

Requirements for Proposal Submissions:

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 must answer **all** questions and requests for information noted below:

1 – Executive Summary of The System

- Summarize the conceptual framework of the proposed pumping platform design and installation, its operation, and its maintenance, including an estimate of recurring costs for annual operation and maintenance
- Provide a summary schedule for design, construction, and acceptance testing that includes formal progress reviews and signoffs by the design firm, the construction firm, and the Pond Committee
- Provide a summary estimate of costs for design, construction, training, and the first year of subcontracted operation that fits within the budgeted estimate of \$130,000
- Specify the scope and nature of proposed warranties by design firm and construction firm
- Summarize how the proposal addresses the requirements set forth in the RFP

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. 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.
- Describe the relevant expertise/experience of each participating organization, using specific projects that each has worked on, with specific focus on the project leadership and delivery skills of the lead organization. Include a list of 5 references for similar or related projects with contact information.
- Describe the proposed organizational structure, specifying the projected number 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 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. Describe how the various participants will communicate and make decisions in the planning and implementation of the project. If the program requires shared resources, name the participating organizations that will be sharing resources.

- Provide letters of commitment from all participating subcontractors noted above in an appendix.

3 – Description of Design Project

- Describe in as much detail as available the proposed design architecture and the considerations driving the engineering choices, addressing implementation, siting, and operational issues in the RFP such as performance expectations, operation simplicity and flexibility, impact to the pond from a recreational and environmental perspective, safety, and costs of implementation, installation, operation, and maintenance
- Provide a detailed timeline of program development and implementation. The timeline should include the activities to be undertaken, who is responsible for the activity and target date for sub-task completion.
- Provide a detailed accounting of the cost estimates for construction, installation, annual operation and maintenance, and 1st year sub-contracted operation and maintenance. Include an explanation of how these estimates were derived.

➤ 4 – Budget

- Provide a budget for delivery of the final engineering design and construction RFP. At a minimum the budget should specify staffing costs, outside services (e.g. consultants, engineers, etc), equipment costs, supply and material costs, administration costs and other (please specify) as applicable (see Attachment 2 as an example).
- The budget should include all assumptions for each budget line item, and clearly identify expenses attributed to M/WBE firms.

Six (6) copies of the Proposal should be submitted to:

Bill Johnson
Bare Hill Pond Watershed Management Committee
Town of Harvard
13 Ayer Road
Harvard, MA 01451

Proposals are due by: July 21, 2004 by 4:00 p.m. No proposals can be accepted after this time nor can proposals be accepted in electronic form. Proposals can be sent via mail or hand delivered as long as they reach the offices by the deadline.

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: _____

ATTACHMENT 2

BUDGET WORKSHEETS

This is an example budget sheet. NOTE: Please feel free to add and delete project items as appropriate.

PROJECT ITEM	
	Costs
Staffing	
Fringe Costs	
Consultants (i.e. engineers, business)	
Rental Costs	
Utility Costs	
Telephone Costs	
Other out of Pocket Costs	
Hazardous Waste Removal	
General and Administrative (billing costs, insurance)	
Equipment Costs	
Other Costs (specify)	
TOTAL	