

REQUEST FOR PROPOSALS (RFP)
ASHFIELD WASTEWATER ENGINEERING SERVICES – SEPTEMBER 2025

RFP Summary

The Town of Ashfield is accepting proposals from multi-disciplinary engineering firms to provide a Preliminary Engineering Report (PER) and Environmental Review (ER) for the upgrade of the Town’s Wastewater Treatment Plant (WWTP).

Proposals are due at the Ashfield Town Hall no later than 12:00 PM on Monday, October 6, 2025 and may be sent via mail or delivered in person. Proposals should be split into two components- one priced and one non-priced submission. These should be clearly labeled “Ashfield WWTP Priced Proposal” and “Ashfield WWTP Non-Price Technical Proposal”.

Mail (USPS)	Courier (UPS/FedEx/etc.)	In-Person
Town of Ashfield Attn: Town Administrator PO Box 560 Ashfield, MA 01330	Town of Ashfield Attn: Town Administrator 412 Main Street Ashfield, MA 01330	Ashfield Town Hall 412 Main Street Ashfield, MA

Proposals will be evaluated based on prior experience with similar projects; projects in similar communities; and experience of staff. Proposals will be awarded by the Select Board by November 3, 2025. The Town of Ashfield reserves the right to reject any and all proposals if deemed to be in the best interests of the Town.

Plant Background and Scope of Services

The Ashfield WWTP operates under groundwater discharge permit #594-3 as issued by the Massachusetts Department of Environmental Protection. The maximum permitted effluent flow is 25,000 gallons per day (gpd). Monthly average flow is normally less than that.

The plant was built in 1995 as a Solar Aquatics™ type design. The headworks consists of a bar screen, aerated grit chamber, and an aerated preliminary conditioning tank. Two aerated surge tanks are available for use alongside the preliminary conditioning tank. Effluent from the headworks is pumped to a distribution box which distributes the sewage flow to an array of fabric-lined circular tanks in the main greenhouse. Originally, there were 64 fabric-lined tanks. Currently, less than half of these tanks are available for use.

The effluent from the tank array is routed by gravity to twin clarifiers followed by twin granular media filters after which the effluent is allowed to flow laterally through a tertiary filter consisting of a greenhouse-enclosed stone filter bed (“Marsh”) prior to disinfection with UV light and discharge to the leach field.

With few exceptions, the effluent to the drainfield has met the required permit limits. However, the long-term structural stability of the greenhouses and the continued utility of the remaining fabric-lined circular tanks are in question. The Town is seeking an engineer to consider the process,

structural, mechanical, electrical, and instrumentation components of the plant as part of an alternative analysis for the rehabilitation of the facility. The selected alternative will support the long-term economical operation of the plant.

Reports shall conform to USDA Bulletin 1780-2, dated April 4, 2013, for the preparation of Preliminary Engineering Reports and Environmental Reports.

Under the advice and guidance of USDA representatives, the Town published a “Notice of Intent to File an Application” as required by USDA for a potential \$30,000 reimbursement (SEARCH) grant. Additional funding above and beyond this amount *may* be made available through the WWTP operating budget.

Written Questions

Written questions should be submitted via email to townadmin@ashfield.org by Monday, September 22nd at 4:00 PM.

Project Schedule

Deadline/Task	Day of Week	Date	Time, if applicable
RFP published in required locations (no later than)	Monday	September 8, 2025	
Deadline for submission of written questions	Monday	September 22, 2025	4:00 PM
Addendum issued, if necessary	Monday	September 29, 2025	
Proposal submission deadline	Monday	October 6, 2025	12:00 PM
Evaluation of proposals completed	Monday	October 20, 2025	12:00 PM
Open price proposals	Monday	October 20, 2025	12:00 PM
Award contract (no later than)	Monday	November 3, 2025	
Contract execution (no later than)	Monday	November 17, 2025	
Project completion/Final Reports Due	N/A	Within 180 Days of Contract Execution	

Submission

Submissions should be in two separate parts- one part labeled “Ashfield WWTP Priced Proposal” and one labeled “Ashfield WWTP Non-Price Technical Proposal”. Failure to submit two separate proposals will result in the disqualification of the submission. Submissions may be bundled together for delivery purposes but must still contain two separate files/envelopes (i.e. one outer envelope for mail/courier delivery containing two inner envelopes with each proposal is acceptable). If submitting in one outer envelope, please label it “Ashfield WWTP Engineering 2025”.

Submissions should be in hard copy and submitted via the following:

Mail (USPS)	Courier (UPS/FedEx/etc.)	In-Person
Town of Ashfield Attn: Town Administrator PO Box 560 Ashfield, MA 01330	Town of Ashfield Attn: Town Administrator 412 Main Street Ashfield, MA 01330	Ashfield Town Hall 412 Main Street Ashfield, MA

Submissions must be received by 12:00 PM on Monday, October 6, 2025. The clock located in Lower Hall at Ashfield Town Hall will be the sole determination of time.

Review

The proposals will be reviewed by a committee of at least two people. Evaluations will be reviewed, combined, and assigned a numerical score based on rating. All criteria will be weighed evenly and the weight difference of each category will be uniform (i.e. the difference between highly advantageous and advantageous will be the same as the difference between advantageous and not advantageous).

Method of Award

Proposals will be assigned a combined numerical score based on rating in each evaluation criteria. The proposal(s) that receive(s) the highest score will be deemed “most advantageous”. Priced proposals will then be opened. The award will go to the proposal ranked most advantageous if the priced proposal is acceptable. If the priced proposal is not acceptable, the next highest-ranked proposal will be considered.

Tie-Breaking: If two or more technical proposals receive the same numerical score, the basis for award will be on the lowest of the priced proposals. If there is still a tie between one or more proposals after considering both priced and technical proposals, the town will request a “best and final offer” from each of the tied vendors, awarding to the lowest best and final offer submitted. If there is *still* a tie after obtaining best and final offers, the town will use a random selection online program (i.e. random wheel generator) with at least two witnesses and each of the tied submissions being given an equal chance of being selected.

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Evaluation Criteria

Interested vendors should provide a written response/explanation for each of the following criteria under a heading as described. Each criterion will be evaluated into one of four categories: Highly advantageous, advantageous, not advantageous, and unacceptable. Each criterion will have a summary of what is expected to meet each category. Written responses/explanations should be detailed enough to properly rate the proposal but limited in length to what is necessary for rating. Otherwise, there are no minimum or maximum length expectations.

Business Profile

Address this criterion under heading “I. Vendor Experience” in the Non-Price Technical Proposal.

Category	Requirements
Highly Advantageous	The vendor has been consulting on wastewater/sewer and public water supply systems for ten (10) or more years.
Advantageous	The vendor has been consulting on wastewater/sewer and public water supply systems for more than seven (7) but less than ten (10) years.
Not Advantageous	The vendor has been consulting on wastewater/sewer and public water supply systems for more than five (5) but less than seven (7) years.
Unacceptable	The vendor has been consulting on wastewater/sewer and public water supply systems for less than five (5) years.

Staff Qualifications

Address this criterion under heading “II. Qualifications” in the Non-Price Technical Proposal. For clarity, if there is a Massachusetts licensed professional engineer on the project team who also has the desired number of years of experience from a staff member, they may count under both requirements- i.e. we do not require the second staff member and licensed engineer to be two different people.

Category	Requirements
Highly Advantageous	The vendor has two or more professional staff members with ten (10) or more years with wastewater/sewer and public water supply systems experience AND at least one (1) MA licensed Professional Engineers on the project team (one of the two staff members with ten years of experience can fulfill this requirement if they are also a licensed professional engineer).
Advantageous	The vendor has two or more professional staff members with five (5) or more years with wastewater/sewer and public water supply systems experience AND at least one (1) MA licensed Professional Engineers on the project team (one of the two staff members with five years of experience can fulfill this requirement if they are also a licensed professional engineer).

Not Advantageous	The vendor has two or more professional staff members with five (5) or more years with wastewater/sewer and public water supply systems experience <u>OR</u> at least one (1) MA licensed Professional Engineers on the project team, but not both.
Unacceptable	The vendor has neither two or more professional staff members with five (5) or more years with wastewater/sewer and public water supply systems experience <u>OR</u> at least one (1) MA licensed Professional Engineers on the project team.

Quality of Proposal

Address this criterion under “III. Work Plan” in the Non-Price Technical Proposal.

Category	Requirements
Highly Advantageous	Demonstrates a superior knowledge and understanding of wastewater/sewer and public water systems, potential funding sources, and ability to evaluate systems and make recommendations. The Non-Price Technical Proposal is well written and demonstrates a superior ability to address the Scope of Services.
Advantageous	Demonstrates a satisfactory knowledge and understanding of wastewater/sewer and public water systems, potential funding sources, and ability to evaluate systems and make recommendations. The Non-Price Technical Proposal is well written and demonstrates a satisfactory ability to address the Scope of Services.
Not Advantageous	Demonstrates some knowledge and understanding of wastewater/sewer and public water systems, potential funding sources, and ability to evaluate systems and make recommendations. The Non-Price Technical Proposal is basic and questionably demonstrates a satisfactory ability to address the Scope of Services.
Unacceptable	The Non-Price Technical Proposal does not present a clear knowledge or understanding of wastewater/sewer and public water systems, potential funding sources, and ability to evaluate systems and make recommendations. The Proposal is not well written and/or does not demonstrate an ability to address the Scope of Services.

Relevant Work Experience

Address this criterion under “IV. Relevant Work Experience” in the Non-Price Technical Proposal. Please include references we can contact to verify the quality of work and satisfaction with service-
failure to include a reference will result in that project not being counted.

Category	Requirements
Highly Advantageous	Examples of three (3) or more past projects satisfactorily completed by the vendor with a similar Scope of Services and reporting requirements.
Advantageous	Examples of two (2) past projects satisfactorily completed by the vendor with a similar Scope of Services and reporting requirements.

Not Advantageous	Example of one (1) past project satisfactorily completed by the vendor with a similar Scope of Services and reporting requirements.
Unacceptable	No past examples of projects completed by the Contractor similar to the proposed Scope of Services, or past example of projects are unsatisfactory, or references are unsatisfactory or poor.

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ATTACHMENT A: Certificate of Non-Collusion/Tax Compliance

Procurement: Sewer Treatment Plant Preliminary Engineering Report – September 2025

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 proposal

Name of business

Tax Compliance Certification

Pursuant to M.G.L. c. 62C, § 49A, I certify that 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 individual submitting bid proposal

Name of business

Date: _____

ATTACHMENT B: Priced Proposal Sheet

Procurement: Sewer Treatment Plant Preliminary Engineering Report – September 2025

Priced Bid Proposal

Note: This form should be submitted in a separate envelope marked “Ashfield WWTP Priced Proposal” that is separate from the non-priced technical proposal.

Total Price Proposal:

In Numbers: \$ _____.

In Words: _____

Signature of individual submitting bid proposal

Name of business

Date