



Christopher J. Gagliastro, MCPPO
Purchasing Agent

RFP NO. 8396-W5
ISSUANCE DATE: 3/19/25

BUYER: Christopher J. Gagliastro, MCPPO

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
REQUEST FOR PROPOSALS
NOTICE TO PROPOSERS**

**RFP TITLE: Engineering Services – Sprague Trail Bridge Design /
E.D.**

REFER TO PAGE 7 FOR PROPOSAL SUBMISSION INFORMATION

General Conditions:

All proposals are subject to the terms, conditions and specifications herein set forth:

1. **Scope: Provide professional engineering design services for the Sprague Trail Bridge per the attached requirements and specifications City of Worcester Department of Economic Development - Planning & Regulatory Division.**
2. A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the amount of N/A must accompany this proposal. This must be submitted under separate sealed cover marked "Proposal Security." In the case of default, the surety shall be forfeited to the City as liquidated damages.
3. All terms and conditions are applicable to this proposal except the following section(s) which are hereby deleted from this RFP: 4, 27
4. A performance bond in the amount of not applicable will be required. If this proposal is accepted by the City and the Proposer shall fail to contract as set forth in these requirements and to give a bond in the aforementioned amount, within ten (10) days, (not including Sundays, Saturdays, or a legal Holiday) from the date of the mailing of a notice from the City to the Proposer, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the proposer has abandoned the contract and thereupon the proposal and acceptance shall be null and void and the proposal security accompanying this proposal shall become the property of the City as liquidated damages. Performance bond shall be on the City's form only.

Any prospective proposer requesting a change in or interpretation of existing specifications or terms and conditions must do so within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal opening date. All requests are to be in writing to the Purchasing Division. No changes will be considered nor will any interpretation issued unless request is in our hands within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal submission date.

Any inquiries related to technical or contractual matters must be submitted in writing to:

**Christopher J. Gagliastro, MCPPO
Purchasing Director
City of Worcester, City Hall
455 Main Street, Room 201
Worcester, MA 01608
gagliastroc@worcesterma.gov**

5. Nothing herein is intended to exclude any responsible Proposer or in any way restrain competition. All responsible Proposers are encouraged to submit proposals. The City encourages participation by Minority and Women Owned Business Enterprises (M/WBE).
6. The following meanings are attached to the defined words when used in this RFP.
 - a) The word "City" means The City of Worcester, Massachusetts.
 - b) The word "Proposer" or "Respondent" means the person, firm or corporation submitting proposal on these specifications or any part thereof.
 - c) The word "Contractor" means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
 - d) The words "Firm Price" shall mean a guarantee against price increase during the life of the contract.
7. All proposals and other documents relating to this RFP are subject to the public records provisions of M.G.L. c.30B and shall remain confidential until the time specified in c.30B section 6 (d).
8. All material submitted by vendors becomes the property of the City. The City is under no obligations to return any of the material submitted by a vendor in response to this RFP.
9. Each vendor's proposal must remain in effect for at least 120 days from the deadline for its submission. The City will decide upon acceptance within 120 days of submission.
10. It is understood and agreed that it shall be a material breach of any contract resulting from this RFP for the Contractor to engage in any practice which shall violate any provision of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color,

religious creed, national origin, sex, age or ancestry.

11. The City reserves the right to accept or reject any or all proposals submitted and waive informalities and technicalities.
12. The City will review and analyze each proposal and reserve the right to interview selected proposers. The City shall select the proposer, which in the City's opinion, has made the proposal best suited to the needs and goals of the City and its operations and deemed to be in compliance with the terms of this RFP.
13. The Contractor will be required to indemnify and save harmless the City of Worcester for all damages to life and property that may occur due to his or her negligence or that of his or her employees, subcontractors, etc. during the contract derived from this RFP.
14. The Contract Agreement will be drafted by the City's Law Department in compliance with the terms of the RFP and may incorporate the terms of this RFP and of the proposal selected.
15. The Proposer must certify that no official or employee of the City of Worcester, Massachusetts, is pecuniarily interested in this proposal or in the contract which the proposer offers to execute or in expected profits to arise therefrom, unless there has been compliance with the provisions of G.L.C. 43 section 27, and that this proposal is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
16. Any proposal withdrawn after time and date specified, the proposer shall forfeit deposit on proposal as liquidated damages.
17. A vendor conference will be held as follows: n / a
18. The Contractor shall not assign, transfer, sublet, convey or otherwise dispose of any contract which results from this RFP, or its right, title or interest therein or its power to execute the same to any other person, firm, partnership, company or corporation without the previous consent in writing of the City. Should the Contractor attempt any of the above without the written consent of the City, the City reserves the right to declare the Contractor in default and terminate the contract for cause.
19. The Contractor shall obtain professional liability insurance covering the negligent acts, errors and omissions of the Contractor, and of any person or business entity for whose performance the Contractor is legally liable arising out of the performance of the contract derived from this RFP. The amount of this coverage shall equal to the greater of one million dollars (\$1,000,000) or ten percent (10%) of the Project's estimated cost of construction for the applicable period of limitations. If the coverage is on a "claims made" basis (rather than occurrence basis), the Contractor shall obtain from its insurer a six year extending reporting coverage ("tail") policy covering continuing such coverage.

The Contractor shall also obtain and maintain in force at all times during the term of the Contract, occurrence basis insurance coverages pertaining to commercial liability, property damage and motor vehicle in at least the following amounts:

- a. Commercial General Liability - \$1,000,000 per occurrence/\$2,000,000 aggregate
- b. Excess / Umbrella Liability - \$2,000,000
- c. Automobile Liability/Combined Single Limit - \$1,000,000
(all owned, scheduled, hired, and non-owned autos)
- d. Workers Compensation insurance satisfying the Massachusetts statutory requirements.

The City of Worcester shall be named as an additional insured on said coverage and certificates, except professional liability coverage and workers compensation coverage. The Purchasing Director shall be identified as a Certificate Holder.

- 20. The Contractor shall carry Public Liability Insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contract or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for anyone in his or her employ during the execution of the contract derived from this RFP.
- 21. Prior to starting on the contract derived from this RFP, the Contractor shall deposit with the Purchasing Division, certificate from the insurer to the effect that the insurance policies required in the above paragraph have been issued to the Contractor. The certificates must be on a form satisfactory to the City.
- 22. All prices quoted must include inside delivery, and set-up in place F.O.B. destination to pre-designated City of Worcester departments.
- 23. No special charges will be allowed for rigging, packing, crating, freight, express, or carriage unless specifically stated and included in the vendor's proposal.
- 24. The award to the successful proposer may be cancelled in the event of vendor nonperformance as may be determined by the City.
- 25. The successful proposer shall comply with all applicable federal, state and local laws, ordinances, and regulations. The awarded contract shall be governed under the laws of the Commonwealth of Massachusetts.
- 26. Purchases made by the City are exempt from Federal and Massachusetts state taxes and proposal prices must exclude any such taxes. Tax exemption certificates will be furnished upon request.
- 27. When the contract is executed, a performance bond, in the full amount of the contract, is required. See paragraph 4. The bond will be of a surety company qualified to do business under the laws of the Commonwealth of Massachusetts. The cost of this bond is the vendor's responsibility. Bonds shall remain in force and effect thru the performance of the contract.
- 28. Expenditures by the City and authorization to spend for particular purposes are made on fiscal year basis. The City's fiscal year is the twelve-month period ending June 30 of each year. The obligations of the City under any agreement to be reached are subject to the

appropriation or authorization of the necessary funds. The City agrees to make reasonable efforts to obtain funding and all necessary authorization.

29. No amendment to the contract shall be effective unless it is in writing and signed by authorized representatives of both parties and is accepted by the City of Worcester.
30. The vendor (and its insurers, if any) shall bear all risk of loss or damage to the equipment which occurs in transit to the user site. The risk of loss or damage to purchased equipment shall remain with the vendor until the purchase price has been paid and title has passed. The vendor shall also bear the risk of loss or damage to leased or rented equipment during the City of Worcester's possession and use thereof subject, however to such conditions and limitations as may be stated elsewhere in the contract.
31. The vendor shall not assign or in any way transfer any interest in the contract without the prior written consent of the City provided, however, that claims for money due or to become due to vendor from the City may be assigned to a bank, trust company, or other financial institution without such consent so long as notice of such assignment is furnished promptly to the City. Any such assignment shall be expressly made subject to all defenses, setoffs, or counterclaims which would have been available to the City against the vendor in the absence of such assignment.
32. None of the services to be provided by the vendor pursuant to the contract shall be subcontracted or delegated to any other organization, association, individual, corporation, partnership or other such entity without the prior written consent of the City. No subcontract or delegation shall relieve or discharge the vendor from any obligation or liability under the contract except as specifically set forth in the instrument of consent. Any subcontract to which the City has consented shall be attached to the original of the contract on file in the City of Worcester.
33. Neither party will be liable to the other or be deemed to be in breach of the contract for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight, embargoes, and unusually severe weather. If the vendor's failure to perform is caused by the default of the subcontractor, and if such default arises out of causes beyond the reasonable control of both the vendor and the subcontractor, and without the fault or negligence of either of them, the vendor shall not be liable for any excess costs for failure to perform, unless the equipment or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the vendor to meet the required delivery schedule. Dates or times of performance will be extended to the extent of delays excused in this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.
34. The vendor shall provide to the City of Worcester a warranty and a commitment which clearly states that all equipment and services proposed and supplied by the Vendor, and/or its subcontractors, performs as expected and promised by the Vendor.
35. The vendor represents that no person other than bona fide employees working solely for the vendor, have been employed or retained to solicit or secure this agreement upon an

arrangement or understanding for a commission, percentage, brokerage fee, gift or any other consideration contingent upon the award or making of this contract. For breach or violation of the representation, the City shall have the right to annul the contract without liability, or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage fee or other consideration.

36. Any contract made by the City in which the Purchasing Agent or any employee of his/her department, the heads of using agencies or any other officer or employee of the City having a part in the placing of such contract is financially interested, directly or indirectly, shall be void.
37. The vendor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion or medical handicap. The vendor agrees to comply with all applicable Federal and State Statutes, rules and regulations prohibiting discrimination in employment including: Title VII of the Civil Rights Acts of 1964; The Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; Massachusetts General Laws Chapter 151B, Section 4 (1) and all relevant administrative orders and executive orders.

If a complaint or claim alleging violation by the vendor of such statutes, rules or regulations is presented to the Massachusetts Commission Against Discrimination (MCAD), the vendor agrees to cooperate with MCAD in the investigation and disposition of such complaint or claim.

In the event of vendor noncompliance with the provisions of this section, the City shall impose such sanctions as it deems appropriate, including but limited to:

- 1) Withholding of payments due vendor under the contract until vendor complies.
- 2) Termination or suspension of the contract.

SUBMISSION OF PROPOSALS

38. Proposals must be submitted in two (2) packages according to the instructions below. The City intends to consider responses in the Technical Proposal evaluation requirements before considering costs. *Therefore, no reference to pricing may be made in the Technical Proposal.*

A sealed package containing **the original, 3 copies, plus 1 PDF copy on USB drive** of the proposal **must** be labeled as follows:

Purchasing Agent, City of Worcester

Engineering Services – Sprague Trail Bridge Design / E.D. – Technical Proposal

**455 Main Street, Room 201
Worcester, MA 01608**

Re: RFP No. 8396-W5

A sealed package containing **the original copy** of the proposal **must** be labeled as follows:

Purchasing Agent, City of Worcester

Engineering Services – Sprague Trail Bridge Design / E.D. – Price Proposal

**455 Main Street, Room 201
Worcester, MA 01608**

Re: RFP No. 8396-W5

PRICE PROPOSAL PAGE IS LOCATED AT END OF SPECIFICATIONS

Proposals must be delivered no later than Wednesday, April 9, 2025 at 10:00 AM LOCAL TIME. *Late submissions will be rejected, regardless of circumstances.* The City is not responsible for submittals not properly marked.

The evaluation and cost proposals will remain confidential until a formal and finalized contract has been executed.

RFP EVALUATION

39. The City of Worcester Purchasing Agent will assign an evaluation team, hereafter referred to as the Selection Committee, to perform a full and complete evaluation of RFP submittals. The Purchasing Agent will ultimately forward a formal recommendation of award to the City Manager who has final award authority.
40. RFP evaluation responses will be evaluated by the Selection Committee based directly upon vendor's response to mandatory and comparative evaluation criteria. Vendors must meet or exceed the mandatory criteria requirements or be rejected as non-responsive.

Comparative criteria will be evaluated by use of four (4) rating categories as set forth by M.G.L. Chapter 30B:

- 1) HIGHLY ADVANTAGEOUS - Vendor's submittal meets all the stated requirements and offers significant performance above the stated requirements.
- 2) ADVANTAGEOUS - Vendor's submittal meets the stated requirements without risk or disadvantage.
- 3) NOT ADVANTAGEOUS - Vendor's submittal contains some risk or disadvantage but is not unacceptable.
- 4) UNACCEPTABLE - Vendor's submittal fails to meet the standards of the stated requirements.

After proposals have been assigned ratings on the basis of each evaluation criterion, a composite rating will be established by the Selection Committee. Submittals will then be ranked based upon finalized composite rating.

41. The Purchasing Agent will identify the most advantageous proposal based upon the rankings of the Selection Committee and an evaluation of the price proposals received. The Purchasing Agent will forward a recommendation for award to the City Manager based upon the most advantageous proposal received considering evaluation rankings and price proposals received.

GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

Name	Address	Zip Code
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_____	_____	_____
_____	_____	_____
_____	_____	_____

KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:

(1)	If an Individual or Proprietorship
Name of Owner:	_____
Business Address:	_____
Zip Code	_____ Telephone No. _____
Email	_____
Home Address	_____
Zip Code	_____ Telephone No. _____

(2)	If a Partnership, Full names and addresses of all partners	
<u>Name</u>	<u>Address</u>	<u>Zip Code</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
Business Address	_____ Zip Code	_____
	Tel. No.	_____

(3) If a Corporation

Full Legal Name: _____

State of Incorporation: _____ Qualified in Massachusetts? Yes _____ No _____

Principal Place of Business _____
Street P.O. Box

City/Town State Zip

Email: _____

Telephone No. _____

Place of Business in Massachusetts _____
Street P.O. Box

City/Town State Zip

Telephone No. _____

GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY

Full Legal Name of Surety Company _____

State of Incorporation _____ Admitted in Massachusetts? Yes _____ No _____

Principal Place of Business _____
Street P.O. Box

City/Town State Zip

Place of Business in Massachusetts _____
Street P.O. Box

City/Town State Zip

Telephone No. _____

NOTE:

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

E.I. Number of bidder _____

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER _____

TITLE _____

DATE _____

UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING CERTIFICATION MUST BE PROVIDED:

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

"The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

(Please Print)

Name of Person Signing Bid

Signature of Person Signing Bid

Company

No award will be made without vendor certification of the above.

- **Proposers must sign and submit the above form with their proposal submission.**

CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of the _____
held on _____ Directors were present or waived notice,
(name of corporation) (date)
it was voted that _____ of this company be and hereby is
(officer and title)
authorized to execute contracts and bonds in the name and behalf of said company, and affix its Corporate Seal
thereto, and such execution of any contract or bond of obligation in this company's name shall be valid and
binding upon this company.

A TRUE COPY, ATTEST:

[Signed]

[Company Name and Address]

I hereby certify that I am the _____ of the _____
(Title) (Name of Corporation)
that _____ is the duly elected _____
(Name of Officer) (Title)
of said company, and the above vote has not been amended or rescinded and remains in full force and effect
as of the date of this contract.

Signature: _____

Name/Title: _____

Date: _____

(Corporate Seal)

COMMONWEALTH OF MASSACHUSETTS

WORCESTER, SS.

On this ____ day of _____, 2024, before me the undersigned notary public, personally
appeared _____, who proved to me through satisfactory evidence of
identification, which was/were _____, to be the person whose name is signed
on the preceding or attached document, and acknowledged to me he/she signed it voluntarily for its stated
purpose.

Notary Public

My commission expires:

Sprague Trail Bridge Design – Engineering Services
Request for Proposals
March 2025

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I. Project Summary

The City of Worcester, through its Planning & Regulatory Services Division (DPRS), is seeking a qualified consultant to provide engineering services for the design phase of a project to construct an accessible bridge over Broad Meadow Brook and make improvements to Sprague Trail to make it accessible up to the bridge. The primary project deliverable will be a set of 100% design construction drawings including both civil site plans and structural design plans for the bridge (including footings and any related boardwalk/structures needed to make the trail assessable leading up to the bridge). DPRS will subsequently use the plans developed through this process for permitting and separately bid the construction of the bridge and related trail improvements. The bridge and trail leading up to the bridge must be designed to (1) meet FSTAG accessibility standards and (2) span the regulatory floodway of the brook to avoid the need for a no-rise cert from FEMA. The design must minimize impacts to adjacent wetland resource areas and comply with all federal, state, and local wetlands protection laws and regulations (including but not limited to MGL 131, C. 40; 310 CMR 10; 44 CFR Parts 59, 60, 65, & 70; W.R.O. Part 1, c. 6 etc.).

II. Background

Broad Meadow Brook Wildlife Sanctuary is the largest urban wildlife sanctuary in New England. It is made up of a patchwork of over ±430 acres of properties owned by the City of Worcester, Mass Audubon, and National Grid. The sanctuary has over six miles of trails and receives over 25,000 visitors each year.

Sprague Trail is a critical link in the sanctuary's trail network, as it is one of two major passages across Broad Meadow Brook itself. Historically, large stepping-stones have been used to cross where the trail crosses over the brook, however wildlife activity as well as increasing frequency and intensity of flooding has resulted in the crossing being impassible most of the time.

The City of Worcester is partnering with Mass Audubon on a project to improve the accessibility of Sprague Trail and construct an accessible pedestrian bridge that spans Broad Meadow Brook to ensure trails are usable year-round.

In June 2024, the City was awarded funding for this project from the Massachusetts Department of Conservation & Recreation MassTrails Grant Program.

The City is looking to get started with this project as soon as possible and hopes to expend approximately 20% of the overall project budget by the end of FY25 (by 6/30/25) and desires to complete the design phase by the end of the 2025 calendar year.

III. Scope of Services

Task 1. Meetings

- a) Kick-Off Meeting: The contractor shall participate in a virtual one-hour kick-off meeting with the project team. The contractor shall provide an agenda in advance of the meeting and a written meeting summary within one week of completing the meeting.
- b) Community Meeting: The contractor shall participate in one two-hour in-person community meeting to gather public feedback on the bridge design. The City will be responsible for

coordinating and setting up the community meeting, the contractor will be responsible for reviewing the design plans and documenting feedback.

- c) Client Meetings: The contractor shall participate in a minimum of three one-hour virtual meetings with the project team throughout the course of the project. The contractor shall provide an agenda in advance of the meeting and a written meeting summary of each meeting within one week of completing each of the meetings.

Task 2. Due Diligence & Review

- a) Site Visit: The contractor will conduct a site visit with staff to observe the physical and environmental features of the site and discuss the project.
- b) Property Review: The contractor will review all available information about the property (e.g., existing site plans, approximate utility locations, base flood elevation & floodway information, etc.) which shall be provided to the contractor by the City a minimum of 1 week prior to the kick-off meeting, to inform and drive project design.

Task 3. Survey Work

- a) Field Survey: The contractor will perform an on-the-ground survey of the project area to locate existing site features (including but not limited to mature vegetation and wetland resources) and sufficient spot elevations to establish site contours at a one-foot interval, and relevant rights-of-ways/easements, and all utility infrastructure.
- b) Surveyed Existing Conditions Plan: The contractor will prepare a topographic survey plan of the project location, which shall include the following elements:
 - i. Locations, bearings, and distances of existing property lines and Rights-of-Way within 100' of the final limit of work, including any necessary access points to the site for construction vehicles (expected to be Sprague Lane).
 - ii. Existing grades shown with one-foot contour lines and pertinent spot grades.
 - iii. Contour line for the base flood elevation at the project location (458.8' NAVD88).
 - iv. Location and corresponding labeling of wetland flags (wetlands to be delineated by the City and available at the time of field survey).
 - v. Locations of existing mature trees >6" caliper within 15' of the limit of work.
 - vi. Field verification of existing water, drainage, and sewer utilities within 100' of the limit of work (approximate locations to be provided by the City), including invert elevations.
 - vii. 15', 30', 50' and 100' buffers from any delineated wetland or stream/river bank.
 - viii. Stamped and sealed by a Massachusetts Registered Professional Land Surveyor in accordance with professional licensure standards.

Task 4. Site Design

- a) Geotechnical Engineering: The contractor will have a geotechnical engineer perform borings to obtain soil information and determine suitability for bridge footings (in the location proposed) and confirm seasonal high groundwater elevations. Results of the borings must be provided including a summary that is interpreted by a Massachusetts Registered Professional Engineer. Supplemental borings and revised reports may be needed, based on soil conditions, to ensure the structural plans can be constructed in the field and civil plans and structural plans must be responsive to site conditions and revised accordingly.

- b) Structural Plans: The contractor shall provide structural plans for the bridge design stamped by a MA Registered Professional Structural Engineer reflecting the final site layout and that are responsive to any geotechnical data received and civil site design needs to ensure compliance with the requirements of federal, state and local wetlands protection and floodplain management regulations. Plans must be compliant with FSTAG/ADA/MA AAB accessibility standards, public safety, and all relevant MA building code requirements. A minimum of two cycles of fully responsive plan revisions shall be provided by the consultant based on consolidated comments from the city and community members. One to-scale digitally sealed PDF shall be provided for each round of revisions. One stamped/sealed to-scale hard copy and a digitally sealed PDF copy of the final plan shall be provided along with raw AutoCAD files/data for the final plans and all existing condition data collected.

- c) Civil Site Plans: The contractor will prepare engineered site plans that include, at minimum, the below-listed elements in an easily legible, organized format. A minimum of three cycles of fully responsive plan revisions shall be provided by the consultant based on consolidated comments from the city and community members. Plans must be responsive to any geotechnical data received and structural design needs to ensure compliance with the requirements of federal, state and local building, safety and accessibility requirements. Plans must be compliant with FSTAG/ADA/MA AAB accessibility standards, public safety, and all relevant MA building code requirements. Plans shall be sealed by a MA Registered Professional Engineer. One to-scale digitally sealed PDF shall be provided for each round of revisions. One stamped/sealed to-scale hard copy and a digitally sealed PDF copy of the final plan shall be provided along with raw AutoCAD files/data for the final plans and all existing condition data collected.
 - i. Coversheet reflecting property address, ownership, design professionals, site locus, dates, relevant plan references
 - ii. Existing conditions plan sheet as noted above in Task 3.b.
 - iii. Site preparation/demo and erosion & sedimentation control plan sheet (must satisfy EPA SWPPP requirements) for all construction activities (including staging/stockpiling, crane pad/ temporary equipment access if expected to be needed to install the proposed improvements)
 - iv. Proposed site improvement plan sheet(s)
 - v. Wetland resource area boundaries and associated 15', 30', 50' and 100' buffer zones
 - vi. Locations of all soil borings/test pits
 - vii. Proposed grading (minimum 1' contour intervals) and drainage

- viii. Locations of the proposed bridge (shown in compliance with ADA/AAB/FSTAG and MA building code requirements, consistent with the structural drawings) any other proposed improvements (footings, boardwalk, trails, seating) including surface treatments
- ix. Location and quantified impacts (SF/CF) to all types of wetland resource areas (including but not limited to floodplain, BVW, Bank, LUW, etc.) to be temporarily or permanently impacted by construction activities
- x. Table with flood storage calculations corresponding to final design at each 1' interval at or below the BFE ensuring that any fill at or below the 100-year floodplain is offset at a 1:1 ratio by compensatory storage at the same elevations, elsewhere on the site in compliance with 310 CMR 10.57
- xi. Location of area(s) proposed for wetland replication and compensatory flood storage (wetland replication/planting plan to be prepared by the City)
- xii. Plan detail sheet(s) reflecting details for all proposed construction elements
- xiii. Plan detail showing a profile view of the bridge and supports

d) Stormwater Management: The contractor will provide a MA Stormwater Checklist signed & stamped by a MA Registered Professional Civil Engineer accompanied by a narrative description of the project's compliance with the Massachusetts Stormwater Standards to the maximum extent practicable.

Items Not In-Scope

The following items are not included in the scope for this Request for Proposals and are to be completed by others:

- Wetland delineation
- Wetland replication plan and/or sequence
- Wetland permitting (e.g. NOI/ORAD)
- Construction sequencing
- Obtaining building permits
- Assessment of existing trails, not proposed to be impacted by the bridge and related site improvements shown on the site plans, in meeting accessibility standards

IV. Proposal Requirements

The consultant's proposal shall include or address the following items:

1. Project Approach

- a. Statement of Understanding: Provide a brief narrative summarizing the consultant's understanding of the project, including key considerations that are essential to the project's success
- b. Methodology & Scope: Detail the consultant's specific methodology to implement the scope of services outlined in Section III of this RFP. The consultant should identify any scope additions or revisions proposed to reflect the consultant's specific approach to the

project, staying within the overall framework outlined in Section III. All deliverables should be clearly defined.

- c. Proposed Schedule: Include a proposed schedule that identifies milestones and deliverable dates. For the purposes of this proposal, the schedule should assume a planned start date of May 1, 2025 (subject to change based on contracting), and that the City will have completed the wetland delineation field work prior to that date. The City hopes to expend 20% of the project budget by the end of FY25 (6/30/2025) and to complete the project by the end of the 2025 calendar year.

2. Qualifications

- a. Project Team: Provide a brief overview of the project team's proposed organization and areas of responsibility. Identify who will be the project manager and other key task leaders and team members. Resumes should be provided for all staff who will be assigned to work on the project.
- b. Subcontractors: For any tasks that are to be subcontracted, fully explain the approach in selecting a subcontractor and describe the qualifications that they would possess.
- c. Project Experience: Provide up to five project examples for the consultant where similar services have been completed and resulted in final constructed projects. Similar services may include, but are not limited to:
 - i. Bridge design for a recreational trail network
 - ii. Bridge design for sites with regulatory floodplains and/or regulatory floodways
 - iii. Projects designed to comply with FSTAG accessibility standards
 - iv. Projects that involve provision of compensatory flood storage to comply with performance standards for Bordering Land Subject to Flooding in the Massachusetts Wetlands Protection Act
 - v. Projects funded by the DCR MassTrails Grant Program

3. References

Provide at least three (3) different references associated with projects where similar services were provided including a minimum of one (1) in Massachusetts. The list should include at minimum the contact name, email address, and phone number of the client contact person as well as the name, location, date(s) of the project completed by the consultant and if the project was constructed.

4. Pricing

The consultant shall submit a lump sum fee inclusive of all costs, indirect costs, and fees associated with each task as noted. The proposal must account for all aspects of the scope of services, incorporating the project approach described by the consultant.

V. Evaluation Criteria

Minimum Criteria

Respondents must provide information indicating compliance with the minimum requirements listed below:

1. The consultant shall have submitted a proposal that includes all of the proposal requirements outlined in Section IV of this RFP.
2. The consultant shall have a minimum of five (5) years of experience in preparing civil plan sets for recreational or municipal projects located within or adjacent to wetland resource areas jurisdictional under the Massachusetts Wetlands Protection Act.
3. The consultant shall have demonstrated experience in projects of a similar size, scope, and complexity as this project.

Comparative Criteria

All responsive proposals shall be evaluated in the following areas based on comparative evaluation criteria for Highly Advantageous (HA), Advantageous (A), or Not Advantageous (NA). Feedback gained from references may impact the rating in any applicable category.

1. Company Background & Experience
 - a. Highly Advantageous: The consultant possesses superior qualifications and experience in the design of five (5) or more similar scope, scale, and complexity projects in the last 10 years; at least three (3) of such projects have been constructed; and at least three (3) of such projects were in Massachusetts.
 - b. Advantageous: The consultant possesses adequate qualifications and experience in the design of four (4) or more similar scope, scale, and complexity projects in the last 10 years; and at least two (2) of such projects have been constructed; and at least two (2) of such projects were in Massachusetts.
 - c. Not Advantageous: The consultant possesses limited qualifications and experience in the design of three (3) or more similar projects and one (1) or fewer projects have been constructed and were in Massachusetts.
2. Qualifications of Project Team
 - a. Highly Advantageous: The consultant/project manager has over 15 years of demonstrated experience in civil engineering design work for municipal projects.
 - b. Advantageous: The consultant/project manager has between 10-15 years of demonstrated experience in civil engineering design work for municipal projects.
 - c. Not Advantageous: The consultant/project manager has between 5-10 years of demonstrated experience in civil engineering design work for municipal projects.
3. Ability to Initiate Project in a Timely Manner
 - a. Highly Advantageous: The proposal includes a schedule where deliverables valued at 20% or more of the total project cost are completed by June 30, 2025.
 - b. Advantageous: The proposal includes a schedule where deliverables valued at between 10%-19.99% of the total project cost are completed by June 30, 2025.
 - c. Not Advantageous: The proposal includes a schedule where deliverables valued at less than 10% of the total project cost are completed by June 30, 2025.
4. Ability to Complete the Project in a Timely Manner
 - a. Highly Advantageous: The proposal includes a schedule where the total project is scheduled to be complete by December 31, 2025.

- b. Advantageous: The proposal includes a schedule where the total project is scheduled to be complete after December 31, 2025, but before June 30, 2026.
- c. Not Advantageous: The proposal includes a schedule where the total project is scheduled to be complete after June 30, 2026, but before December 31, 2026.

5. Professional References

- a. Highly Advantageous: The consultant has provided three (3) or more client references for relevant projects, all of whom report highly satisfactory experience working with the consultant with no major concerns expressed. All references indicate a high degree of satisfaction with work products and that the project met budget and schedule expectations.
- b. Advantageous: The respondent has provided three (3) or more relevant client references, all of whom report satisfactory or better experiences working with the Consultant and adequate work products. No major budget overruns or schedule delays attributed to the Consultant were reported.
- c. Not Advantageous: The respondent has provided three (3) or more relevant client references, but one or more references reported less than satisfactory experiences working with the Consultant.

VI. Cost Proposal

To be completed by the proposer.

Consulting fee must be submitted as a flat, lump sum fee for each task noted below and required under the contract. Please include all costs associated in the fees. No additional fees will be considered. Proposers may not add additional items.

Task 1. Meetings

\$ _____

Task 2. Due Diligence & Review

\$ _____

Task 3. Survey Work

\$ _____

Task 4. Site Design

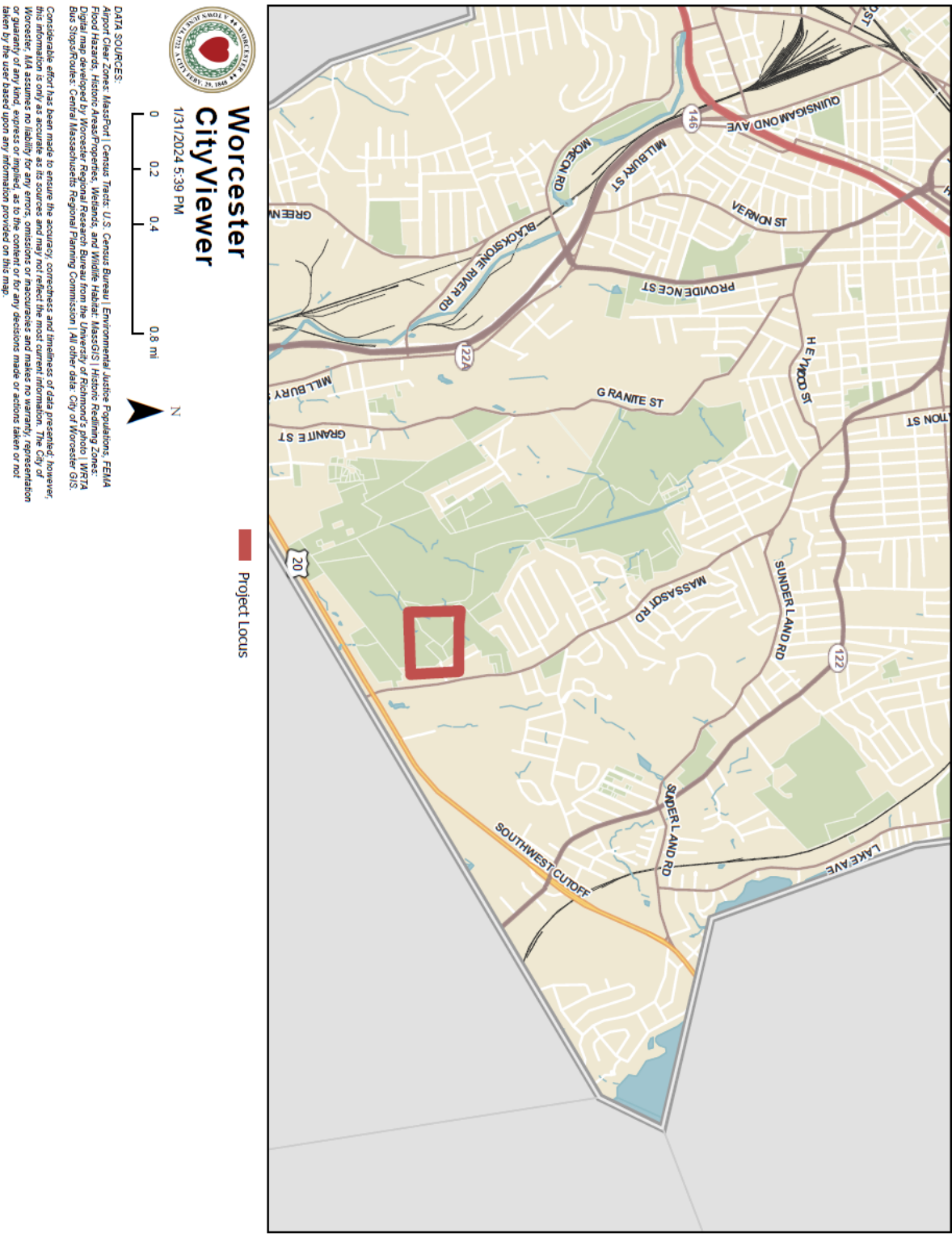
\$ _____

Total

\$ _____ *

*Low proposal price to be based on this amount

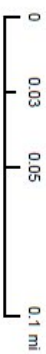
Appendix A. Maps of Project Location








Worcester CityViewer

1/31/2024 5:36 PM



-  Proposed Bridge Location
-  Proposed Trail Improvements
-  Tax Parcels

DATA SOURCES:
Airport Clear Zones; MassPort | Census Tracts; U.S. Census Bureau; Environmental Justice Populations; FEMA Flood Hazards; Historic Areas/Properties; Wetlands; and Wildlife Habitat; MassGIS | Historic Redlining Zones; Digital map developed by Worcester Regional Research Bureau from the University of Richmond's photo | WRTA Bus Stops/Routes; Central Massachusetts Regional Planning Commission | All other data: City of Worcester GIS.

Considerable effort has been made to ensure the accuracy, correctness and timeliness of data presented; however, this information is only as accurate as its sources and may not reflect the most current information. The City of Worcester, MA, assumes no liability for any errors, omissions or inaccuracies and makes no warranty, representation or guarantee, in any form, express or implied, as to the accuracy or timeliness of the information provided or not taken by the user based upon any information provided on this map.



Neatmap

Imagery © 2023 Neatmap, Inc.

30°

Vertical

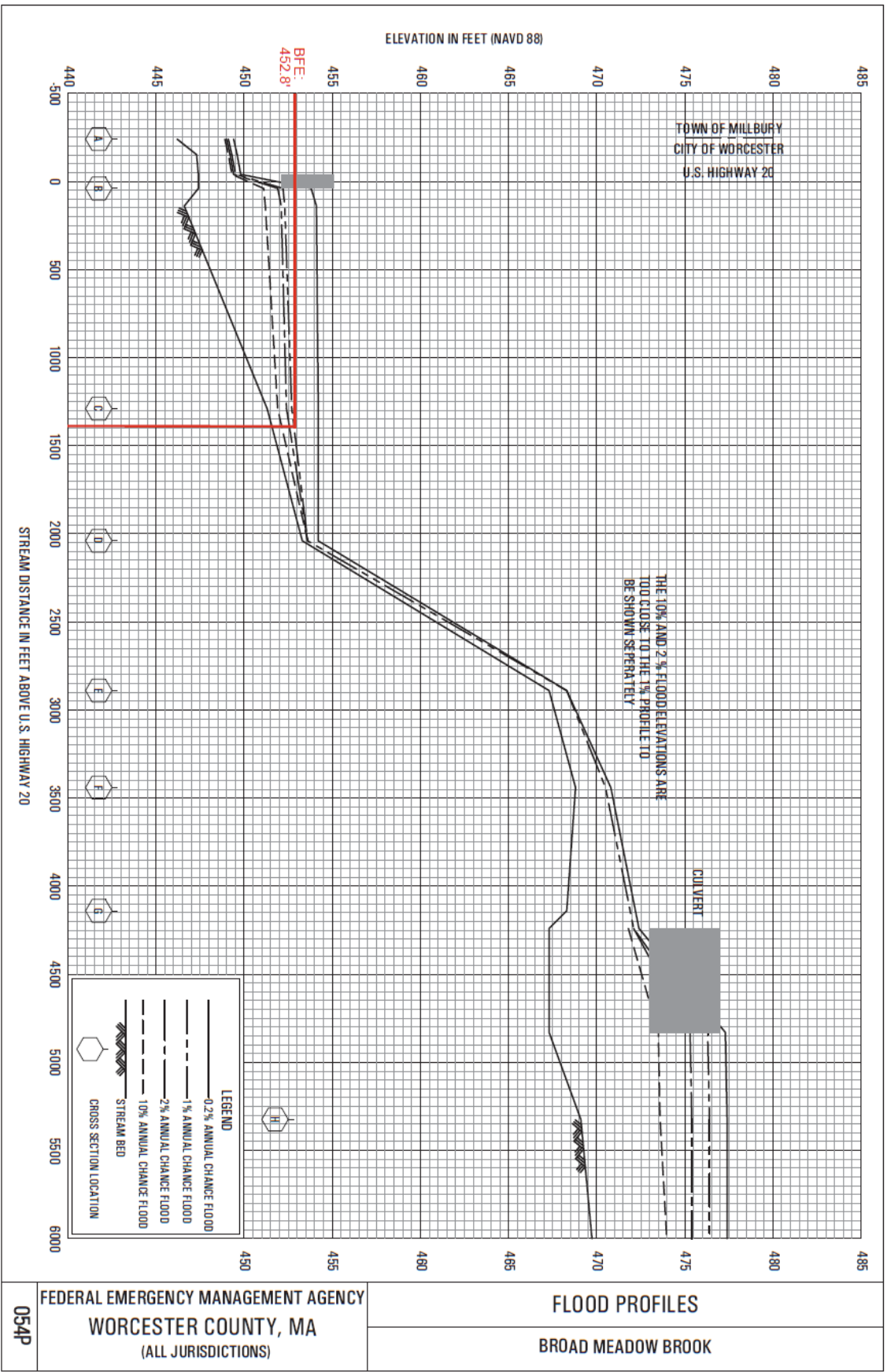
< Wed Apr 17 2024 >

Full Screen



Appendix B. Floodplain & Floodway Information for Approximate Crossing Location





FLOODING SOURCE		FLOODWAY			BASE FLOOD WATER SURFACE ELEVATION (FEET NAVD 88)			
CROSS SECTION	DISTANCE ¹	WIDTH (FEET)	SECTION AREA (SQUARE FEET)	MEAN VELOCITY (FEET PER SECOND)	REGULATORY	WITHOUT FLOODWAY	WITH FLOODWAY	INCREASE
A	-240	34	98	3.9	449.1	449.1	450.1	1.0
B	40	35	124	3.0	452.2	452.2	452.2	0.0
C	1,290	40	87	4.3	452.7	452.7	453.5	0.8
D	2,040	217	299	1.2	453.6	453.6	454.6	1.0
E	2,890	70	65	5.5	468.3	468.3	468.3	0.0
F	3,440	106	281	1.3	470.5	470.5	470.5	0.0
G	4,140	20	77	4.6	471.9	471.9	471.9	0.0
H	5,324	127	525	0.6	476.4	476.4	476.4	0.0
I	6,399	208	1030	0.3	476.4	476.4	476.4	0.0
J	7,749	28	134	2.2	476.5	476.5	476.5	0.0
K	8,626	110	60	4.3	483.4	483.4	483.4	0.0

¹ FEET ABOVE U.S. HIGHWAY 20

TABLE 12	FEDERAL EMERGENCY MANAGEMENT AGENCY WORCESTER COUNTY, MA (ALL JURISDICTIONS)		FLOODWAY DATA	
			BROAD MEADOW BROOK	