

TOWN OF STOW



REQUEST FOR PROPOSAL

DESIGN AND ENGINEERING SERVICES

STOW LOWER VILLAGE (Route 117)

DRAINAGE AND ROADWAY CONSTRUCTION PLANS and SPECIFICATIONS

Due Date: January 29, 2014

Due Time: 1:00 p.m.

Town of Stow

380 Great Road, Stow MA 01775

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Notice of Request for Proposals

Description: The Town of Stow invites Qualified Proposers to submit proposals for consulting and design services from qualified Registered Civil and Transportation Engineering firms to complete the engineering work associated with proposed drainage, vehicular, pedestrian, bicycle and streetscape improvements to a portion of Route 117 (a state number town owned road) located in Stow's Lower Village. The final product will be design requirements for complete construction plans and specifications. The full scope of work is attached herein in Section IV.

RFP Packages: RFP Packages will be available beginning **December 19, 2013 at 10:00 AM**. Packages are available via email by contacting planning@stow.ma.gov. Packages are also available for pick-up at the following address:

Town of Stow Planning Department
380 Great Road
Stow MA 01775

Due Date & Time: Proposals are due by **1:00 PM on January 29, 2014**.

Place: RFP's are to be submitted to:

Town of Stow Planning Department
380 Great Road
Stow MA 01775

Pre-Proposal Conference: A pre-proposal conference will be held on **January 8, 2014** at 10:00 AM at the Stow Town Building in the 3rd Floor Conference Room. The purpose of the conference is to assist prospective Proposers in the interpretation of the RFP, and other technical and contractual matters. This conference is not mandatory, but *highly recommended*.

Questions/RFI's: If you have questions about this RFP or have a request for information or clarification, please contact Karen Kelleher at planning@stow-ma.gov. All questions and requests for clarification must be received *in writing* by **12:00 PM on January 15, 2014**. It is anticipated that a compilation of all questions and responses will be distributed via email to prospective Proposers by **12:00 PM on January 20, 2014**.

Contract Info: The Town of Stow Selection Committee will negotiate an industry standard contract (ASCE E-500 Standard Form of Agreement Between Owner & Engineer for Professional Services) with the successful proposer. Any contract issued in response to a successful proposal must be approved by the Town of Stow Board of Selectmen.

Project Period: The Town endeavors to expedite all contracts within a timely fashion. Typically a contract will be awarded within sixty (60) days of the proposal opening if not sooner, and services under the contract will commence immediately thereafter. Such services are expected to be completed **for 2014 grant application submittal(s)**. The Town, at its sole election, may renew this contract for two additional one-year terms.

Section I – RFP Process Timeline

December 18, 2013	RFP legal notice appears in Goods & Services Bulletin.
December 18, 2013	RFP legal notice appears in the <i>Stow Independent</i> .
December 19, 2013	RFP available at 10:00 AM
January 8, 2014	Pre-proposal conference at 10:00 AM.
January 15, 2014	Last day to submit questions or requests for clarification. All questions must be submitted in writing via email to planning@stow-ma.gov by 12:00 PM.
January 20, 2014	Compilation of all questions and responses will be distributed via email to prospective Proposers
January 22, 2014	Last Addendum issued
<u>January 29, 2014</u>	Proposal due date. Deadline for proposals is 1:00 PM EST.
Jan 30, 2014 -Feb 28, 2014	Selection Committee reviews proposals and selects most highly advantageous proposal; commences interview of Proposer providing most advantageous proposal.
March 7, 2014	Notification of Award
March 2014 (Exact date TBD)	Project kick-off meeting with Selection Committee.

Section II - Proposal Checklist

Proposals must be submitted in a sealed envelope with the RFP Title and the Proposer's name and address clearly indicated on the envelopes. Price proposals and non-price proposals shall be submitted separately. There shall be no reference to the price proposal elsewhere in other documents submitted. An electronic copy of the non-price proposal must also be included in the envelope.

Non-Price Proposal Envelope

- ___ Submit one unbound original and 4 bound copies of the non-price proposal in a sealed envelope marked in the lower left corner with the words: "Town of Stow -Stow Lower Village (Route 117) Engineering Consultant - Non-Price Proposal".
- ___ One (1) electronic copy of the proposal on CD or USB memory stick
- ___ Exhibit A - Proposal Signature Page (provided)
- ___ Exhibits C - F - Certifications (provided)
- ___ References

Price Proposal Envelope

- ___ Exhibit B - Price Proposal Page(s) (provided)
- ___ Submit one unbound original price proposal in a sealed envelope marked in the lower left corner with the words: "Town of Stow -Stow Lower Village (Route 117) Engineering Consultant - Price Proposal."

Section III - General Information & Proposal Submission Requirements

This is a Request for Proposal (RFP) to provide Design and Engineering services to the Town of Stow. Please read this entire document before responding or submitting questions.

Competitive sealed proposals for the services specified will be received by the Town of Stow, at the specified location, until the time and date cited. Proposals must be in the actual possession of the Town on or prior to the exact time and date indicated in Section I. LATE PROPOSALS WILL NOT BE CONSIDERED.

It is mandatory that price and non-price proposals be submitted in separate sealed envelopes.

Submission Requirements:

- One unbound original Price Proposal in a sealed envelope marked in the lower left corner with the words: “Town of Stow –Stow Lower Village (Route 117) Engineering Consultant– Price Proposal” as well as the Proposer’s name. The Proposer shall *not* make any reference to said price proposal elsewhere in other documents submitted hereunder.

Price Proposals shall include separate hourly rates for the multiple work categories. A separate, mandatory price fee proposal form is included in this RFP (exhibit B).

The Procurement Officer will open the Price Proposal after the interview process has been completed.

- One unbound original and 4 bound copies of the Non-Price Proposal in a sealed envelope or box marked in the lower left corner with the words: “Town of Stow –Stow Lower Village (Route 117) Engineering Consultant – Non-Price Proposal” as well as the Proposer’s name. Proposal must be a complete submission as outlined in the RFP.
- One (1) electronic copy of the *non-price proposal only* is also required, on a CD or USB memory stick using a widely accessible software format.
- Proposals must include Exhibits A - F: the Proposal signature page, Price Proposal signature page, and all applicable Certifications as provided in the RFP.
- References as specified in the RFP.
- Any exceptions taken to the conditions or specifications cited herein *must* be clearly stated on a separate page of the proposal.

General Information:

- Anyone who intends to submit a Proposal must contact the Town directly and specifically request a copy of this RFP, unless such company was sent a copy directly from the Town. The Town has responsibility for maintaining a control list of all potential Proposers.
- Failure to submit Price and Non-Price proposals in separate sealed envelopes will result in rejection of the proposal.
- This RFP is exempt from the requirements Massachusetts General Law, Chapter 30B, which requirements shall not apply.
- Material submitted in response to this RFP will not be considered confidential under the terms of the Massachusetts Public Records Law.
- If any changes are made to this RFP, an addendum will be distributed to all Proposers who have received the RFP through the Town of Stow. Written addenda issued will be emailed or faxed to all parties that the Town of Stow is aware have requested documents using the contact information provided to the Town. Absence of “failure” messages electronically transmitted from addressee’s site will serve as confirmation of delivery of addenda. Proposers should contact Karen Kelleher via e-mail, phone, or fax if they believe an addendum has not been received.

- All questions regarding the RFP must be submitted in writing. Verbal responses by Town staff or others are not valid. Submitters must submit all questions in writing fifteen (15) days prior to the proposal opening date and time. Questions in writing shall be directed to Karen Kelleher, Town Planner. In order to facilitate this process, questions and responses may be transmitted by fax and/or email with hard copy to follow by mail.
- A Proposer may correct, modify, or withdraw a proposal by written notice if received by the Town prior to the time and date set for the proposal opening. Proposal modifications must be submitted in a sealed envelope clearly labeled "Modification No. ___." Each modification must be numbered in sequence and must reference the original RFP. After the proposal opening, a Proposer may not change any provision of the proposal in a manner prejudicial to the interests of the Town or fair competition. Minor informalities will be waived or the Proposer will be allowed to correct them.
- Proposal prices must remain firm for ninety (90) days after the proposal opening;
- All proposals must be signed by appropriate, authorized individual or individuals, e.g. if the Proposer is a partnership, by the name of the partnership, with the signature of each general partner. If the Proposer is a corporation, it must be signed by the authorized officer whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed, or appropriate certificate of authorization.
- The Town of Stow reserves the right to cancel all or part of this solicitation. The issuance of this solicitation does not imply any commitment to purchase any product or services from any Proposer. The Town of Stow reserves the right to reject all proposals and waive informalities.
- A Selection Committee made up of Town of Stow Planning Department staff, the Superintendent of Streets and representative(s) of the Planning Board will evaluate the proposals and recommend a Proposer for award by the Town of Stow.
- Any contract issued in response to a successful proposal must be approved by the Town of Stow Board of Selectmen.

Section IV - Project Overview, Scope of Work, & Deliverables

Introduction

Design and Engineering Services - Stow Lower Village (Route 117) Drainage and Roadway Construction Plans and Specifications

The Town of Stow is soliciting proposals for consulting and design services from qualified Registered Civil and Transportation Engineering firms to complete the engineering work associated with proposed drainage, vehicular, pedestrian, bicycle and streetscape improvements to a portion of Route 117 (a state number town owned road) located in Stow's Lower Village.

The Town of Stow is looking for a design firm to complete all of the design requirements for 100% construction plans and specifications. Services will include meetings with the Planning Board and the Superintendent of Streets, preparation of design and construction plans and specifications, attendance at public hearing(s) and preparation of a 2014 MassWorks Grant Application, or submittal documents for the Transportation Improvement Program (TIP), or any other funding source that may be applicable.

For purposes of this RFP, Lower Village is defined as Great Road (Route 117) and its intersections with White Pond Road, Pompositticut Street, Red Acre Road, Samuel Prescott Drive, Gardner Road, Elm Ridge Road and Bradley Lane.



Project Period

The term of the contract is for one (1) year, with provisions for renewal if deemed necessary.

Project Objective

It is the Town's desire to achieve a "Complete Street" design without compromising Stow's rural character.

The objective of this project is to evaluate drainage and traffic related problems along that portion of Route 117 (a state numbered town-owned road) located in Stow's Lower Village. The Town of Stow is looking for a design firm to complete all of the design requirements for 100% construction plans and specifications.

Services will include meetings with the Planning Board and the Superintendent of Streets, preparation of design and construction plans and specifications, attendance at public hearing(s) and preparation of a 2014 MassWorks Grant Application, or submittal documents for the transportation Improvement Program (TIP), or any other funding source that may be applicable. Plans shall address the following goals:

- Accommodate destination traffic while facilitating through traffic
- Improve vehicular and pedestrian safety
- Improve ingress and egress at Pompositticut Street and Red Acre Road
- Improve ingress and egress to shopping plazas
- Improve drainage system
- Incorporate “Complete Streets” elements while maintaining rural character

Budget

The fee proposal shall include a fixed fee based on deliverables in three increments:

- 25% design completion (Section 1 as described below)
- 75% design completion (Section 2 as described below)
- Final design completion (Section 3 as described below)
- Construction advice and pre-construction meeting (Section 4 as described below)

The proposal shall include an estimate of the time to be allocated per increment on the Proposer’s Fee Proposal Form (Exhibit B).

Scope of Work and Deliverables

1. Site Visit/Coordination – Design Plans (25%)

A. Site Visit/Coordination

- Initial site visit and meeting with the Town of Stow Superintendent of Streets and Planning Department Staff
- Review existing plans on file with the Planning Department
 - Existing Conditions Plan prepared by Coler & Colantonio, Inc.
 - Existing Conditions plan to be provided in AutoCAD format upon award of the project
 - Conceptual Plan, prepared by Coler & Colantonio, Inc.
 - 2004 Traffic Study, prepared by Fay Spofford & Thorndike Inc.
- Initial meeting with the Planning Board to review and evaluate the Presentation Plan, Prepared by Coler & Colantonio, Inc., in relation to traffic related problems in Lower Village as defined by the Planning Board Goals:
 - Accommodate destination traffic while facilitating through traffic
 - Improve vehicular and pedestrian safety
 - Improve ingress and egress at Pompositticut Street and Red Acre Road
 - Improve ingress and egress to shopping plazas
 - Improve drainage system
 - Incorporate “Complete Streets” elements while maintaining rural character
- Submission of a Design Schedule to the Planning Department.

B. Technical Memorandum and Design Plans (25%)

- Presentation of a draft base plan to the Board and the Superintendent of Streets, based upon input from the initial meetings. The plan shall tie into State Plane Coordinates, North American Datum 1983 (NAD 83) for horizontal and North American Vertical Datum 1988 (NAVD 88) for vertical. Proposer will coordinate with Mass DOT District #3 Survey Section to provide GPS coordinates to establish the survey.
 - Submittal of a Technical Memorandum and 25% Design Plan in MassDOT format in compliance with DEP Stormwater Management and National Pollution Discharge Elimination System Permit (NPDES) guidelines. The Plan shall consist of Typical Sections, Construction Plans and specifications, Preliminary Drainage and Utility Plans, Conceptual Traffic Management Plans and Pavement Marking and Signage Plans.
 - Submittal of a Coordination Plan submission with utility companies.
 - Wetland delineation where work is proposed within 100 feet of a bordering vegetated wetland. (This will likely be required for drainage improvement plans).
 - Identify all environmental issues and assessment of the need for preparation of permits including NPDES, Notice of Intent with DEP and Town of Stow Conservation Commission and others as may be applicable.
 - Plan of temporary or permanent takings of easements.
 - Proposer will be responsible to conduct a public hearing to present 25% design plans and will provide visual aids, including a presentation plan, and handouts.
- C. Construction Cost Estimates reflecting the latest MassDOT Weighted Average Fee Proposal Unit Prices.

2. Coordination - Design Plans (75%)

A. Coordination

Attendance of one meeting with the Planning Board and/or Superintendent of Streets to gain input on 25% Design Plans for preparation of 75% Design Plans.

B. Technical Memorandum and Design Plans (75%)

Submittal of a Technical Memorandum and 75% Design Plan and Specifications based upon input from the Planning Board and Superintendent of Streets on the 25% Design Plan

Plans shall include:

- Construction Plans and specifications showing drainage improvements and roadway features such as sidewalks, curbing, pavement, utility work, etc.
- Profiles
- Curb Tie and Grading Plans
- Preliminary Drainage and Stormwater Pollution Prevention Plan
- Utility Plans
- Plan of temporary and permanent takings or easements
- Traffic Control Design Plan
- Traffic Management Plans
- Cost Estimate and Specifications
- Any other items required to accomplish the task

- C. Updated Construction Cost Estimates reflecting the latest MassDOT Weighted Average Fee Proposal Unit Prices.

3. Coordination - Final Design Completion

A. Coordination

Attendance at one meeting with the Planning Board and/or Superintendent of Streets to gain input on 25% Design Plans for preparation of 75% Design Plans.

B. Technical Memorandum and Design Plans (100%)

Technical Memorandum and 100% Design and Construction Plan and specifications, in MassDOT format, based upon input on the 75% design and the Planning Board and Superintendent of Streets written approval.

Plans shall be tied to the Mass Highway Layout for Route 117 and shall include:

- Construction Plan and specifications showing drainage improvements, sidewalk and roadway features such as sidewalks, curbing, pavement, utility work, etc.
- Profiles
- Curb Tie and Grading Plans
- Drainage and Stormwater Pollution Prevention Plan
- Stormwater Management Plan
- Erosion Control and sedimentation Plan
- Utility Plans
- Plan of temporary and permanent takings or easements
- Traffic Control Design Plan
- Traffic Management Plans
- Cost Estimate and Specifications
- Wetland flagging within 100' of bordering vegetative wetlands.
- Construction estimates
- Construction specifications and bid documents
- Construction traffic control mitigation plan
- Documents for Construction Bid Administration
- Any other items required to accomplish the task

C. Preparation of Final Plans, Specifications and Estimate (PS&E) reflecting final comments and peer review by the Planning Board.

D. Updated Construction Cost Estimates reflecting the latest MassDOT Weighted Average Fee Proposal Unit Prices.

4. Construction advice and pre-construction meeting

A. Proposer shall be available to offer advice relative to shop drawing review and attendance at the pre-construction meeting as needed.

Section V - Proposal Preparation, Evaluation & Selection

Proposals

Proposals must be submitted on the forms provided, in accordance with all specified proposal submission requirements as specified in the RFP.

Competency of Proposers

Only those Proposers who submit all forms and materials as required will be considered responsive and responsible.

No proposal will be considered unless the Proposer submitting the same shall furnish evidence satisfactory to the Town that he has the necessary equipment, ability, and financial resources to fulfill the conditions of the contract and specifications. Previous experience and responsibility of the Proposer will be considered in awarding the contract. No contract will be awarded to any Proposer who is in arrears to the Town upon debt or contract, or who is a defaulter as to surety or otherwise upon any obligation to the Town of Stow.

Withdrawal of Proposal

Permission will not be given to withdraw or modify any proposal after the RFP deadline.

Acceptance or Rejection of Proposal

The Town reserves the right to accept proposals at any time within thirty-five (35) days after the same are received as provided. The Proposer shall submit his proposal on the proposal-contract forms if so provided. The Town reserves the right to reject any or all proposals and waive informalities. Any proposal deemed incomplete will be rejected outright for non-responsiveness to the requirements of the RFP.

Fee Proposal

Fee Proposals for the various items shall be stated both in figures and words in the appropriate spaces shown on the proposal form, and all proposals will be considered informal which contain items not specified in said form.

Names of Proposers

Each proposal must contain the full name and address of each person or company interested therein. In the case of a partnership, the name and address of each partner must be stated on the proposal form. The firm, corporate, or individual name must be signed by the Proposer in the space provided for signature on the forms. In the case of a corporation, the title of the officer signing must be stated and the corporate seal must be affixed. In the case of a partnership, the signature of at least one of the partners must follow the firm name using the term "members of firm". Individuals use the term "doing business as _____," or "Sole Owner."

Selection Criteria

The Town believes that the selection of the most highly advantageous offer for these services requires comparative judgment of factors in addition to cost.

The Selection Committee shall determine a composite rating of Highly Advantageous, Advantageous, Not Advantageous or Unacceptable for each proposal reviewed. The Town reserves the right to conduct interviews and check references in order to better aid the Selection Committee in making its decision.

Determination of Best Price

The Selection Committee will open the fee proposals once the general qualification review has been completed. Once the fee proposals are included in the evaluation the Selection Committee will make a recommendation to the Chief Procurement Officer.

All proposals shall remain valid and acceptable for ninety (90) days from the last proposal due date. This time may be extended by mutual consent of selected Proposer and the Town. Upon award, the engagement must commence within ten (10) days of the executed contract.

Exceptions

Any exceptions taken to the conditions or specifications cited herein must be clearly stated on a separate page of the proposal.

Minimum Requirements

At a minimum, Proposers must submit all materials requested in accordance with the exact specifications of this request for proposals. Proposers who meet these minimum criteria will have their proposals reviewed. Meeting minimum requirements does not mean that a Consultant will be selected for the project.

Preparation of Proposal

1. The proposal shall detail the firm's or individuals' qualifications, experience and expertise. Proposal evaluation will include an examination of the Proposer's qualifications, experience, project action plan and expertise in conducting similar work.
 - a. Proposer shall provide a brief history of their firm, organization or relevant professional experience;
 - b. Proposer shall list the number of current personnel that it employs, if applicable
 - c. Proposer shall detail the firm's or their own experience with similar projects completed during the past three (3) or more years;
 - d. Proposer shall provide a list of specific qualifications the Consultant has in supplying the services listed in this proposal, including professional degrees, designations, affiliations, certifications and/or licenses;
 - e. Proposer shall submit the names and resumes and level of participation of staff particularly staff assigned as the lead coordinator to this engagement and their respective experience in these types of engagements if applicable;
 - f. Proposer shall provide a list of a minimum of three (3) references from current and/or former clients for projects of similar size and scope. List shall include current contact information including client contact name, agency, address and phone number.
2. The proposal must confirm the Proposer's understanding of the RFP. The narrative portion and the materials presented in response to this RFP must contain the following information:
 - a. A clear outline of the recommended approach to the project. Proposer shall provide a proposed plan for performing the overall work, including a timeline for major activities. Proposer shall provide a written schedule of deliverables, which should conform to the work items and timeline identified in the RFP.
 - b. Explain how the Proposer's administrative process will ensure that appropriate levels of attention are given and that the work is properly performed.
 - c. Proposer shall submit three (3) samples of its most relevant and recent work product
 - d. Proposer shall affirm financial stability of Proposer's firm or organization, as applicable.
3. General proposal elements:
 - a. Periods of time, stated as a number of days, shall be calendar days unless otherwise indicated.
 - b. It is the responsibility of all Proposers to examine the entire RFP packet and seek clarification of any item or requirement that may not be clear and to check all responses for accuracy before submitting a proposal. Negligence in preparing an offer confers no right of withdrawal after due time and date.

- c. All proposals must contain Exhibits A - F: the Proposal Signature page, Price Proposal Signature page, and all applicable Certifications provided.
- d. Any exceptions to this RFP stated on a separate page of the proposal.
- e. The proposal document must be submitted with an original ink signature by the person authorized to sign the proposal.
- f. Erasures, interlineations or other modifications in the proposal shall be initialed in original ink by the authorized person signing the offer.
- g. Submit one (1) unbound original and 4 bound copies of the non-price proposal.
- h. submit one (1) electronic copy of the non-price proposal on a CD, using a widely accessible software format.
- i. Submit one (1) copy of the price proposal in a signed, sealed envelope.

Education and Qualifications

The Proposer is responsible for ensuring the timely completion of all project objectives. The ideal candidate should have the demonstrated knowledge and background in the field of Civil and Traffic Engineering and a minimum of five years of relevant experience.

Proposer minimum qualifications:

1. Proposer must be an individual or an organization that has experience Civil Engineering practice and knowledge-familiarity with the department of Transportation and Massachusetts funding sources such as MassWorks and the Transportation Improvement Program.
2. Proposer should have experience working with municipalities and the Department of Transportation.
3. If the Proposer is an individual, he/she must propose a team with depth and expertise to complete the required tasks.
4. Proposers must have demonstrated ability to be an effective communicator both orally and in writing and possess the capacity to conduct presentations.

RFP Evaluation

Candidates who have met the minimum stated qualifications will be evaluated and ranked by the Selection Committee based on the criteria listed below. Proposals will be ranked on the following scale of maximum benefit to the Town: Highly Advantageous (HA – 3 points), Advantageous (A – 2 points), Not Advantageous (NA – 1 point), or Unacceptable (U–0 points). Any proposal that receives an “Unacceptable” rating for any of the criteria sections may be rejected outright. Proposers should be responsive to the requested information set forth in the RFP. Consultants submitting proposals deemed to be non-responsive shall be given a ranking of “Unacceptable.”

In addition to the materials submitted within the proposal, the Selection Committee may ask for additional information or a clarification of any written responses. The rankings done by the individual committee members for each proposal will be combined to determine an overall score for each Proposer. These scores will then be used to determine the initial ranking of the Proposers and to identify the top-ranking firms/individuals to be interviewed. Following interviews with finalists, the Selection Committee will conduct reference checks and then meet to discuss and agree upon final applicant rankings. Applicants will be interviewed during the selection process.

The proposal submitted should specifically address the following evaluation criteria:

1. **Past Experience** – Past experience is calculated by the extent and suitability of Proposer’s past work. Both the total number of projects and similarity of projects and history of having met the work schedule budget are relevant to this criterion. The amount of experience of the Proposer in both consulting with

municipalities and experience with transportation engineering projects in Massachusetts of similar size and scope will impact significantly on this evaluation factor.

Highly Advantageous – The Proposer has provided verifiable evidence of having successfully completed at least five (5) or more similar projects within the past ten (10) years or has worked in the field of transportation engineering for five or more years.

Advantageous – The Proposer has provided verifiable evidence of having successfully completed at least two (2) to four (4) similar transportation engineering projects within the past ten (10) years, or has worked in the field of transportation engineering for 2-5 years.

Not Advantageous – The Proposer has provided verifiable evidence of having successfully completed at least one (1) similar transportation engineering project within the past ten (10) years, or has worked in the field of transportation engineering for 1-2 years.

Unacceptable – The Proposer has not provided verifiable evidence of having successfully completed any similar transportation engineering projects in the past ten (10) years, or has worked in the field of transportation engineering for less than 1 year.

2. **Quality of Work – The quality of work will be determined by examples provided.**

Highly Advantageous – Proposal includes five (5) or more examples of successful comparable projects. Work is exemplary and examples are impressive. Projects were delivered on time and on budget.

Advantageous – Proposal includes two (2) to four (4) examples of successful comparable projects. Work is relevant and examples are good. Projects were delivered with desired outcomes.

Not Advantageous – Proposal includes one (1) example of a successful comparable project or includes one or more examples of projects that are not of similar size or scope, or prove to be less than successful.

Unacceptable – Proposal includes no comparable projects, or all projects cited prove to be less than successful.

3. **Capacity** - Capacity will be measured by the depth and relevancy of team members and/or sub-contractors. This criterion will consider who is on your project team and the skills those individuals will contribute to the project. Also judged will be the size of the firm relative to its present work-load. Key personnel should be immediately available to begin the project, as well as be available throughout the project process.

Highly Advantageous – Résumés demonstrate exceptional qualifications of key staff within field(s) of transportation engineering or similar field. Key personnel are immediately available to begin the project and are available throughout the project.

Advantageous – Résumés demonstrate moderate qualifications of key staff within field(s) of transportation engineering or similar field. Key personnel are available to begin the project soon and may be available throughout the project.

Not Advantageous – Résumés demonstrate very minimal qualifications of key staff within field(s) of transportation engineering or similar field. Key personnel are not available any time soon to begin the project and may not be available throughout the project.

Unacceptable – Résumés demonstrate key staff has no experience within field(s) of Transportation engineering or similar field. Key personnel are not available.

4. **Project Approach** - The project approach will be determined by the quality and depth of the proposal, and technical approach to the Scope of Work. The proposal should make appropriate reference to all items under the Scope of Work and Submission Requirements.

Highly Advantageous – Proposal is viewed as an excellent response and describes in depth how all tasks will be accomplished. Proposer’s responses to tasks are clear, thorough, and timely. Innovative techniques and planning processes are presented.

Advantageous – Proposal is viewed as an adequate response and describes with some particularity how all tasks will be accomplished. Proposer’s responses provide minimal explanation for planning processes to meet standards requested.

Not Advantageous – Proposal is viewed as a minimal response and describes generally how tasks will be accomplished. Proposal does not contain clear processes or timetables for completion of tasks.

Unacceptable – Proposal is inadequate and addresses less than all tasks.

5. **Readiness to Proceed** - Readiness will be evaluated as follows:

Acceptable - Able to begin upon execution of contract (within two weeks of Notice to Proceed) and complete entire scope within the projected time frame.

Unacceptable - Unable to begin within 15 days of Notice to Proceed, or unable to complete entire scope of project.

6. **References** - The proper will provide at least three references. References will be evaluated as follows:

Acceptable

Unacceptable

7. **Interview** - Interviews will likely be conducted with final candidates and evaluated as follows:

Acceptable

Unacceptable

Section VI - Required Proposal-Contract Forms

The following pages contain forms that *must* be included with the proposals.

- Exhibit A.....Proposal Signature Page
- Exhibit B.....Price Proposal Signature Page
- Exhibit C.....Certificate of Non-Collusion
- Exhibit D.....Certificate of Tax Compliance
- Exhibit E.....Certificate of Authority
- Exhibit F.....Equal Opportunity Certification

EXHIBIT A - Proposal Signature Page

Complete this page and return as a cover sheet for the completed non-price proposal.

Town of Stow RFP to Provide Design and Engineering Services

Company Name	Contact Person (Please Print)
Street	Phone
City, State, Zip	Fax
Email	

Submits the attached proposal for this Request for Proposals to the Town of Stow on the authority of the undersigned and as dated below. I confirm and pledge to abide by and be held to the requirements of this RFP and its resulting contract, to perform any tasks and deliver any documents required, and to execute a Contract with the Town of Stow.

Proposer acknowledges receipt of the following addenda.*

1.	2.
3.	4.

Authorized Agent of the Contractor:

Signature (blue ink please)
Printed Name
Title
Date

If a corporation, attach certificate of vote or apply corporate seal here)

Form must be signed by a duly authorized officer(s) eligible to sign contract documents for the firm. Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity. The Proposal must indicate the responsible entity.

Contractor should be aware that joint responsibility and liability will attach to any resulting contract and failure of one party in a joint venture to perform will not relieve the other party or parties of total responsibility for performance.

* to be filled in by Proposer, if addenda are issued.

EXHIBIT B - Price Proposal Signature Page

Complete the following pages and submit with any attachments in a separate, sealed envelope from non-price proposal.

Town of Stow RFP to Provide Design and Engineering Services

The undersigned proposes to provide services to the Stow in accordance with the response to its Request for Proposals (RFP). This price includes all services and out of pocket expenses as per the terms and specifications stated in the non-price proposal.

Price includes but is not limited to all deliverables listed in the RFP.

**Estimated hourly worksheets & rate charts on following pages.*

Signature *(blue ink please)* Date

Printed Name

Title

Company Name

Email

Street

Phone

City, State, Zip

Fax

1. Provide Lump Sum Fixed Fee. Separate costs are requested for the following elements. Use estimated hours from following charts.

25 % Design Completion

<i>Personnel Discipline</i>	<i>Hours</i>	<i>Rate</i>	<i>Total</i>
Admin. Personnel			
Architects			
Civil Engineer			
Cost Estimators			
Drafters			
Environmental Engineer			
Planners: Urban/Regional			
Surveyors			

75 % Design Completion

<i>Personnel Discipline</i>	<i>Hours</i>	<i>Rate</i>	<i>Total</i>
Admin. Personnel			
Architects			
Civil Engineer			
Cost Estimators			
Drafters			
Environmental Engineer			
Planners: Urban/Regional			
Surveyors			

Completion of Final Plans and Specifications

<i>Personnel Discipline</i>	<i>Hours</i>	<i>Rate</i>	<i>Total</i>
Admin. Personnel			
Architects			
Civil Engineer			
Cost Estimators			
Drafters			
Environmental Engineer			
Planners: Urban/Regional			
Surveyors			

EXHIBIT C – Certificate of Non-Collusion

Chapter 30B, § 10

“The undersigned certifies under penalties of perjury that this proposal 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.”

Individual or Corporate Name of Proposer

Signature of Authorized Agent

Printed Name of Authorized Agent

Title

Date

Form must be signed by a duly authorized officer(s) eligible to sign contract documents for the firm. Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity. The Proposal must indicate the responsible entity. Contractors should be aware that joint responsibility and liability will attach to any resulting contract and failure of one party in a joint venture to perform will not relieve the other party or parties of total responsibility for performance.

EXHIBIT D - Certificate of Tax Compliance

Pursuant to Massachusetts General Law Chapter 62C, § 49A, I hereby certify under penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns and paid all state taxes required under law.

Social Security or Federal I.D. Number

Signature: Individual or Corporate Officer

Title

Date

Please Print:

Corporate Name (as used for tax filing)

Address

P.O. Box

City, State, Zip Code

* Your Social Security Number or Federal Identification Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Proposers who fail to correct their nonfiling or delinquency will not have a contract or other agreement issued, renewed or extended. This request is made under the authority of M.G.L. Ch. 62C, § 48A.

Form must be signed by a duly authorized officer(s) eligible to sign contract documents for the firm. Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity. The Proposal must indicate the responsible entity.

Contractors should be aware that joint responsibility and liability will attach to any resulting contract and failure of one party in a joint venture to perform will not relieve the other party or parties of total responsibility for performance.

EXHIBIT E - Certificate of Authority

Meeting of Board of Directors

At a meeting of the Directors of the _____ duly called and held at
(Corporation)
_____ on the _____ day of _____, in the _____ year at
which a quorum was present and acting, it was voted, that _____ the
_____ of this Corporation is hereby authorized and empowered to make,
(Name) (Title/position)
enter into, sign, seal and deliver, on behalf of this Corporation a Proposal and subsequent Contract
for:

(brief description)

with the Town of Stow, and any performance and payment bonds (each in the amount of the contract) in
connection with such Contract, if applicable.

*I hereby certify that the above is a true and correct copy of the record, that said vote has not been amended or
repealed and is in full force and effect as of this date, and that _____ is a duly elected
_____ of this Corporation.*

Clerk or Secretary of the Corporation

If a corporation, attach certificate of vote or apply
corporate seal here)

EXHIBIT F
EQUAL OPPORTUNITY CERTIFICATION

Pursuant to 28 CFR Part 42.204 (d), I certify that my employment practices comply with Equal Opportunity Requirements and complies with 28 CFR Part 42.202.; that my organization complies with the Americans with Disabilities Act.

Individual or Corporate Name of Proposer

Signature of Authorized Agent

Printed Name of Authorized Agent

Title

Date

Form must be signed by a duly authorized officer(s) eligible to sign contract documents for the firm. Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity. The Proposal must indicate the responsible entity.

Contractor should be aware that joint responsibility and liability will attach to any resulting contract and failure of one party in a joint venture to perform will not relieve the other party or parties of total responsibility for performance.

Section VII - Sample Evaluation Form and Contract

EVALUATION WORKSHEET

(For office use only)

PROPOSAL: _____

DATE: _____

PROPOSER: _____

EVALUATOR: _____

RATING KEY:

Highly Advantageous (**HA**) Advantageous (**A**) Not Advantageous (**NA**) Unacceptable (**U**)

SELECTION CRITERIA (From RFP):

1. Past Experience

HA	A	NA	U
Comments			

2. Quality of Work

HA	A	NA	U
Comments			

3. Capacity

HA	A	NA	U
Comments			

4. Project Approach

HA	A	NA	U
Comments			

5. Readiness to Proceed

Acceptable	Unacceptable
Comments	

6. References/Interview

Acceptable	Unacceptable
Comments	