



Request for Proposal for Consulting Services for Design, Survey, Engineering, Permitting Assistance and Construction Administration of Athletic Complex Development at the Snow Parcel, Stow, MA.

1. General

The Town of Stow is soliciting proposals from qualified firms to provide consulting and design services for the development of an athletic complex on the "Snow" Parcel located on Old Bolton Road in the Town of Stow, MA, Assessors map R-3 / parcel-18, see maps in appendix-A.

The project scope includes the development of natural turf fields, and related amenities, and associated drainage provisions. The Town of Stow recommends all firms review the Stow Athletic Fields Master Plan, dated April 14, 2007 prepared by Gale Associates Inc.. A .PDF copy can be downloaded from the Town of Stow Recreation Commission website http://www.stow-ma.gov/pages/StowMA_Recreation/index located in the additional links section

Specific information in the Master Plan includes 1.) a site discussion presented in Section 4.2, *The Snow Parcel*. 2.) preliminary site sketches prepared by Gale Associates presented in Attachment 12. and finally a site due diligence report prepared by the Town of Stow dated February 2006, presented in Attachment 11.

. The consultant scope of services includes Design, Survey, Engineering, Permitting Assistance, and Construction Administration.

This RFP has been structured to comply with all applicable Massachusetts General Laws. All respondents to the RFP must ensure that the submittal is received by the date and time specified herein or automatically be disqualified.

Proposals will be accepted in the offices of the Stow Recreation Department, until 2:00 p.m., April 18th, 2008.

If any changes are made to this RFP, an addendum will be issued. Addenda will be mailed or faxed to all bidders on record.

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 five days prior to the bid opening date and time. Questions in writing shall be directed to:

Director, Stow Recreation Department (herein after referred to as “Department” or “Office”). A response to all questions submitted in writing will be provided in the form of an RFP Addendum to all bidders of record. In order to facilitate this process, questions and responses will be transmitted by fax and/or e-mail with hard copy to follow by mail.

A bidder may correct, modify, or withdraw a proposal by written notice received by the Town prior to the time and date set for the proposal submittal.

The Town may cancel this RFP, or reject in whole or in part any and all bids, if the Town determines that cancellation or rejection serves the best interests of the Town.

All bid prices submitted in response to this RFP must remain firm for ninety days (90) days following the bid opening.

2. Project Description

The project includes new multi-purpose athletic fields, limited spectator seating, parking, landscaping, irrigation, hardscape courts, fencing, drainage, and related amenities.

This project and services provided by the successful candidate will comply with all Stow and Commonwealth of Massachusetts standards and codes, and with Chapter 30 of the Massachusetts General Laws.

3. Project Requirements

A. **Scope of Services**

Task 1: Background Investigation, Facility Assessment and Survey.

- Attend a kickoff meeting to finalize scope and schedule
- Review preliminary master plan study prepared by Gale Associates, Inc. (Gale) in 2007.
- Perform a comprehensive Parcel Site Investigation
- Review of the survey plan delineating configuration of the recreation parcel in relation to the adjacent agriculture parcel.
- Perform geotechnical investigations as required
- Complete a topographic, property line and utilities survey
- Abutter (BOSE) well and septic delineation and impact assessment
- Access and traffic impact survey
- Complete a wetlands delineation and address any other environmental impact areas as required
- Complete a project base map in electronic format

Task 2: Program Development (expected to be but not limited to 2 meetings).

- Finalize program elements based on preliminary study and meetings with the Town

Task 3: Schematic Design (expected to be but not limited to 2 meetings).

- Review Zoning Bylaws with Planning Board
- Prepare schematic layout(s) for the athletic fields and all other planned facilities.
- Prepare preliminary construction cost estimate and schedule
- Present these project concepts with recommendations
- Prepare a colored rendering for presentation purposes

Task 4: Permitting Services

- Prepare and file a Notice of Intent for work within a jurisdictional wetland area or buffer (if required)
- File an application for Site Plan Approval with the Planning Board and attend required meetings or public hearings regarding same
- Identify and assist in obtaining other local, state and federal permits as may be required
- Create final plans and colored renderings as approved by Planning Board

Task 5: Detailed Design Development and Preparation of Contract Documents (expected to be but not limited to 3 meetings).

- Preparation of contract bid and construction documents consistent with the approved schematic design. At a minimum the project plan set will include cover sheet, existing conditions, demolition and erosion control, layout and materials, grading and drainage, landscape plans, signage and striping, site utilities plan, drive sections and profiles, and all related detail sheets. The project manual will include the Town's non-technical requirements and required technical specifications.
- During the design development phase, attend a minimum of three project team progress meetings, at the 50%, 90% and 100% design submission phase

Task 6: Bid, Award and Construction Period Services

- Assist the Town with the bid and award process
 - Review all incoming proposals.
 - Provide written assessment of same relative to cost, expertise, capacity, and understanding of project.
 - Make recommendation to Town regarding vendor qualifications and selection.
- Provide standard construction period services, preconstruction conference, submittal review, weekly site visits, contract administration, and close out)

B. Specific Designer Services

The design team shall include at a minimum the following disciplines:

- Civil Engineering
- Surveying
- Landscape Architecture
- Environmental Permitting
- Traffic Engineering
- Site Electrical Engineering
- Structural Engineering
- Cost Estimating
- Others, as required

Preference shall be given to firms offering these services in-house.

All text documents are to be provided in Microsoft Word, and all drawings are to be prepared in AutoCAD 2000 format to be compatible with existing Town documentation.

Schedule

The selected consultant should commence work on this project within seven days of a Notice to Proceed, and complete the project through permitting and the finalization of construction bid documents by July 1st, 2008. Construction is planned to commence by September 15, 2008.

Minimum Town Selection Criteria

The Town is intent on engaging a consultant with significant experience in the planning, design, permitting, and construction administration of projects involving natural turf type fields and hard court facilities subject to Massachusetts public bidding and construction regulations. To be considered, firms should meet the following minimum criteria:

1. The proposing firm or team must have completed, as the prime consultant, at least five (5) projects involving the design, permitting, and construction administration of sand-based, irrigated, natural turf athletic field complexes.
2. At least three (3) of the projects must have been subject to Massachusetts public bidding regulations on behalf of Massachusetts Municipalities Owners.

Projects completed by current staff while employed by others shall not be considered. Each proposal shall provide examples of representative projects demonstrating compliance with these criteria along with references and current phone numbers. Firms will indicate members of the project team proposed who contributed significantly to each of the project examples cited in the proposal.

Comparative Selection Criteria

Award will be made to the firm meeting the minimum selection criteria above that best meets the comparative selection criteria to include:

1. Demonstrated experience of the firm with design and construction monitoring of installations of large athletic field complexes.
2. Demonstrated experience of members of the proposed project team on analogous projects.
3. History of client satisfaction based on reference checks.
4. Experience with Massachusetts public bid laws relating to preparing bid specifications.
5. Ability to provide all required services (site/civil, survey, wetlands, geotechnical, hydrological, structural, architectural) with current in-house staff.
6. Ability to provide realistic constructed cost estimates for prevailing wage procurements.
7. Value and competitiveness of the proposed fee for the Scope of Services offered.

Submission Requirements

Four (4) paper copies of the proposal (including 2 CD-ROM) are to be submitted to the Town of Stow. In addition to a cover letter summarizing the firm's ability to meet the selection criteria above, each proposal will include:

- A description of the project team, and resumes of key project team members. The primary project designer will be a civil engineer registered in the Commonwealth of Massachusetts.
- A description of representative project experience with client information (limit to no more than fifteen (15) projects and fifteen (15) pages total).
- A list of five (5) references for analogous municipal athletic field complex projects.
- A description of the firm's approach to the project and its anticipated Scope of Services.
- A project schedule in a CPM type format.
- A not-to-exceed time and materials fee proposal for providing all scope elements described above, broken down by work item; staff, billing rates and hours.

Interviews And Award

The Town will likely make an award based upon review of the proposals as submitted. However, if interviews are required to distinguish between finalists, firms may be invited to make a presentation before a selection committee.

The Town reserves the right to determine the firm it feels will perform the services in a manner that is in the best interests of the Town for this project. The Town will award the contract to the proposer offering the most advantageous proposal, from a responsible and responsive proposer, taking into consideration all evaluation criteria set forth in the RFQ, as well as price.

Finally, the Town of Stow reserves the right to reject any proposals or to waive any informality in the bidding process if it is in the best interest of the Town.

Submission Date

All proposals will be delivered to:

Mr. Mike Busch
Recreation Commission
Stow Town Building
380 Great Road
Stow, MA 01775-2127
(978) 461-1411

No later than until 2:00 p.m., April 18th, 2008.

4. **Site Meeting**

The site is visible from Old Bolton Road and may be viewed at any time without coordination with the Town. There will be no formal site meeting.

5. **Questions**

Questions regarding this Request for Proposal should be directed in writing to:

Ms. Laura Greenough
Stow Recreation Director
Recreation Department Offices
Town Hall
380 Great Road
(978) 461-1411
Stow, MA 01775-2127

