



**TOWN OF NORWELL
CONSERVATION COMMISSION**

345 Main Street
Norwell, MA 02061-0295
(781) 659 - 8022

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QUOTE PACKAGE—COVER PAGE

**FOR PUBLIC BUILDING CONSTRUCTION UNDER M.G.L. CHAPTER 149
OR PUBLIC WORKS CONSTRUCTION UNDER M.G.L. CHAPTER 30, SECTION 39M
WHERE THE ESTIMATED COST IS \$10K to \$50K**

A written scope of work is used to solicit written responses from no fewer than 3 persons who customarily perform such work. Advertising is required. (See next page.)

Project Name:	Donovan Field Parking Lot
Project Location:	Across from Corner of Circuit St and Pleasant St
Due Date for Quotes:	Friday July 30, 2021 at 12:00 PM
Site Visit Date & Time:	Wednesday July 14, 2021 at 11:00 AM Mandatory
Project Begin Date:	As Soon As Possible
Required Completion Date:	60 days from date of signed contract

Submit quotes to:

Name & Title:	Will Saunders
Town Department:	Conservation Commission
Mailing Address:	345 Main St, Room 112, Norwell, MA 02061
E-Mail Address:	wsaunders@townofnorwell.net
Telephone Number:	(781) 659-8022

<u>ADVERTISING REQUIRED NO LATER THAN TWO WEEKS PRIOR TO QUOTE DUE DATE</u>	
<u>Advertising Type</u>	<u>Date of Posting</u>
Town Website	On or before June 30
COMMBUYS	June 30
Central Register	June 30
Town Hall Bulletin Board (Town Clerk)	On or before June 30

CONTENTS OF QUOTE PACKAGE

- 1) INSTRUCTIONS FOR QUOTES
- 2) PROJECT DESCRIPTION (OR SPECIFICATIONS)
- 3) QUOTE FORM
- 4) STATEMENT OF LABOR HARMONY & OSHA TRAINING—Must be signed
- 5) SAMPLE CONTRACT---Do not fill out
- 6) THREE CERTIFICATES (Authorization, Non-Collusion, Tax Compliance)----Must be signed
- 7) PREVAILING WAGE SCHEDULE
- 8) REFERENCE FORM

INSTRUCTIONS FOR QUOTES

1. Written quotes are due no later than the date and time listed on the Cover Page. Quotes may be submitted in person, by mail, or by email to the name and address listed below. Owing to the presence of SPAM filters and the like, if submitting by email, it is the bidder's responsibility to ascertain that the quote has arrived prior to the deadline.
2. Selected vendor will be required to sign a Contract as shown in the Sample attached to this Quote Package. **Please pay careful attention to Insurance Requirements.** There is no need to fill out the Sample Contract at this time, nor is a Certificate of Insurance required at this time.
3. Minimum Qualifications:

At least 5 years' experience in driveway or private and commercial parking lot construction
Ability to remove trees and stumps

4. If the contract amount is over \$25K, the successful bidder must supply a 50% payment bond.
5. Questions regarding this project must be received **in writing** by the person listed above, no later than 48 hours prior to the due date/time for quotes. Please do not address questions to any other person.
6. Prevailing Wages will apply to this project. (Schedule attached.) During construction, the contractor must send certified payrolls to the Department Head, based on the Prevailing Wage Schedule attached to this Request for Quotes. An OSHA training certificate and apprentice card (if apprentices are used) must also be supplied for every worker on the job, commensurate with the first certified payroll where that worker's name appears. **The contractor must also cause any and all subcontractors to submit the above-described information to the Town.**
7. Unless clearly stated in the quote, none of the services to be provided by the successful vendor shall be sub-contracted or delegated to any other organization, association, individual, corporation, partnership or other such entity without the prior written consent of the Town.
8. Contractor will obtain all local permits and licenses necessary for the contemplated Work. All Town issued permits will be issued at no charge to the Contractor.
9. Contractors who may wish to submit a quote should register with the contact person for this project (see cover page) in order to be notified of any clarifications or additions.

10. Selected contractor is required to provide a signed contract, certificate of insurance, additional insured endorsement page(s), and payment bond* within five business days of notice of award. (*Payment bond only required for contract amounts over \$25K.) After five business days, the Town may elect to reject the selected contractor's quote and accept the next lowest quote from a qualified contractor.

PROJECT DESCRIPTION & SPECIFICATIONS

Scope of Work

1. Remove wood guardrails and store material in the Conservation Barn.
2. Remove 4 marked trees and their stumps. Dispose off-site.
3. Move the large rock to the edge of the new parking lot area next to the existing path, flat side facing out.
4. Remove 10 inches of top soil 80 feet by 75 feet (to be disposed off-site).
5. Level the area and compact it.
6. Install 20 year weed barrier fabric.
7. Install 6 inches of ½ inch crushed stone, level and compact it.
8. Install 4 inches of ADA compliant crush and run, level the entire lot and compact it.
9. Pave the entire lot. Please provide 2 quotes, one for traditional black pavement and one for an alternate color such as grey or terra cotta red. (See quote form).
10. Install 15 sections of 2 rail, red cedar split rail fence, continuing from the rear of the existing fence around the North side of the lot to the existing path.
11. Mark the appropriate parking lines, (2 Handicap, 2 Veteran, 26 Regular, 30 spot in total)
12. Install 2 Handicap signs and 2 Veteran signs.
13. Approximately 70 feet from the edge of the new parking lot, remove 10 inches of top soil 8 feet wide by 125 feet long toward tree area (to be disposed off site).
14. Install 20 year weed barrier fabric.
15. Install 6 inches of ½ inch crushed stone, level and compact it.
16. Install 4 inches of ADA compliant crush and run, level the entire path.
17. All disposal costs are paid by the contractor.

(See Diagrams 1-3)