

**REQUEST FOR PROPOSALS
FOR
COLLECTION SYSTEM, PUMPING STATIONS,
WASTEWATER TREATMENT FACILITY AND AQUIFER RECHARGE
CONTRACT OPERATIONS
TOWN OF ORLEANS, MA**

A. INVITATION TO SUBMIT

1. The Town of Orleans, MA, acting through its Town Administrator, will receive sealed Proposals from qualified firms capable of providing full-service operation and maintenance of the Town's Collection System, Pumping Stations, Wastewater Treatment Facility and Aquifer Recharge (Project). Operation and maintenance services shall be provided in a safe, secure, effective and efficient manner and shall be in full compliance with the applicable laws of the Commonwealth of Massachusetts and regulations of the Massachusetts Department of Environmental Protection including the Groundwater Discharge Permit. The initial term of the contract is for a period of five years with three (3) additional five (5) year renewal period at the option of the Town. In no event shall the term of this Agreement exceed twenty (20) years
2. Sealed proposals will be received at the Town Administrator's Office, Orleans Town Hall, 19 School Road, Orleans, Massachusetts, 02653 until 3:00 p.m. prevailing time, on Wednesday, June 30, 2021 at which time and place the Proposals will be opened for formal identification of the PROPOSERS. Details of the proposals received will not be made publicly available. Any Proposal received after this date and time will be returned to the applicant unopened. No exceptions will be made. Faxed/emailed Proposals will not be accepted. PROPOSER shall to submit four (4) bound copies along with a searchable PDF digital copy on a memory stick in a sealed envelope.
3. Proposals must be submitted in a sealed envelope indicating the Proposer's name and address and clearly marked "PROPOSAL FOR TOWN OF ORLEANS, MASSACHUSETTS COLLECTION SYSTEM, PUMPING STATIONS, WASTEWATER TREATMENT FACILITY AND AQUIFER RECHARGE CONTRACT OPERATIONS". Inside the proposal package shall be two separate sealed envelopes clearly marked as follows:
 - a. PART A – NON-PRICE TECHNICAL PROPOSAL - The NON-PRICE TECHNICAL PROPOSAL shall include the PROPOSAL FORM and other documents identified in the RFP.
 - b. PART B - PRICE PROPOSAL. The PRICE PROPOSAL shall include the Price Proposal Form and Bid Bond as identified in the RFP.
4. Evaluation and Award
 - a. Step 1

The Town's evaluation team shall then review and evaluate the Technical Proposals based a Technical Evaluation Criterion using a rating as "Highly Advantageous", "Advantageous" or "Not Advantageous".

Following the technical proposal evaluations, the top-ranked Proposers will be required to prepare and make a presentation to the evaluation team. Proposers will be given up to one (1) hour to make a presentation followed by up to one (1) hour of questions and answers. Copies of the presentation, Microsoft PowerPoint and PDF formats, shall be submitted to the Town within twenty-four (24) hours of the presentation being given. The Town reserves the right to request and/or obtain additional information about any and all responses.

b. Step 2

After evaluations and presentations have been completed, the evaluation team shall provide a written summary, ranking, and recommendation for the most advantageous proposal on the basis of the Non-Price Technical Proposals and Presentations to the Town Administrator.

The Town Administrator will review the written summary, ranking and recommendation and will then open all of the Price Proposals.

c. RULE OF AWARD

The Town will select the responsive and responsible Proposer submitting the most advantageous proposal, taking into consideration the proposal price.

5. All Proposals must be fully completed using the Proposal Form and shall state the Proposed price of the Work and be signed by the PROPOSER with their business address.
6. Unforeseen Office Closure – if, at the time of the scheduled opening, Orleans Town Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the opening will be postponed until 3:00 p.m. on the next normal business day. Proposals will be accepted until that date and time.
7. Request for Proposals (RFP) may be obtained electronically from the office of Tighe & Bond, Inc.'s (Owner's Project Manager) website at: http://www.tighebond.com/Projects_Out_to_Bid.php.

Prospective firms must complete a one-time registration process on the web site in order to receive log-in credentials. Firms must log in to the web site to download RFP documents for the project. Firms will be added to the "plan holders" or prospective firms list upon downloading the RFP documents for the project. Partial sets of RFP documents will not be provided by the Owner, Owner's Project Manager nor Engineer. Neither OWNER, Owner's Project Manager nor Engineer will be responsible for full or partial sets of the RFP documents, including Addenda, if any, obtained from sources other than the Issuing Office. RFP documents will be available for distribution on Wednesday, April 28, 2021.

Interpretations or clarifications to questions (submitted through Tighe & Bond, Inc.'s website in writing - typed, not handwritten), considered necessary by Engineer in response to such questions will be issued by Addenda delivered to all parties recorded as having received the RFP documents. Questions received less than five working days prior to the date of receipt of Proposals may not be answered.

8. The PROPOSAL holding period is to be up to six (6) months, backed with PROPOSAL security. Refer to Attachment A - Bid Bond Form.
9. Refer to Attachment B - Additional Forms to be Submitted with the Technical Proposal.
10. All Proposals are subject to applicable bidding laws of Massachusetts, including General Laws Chapter 30B, as amended.
11. FIRMS are not to include in their Proposal sales and compensating use taxes on materials and supplies purchased for this project. All materials used are tax exempt.
12. FIRMS shall not discriminate regarding the personnel employed on this project on the basis of race, color, creed, national origin, gender, sexual preference, handicap or age.
13. The OWNER reserves the right to accept and/or reject any and all Proposals and to waive any informalities to the extent allowed by law, and to make the award as deemed to be in the best interest of the Town.
14. The term "Bid" as used herein includes a Proposal, Bid, or Offer, as applicable.

Town of Orleans, MA

John F. Kelly, Orleans Town Administrator