



Town of Stow
380 Great Road
Stow, Massachusetts 01775
(978) 897-5098
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June 30, 2022

Request for Proposals

Consulting Services

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**For Lower Village Public Water Supply
Feasibility Study**

Due Date: July 27, 2022

Due Time: 1:00 p.m.

Town of Stow

**380 Great Road
Stow, MA 01775**

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JUNE 30, 2022 | TOWN OF STOW NOTICE OF REQUEST FOR PROPOSALS

Consulting Services for Lower Village Public Water Supply Feasibility Study

Description: The Town Stow invites Qualified Proposers to submit proposals for consulting services to complete the work associated with determining the feasibility of establishing a Public Water Supply, and subsequent groundwater exploration for servicing the Lower Village area of Stow, Massachusetts. The final product will consist of preparing a summary of water system development options and the coordination of a test well program. The full scope of work is attached herein in Section III.

RFP Packages: RFP Packages will be available beginning **June 30, 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 July 27, 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 **July 13, 2022** at 10:00 AM via Zoom video conference at <https://us06web.zoom.us/j/88657470773> and accessed via phone at 1 929 205 6099, with a Meeting ID of 886 5747 0773#. 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 **12:00 PM on July 15, 2022**. 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 July 20, 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 Town, at its sole election, may renew this contract for two additional one-year terms.

SECTION I. RFP PROCESS TIMELINE

June 30, 2022	RFP legal notice appears in the <i>MetroWest Daily News</i> .
June 30, 2022	RFP available at 10:00 AM
July 13, 2022	Pre-proposal conference at 10:00 AM.
July 15, 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.
July 20, 2022	Compilation of all questions and responses will be distributed via email to prospective Proposers and last Addendum issued
<u>July 27, 2022</u>	Proposal due date. Deadline for proposals is 1:00 PM EST.
August 1 – 12th , 2022	Selection Committee reviews proposals and selects most highly advantageous proposal; commences interview of Proposer providing most advantageous proposal as necessary.
On or Before September 1, 2022	Notification of Award
September, 2022 (Exact date TBD)	Project kick-off meeting with Project Team.

Proposals will be accepted at the Stow Planning Department until 1:00 p.m. on July 27, 2022.

All proposals shall be delivered to the Town of Stow Planning Department Office, 380 Great Road, Stow, MA 01775, and shall be clearly marked “Consulting Services for Lower Village Public Water Supply Feasibility Study” on the front of a sealed envelope or package.

SECTION II. PROJECT DESCRIPTION

The Town of Stow seeks a qualified consulting firm to submit proposals for consulting services to complete the work associated with groundwater exploration and feasibility of establishing a Public Water Supply (PWS) for servicing the Lower Village Business District area of Stow, Massachusetts. The core deliverables will consist of coordinating a Test Well Program and preparing a summary of Water System Development Options.

Study Area Context

Stow’s Lower Village is the most densely settled village along Route 117 between interstates 95 and 495, functioning as a historic gateway to Stow, the Town’s primary service and retail district, and designated regional "Priority Development Area" in the 495 Compact. Lower Village includes all parcels within the Business District, including several residential parcels, along Route 117 (Great Road) roughly between Bradley Lane and White Pond Road to the west and east, and Samuel Prescott Road to the north (see attached map).

Despite its advantage as a convenience retail center in a growing residential community, a 2017 Business District Assessment and Market Analysis found the lack of a public water supply source in Lower Village to be the top factor obstructing the Town’s ability to incentivize high quality, concentrated development. This is primarily due to the small lot sizes of Business District zoned parcels, which are incapable of housing the Zone 1 source protections required by the Massachusetts Department of Environmental Protection. The Lower Village Revitalization Subcommittee’s Final Report recommends that the Town conduct a water system feasibility analysis to provide for development consistent with aspects of a pedestrian-oriented, traditional New England village center.

Subject Parcels

Over the past two decades, the Town of Stow has considered various properties as potential public water supply sources. After a successful Article 97 Petition by the Town in 2013, the MA State Legislature enacted Bill 3935, authorizing public water supply uses on a parcel of Town owned open space associated with a subdivision that created Heritage Lane. In 2020, the Town purchased property at 144 Red Acre Road to be used for Conservation, Affordable Housing and a potential future Public Water Supply.

The Heritage Lane and 144 Red Acre Road properties are split among three parcels, each having the legal ability to be utilized as a public water supply source, and appear to meet the stringent use requirements of Zone 1 source protection. Parcels R-31 #57A and R-29 #85B are under the care and custody of the Conservation Commission. Parcel R-30 #36 is owned by the Stow Municipal Affordable Housing Trust. The three parcels will hereinafter be referred to as the “Subject Parcels.”

Feasibility Study Goal

The goal of this study is to provide the Town and area stakeholders with an economic and environmental analysis sufficient to determine the feasibility of servicing Lower Village with a reliable and financially viable public water supply source on Town owned land. The Town of Stow has long been in discussions regarding the potential for private management of a Public Water Supply located on Town owned land, with many meetings over the years with a group of commercial property owners with business zoned property on the south side of Route 117 in the Lower Village Business District. In fact, the impetus for

the Heritage Lane Article 97 Petition had been the potential for leasing the Town land to a private water operator that could serve the businesses in Lower Village.

SECTION III. SCOPE OF SERVICES

The Consultant's tasks will consist of a threefold analysis of groundwater exploration, definition of Primary Service Area and submission of a Water System Development Options Report.

Task 1. Groundwater Exploration

The Consultant will design, coordinate and implement a groundwater exploration and test well program. Data gained through the exploration will be utilized for determining feasibility recommendations associated with Task 2.

- a) Data Collection and Review
 1. Review and collect all applicable information related to the Subject Parcels, including but not limited to the Geosphere Environmental Management, Inc. "Groundwater Resource Evaluation," dated December 6, 2006, for the 144 Red Acre Road parcels, applicable Conservation Restrictions, Town Meeting land acceptance information, and surficial geology information as applicable;
 2. Identify all local, state and federal permits necessary to implement a Test Well Program.
 3. Prepare a Test Well Program Memo for the purpose of identifying and defining recommended program parameters, including but not limited to permitting requirements, pump testing requirements and restoration of test well sites disturbed in program implementation.
 4. Attend *Meeting #1* with Town Project Team to discuss findings and recommendations.

- b) Submit Required Permits for Test Well Program Implementation
 1. Apply to the Stow Conservation Commission for test well approvals in accordance with the Wetlands Protection Act and Town of Stow Wetlands Bylaw, Conservation land regulations and the terms of the Conservation Restriction, dated July 29, 2019.
 2. Attend *Site Visit #1* with Town Project Team and members of the Conservation Commission and Stow Municipal Affordable Housing Trust as applicable/necessary.

- c) Implement Test Well Program
 1. Implement Test Well Program that will, at a minimum, provide for information on soil composition, water quality, and potential yields in accordance with the Department of Environmental Protection's Drinking Water Regulations 310 CMR 22;
 2. Engage qualified well drilling entity to install test wells at permitted locations on the Subject Parcels;
 3. The Test Well Program shall include all applicable monitoring of resource areas, including applicable wetland and vernal pool resources as applicable, as well nearby residential and/or commercial wells as required by 310 CMR 22;
 4. Test Well Program shall provide water quality sampling to identify potential treatment alternatives and their cost estimates in accordance with Task 2;
 5. Complete all restoration of affected lands as required by the Conservation Commission and/or Department of Environmental Protection.

- d) Prepare and Submit Water Supply Report to Project Team
 1. Water Supply Report shall outline the work performed at the Subject Parcels, results of all applicable sampling and pump testing, and findings related to potential yields.

Deliverables:

1. Procurement of all necessary permits required for implementing the Test Well Program;
2. Submission of Test Well Program Memo;
3. Attendance at Meeting #1;
4. Attendance at Site Visit #1 (as appropriate)
5. Submission of Public Water Supply Source Report

Task 2. Define Primary Service Area

- a) Identify and Review Water Use and Buildout Data for Lower Village
 1. Review available water use statistics and Title V flows for commercially active parcels in the Lower Village Business District;
 2. Determine potential buildout/water usage based on existing and proposed zoning for the Lower Village Business District. Coordinate with Stow Planning Department Staff for relevant draft zoning proposals that may affect future buildout and water usage.
- b) Review Public Water Supply Constraints
 1. Review current Zone II and/or Interim Wellhead Protection Areas, and other existing protective radii in the preliminary study area and provide information on potentially conflicting land uses;
 2. Review available DEP information related to relevant contaminant releases in applicable locations within or adjacent to the Lower Village Business District, including but not limited to 124 Great Road, site of former Mobil service station;
 3. Provide guidance on potential wastewater treatment options, including but not limited to individual on-site treatment or shared systems and information as to preferred locations of such systems within the District, based upon information on existing constraints;
- c) Analyze/Review Public Water Supply Management Alternatives
 1. Assess requirements related to Town Water Utilities, Special Water Districts, Private Utility Owner/Operator;
- d) Prepare Primary Service Area Memo
 1. Consultant will attend *Meeting #2* to gain feedback on preferred management alternatives, Public Water Supply constraints and buildout estimates to prepare recommendations for Primary Service Area Memo;
 2. Consultant will prepare Primary Service Area Memo utilizing information gained through Task 2 (a-d[1]) to propose a Primary Service Area.

Deliverables:

1. Attendance at Meeting #2
2. Submission of Primary Service Area Memo

Task 3. Water System Development Feasibility Analysis

The Consultant will compile information and data gained during Tasks 1 – 2 to determine cost estimations for servicing Primary Service Area through the submission of a Water System Development Options Report.

- a) Estimate Fixed Costs
 1. Consultant will estimate the costs associated with initial development of a public water supply source, including but not limited to:

- Production well permitting estimates in accordance with Source Approvals for Groundwater Supply Protection and other requirements of 310 CMR 22;
 - Well construction and drilling;
 - Per linear foot cost estimates for distribution lines conforming to potential distribution networks identified in Task 2;
 - Estimates on potential treatment facilities and/or systems;
 - Construction of pump houses, access roads and other applicable facilities related to the development of a public water supply.
- b) Estimate Annual Operating Costs
1. Consultant will identify estimates on annual operating costs associated with the maintenance and operation of a public water supply under the identified management alternatives.
- c) Identify and Define Applicable Regulatory Requirements
1. Provide information on Water Management Act Requirements, including any costs associated with the requirements based upon the identified management alternatives.
- d) Prepare Draft Water System Development Options Report
1. The Consultant will prepare a draft Water System Development Options Report based upon the data collected in each of the three study Tasks to allow the Town to determine which public water supply management alternatives are best suited to delivering a viable public water supply to users in the Primary Service Area. The Report will include but not be limited to information on the following:
 - Delineation of Primary Service Area and identify any alternative service area delineations that may provide for increased economic feasibility;
 - Identification of proposed source protection areas for providing service to the Primary Service Area and any associated alternatives, including Zone 1 protective radii, Zone II's, and Interim Wellhead Protection Areas;
 - Estimations on financial feasibility, including summarizing associated fixed and annual maintenance and operations costs, as well as proposed fee structures for each of the preferred management alternatives, as such information relates to delivery of service to the Primary Service Area and proposed alternative service areas;
 - Identification of recommended wastewater treatment options for users in the Primary Service Area, including type and location of facilities;
 - Identification of all applicable regulatory requirements that may further refine the estimates and alternatives determined in Tasks 1 – 3.
- e) Submit Final Water System Development Options Report
1. Attend *Meeting #3* to present draft report findings and recommendations and gain feedback and recommendation from the Project Team regarding final comments and considerations for submission of the final Water System Development Options Report.
 2. Present summary of final Water System Development Options Report at joint boards Public *Meeting #4*.

Deliverables:

1. Attendance at Meeting #3;
2. Public Presentation at Meeting #4;
3. Submittal of Draft Water System Development Options Report
4. Submittal of Final Water System Development Options Report

SECTION IV. PROJECT ASSUMPTIONS

1. The Study 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, as well as collecting and preparing documents and data for the consultant's review.

SECTION V. PROPOSAL SUBMISSION REQUIREMENTS

One (1) original bound copy and one (1) digital copy of the Proposal marked "Proposal – Lower Village Public Water Supply Feasibility Study" 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.

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 any and 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, Task 1 – 3, and as necessary, a time and materials fee proposal for those items that correspond to work in the field.
2. Rates for individuals or positions. Ranges for positions are acceptable.

Required Forms

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

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

SECTION VI. 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 VII. PROPOSAL PREPARATION, EVALUATION & SELECTION

Proposals

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

Competency of Proposers

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

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

Withdrawal of Proposal

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

Acceptance or Rejection of Proposal

The Town reserves the right to accept proposals at any time within thirty-five (35) days after the same are received as provided. The Proposer shall submit 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.
2. The proposal must confirm the Proposer's understanding of the RFP. The narrative portion and the materials presented in response to this RFP must contain the following information:
 - a) A clear outline of the recommended approach to the project. Proposer shall provide a proposed plan for performing the overall work, including a timeline for major activities. Proposer shall provide a written schedule of deliverables, which should conform to the work items and timeline identified in the RFP.
 - b) Explain how the Proposer's administrative process will ensure that appropriate levels of attention are given and that the work is properly performed.
 - c) Proposer shall submit three (3) 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 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 Environmental Science and/or Engineering and a minimum of five years of relevant experience.

Proposer minimum qualifications:

1. Proposer must be an individual or an organization that has experience Civil Engineering practice and knowledge-familiarity with the Department of Environmental Protections Drinking Water Program regulations 310 CMR 22 and Title V requirements.
2. Proposer should have experience working with municipalities and the Department of Environmental Protection.
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 ten (10) years or has worked in the field of civil/environmental engineering for five or more years.

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

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

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

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

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

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

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

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

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

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

Advantageous – Résumés demonstrate moderate qualifications of key staff within field(s) of civil/environmental 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 civil/environmental 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 civil/environmental engineering or similar field. Key personnel are not available.

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

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

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

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

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

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

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

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

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

Acceptable

Unacceptable

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

Acceptable

Unacceptable

SECTION VIII. 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 IX. 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 – Planning Director
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.

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):

SIGNATURE(S):

PRINTED NAME(S):

NAME OF BUSINESS:

ADDRESS:

SOCIAL SECURITY NUMBER(S) OR FEDERAL ID NUMBER: _____

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 Quote)

Town of Stow

PRICE QUOTE

This form shall be used by the Contractor as their Price Quote, for the purposes of compliance with Chapter 30B of the Massachusetts General Laws. Contractors must fill out this form for each year of the contract in its entirety and submit it in a separate envelope as their Price Quote.

Quote Price for Entire Project (in numbers): \$_____

Quote Price for Entire Project (in words):

The undersigned agrees to provide the Town of Stow with the entire services as detailed in the above defined Request for Quote at the price stated above:

Company: _____

Authorized Signature: _____

Name and Title: _____

Date: _____

Phone Number: _____

Email: _____

Company Address:
