Request for Qualifications for Professional Engineering Services

Town of Southampton- Board of Water Commissioners

The Board is requesting Professional Engineering services to assist the Board with Bid and Construction Services for the Manhan River Water Main Crossing Relocation Project.

The Town of Southampton encourages small and minority businesses, and women's business enterprises to submit their qualifications for the professional engineering services which are required in this solicitation. We also encourage any vendor who submits their qualifications who are not a small or minority business, or women’s business enterprise who may be subcontracting a portion of the required services to subcontract those portions of services to a qualified small and minority businesses, and women's business enterprise.

BACKGROUND

The Town of Southampton has received Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Project (HMGP) funding administered through the Massachusetts Emergency Management Agency (MEMA) to relocate the Town’s existing 6-inch diameter cast iron water main from the streambed of the Manhan River up onto the elevated MassDOT bridge for Route 10 (College Highway) that crosses the Manhan River. The existing bridge was constructed in 2005 with dedicated utility bays for this intended purpose. The proposed removal of the downstream dam and restoration of the Manhan River streambed to a more natural state (work under development by the Massachusetts Division of Ecological Restoration (DER)) will increase the risk of failure of the existing 6-inch diameter cast iron water main. Elevation of this critical utility onto the existing MassDOT bridge will eliminate this risk of failure. To date design and permitting of the project has been substantially completed.

SCOPE OF SERVICES

The Board requests Professional Engineering Services to provide the following:

1. Contract documents will be stamped by a Professional Engineer licensed in the Commonwealth of Massachusetts. Permitting will include coordination with the Southampton Conservation Commission regarding the Order of Conditions and with MassDOT regarding the Access Permit.

2. Project Administration will include project related coordination between MEMA, the Town of Southampton Town Administrator, the Town of Southampton Emergency Management Department, the Town of Southampton Water Department and various staff, their consultant and other stakeholders; project meetings; preparation of public information publications regarding the proposed project, FEMA and MEMA reporting.

3. Bidding and Advertising will include preparation of advertising notice and Invitation to
Bid for publication in a regional newspaper, advertisement in the Central Register, provision of a contact for bidders’ questions during bidding, issuance of bid addenda, if necessary, attendance at bid opening, preparation of bid tabulation, checking of contractor references and bid recommendation for award (letter format).

4. Construction services will include oversight of the installation of the proposed improvements by Contractor, scheduling and attending the pre-construction conference, review and approval of contractor submittals and shop drawings, review and recommendation/approval of the contractor’s periodic payment requests (requisitions) and periodic construction site inspection and photo-documentation.

5. Project Close-out will include finalization of construction contract close-out; coordination with the contractor on contract completion issues; preparation of as-builts; punch-list follow-up; substantial and final completion certifications; FEMA and MEMA close-out.

**Evaluation Criteria**

Proposals will be evaluated based upon the following criteria:

- Demonstrated experience and past performance on similar projects;
- Quality and responsiveness of proposal;
- Previous experience with MEMA/FEMA project implementation and reporting;
- Personnel resumes;
- Best offer technically acceptable;
- DBE/WBE participation;
- References (minimum five);
- Public policy compliance;
- Proof of adequate financial and technical resources.

**Instructions for Submission** Responses (qualifications and price quotes (not bids)) are to be submitted to the Board electronically by email to the Water Superintendent Tom Gaughan at watersuper@townofsouthampton.org. No hard copies required.

**All Responses are due by May 15, 2020 at 1:00 PM.**

The Town reserves all rights to reject any or all proposal(s) they deem non-responsive and award the project to the most qualified entity. By responding to this RFQ all firms waive any right to “protest”.