

OFFICE OF THE  
DEPARTMENT OF PUBLIC WORKS  
MUNICIPAL BUILDING, 195 MAIN STREET  
MAYNARD, MASSACHUSETTS 01754

TELEPHONE: 978-897-1017  
FAX: 978-897-7290

**Assessment of Water Resources**

The Town of Maynard is seeking qualified firms to submit a RFP with a separate cost proposal on the feasibility, including cost estimates, on adding Whites Pond in Hudson into our drinking water system.

**Project Overview**

The Town of Maynard currently has adequate ground water sources to meet its present demand. The Town has three (3) well fields located in separate quadrants of the community. The Town has the water rights to Whites Pond in Hudson and preliminary studies conducted in the mid 1990 indicate we would have a capacity of 650,000 to 750,000 gallons per day from Whites Pond.

Some of the main items which need to be addressed include:

- Replacement of existing pipe line through Federal Land controlled by US Fish and Game. Also evaluate other options that are feasible. Include cost estimates for each.
- Cost and feasibility of building a treatment plant for surface water either at site in Hudson or at a site in Maynard. Include cost estimates for plants at both sites and an analysis of operation costs for each alternative.
- Evaluate water treatment options including a cost analysis on each option
- Feasibility of developing wells on site to eliminate additional treatment for surface water. Cost comparison for both including all cost associated with well drilling.
- Relocation of existing pump house or location of pump house and treatment plant at White Pond if that option is accepted. Existing pump house was under 3 feet of water during spring rains this year.
- Availability of Federal or State funding to complete project.
- Analysis the possibility of selling excess capacity to Hudson or Sudbury. Include any infrastructure cost, estimated income, and positive and negative impacts of Maynard's ability to supply its requirements in the event of a catastrophic failure of its existing well fields.
- Evaluate the possibility of a cost sharing proposal in having Hudson or Sudbury share in the cost of plant construction. How would this impact Maynard's percentage of the pump-

ing capacity. What other factors should Maynard consider before entering into an agreement with another community. Provide estimated time line for design, construction, costs and permitting by DEP and other regulatory agencies. Evaluate and cost comparison of investing in existing resources. Stow has also expressed interest in obtaining a limited quantity of water — they will cover cost of infrastructure in Stow. Analysis additional operational, and maintenance cost associated with additional infrastructure in Stow for an estimated 11,000 gallon per day. What is Maynard's obligation to supply water to properties located along a water line in Stow.

Proposals will be accepted at the Town of Maynard, Department of Public Works, 195 Main Street, Maynard, MA 01754, until August 24, 2010(it, 11:00AM. Four (4) copies of the Proposal are required. The Proposal envelope must be sealed and clearly marked Assessment of Water Resources. Cost proposals must be in a separate envelope clearly marked Cost Proposal for Assessment of Water Resources.

Award date. Award will be made within twenty (20) days after Proposal opening unless otherwise stated in the specifications or the time for award is extended by mutual consent of all parties. All Proposals submitted shall be valid for a minimum period of forty-five (45) calendar days following the date established for acceptance.

If any changes are made to this RFP, an addendum will be issued, Addenda will be mailed or faxed to all bidders on record as having requested the RFP.

Questions concerning this RFP, must be submitted in writing to: Jerry Flood, Superintendent of Public Works, 195 Main Street, Maynard, MA 01754 on or before August 12, 2010 Questions may be delivered, mailed, or faxed. Written responses will be mailed, or faxed to all Proposers on record as having requested the RFP

The Town of Maynard reserves the right to reject any and all Proposals and to waive any informality in Proposals received whenever such rejection or waiver is in the Town's best interest.

The Town of Maynard will not be responsible for any expenses incurred in preparing and submitting Proposals. All Proposals shall become the property of the Town of Maynard.

Responders must be willing to enter into the Town of Maynard's standard form of contract that will include the scope of services description of this RFP.

The Tax Compliance Certification and the Certificate of Non-Collusion must be included with the bid response. The Proposal must be signed by the authorized individual(s). The forms are attached.

The Town of Maynard is an Affirmative Action/Equal Opportunity Employer. The Town encourages bids from qualified MBE/DBE/WBE firms.

### Submission Requirements

In order to comply with the minimum evaluation criteria for this project, Proposers are required to submit bids with the following information:

- Name, address, email address, and telephone number of lead consultant or lead firm(s) and principal contact person;
- Signature on the submission of an individual duly authorized to sign the submittal on behalf of the firm;
- Listing of insurance coverage is required, including professional liability insurance. Evidence will be required by contract execution;
- Cover letter stating that the Proposer has read, understood, and will comply with the requirements and conditions contained in this RFP and signed by an authorized representative for the firm who will act as a contact person during the selection process.
- Qualifications and experience of team members: List the qualifications of all team members who will be involved in the project. Include copies of resumes. Detailed statement demonstrating that the Proposer meets at least the minimum evaluation criteria;
- Narrative of the qualifications and history of the firm(s) in working on similar projects;
- Clear and detailed description of the proposed work plan, approach, methodology and staffing plan for the project. Describe and quantify all deliverables;
- Narrative of similar work on at least three specific projects, indicating which team member was involved in the work;
- Three references and contact information from similar projects;
- Include schedule of tasks in proposal and completion date.
- Completed Non-Collusion Certification and Tax Compliance Certification, attached to this RFP.

### Selection Criteria

#### Minimum Evaluation Requirements

The Town will receive Proposals prepared by interested proposers. Four copies of each Proposal must be delivered to the Department of Public

Works Office no later than the due date and time. The Town reserves the right to reject any and all proposals received.

Proposers furnishing proposals that meet criteria will be reviewed. The Submission Requirements for this project include:

Proposals must include examples of similar work on at least three other projects including assessment of conditions

Proposals must include at least three references on similar work.

Experience of principals assigned to the project

Completeness' of addressing main items in proposal

Evidence of insurance coverage must be satisfactory, including professional liability insurance.

**The Department of Public Works will negotiate a final contract price with the most appropriate Proposer.**

Each firm submitting bids should submit four copies to:

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**The Town of Maynard reserves the right to reject any and all proposals and to accept a proposal deemed to be in the best interest of**

**the Town. The Town may adjust the final price in discussion with the selected Proposer.**