

**TOWN OF WELLFLEET
REQUEST FOR PROPOSALS**

**ROUTE 6/MAIN STREET INTERSECTION TRANSPORTATION
IMPROVEMENT PROJECT**

The Town of WELLFLEET, an Equal Opportunity Employer, is seeking proposals from qualified Engineering firms to provide survey, environmental permitting and engineering services involved in the planning & design of roadway improvements to the Route 6/Main Street Intersection Improvements are detailed under PROJIS Number 607397 approved July 31, 2013 by MassHighway's Project Review Committee.

Professional engineering firms are requested to submit proposals to the Office of the Town Administrator, 300 Main Street, Wellfleet, MA 02667 **NO LATER THAN 2:00 P.M., Thursday, May 15, 2014** Proposals received after this time will be rejected. Delivery of the proposals will be at the proposer's expense. Any and all damages that may occur due to packaging, shipping or timely arrival will be the sole responsibility of the proposer.

Professional engineering firms shall submit five (5) separate price and technical proposals. Both the envelope containing the price proposal and the envelope containing the non-price proposal must be marked with the firm's name, "Proposal for Route 6/Main Street Transportation Improvement Project" and either "Price Proposal" or "Non-Price Proposal".

Request for Proposals and related description of services are available at the Office of the Town Administrator at the above address or by calling to request them at (508) 349-0349 Monday from 8:00 A.M. to 4:00P.M., Monday through Friday. Questions regarding this project should be submitted in writing to Harry Sarkis Terkanian, Town Administrator, 300 Main Street, Wellfleet, MA 02667 or by calling (508) 349-0300.

The Town of WELLFLEET reserves the right to reject any and all proposals if it determines that such proposal does not represent person(s) competent to perform the service specified, or that only one proposal was received and the price is not reasonable for acceptance without competition and, further, to accept any proposal or to reject any and all proposals if deemed to be in the best interest of the Town to do so. All proposals will be taken under consideration for award of a contract within approximately thirty (30) days.

Mr. Harry Sarkis Terkanian,
Town Administrator

Project Description

It is the intent of the Town of Wellfleet to provide MassDOT with the construction documents for procurement of construction services for reconstruction of the Route 6/Main Street Intersection improvements under PROJIS Number 607397. The project limits will begin approximately .1 miles north and extend approximately .25 miles south of the intersection of Route 6 & Main Street Wellfleet and along Main Street for approximately .1 miles in a westerly direction. The project will include new signalization, road surface, medians, and pedestrian and bicycle amenities.

Information Available (in electronic form)

1. MDOT Plans of the construction of this intersection dated 1979.
2. Wellfleet Route 6 Safety Study dated December 2012.
3. Wellfleet Route 6/Main St. Preliminary Traffic Study dated December 2013.

Questions

Any questions regarding this Request for Proposal should be addressed to: Harry Terkanian, Town Administrator, at (508) 349-0300 or email harry.terkanian@wellfleet-ma.gov. All questions must be submitted no later than 5 PM, Monday, May 12, 2014.

Submittal Deadline

Proposals must be received at the office of Mr. Harry Sarkis Terkanian, Town Administrator, 300 Main Street, Wellfleet, MA 02667 or by calling (508) 349-0300, 300 Main Street, WELLFLEET, MA 02645 **no later than 2:00 P. M., May 15, 2014**. Postmark dates will not be considered.

Minimum Qualifications

Individuals and/or Consulting Engineering Firms firms interested in submitting a proposal must meet the following minimum qualifications:

- A. Applicants must be a registered professional engineer licensed in the Commonwealth of Massachusetts to provide the above noted Engineering services. Applicant's surveyor must be a professional land surveyor licensed in the Commonwealth of Massachusetts.
- B. Applicants must have at least five (5) years of experience providing Roadway **and Signal Engineering Design** services in the Commonwealth of MA.
- C. Applicants must have at least five (5) years of experience providing engineering services to Massachusetts municipalities.
- D. It is mandatory that the applicants have prior experience of having worked on and successfully completed at least three (3) relevant municipal transportation projects with MassDOT based on the current addition of the MassDOT Project Development and Design Guide. Provide a list of these projects and include name(s) and telephone numbers of contact person(s) for each project.
- E. Applicants must demonstrate working knowledge of Massachusetts state laws relating to the public bidding laws, including, but not limited to Chapters 30 and 149 of the Massachusetts General Laws.
- F. Applicants must identify any and all consultants that may assist them in the performance of work pursuant to this Proposal. Said consultants must meet all

requirements as noted in Items A - E above.

- G. Applicants utilizing third party consultants (engineering, field survey, cost estimating, etc.) must have worked together and collaborated on at least one municipal project of similar or greater scope.

Technical Proposal Submittals

Individuals and/or firms interested in submitting a proposal must provide three (3) copies of their proposal. Said proposal shall provide the following information:

- A. Background of the individual or firm
- B. Description of the disciplines offered by the individual or firm.
- C. Names and complete resume of individuals to be assigned to this project.
- D. Examples of similar projects describing scope of work, estimated project cost, and final project cost.
- E. Names and complete resumes of any consultants expected to be used on this project.
- F. A completed Non-Collusion Statement (enclosed).
- G. A completed Certification of Payment of Taxes Statement (enclosed).
- H. Miscellaneous – Other relevant information.
- I. The Awarding Authority is the Board of Selectmen, who shall reserve the right to reject any or all proposals, waive minor deviations, or award this proposal as deemed to be the best interest of the Town of Wellfleet.
- J. The successful individual or firm shall have the following minimum insurance coverage with the Town of Wellfleet listed as an additional insured on said policies:
 - 1. General Liability: Bodily Injury & Property Damage \$1,000,000 each occurrence;
 - 2. Professional Liability: Errors & Omissions: \$1,000,000 each occurrence; and
 - 3. Worker's Compensation: In accordance with Massachusetts State Law.

Price Proposal

Each proposer shall provide in a separate envelope a price proposal that will include the completed Price Proposal Forms provided with this RFP. The Price Proposal Forms shall be signed and presented with, but not attached to, the technical proposal submitted. . In addition the Price Proposal will include the following information.

1. Professional Personnel Rate Sheet

Each proposer shall provide a rate sheet showing the hourly rate for all Professional Personnel positions to be assigned to the project. Also listed on the rate sheet shall be the rates to be charged for all reimbursables necessary for the project such as telephone, mileage, printing, photocopying, postage, etc.

2. Project Staff

Each proposer shall provide the names and vitae of all key professionals to be assigned to the project. Provide names and resumes of key professionals who would be assigned to the project. Each person's education and experience shall be listed. The project manager shall be clearly identified and a description of his/her relevant previous projects listed. A list of past similar projects which proposed project staff have played a central role in completing, shall be also provided.

3. Subcontractors

Each proposer shall provide the names addresses and contact information on all firms to be subcontracted work for the project such as surveying, permitting, hydrogeologic calculations etc.

4. Project Hours

Provide a table showing the estimated project hours for each professional position for each task listed in the scope of services.

Evaluation Process

The Review Selection Committee, consisting of the Department of Public Works Director, Asst. Town Administrator and third public member to be selected will review the proposals received. The Committee will determine which meet the minimum qualifications. The remaining proposals will be reviewed against the Evaluation Criteria described below. The Committee may also conduct interviews with 2-4 firms. The Committee will then make a recommendation to the Board of Selectmen for final fee negotiation and award.

Evaluation Criteria

- A. **EXPERIENCE AND QUALITY OF LIKE WORK:** Proposals should demonstrate related experience in providing Professional Civil Engineering services in similar projects.
- B. **STAFF:** Consultant's proposed project organization and staffing shall demonstrate experience and qualifications in providing the requested services.
- C. **PUBLIC SECTOR KNOWLEDGE:** Proposals shall indicate the firm's and staff's knowledge and experience with Massachusetts Public Construction Laws and Procedures including all MassDOT requirements as detailed in the current addition of the Project Development & Design Guide.
- D. **SCHEDULE:** The consultant's proposed time-line shall be provided in the proposal. Prior experience with adhering to proposed schedules shall be demonstrated.
- E. **APPROACH:** Proposals shall include a description of consultant's approach for this project.
- F. **CAPACITY:** The proposal shall demonstrate the firm's ability to undertake this project in a timely manner with respect to other on-going projects.

SCOPE OF SERVICES

DESCRIPTION OF SERVICES

Consultant services involved in the planning and design of transportation infrastructure improvements to the Route 6/Main Street Intersection.

PROJECT LIMITS

The project limits for proposed transportation improvements to Route 6/Main Street Intersection include:

1. Approximately 600 feet onto Main Street
2. Approximately 600 feet North of the intersection
3. Approximately 1500 feet South of the intersection
4. Cahoon Hollow Road and Pine Point Road to the depth of the existing ROW.

DESCRIPTION OF IMPROVEMENTS

The design services will concentrate on the following:

- engineering research and field survey
- agency coordination
- environmental clearances
- right-of-way documentation
- preliminary design
- construction plans, specifications, and estimate
- contract documents
- construction phase services

Improvements are detailed under PROJIS Number 607397 approved on July 31, 2013 by MassDOT's Project Review Committee,

PROJECT ASSUMPTIONS

The following is a description of assumptions to complete the preparation of this proposal.

- Improvements to Route 6/Main Street intersection will include the reconstruction of roadway approaches, drainage improvements, ADA/AAB compliant pedestrian improvements, bicycle amenities, fully actuated traffic control system, and traffic signing and pavement markings.
- The Consultant should plan on five (5) public meetings including a kickoff meeting, a public outreach meeting, an abutter meeting, a formal presentation to the Board of Selectmen and the 25% Design Public Hearing.
- Utility pole relocation and other utilities will be the combined responsibility of MassDOT and the Consultant
- Design reviews will be conducted by the MassDOT Boston office and the MassDOT District 5 office at the 25% stage, the 75% stage, the 100% and PS&E review stage. It is understood that the Construction Documents must meet MassDOT standards for highway design, environmental permit preparation, and right-of-way actions as detailed in the current edition of the MassDOT Project Development and Design Guide and current MassDOT Engineering Directives and Policies.
- Documentation for a request for a Design Exception will not be required.

It is understood that the Scope of Services under this Agreement may be changed by actions of the MassDOT and the Federal Highway Administration (FHWA). Changes to the project scope may require adjustments to the Consultant's fee. The professional engineering services required for this contract shall be based on the current edition of MassDOT Standardized Scope of Services as outlined below:

SECTION 150 ENVIRONMENTAL

The Consultant shall provide services for the following task. Be advised that the descriptions included in this Section provide a basic description of the various actions to be taken in the environmental permitting process. MassDOT's Environmental Services Division should be consulted regarding all environmental permitting requirements.

151 EARLY ENVIRONMENTAL COORDINATION DESIGN SUBMISSION CHECKLIST

Complete the 25% Design Submission Early Environmental Coordination Checklist. This involves ensuring that coordinating with local, regional, state, and federal resource agency staff has been completed. This effort provides project stakeholders with an opportunity to comment on the presence of environmental resources in the project area, their extent and potential significance. Documentation that an adequate level of consideration has been made to avoid and minimize impacts to identified environmental resources shall be presented; completion of the early coordination requirements ensures necessary deliverables (CE, WQDF, etc) have been prepared and design plans are adequate for Environmental review. Written responses are required for each item, and supporting documentation must be included.

154 HAZARDOUS MATERIALS RESEARCH/REVIEW

Provide information generated in accordance with the requirements of Section 2-A-7, Environmental Requirements for 25 Percent Design, of the Project Development and Design Guide to the MassDOT Hazardous Materials Unit during its review. Also include responding to comments from local and state agencies and attending meetings, as agreed upon between MassDOT and the Consultant.

155 PROJECT DEVELOPMENT MEETINGS AND PUBLIC HEARINGS

Prepare for and hold public meetings and public hearing(s) as agreed upon by MassDOT and the Consultant.

157 NEPA—CATEGORICAL EXCLUSION (CE)

Prepare a Categorical Exclusion (CE) Determination Checklist for Federal-Aid Actions in accordance with the Programmatic Agreement For Approval Of Categorical Exclusions Between The Federal Highway Administration And The Massachusetts Highway Department, dated May 17, 2005, and Federal Highway Administration Regulation 23 C.F.R. § 771.117 (1987).

187 Impaired Waterbody Assessment and Water Quality Data Form

Determine if there are Impaired Waterbodies, as evaluated per the requirements of Section 3 03(d) of the Federal Clean Water Act, affected by highway runoff generated in the project area by completing the 25% Design portion of the Water Quality Data Form. Document the incorporation of Best Management Practices (BMPs) in the stormwater management system by completing the 75% Design portion of the Water Quality Data Form.

SECTION 200 FUNCTIONAL DESIGN REPORT

A Functional Design Report documents the process for determining the preferred alternative and the parameters for design. Refer to the Project Development Guide, Section 2.2.1 for more information concerning Project Planning Reports. Also, refer to the Traffic and Safety Engineering 25% Design Submission Guidelines.

201 Establish Purpose and Need

Establish purpose and need statement of the project.

202 Public and Agency Outreach

Conduct public and agency outreach for the project to ensure that the project meets its intended purpose, benefits from the input and feedback from interested citizens, local and regional groups, and elected officials, and maintain strong support. General public outreach guidelines and tools are described in Section 2.9 of MassDOT Project Development and Design Guide.

203 Evaluate Existing Conditions / Context

Provide a narrative of the existing study area including lane configurations, key dimensions, design speed, posted speed, Speed Regulations, functional classification, environmental constraints, Roadway context, roadway users, etc. Include a project locus map.

204 Prepare Traffic Volumes

Coordinate the procurement of the appropriate traffic counts for the study area and provide an assessment of data to determine factors for background growth and seasonal adjustments. Prepare the future design volumes.

205 Conduct Safety Analysis

Collect, tabulate, and analyze the crash data and document trends and causes. Prepare crash rate work sheets, collision diagrams, collision mapping as required. Review safety with respect to the Safety Review Prompt List or conduct a Road Safety Audit based on HSIP eligibility.

206 Evaluate Signal Warrants

Collect, tabulate, and analyze traffic count data with respect to the MUTCD Traffic Control Signal Needs (Warrants) based on the existing geometric conditions to determine if signals are justified.

207 Operational Analysis for Existing Conditions

Determine Peak-Hour Factor, Truck Percentage, and applicability of pedestrian phasing. Determine, tabulate, and discuss Level of Service, volume-to-capacity ratio and vehicle delays in accordance with MassDOT's A Guide on Traffic Analysis Tools and average and 95th percentile Queue calculations. Analyze Existing Traffic Volumes (No Build). Perform Systems Analysis for closely spaced and/or coordinated systems. Perform operational analysis for the following roadway components:

- Signalized Intersections
- Un-signalized Intersections
- Roundabouts
- Basic Freeway Segments
- Weaving Area Segments
- Multi-lane Highways
- Two-Lane Highways
- Arterials

Present LOS results graphically.

208 Establishment of Basic Design Controls and Evaluation Criteria

Establish basic design controls such as:

- Roadway Context
- Roadway Users
- Transportation Demand
- Measure of Effectiveness
- Design Speed
- Sight Distance

Establish evaluation criteria for accessing each alternative.

209 Development of Alternatives

Provide a discussion of alternatives considered. Alternatives should be developed

using the design guidance provided in the MassDOT Project Development and Design Guide. Develop alternatives to comparable levels and present in an evaluation matrix.

210 Operational Analysis for Future Conditions

Analyze Future Traffic Volumes (in both No-Build and Build). Where volume and geometric conditions allow, evaluate roundabout alternative in addition to traditional intersection design. Perform Systems Analysis for closely spaced and/or coordinated systems. Perform operational analysis for the following roadway components:

- Signalized Intersections
- Un-signalized Intersections
- Roundabouts
- Basic Freeway Segments
- Weaving Area Segments
- Multi-lane Highways
- Two-Lane Highways
- Arterials

Present LOS results graphically.

211 Preferred Alternative

Provide a detail description and graphical presentation of the preferred alternative. Include a discussion how selections of the following were made.

- Typical Sections
- Horizontal and vertical alignment
- Clear Zone
- Bicycle / Pedestrian accommodation
- ROW impacts / Mitigations
- Environmental impacts / mitigations
- Safety Improvements

212 Complete Streets

Document how the project addresses bicycle and pedestrian accommodation in accordance with Complete Streets policies and the principles of the Project Development and Design Guide and associated Engineering Directives. Address desirable accommodation parameters and the context and impacts associated with the selection of the project cross-section.

213 GreenDOT

Document how the project addresses the three primary goals of the GreenDOT Policy Directive, P-10-002.

214 Traffic Management

Prepare a Construction Management Outline providing a description of all major construction components of the project and how vehicle, pedestrian, and bicycle accommodations will be maintained.

215 Construction Cost

Provide an estimated construction cost.

216 Conclusion and Recommendation

Provide a conclusion and recommendation.

217 Report Preparation

Prepare a report detailing the various design alternatives with appropriate graphics, descriptive text and cost estimates justifying the recommendations presented.

SECTION 300 25% HIGHWAY DESIGN SUBMISSION

Field Surveys

Complete field surveys shall be made by the Consultant as designated in the Scope of Services.

Surveys shall be made as necessary for the preparation and completion of preliminary and final designs, contract plans and layout plans for the project, including an investigation and survey of property boundaries and property owners' names as obtained from records filed at the Registry of Deeds.

Horizontal control, including control for photogrammetry, shall be of second order precision and accuracy unless otherwise specified, and in strict conformance to the current *Massachusetts Highway Department Survey Manual (Survey Manual)* or *Specifications for Aerial Surveys and Mapping by Photogrammetric Methods for Highways*, whichever applies.

Primary traverses and proposed connection to Massachusetts Geodetic Survey (MGS) control shall conform to Section 2 (Survey Information) of the *Survey Manual*.

Primary control and all main base line surveys shall be computed and adjusted according to the guidelines set forth in the *Survey Manual*. The Consultant shall submit a copy of the traverse closure computation to the District Survey Supervisor for review. Work, which does not conform to MassDOT standards, will be rejected, and the Consultant will be directed to perform the work correctly at its own expense.

Vertical control, including control for photogrammetry, shall be of the accuracy and datum as specified in the *Survey Manual* and shall be subject to the same review and other conditions as horizontal control,

All field survey work performed by the Consultant shall be subject to inspection by MassDOT during and after actual survey. The Consultant shall keep the local Highway Division District Office aware of the location of its survey parties (within State Layout). District Survey Supervisors and their superiors, as well as representatives of the Boston Survey Section, may make field inspections, as necessary, to ensure proper procedures are employed by the Consultant, and may require changes or additions subject to approval of the Survey Engineer.

Surveys made by photogrammetric methods may be used upon MassDOT approval, but must be supplemented by necessary ground survey to obtain information not available or not sufficiently accurate by using this photogrammetric method, such as base lines, property lines, underground structures, wetland boundaries, underwater data and other detail and elevations obscured by natural growth and structures.

Field survey shall include the location and staking of points where borings or other sub-surface investigations are required. Where soft, unstable material is evident, such as swamps, organic deposits, etc., sufficient punchings shall be taken to show the approximate profile of the hard bottom. This work will be considered as part of the field survey work and no extra compensation will be paid. Field survey shall also include obtaining the location of wetland flags or other marks, which have been established by others.

All field surveys and plotting of such data, including base lines, details and cross sections, shall be performed in accordance with the *Survey Manual*, data collection specifications and approved MassDOT CATDD procedures.

Utilities

The Consultant shall contact the various utility companies and authorities, whose facilities may be affected by the proposed construction, to request from such companies and authorities the locations of existing facilities, together with proposed changes, if any.

The Consultant shall design alterations of publicly owned utilities, which may be required due to construction of the project.

301 Project Initiation and Data Compilation

Compile and review all available documents of existing features and planned projects in the vicinity of the proposed work. Included, as part of this task, is the investigation of utility installations, previous subsurface explorations, traffic data, and right of way research.

302 Utility Coordination

Contact utility companies to verify locations of existing utilities and to assess impacts to those facilities. Ensure that the proposed design addresses impacts associated with accommodating both existing and proposed utilities. Provide a list of utility companies that may be affected by the proposed work, as part of the 25% submission.

303 Survey Coordination and Controls

Coordinate ground survey effort, review survey controls and closures, baselines and overall quality of survey.

304 Base Plans, Profiles and Typical Sections

Perform field review of base plan information. Verify the location of existing features, note legends on all warning, regulatory and route marker signs. Verify that the plans provide sufficient information regarding existing drainage and sewer systems. Verify that the cross sections include existing features such as walls, hydrants, poles, trees, sills, wells, ledge, layout lines, etc. Verify that profiles include station equations, cross culverts, bridge structures, sills, high-tension lines, benchmarks, etc.

305 Field Reconnaissance

Perform site investigations to observe the general site conditions, traffic patterns, traffic management, potential detour routes, wetland and cultural resources and other relevant features. Take photographs and/or video existing facility and surrounding environment.

306 Plot Existing Layout Lines

Plot and calculate all existing layout line geometry and note all property owners.

307 Meetings and Liaison

Attend coordination meetings, as scoped with MassDOT, the Town, utility-owners, local commissions and others. Prepare and distribute minutes of the meetings.

308 Determine Roadway Cross Section

Determine the proposed roadway cross section based on functional classification, traffic volumes, local environmental and cultural resources and the Guidebook.

309 Preliminary Horizontal Geometry

Develop horizontal geometry based on the proposed cross section, horizontal clearances, the proposed design speed and functional classification. Develop horizontal roadway geometry at intersections.

310 Preliminary Vertical Geometry

Develop vertical geometry based on the proposed design speed giving consideration to drainage, vertical clearances, construction cost and the interfacing with the proposed horizontal geometry.

311 Cross Section Studies

Conduct iterative horizontal and vertical geometry refinements for critical cross sections based on the interface with the proposed roadway cross-section and existing features.

312 Prepare Cross Sections

Prepare cross sections to determine the tops and bottoms of slope. Evaluate the impacts to resource areas, the need for retaining walls and determine the limits of work at driveways.

313 Plot Proposed Layout and Easements

Plot proposed alterations to existing layouts and proposed permanent or temporary easements and rights of entry, based on the limits of work determined by the cross sections.

314 Pavement Design

Prepare a pavement design in accordance with the Guidebook for review by MassDOT. Perform pavement cores, prepare pavement design checklist, determine DBR value, and assemble traffic data.

315 Typical Sections

Prepare representative typical sections for mainline, ramps and secondary roadways. Label the location of roadway crown line; describe the method of banking, guardrail location, pavement structure and material types in accordance with Standard Nomenclature and Materials Specifications.

316 Construction Details

Provide details of key features not satisfactorily described in the Construction and Traffic Standard Details. Key details shall include the labeling of key materials in accordance with the Standard Nomenclature and Materials Specifications.

318 Preliminary Drainage and Utility Studies

Investigate project impacts on existing surface and closed drainage systems. Evaluate hydraulics and structural adequacy of existing culverts. Establish preliminary limits of proposed open and closed drainage system improvements and outlet locations.

319 Lane Configurations

Assess travel lane configurations at intersections and at weaving and merging sections to establish traffic requirements/capacities.

320 Traffic Signals

Prepare signal plans depicting signal head type, quantity, and location and include

the sequence and timing chart and preferential phasing diagram. Additional guidance regarding the Traffic related details required for the 25% Design Submission is described in the Traffic and Safety Engineering 25% Design Submission Guidelines.

321 Signs and Pavement Markings

Prepare preliminary sign and pavement marking plan to document changes associated with conceptual design.

322 Traffic Management

Develop a general methodology for constructing the proposed project to minimize the impact to all facility users and abutters, while at the same time addressing construction costs and constructability, Prepare preliminary temporary traffic control plans. The preparation of these plans should include a preliminary estimate that takes into account the use of police and/or flaggers to be used for traffic control.

324 Constructability Review

Review the proposed project to ensure that the project does not present unusual matters that would unduly increase the cost the project or present potential scheduling delays during construction resulting in claims for extra work. Particular attention must be given to the proposed construction staging and available right of way.

325 Quality Control (QC) Review

Perform review of the quality and accuracy of the documents to ensure that key aspects of the information to be presented to MassDOT are prepared in accordance with the Guidebook, the Standard Specifications for Highways and Bridges and the most recent Supplemental Specifications, Standard Nomenclature and Engineering Directives. Particular attention is directed to Chapter 2 of Guidebook for the 25% submission requirements. The design should also be reviewed for conformity to design standards. Deviations from the 13 controlling criteria in Chapter 2 of the Guidebook must be documented under Section 220, Design Exception Report.

326 Preliminary Construction Estimate

Prepare a preliminary cost estimate using MassDOT's Weighted Average Bid Application (WABA). The estimate should be prepared with a level of detail commensurate with a 25% submittal. Refer to Chapter 2 of the Guidebook for the 25% cost estimating requirements.

327 Submission Checklists

Prepare and submit the 25% Highway Design and Traffic Checklists.

330 Construction Contract Time Determination

At the 25% design stage the designer must provide the project manager with the anticipated construction duration. This preliminary duration shall be determined based on

the know scope of work, outcomes of early utility coordination, current proposed staging and anticipated traffic management plan. A full Construction Contract Time Determination (CCTD) performed by a Scheduler is not required until the 75% design and beyond.

331 Incentives/Disincentives

If required by MassDOT, the Consultant shall provide additional support services to develop contractor performance based incentives and disincentives (I/D). The work under this task may include development of the following items:

- a.) Road User Impact Calculations
- b.) Acceleration Schedules

Road User Impact Calculations (RUC)

These shall be generated using the traffic information that has been gathered during the design phase and shall be analyzed and presented in accordance with the standards that have been identified as part of the American Association of State Highway and Transportation Officials (AASHTO) User and Non-User Benefit Analysis for Highways (September 2010 or latest addition), and in accordance with MassDOT's current policies and procedures.

Acceleration Schedules

In support of the development of the I/D analysis and the RUC analysis, the Consultant may be directed by the Project Manager to provide several alternative Contract Time Determination Schedules (CTDs) to assist MassDOT in the finalization of parameters that will be provided to the contractors for their performance based incentive.

SECTION 350 DESIGN PUBLIC HEARING

351 Hearing Preparation

Prepare the graphics and other visual aids per the negotiated scope of services to display at the public hearing. Prepare a public hearing handout.

352 Design Public Hearing

Attend Design Public Hearing, present the project to the public and respond to questions. Assist MassDOT in preparing written responses to letters received from concerned individuals as a result of the hearing.

SECTION 400 75% HIGHWAY DESIGN SUBMISSION

401 Response to 25% Comments

Prepare a formal written response to all comments received regarding the 25% review and address revisions stemming from the Design Public Hearing that the Town, MassDOT and the Consultant deem necessary.

402 Field Reconnaissance

Conduct a field review of the proposed project interface with adjacent properties, streets, drives, drainage, utilities, wetlands, etc. Define additional survey needs, if needed.

403 Meetings Liaison and Coordination

Attend meetings and provide the liaison necessary to advance the design of a project. Coordinate and attend meetings with Town Officials and MASSDOT, as determined in the project scoping process. Provide minutes of the meetings. The Consultant should assume three (3) meetings.

404 Utility Coordination

Contact utility companies affected by the proposed work. Discuss project impacts and note the locations of relocated utilities (poles, pipes, etc.) on the plans. Include estimate and special provisions for publicly owned utility work that is to be performed by the construction contractor.

405 Final Horizontal Design Geometrics

Adjust the horizontal geometry based on the 25% review comments and comments stemming from the Design Public Hearing. Plans must clearly show all aspects of the horizontal geometry, including curve components such as Point of Curvature (PC), Radius (R), DELTA, Length of Curve (L), Tangent (T) and Point of Tangency (PT) along with a description of roadway widths, station equations and

horizontal offsets between survey baseline and design centerline.

406 Final Vertical Design Geometries

Adjust vertical geometry based on 25% review comments and comments stemming from the Design Public Hearing. Plans must clearly show all pertinent aspects of the vertical geometry including Stopping Sight Distance (SSD), Passing Sight Distance (PSD), Grade 1 (G1), Grade 2 (G2), and Length of Vertical Curve (L), K (factor), station and elevation of Point of Vertical Curvature (PVC), Point of Vertical Tangency (PVT) and Point of Vertical Intersection (PVI). Profiles are to be prepared in accordance with the Guidebook.

407 Pavement Design

Respond to Pavement Design Engineer's review comments and prepare a detailed pavement design with updated data sheets, per the Guidebook..

408 Typical Cross Sections

Finalize the typical cross sections ensuring that materials and dimensions are clearly labeled in accordance with the proposed pavement structure approved by the Pavement Management Section.

409 Plot Cross Sections

Adjust cross sections to ensure that the slope limits and treatments of each cross section are crafted to suit the specific site locations. Individual cross sections should be evaluated regarding guardrail locations, gravel box detail, pay limits, and the need for subdrains and retaining walls.

410 Plot Proposed Layout and Easements

Adjust the plans based on the limits establish by the final cross sections to ensure that adequate right of way is available to perform the work. Existing layout lines, proposed alterations and any temporary or permanent easements must be clearly labeled.

411 Construction Plans

Prepare the Construction Plans in accordance with the Guidebook. Each item of work within the project limits must be clearly labeled. Drawings must be formatted as described in the Guide book.

412 Grading and Tie Plans

Prepare grading and tie plans as applicable showing detailed information regarding proposed curve geometry and grades.

413 Drainage and Water Supply Details

Clearly show all existing and proposed drainage and water supply installations. The drainage and water supply design must address all work required to accommodate the proposed roadway improvements. The services will include the preparation of a drainage report. The report will include the following:

- Executive Summary
- Description of existing conditions
- Description of proposed conditions
- Storm water treatment/system design recommendations
- Miscellaneous Data and Figures

The proposed leaching systems shall be modeled using methods acceptable to the MassDOT and in conformance to the current edition of the Massachusetts Stormwater Handbook.

During the Project's design development, the plan presentation of proposed drainage facilities shall show rim and invert elevations. These shall be included in a separate CADD layer, so that they can be frozen off in the PS&E documents. These elevations shall not be shown on the final plans.

414 Traffic Signs

Identify locations for all warning, regulatory and route marker signs. Indicate on the construction plans the status of existing sign structures.

416 Traffic Signals and Plan Preparation

Include designs for traffic signal installations, supports, and foundations. Develop traffic signal specifications. Finalize phasing details and prepare the traffic signal plans.

417 Pavement Markings and Plan Preparation

Design and layout the roadway pavement markings, stop lines, cross walks, gore markings, etc. Prepare pavement marking plans.

418 Traffic Management

Finalize the construction staging. Prepare the temporary traffic control construction plans in accordance with the MUTCD such that sufficient information is provided to demonstrate a feasible means of constructing the project. The level of detail shall recognize that the actual traffic management plan implemented by the contractor may vary from that shown on the plans. A more definitive estimate for the use of police/flaggers will be made based on the finalization of the traffic control plans/traffic management plans.

421 Erosion Control

Detail the sequencing, material placement and measures to control the potential damage to adjacent properties, wetlands, bodies of water, etc. Include erosion control measures in the plans.

422 Miscellaneous Contract Plans

Prepare miscellaneous full size drawings for presentation of the proposed project. These shall include the following miscellaneous contract plans, as required: Title Sheet, Index, Key Plan, Boring Plans, Boring Logs, Typical Sections, and Special Details.

423 Quantity & Cost Estimate

Prepare a detailed estimate using MassDOT's Weighted Average Bid Application (WABA). Also prepare a calculation book based on the latest edition of the Standard Nomenclature. Check that every item of work shown on the plans has a pay item.

424 Special Provisions

Prepare draft special provisions based on the latest edition of the Standard Specifications for Highways and Bridges and Supplemental Specifications, and verify that every item in the estimate that is listed in the Standard Nomenclature with an asterisk (*) has a special provision. Ensure that special provisions are drafted only when absolutely necessary to describe a specific or unique activity to be performed by the contractor.

425 Constructability and Quality Control (QC) Reviews

Perform an independent review of the project using an experienced engineer, who is not directly involved in the preparation of the contract documents. The review shall focus on the practicality of constructing the project based on access to site, equipment needs, material properties, etc. Also provide an overall review of the plans, specifications and estimate for conformity to the Guidebook, the Standard Specifications for Highways and Bridges, the latest Supplemental Specifications and Traffic Standard Details, and the latest Engineering and Policy Directives.

426 Submission Check List

Prepare and submit the 75% Design Check List.

428 Construction Contract Time Determination

This language applies to all Projects with Project Utility Coordination Form and/or Incentives/Disincentives.

The Consultant shall prepare a Construction Contract Time Determination (CCTD) Schedule which sets forth an estimate for a reasonable duration of the construction contract, utilizing the details of the estimate for all projects that involve a Project Utility Coordination Form or Incentives/Disincentives that MassDOT chooses to offer the Contractors.

The CCTD Schedules at the 75% (INITIAL), 100% (UPDATED) and PS&E (UPDATED) design stages provide MassDOT with a basis to determine whether the Construction Contract Duration represents a reasonable approach to constructing the Project, to allow constructability issues to be addressed prior to design completion, to

assist the Consultant with the requirements to validate that the contract plans/documents support a constructible approach, and to assist MassDOT in the review of the Contractor's Baseline Schedule Submission.

The Consultant shall employ an experienced construction scheduler to prepare construction schedules at the 75%, 100% and PS&E design stages. The Scheduler must have a minimum of 5 years construction scheduling experience, and may be an employee of the Consultant.

a) Critical Path Method Scheduling

The CCTD Schedule shall use a Critical Path Method (CPM) and shall be developed and maintained using software approved by MassDOT (Primavera is preferred for consistency with MassDOT's construction specifications and master schedule). An evaluation of critical resources, shift differential, overtime, proposed methods, and all limitations of operations shall be included in the CCTD Schedule.

Based upon consultation with MassDOT the Consultant will be required to respond to any comments and update, explain or incorporate any MassDOT provided data, such as production factors, and/or revise the CCTD Schedule, as MassDOT determines necessary.

The Consultant shall submit a CCTD schedule following the 75%, 100% & PS&E submission of each construction cost estimate. The CCTD schedule submission will be due three (3) weeks after the construction cost estimates have been approved by MassDOT.

b) Milestones and Access Restraints

The Consultant shall develop Contract Milestones and Access Restraints (to the Project site) including those identified to support the utility coordination developed as part of the Project Utilities Coordination Form and those needed to support the implementation of Incentives and Disincentives that should be included in the construction contract provisions, and shall include them in the CCTD schedule.

c) Limitations of Operations – Construction Constraints

The Consultant shall identify significant implications of construction constraints as may be determinable, and reflect them in the cost estimate and schedule, including, but not limited to restrictions from temperature, noise, vibration, permitting, approved materials, emergency response and community events, as part of the Project Utility Coordination form. The Consultant shall include all of the resulting PUC form information in their CCTD and shall provide MassDOT a furnished PUC form in the Contract Documents. This effort also includes the development of access restraints (restrictions that clearly define when the contractor can start work in a specific area allowing for the third-party Utility to complete their work) into the Contract Documents. The Consultant shall identify any early utility work, permitting or Right of Way activities that must be performed prior to the Contractor N.T.P. These early coordination activities shall be identified and included in the CCTD updates. If some construction activities are to be performed during the winter months (grouting of

precast units; placing of closure pour slabs; etc.) make sure those tasks are identified and appropriate language is added to Subsections 8.03 and 8.10.

d) Elements

The Consultant shall include the following time (contract duration) related elements are included in the CCTD Schedule:

- 1) Preparation of a work plan and mobilization prior to starting physical work;
- 2) Preparation of critical submittals;
- 3) Review of critical submittals by the Consultant (MassDOT will provide standard submittal review durations to be used in the CCTD schedules);
- 4) Procurement/ordering of materials;
- 5) Fabrication and delivery of long-lead items;
- 6) Time necessary to complete each activity, as itemized in the Construction cost estimate;
- 7) Testing;
- 8) Commissioning (moveable drawbridges only);
- 9) Winter restrictions;
- 10) Environmental permitting or landowner restrictions;
- 11) Agency/utility/city restrictions;
- 12) Sequencing/logic required to complete the work;
- 13) Utility restraints and utility relocation milestones; and
- 14) Early/Critical coordination activities
 - A. Early Utilities
 - B. Remaining Right of Way
 - C. Permits that the Contractor must obtain

e) Quality Control Procedures

The Consultant shall submit its Quality Control (QC) procedures for the performance of CCTD to MassDOT for review and approval prior to commencing work on the Project. As a minimum requirement, the Consultant shall detail the roles of each individual performing the planning schedule (utilization of estimating information, logic, durations, constructability, means-and-methods), and provide a description of how the schedule will be developed, monitored and approved by the Consultant.

429 Incentives/Disincentives with Road User Calculation

Refer to Standard Task Description 331 (Incentives/Disincentives) which details the effort involved in this task for the 25%, 75%, 100% and PS&E Submissions.

SECTION 450 100% HIGHWAY DESIGN SUBMISSION

451 Respond to 75% Comments

Prepare a formal written response to all comments received regarding the 75% review. Resolve any further review comments.

452 Finalize Plans

Prepare a set of plans addressing all comments received from the 75% review. Ensure that the plans are clear and are prepared in accordance with Chapter 2 of the Guidebook.

453 Finalize Special Provisions

Review the special provisions to ensure that the special provisions do not duplicate those with respect to Division I of the Standard Specifications. Review the Method of Measurement and Basis of Payment for every item in order to ensure that the special provisions are clearly defined and not ambiguous.

454 Finalize Estimate

Prepare Detail Sheets, Quantity Sheets, and a Cost Summary Sheet. Finalize calculation book in accordance with Chapter 18 of the Guidebook. Prepare calculations for all items of work that have a pay item. Identify any non-participating work. The estimate submitted shall be prepared using MassDOT's Weighted Average Bid Application (WABA).

455 Quality Control (QC) Review

Perform an independent review of the project using an experienced engineer, who is not directly involved in the preparation of the contract documents to perform an independent review of the project. Refer to the MassDOT web site for the latest edition of all reference documents, Engineering Directives and Policy Directives. Verify that the plans, specifications and estimate are prepared in accordance with these documents.

456 Submission Check List

Prepare and submit the 100% Highway Design Check List.

458 Construction Contract Time Determination

Refer to Standard Task Description 428 (Construction Contract Time Determination) which details the effort involved in this task for the 75%, 100% and PS&E Submissions.

459 Incentives/Disincentives

Refer to Standard Task Description 331 (Incentives/Disincentives) which details the effort involved in this task for the 25%, 75%, 100% and PS&E Submissions.

SECTION 500 RIGHT OF WAY

501 Preliminary Right of Way Plans

Review the relationship between the limits of work necessary to satisfactorily construct the proposed improvements and the existing layout. Determine appropriate

limits of alterations to existing layouts, takings, permanent easements, temporary easements, etc. Prepare Preliminary Right of Way Plans in accordance with Chapter 18 of the Guidebook. The Right of Way Plans include Title Sheet, Typical Sections, Parcel Summary Sheet, Location Maps and Property Plan Sheets.

502 Layout Plans anti Order of Taking

Prepare Layout Plans based on the approved Preliminary Right of Way Plans. Show lengths and bearings of all lines and calculate areas. The Layout Plans shall be prepared in accordance with Chapter 18 of the Guidebook and shall include the proposed layout lines, property lines, corner markers, names of property owners, parcels to be taken, access and non-access points and the locations of all bounds. The preparation of a Decree Plan shall be included, if required.

503 Written Instrument

The Written Instrument for the Layout and Order of Taking shall be prepared in accordance with MassDOT Policy. The Written Instrument shall be carefully checked against the Layout Plan.

504 Final Right of Way Plans

After the FT-TWA has granted authority to the State and approved Federal participating funds to acquire the right of way takings and/or the Right of Way Bureau accepts the Preliminary Right of Way Plan, the Preliminary Right of Way Plan will become the Final Right of Way.

SECTION 600 GEOTECHNICAL DESIGN

General

The Consultant shall coordinate and observe the performance borings for the design of traffic signal mast arm foundations performed at four (4) locations within the project limits.

The Consultant shall be responsible for the preparation of any environmental permit applications required for the sub-surface tests.

The Consultant shall be responsible for properly identifying, describing and classifying soil and rock encountered in sub-surface investigations pursuant to the standard of care. The Consultant shall visually and manually examine all soil samples and rock cores and shall certify in writing to the Engineer, when, where and who examined such soil samples.

The Consultant shall prepare reports covering all sub-surface investigations and soils analyses and shall submit these reports to the Engineer. A sufficient number of copies of these reports, as determined by the Engineer, shall be submitted by the Consultant for review and retention by MassDOT and for submission to the FHWA.

601 Research Available Subsurface Data

Research, compile, and evaluate available subsurface and foundation data relative to the project site (plans, maps, etc.).

602 Field Reconnaissance

Conduct a field inspection at the project site to view site conditions, consider existing and proposed substructures, foundation elements, and assess requirements for the subsurface investigation plan.

603 Subsurface Investigation Plan

Prepare a subsurface investigation plan. Revise and resubmit after Town review.
604 Subsurface Investigation Inspection

604 Subsurface Investigation Inspection

Conduct on-site inspections during subsurface operations. Follow inspection procedures, coordinate activities between the Consultant and Town.

605 Office Studies, Analysis and Testing

Complete field and laboratory tests

606 Geotechnical Report

Prepare and edit the Geotechnical Report in accordance with industry standard guidelines. Correlate the contents of the report with the project construction plans.

607 Meetings, Reviews and Liaisons

Coordinate and meet with MassDOT for reviews, revisions, and advancement of project submittals.

608 Plans, Specifications and Estimates

Prepare and finalize geotechnical related details and items for the plans, special provisions, and estimates.

SECTION 800 PS&E SUBMISSION

Upon approval of the plans submitted for the preliminary design submission, the Consultant shall proceed with the preparation of the contract plans and documents in accordance with the relevant guidelines set forth in the Guidebook, the Bridge Manual, the Standard Specifications for Highways and Bridges, and other related publications as listed in Division I.

801 Respond to 100% Comments

Prepare a formal written response to all comments received regarding the 100% review (including Peer Review to be conducted by MassDOT).

802 Finalize Plans, Specifications and Estimate

Ensure that all comments from 100% review are addressed and reflected in the contract documents.

803 Prepare Detail Sheets and Calculation Book

Prepare Detail Sheets and Calculation book in accordance with Chapter 13 of the Guidebook. All items of work not adequately reflected on the plans are to be described in the Detail Sheets.

805 Quality Control (QC) Review

Have an experienced engineer who is not directly involved in the preparation of the contract documents perform an independent review of the project. Log on to the MassDOT website for the latest reference documents such as Engineering Directives and Policy Directives, and verify that the Plans, Specifications and Estimate are prepared in accordance with these documents. Review all environmental permits and ensure that the contract documents provide a means of compensating the construction contractor for performing work described in the permits.

SECTION 900 CONSTRUCTION ENGINEERING

901 Pre-Bid Services

Review and respond to inquiries from MassDOT related to the bid documents. Participate in Pre-Bid Conference. Provide written responses to contractor's questions.

902 Pre-Construction Conference

Attend the Pre-Construction Conference. Answer questions and prepare the minutes of the meeting,

903 Highway Shop Drawings

Review shop drawings, including foundations and supports; and perform an operational site inspection.

906 Furnishing Advice and Field Visits

Provide assistance to MassDOT in interpreting the contract documents. Provide consultation on design intent, assistance in addressing unforeseen conditions and/or similar matters, as requested by the Engineer.

907 Geotechnical Construction Evaluation

Provide a resolution to unanticipated drainage infiltration issues encountered during all phases of construction.

Town of Wellfleet PRICE PROPOSAL FORM

To the Town of Wellfleet:

Having fully examined, read, and in understanding of the requirements for this job and being familiar with all of the conditions surrounding the proposed work, including any addenda for which receipt of is acknowledged below, the undersigned proposes to complete all work as specified in this invitation to bid for the price stated below:

Section 150 Environmental Services	\$ _____
Section 200 Functional Design Report	\$ _____
Section 300 25% Design & Public Hearing Services	\$ _____
Section 400 75% Design Services	\$ _____
Section 450 100% Design Services	\$ _____
Section 500 Right of Way Services	\$ _____
Section 600 Geotechnical Design	\$ _____
Section 800 Plans, Specifications & Estimates	\$ _____
Section 900 Construction Services	\$ _____
Total	\$ _____

Date _____

By _____

Name of Person Signing Proposal

Company

Address

Town/State/Zip

Town of Wellfleet Services Cost Proposal Matrix

Section 150 Environmental Svcs				
Project Staff Costs				
<u>Position Title</u>	<u>Projected Hours</u>	<u>Hourly Rate</u>	<u>Staff Costs</u>	<u>Project Cost</u>
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
Subtotal Project Staff Costs				\$
<u>Subcontractor Name</u>				
				\$
				\$
				\$
				\$
<u>Subtotal Subcontractor Costs</u>				\$
<u>Incidental Cost</u>				\$
<u>Total Section 150 Costs</u>				\$
Comments:				

Town of Wellfleet Services Cost Proposal Matrix

Section 200 Functional Design Report				
Project Staff Costs				
<u>Position Title</u>	<u>Projected Hours</u>	<u>Hourly Rate</u>	<u>Staff Costs</u>	<u>Project Cost</u>
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
Subtotal Proj Staff Costs				\$
Subcontractor Name				
				\$
				\$
				\$
				\$
Subtotal Subcontractor Costs				\$
Incidental Cost				
				\$
Total Section 200 Functional Design Report Costs				\$
Comments:				

Town of Wellfleet Services Cost Proposal Matrix

Section 300 25% Design & Public Hearing Services				
Project Staff Costs				
<u>Position Title</u>	<u>Projected Hours</u>	<u>Hourly Rate</u>	<u>Staff Costs</u>	<u>Project Cost</u>
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
<u>Subtotal Proj Staff Costs</u>			\$	\$
<u>Subcontractor Name</u>				
				\$
				\$
				\$
				\$
<u>Subtotal Subcontractor Costs</u>				\$
<u>Incidental Cost</u>				\$
<u>Total Section 300 25% Design & Public Hearing Costs</u>				\$
<u>Comments:</u>				

Town of Wellfleet Services Cost Proposal Matrix

Section 400 75% Design Services				
Project Staff Costs				
<u>Position Title</u>	<u>Projected Hours</u>	<u>Hourly Rate</u>	<u>Staff Costs</u>	<u>Project Cost</u>
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
<u>Subtotal Proj Staff Costs</u>				\$
<u>Subcontractor Name</u>				
				\$
				\$
				\$
				\$
				\$
				\$
<u>Subtotal Subcontractor Costs</u>				\$
<u>Incidental Cost</u>				\$
<u>Total Section 400 75% Design Services Costs</u>				\$
<u>Comments:</u>				

Town of Wellfleet Services Cost Proposal Matrix

Section 450 100% Design Services				
Project Staff Costs				
<u>Position Title</u>	<u>Projected Hours</u>	<u>Hourly Rate</u>	<u>Staff Costs</u>	<u>Project Cost</u>
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
<u>Subtotal Proj Staff Costs</u>				\$
Subcontractor Name				
				\$
				\$
				\$
				\$
				\$
<u>Subtotal Subcontractor Costs</u>				\$
<u>Incidental Cost</u>				\$
<u>Total Section 450 100% Design Services Costs</u>				\$
Comments:				

Town of Wellfleet Services Cost Proposal Matrix

Section 500 Right of Way Services				
Project Staff Costs				
<u>Position Title</u>	<u>Projected Hours</u>	<u>Hourly Rate</u>	<u>Staff Costs</u>	<u>Project Cost</u>
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
<u>Subtotal Proj Staff Costs</u>				\$
Subcontractor Name				
				\$
				\$
				\$
				\$
				\$
<u>Subtotal Subcontractor Costs</u>				\$
<u>Incidental Cost</u>				\$
<u>Total Section 500 Right of Way Services Costs</u>				\$
<u>Comments:</u>				

Town of Wellfleet Services Cost Proposal Matrix

Section 600 Technical Design Services				
Project Staff Costs				
<u>Position Title</u>	<u>Projected Hours</u>	<u>Hourly Rate</u>	<u>Staff Costs</u>	<u>Project Cost</u>
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
Subtotal Proj Staff Costs				\$
Subcontractor Name				
				\$
				\$
				\$
				\$
				\$
Subtotal Subcontractor Costs				\$
Incidental Cost				\$
Total Section 600 Technical Design Services Costs				\$
Comments:				

Town of Wellfleet Services Cost Proposal Matrix

Section 800 Plans, Specifications & Estimates				
Project Staff Costs				
<u>Position Title</u>	<u>Projected Hours</u>	<u>Hourly Rate</u>	<u>Staff Costs</u>	<u>Project Cost</u>
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
<u>Subtotal Proj Staff Costs</u>				\$
<u>Subcontractor Name</u>				
				\$
				\$
				\$
				\$
				\$
<u>Subtotal Subcontractor Costs</u>				\$
<u>Incidental Cost</u>				\$
<u>Total Section 800 Plans, Specifications and Estimates Costs</u>				\$
<u>Comments:</u>				



TOWN OF WELFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667

Tel (508) 349-0300 Fax (508) 349-0305

www.wellfleetma.org

Certificate of Non-Collusion

Description of Bid/Proposal _____

Date of Bid _____

The undersigned certifies under penalties of perjury that the above 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.

Name of Person Signing Bid/Proposal

Name of Business

This form must be included with the bid/proposal.



TOWN OF WELLFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667
Tel (508) 349-0300 Fax (508) 349-0305
www.wellfleetma.org

Statement of State Tax Compliance

Description of Bid/Proposal _____

Date of Bid _____

Pursuant to Chapter 323 of the Acts of 1983, Section 49A, I _____

_____ Authorized signatory for _____

_____, whose principal place of
business is _____ do

hereby certify under the pains of perjury that _____

has complied with all laws of the Commonwealth relating to taxes.

Name of Person Signing Bid/Proposal

SSN or FID #

Name of Business

Date

This form must be included with the bid/proposal.