 to 2 pages

- Describe proposer’s approach to project management
- Discuss proposer’s methods of communicating with clients throughout a project

D. Proposed Staffing 1 page per person, 1 page for staffing plan and estimated hours

- Names, experience, and qualifications, including professional credentials such as registration as a designer, professional engineer, or construction supervisor of all staff who would be assigned to the project (attach resumes of all individuals).
- Proposed project organization, describing levels of involvement and responsibility, and contingency plans
- Projected hours per week by each team member at each phase throughout the project.

E. Stability & Capacity 1 to 2 pages

- Describe the history and ownership of the proposer firm and/or individual
- List any past financial problems that were made public, such as bankruptcy filings
- Describe proposer’s work load at this time and proposer’s ability to undertake and commit to this project

F. Required Forms

- Certificate of Non-Collusion and Compliance with State Tax Laws
- Standard Designer Application

G. Insurance

- Provide evidence of general liability insurance, workers’ compensation, and automobile.
- Provide evidence of at least \$2.0 million professional liability insurance policy.

6. EVALUATION CRITERIA

Proposers who have met the minimum stated qualifications will be evaluated and ranked based on the criteria below.

The RFQ will be evaluated and rated using the following categories: Highly Advantageous, Advantageous, Acceptable, or Unacceptable. Any proposal that receives an “Unacceptable” rating for any of the criteria sections may be rejected. In addition to the materials submitted within the proposal, the Town may contact the listed references and may ask for additional information or a clarification of any responses. All RFQs will be evaluated by the same criteria and the evaluation will be documented in writing. A minimum of three (3) top-ranked proposers will be interviewed.

The RFQs shall be evaluated based upon the following:

1. RFQ format and content.
2. Prior experience of both the Firm and Employee(s) to be assigned to the project.
3. Qualification and past performance of the Firm.
4. Applicant's understanding of the project and technical approach
5. Project Manager's availability.
6. Applicants demonstrated ability to prepare, support and implement an effective project as well as to estimate costs, meet schedules and monitor the quality of the work performed.
7. References from similar projects.
8. Capacity and capability of the firm.

7. SELECTION

Submission Logistics

- Provide one (1) hardcopy and PDF digital copy (via email).
- Proposals are due 10:00AM, July 8, 2021.
- Deliver to:
Department of Public Works
Burlington Town Hall Annex
25 Center Street
Burlington, Massachusetts 01803
- Proposals must be sealed, clearly labeled with the Project Name

Selection Process

- Based on the ranking of respondents using the evaluation criteria and process explained above, the Town may interview a minimum of three proposers and will rank them in accordance with the stated criteria.
- The Town requires that the person(s) who will be the principal contact(s) for the project participate in the interview.
- Following the interviews, the highest ranking firm will be contacted, and a fee negotiation period will take place between the selected firm and one or more representatives of the Town.
- If a mutually acceptable compensation agreement cannot be worked out between the parties, the Town reserves the right to terminate negotiations with the highest ranked proposer, and begin discussions with the next highest ranked proposer.

8. CONTRACTOR CERTIFICATION

NON-COLLUSION

I certify under penalties of perjury that this bid or proposal has been made and submitted under good faith and without collusion or fraud with any other person. As used in this certification, the word “person” means any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

TAX COMPLIANCE

Pursuant to Massachusetts General Law Chapter 62C, Section 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.

Name and Title

Appendix A

Standard Designer Application Form

