

**Request for Qualifications (RFQ)
Owner Project Manager (OPM)
for the Horn Pond
Water Treatment Facility
RFQ 23-15
City of Woburn, Massachusetts**

Posted: March 6, 2023

Due: March 22, 2023

Questions by: March 15, 2023

To: odeluca@cityofwoburn.com

Deliver to:
City of Woburn
Purchasing Department
ATTN: Orazio DeLuca
Chief Procurement Officer
10 Common Street
Woburn, MA 01801



**CITY OF WOBURN
REQUEST FOR OWNER'S PROJECT MANAGER
HORN POND WATER TREATMENT FACILITY**

I. Project Overview

The City of Woburn Department of Public Works is seeking proposals for Owner's Project Manager (OPM) Services that will include all activities necessary or appropriate to efficiently manage the design, permitting, construction, commissioning and project closeout for the construction of a new water treatment plant. Services are also expected to include the oversight of construction.

The project has an estimated construction cost of \$20,000,000.00. Respondents must demonstrate how they will manage this project to meet the timeline.

II. Background

The existing Horn Pond water treatment facility, located at Cove St was constructed in 2002 and last upgraded in 2012.

The proposed improvements will include the addition of granular activated carbon (GAC) treatment for removal of six perfluoroalkyl substances (PFAS6) at the existing 4 million gallon per day (MGD) Horn Pond Water Treatment Plant (WTP). This GAC treatment is the MassDEP-approved Long Term Corrective Action Plan (LTCAP) to address two exceedances of the PFAS6 Maximum Contaminant Level (MCL). The GAC treatment will be installed following the existing manganese removal filters at the Horn Pond WTP. The project also includes SCADA system and Cybersecurity upgrades to the original controls system installed in 2002, as well as replacement of the groundwater supply well pumps and motors.

III Scope Of OPM Services

The Owner's Project Manager will provide consulting and project management services to coordinate and manage the design and building process of the City of Woburn water treatment plant upgrade project. These services are intended to assure that design, construction and other related activities are implemented, monitored, maintained and integrated consistent with the established budget and other objectives on behalf of the City of Woburn as the Awarding Authority.

OPM SERVICES during the DESIGN PHASE

The Owner's Project Manager's primary functions will include:

1. Serve as an Independent Consultant and Aide to City Officials.
2. Oversee and monitor the activities and responsibilities of the Design Team and Independent Consultants to assure the Owner that they are fulfilling their contractual obligations. The Owner's Project Manager shall also, as requested by the Owner, attend and assist the Owner in various project briefings and presentations before committees, public groups and staff.

3. Serve as the lead to prepare project presentations enabling the City Staff to convey concise progress updates before City Boards and the Public.
4. Collaborate with the Designer to confirm the operational needs identified during the previous studies, plans and conceptual design.
5. Serve as the lead to finalize an overall project schedule.
6. Review the Construction Cost Estimates and identifying areas of potential savings early on in the process (e.g., space planning, selection of materials, plant mechanicals, etc.) and working directly with the Designer and Cost Estimator to present a peer reviewed total project budget.
7. Provide coordination, advice, and assistance to the Owner in the development of the final design documents.
8. Oversee the designer and work with the Owner during the prequalification process for general contractors, filed sub-bidders including review of selection documentation to ensure compliance with M.G.L. c. 149 noting the projected construction estimate exceeds \$10 million.
9. Review the evaluation, analysis and recommendation of General Contractors and filed Subcontractor bids prepared by the Designer. Review references, DCAMM history and bid bond information with the goal of ensuring compliance with the appropriate Massachusetts public bid laws.
10. Provide the Owner with detailed written reports, as agreed upon by the Parties, with respect to the overall status and progress of the work with particular emphasis in identifying key action items over the forthcoming thirty (30) day period.
11. Coordinate with Designer to ensure all permitting activities allow for approvals to occur in a timely fashion.
12. Evaluate invoices of various project consultants and provide recommendation for payment.

IV OPM Services during the Construction Phase

The Owner's Project Manager's primary functions will include:

1. Provide, as an advisor and representative of the Owner, administrative, management, periodic on-site supervision and related services as required to coordinate work of the Contractor, Subcontractor(s), and other consultants in order to complete the projects in accordance with the Owner's objectives for cost, time, and quality.
2. Review and approve the Contractor's and Designer's schedule of values for payment that is realistic and in conformance with the expected flow of the work.
3. Oversee the activities and responsibilities of the Contractor in order to assist in maintaining schedules, controlling costs, assuring quality, minimizing disruptions, monitoring compliance with various Contract requirements (including local hiring provisions), and generally assuring that the Project is built according to approved designs, drawings, and other relevant construction contract documents.

4. Prior to the start of construction, convene pre-construction meetings as needed to coordinate and communicate duties and responsibilities to all parties involved. Review and comment on the Contractor's Master Project Construction Schedule
5. Develop and implement control systems for monitoring the project's progress with respect to cost, schedule and quality for providing early warning of impending problems. Prepare contingency plans for corrective action, and with the Owner's approval, implement such plans for corrective action, as required.
6. Schedule and conduct regular construction and progress meetings to discuss such matters as procedures, commissioning work, progress problems, and scheduling. Prepare and distribute the minutes of these meetings to all Parties in a prompt fashion.
7. Update and issue the Master Project Construction Schedule monthly to show current conditions and revisions required by actual experience. Consistent with the Contractors' Construction Schedule, monitor the activities of the Contractors and Consultants on the projects, including activity sequences and duration, allocation of labor and materials, processing of Shop Drawings, Project Data and Samples, and delivery of products requiring long lead time procurement.
8. Expedite and participate in the Owner's review of project data, submittals and samples.
9. Recommend courses of action to the Owner when the requirements of the Contract are not being fulfilled, and, the non-performing party will not take satisfactory corrective action.
10. It is the intent that the OPM shall provide periodic construction services for the water treatment plant upgrade construction and the DESIGNER shall provide daily construction services for the water treatment plant upgrade project construction.
11. Provide regular monitoring of the construction costs, showing actual costs for activities in progress and estimates for unaccomplished tasks. Identify variances between actual and established costs and advise the Designer and Owner if project costs are expected to exceed the respective contract sums.
12. Advise the Owner of necessary or desirable changes to the project, assist in negotiation of the Contractor's proposals for these changes, submit recommendations to the Designer and the Owner, and, if accepted, prepare or cause the Contractor to prepare change orders for the Designer's approval and the Owner's authorization. Review Designer implemented change order system monitoring and reporting on job cost events, including approved change orders, pending change orders, and anticipated change orders. Establish a timeline for the change order process that does not interfere with the progress of the work.
13. Develop and implement procedures for the prompt review and processing of Applications for Payment from the Contractor for progress and final payments, including certification requirements by the Designer. Make recommendations to the Owner for payment(s).
14. Participate in the implementation of the safety programs of each of the Contractors as required by their Contract documents.

15. Assist in obtaining building permits and special permits for permanent improvements, excluding permits required to be obtained directly by the Contractor(s). Verify that the applicable fees and assessments have been paid. Assist in obtaining approvals from authorities having jurisdiction over the projects.

16. Assist the Owner in selecting and retaining the professional services for third party inspections and testing laboratories. Assist the Contactor with the coordination of these services.

17. Verify the timely flow of payments to Subcontractors based on contract documents and Massachusetts General Laws.

18. Ensure that proper record keeping of all types, plans, specifications, submittals, schedules, progress photographs, equipment operation manuals, etc., related to the quality and nature of the construction in progress is being maintained on the job site by the Contractor(s) and the Clerk of the Works for review by the Designer and the Owner.

19. Coordinate the commissioning work with all parties involved, to ensure that the commissioning activities are being incorporated into the Master Project Schedule.

20. At the conclusion of the project, coordinate with Designer the assembly of all record / as-built drawings, operation manuals, all other construction related documents and all materials necessary for occupancy and full operation of the facilities.

21. Review on behalf of the Owner planning and training for operations and maintenance activities.

V Selection Process

The City will rank Respondents using the evaluation criteria described below. The highest-ranking firm will be contacted, and a fee negotiation period will take place between the selected firm and the City. If a mutually acceptable compensation agreement cannot be worked out between the parties, the City reserves the right to terminate negotiations with the highest ranked Respondent and begin discussions with the next highest ranked Respondent.

Please submit two sealed envelopes: The first envelope shall include one (1) original of the non-price technical proposal marked: "Non-Price Proposal – Horn Pond Water Treatment Plant OPM". The second envelope shall include one (1) original of the price proposal marked "Price Proposal – Horn Pond Water Treatment Plant OPM".

The City of Woburn reserves the right to modify or reduce the overall scope of the work to be performed by the selected firm. In addition, the City of Woburn reserves the right to reject any and all proposals when such action is deemed to be in the best interest of the City.

VI Selection Criteria

Each response shall be evaluated on the following criteria and assigned a rating of Highly Advantageous, Advantageous, Not Advantageous or Unacceptable.

Criteria #1 – Project approach

- Highly Advantageous. Responder has submitted a comprehensive project approach that thoroughly addresses all requirements of the Project.
- Advantageous. Responder has not met the qualifications for “Highly Advantageous”, but has submitted a project approach that addresses most requirements of the project.
- Not Advantageous. Responder has submitted a project approach that addresses some requirements of the project.
- Unacceptable. Responder has not submitted a project approach that addresses the requirements of project.

Criteria #2 – Qualifications and experience of the firm in conducting similar projects in accordance with local, state and federal regulations within the last five years.

- Highly Advantageous. Responder has successfully conducted twelve (12) or more projects.
- Advantageous. Responder has successfully conducted at least ten (10) projects.
- Not Advantageous. Responder has successfully conducted at least five (5) projects.
- Unacceptable. Responder has successfully conducted fewer than five (5) projects.

Criteria #3 - Professional qualifications of staff or sub-consultants who will work on the project

- Highly Advantageous. Responder has identified highly qualified staff for all technical areas identified in Item 5 above, which indicate that work will be successfully completed in an efficient manner.
- Advantageous. Responder has not met the qualifications for “Highly Advantageous”, but has identified adequate staff, which indicate that work will be successfully completed.
- Not Advantageous. Responder has failed to identify adequate staff, indicating that the work may not be successfully completed.
- Unacceptable. Responder has not identified any staffing and consultants, which indicates that work is unlikely to be completed successfully.

Criteria #4 – Qualifications and capability to conduct the project utilizing in-house personnel to improve efficiency and coordination

- Highly Advantageous. Responder employs in-house all technical disciplines identified in Item 5 above and demonstrates significant experience performing all requirements of the project.
- Advantageous. Responder has not met the qualifications for “Highly Advantageous” but has identified in-house personnel that have experience performing most requirements of the project.
- Not Advantageous. Responder has identified in-house personnel that have experience performing some requirements of the project.
- Unacceptable. Responder has not identified in-house personnel that have experience performing the requirements of project.

Criteria #5 - Capacity to complete the project on time and within budget

- Highly Advantageous. Responder has submitted a detailed project schedule and provided more than five (5) references for similar projects that strongly suggest that the Project will be completed on time and within budget.
- Advantageous. Responder has not met the threshold for “Highly Advantageous” but has submitted a project schedule and has provided three (3) references for similar projects that indicate that the Project may be completed on time and within budget.
- Not Advantageous. Responder has submitted an unrealistic schedule and has not provided references that indicate the Project will be completed on time and within budget.
- Unacceptable. Responder has not submitted a schedule or provided references.

Criteria #6 – Qualifications and experience of the firm in securing and administering grant funding for similar projects within the last five years.

- Highly Advantageous. Responder has successfully secured and administered grant funding for twelve (12) or more projects.
- Advantageous. Responder has successfully secured and administered grant funding for at least ten (10) projects.
- Not Advantageous. Responder has successfully secured and administered grant funding for at least five (5) projects.
- Unacceptable. Responder has successfully secured and administered grant funding for fewer than five (5) projects.

Criteria #7 - Familiarity with City Standards and Existing Infrastructure

Highly Advantageous. Responder has performed more than 3 project in the city and is thoroughly familiar with City standards and procedures. Responder has a deep understanding of the City's existing infrastructure. Responders experience with the city is highly likely to increase project efficiency, maintain project schedule and support project objectives.

Advantageous. Responder has not met the qualifications for "Highly Advantageous". Responder has performed more than 1 project in the city and is familiar with City standards and procedures. Responder has a basic understanding of the City's existing infrastructure. Responders experience with the city may increase project efficiency, maintain project schedule and support project objectives.

Not Advantageous. Responder has not performed any City and is not familiar with City standards or procedures. Responder has no understanding of the City's existing infrastructure. Responders experience with the city will not increase project efficiency, maintain project schedule and support project objectives.

The Owner reserves the right to consider any other relevant criteria that it may deem appropriate, within its sole discretion. The Owner may or may not, within its sole discretion, seek additional information from Respondents. This Request for Services, any addenda issued by the Owner, and the selected Respondent's response, will become part of the executed contract. The key personnel that the Respondent identifies in its response must be contractually committed for the Project. No substitution or replacement of key personnel or change in the Sub-Consultants identified in the response shall take place without the prior written approval of the Owner.

VII Comparative Evaluation Criteria

The following ratings will be used to measure the relative merits of each submission which has met the Evaluation Criteria described above. Those submissions which do not meet a majority of the Evaluation Criteria will be deemed unacceptable and will not be considered for this project. These rankings will be applies to each of the Evaluation Criteria in section V for the purpose of scoring the value of each submission.

Definition of the rankings is as follows:

1. *Highly Advantageous*: That submission which demonstrably meets or exceeds all requirements of the RFS criteria.
2. *Advantageous*: That submission which meets or exceeds a majority of the requirements of the RFS. Vagueness or lack of information may not allow full understanding of the Submitter's description of services, staff qualifications, etc.
3. *Not Advantageous*: That submission which clearly does not meet a majority of the requirements of the RFS criteria.

CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of _____
(Name of Corporation)

held on _____ it was VOTED that:
(Date)

(Name)

(Officer)

of this corporation, be and he/she hereby is authorized to submit bids and proposals, execute contracts, deeds and bonds in the name and on behalf of said corporation, and affix its corporate seal hereto; and such execution of any contract, deed or obligation in this corporation's name on its behalf by such _____ under seal of the company, shall be valid
(Officer)

and binding upon this corporation.

A True Copy,

ATTEST: _____

TITLE: _____

PLACE OF BUSINESS: _____

DATE OF THIS CERTIFICATE: _____

I hereby certify that I am the clerk of the _____
(Corporation)

that _____ is the duly elected _____ of
(Name) (Office)

said corporation, and that the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

(Clerk)

CORPORATE SEAL:

