



## **Request for Proposals**

The City of Peabody is requesting proposals from qualified engineering firms experienced in dredging projects to undertake all of the permitting and design for the Hydraulic Dredging of Crystal Lake and Elginwood Pond, both approximately 10 acres in surface area. The Scope of Services includes permitting, final design and construction documents, assistance with the bidding process and selection of a dredging contractor. All proposals must be submitted in two separately sealed envelopes. The non-pricing proposal shall be clearly marked, “Non-pricing Proposal, Crystal Lake Dredging Project” followed by the name of the engineering firm. The pricing proposal shall be marked, “Pricing Proposal, Crystal Lake Dredging Project” followed by the name of the engineering firm. Submit a CD with both documents and six (6) copies of the proposal to the Community Development Department, City Hall, 24 Lowell Street Peabody MA 01960 prior to noon Wednesday March 19, 2014. All questions pertaining to the scope and/or submittals must be received by 4:00 PM Monday March 10, 2014.

The City of Peabody reserves the right to accept or reject any or all Proposals as, in its sole judgment, would be in the best interest of the City of Peabody.

## **A. PROJECT DESCRIPTION**

The City of Peabody seeks to engage design services (“the Designer”) to plan and oversee the hydraulic dredging of Crystal Lake and Elginwood Pond. The goal is to restore these areas by removing accumulated sediment, restore and enhance the perimeter vegetation, and add active and passive recreation features. A mix of forest, single family residences, and roadways surround the ponds. A concrete outlet structure that runs under the Peabody Independence Greenway hydraulically connects Crystal Lake to Elginwood Pond.

The lake bottom to be excavated consists of nutrient-rich soft organic sediments (muck) underlain by gravel and/or peat. Under the proposed dredging plan, the average depth of the two lakes will increase from one to three feet to six to eight feet. Within the area to be dredged, no more than 91,500 cubic yards in situ will be excavated to achieve the final bathymetry.

The Designer will need to identify a staging area for dredging equipment and dewatering operations, including truck loading and hauling. Through various studies and a review of available land areas it would appear the most feasible method to dewater the dredge spoils is a mechanical operation using a belt press or similar. Additionally, the City has studied disposal options for the dredge material including sediment testing which revealed no contaminants exceeding DEP reportable limits. Due to the large volume of material and additional permitting requirements to reuse the material, hauling the dredge spoils to a landfill appears to be the most feasible. Other, more economical options may be identified by the City in consultation with the Designer after results of the updated sediment sampling and testing and following discussions with MA DEP and a review of the current status of landfilling options in the region. Construction days and times as well as any additional conditions of the construction contract will be determined through the public meeting process to satisfy neighborhood concerns.

Certain reports will be made available to perspective Designers to understand the project scope (see Section F). Additional documents will be provided to the final selected designer. The City has contracted the services of different engineering firms in the past to study various aspects of this project. *It should be noted that these firms are considered eligible and encouraged to respond to this RFP.*

## **B. PROJECT SCOPE OF SERVICES**

- Conduct kick-off meeting and site visit with local stakeholders
- Complete a statement of approach for completing the scope of work and a permitting and bidding timeline
- Review all existing reports included with the RFP and any additional reports provided
- Prepare baseline information:
  - delineate wetland resource area
  - survey area (see: **Attachment A**)
- Review dredge methods, dewatering options, and disposal options to recommend most cost effective and least disruptive location and option
- Draft sediment sampling and analysis action plan for review and approval by MA DEP
- Prepare project base plans and representative cross sections
- Prepare cost estimates for construction
- Obtain all necessary permits to support the chosen dredging operation, dewatering method, and disposal option. The chosen engineering firm will be responsible for attending all hearings

associated with the permitting process, this may include Peabody Conservation Commission, Mass DEP, MEPA, and/or the Army Corps of Engineers

- Provide updates to Mayor and City Council about project progress
- Meet with stakeholders to discuss recreational options like walking trails, fishing pier, picnic areas, landscaping, canoe launch, etc. These will be included in final design plans
- Complete design and prepare bidding specifications, including but not limited to:
  - final contract plan preparation, dredging construction sequencing, maintenance of inlet flows to ponds and erosion control systems
  - prepare all bid documents, including sediment processing and removal, and preparation of truck haul routes
  - assist with the advertisement for bidding, conduct pre-bid conference, assist in evaluating bids received and assist with selection of contractor
  - establish surety bond for project contractor
- This contract may include additional services for construction oversight
- This contract may include additional services for sediment cores and analysis per DEP

#### **C. PROJECT DELIVERABLES**

- Digital and hard copies of all permits
- 10 copies of the final design plans (and digital, Autocad) as well as a reproducible mylar copy of all design plans
- 10 copies of all bid documents, including one copy suitable for reproduction submitted in Microsoft Word format
- Two (2) copies of all other design documents including quantities, computations and cost estimates

#### **D. OWNERSHIP OF INFORMATION PROVIDED**

All information provided by the City and all material developed for this project shall be returned to and become the property of the City of Peabody before final payment is made to the Designer and will not be used by the Designer for other purposes, or released to others, without the permission of the City of Peabody.

#### **E. SUBMISSION REQUIREMENTS**

- Firm name and address
- Copies of resumes for the Project Manager, key project personnel and subcontractors; include list of dredging projects completed by Project Manager and his/her role for each project
- Three (3) references from past projects of similar scope with contact name, number, and title/department
- Project proposal outlining tasks to be performed in order to meet the scope of services
- Evidence proposer has the capacity to complete of all work
- Fee proposal for each task listed in the Scope of Services and a Schedule of Billable Rates
- Anti-collusion and anti-fraud certificates
- Liability insurance

**F. FOLLOWING DOCUMENTS WILL BE AVAILABLE**

- *Notice of Project Change EOE #11325, Crystal Lake/Elginwood Pond Dredging Project Peabody, Massachusetts* dated November 14, 2000 prepared by City and ENSR, Inc. and the Secretary of Environmental Affairs' response letter dated February 16, 2001.
- *Results of the 1995 Limnological Investigation of Crystal Lake and Elginwood Pond* dated December 1995 prepared by Fugro East, Inc.
- *Study Potential Dewatering Locations at Crystal Lake and Elginwood Pond* dated December 2008 prepared by Bioengineering Group
- *Crystal Lake/Elginwood Pond Water Quality Study* dated January 26, 2009 prepared by Peabody Water Department
- *Crystal Lake/Elginwood Pond Aquatic Vegetation, Bathymetric and Sediment Depth Survey* dated August 21, 2008 prepared by Geosyntec consultants
- *Evaluation of Containment Basin Constructability* dated April 12, 2013 prepared by GZA GeoEnvironmental, Inc.

**G. SELECTION CRITERIA**

The City of Peabody will appoint a Selection Committee for the purpose of evaluating responses to this RFP and to recommend a preferred proposer to the Mayor. The Committee reserves the right to request additional information from any/all proposers and/or request interviews.

- Minimum Evaluation Criteria - proposer shall meet the following minimum criteria:
  1. Completion of similar or comparable dredge projects for at least three (3) communities
  2. Demonstrated expertise in the technical and professional background required by this project, including permitting, dredge design, and contractor selection
  3. Demonstrated ability to complete the design project
  4. Submission of all required information specified herein
- Comparative Criteria
  1. Completion of dredging projects that utilize "active" dewatering techniques (e.g. belt press, vacuum dewatering, other)
  2. Completion of dredging project that utilizes "passive" dewatering techniques (eg. dewatering bags, basin or gravity dewatering, other)
  3. Project understanding and detailed explanation of approach including opportunities and limitations for dewatering options and disposal of dredge materials
  4. Qualifications, experience and involvement of the consultant, especially the project manager, and any sub-consultants in relation to successfully completed municipal dredge projects of a similar scope (Massachusetts projects preferred)
  5. Project Manager is P.E. in civil engineering, plus geotechnical, limnological, and hydrological capabilities. Experience in aquatic plant management, aquatic and wildlife biology, wetland sciences and lake/pond management is preferred
  6. Demonstrated ability of the consultant and key personnel to produce full design documents, obtain permitting, manage the time schedule and evaluate construction contractors

***When submitting proposals, please minimize the use of excessive materials such as plastic or vinyl binders, folders, and/or covers.***

#### **H. PROPOSAL OPENING AND AWARD OF CONTRACT**

Proposals are due March 19, 2014 by noon. Each proposer must submit a CD with both documents and six (6) copies of the proposals in two separately sealed envelopes. One will be marked “Non-pricing Proposal, Crystal Lake Dredging Project” for non-pricing proposal and the other will be marked “Pricing Proposals, Crystal Lake Dredging Project” for pricing proposal. FORM B below should be included in the “Pricing Proposals” envelope. The proposing firm’s name should appear on each label as well.

The Mayor will award the contract by April 4, 2014 based on the merits of the project proposal. Once the non-pricing proposals have been evaluated and ranked, the pricing proposal envelope shall be opened for the top ranked proposer. The City may request additional information related to the allocation of cost that constitutes the proposed total for purposes of contract negotiation with the highest ranking firm. If this proves unfruitful, the City will go to the next ranked proposer.

The award, if any, will be made on the basis of a responsive proposal (whether the proposer agrees to meet all terms and the proposal contains all required documents and forms) submitted by a responsible proposer(s) (a proposer with the capability, integrity, and reliability to perform under the contract). This contract is through the design phase only but the City reserves the right to retain the selected firm’s services for construction administration. The City reserves the right to reject any and all proposals if it is determined to be in the public interest. The City reserves the right to waive any informalities and minor irregularities to proposals received.

The City of Peabody is an Equal Opportunity/Affirmative Action Employer, including Minority and Women Business Enterprises.

Questions and submittals must be addressed to:  
**Blair Haney, Assistant Director of Planning**  
**24 Lowell Street**  
**Peabody, MA 01960**  
**978.538.5781**

All questions must be received in writing by 4:00 PM Monday March 10 and all questions and answers will be shared with the roster of interested parties. Interested parties may visit site on their own prior to the submittal deadline; please access at Crystal Dr, Peabody.

**FORM B - PRICE OFFER FORM**

PROPOSED PRICE: \$ \_\_\_\_\_

THIS OFFER IS EFFECTIVE FOR:

- a) at least ninety (90) calendar days from the opening of proposals, OR
- b) the RFP is cancelled.

WHICHEVER OF (a) OR (b) OCCURS FIRST.

PLEASE LIST ALL ADDENDA RECEIVED WITH THIS RFP:

\_\_\_\_\_

SIGNATURE:

\_\_\_\_\_  
Name of person(s) signing proposal (please type or print)      Signature of person(s) signing proposal

\_\_\_\_\_  
Name of business, if applicable (please type or print)

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**CERTIFICATE OF NON-COLLUSION**

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 or individuals.

\_\_\_\_\_  
Name of person signing bid or proposal

\_\_\_\_\_  
Name of Business Entity (if applicable)

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**ATTESTATION**

Pursuant to MG c. 62C, § 49A, the undersigned acting on behalf of the Contractor, certifies under the penalties of perjury that, to the best of the undersign's knowledge and belief, all taxes and fees to the City of Peabody are current, and the Contractor is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.\*

\_\_\_\_\_  
\*\*Signature of Individual  
or Corporate Contractor (Mandatory)

\_\_\_\_\_  
\*\*\* Contractor's Social Security Number  
(Voluntary) or Federal Identification Number

By: \_\_\_\_\_  
Corporate Officer  
(Mandatory, if applicable)

Date: \_\_\_\_\_

\* The provision in the Attestation relating to child support applies only when the Contractor is an individual.

\*\* Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

\*\*\* Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of GL c. 62C, § 49A.



**Attachment A:  
Survey Area**