



Town of Stow
Planning Department
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Stow, Massachusetts 01775
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5.25.2022

Request for Proposals

Consulting Services

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Great Road / Hudson Road Intersection Improvements

Due Date: June 17, 2022

Due Time: 1:00 p.m.

Town of Stow

380 Great Road
Stow, MA 01775

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May 25, 2022 | Town of Stow Notice of Request for Proposals
Consulting Services for Great Road / Hudson Road Intersection Improvements

Description: The Town of Stow Planning and Highway Departments are seeking qualified civil and transportation engineering firms to provide engineering, design and construction plans and specifications, and construction administration services for proposed signalization and associated intersection improvements at Hudson Road and Great Road (Route 117 – a state numbered town owned road) in Stow.

RFP Packages: RFP Packages will be available beginning **May 25, 2022 at 1:00 PM**. Packages are available via email by contacting planning@stow.ma.gov. Packages are also available for download at <https://www.stow-ma.gov/highway-department/pages/bids-and-proposals>.

Due Date & Time: Proposals are due by **1:00 PM on June 17, 2022**.

Place: RFP'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

Pre-Proposal Conference: A pre-proposal conference will be held on **June 1, 2022** at 1:00 PM via Zoom video conference at <https://us06web.zoom.us/j/81527448076> and accessed via phone at 1-929-205-6099, with a Meeting ID of 81527448076#. 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.

Questions/RFI's: If you have questions about this RFP or have a request for information or clarification, please contact Town Planner Jesse Steadman at planning@stow-ma.gov. All questions and requests for clarification must be received *in writing* by **12:00PM June 3, 2022**. It is anticipated that a compilation of all questions and responses will be distributed via email to prospective Proposers by **12:00 PM on June 8, 2022**.

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 Term of the awarded Contract shall be for one (1) year. The Town, at its sole election, may renew this contract for two additional one-year terms.

SECTION I. RFP TIMELINE

May 25, 2022	RFP legal notice appears in the <i>Stow Independent</i> .
May 25, 2022	RFP available at 10:00 AM
June 1, 2022	Pre-proposal conference at 1:00 PM.
June 3, 2022	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.
June 8, 2022	Compilation of all questions and responses will be distributed via email to prospective Proposers
June 10, 2022	Last Addendum issued
<u>June 17, 2022</u>	Proposal due date. Deadline for proposals is 1:00 PM EST.
June 20 - 24, 2022	Project Team reviews proposals and selects most highly advantageous proposal; commences interview of Proposer providing most advantageous proposal as necessary.
On or before July 1, 2022	Notification of Award
July 2022 (Exact date TBD)	Project kick-off meeting with Project Team.

SECTION II. PROJECT DESCRIPTION

A. Description

The Town of Stow Planning Department is seeking qualified civil and transportation engineering firms to provide engineering, design and construction plans and specifications, and construction administration services for proposed signalization and associated intersection improvements at Hudson Road and Great Road (Route 117 – a state numbered town owned road) in Stow.

The project scope of services includes:

- Site Visit and Coordination with Highway and Planning Department;
- Existing Conditions Survey;
- Draft Base and Concept Plans;
- 25% Design Plans and Technical Memo
- 100% Design and Construction Plans;
- Construction specifications and preparation of documents for Bid Administration;
- Construction Administration Services.

The construction of the described project is anticipated to be the subject of a MassWorks Infrastructure Program Grant Application. It is expected that the design for each corresponding *Part* 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.

Part 1: Engineering and Design | Great Road/ Hudson Road Intersection Improvements

The intersection at Great Road and Hudson Road is a top priority for traffic safety improvements in Stow. A 2016 Metropolitan Planning Organization (MPO) report by the Community Transportation Planning Staff found that aspects of the intersection operate at level D and F; the intersection meets applicable signal warrants 1,2 and 7 and the crash data suggests that a left-hand turn lane, as well as management of the curb-cuts to the adjacent gas station are priority measures for consideration. These issues are expected to be exacerbated by proposed development of a ~140 unit mixed income housing development along Hudson Road, that is anticipated to create an additional 794 vehicle trips per day, as well as a proposed 700 student boarding school at the former Bose facility, approximately ¼ mile to the west of the intersection and 189 unit mixed income neighborhood at the Stow Acres Country Club.

The Town seek engineering and design services to reach 100% design plans for the signalization and related improvements to the Great Road/Hudson Road Intersection. The plans shall address the following design considerations:

1. Signalization of the intersection, including signal timing, design and coordination with signal at Harvest Drive as applicable;
2. Upgrades to Hudson Road and Route 117 intersection approaches, including addition of turning lanes, pedestrian and bike enhancements, striping, signage and other updates consistent with recommendations from prior planning documents and in accordance with findings of relevant traffic studies;
3. Conceptual design upgrades to the circulation pattern for the adjacent gas station and liquor store, including but not limited to potential use of inter-lot connections, curb-cut design and limitations on entering or exiting existing curb-cuts.

The Town anticipates that previous MPO study by the Community Transportation Planning Staff and recent traffic studies submitted on behalf of proposed developments will satisfy the traffic analysis needs

of the project. Further, the MPO study provided information on signal warrant analysis that the Town anticipates to be satisfactory for the design of the intersection improvements.

Part 2: Construction Administration Services

The Town of Stow seeks services necessary to administer the owner/contractor contract in accordance with the Project Manual, including on-site personnel for monitoring construction activity and resident engineering services. It is anticipated that the work could be performed on a part – time basis.

B. Limit of Work

The project will encompass:

- A portion of Route 117 / Great Road at the intersection of Hudson Road, extending west to the intersection of Harvest Road and Route 117; 200’ feet to the east of the Hudson Road centerline to approximately the bridge over Elizabeth Brook and approximately 500’ feet south along Hudson Road (see attached plan);
- Areas outside of the Town’s Right-of-Way which may be reasonably assumed to contribute to drainage or design considerations of the Improvements, including areas subject to potential permanent or temporary construction/Right-of-way easements or agreements as well as parcels containing Gulf gas station and adjacent liquor store.

Existing county layout and survey plans are attached for reference.

C. Project Period

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

SECTION III. SCOPE OF SERVICES SEQUENCE

Part 1: ENGINEERING & DESIGN | INTERSECTION IMPROVEMENTS

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 / TRAFFIC ANALYSES

The Town anticipates that previous Metropolitan Planning Organization study by the Community Transportation Planning Staff and recent traffic studies submitted on behalf of proposed developments will satisfy the traffic analysis needs of the project. Further, the MPO study provided information on signal warrant analysis that the Town anticipates to be satisfactory for the design of the intersection improvements. 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. Determine gaps in necessary traffic analyses, such as turning counts, vehicle trip data, and other traffic data necessary based upon review of existing plans on file, including but not limited to relevant county layout and survey plans, Complete Streets Tier 3 Project Application forms, estimates and project descriptions, private traffic studies relating to proposed developments in the area, past intersection assessments by the Metropolitan Planning Organization, as well as updated crash data from the Stow Police Department. (Information to be provided by the Planning Department in RFP package);
2. Determine necessity/extent of field survey;

3. Perform additional traffic analysis as applicable;
4. Submit Design Schedule.
5. Initial site visit and Meeting #1 with the Town of Stow Superintendent of Streets, Planning Department Staff and applicable members of relevant Boards and Committees to discuss findings of Task A.

B. UPDATE FIELD SURVEY

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 1(a-b) the survey engineer shall review and update existing survey data to create a topographic survey within the project limits defined in this Request for Proposals. The proposal provided shall include the rationale for the 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 specific tasks to be performed by the survey engineer may include, but are not necessarily limited to:

1. Boundary Research - Research shall be based on Town of Stow, Middlesex South Registry of Deeds, MassDOT and the Massachusetts Land Court.
2. Survey Traverse – Establish random traverse(s) to locate right of way monumentation, and existing conditions within the limits of work described above, and re-establish any recorded State County or Town record baselines.
3. Location of all physical features within the survey limits including, but not limited to all visible utilities, edge of roads, stone walls, tree lines, trees over 9” diameter at breast height; and topographic conditions at one foot contours intervals with spot elevations to the nearest 1/100th of a foot at all low points and high points, or any large expanse of level land requiring spot elevation detail in the absence of reasonable contour representation. Topographic limits of work shall extend to the right-of-way bounds. In the event proposed work requires grading or construction easements on private property outside of the Town right-of-way, the consultant shall prepare an additional services request for review and approval of the Complete Streets Committee.
4. Highway layout lines, Town layout lines, and abutting property lines will be plotted as accurately as possible based on record information and monumentation acquired by the surveyor at state and local offices and the registry of deeds.
5. Owners information taken from Assessor’s records will be shown on the plans for all lots within and abutting the limit of work. The plotted information will include the owner’s name(s) and Book/Page references along with the lot legal address of the property.
6. The surveyor shall prepare and provide digital files of the base survey in current AutoCAD format including a Triangular Irregular Network (TIN) file. Base survey plans will be on the Mass State Plane Coordinate system and NGVD 88. Plans shall conform to MassDOT Survey Manual and provide the appropriate detail and drafting standards for future project development as required by the MassDOT Project Development and Design Guidelines found in the latest edition of the Highway Design Manual relative to accuracy, content and presentation.
7. Obtain plans for private and public utilities within the project limits from the various utility purveyors and plot the information on the existing condition base plans. For subsurface utilities that cannot be directly accessed, the utility layout on the existing conditions plan will be compiled from record plans, fit to the most reasonable level of evidence that can be found within the limit of work, and noted so on the base plan. For drainage systems, the surveyor shall open and record the invert and pipe sizes of all pipes visible within each structure. The surveyor will be responsible for coordinating with the Stow Highway Department to access structures that are full of debris or that have covers that cannot be removed with hand tools.

8. The Surveyor will be required to coordinate their field survey activities with the Town of Stow Police Department and make necessary arrangements for police detail support when working within existing travel ways. The surveyor will provide proper safety signing and devices.
9. Base plans shall be prepared such that they can be plotted at a scale of 1" = 20' for future construction plan preparation.
10. Presentation of a draft base plan and concept plans to the Superintendent of Streets, based upon Complete Streets project description and input from the kickoff meeting. 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.
11. 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.

C. CONCEPTUAL PLANS

Prepare and submit conceptual plans and Preliminary Design Memo for review and feedback by the Project Team based upon assessment of existing data, any additional traffic analyses performed and existing conditions survey. The Conceptual Plans and Preliminary Design Memo shall include but not be limited to:

1. Summary of findings of applicable traffic analyses;
2. Description of preliminary design rationale, including recommendations for managing traffic and circulation patterns at adjacent gas station/businesses and summary of existing traffic analyses;
3. Identification of design alternatives related to managing the proximity of Elizabeth Brook, adjacent resource areas or other variables that may affect applicable design alternatives.
4. Analysis of potential sidewalk addition along the west side of Hudson Road between Route 117 Intersection and mid-block crosswalk approximately 400 feet to the south;
5. Submission of preliminary construction cost estimates reflecting the latest MassDOT Weighted Average Fee Proposal Unit Prices;
6. Presentation at public meeting to present conceptual design plans and associated design rationale;
7. Attendance at Meeting #2 of project team to finalize feedback and advance to 25% design.

D. 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 RFP that would be otherwise relevant to the specific intersection improvements requested, in accordance with all relevant design standards noted in Section I of this RFP. 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 RFP. The Consultant shall update the Preliminary Design Memo to add any additional information for the purpose of providing a 25% Design Technical Memorandum.

The 25% shall include, but not be limited to the following:

1. Completion 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. Determination of potential signal coordination and traffic effects on nearby intersections, including Route 117/Harvest Drive;
4. Identification of all environmental permitting requirements, including but not limited to approvals under the Wetlands Protection Act and Stow Wetlands Bylaw, and the National Pollution Discharge and Elimination System;
5. Wetland/Riverfront resource area delineations in accordance with the Wetlands Protection Act and Stow Wetlands Bylaw;
6. Construction Cost Estimates reflecting the latest MassDOT Weighted Average Fee Proposal Unit Prices.
7. Attendance at Meeting #3 with the Project Team to gain feedback for incorporation into 100% Design Plans.

E. 100% DESIGN PLANS

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 Task D, it is the Consultants 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 RFP that would be otherwise relevant to the specific intersection improvements requested, in accordance with all relevant design standards noted in Section I of this RFP. 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 RFP.

100% Design Plans shall be tied to County Road Layouts where applicable and shall include the following:

- a. Construction Plan and specifications showing pedestrian improvements, sidewalk and roadway features such as sidewalks, curbing, pavement, vehicular and pedestrian signals, 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. Plan of temporary and permanent takings or easements
- c. Curb Tie and Grading Plans
- d. Drainage and Stormwater Pollution Prevention/Management Plan
- e. Any other items required to accomplish the task

F. SUBMITTAL OF CONSTRUCTION DOCUMENTS

It is the Town’s intention to utilize the Stow Highway Department’s “front end” bid documentation for the purpose of advertising the project for construction.

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

Part 2: CONSTRUCTION ADMINISTRATION SERVICES

The Town of Stow is seeking qualified civil and transportation engineering firms to provide construction administration and resident engineering services for proposed intersection improvements at the Hudson Road and Great Road (Route 117 – a state numbered town owned road) in Stow.

A. Construction Administration

- 1. Resident Engineering;
- 2. Perform scheduled site visits;
- 3. Confirm correct drainage installation methods as necessary;
- 4. Ensure compliance with Americans with Disability Act requirements
- 5. Ensure compliance with the Stormwater Pollution Prevention Plan as necessary;
- 6. Verify asphalt mix design and quality assurance;
- 7. Verify asphalt quantities applied;
- 8. Ensure roadway compaction requirements are met;
- 9. Keep records of workforce levels and police detail presence;
- 10. Quantify work performed;
- 11. Maintain adherence of work to contract documents and bid specifications;
- 12. Provide written status/field reports on a weekly basis that include, but are not limited to updates on the pace of construction scheduling and the identification of any risks or potential overages.

B. Management of Contract Administration

- 1. Interpret contract documents to contractor
- 2. Process and approve shop drawings, requests for information, claims reviews, change orders, schedule extensions, etc.
- 3. Monitor adherence to and progress toward budget and cost thresholds

4. Review and maintain schedule of operations
5. Review and approve contractor pay applications/requisitions

C. Project Closeout

1. Establish criteria for reaching substantial completion and perform final inspection of work performed
2. Generate and maintain project punch list
3. Provide assistance in procuring bond release approval
4. Coordinate final contractor payment
5. Provide assistance with final Complete Streets grant walk-through as necessary

D. Construction advice and pre-construction meeting

- Provide advice relative to shop drawing review and attendance at the pre-construction meeting as needed.

SECTION IV. PROPOSAL SUBMISSION

A. 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.

B. Proposal Contents

- One unbound original Price Proposal in a sealed envelope marked in the lower left corner with the words: “Town of Stow –Stow Town Center 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 Town Center 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 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.

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

Technical Portion

1. Cover letter with response, acknowledging addenda, if any, which includes a statement that the Proposal is in accordance with this Request for Proposal, 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 RFP, 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 all sub-consultants and/or subcontractors who will work with the Proposer.
6. Certificates of insurance.

Price Portion

1. Consultant shall provide the Town with a lump sum fee itemized to correspond to specific Tasks and deliverables included in Section III, Part 1.
2. For specific tasks and deliverables associated with Section III, Part 2, a time and materials fee proposal for those items that correspond to work in the field is acceptable.
3. Rates for individuals or positions. Ranges for positions are acceptable.

C. Required Forms

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

1. Certificate of Non-Collusion
2. Statement of Tax Compliance
3. Price Quote

SECTION V. AMENDMENTS

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

The Town may cancel this Request for Proposal, 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 VI. Proposal Preparation, Evaluation & Selection

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 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 RFP.

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 (Town Administrator).

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.
1. 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 cover acknowledging addenda, if any, which includes a statement that the Proposal is in accordance with this RFP, and that the Proposer understands all sections and provisions therein. Any exceptions must be clearly stated.
 - b. 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 scope of work schedule of deliverables, which should conform to the work items, timelines, tasks and deliverables identified in the RFP;
 - a. Explain how the Proposer's administrative process will ensure that appropriate levels of attention are given and that the work is properly performed;
 - b. Proposer shall submit three (3) samples of its most relevant and recent work product;
 - c. Proposer shall affirm financial stability of Proposer's firm or organization, as applicable.
 2. 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 1 bound copy of the non-price proposal.
 - h. submit one (1) electronic copy of the non-price proposal in USB drive 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 Massachusetts Department of Transportation..
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 may conduct reference checks and then meet to discuss and agree upon final applicant rankings. Applicants may 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 five (5) years and has worked in the field of transportation engineering for ten (10) 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 five (5) years, or has worked in the field of transportation engineering for (5) five 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 1-5 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 detail on five (5) or more examples of successful comparable projects, together with list of every comparable project completed in the last year. 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. All members of the technical team have more than ten (10) years of relevant work experience and technical qualifications. 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. All members of the technical team have between five (5) and ten (10) years' experience and technical qualifications. 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. All members of the technical team have less than five (5) years' experience and technical qualifications. 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 proposer will provide references for all comparable projects completed in the last year. References will be evaluated as follows:

Highly advantageous – All references are positive;

Advantageous – References are positive with some minor negative feedback;

Non-advantageous – One (1) negative reference; and

Unacceptable – Two (2) or more negative references.

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

Acceptable

Unacceptable

SECTION VII. Award and Contract

The Town anticipates awarding the contract to the responsive and responsible Proposer offering the lowest price for all required services. If necessary, in order to distinguish the qualifications and clarifications between finalists, firms may be invited to make a presentation before the Selection Committee.

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 Stow and Commonwealth of Massachusetts standards and codes, and with MGL Chapter 30.

All fee prices submitted in response to this Request for Proposal shall remain firm for ninety (90) days following the Proposal opening.

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 VIII. Contact Information

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

Jesse Steadman – Town Planner
Stow Planning Department
Stow, MA 01775
978-897-8071
978-897-5682 (Fax)
planning@stow-ma.gov

The Town of Stow is an equal opportunity employer.

SECTION IX. REQUIRED FORMS AND EXHIBITS

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 <i>(Please Print)</i>
Street	Phone
City, State, Zip	Fax

Email

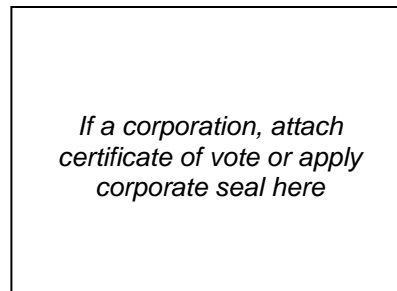
Submit the attached proposal for this Request for Proposals to the Town of Stow on the authority of the undersigned and as dated below. I confirm and pledge to abide by and be held to the requirements of this RFP and its resulting contract, to perform any tasks and deliver any documents required, and 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 <i>(blue ink please)</i>
Printed Name
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.

** 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.

**Include Estimated hourly worksheets & rate charts as applicable.*

Signature (*blue ink please*)

Date

Printed Name

Title

Company Name

Email

Street

Phone

City, State, Zip

Fax

EXHIBIT C – 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 Quote)

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)