



**Town of Stow**  
**380 Great Road**  
**Stow, Massachusetts 01775**  
(978) 897-5098  
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**January 25, 2023**

**Request for Qualifications**

**Design and Engineering Services**  
**Multi-Use Path Along Track Road**

**Due Date: February 17, 2023**

**Due Time: 1:00 p.m.**

**Town of Stow**

**380 Great Road**  
**Stow, MA 01775**

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## **JANUARY 25, 2023 | TOWN OF STOW NOTICE OF REQUEST FOR QUALIFICATIONS**

### *Design and Engineering Services for Multi-Use Path Along Track Road*

**Description:** The Town of Stow invites Qualified Proposers to submit proposals for design and engineering services related to the design of a multi-use path along Track Road to advance the project through the 100% design phase in accordance with MassDOT standards for Transportation Improvement Program construction funding advancement.

**RFQ Packages:** RFQ Packages will be available beginning **January 25, 2023 at 1:00 PM**. Packages are available via email by contacting [planning@stow.ma.gov](mailto:planning@stow.ma.gov). Packages are also available for download at <https://www.stow-ma.gov/procurement/pages/bids-and-proposals>.

**Due Date & Time:** Proposals are due by **1:00 PM on February 17, 2023**.

**Place:** RFQ's are to be submitted to:  
Town of Stow Planning Department  
380 Great Road  
Stow, MA 01775

and in digital format to:

[planning@stow-ma.gov](mailto:planning@stow-ma.gov)

**Pre-Proposal Conference:** A pre-proposal conference will be held on **February 1, 2023** at 11:00 AM via Zoom video conference at <https://us06web.zoom.us/j/84175762448> and accessed via phone at 1(929) 205-6099, with a Meeting ID of 841 7576 2448. The purpose of the conference is to assist prospective Proposers in the interpretation of the RFQ, and other technical and contractual matters. This conference is not mandatory.

**Questions/RFI's:** If you have questions about this RFQ or have a request for information or clarification, please contact Valerie Oorthuys, AICP, Planning Director, at [planning@stow-ma.gov](mailto:planning@stow-ma.gov). All questions and requests for clarification must be received *in writing* by **12:00 PM on February 8, 2023**. It is anticipated that a compilation of all questions and responses will be distributed via email to prospective Proposers, along with any other final addendum by **end of business on February 10, 2023**.

**Contract Info:** The Town of Stow will negotiate an industry standard contract with the successful proposer. Any contract issued in response to a successful proposal must be approved by the Town's Chief Procurement Officer.

**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. The Town, at its sole election, may renew this contract for two additional one-year terms.

## SECTION I. RFQ PROCESS TIMELINE

<u>TASK</u>	<u>Target Date</u>
1. Advertisement in COMMBUYS.....	January 25, 2023
2. Advertisement in the <i>Stow Independent</i> .....	January 25, 2023
3. Advertisement in Central Register.....	February 1, 2023
4. Pre-proposal conference at 11:00 A.M.....	February 1, 2023
5. Last Day to submit questions to Planning Director. All questions must be submitted in writing via email to <a href="mailto:planning@stow-ma.gov">planning@stow-ma.gov</a> by 12:00 P.M.....	February 8, 2023
6. Compilation of all questions and responses distributed via email.....	February 10, 2023
7. RFQ responses due by 1:00 P.M.....	February 17, 2023
8. Selection Committee reviews proposals and selects most highly advantageous proposal.....	February 22, 2023
9. Finalist Interviews (if deemed necessary).....	February- March 2023
10. Identify top ranked firm.....	February- March 2023
11. Award Contract.....	March 2023

## **SECTION II. PROJECT DESCRIPTION**

The Town of Stow seeks engineering services from a qualified consultant to advance recreational trail use of a former railbed right of way known locally as Track Road along the Assabet River. The nearly two-mile Track Road extends the existing Assabet River Rail Trail at White Pond Road on the Stow/ Maynard line leading west to its terminus at Sudbury Road. Track Road provides vehicular access to Crow Island Airpark and serves as a path for pedestrians and cyclists. An upgraded multi-use path will need to continue vehicular access to uses at the Crow Island Airpark while providing safety and accessibility upgrades for all trail users.

The Town of Stow's efforts to extend the Assabet River Rail Trail along Track Road has been a work in progress for approximately 25 years. In two transactions in 2004 and 2008, the Town purchased a recreational trail easement from Access Realty Trust along the entirety of Track Road. The easement is to be "held and managed by the Stow Board of Selectmen for construction and maintenance of a portion of the Assabet River Rail Trail and for access to the general public for recreation." The Town has been working since that time to design an acceptable trail cross section that will meet federal and state requirements, protect sensitive wetlands and the Assabet River corridor, and provide for both the desired recreational use and continued access for the fee owner, Access Realty Trust. At present, Track Road is gravel and of variable width, is used extensively by trail users, and privately maintained by Access Realty Trust. Project constraints include proximity to wetlands and sensitive resource areas, treatment of existing culverts, and ongoing negotiation between the Town, the landowner, MassDOT, and FHWA on a preferred cross section. Goals of the project include minimizing impacts such as stormwater clearing, and wetlands resources.

In 2020, the Town obtained an existing conditions survey and wetland delineation, attached hereto within Appendix A. In 2022, the Town received a preferred plan view rendering and cross section for the length of the multi-use path, showing a ten foot wide asphalt travel lane with four foot wide stone dust shoulders, attached hereto within Appendix B. The consultant shall provide two additional concept plans for review, described further in Section III Part B, along with a design memorandum describing the three conceptual designs and their relative advantages and disadvantages, in terms of permitting, ability to implement design, cost, and user experience. Easement Plans, as recorded, are included within Appendix C.

The Town seeks to advance the project through the 100% design phase in accordance with MassDOT standards for Transportation Improvement Program construction funding advancement. Design funding for this project is included in the FFYs 2023-27 Transportation Improvement Program Amendment Two. As such, it is expected that each part of the Scope of Services in the below Section III will conform to all relevant standards, including but not limited to: The Massachusetts Department of Transportation Project Design and Development Guidebook; the United States Department of Transportation Federal Highway Administration's Manual of Uniform Traffic Design Controls; the Architectural Access Board 521 CMR Rules and Regulations; and/or the AASHTO Highway Manual.

## **SECTION III. SCOPE OF SERVICES**

The following services and activities are anticipated to be performed by the Consultant in the following sequence proposed. In the event the Consultant believes an alternative sequence would more accurately reflect the goals of the project, an amended sequence shall be proposed.

### **A. SITE VISIT / COORDINATION / SURVEY / TRAFFIC COUNTS**

If it is determined, upon review of the plans provided herein, that there is additional survey work required to perform the scope of work as outlined in Section II the survey engineer shall review and update existing survey data. The proposal provided shall include the rationale for any additional survey, as well as a description of the areas within the project area that require further study. Any necessary survey shall be based on the Massachusetts State Plane Coordinate System in compliance with the most recent edition of the MassDOT Survey Manual.

The Town anticipates that recent traffic counts submitted in previous studies will satisfy the traffic analysis needs of the project.

The Town anticipates that the existing wetland delineation, as performed by a Professional Wetlands Scientist on behalf of the Town, is adequate for the needs of the project.

The goal of Task A is to flag for the project team any gaps in data that may be necessary prior to advancing concepts/25% design plans.

1. Review existing traffic counts and determine necessity of additional traffic analyses;
2. Review existing survey and determine necessity of additional field survey;
3. Review existing wetland delineation and determine necessity of additional wetland survey;
4. Perform additional analysis and survey as applicable;
5. Submit Design Schedule.
6. Initial site visit and Meeting #1 with the Project Team to discuss findings of Task A.

## **B. CONCEPTUAL PLANS**

Prepare and submit conceptual plans and Preliminary Design Memo for review and feedback by the Project Team and MassDOT based upon assessment of existing data, any additional survey or analysis performed and existing conditions survey. Meetings listed below may be held virtually or in person as needed. Deliverables shall include but not be limited to:

1. Review of existing plans, surveys, and studies;
2. Participation in a workshop session with representatives of the Project Team, MassDOT, and FHWA to confirm design alternatives for the Consultant to proceed with.
3. Provision of design alternatives:
  - a. Review of existing Conceptual Plan and Cross Section which provide a ten foot wide asphalt travel lane with four foot wide stone dust shoulders, attached hereto within Appendix B;
  - b. A second alternative conceptual rendering and cross section showing separate facilities for vehicles and all other users,
  - c. A third alternative conceptual rendering and cross section showing a one-way traffic scenario for vehicles along Track Road.
4. Provision of a preliminary design memorandum describing the relative advantages and disadvantages of the design alternatives as provided in item 3 above;
5. Provision of supporting documentation of survey work, wetlands delineations, right of way impacts, and NEPA evaluation for MassDOT and Federal Highway Administration review. This includes the identification of any and all environmental issues and assessment of the need for preparation of DEP permits, Town of Stow Conservation Commission permits, and others as may be applicable. The Consultant will need to address the treatment of existing culverts, which may include extension or replacement.
6. Recommendations on treatment of intersections at White Pond Road/ Track Road and Sudbury Road/ Track Road for the purpose of allowing cyclists and pedestrians to pass but limiting access to vehicles. Recommended treatments shall be moveable, or temporary, allowing for emergency vehicle entrance and egress and access to uses at the Crow Island Airpark during times of operation.
7. Attendance at Meeting #3 of Project Team and property owners for additional feedback;
8. Submission of preliminary construction cost estimates reflecting the latest MassDOT Weighted Average Fee Proposal Unit Prices;
9. Participation in a second workshop session with representatives of MassDOT and the Project Team to finalize feedback and advance to 25% design;
10. If there is consensus between the Project Team, MassDOT, and FHWA on a preferred design, the consultant will present the conceptual plan and cross section at a public meeting of the Select Board. If there is no consensus between the Project Team, MassDOT, and FHWA on a preferred design, the

contract will terminate at this point;

11. The consultant shall indicate the need for any other items required to accomplish the above tasks.

### **C. SUBMISSION OF TECHNICAL MEMORANDUM AND 25% Design Plans**

It is the Consultant's responsibility to review the information requested for submission of 25% Design Plans and note in the submitted Proposal any items that may be missing from this RFQ that would be otherwise relevant to the specific improvements requested, in accordance with all relevant design standards noted in Section I of this RFQ. The consultant shall further identify any plan or design request that may not be practical or relevant for the type of improvement requests outlined in this RFQ. The Consultant shall update the Preliminary Design Memo to add any additional information for the purpose of providing a 25% Design Technical Memorandum. Meetings listed below may be held virtually or in person as needed.

This task shall include, but not be limited to the following:

1. Confirmation of draft existing condition base plan, 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;
2. Submittal of a Technical Memorandum and 25% Design Plan consistent with MassDOT standards and specification format, and in compliance with DEP Stormwater Management and National Pollution Discharge Elimination System Permit (NPDES) guidelines. The Plans shall consist of:
  - a. Typical Sections;
  - b. Construction Plans and specifications, including all signal hardware and associated pedestrian signals as appropriate;
  - c. Preliminary Drainage and Utility Plans;
  - d. Conceptual Traffic Management Plans;
  - e. Pavement Marking and Signage Plans;
  - f. Coordination Plan for managing utilities;
  - g. Right-of-way plans showing temporary and/or permanent easement locations;
3. Identification of all environmental permitting requirements, including but not limited to approvals under the Wetlands Protection Act and Stow Wetlands Bylaw, any NEPA requirements, and the National Pollution Discharge and Elimination System;
4. Wetland/Riverfront resource area delineations in accordance with the Wetlands Protection Act and Stow Wetlands Bylaw;
5. Construction Cost Estimates reflecting the latest MassDOT Weighted Average Fee Proposal Unit Prices.
6. Attendance at Meeting #4 with the Project Team to gain feedback for incorporation into 75% Design Plans.
7. Coordination with MassDOT to ensure the project continues to conform to requirements for Transportation Improvement Program construction funding advancement. The consultant is responsible for all application procedures with MassDOT's Transportation Improvement Program that may be required at the 25% design phase.

### **D. 75% DESIGN PLANS**

It is the Consultant's responsibility to review the information requested for submission of 75% Design Plans and note in the submitted Proposal any items that may be missing from this RFQ that would be otherwise relevant to the specific improvements requested, in accordance with all relevant design standards noted in Section II of this RFQ. The consultant shall further identify any plan or design request that may not be practical or relevant for the type of improvement requests outlined in this RFQ. 75% Design Plans shall conform to requirements for MassDOT Transportation Improvement Program construction funding advancement. The consultant is responsible for all application procedures with the MassDOT Transportation Improvement Program that may be required at the 75% design phase. Meetings listed below may be held virtually or in

person as needed.

1. Submittal of 75% Design Plans consistent with MassDOT standards and specification format, and in compliance with DEP Stormwater Management and National Pollution Discharge Elimination System Permit (NPDES) guidelines. The plans shall consist of:
  - a. Typical Sections;
  - b. Construction Plans and specifications;
  - c. Preliminary Drainage and Utility Plans;
  - d. Conceptual Traffic Management Plans;
  - e. Pavement Marking and Signage Plans;
  - f. Coordination Plan for managing utilities;
  - g. Right-of-way plans showing temporary and/or permanent easement locations;
2. Construction Cost Estimates reflecting the latest MassDOT Weighted Average Fee Proposal Unit Prices. The Consultant team will continue to develop cost estimates for construction work items, including item numbers, quantities, units, unit prices, and item costs. The Consultant will check and edit contract plans and documents, including special provisions, to ensure that locations and extents of specific work items are shown clearly and appropriately identified and specified.
3. Attendance at Meeting #5 with the Project Team to gain feedback and prepare for public information session as described below.
4. Participation in Public Hearing in accordance with 23 CFR §771.111(h) to gain feedback.
5. Coordination with MassDOT to ensure the project continues to conform to requirements for Transportation Improvement Program construction funding advancement. The consultant is responsible for all application procedures with MassDOT's Transportation Improvement Program that may be required at the 75% design phase.

#### **E. 100% DESIGN PLANS AND PS&E SUBMISSION**

Submittal of 100% Design and Construction Plans and Specifications in MassDOT format in compliance with DEP Stormwater Management and National Pollution Discharge Elimination System Permit (NPDES) guidelines. Similar to the above tasks, it is the Consultant's responsibility to review the information requested for submission of 100% Design Plans and note in the submitted Proposal any items that may be missing from this RFQ that would be otherwise relevant to the specific improvements requested, in accordance with all relevant design standards noted in Section II of this RFQ. The consultant shall further identify any plan or design request that may not be practical or relevant for the type of improvement requests outlined in this RFQ. 100% Design Plans shall conform to requirements for MassDOT Transportation Improvement Program construction funding advancement. The consultant is responsible for all application procedures with the MassDOT Transportation Improvement Program that may be required at the 100% design phase. Meetings listed below may be held virtually or in person as needed.

1. Submittal of 100% design plans shall include but not be limited to the following:
  - a. Construction Plan and specifications showing pedestrian and bike path improvements, and any culvert improvements, stormwater features, pedestrian signals, temporary gating measures to restrict public vehicular access, drainage, utility work, etc.
  - b. Utility Plans
  - c. Pavement Markings and Signage plan
  - d. Traffic Control Design Plan
  - e. Traffic Management Plan
  - f. Erosion Control and Sedimentation Plan

The Consultant shall indicate the need for the following plans as applicable and necessary to the nature of the work proposed:

- a. Profiles



- b. Drainage and Stormwater Pollution Prevention/Management Plan
  - c. Any other items required to accomplish the task
2. Attendance at Meeting #6 with the Project Team to gain feedback.
  3. Coordination with MassDOT to ensure the project continues to conform to requirements for Transportation Improvement Program construction funding advancement. The consultant is responsible for all application procedures with MassDOT's Transportation Improvement Program that may be required at the 100% design phase.
  4. Prepare and finalize the Plans, Specifications, and Estimates (PSE) submission to MassDOT.

**F. SUBMITTAL OF CONSTRUCTION DOCUMENTS**

It is the consultant's responsibility to ensure this project follows all application procedures with the MassDOT Transportation Improvement Program that may be required prior to commencement of construction. It is the consultant's responsibility to review the information requested at this phase and note in the submitted Proposal any items that may be missing from this RFQ that would be otherwise relevant to this project.

1. Updated Construction Cost Estimates reflecting the latest MassDOT Weighted Average Fee Proposal Unit Prices.
2. Construction specifications and bid documents

**SECTION IV. PROJECT ASSUMPTIONS**

This project will be coordinated through a Project Team made up of the Town Administrator, Town Planner, and Conservation Director, with assistance from other Department Heads and Committee liaisons as appropriate. All contact between the consultant and the Town will begin with the Planning Department office, with the Planning Director as the primary project lead for purposes of coordinating day-to-day communication and contract administration with the Consultant. The Project Team will assist the consultant in coordinating public meetings, identifying stakeholders, coordinating meetings with the landowners, as well as collecting and preparing documents and data for the consultant's review.

**SECTION V. PROPOSAL SUBMISSION REQUIREMENTS**

Four (4) original bound copies and one (1) digital copy of the Proposal marked "Design and Engineering Services for Multi-Use Path Along Track Road" must be received per the timeline outlined in Section I. It is the sole responsibility of the proposer to ensure that the Proposal arrives on time and at the designated place. Price proposals will not be accepted at this time.

Within the Proposal, please supply each of the following items and clearly structure and label the Proposal:

1. Cover letter with response, acknowledging addenda, if any, which includes a statement that the Proposal is in accordance with this Request for Qualifications, and that the Proposer understands all sections and provisions therein. Any exceptions must be clearly stated.
2. A narrative describing the proposer's understanding and approach toward completing the scope of work outlined in the Scope of Services as defined in the RFQ, including overall methodology.
3. A Scope of Services itemizing and detailing the tasks to be performed and deliverables associated with the proposer's scope shall be provided.
4. A schedule of Services.
5. The identification of any and all sub-consultants and/or subcontractors who will work with the Proposer.
6. Certificates of insurance.

**Required Forms**

Proposal shall include completion of the following forms (attached to Request for Qualifications):

1. Proposal Signature Page

2. Certificate of Tax Compliance
3. Certificate of Non-Collusion
4. Certificate of Corporate Authority

## **SECTION VI. AMENDMENTS**

If any changes are made to this Request for Qualifications, an addendum will be issued. Addenda will be mailed or faxed to firms invited to quote.

The Town may cancel this Request for Qualifications 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.

## **SECTION VII. PROPOSAL PREPARATION, EVALUATION & SELECTION**

### **Proposals**

Proposals must be submitted in accordance with all proposal submission requirements as specified in the RFQ.

### **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 they have 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 RFQ 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 the 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 RFQ.

### **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.

The evaluation of the proposals will be conducted by a Selection Committee appointed by the Town Administrator. The judgement of the evaluators will be based upon the evaluation criteria set forth in this RFQ and shall be final.

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.

### **Interview (Optional)**

After review of firm qualifications, the Evaluation Committee may determine that interviews are necessary to further narrow down the qualified firms. Should interviews be scheduled, the Evaluation Committee will first select a short list of the most qualified, responsive and responsible proposers to invite in. Proposers whose submittals are determined to be not advantageous or that did not meet the minimum requirements will not be interviewed.

If interviews are conducted, the Evaluation Committee will then rank those finalists and make a recommendation of award to the Town Administrator as the awarding authority on this project, subject to the satisfactory negotiations of the plan of services.

If an interview is not needed, the Committee will make a recommendation to the Town Administrator based on the most responsive and responsible proposal and reference checks.

If the Town Administrator, or designee, is unable to negotiate a contract and fee, with the top-ranked finalist, the Town Administrator, or designee, will then commence negotiations with the next ranked finalist and so on, until a contract is successfully negotiated and approved by the Town Administrator.

Reimbursement for expenses incurred for an interview will not be forthcoming to either the awarded Contractor or any other candidate asked to be interviewed. The Town of Stow reserves the right to change the interview period or to extend the dates during which interviews may be undertaken.

### **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 Qualifications. 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 RFQ. The narrative portion and the materials presented in response to this RFQ 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 RFQ.
    - 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) examples 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 RFQ 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 - D: the Proposal Signature page and all applicable Certifications provided.
    - d. Any exceptions to this RFQ 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 four (4) bound original copies of the Proposal.
    - h. Submit one (1) electronic copy of the Proposal in USB drive format.

### **Education and Qualifications**

The Proposer is responsible for ensuring the timely completion of all project objectives. The ideal Consultant 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 Massachusetts Department of Transportation.
2. Proposer should have experience working with municipalities and the Department of Transportation.
3. If the Proposer is an individual, they 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.
5. Proposer must provide evidence of MassDOT Prequalification in the Basic Roadway Design category (and/or other categories).

## **RFQ 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 RFQ. 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.

The proposal submitted should specifically address the following evaluation criteria:

1. **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.

2. **Past Experience with the Massachusetts Department of Transportation and the Transportation Improvement Program** – Past experience with MassDOT and the Transportation Improvement Program (TIP) is calculated by the extent and suitability of Proposer’s past work. Both the total number of projects the Proposer has worked directly with MassDOT on, the similarity of these projects, and history of having met the work schedule budget are relevant to this criterion.

***Highly Advantageous*** – The Proposer has provided verifiable evidence of having worked on at least fifteen (15) or more similar projects with MassDOT/ TIP within the past five (5) years.

***Advantageous*** – The Proposer has provided verifiable evidence of having worked on at least ten (10) to fourteen (14) similar projects with MassDOT/ TIP within the past five (5) years.

***Not Advantageous*** – The Proposer has provided verifiable evidence of having worked on fewer than 10 (10) similar projects with MassDOT/ TIP within the past five (5) years.

***Unacceptable*** – The Proposer has not provided verifiable evidence of having worked on any similar projects with MassDOT/ TIP in the past five (5) years.

3. **Past Experience with Engineering Design of Multi-Use Paths** – Past experience with engineering design of multi-use paths 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 multi-use path 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 five (5) years.

**Advantageous** – The Proposer has provided verifiable evidence of having successfully completed at least three (3) to four (4) similar projects within the past five (5) years.

**Not Advantageous** – The Proposer has provided verifiable evidence of having successfully completed fewer than three (3) similar projects within the past five (5) years.

**Unacceptable** – The Proposer has not provided verifiable evidence of having successfully completed any similar projects in the past five (5) years.

4. **Past Experience with Engineering Design in Environmentally Sensitive Areas** – Past experience with engineering design in environmentally sensitive areas is calculated by the extent and suitability of Proposer’s past work. Both the total number of projects and similarity of projects are relevant to this criterion. The demonstrated experience of the Proposer to design in environmentally sensitive areas, the Proposer’s understanding of wetlands regulations, and the Proposer’s demonstrated flexibility to adapt engineering design to environmental challenges in projects 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 in environmentally sensitive areas within the past five (5) years.

**Advantageous** – The Proposer has provided verifiable evidence of having successfully completed at least three (3) to four (4) similar projects environmentally sensitive areas within the past five (5) years.

**Not Advantageous** – The Proposer has provided verifiable evidence of having successfully completed fewer than three (3) similar projects environmentally sensitive areas within the past five (5) years.

**Unacceptable** – The Proposer has not provided verifiable evidence of having successfully completed any similar projects environmentally sensitive areas in the past five (5) years.

5. **Past Experience with Engineering Services for the Town of Stow or Similar Municipality** – Past experience with engineering services for the Town of Stow or a similar municipality 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. Similar municipalities may include those with comparable population, rural character, and distance from transportation hubs such as those providing MBTA service. The amount of experience of the Proposer in working for the Town of Stow or similar municipality will impact significantly on this evaluation factor.

**Highly Advantageous** – The Proposer has provided verifiable evidence of having successfully engaged in least three (3) or more projects within the past five (5) years for the Town of Stow or similar municipality.

**Advantageous** – The Proposer has provided verifiable evidence of having successfully engaged in two (2) projects within the past five (5) years for the Town of Stow or similar municipality.

**Not Advantageous** – The Proposer has provided verifiable evidence of having successfully engaged in one (1) project within the past five (5) years for the Town of Stow or similar municipality.

**Unacceptable** – The Proposer has not provided verifiable evidence of having successfully engaged in projects in the past five (5) years for the Town of Stow or similar municipality.

6. **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.

7. **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) 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.

8. **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.

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

**Acceptable**

**Unacceptable**

## **SECTION VIII. AWARD AND CONTRACT**

The Town anticipates awarding the contract to the responsive and responsible Proposer. After review of firm qualifications, the Evaluation Committee may determine that interviews are necessary to further narrow down the qualified firms, in accordance with Section VI above.

The Town of Stow intends to negotiate with the selected firm. The Town will request a fee for the entire Scope of Services, with the understanding that only Tasks A and B may be performed should there be no consensus between the Project Team, MassDOT, and FHWA on a preferred design.

The Town of Stow reserves the right to reject any Proposal or to waive any informality in the process if it is in the best interest of the Town.

The project and services provided by the successful candidate will comply with all Town of Stow and Commonwealth of Massachusetts standards and codes, and with MGL Chapter 30.

If, at the time of the scheduled Proposal opening, Town Building is closed due to unforeseen events, the Proposal opening will be postponed until 12 noon on the next business day.

### **SECTION IX. CONTACT INFORMATION**

Please contact the Town of Stow for clarification of this Request for Qualifications, and direct all inquiries regarding the Request for Qualifications to:

Valerie Oorthuys, AICP, Planning Director  
Stow Planning Department  
Stow, MA 01775  
978-897-8071

[planning@stow-ma.gov](mailto:planning@stow-ma.gov)

The Town of Stow is an equal opportunity employer.



# EXHIBIT A - Proposal Signature Page

Complete this page and return as a cover sheet for the completed technical proposal.

## Town of Stow RFQ to Provide Design and Engineering Services

<b>Company Name</b>	<b>Contact Person</b> <i>(Please Print)</i>
<b>Street</b>	<b>Phone</b>
<b>City, State, Zip</b>	<b>Fax</b>

### Email

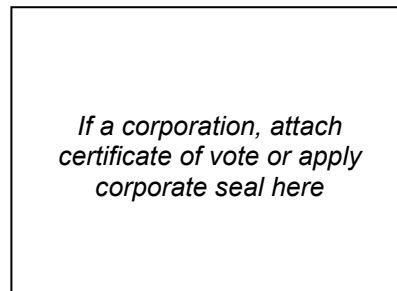
Submit the attached proposal for this Request for Qualifications to the Town of Stow on the authority of the undersigned and as dated below. I confirm and pledge to abide by and be held to the requirements of this RFQ and its resulting contract, to perform any tasks and deliver any documents required, 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:

<b>Signature</b> <i>(blue ink please)</i>
<b>Printed Name</b>
<b>Title</b>
<b>Date</b>



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 – Certificate of Tax Compliance**

**Town of Stow**

**STATEMENT OF TAX COMPLIANCE**

Pursuant to M.G.L. c.62C, S.49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all the laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

NAME OF PROPOSER(S):

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SIGNATURE(S):

---

---

PRINTED NAME(S):

---

---

NAME OF BUSINESS:

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ADDRESS:

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SOCIAL SECURITY NUMBER(S) OR FEDERAL ID NUMBER: \_\_\_\_\_

**MUST BE RETURNED SIGNED WITH THE SEALED SUBMISSION**

***EXHIBIT C*** – Certificate of Non-Collusion

***Town of Stow***

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under the penalties of perjury that this quote 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, club, or other organization, entity, or group of individuals.

\_\_\_\_\_  
(Signature of individual submitting Proposal)

**MUST BE RETURNED SIGNED WITH THE SEALED SUBMISSION**

***EXHIBIT D*** - Certificate of Corporate Authority

**TOWN OF STOW**

**CERTIFICATE OF CORPORATE AUTHORITY**

The principal, officer or person to sign below pledges under penalties of perjury, that he or she has been designated by the owner(s) or the board of directors of the below named firm as an authorized representative.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of individual submitting bid or proposal)

\_\_\_\_\_  
(Printed name and title of person signing bid or proposal)

\_\_\_\_\_  
(Name of business)

\_\_\_\_\_  
(Business address)

\_\_\_\_\_  
(Business phone number)

**MUST BE RETURNED SIGNED WITH THE SEALED SUBMISSION**