



Town of West Boylston  
Department of Public Works  
35 Worcester Street  
West Boylston, MA 01583  
508-835-4820

## **TOWN OF WEST BOYLSTON**

### **REQUEST FOR PROPOSAL SEMIANNUAL GROUNDWATER MONITORING AND LANDFILL INSPECTIONS AND QUARTERLY LANDFILL GAS MONITORING**

The Town of West Boylston, through its Board of Selectmen, is seeking a Firm to provide semiannual groundwater monitoring and landfill inspections in accordance with its Post-Closure Monitoring and Maintenance Plan, and quarterly landfill gas monitoring at the site of its former landfill located on Temple Street. The term of the requested contract is one (1) year with the option to extend the contract to a second year upon the approval of both the Town and the Firm.

#### **Scope of Services**

1. Semiannual groundwater monitoring and landfill inspections in accordance with the attached Post-Closure Monitoring and Maintenance Plan, dated April 2004, as approved by the Department of Environmental Protection in its attached letter, dated July 22, 2004. Six (6) wells shall be monitored as detailed in the attached letter from the Department of Environmental Protection, dated June 20, 2007. The first round of groundwater monitoring must be completed in October 2009.
2. Quarterly landfill gas monitoring as detailed in the attached letter from the Department of Environmental Protection dated June 20, 2007.
3. Reports shall be submitted to the Town and to the Department of Environmental Protection detailing the findings of the groundwater monitoring and the landfill gas monitoring and the landfill inspections at the completion of each task.

#### **Minimum Qualifications**

1. Five (5) years of experience in groundwater monitoring and landfill gas monitoring.
2. Minimum Professional Liability Insurance of \$1,000,000, Workers Compensation Insurance in accordance with Massachusetts State Law, and General Liability Insurance of at least \$2,000,000.

## **Required Criteria To Be Submitted**

### A. Statement of Qualifications.

Interested Firms shall submit complete and appropriate documentation of all professionals, firms, and subcontractors who will work on performing services delineated in the Scope of Services, and the principal firm in general.

Contained in the Statement of Qualifications shall be at least the following.

1. Qualifications and experience of the professionals, firms, and subcontractors to be utilized in the undertaking of the necessary services. The resume or curriculum vitae of the professionals assigned to the project shall be included in the proposal. The prospective Consultant shall assign and identify a Project Manager included as a professional whose qualifications are delineated.
2. Three (3) relevant references for both the key professionals involved and the principal firm involved with the delivery of the necessary services, and also, for all subcontractors to be used, if any, including: (a.) project name and location, (b.) municipality, agency or firm for which services were provided, with address, contact, person, and telephone number, and (c.) brief project description and budget.

### B. Statement of Proposed Level of Services.

### C. Detailed temporal and scheduling plan, and statement of commitment.

### D. Fee Proposal.

Interested Firms shall submit a Fee Proposal that provides for a total annual cost on a fiscal year basis and a breakdown of those costs associated with the tasks identified in the Scope of Services.

### E. Certifications.

Interested Firms shall submit the following:

1. Revenue Enforcement And Protection Certification (REAP), and
2. Certificate of Non-Collusion.

## **Submission**

Interested Firms should send four (4) copies of their Proposals in a sealed envelope to John K. Westerling, Director of Public Works, 35 Worcester Street, West Boylston, MA, 01583 no later than 2:00 p.m. on Tuesday, August 25, 2009 at which time they will be opened and publicly read. Sealed envelopes shall be clearly marked with the words

**“SEMIANNUAL GROUNDWATER MONITORING AND LANDFILL INSPECTIONS AND QUARTERLY LANDFILL GAS MONITORING”.**

The Town of West Boylston is an Affirmative Action/Equal Opportunity Employer and proposals from qualified minority and women owned business firms are encouraged. EPA’s Program for Utilization of Small, Minority and Women’s Business Enterprises in procurement under assistance programs may apply if EPA funds are used.

The Town of West Boylston reserves the right to reject all proposals, waive technicalities, and to make awards deemed to be in the best interest of the Town.