



**REQUEST FOR PROPOSALS FOR FACILITY DESIGN,  
DEVELOPMENT, PERMITTING AND PROCUREMENT OF CONSTRUCTION  
SERVICES at Pine Bluffs Recreation Area, 303 Sudbury Road, Stow, MA.**

---

1. General

The Town of Stow is soliciting proposals from qualified firms to provide consulting, engineering and design services for the improvement project at the Pine Bluffs Recreation Area at 303 Sudbury Road in Stow, Massachusetts.

**The project scope of includes site investigation, planning, design/development, permitting and preparation of bid and construction documents culminating in the selection of the preferred services provider.**

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., October 10th, 2014.**

If any changes are made to this RFP, an addendum will be issued. Addenda will be mailed or faxed to all vendors 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 proposals 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 vendors 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 submitter 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 proposals, if the Town determines that cancellation or rejection serves the best interests of the Town.

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

## 2. Project Description

Please find attached a Power Point slide deck providing an overview of the project. This information was prepared by Stow Recreation and is for information purposes only as we expect the consultant to modify the initial plan. Included in the slide deck are location of the new facilities, road and beach enhancements and perimeter fencing for safety. Initial cost estimates are also provided as well as a summary project schedule presented to the Town of Stow on May 6, 2014.

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 – The sequence of activities to be performed are as follows:**

#1 – Conduct a kick-off meeting at site to review project scope, planning criteria and project milestones/schedule.

#2 - Survey location of PPA (only) as necessary to include entire project scope....including existing driveways, paths, structures, utility poles, wetland flags etc.

#3 - Complete a limited utilities investigation of PPA to determine the location and general condition of existing and future site utilities that may bear on the project.

#4 - Perform limited surface water diligence of PPA addressing any potential effects on drainage patterns and wetland impacts.

#5 - Prepare an “Initial Site Improvement Plan” (ISIP) for Recreation Department incorporating information from Tasks 1-6 to include facility site layout and identification by number of each proposed site improvement as well as other design/development elements. Site development drawings should also include a demolition and erosion control plan, layout, site grading and utility plans consistent with the schematic design. Finally, the Company should include a table indicating each improvement item number, a brief description of each item, estimated construction cost of each item, and an estimated total construction cost of all items. Please include one meeting with the Recreation Department and 1 additional plan revision for the completion of Task A.

#6 - Preparation of Bid Documents, Contract Plans and Construction Cost Estimates to include contract and construction documents consistent with the approved schematic design and budget.

#7 - Preparation of Technical Specifications integrated with the standard provisions of the Town of Stow contracting conditions and requirements. Task #7-8 will receive final approval from Town Building Inspector/Engineer.

#8 - Finalize permits, including but not limited to local 1.) Planning Board and 2.) Conservation Commission requirements.

#9 - Company will meet with Stow Recreation to review final project bid documents and finalize list of target general contractors.

#10 - Company will respond to request for information during the bid process including announcements to bid, attending the contractor site meeting and assist the Recreation Department in responding to requests for information during the bid process.

#### 4. Specific Designer Services

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

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

All text documents are to be provided in Microsoft Word and/or Excel, 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.

#### **Minimum Town Selection Criteria**

The Town is intent on engaging a consultant with significant experience in the planning, design, permitting, and procurement of construction services 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 (3) projects involving the design, permitting, and construction administration of similar project.
2. At least three (1) of the projects must have been subject to Massachusetts public bidding regulations on behalf of Massachusetts Municipalities Owners.

### **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 permitting.
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).
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 (3) paper copies of the proposal (including 1 electronic copy) 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 list of five (3) references for similar 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.
- **All proposals should be separated, sealed price and non-price proposals. The non-price proposal should be in a separate seal envelope then the price proposal.**

### **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:

Laura Greenough  
Recreation Department  
Stow Town Building  
380 Great Road  
Stow, MA 01775-2127  
(978) 461-1411

**No later than until 2:00 p.m., October 10th, 2014.**

4. **Site Meeting**

The site is visible from 303 Sudbury Rd 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