



Planning Department

## **Request For Proposals**

**Project #: 8/7/13-14-SR-27**

**TOWN OF ACTON**  
472 Main Street  
Acton, Massachusetts 01720  
Telephone (978) 929-6631  
Fax (978) 929-6340  
[planning@acton-ma.gov](mailto:planning@acton-ma.gov)

### **Final Design Services for Assabet River Rail Trail – Acton and Maynard**

Pursuant to an Inter-Municipal Agreement among the communities of Acton, Maynard, Stow, Hudson and Marlborough, the Town of Acton, MA (the Town), as lead community, is requesting proposals from engineering firms that are prequalified by MassDOT – Highway Division, to provide Final Design Services (Services) for the Assabet River Rail Trail (ARRT) within the towns of Acton and Maynard, Massachusetts (Project).

The selected firm (Consultant) will provide all Services in accordance with a MassDOT approved “Standardized Scope of Services and Work Hour Estimate Forms for Consultant Services” and in compliance with all applicable Federal and State rules, procedures, standards, manuals, specifications and guidelines, including the MassDOT – Highway Division 2006 Project Development and Design Guide as amended from time to time; obtain MassDOT 100% design approval of construction-ready engineering plans and documents; prepare Plans, Specifications and Estimates (PS&E); assist in the evaluation of construction bids if needed; and provide construction engineering services (shop drawings, etc.). The successful Consultant will be required to commence work immediately upon contract execution.

This Request for Proposals (RFP) is available in the Acton Planning Department, Town Hall, 472 Main Street, Acton, MA 01720, (978) 929-6631.

RFP Released: July 17, 2013  
Pre-Submittal July 25, 2013, 11:00 AM  
Conference: Town Hall – Faulkner Room (204), 472 Main Street, Acton MA 01720  
Proposals Due: August 7, 2013, 4:00 PM  
Town Manager's Office, Town Hall, 472 Main Street, Acton MA 01720  
Required Project  
Completion Date: Late Winter to Early Spring of 2015 for completed PS&E

Steve Ledoux  
Town Manager  
July 17, 2013

## **I. BACKGROUND AND IMPORTANT INFORMATION**

### **1. Route Description**

The ARRT segment that is the subject of this RFP runs from the Commuter Rail Station in South Acton to White Pond Road at the town line of Maynard and Stow for a total of approximately 3.4 miles.

In Acton +/- 1.1 miles: From the south side access of the commuter rail station in South Acton (currently under construction) the trail crosses Maple Street, enters and traverses along the edge of town-owned farm land in a southeasterly direction, and then runs south on the town-owned former B&M Railroad's Marlborough Branch line to the Wedgewood property/parking lot at 20 Main Street, Acton. The trail detours around the front of the 20 Main Street facility, reconnects with the former Marlborough branch line on the south side, and then runs south to the Maynard town line. An easement is required at 20 Main Street.

In Maynard +/- 2.3 miles: from the Acton town line southerly on the former railroad branch line across Acton Street, Concord Street to Sumer Street. Through downtown Maynard the trail runs through the parking lot behind the downtown stores to and across the Assabet River onto Railroad Street, across Florida Road to Main Street (Route 62). Then the trail crosses Main Street and runs along the Clock Tower Place parking lot to Sudbury Street, turns left onto Sudbury Street and then immediately right onto the former Marlborough branch railroad right-of-way alongside High Street to Mill Street and Great Road (Rt. 117). At Great Road, the trail crosses the mill canal together with Great Road and then crosses Great Road to the southwest side into Winter Street. From there it runs along Winter Street for a short distance and then back onto the railroad right of way, past the Maynard DPW garage, and then more or less alongside the Assabet River to end at White Pond Road, the Stow town line, and the access to the Assabet River National Wildlife Refuge. Several easements are required.

### **2. Design Status**

The 25% design and preliminary right-of-way plans along with various related documents have been submitted to MassDOT. A 25% design public hearing was held on June 13, 2013 ([http://www.mhd.state.ma.us/default.asp?pgid=content/hearings/maynard\\_061313&sid=hearing](http://www.mhd.state.ma.us/default.asp?pgid=content/hearings/maynard_061313&sid=hearing)). There are comments from various MassDOT Highway Division departments and bureaus, indicating that more work is required in addition to what normally would be needed to advance the design beyond the 25% stage, including survey, right-of-way information, cross sections, utilities, structures, and alignment. Also, public comments stemming from the 25% design public hearing need to be reviewed and addressed as appropriate. MassDOT officials have indicated that an additional 25% hearing or some other supplemental public hearing event may be required. There is also the opportunity for incorporating additional trail head parking on land owned by the MBTA at the north terminus in South Acton that is not currently shown on the plan.

### **3. Audit**

The successful Consultant, including Sub-consultants, must have passed a recent MassDOT audit.

#### **4. Funding**

The majority of funding is expected to come from the Federal earmark for the Assabet River Rail Trail (HPP 1761) with a supplemental funding from Acton and Maynard as needed.

#### **5. Technical Qualifications and Price**

Following customary Town of Acton procedures, this RFP requests Price Proposals under separate cover. Price proposals should be made as best realistic estimates. Consultant selection will be based primarily on qualifications as evident in the Technical Proposal also requested with this RFP. The final price will be determined following the completion and approval by MassDOT's Highway Division of their "Standardized Scope of Services and Work Hour Estimate Forms for Consultant Services".

#### **6. Design with Communities**

The Consultant must perform all Services in close consultation with the communities. Several sections or elements of the ARRT in Acton and Maynard require the Consultant to pay close attention to design challenges, neighbors' concerns, and a variety of constraints, and to be especially vigilant and responsive to community input and preferences, while not losing sight of MassDOT and Federal design standards or requirements. A not necessarily all inclusive list of examples of such elements follows:

- In Acton:
  - At the South Acton Commuter rail station (currently under construction; will provide south-side access to the station from Maple Street), the addition of a trail head parking lot on land owned by the MBTA between Maple Street and the active commuter rail line (not currently shown on the submitted 25% plan).
  - The connection from the South Acton Commuter Rail Station to the former B&M/Marlborough branch railroad right-of-way across Maple Street and the former Simeone-Caouette farm land.
  - The detour around the commercial/industrial building at 20 Main Street where an easement is required from the land owner.
- In Maynard:
  - The alignment at Haynes Square/Concord Street.
  - The alignment through downtown Maynard between Summer Street, across the Assabet River, to Main Street.
  - The accommodation of the trail between Main Street and the Clock Tower Place parking lot, where an easement will be required from the land owner and parking spaces would be lost as a result of the easement.
  - The alignment and configuration along Winter Street and the mill canal.
  - Discussion on the merits of paved v. gravel surface between Winter Street and White Pond Road.

#### **7. Available Documents**

See all documents listed at <http://doc.acton-ma.gov/dsweb/View/Collection-2634>. Note that document collection at this link will be continuously updated.

## II. SUBMISSION REQUIREMENTS

Submission of a technical and a price proposal is required. The price proposal must be sealed and submitted separately from the technical proposal.

### 1. Technical Proposal

Three (3) hard copies and one (1) electronic copy in .pdf format of the technical proposal must be submitted in a sealed envelope clearly marked:

Town of Acton  
Town Manager's Office  
Attn. Lili Early  
472 Main Street, Acton, MA 01720

#### PROPOSAL ENVELOPE A - TECHNICAL PROPOSAL

Project # 8/7/13-14-SR-27

Final Design Services for Assabet River Rail Trail – Acton and Maynard Town of Acton

Consultant Name: \_\_\_\_\_

The technical proposal must contain the following information, preferably in the order listed below:

#### A. Cover Letter

A cover letter introducing the Consultant and the proposed Consultant team including any proposed sub-consultants, identifying the proposed Project manager with ultimate responsibility for the performance of the Services, and identifying the name, title, address and telephone number of the person with authority to negotiate and contractually commit to all Services.

#### B. Table of Contents

#### C. Statement of Project Understanding and Approach

A statement, not exceeding two pages, that describes the Consultant's understanding of and approach to the technical aspects of the requested services, the various goals and milestones that must be addressed and achieved, and the technical standards that govern the Project.

#### D. Scope of Services

A detailed scope of services in compliance with all applicable Federal and State rules, procedures, standards, manuals, specifications and guidelines, including the MassDOT – Highway Division 2006 Project Development and Design Guide as amended from time to time for the work required to bring the design Project from its current status to MassDOT approved 100% completed construction-ready engineering plans and documents.

Separately for Acton and Maynard, provide a one - to two-page summary, followed by a completed MassDOT – Highway Division's "Standardized Scope of Services and Work Hour Estimate Forms for Consultant Services", and include Plans, Specifications and

Estimates (PS&E), assistance in the evaluation of construction bids if needed, and construction engineering services (shop drawings, etc.).

Show estimated work hours. But, do not include any \$\$ amounts!

E. Participation

A statement, not exceeding two pages, that describes the Consultant's proposed approach to ensure citizens', neighbors', local officials' and MassDOT personnel's involvement with the design process in the participating communities and to reaching a final design that is responsive to the communities' preferences and MassDOT standards.

F. Examples

Sample materials (copies of text, graphs, illustrations, and/or plans not to exceed 10 pages in total) produced by the Consultant for a previous client or clients and representing examples of community and citizen involvement efforts with highway or rail trail/multiuse path design projects in Massachusetts with similar complexity, range of tasks, and issues. The sample materials must be from a project or projects for which the proposed Consultant team member(s) had principal responsibility.

G. Project Team

Provide the names and the specific educational background, qualifications, and expertise of all professional members of the Consultant's and its Sub-Consultant's (if any) Project team who will actually perform the work related to some or all of the Project tasks. Identify the person who will be the Project manager with ultimate responsibility for the work.

H. Relevant Experience and Prior Performance

Details of relevant experience and prior performance of all the professional members of the proposed Consultant team, including the sub-consultant's team members, if any. This must include:

- a. A statement, not more than two pages, outlining the relevant experience of members of the Consultant team in working successfully on matters and projects of similar complexity, addressing all required areas of expertise and experience as evident from this RFP.
- b. Evidence of successful completion of Federal and State funded rail trail or multi-use path design projects in Massachusetts where MassDOT – Highway Division approval was required for 25%, 75%, and 100% design stages.
- c. A brief description, not more than two pages, of the substantive nature of contracts for comparable services recently completed by members of the Consultant team, including the party contracted with.

I. Project References

A complete list of transportation facility design projects ongoing or completed by the Project team (the proposed Project manager and the Consultant's and sub-consultant's principal team members) in Massachusetts within the last 5 years with a contract amount of \$500,000.00 or more, and where MassDOT – Highway Division's final design approval and/or notice to proceed with construction is required or was obtained.

For each such project, submit a one-page project description with the Consultant's responsibilities, the Consultant's project manager, the level of compensation under the contract, the time from contract execution to project completion, the MassDOT – Highway Division contact person for the project, and the name, title and telephone number of a reference person who can evaluate and judge the Consultant's performance. Indicate the relationship between the reference persons listed and the relevant professional work of the Consultant team members.

Highlight projects that were completed under an accelerated or expedited time line of less than 2 years.

Do not list any projects with smaller contract amounts, or projects that do not require MassDOT – Highway Division final design approval and construction sign-off!

J. Competing Commitments

An explanation of the means by which the Consultant will assure that adequate and timely attention and resources will be directed to this Project, including identification of other current or pending contracts of the Consultant firm(s) in which Project team members will be or may be involved, and which might compete for time and attention of the proposed Consultant team members.

K. Minority and Women Business Enterprise Participation

The Town believes that Massachusetts General Law c. 7, § 40N applies to the work under this RFP. Accordingly, the Consultant must provide documentation of minority and women enterprise (MBE & WBE) participation in the Project. Pending the development of more specific regulations that prescribe the specifics of the Commonwealth Supplier Diversity Office (SDO, previously SOMWBA) Affirmative Marketing Program, as contemplated in the M.G.L. c. 7, § 40N, the Town will (subject to any necessary and appropriate waivers) enforce the Affirmative Marketing Goals developed by the Division of Capital Asset Management (“DCAM”) in consultation with the SDO as follows:

	<i>Combined Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs)</i>
<i>Design Participation</i>	<i>17.9%</i>
<i>Construction Participation</i>	<i>10.4%</i>

The combined goals require a reasonable representation of both MBE and WBE firm participation on the Project. For more details and SDO guidelines pertaining to reasonable representation of MBE and WBE and waivers see

<http://www.mass.gov/anf/docs/osd/sdo/forms/constmunicipalgeneralguidelines2012.pdf>

L. Signed certificates of non-collusion and tax compliance in the form attached to this RFP.

M. Current MassDOT pre-qualification form indicating the Consultant's and Sub-consultant's pre-qualifications by category.

2. Price Proposal

Three (3) hard copies and one (1) electronic copy in .pdf format of the price proposal must be submitted in a sealed envelope clearly marked:

Town of Acton  
Town Manager's Office  
Attn. Lili Early  
472 Main Street, Acton, MA 01720

**PROPOSAL ENVELOPE B - PRICE PROPOSAL**

Project # 8/7/13-14-SR-27

Final Design Services for Assabet River Rail Trail – Acton and Maynard Town of Acton

Consultant Name: \_\_\_\_\_

The price proposal must contain:

- A. The estimated fee for the entirety of all services requested in this RFP and detailed in the technical proposal, including but not limited to travel, meetings, telephone, postage, and reproduction; and the fee for all such services in two parts – one for Acton and the other for Maynard.

Use the completed MassDOT – Highway Division's "Standardized Scope of Services and Work Hour Estimate Forms for Consultant Services", and include Plans, Specifications and Estimates (PS&E), assistance in the evaluation of construction bids if needed, and construction engineering services (shop drawings, etc.), all as provided in the technical proposal. Now, please do include all \$\$ amounts!

- B. The hourly rates to be charged by the Consultant for services performed by each team member.
- C. Consultants must agree to honor price quotes until December 31, 2013 inclusive. However, it is understood that the final price may change subject to MassDOT – Highway Division approval of final "Standardized Scope of Services and Work Hour Estimate Forms for Consultant Services" as memorialized in a corresponding funding agreement to be executed between the Town of Acton and MassDOT.

### **III. PRE-SUBMITTAL CONFERENCE**

A pre-submittal conference will be held on July 25, 2013 at 11 AM in the Faulkner Room (204) of the Acton Town Hall, 472 Main Street, Acton, MA 01720. No questions concerning this RFP or the Project will be answered outside of this conference. However, questions that cannot be

answered at the conference, will, as far as possible, be answered in writing as a follow-up to all conference attendees who have signed in and provided legible contact information.

#### **IV. SUBMISSION PLACE AND DEADLINE**

Proposals are due no later than 4:00 PM on August 7, 2013, at the Town Manager's Office, Acton Town Hall, 472 Main Street, Acton, MA 01720. Submissions received by the Town after the deadline, sent by facsimile or E-mail, or submitted to any other location than the specified Town Manager's Office will not be accepted.

#### **V. EVALUATION AND SELECTION CRITERIA**

##### **1. Minimum Evaluation Criteria**

- a. Proposals must include all documentation and meet all specifications stated under 'Submission Requirements' and be submitted to the Town in the specified location by the submission deadline above.
- b. The Consultant, including the proposed Project manager, must be prequalified by MassDOT – Highway Division in all relevant categories.
- c. The Consultant's proposed Project manager must be a Massachusetts Registered Professional Engineer with 10 or more years of professional experience working on MassDOT supervised highway and rail trail/multi-use path projects.
- d. The proposed Project design team shall include a Structural Professional Engineer.
- e. Proposals must demonstrate that the Consultant, with substantive involvement of the proposed Project manager, has substantial recent (within the last 5 years) and successful experience completing or working on transportation facility design projects in Massachusetts with individual contract amounts of \$500,000.00 or more, which required MassDOT – Highway Division final design approval and/or sign-off for construction.
- f. The Proposal must demonstrate that the Consultant in providing the Services will comply with M.G.L. c. 7, § 40N and applicable regulations of the Commonwealth Supplier Diversity Office (SDO, previously SOMWBA) Affirmative Marketing Program, subject to any necessary and appropriate waivers approved by the SDO.

##### **2. Comparative Evaluation Criteria**

All Proposals that meet the minimum evaluation criteria will be further evaluated on the basis of the following comparative criteria:

- a. Availability of the Project team to fully attend to the Project as needed and to be responsive to the reasonable requests and direction of the Town's staff (Town Manager, Planning Director, Town Engineer, or other designated person) will be deemed "advantageous".

Substantial direct and hands-on involvement of the Consultant firm's principal (not including the sub-consultant's principal) in this Project will be considered "highly advantageous".

Less than full commitment to the Project because of apparent lack of staff resources, competing contracts, or other reasons will be deemed "not advantageous".

- b. The proposed approach to community involvement in the design effort will be deemed “advantageous” if it demonstrates a clear understanding of the potential design challenges, concerns, and constraints, and if the community involvement sample materials are clear, concise and understandable to persons without prior engineering experience and plan reading skills.

The proposed approach to community involvement in the design effort will be deemed “highly advantageous” if it demonstrates a clear understanding of the potential design challenges, concerns, and constraints; if it proposes an iterative and receptive process to community input, including meetings as needed, while at the same time being educational about the constraints, including construction cost and MassDOT and Federal design guidelines and standards; and if the community involvement sample materials are clear, concise and understandable to persons without prior engineering experience and plan reading skills.

A proposed approach to community involvement and community involvement sample materials that do not meet the above standards will be considered “not advantageous”.

- c. Substantial experience of the Project team (the proposed Project manager and the Consultant's and sub-consultant's principal team members) with design or construction projects that were or are in whole or part supported with Federal and/or State funds and require(d) MassDOT design approval will be considered “advantageous”.

Substantial experience of the Project team (the proposed Project manager and the Consultant's and sub-consultant's principal team members) with large and complex design or construction projects that included a variety of design challenges such as would be encountered with large roadway projects, street and railroad crossings, bridges and underpasses, signalized and unsignalized intersection designs, or similar, and that were or are in whole or part supported with Federal and/or State funds and require(d) MassDOT design approval will be considered “highly advantageous”.

No experience or insubstantial experience of the Project team (the proposed Project manager and the Consultant's and sub-consultant's principal team members) with Federal and/or State funded design or construction projects, including required MassDOT design approval will be considered “not advantageous”.

- d. Experience of the Project team (the proposed Project manager and the Consultant's and sub-consultant's principal team members) with rail trail/multi-use path design or construction projects that were or are in whole or part supported with Federal and/or State funds and require(d) MassDOT design approval will be considered “advantageous”.

Substantial or extensive experience of the Project team (the proposed Project manager and the Consultant's and sub-consultant's principal team members) with rail trail/multi-use path design or construction projects that were or are in whole or part supported with Federal and/or State funds and require(d) MassDOT design approval will be considered “highly advantageous”.

No experience or insubstantial experience of the Project team (the proposed Project manager and the Consultant's and sub-consultant's principal team members) with rail

trail/multi-use path design or construction projects as specified in the previous two paragraphs will be considered “not advantageous”.

- e. Evidence that the Project team (the proposed Project manager and the Consultant's and sub-consultant's principal team members) satisfactorily completed projects listed under c. and d. above within a 2-year expedited or accelerated schedule will be considered “advantageous”.

Evidence that the Project team (the proposed Project manager and the Consultant's and sub-consultant's principal team members) successfully completed a significant number projects listed under c. and d. above within a 2-year expedited or accelerated schedule will be considered “highly advantageous”.

Evidence that the Project team (the proposed Project manager and the Consultant's and sub-consultant's principal team members) completed none or very few projects listed under c. and d. above within a 2-year expedited or accelerated schedule will be considered “not advantageous”.

- f. In the event that the comparative evaluation is inconclusive after the use of paragraphs a. through e. above, at least two projects will be randomly chosen from the complete list of all projects completed by the Project team (the proposed Project manager and the Consultant's and sub-consultant's principal team members) within the last 5 years with a contract amount of \$500,000.00 or more (the complete list is a submission requirement), and checked for references. Relative to the chosen projects, the Town reserve the right to contact persons in addition to those shown as reference persons in the Consultant submission. In addition and where applicable, the Town will draw upon its own experience with the Consultant and proposed Project team, and the Town may inquire with the Town of Maynard regarding its experience with the Consultant and the proposed Project team.

Overall satisfaction with the Consultant and the proposed Project team and with the detailed services and products delivered by the Consultant, evident from all checked references, and where applicable from the Town's own experience and the Town's further appropriate inquiries, will be considered "highly advantageous".

Somewhat less than overall satisfaction with the Consultant and the proposed Project team and with the detailed services and products delivered by the Consultant, evident from all checked references, and where applicable from the Town's own experience and the Town's further appropriate inquiries, will be considered "advantageous".

Indication of dissatisfaction with the Consultant and the proposed Project team and with the detailed services and products delivered by the Consultant, evident from over 1/3 of all checked references, and where applicable from the Town's own experience and the Town's further appropriate inquiries, will be considered "not advantageous".

### **3. Selection Process**

Submitted Proposals will be reviewed and evaluated by a selection committee appointed by the Town Manager. Submissions will be evaluated based on the evaluation and selection criteria set forth herein. The committee will assign a composite rating to each submittal. There will be no interviews, except that the Town reserves the right for the committee to

interview the proposed Project managers of two or more Consultants who are equally most qualified, following the review of their submissions based on the evaluation and selection criteria set forth herein. In that event, interviews will be scheduled as soon as possible. The Consultant who, in the opinion of the committee,

- a. presents his/her Project approach in the most logical, clear and understandable manner during the interview;
  - b. displays a deep and thorough understanding of MassDOT procedures and requirements; and
  - c. demonstrates, stemming from experience, a thorough and comprehensive knowledge of rail trail/multi-use path design and construction projects,
- will be rated “highly advantageous”.

All other Consultants that are interviewed will be rated “advantageous” or “not advantageous”. The committee will then assign a composite rating to each Consultant including the evidence from the interviews. The committee will report its evaluation results to the Town Manager or his designee along with any recommendations it may have for final contract negotiations. The Town Manager will make the final Consultant selection taking into consideration the committee’s evaluation results and recommendations.

## **VI. GENERAL PROVISIONS**

### **1. Correspondence Prior or During Submission Period**

- a. Any information released by the Town both verbally or in writing prior to the issuance of this RFP shall be deemed preliminary and shall bind neither the Town nor the Consultant.
- b. The Town will not accept oral supplements, revisions, or changes to the responses to this RFP. Written supplements, revisions, clarifications or changes will be accepted only before the submission deadline, except as provided in paragraph d. below.
- c. The Acton Planning Director will be the Project coordinator. All inquiries and communication concerning this RFP must be made in writing to Roland Bartl, Planning Director, 472 Main Street, Acton MA 01720, [planning@acton-ma.gov](mailto:planning@acton-ma.gov), or if made orally, must be made at the pre-submittal conference. The Town will respond to all inquiries at the pre-submittal conference or in a memorandum following said conference, which will be e-mailed to all conference participants as evident from the conference participant sign-in sheet (e-mail addresses must be legible in the sign-in sheet). Conference attendees should also leave their business cards.
- d. Consultants must respond in writing to all follow-up questions by the Town concerning their submission.

### **2. Contract Award**

- a. The Consultant will contract for all Services with the Town of Acton as the Project lead community.
- b. The Town intends to award the contract to the selected Consultant in the “Form of Agreement between Owner and Consultant for Complete (100%) Design and Engineering Services for the Assabet River Rail Trail (Acton & Maynard)” included in the “Available Documents” link provided under item I.7 above.

- c. The contract will be awarded only to one prime Consultant. The Consultant shall be solely responsible for any separate contractual agreements with its sub-consultant(s), if any are proposed and agreed to in the contract between the Town and the Consultant.
- d. It is the Town's goal to have a Consultant selected by August 15, 2013, unless interviews are required.
- e. The Town will award the contract to the selected Consultant as soon as possible following the completion of the funding agreement with MassDOT and receipt of a Notice to Proceed from MassDOT.
- f. The Contract duration is anticipated to coincide with the duration of the Town's funding agreement with MassDOT with an option for extensions at the Town's sole discretion.
- g. Award of the contract by the Town will be conditioned upon successful negotiation of a contract with the Consultant with consideration of any recommendations presented to the Town Manager by the selection committee and of any adjustment that MassDOT may make to the proposed Standardized Scope of Services and Work Hour Estimate in the MassDOT funding agreement with the Town for reimbursement of State and Federal funding.
- h. The Town, at its sole discretion, reserves the right to accept Proposals despite minor errors, omissions, or inconsistencies with the submission requirements of this RFP.
- i. The Town, at its sole discretion, reserve the right at any time to accept any submission in whole or in any part, and to reject any or all submissions.

### **3. Other**

- a. Project oversight will be exercised by the Acton Town Manager through his designee in close coordination with the Town of Maynard according to the terms and intent of the Inter-Municipal Agreement, and in coordination with MassDOT.
- b. The selected Consultant shall be responsible for submitting any necessary documents, including updated audit information, to MassDOT for review and approval in order to facilitate the funding agreement between MassDOT and the Town.

## **VII. PUBLIC NOTICE**

TOWN OF ACTON, RFP. Assabet River Rail Trail final design, Acton and Maynard. For RFP call or e-mail Acton Planning Department - (978) 929-6631, [planning@acton-ma.gov](mailto:planning@acton-ma.gov). Submissions to Acton Town Manager's Office, 472 Main Street, Acton, MA 01720, no later than August 7, 2013 at 4:00 PM. Submissions may be rejected in whole or in part. Contracts approved by CPO. Central Register and/or equivalent; July 17, 2013.

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**CERTIFICATE OF NON-COLLUSION**

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

\_\_\_\_\_  
Signature of person signing the bid, proposal, or submission

\_\_\_\_\_  
Name of business



**CERTIFICATE OF TAX COMPLIANCE**

Pursuant to Ch.62C, S.49A (b) of the Massachusetts General Laws, I,

\_\_\_\_\_, authorized signatory for  
(Name)

\_\_\_\_\_, do hereby certify under the pains and penalties of perjury  
(Name of Consultant)

that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Consultant, By: \_\_\_\_\_  
(Signature of authorized representative)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)