

Amendment No. 1 to Requirements for Proposal Submissions:

To facilitate the submission of proposals and simplify the proposal process based on the comments of interested parties, the requirements for Proposal Submissions have been amended and the date for response has been extended until August 18, 2004, as follows:

Proposals should come from organizations who will take the lead in program design and implementation and who will be responsible for the fiscal oversight of the project. All other participating organizations or individuals should be included by reference.

Proposals must:

- a. Be no longer than 25 pages (excluding the cover page), exclusive of attachments, but no longer than 50 pages in total
- b. Use a font size of 12
- c. Use standard margins
- d. Contain a completed cover page. (See Attachment 1 for cover page.)

Proposals must be organized as follows. Responses should attempt to answer all questions and requests for information noted below:

1 – Description of Design Approach

- Describe in as much detail as available the proposed design architecture and the considerations driving the engineering choices, such as range of pumping capacity, addressing of siting issues, constructability and reusability in other ponds with similar drawdown issues, operation simplicity and flexibility, and relative merits for safety and low cost of operation and maintenance
- Provide a proposed timeline of program development and implementation, with as much detail as possible on the sub-tasks to be undertaken and proposed target dates for sub-task completion.
- Provide a cost estimate for construction and installation of the proposed design approach. Include an explanation of how this estimate was derived.

2 – Description of Lead Organization and Participating Parties

- Provide background information on your organization and any proposed subcontractors, specifying each one's role in the project. Describe the relevant expertise/experience of each participating organization, using specific projects that each has worked on. Include a list of 5 references for your own organization, preferably for work on similar or related projects, with contact information for each.
- Describe the proposed organizational structure, specifying the projected effort (person-hours) and skill levels of staff on each task or collection of tasks, and the proposed reporting relationships for operation and accountability within and between your organization and any proposed subcontractors. Identify a project manager, describing the experience of such an individual and whether:

- (a) the project manager is committed to serve for the life of the project; and
- (b) the Town of Harvard has the right to approve the successor in the event the project manager becomes unavailable to serve.

➤ Provide letters of commitment from all proposed subcontractors noted above in an appendix.

NOTE: We are committed to employing qualified MBE and WBE firms whenever possible to meet our “Fair Share” goals for the overall program, and accordingly look for you to do the same on this proposal where reasonable.

3 – Bid

- Provide a bid for delivery of the final engineering design, which includes a complete set of construction documents for subsequent use in soliciting participants for the construction phase of the program. At a minimum the bid should specify staffing costs, outside services (e.g. consultants, engineers, etc), supply and material costs, administration costs and other (please specify) as applicable. The bid should include all assumptions for each bid line item, and clearly identify expenses attributed to MBE/WBE firms.

Either six (6) hardcopies or one electronic copy of the Proposal should be submitted to:

Bill Johnson
Bare Hill Pond Watershed Management Committee
Town of Harvard
13 Ayer Road
Harvard, MA 01451
Email: bill.johnson@harvardmass.net

Proposals are due August 18, 2004 by 4:00 p.m. No proposals can be accepted after this time.

Any questions about this RFP should be addressed to Bill Johnson at 978-456-9288 or by e-mail to bill.johnson@harvardmass.net .

ATTACHMENT 1

Bare Hill Pond Proposal Cover Sheet

Applicant Organization: _____

Address: _____

Telephone: _____

Fax : _____

E-Mail: _____

Name of Contact Person: _____

Bid Amount: _____