

**Town of Littleton, Massachusetts**  
**Professional Engineering Services for Preliminary Design of a**  
**Smart Sewer Project for Littleton Common**

**ADDENDUM No. 1**

March 9, 2017

The attention of the prospective respondents for the subject Contract is called to the following Addendum to the Request for Proposals. The revisions set forth herein, whether of omission, addition or substitution, are to be included in, and form a part of, the proposal forms submitted.

This addendum includes the following changes:

**Deadline for Submission of Proposals/Qualifications**

The deadline for submission of proposals or qualifications has been moved to Monday, March 13, 2017 at 10:00 AM. Any reference in the RFP to the deadline for receipt of proposals shall be amended to reflect the new deadline.

**Section I: Project Description**

**Add the following new Subsection C:**

**C. Subsequent Phases:**

Subject to the approval of the Town and the appropriation of sufficient funds, the selected engineer may be authorized to proceed with additional phases of the Project, as directed by the Town in its sole discretion.

**Section II.C: Solicitation Process**

**Delete entirely and substitute with the following:**

An Evaluation Team will evaluate and rank the proposals based on the minimum criteria and comparative evaluation criteria outlined in Section V - Evaluation Criteria. A short list of at least three proponents will be selected for further evaluation. Only those firms that are placed on the short list on the basis of the evaluation criteria will be considered during the second phase. During the second phase, interviews *may* be held if the Evaluation Team feels it is in the Town's best interest to do so. The evaluation team will rank finalists in order of qualification. The Town will request a fee proposal from the first ranked respondent and begin contract negotiations. If the Town is unable to negotiate a satisfactory fee with the first ranked respondent, negotiations shall be terminated and undertaken with the remaining respondents, in the order in which they were ranked by the Evaluation Team, until an agreement is reached. In no event may a fee be negotiated that is higher than the maximum fee set by the Town prior to selection of finalists.

## **Section II.D: Conditions of Award**

**Delete entirely and substitute with the following:**

The Town shall be the sole judge of the respondents' qualifications and whether the proposal is in the best interests of the Town.

The Town may conduct such investigations as the Town considers necessary to assist in the evaluation of any proposal and to establish the responsibility and qualifications of companies submitting proposals.

Up to the time of signature of contract, a copy of which is attached hereto, the Town shall have the right in its sole discretion to terminate negotiations if it deems it's in its best interest to do so.

## **Section IV: Proposal Submittal Requirements**

**Delete entirely and substitute with the following:**

The proponent is to submit four (4) sealed hard copies of their Proposal to the address listed in **Section IIA. Proposals must be received by 10:00 AM on Monday, March 13, 2017.**

IN A SEALED ENVELOPE – Labeled: Engineering Services Preliminary Design of a Smart Sewer Project

Each proposal shall include at a minimum the following information:

1. Cover letter describing the background of proponent's company including size, date established, office location(s), and resumes of principal staff members. The cover letter must be signed by an official of the firm who has authority to enter into a contract.
2. A filled out and signed "Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction," which is available for download from the Massachusetts Designer Selection Board website at <http://www.mass.gov/anf/docs/dcam/dlforms/dsb/14-6-10-cities-towns-application.pdf>
3. History of the company's experience as it relates to projects of similar size and scope.
4. Provide at least four (4) relevant references from projects of similar size and scope. The Town intends, with the proponent's permission, to contact references.
5. Signed Certificate of Non-Collusion (Attachment A)
6. Signed Certificate of Tax Compliance (Attachment A)
7. Proof of required insurance.

**Section V: Evaluation Criteria:**

**(1) Delete introductory paragraph.**

**(2) Subsection 2.b) – Delete and replace with the following:**

**b) Proponent's References**

***Highly Advantageous:*** The proponent provides six (6) or more relevant references from projects of similar size and scope.

***Advantageous:*** The proponent provides at least four (4) but less than six (6) relevant references from projects of similar size and scope.

***Not advantageous/Unacceptable:*** The proponent provides less than four (4) relevant references from projects of similar size and scope.

**– End of Addendum No. 1 –**



# **TOWN OF LITTLETON HIGHWAY DEPARTMENT**

39 AYER ROAD, P.O. BOX 1305  
LITTLETON, MASSACHUSETTS 01460  
(978) 540-2670

## **Professional Engineering Services for Preliminary Design of a Smart Sewer Project for Littleton Common**

### **Clarifications and Answers to Questions Received**

**March 9, 2017**

1. Has the Town appropriated funds for both Phases? Since the second Phase depends upon the work completed in the first phase, have you considered awarding the work for Phase I only?

*The town has appropriated \$252,000 for the project. The town is going to request an additional \$200,000 at the May Town Meeting for the remainder of this project. It is the intention of the Town to award both phases at this time.*

2. Has there been any communications with and commitments from any potential sewer users?

*The Town has had discussions with various commercial properties in the Littleton Commons area with positive feedback for the project. The Town has not asked for or secured any official commitments to date.*

3. When the Town went through a similar process in 2013, it was indicated that soils explorations at selected sites had been completed and hydrogeologic testing was scheduled to be conducted by Green Environmental and Horsley-Witten, respectively. Are the outputs from those investigations available? Have any sites been ruled out, or conversely, been confirmed as suitable, feasible, and available for the town's use?

*The only sites that have been ruled out is the land along Rt 495. Based on the findings along Rt 495 the Town did not pursue further testing of sites. The town has not confirmed any suitable/feasible sites for Town use.*

4. Have any other studies by the town or private entities been conducted to advance the required studies and analyses since the completion of the 2012 report?

*There have been no reports or studies conducted since the 2012 report*



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## **ADDENDUM ACKNOWLEDGEMENT FORM**

**DATE: 3/9/2017**

**NAME OF PROJECT:** REQUESTS FOR PROPOSALS - PROFESSIONAL ENGINEERING SERVICES FOR THE PRELIMINARY DESIGN OF A SMART SEWER PROJECT - TOWN OF LITTLETON

**DATE OF RELEASE:** February 22, 2017

Reference RFP documents dated February 22, 2017

THE NUMBER OF THE ADDENDUM MUST BE ACKNOWLEDGED. PER THE RFP, THE PROPOSER SHALL INCLUDE THIS FORM AS ACKNOWLEDGEMENT OF RECEIPT OF ANY AND ALL ADDENDA, LISTING THE ADDENDA BY NUMBER(S) AND DATE(S) FAILURE TO DO SO MAY SUBJECT THE BIDDER TO DISQUALIFICATION.

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I acknowledge receipt of addendum known as number(s) \_\_\_\_\_ addendum dated \_\_\_\_\_ referencing Request for Proposals for Professional Engineering Services for the Preliminary Design of a Smart Sewer Project for the Town of Littleton.

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Company

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Signature

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Print

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Date