

Town of Norwell

Invitation for Bids

for

Preparation of Grant Application and

Consulting Services --

Feasibility Study under

Commonwealth Wind Incentive Program: Community Scale

Solicitation No. 2009-CWIPCS-01

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I. General Information and Bid Submission Requirements

The Town of Norwell (the “Town”) is hereby inviting bids to assist its Wind Power Committee for the preparation of a Feasibility Study under the Commonwealth Wind Incentive Program: Community Scale – Feasibility Study, Solicitation No. 2009-CWIPCS-01. The site under consideration is near the Water Department on South Street adjacent to Route 3 in Norwell and has been included in a site assessment study performed for the Town of Norwell previously by the Mass Technology Collaborative Community Wind Program. The study can be viewed at the Wind Power Committee’s web page on the Town of Norwell website at the following address:

http://norwellma.virtualltownhall.net/Public_Documents/0000FDA3-80000001/wind

The Site Assessment is listed as a link on this page. (Note that the file itself is 28.9 MB and is an adobe acrobat pdf file) The Wind Power Committee has decided to pursue the South Street site at this time.

Bids should be submitted by 5 p.m., Monday, June 22nd in the Office of the Selectmen. The Town will only consider late bids in the event that no bids are received by the deadline. The Town anticipates notifying the accepted bidder immediately or as soon as possible. The Town then anticipates entering in to an agreement with the successful bidder regarding their preparation of a grant application on the Town’s behalf within two weeks of bid acceptance and the subsequent performance of a feasibility study if the grant is awarded.

The Town of Norwell is anticipating the submission of a Feasibility Study to the Renewable Energy Trust and have been informed that the deadline will be approximately **July 10, 2009**. Accordingly, all bidders must be prepared to submit to the Town of Norwell a proposed Grant Application for Feasibility Study funding from the Renewable Energy Trust by **Monday July 6th at 3:30 p.m.** in electronic form to allow for review and signature by the Board of Selectmen at their regular Monday evening meeting.

This IFB is being electronically distributed to every party on the Massachusetts Technology Collaborative website listing of potential vendors. In addition, this IFB will be posted at Norwell Town Hall and State Register.

Questions concerning this IFB must be submitted via fax to: Charles Markham at 1-866-832-1139 before 5:00 p.m. on Wednesday, June 17th, 2009. Questions should include full contact information and in particular an email address and a fax number. The Town of Norwell will respond to questions individually as they come in. In addition, responses to all questions will be delivered to every person or entity from which question has been received on or before 5:00 p.m. on Friday June 19th. Interested bidders without questions who would like to have a copy of any questions and any answers may also register as a prospective bidder by sending a fax to the above number providing the same contact information specified above for persons and entities with questions. A complete written list of all questions and answers will be maintained at the Norwell Town Hall at 345 Main Street in Norwell with James Boudreau, Town Administrator/Chief Procurement Officer and is available with reasonable advance notice to be viewed in his office.

A bidder may correct, modify, or withdraw a bid by written notice received by the Town prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No. __." Each modification must be numbered in sequence, and must reference the original IFB.

After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the Town or fair competition. Minor informalities will be waived or the bidder may be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the mistake may with the approval of the Town be corrected to reflect the intended correct bid, and the bidder will be notified in writing of the Town's decision; however, the bidder may not withdraw the bid.

The Town of Norwell reserves the right to cancel this IFB, or reject any and all bids, if the Town of Norwell determines that cancellation or rejection is in the best interest of the Town in its sole discretion.

Persons or firms participating in this bid are bidding on the Feasibility Study project for the Renewable Energy Trust. All bid prices submitted in response to this IFB must remain firm for ninety (90) days following the bid opening, and if awarded by the Renewable Energy Trust, the project timeline can extend to up to 30 months during which the quoted Feasibility Study price cannot change.

If, at the time of the scheduled bid opening, Town Hall is closed for any reason beyond the control of the Town, the bid opening will automatically be postponed until 2:00 p.m. on the next regular business day which the Town Hall is open for the transaction of business. In that event, bids will be accepted until that date and time.

This section should also tell bidders all bid submission requirements, such as:

Please submit the bid in paper form with **10 copies**.

The envelope should be marked “Wind Power Bid” and delivered to:

Town of Norwell Procurement Officer

Selectmen’s Office

345 Main St. – P O Box 295

Norwell, MA 02061

By the time and deadline above.

In addition to the bid which should be in letter form, your bid submission must contain the following:

- Non-Collusion Form
- Tax Compliance Certificate
- Information in response to Quality Requirements Section (which may be in letter form and may include optional information about your firm)

A bid must be signed as follows: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by an authorized officer with the capacity to bind the corporation, whose signature must be attested to by the Clerk/Secretary of the corporation, be authorized by corporate vote, and the corporate seal must be affixed.

There is no bid deposit or bonding requirement required.

II. Purchase Description/Scope of Services

The Town of Norwell is seeking a firm with relevant professional experience and the current capability to assist the Town of Norwell Wind Power Committee in preparing a grant application for the Feasibility Study under Massachusetts Technology Collaborative’s “Commonwealth Wind Incentive Program: Community Scale Solicitation No. 2009-CWIPCS-01. Grant applicants should be thoroughly familiar with this

solicitation and by submission of a bid represent that they agree to be bound by all of its requirements.

http://www.masstech.org/renewableenergy/commonwealth_wind/docs/CWIPCS_Solicitation_V1.pdf

Persons or firms will be bidding on the cost to prepare a Feasibility Study if the Town of Norwell is awarded a grant under the above program. In addition to bidding on the preparation of a Feasibility Study itself, the successful bidder is agreeing to prepare a full grant proposal which is due to the Town in electronic form on or before **Monday July 6th at 3:30 p.m.** The preparation of this grant application by the successful bidder is to be done “on spec” that is, at no cost to the Town and the grant application itself and any attachments and submissions shall become part of the public domain. However, this grant application shall name the successful bidder as the consultant on the project and if awarded, the bidder shall become the prime contractor/consultant for the Town of Norwell in connection with the preparation of the Feasibility Study.

A successful bidder should be aware that a Feasibility Study is a fixed fee contract and the contract will last for longer than a year.

The Town of Norwell anticipates installing a met tower as part of the Feasibility Study. The cost of the met tower will be included in the total Feasibility Study cost submitted to the Mass Technology Collaborative. The budgeted cost of the met tower is \$20,000. Responsible bidders are not including this cost in their bids to the Town.

Pricing Format: Responsive bidders are expected to submit a fixed fee to perform the feasibility study (with the grant application phase being performed at no cost or obligation to the Town.) **Bidders should be aware that the Town of Norwell does not ultimately pay this cost directly as the cost is to be reimbursed from the state grant. The expected budgeted cost for this study according to state grant guidelines is \$50,000. Bidders are free to bid higher or lower than this amount but the Town would request that any bidder choosing to bid differently than \$50,000 submit a bid in increments of \$5,000.** (Example: \$50000, \$45000, \$40000, etc.) Pricing must remain firm for at least the next 90 days and throughout the life of the contract itself should the grant be awarded which can be expected to last for 30 months.

Payments and Performance under Grant: Bidders are advised that the Town of Norwell will only be paying the person or firm awarded this contract upon receipt of the funds from the Massachusetts Technology Collaborative. The Town of Norwell and the Contractor will sign an agreement that specifies that the Contractor will ultimately be responsible for specific and timely performance under the grant contract with MTC. Bidders should acquaint themselves with the various requirements of the grant solicitation.

Contract type: This is a fixed-price contract.

Agreement with the Town: After being notified of bid acceptance, the successful bidder and the Town of Norwell must enter in to an agreement over the terms of their

engagement. Time is of the essence. Such agreement will include the preparation of the grant application at no cost to the town and in a timely manner and the ensuing conduct of the feasibility study if the Town of Norwell is successfully awarded the grant. If the successful bidder and the Town of Norwell cannot reach an agreement, the next lowest bidder shall be offered the project on the same or as similar as possible terms as the preceding bidder.

III. Minimum Qualifications and Quality Requirements

A. Bidders shall have been previously conducted at least one feasibility study for MTC Community Wind similar to what is being proposed here. In the bid submissions, potential bidders must either detail their previous MTC work or simply include copies of previous Feasibility Studies. Please provide the name and contact information for somebody in the Massachusetts Town or City that the Town can contact about this study (See IV References)

B. Bidders should indicate each professional(s) by name on their staff that they anticipate participating in and/or completing the grant application and the feasibility study and include a summary of their professional educational and employment backgrounds and experience. (experience, degrees, certifications, etc.) This may be in a standard resume type format. At least one professional on their staff must be a Massachusetts Registered Professional Engineer and this shall be specifically noted on each submission.

C. Bidders should specifically include a statement regarding their availability to complete the grant application within the extremely short timeframe allowed.

Bids received without items A through C (or responses determined by to be insufficient for these items) of the above Quality Requirements may result in the determination that the bidder is not a responsive or responsible bidder and may result in elimination from consideration.

IV. References

Each bidder should supply at least three professional references who are familiar with the type of work (wind power feasibility studies) that the firm is proposing to perform for the town. One of these references must be associated with the Town or City Feasibility study mentioned or supplied in Item III. A. The Town of Norwell anticipates contacting at least three references for the lowest responsible bidder to determine if they meet the Qualification and Quality Requirements threshold. A poor reference check may result in the determination that a vendor is not a responsible bidder. A bidder may supply more than three references to facilitate the contacting of at least three references, however, the contact of at least city/town reference referenced in item III A. and a satisfactory reference is mandatory.

V. Rule for Award

This is a single contract award.

The Town of Norwell Wind Power Committee shall serve as the Bid Evaluation Committee in an advisory capacity to the Town of Norwell's Procurement Officer. The Procurement Officer will award the contract to a lowest bidder subject to an advisory finding of the Bid Evaluation Committee that such bidder is a responsive and responsible bidder under items "**III. Quality Requirements**" and "**IV. References**".

The successful bidder and the Town of Norwell will immediately commence negotiations for an agreement that will specify the terms of service. Should the Town and the successful, responsible bidder not be able to come to terms. The next lowest, responsible bidder shall be contacted and offered the same or as similar as possible as the prior bidder.

VI. Non-Collusion Form and Tax Compliance Forms

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 of individuals.

Signature of individual submitting bid or proposal

Name of business

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of person submitting bid or proposal

Name of business