



REQUEST FOR PROPOSALS

RFP # RD-2017-3-30

CONTRACT FOR SERVICES

Teen and Young Adult Mentoring Program

RFP Re-Issuance Date: April 24, 2017

Proposal Submission Deadline: 12:00 p.m., Friday, May 26, 2017

For technical information, please contact:

Gregory Clark
City of Takoma Park
7500 Maple Avenue, Takoma Park, MD 20912
Phone: 301-891-7290
E-mail: GregoryC@takomaparkmd.gov

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NOTICE TO POTENTIAL RESPONDENTS

**REQUEST FOR PROPOSALS
RFP # RD-2017-3-30**

**CONTRACT FOR SERVICES
TEEN AND YOUNG ADULT MENTORING PROGRAM**

- Proposals For:** Takoma Park Mentoring Program for Teens and Young Adults
- Publication Date:** April 24, 2017
- Deadline:** Proposals are due no later than 12:00 p.m. on Friday, May 26, 2017.
- Scope of Work:** The City of Takoma Park is seeking a contractor to provide a mentoring program for teens and young adults, ages 12-24.
- Contact:** Gregory Clark, Director of Recreation
Takoma Park Recreation Department
City of Takoma Park, Maryland
7500 Maple Avenue, Takoma Park, MD 20912
- Phone 301-891-7290
Fax 301-270-4094
Email: GregoryC@takomaparkmd.gov

SCOPE OF SERVICES

Purpose and Background

The City of Takoma Park is seeking a qualified organization or individual to provide the City's youth, ages 12 -24, with an 11 month mentoring program from August through June. The primary goal of the teen and young adult mentoring program is to assist youth in making a successful transition to employment, further education, and overall success. A wide range of activities and services must be available to assist youth, especially those who are disconnected and out-of-school, in making a successful transition to adulthood. The program should be designed to provide services, employment, and training opportunities to those who can benefit from, and who are in need of such services.

The selected service provider will be expected to provide services in a manner that is consistent with the guidelines outlined in this document and the Mentoring Service Standards (see below). These specifications include but are not limited to, length, quality and type of service, qualifications of staff, documentation requirements, as well as program reports and evaluation.

Mentoring Service Standards:

1. Recruit appropriate mentors and mentees by realistically describing the program's aims and expected outcomes.
2. Screen prospective mentors to determine whether they have the time, commitment and personal qualities to be an effective mentor.
 - Mentor agrees to a one (calendar or school) year minimum commitment for the mentoring.
 - Mentor agrees to participate in meetings with mentees that average two hours twice a month over the course of the program.
 - Program conducts at least one face-to-face interview with mentor annually.
3. Train prospective mentors in the basic knowledge and skills needed to build an effective mentoring relationship.
 - Mentor training includes the following topics, at a minimum:
 - A. Program rules;
 - B. Mentors' goals and expectations for the mentor/mentee relationship;
 - C. Mentors' obligations and appropriate roles;
 - D. Relationship development and maintenance;
 - E. Ethical issues that may arise related to the mentoring relationship;
 - F. Effective closure of the mentoring relationship; and
 - G. Sources of assistance available to support mentors.
 - H. Positive Youth Development.

- I. Cultural, gender and economic issues; and mentors are provided and understanding of trauma-informed care as well as recognition and prevention of sexual abuse.
 - J. Opportunities and challenges associated with mentoring specific populations of children (e.g. children of prisoners, youth involved in the juvenile justice system, youth in foster care, high school dropouts), if relevant.
 - K. Procedures to address problem resolution.
4. Monitor and report mentoring relationship milestones and support mentors with ongoing advice, problem-solving support and training opportunities for the duration of the program.
 - Program provides mentors with ongoing support and training (e.g., expert advice from program staff or others; publications; Web-based resources; experienced mentors; available social service referrals) to help mentors negotiate challenges in the mentoring relationships as they arise.
 - Program has quarterly contact with a key person in the mentee’s life (e.g., parent, guardian or teacher) for the duration of the program.
 5. Facilitate bringing the program to closure in a way that affirms the contributions of both the mentors and the mentees and offers both individuals the opportunity to assess the experience.
 - Program has procedure to manage anticipated closures, including a system for a mentor or mentee rematch.
 - Program has procedure to manage unanticipated match closures, including a system for a mentor or mentee rematch.
 - Program conducts and documents an exit interview with mentor and mentee.
 - Program has a written statement outlining terms of match closure and policies for mentor/mentee contact after a match ends.

SUBMISSION REQUIREMENTS

The respondent shall submit one original proposal. All proposals submitted must provide complete information as indicated in this request. The submission may also include any other information that the proposer wishes to include for evaluation and consideration by the City as part of the proposal.

Questions regarding this request for proposals should be directed to the Director of Recreation, Gregory Clark. Proposals shall be emailed to GregoryC@takomaparkmd.gov. The email subject line shall read “RFP RD-2017-3-30.” The proposal document shall be a PDF attachment. (A confirmation email will be sent within 24 hours of the receipt of a proposal email. If no confirmation is received within that time frame or before the deadline date and time, please contact Gregory Clark at 301-891-7290 to confirm that the proposal was received.)

All submissions must include the following information to be considered complete. The City reserves the right to disregard any incomplete bid responses.

1. Cover Letter. A transmittal letter from a lead staff of the organization offering the proposal and certifying that the proposal and fee schedule will remain in effect for ninety (90) days after the due date. The letter should include the RFP number, and provide the name and address of the organization, and contact information for the lead staff.
2. Describe any work with municipalities in the area of teen and young adult mentoring programs.
3. Describe your program goals.
4. Describe the proposed fee structure for your program and state your fees. Include information about:
 - a. registration fees
 - b. how fees will be charged (hourly, daily, weekly)
 - c. any supplemental cost (i.e . snacks, field trips)
5. Describe how you recruit, train and monitor program staff. What ratio of staff to student will you maintain?
6. Describe your policy for conducting background checks.
7. Describe the activities you would implement for the mentoring program. Give an example of a typical monthly and daily schedule.
8. Describe what meals and/or snack will be available to participants attending the program. Identify if costs are associated with providing meals/snacks and what the cost is. Describe how you manage food allergies and provide a sample menu.
9. Describe your ability to provide transportation if the City is not able to assist. What are the qualifications of drivers? How often are vehicles serviced? What type of insurance do you have?
10. Describe your ability to accommodate children with special needs, ESOL.
11. Describe your safety plan. How often do you conduct safety drills and what types of drills you conduct?
12. Submit a proposed detailed budget for the youth and young adult mentoring program.

13. Provide a reference list of three recent (within five years) municipal clients. If municipal clients are not available, other major clients may be submitted.
14. Certification of Non-Involvement in the Nuclear Weapons Industry – Form Attached
15. Living Wage Requirements Certification – Form Attached
16. Metropolitan Council of Governments Rider Clause – Form Attached
17. Qualification and Certification Statement – Form Attached

Prior to the execution of the anticipated Contract for Services, the selected organization shall provide a Certificate of Insurance naming the City of Takoma Park, Maryland as additionally insured. Failure to provide such certification will result in the cancellation of any contract.

EVALUATION CRITERIA

The award will be made on the basis of a recommendation made by an evaluation panel comprised of City staff and authorized by formal action of the Takoma Park City Council.

A panel consisting of City staff will evaluate proposals in accordance with the requirements provided in this Request for Proposals. The recommendation of the evaluation panel will be forwarded to the City Council for consideration. Personal interview and negotiations may be conducted with one or more bidders, at the discretion of the City.

The proposals will be evaluated based on the following criteria:

1. Project understanding, approach and methodology utilized in performing the scope of services for this project.
2. The organization hired must demonstrate a history of completing projects similar in size and scale on time and on budget.
3. Qualifications and experience of key personnel assigned to this project.
4. Proposed costs.

While cost is a factor in evaluation the proposals, it is not the sole deciding factor as the City is seeking to enter into a contract with the most capable organization at the best value.

GENERAL CONDITIONS

The General Conditions set out below apply to all formal solicitations for the City of Takoma Park, Maryland. Proposers are responsible for informing themselves of these requirements prior to submission of proposals. The term “bid” and “bidder” as used in these General Conditions shall include the term “proposal” and “offeror” or “respondent.”

Receipt of Proposals

Proposals or amendments received after the time specified below for Opening will not be considered.

Properly marked proposals attached as a PDF, that are received prior to the specified time of the Opening will be kept unopened until the bid Opening date and time.

No liability shall be attached to the City or appointed City representative for the premature opening of an improperly addressed or improperly identified bid.

Opening of Proposals

Bid opening will be held at 12:00 p.m. on Thursday, March 30, 2017 in the offices of the City of Takoma Park’s Recreation Department.

Unless otherwise specified by the City, all proposals submitted shall be binding for City acceptance for 90 calendar days from the date of the opening of proposals.

Award or Rejection of Proposals

A contract shall be awarded to a responsive and responsible firm or individual. The City reserves the right, in its sole discretion, to: 1) accept a proposal in part or as a whole; 2) reject any or all proposals; 3) re-advertise the Request for Proposals; 4) waive any required information set forth in this Request for Proposals; 5) select a bid and make a contract award which best serves the most effective and efficient performance of the contract services and the interests of the City; and/or 6) reject any and all proposals that comply with these Request for Proposals specifications, or to accept a higher bid proposal that complies, provided that, in the judgment of the City, the services or items offered under the higher bid proposal have additional values or functions justifying the difference in price.

The City reserves the right to personally interview bidders and to inspect the bidder’s place of business, inventory, vehicles, supplies and equipment, contact references and inspect past projects prior to making a bid award.

The City also reserves the right, in its sole discretion, to reject the proposal of a bidder who has previously failed to satisfactorily perform or to timely complete a contract of a similar nature (whether for the City or for a different jurisdiction or entity) or a proposal of a bidder who, upon investigation, is not in position to perform the contract.

A written notice of the award (or acceptance of the bid) will be provided to the successful bidder within the specified acceptance period.

Changes in Specifications

The City may, during the proposal period, advise prospective respondents by bulletin or addenda of changes in information contained in the Request for Proposals. All such changes shall be deemed a part of the RFP, and shall become part of the information contained in the RFP as originally issued.

Subcontractors

Bidders may not assign or sublet the contract services or any part thereof without the prior written consent of the City Manager, or his or her duly appointed representative. Bidders must request approval in writing for any such assignment or subcontracting, including the name of such assignee or subcontractor(s) he or she intends to use, the specific services or materials to be furnished by such assignee or subcontractor, the assignee or subcontractor's place of business, and other information as the City Manager may require.

Compliance with Specifications

Bidders shall abide by and comply with the true intent of the Scope of Service detailed in the Request for Proposals and not take advantage of any unintentional error or omission.

Payment

Invoice for payment must be submitted in duplicate. An original and one copy shall be forwarded to the City, payment for which will be made only upon acceptance of the services or items represented by the invoice. Payment terms are net 30 unless special arrangements have been established.

Bidders shall not legally or equitably assign any of the monies payable under the contract, or its claim thereto, unless by and with the written consent of the City Manager.

Indemnification and Insurance

The bidder is responsible for any loss, personal injury, death, property damages, and any other damages of every name and description that may be done or suffered by reason of bidder's

negligence or failure to perform any contractual obligations. The bidder shall indemnify and save harmless the City of Takoma Park, its employees, officials, and agents, from and against all losses, liabilities, claims, demands, damages, suits, costs and expenses of any kind, including attorney's fees and litigation expenses, suffered or incurred due to the bidder's negligence, tortuous act or omission, or failure to perform any of its contractual obligations.

The bidder must obtain at its own cost and expense, and keep in force and effect during the term of the contract with the City for the contract work, including all extensions and renewals, the insurance specified below, with an insurance company licensed or qualified to do business in the state of Maryland. A certificate of insurance must be submitted to the City prior to the commencement of any work under the contract and prior to any contract modification extending the term of the contract, as evidence of compliance with this provision. The City of Takoma Park must be named as an additional insured on all liability policies. A minimum of thirty (30) days written notice to the City of cancellation or material change in any of the policies is required. In no event may the insurance coverage be less than that shown below, unless the requirements of this section are waived, in whole or in part, in writing by the City Manager.

<u>Coverage</u>	<u>Amount or Limits</u>
Workers Compensation (for bidders with employees)	
Bodily injury Accident (each)	\$100,000
Disease (policy limits)	\$500,000
Disease (each employee)	\$100,000
Commercial General Liability	\$1,000,000
(Minimum combined single limit for bodily injury and property damage per occurrence, including contractual liability, premises and operations, and independent contractors.)	
Minimum Automobile Liability	
(Including owned, hired and non-owned automobiles.)	
Bodily injury, each occurrence	\$1,000,000
Bodily injury, each person	\$500,000
Property damage, each occurrence	\$300,000
Professional Liability (for professional services contracts)	\$1,000,000.00
(For errors, omission, and negligent acts, per claim and Aggregate, with one year discovery period and maximum deductible of \$25,000)	

Bidder's Certification of Noninvolvement in the Nuclear Weapons Industry

In order to comply with the provisions of Takoma Park Code Chapter 14.04, Nuclear-Free Zone, section 14.04.060.C, bidders must certify, by a notarized statement, that the bidder is not knowingly or intentionally a nuclear weapons producer.

Living Wage Requirement

This Request for Proposals is subject to the City of Takoma Park's living wage requirement for service contracts. The "Living Wage Requirements Certification" must be completed and submitted with your proposal. If you fail to submit and complete the required material information on the Living Wage Requirements Certification, then your proposal is unacceptable under City of Takoma Park law and will be rejected.

The current mandatory living wage rate, payable by a contractor and any subcontractor to employees under the City's living wage law, is \$14.35 per hour through June 30, 2016. The living wage rate is adjusted as of July 1 of each year to reflect the most current Montgomery County living wage rate and shall be applicable to any contract awarded thereafter until the date of the next adjustment. Notice of adjustments to the living wage rate can be found on the City's website (www.takomaparkmd.gov). Also, the City's living wage law—Takoma Park Code § 7.08.180 et. seq. (Ordinance No. 2013-26) is available at the same website.

Rejection of Proposals

The City of Takoma Park has the right, in its sole and absolute discretion, to reject any and all proposals in the best interests of the City, to accept or reject any part of any proposal, to waive any technical or formal defect therein, and to elect not to proceed with the process set forth in this Request for Proposals.

Conflict of Interest

No employee or officer of the City, or his or her immediate family member, shall be permitted to any share or part of this contract or to any benefit that may arise from this contract.

QUALIFICATION AND CERTIFICATION STATEMENT

NAME OF ENTITY	
Business Address	
Telephone Number	Fax
Web Site	
AUTHORIZED REPRESENTATIVE	
Name	Title
Telephone Number (Office)	(Cell)
E-Mail	

ORGANIZATIONAL STRUCTURE

Identify the legal structure of the entity responding to the Request for Proposals and include requested information with this submission.

- A.1. A corporation incorporated under the laws of the State of Maryland, and in good standing to do business in the State of Maryland.
- A.2. List the name of the corporation and the names and titles of the corporation's directors and officers:
- B.1. A corporation incorporated under the laws of (insert jurisdiction)

- B.2. The foreign corporation is registered or qualified and in good standing to do business in the State of Maryland.
- B.3. List the name of the corporation and the names and titles of the corporation's directors and officers:
- C. A sole proprietor doing business under his/her individual name. Individual name:

- D. A sole proprietor doing business under a trade or business name (for example, John Doe t/a Doe Masonry). List individual name and the trade or business name:
- E. A partnership. List the type of partnership and the names of all general partners:
- F.1. A limited liability company organized under the laws of the State of Maryland and authorized and in good standing to do business in the State of Maryland.
- F.2 List the limited liability company name and the names of all members:
- G.1 A limited liability company organized under the laws of _____
(insert jurisdiction name).
- G.2. The foreign limited liability company is authorized and in good standing to do business in the State of Maryland.
- G.3. List the foreign limited liability company name and the names of all members:
- H. Other (explain):

CERTIFICATION

The undersigned proposes to furnish and deliver all labor, supplies, material, equipment, or services in accordance with specifications and stipulations contained in the Invitation for Bids or the Request for Proposals for the prices listed on the enclosed Price Proposal Sheet, if any, and/or upon the terms and conditions set forth in the proposal.

The undersigned certifies that this bid/proposal is made without any previous understanding, agreement or connection with any person, firm, or corporation submitting a bid or proposal for the same labor, supplies, material, equipment, or services and is, in all respects fair and without collusion or fraud. The undersigned further certifies that he/she is authorized to sign for the Respondent.

Respondent Name (print): _____

Title:

By: _____

(Signature)

(Date)

CERTIFICATION OF NON-INVOLVEMENT IN THE NUCLEAR WEAPONS INDUSTRY

KNOW ALL PERSONS BY THESE PRESENTS:

Pursuant to the requirements of Chapter 14.04 of the Takoma Park Code, the Takoma Park Nuclear Free Zone Act, the undersigned person, firm, corporation or entity hereby certifies that he/she/it is not knowingly or intentionally a nuclear weapons producer.

Note: The following definitions apply to this certification per section 14.04.090:

A “nuclear weapons producer” is any person, firm, corporation, facility, parent or subsidiary thereof or agency of the federal government engaged in the production of nuclear weapons or its components.

“Production of nuclear weapons” includes the knowing or intentional research, design, development, testing, manufacture, evaluation, maintenance, storage, transportation or disposal of nuclear weapons or their components.

“Nuclear weapon” is any device the sole purpose of which is the destruction of human life and property by an explosion resulting from the energy released by a fission or fusion reaction involving atomic nuclei.

“Component of a nuclear weapon” is any device, radioactive substance or nonradioactive substance designed knowingly and intentionally to contribute to the operation, launch guidance, delivery or detonation of a nuclear weapon.

IN WITNESS WHEREOF, the undersigned has signed and sealed this instrument this day of _____, 2015.

Name of Firm _____

By _____

Signature _____

Print Name and Title

State of _____, County of _____

Subscribed and sworn to before me this day of _____, 2015.

Notary Public _____

My commission expires

Failure to complete this Certification will cause your bid to be considered non-responsive.

LIVING WAGE REQUIREMENTS CERTIFICATION
(Takoma Park Code, section 7.08.200.B)

Business Name:	
Street Address	
City, State, Zip	
Phone Number	Fax Number
E-Mail	
Please specify the contact name and information of the individual designated by your business to monitor your compliance with the City's living wage requirements, unless exempt under Section 7.08.190 (see item B below):	
Contact Name	
Title	
Phone Number	Fax Number
E-Mail	

CHECK ALL APPROPRIATE LINES BELOW THAT APPLY IN THE EVENT THAT YOU ARE AWARDED THE CONTRACT AND BECOME A CONTRACTOR.

Living Wage Requirements Compliance

This Contractor is a covered employer will comply with the requirements of the City of Takoma Park Living Wage Law (*Takoma Park Code, Section 7.08.180 et. seq.* - Ordinance No. 2007-55, amended 2013-26). Contractor and its subcontractors will pay all employees who are not exempt from the wage requirements and who perform measurable work for the City related to any contract for services with the City, the living wage requirements in effect at the time of the City contract. The bid price submitted under this procurement solicitation includes sufficient funds to meet the living wage requirements.

Exemption Status (if applicable)

This Contractor is exempt from the living wage requirements because:

- The total value of the contract for services (based on the bid or proposal being submitted under this procurement solicitation) is less than \$20,000.00.
- It is a public entity.
- It is a nonprofit organization that has qualified for an exemption from federal income taxes under Section 501c(3) of the Internal Revenue Code.

A contractor who is prohibited from complying with the City's living wage requirements by the terms of an applicable federal or state program, contract, or grant requirement. (Must specify the law and/or furnish a copy of the contract or grant.)

Living Wage Requirements Reduction

This Contractor provides health insurance to the employees who will provide services to the City under the City contract and it desires to reduce its hourly rate paid under the living wage requirements by an amount equal to, or less than, the per employee hourly cost of the employer's share of the health insurance premium. This Contractor certifies that the per employee hourly cost of the employer's share of the premium for that health insurance is \$_____.

(Must submit supporting documentation showing the employee labor category of all employee(s) who will perform measurable work under the City contract, the hourly wage the Contractor pays for that employee labor category, the name of the health insurance provider and plan name, and the employer's share of the monthly health insurance premium.)

Contractor Certification and Signature

Contractor submits this certification in accordance with *Takoma Park Code* section 7.08.200.B. Contractor certifies, under penalties of perjury, that all of the statements and representations made in this Living Wage Requirements Certification are true and correct. Contractor and any of its subcontractors that perform services under the resultant contract with the City of Takoma Park, will comply with all applicable requirements of the City's living wage law.

Authorized corporate, partner, member or proprietor signature
Print name
Title of authorized person

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS RIDER CLAUSE

USE OF CONTRACT(S) BY MEMBERS COMPRISING THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS PURCHASING OFFICERS COMMITTEE

- A. If authorized by the Bidder(s), resultant contract(s) will be extended to any or all of the listed members as designated by the Bidder to purchase at contract prices in accordance with contract terms.
- B. Any member utilizing such contracts) will place its own order(s) directly with the successful Contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).
- C. A negative reply will not adversely affect consideration of our bid/proposal.
- D. It is the awarded vendor's responsibility to notify the members shown below of the availability of the Contract(s).
- E. Each participating jurisdiction has the option of executing a separate contract with-the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a- jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction
- F. The issuing jurisdiction shall not be held liable for any costs or damages, incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardee.
- G. In pricing section of contract:

BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:

YES	NO	JURISDICTION
<input type="checkbox"/>	<input type="checkbox"/>	Alexandria, Virginia
<input type="checkbox"/>	<input type="checkbox"/>	Alexandria Public Schools
<input type="checkbox"/>	<input type="checkbox"/>	Arlington County, Virginia
<input type="checkbox"/>	<input type="checkbox"/>	Arlington County Public Schools
<input type="checkbox"/>	<input type="checkbox"/>	Bowie, Maryland
<input type="checkbox"/>	<input type="checkbox"/>	College Park, Maryland
<input type="checkbox"/>	<input type="checkbox"/>	Culpepper County, Virginia
<input type="checkbox"/>	<input type="checkbox"/>	District of Columbia
<input type="checkbox"/>	<input type="checkbox"/>	District of Columbia Public Schools
<input type="checkbox"/>	<input type="checkbox"/>	District of Columbia Water & Sewer Authority
<input type="checkbox"/>	<input type="checkbox"/>	Fairfax, Virginia
<input type="checkbox"/>	<input type="checkbox"/>	Fairfax County, Virginia

- Fairfax County Water Authority
- Falls Church, Virginia
- Fauquier County Schools & Government, Virginia
- Frederick County, Maryland
- Frederick County Public Schools
- Gaithersburg, Maryland
- Greenbelt, Maryland
- Herndon, Virginia
- Loudoun County, Virginia
- Manassas, Virginia
- Maryland-National Capital Park & Planning Commission
- Metropolitan Washington Airports Authority
- Metropolitan Washington Council of Governments
- Montgomery College
- Montgomery County, Maryland
- Montgomery County Public Schools
- Prince George's County, Maryland
- Prince George's County Public Schools
- Prince William County, Virginia
- Prince William County Public Schools
- Prince William County Service Authority
- Rockville, Maryland
- Stafford County, Virginia
- Takoma Park, Maryland
- Vienna, Virginia
- Washington Metropolitan Area Transit Authority
- Washington Suburban Sanitary Commission