

**Section 1**  
**INVITATION**  
**REQUEST FOR PROPOSALS**

Pursuant to the provisions of M.G.L. c. 30B, the Owner, Littleton Water Department (LWD), requests Proposals for furnishing a membrane biological reactor (MBR) treatment system which utilizes submerged membrane filtration technology and is inclusive of influent pumping, influent screening, biological treatment, disinfection, supplemental chemical addition systems, and system controls. The Successful Proposer's MBR treatment system will then be used as the basis of design and be named in the construction bid documents for the Littleton Water Resource Recovery Facility (WRRF).

An allowance will be placed in the General Bid at the price provided in the Successful Proposer's submittal. The Successful Proposer's equipment will be purchased by the General Contractor at the price included in the Successful Proposer's submittal and is contingent on factors including, but not limited to, availability of funding, MassDEP SRF Loan Program, and contract with General Contractor.

The Owner's objective is to procure an MBR treatment facility to accommodate a future design capacity, while only requesting in this Proposal and scope of supply the equipment necessary to operate the facility at a reduced initial flow capacity. The ultimate future average daily design flow is 179,000 gallons per day (gpd) and the initial facility average daily design flow is 90,000 gpd. The system supplier will be responsible for designing and providing a complete treatment system capable of meeting the treatment and effluent requirements (specified in **RFP Appendix A**) for the initial design flows. The provided system will be capable of expansion to treat the future flows. The Successful Proposer will provide a detailed Plan of Expansion in their Technical Proposal, describing how the treatment facility can be phased to accommodate the initial and future flows and loads. The Plan of Expansion will include, at a minimum, written descriptions of the expansion process, process flow and layout drawings, lists of additional material and equipment to be purchased from the manufacturer, and anticipated Owner's requirements.

LWD requests separately-sealed Non-Price (Technical) Proposals and Price Proposals for the furnishing of, and assistance during installation of, the MBR treatment system. If the Non-Price (Technical) Proposals and Price Proposals are not sealed separately, they will not be considered. Each Price Proposal will be accompanied by a Bid Security in the amount of 5% of the Total Price Proposed, in the manner described in the RFP's General Instructions. Proposals will be received by LWD Water & Sewer Superintendent, Corey Godfrey, 39 Ayer Road, Littleton, MA 01460, no later than **12:00 noon, Thursday, September 2, 2021**. All proposals received after this time will be rejected. As required by M.G.L. c. 30B, the proposal opening will not be public.

Request for Proposal (RFP) documents will be available online **8:00 AM, Friday, August 13, 2021**, at [www.Projectdog.com](http://www.Projectdog.com). Enter the Project Code **845351** in the project locator box and select "Acquire Documents" to download documents. Offerors must have an active online account on [www.Projectdog.com](http://www.Projectdog.com) to acquire documents and receive project notifications. Hardcopies will not be distributed. Projectdog, on behalf of LWD, will maintain a list of all prospective proposers who have requested RFPs, and any changes to the RFP will be made via written Addenda and posted to the Projectdog website accompanied by e-mail notification to every individual or firm on record as having received the RFP documents.

All questions by the prospective proposers as to any information contained within this RFP package, request for interpretation, or correction of an ambiguity, inconsistency or error therein, must be submitted by email to CDM Smith Project Engineer, Thomas Waterfield, [waterfieldtm@cdmsmith.com](mailto:waterfieldtm@cdmsmith.com), at least ten (10) calendar days prior to the date set herein for submission of proposals. Oral questions, explanations or instructions will not be binding against LWD. Any information given to a prospective proposer concerning this Invitation will be furnished to all prospective proposers as an Addendum to the RFP if:

- a.) The information is necessary in submitting the proposal; or
- b.) The lack of such information would be prejudicial to a prospective proposer.

LWD will determine the Most Advantageous Proposal from a responsible and responsive proposer, taking into consideration price and all evaluation criteria set forth in the RFP. The Owner will select the Proposer with the most advantageous proposal, taking into consideration all quality requirements and comparative criteria set forth in the RFP as well as price.

LWD reserves the right to cancel this RFP, to reject any or all proposals in whole or in part if deemed in the best interests of LWD to do so, and to waive any minor informality. LWD reserves the right to accept the proposal deemed Most Advantageous to LWD even if that proposal is not the lowest-cost proposal.

Proposers will hold their price for all items in the Price Proposal for 15 months from the Proposal Submittal Due Date. The price will be subject to adjustment from the date 15 months after the Proposal Submittal Due Date to the date that a purchase order is issued to the Successful Proposer by the General Contractor.

This RFP will not create any obligation on the part of LWD to accept any proposal or to enter into or undertake any financial obligation with respect to the services referred to herein. Proposers are solely responsible for the costs of preparation of responses to this RFP.

COREY GODFREY  
WATER & SEWER SUPERINTENDENT  
LITTLETON WATER DEPARTMENT (LWD)