



BID PACKET

TOWN-WIDE CULVERT SURVEY/ASSESSMENT



**TOWN OF PELHAM
INVITATION TO BID**

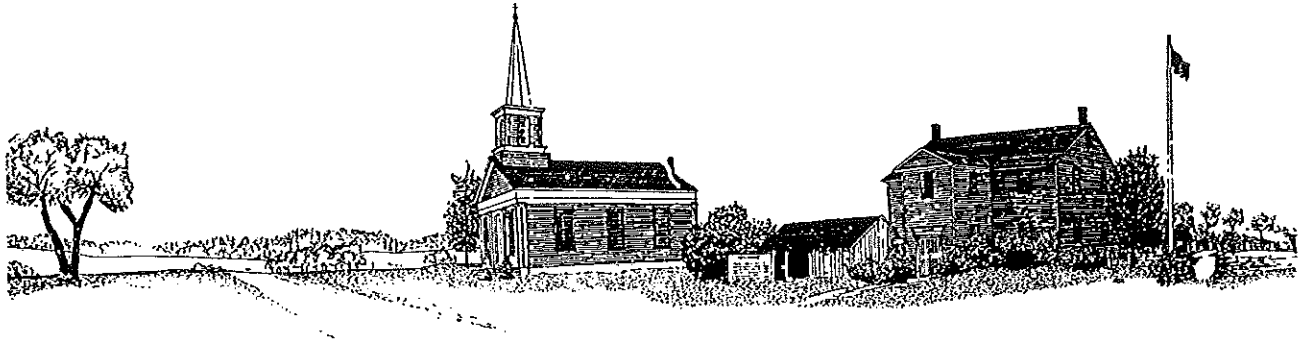
The Town of Pelham, Massachusetts is seeking engineering service proposals for a Town-Wide Culvert Survey/Assessment project.

Sealed bids labeled **"Sealed bid: Town-Wide Culvert Survey/Assessment"** will be received at the Office of the Board of Selectmen, Rhodes Building, 351 Amherst Road, Pelham, MA 01002, until 1:00pm on Monday, October 22, 2018. At that time all bids will be publicly opened and read aloud in the Board of Selectmen's office. The Bid will be awarded in accordance with Massachusetts General Law, chapter 30B within 30 days of the bid opening by the Board of Selectmen. Bid packets may be obtained at the Board of Selectmen's office Monday through Thursday, 9:00am-3:00pm, or by calling (413) 253-7129.

The Town of Pelham reserves the right to reject any or all bids and to award the contract in the best interest of the Town of Pelham to the responsive and responsible bidder offering the lowest price for the supplies/services specified in the Invitation for Bids (IFB).

BOARD OF SELECTMEN

Alisa Pearson
Karen Ribeiro
Robert Agoglia



Town of Pelham
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Town-Wide Culvert Survey/Assessment Pelham, Massachusetts

The Town of Pelham is seeking engineering service proposals for the Town-Wide Culvert Survey/Assessment project. Although approximate, this proposal is based on the 46 miles of roads and a baseline of the town's culvert inventory being in the range of 100 culverts.

BID SUBMISSION REQUIREMENTS

Sealed bids labeled "**Sealed Bid: Town-Wide Culvert Survey/Assessment**" will be received at the Office of the Board of Selectmen, Rhodes building, 351 Amherst Road, Pelham, MA, 01002, until **1:00pm on Monday, October 22, 2018**. At that time all bids will be publicly opened and read aloud in the Selectmen's Office. The bid will be awarded in accordance with M.G.L. c.30B within 30 days of the bid opening date.

The following is a detailed scope of work for this project:

SCOPE OF SERVICES

Task 1.0 – Data Collection and Review

- 1.1 Establish points of contact with the project team with the Town of Pelham. Project objectives will be reviewed between the Town of Pelham and the Consultant.
- 1.2 Assemble a total number of potential culvert locations based on mapping, GIS, and any town records or historical knowledge. This will include a working meeting with the Town of Pelham Department of Public Works (DPW) staff to note culvert locations that may not be available through mapping and GIS.
- 1.3 As part of Task 1.2, the Consultant will drive all public roadways within the Town of Pelham to verify location of culverts. A final number of town-maintained culverts will be finalized.

- 1.4 A brief meeting with the town and the Consultant will be conducted, and a map will be presented to the town identifying all town-maintained culverts. A culvert inventory sheet will be presented to the town identifying the information to be collected at each location.

Task 2.0 – Culvert Inventory Survey/Assessment

- 2.1 Perform field inventory and baseline assessment. The following data will be collected at each location:
- General information such as roadway characteristics and materials, location, data, etc.
 - Structural information such as barrel shape, material, number of cells, length, etc.
 - Geometric dimensions such as diameter or size of opening(s), span, rise, etc.
 - Estimate height of cover from top of structure to roadway, approximate skew angle, slope embankment, etc.
 - Type of end treatments identifying materials, thickness, shape, etc.
 - Identify safety features such as guardrail, railings, fences, etc.
 - Note items including general culvert conditions, structural failures, blockages, streambed materials, bankfull width upstream and downstream, etc. We will develop and provide a general conditions rating assessment (i.e., Adequate/Fair, Poor/Needs Improvement, or Hazard).
 - Recommended next step actions for those culverts noted to be in the Poor/Needs Improvement category or lower shall be provided.

Field notes will be formatted and will be scanned for archiving. Digital photographs will be taken of the inlet and outlet of the culvert and of the nearby channel. GPS (Trimble, GeoXT, horizontal accuracy of <1 foot, Sunnyvale, California) will be used to horizontally locate each structure to create a GIS shapefile. A hard copy (report style) and digital files of the inventory and assessment sheets will be provided to the town for its use and future tracking and updates.

Task 3.0 – Compile Data and GIS Input

- 3.1 Compile the information at each location and generate a GIS shapefile that contains all town-maintained culverts on a map of the town with geo-references to individual inventory sheets and photos.

Task 4.0 – Data Results and Training

- 4.1 Meet with the town to discuss the results and present mapping, inventory sheets, and GIS shapefiles.
- 4.2 Provide the town (selected staff) 4 hours of GIS training. Depending upon the level of town staff knowledge of GIS software, the Consultant will cater a training session to assist staff in being able to navigate and /or edit the GIS information. If additional training is desired, a separate scope of work and fee for this effort would be developed.

Task 5.0 – Documentation and Direct Cost Allowance

A direct cost allowance will be included for reprographics and mileage. Charges will be based on actual costs incurred. For budgetary purposes, we recommend budgeting \$1,000.00 for this effort.

DELIVERABLES

The Consultant will deliver the following to the Town of Pelham:

- An inventory of each town-maintained culvert within the town limits, as described above
- Inventory/assessment for each culvert sheet containing the identified data in Task 2.0
- A GIS shapefile that contains all town-maintained culverts on a map of the town with geo-references to individual sheets and photos. The consultant will utilize GPS technology to obtain this data. All digital data and shapefiles will be provided to the town.

TIME FOR COMPLETION

Proceed with the services under this agreement promptly and diligently in accordance with the above scope following acceptance of this proposal. It is understood that this work may be subject to delays due to weather, stakeholder scheduling, strikes or any other cause beyond the reasonable control of the Consultant. The estimated time required to complete the above-noted services is as follows:

Task 1.0 – Data Collection and Review.....	3 weeks
Task 2.0 – Culvert Inventory and Survey/Assessment.....	4 weeks
Task 3.0 – Compile Data and GIS Input.....	2 weeks
Task 4.0 – Data Results and Training.....	To be determined

Completion date for entire project.....**June 1, 2019**

REFERENCES

A list of references must be provided and will be checked as part of the evaluation criteria.

EVALUATION CRITERIA

The Town of Pelham will check references to ensure vendor has required experience and will compare bid prices to identify the bid offering the lowest price.

RULE FOR AWARD

The bid will be awarded to the responsive and responsible bidder offering the lowest price for the supplies/services specified in the IFB in accordance with M.G.L. c.30B within 30 days of the bid opening by the Board of Selectmen. The Town of Pelham reserves the right to reject any or all bids and to award the contract in the best interest of the Town of Pelham.

FORMS REQUIRED & INCLUDED

- Non-Collusion form (MGL c.30B)
- Notarized Statement

- Certificate of Tax Compliance

BIDS REQUIRING MODIFICATIONS/CORRECTIONS

Prior to the bid opening, bidders may correct, modify or withdraw their bids. A bidder that wishes to withdraw a bid must do so in writing (M.G.L. c.30B, ss.5(f)). Any correction or modification to a bid also must be submitted in writing. Any corrections or modifications to a bid are required to be sealed in an envelope when submitted.

LATE AND OVERLOOKED BIDS

Any bid received after the **1:00pm deadline on October 22, 2018** will be rejected as nonresponsive to the bid submission requirements. Also bids that are submitted after the bid due date and time that are corrected/modified will also not be accepted.

PROPOSAL SHEET

To the Town of Pelham, Massachusetts, acting through its Board of Selectmen, duly authorized therefore, who act solely for said Town and without personal liability to themselves:

We, the undersigned, herewith submit a proposal for a **Town-Wide Culvert Survey/Assessment for the Town of Pelham, MA** in accordance with the Town of Pelham's Bid Scope of Services.

The Bidder understands that the Town of Pelham reserves the right to accept or reject any and all bids and to waive any informality in the proposal if it is in the Town of Pelham's interest to do so. The Bidder also agrees that the Town of Pelham will have 30 consecutive days from date of bid opening to award the bid and order.

The Bidder further understands that awarding of contract is contingent upon sufficient funding.

The Bidder will take in full payment therefore, the following price to wit:

Town-Wide Culvert Survey/Assessment for the Town of Pelham, MA as specified:

\$_____.

Time for completion of work after receipt of award: _____ calendar days.

Company name

Authorized signature

Address

Printed name

Phone number

Date

CERTIFICATION 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.

(Signature of individual submitting Bid or Proposal)

(Name of business)

NOTARIZED STATEMENT

I, (name) _____

(title) _____

of (company) _____

of (address) _____

do hereby certify that the information contained herein is true, accurate and correct, to the best of my knowledge. It is agreed that any and all merchandise to be delivered hereunder, will be in conformity with the specifications set forth, including any and all amendments thereto.

Witness my hand and seal this _____ day of

_____, 20____.

Witness

Signature

State of

_____, ss. _____, 20____

Personally appeared the above named _____
and acknowledged the foregoing statement to be true, to the best of his/her knowledge, before me.

Notary Public

My commission expires: _____

TAX COMPLIANCE FORM

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

*Social Security Number OR Federal Identification number

Signature of Individual or Corporate Name

By: _____

Corporate Officer (if applicable)

Any person or corporation that fails to execute these attestation clauses shall not be awarded this bid.

*Submission of a social security or federal identification number is voluntary.