



Town of Stow
PLANNING BOARD

380 Great Road
Stow, Massachusetts 01775
(978) 897-5098
FAX (978) 897-2321

June 28, 2023

Request for Proposals

Conceptual Design and Engineering Services

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Stow Town Center Transportation Improvements

Due Date: July 21, 2023

Due Time: 1:00 p.m.

Town of Stow

380 Great Road
Stow, MA 01775

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June 28, 2023 | Town of Stow Notice of Request for Proposals

Design and Engineering Services for Town Center Transportation Improvements

Description: The Town of Stow invites Qualified Proposers to submit proposals for conceptual design and engineering services from qualified Registered Civil and Transportation Engineering firms to complete conceptual planning and preliminary surveying and engineering work associated with drainage, vehicular, pedestrian, bicycle and streetscape improvements to portions of Route 117 (a state numbered town-owned road) and associated roadways comprising of Stow's Town Center, along Route 117 from roughly Stow Center School to the eastern most intersection with Crescent Street, Hartley Road to the north, along Route 62 to Brookside Avenue to the south, and the full length of Crescent Street, Library Hill Road, and Common Road.

RFP Packages: RFP Packages will be available beginning **June 28, 2023 at 1:00 PM**. Packages are available via email by contacting procurement@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 July 21, 2023**.

Place: RFPs are to be submitted to:
Town of Stow, Attn: Procurement
Stow Town Building
380 Great Road
Stow MA 01775

Pre-Proposal Conference: A pre-proposal conference will be held on **July 11, 2023** at 1:00 PM via Zoom video conference at <https://us06web.zoom.us/j/82093017465> and accessed via phone at 1-929-205-6099, with a Meeting ID of 820 9301 7465. 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 Valerie Oorthuys, AICP, Planning Director at planning@stow-ma.gov. All questions and requests for clarification must be received *in writing* by **1:00PM July 13, 2023**. It is anticipated that a compilation of all questions and responses will be distributed via email to prospective Proposers by the end of business on **July 14, 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 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. Request For Proposals Timeline

June 28, 2023	RFP legal notice appears in the <i>Stow Independent</i> .
June 28, 2023	Advertisement in COMMBUYS
June 28, 2023	RFP available at 1:00 PM
July 5, 2023	Advertisement in Central Register
July 11, 2023	Pre-proposal conference at 1:00 PM.
July 13, 2023	Last day to submit questions or requests for clarification. All questions must be submitted in writing via email to planning@stow-ma.gov by 1:00 PM.
July 14, 2023	Compilation of all questions and responses will be distributed via email to prospective Proposers
July 14, 2023	Last Addendum issued
<u>July 21, 2023</u>	Proposal due date. Deadline for proposals is 1:00 PM EST.
Week of July 24, 2023	Project Team reviews proposals and selects most highly advantageous proposal; commences interview of Proposer providing most advantageous proposal as necessary.
On or before July 31, 2023	Notification of Award
August 2023 (Exact date TBD)	Project kick-off meeting with Project Team.

SECTION II. Project Description

ENGINEERING & DESIGN | TOWN CENTER CONCEPT PLANS

Introduction

Conceptual Design and Engineering Services - Stow Town Center Conceptual Traffic Safety and Complete Streets Improvement Plans

The Town Stow invites Qualified Proposers to submit proposals for consulting and design services from qualified Registered Civil and Transportation Engineering firms to complete conceptual planning, and preliminary surveying and engineering work associated with drainage, vehicular, pedestrian, bicycle, signalization and streetscape improvements to portions of Route 117 (a state numbered town-owned road) and associated roadways comprising of Stow's Town Center. The work will include coordination with the Town's Library Building Committee regarding planned expansion of the Randall Library and improvements to Common Road, including a potential change in traffic pattern to shift Common Road to a one-way road. The final deliverable will include provision of updated traffic data and analysis, base mapping using existing aerial imagery and GIS ROW layout imports, conceptual design requirements of traffic, pedestrian and bike improvements conforming to MassDOT Transportation Improvement Program requirements as applicable, as well as a preliminary construction estimate. The full scope of work is attached herein in Section III.

Project Period

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

Project Goals

It is the Town's goal to achieve a MassDOT compliant "Complete Streets" design while balancing the preservation of Stow's rural roadways and historic Town Center. The objective of this project is to evaluate pedestrian, bike, vehicular traffic and associated drainage issues in the Project Area and provide the Town of Stow with conceptual improvements to guide future engineering and design, as well as position the Town for funding eligibility through the State's Complete Streets, Safe Routes to School and Transportation Improvement Programs.

Services will include meetings with the Town Center Improvements Working Group, including the Town Planner and Superintendent of Streets; preparation of conceptual design plans and specifications, preparation of a preliminary construction estimate and attendance at four (4) public meetings, in addition to up to four (4) meetings with Town Staff. Staff level meetings and public meetings may be held virtually, in person, or through a hybrid model. Plans shall address the following goals:

- Evaluate and improve Town Center intersection signalization;
- Improve vehicular, bike and pedestrian safety throughout the project area;
- Accommodate destination traffic to civic and municipal locations, while facilitating thru-traffic;
- Evaluate condition of current MS4 system in Project Area and identify necessary upgrades based upon conceptual design alternatives;
- Incorporate "Complete Streets" elements while maintaining rural character to the extent practicable;
- Provide conceptual design alternatives to enhance eligibility for state construction funding.

Limit of Work

The Project will encompass:

- A portion of Route 117 (Great Road) from the intersection with Packard Road running east to the eastern most intersection with Crescent Street;
- Portions of Route 62, (Gleasondale Road) from its intersection with Route 117, running south to the intersection with Brookside Avenue;

- The entirety of Crescent Street, Library Hill Road, and Common Road;
- Portions of Hartley Road, from its intersection with Crescent Street north to the intersection with the Center School access.

Budget and Funding

The fee proposal shall include a lump sum fee based on deliverables in five increments:

- Basemapping (Aerial Imagery/GIS Data)
- Traffic Analyses
- Conceptual Design Plans and Specifications;
- Preliminary Construction Cost estimate
- Three (3) Public Meetings/Hearings (virtual, in-person, or hybrid)
- Four (4) Staff/Working Group Coordination Meetings (virtual, in-person, or hybrid)

The proposal shall include an estimate of the time to be allocated per increment on the Proposer’s Fee Proposal Form (Exhibit B).

Through 2021 Annual Town Meeting, \$60,000 has been allocated to this project.

SECTION III. Scope Of Work & Deliverables

Part 1: ENGINEERING & DESIGN | TOWN CENTER CONCEPT PLANS

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

1. Initial site visit and meeting with the Town of Stow Superintendent of Streets/Planning Department Staff and/or Town Center Improvements Project Team;
2. Review existing data plans on file with the Planning and Highway Departments:
 - GIS data;
 - Intersection evaluations;
 - County layouts;
 - Complete Streets Prioritization Plan;
 - Technical Memorandum from Boston Region Metropolitan Planning Organization, in draft form dated April 2023.

Deliverable: Site visit and Meeting with Project Team (PT#1 of 4)

B. BASEMAP DEVELOPMENT

The Consultant will propose a base mapping technique in the Proposal sufficient for designing conceptual level plans for Town Center, in accordance with Section III, Part 1 of this Request for Proposal. In its response, the Consultant shall incorporate, as applicable, opportunities to utilize data from the Town’s current contract with Nearmap, an aerial imagery firm, as well as other data sources managed by the Stow GIS Administrator.

1. **Alternative 1:**
 - Obtain aerial topographic survey;

- Survey base 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. **Alternative 2:**

- Utilize most up to date aerial imagery
- Import Town of Stow/MassGIS data for ROW layout

Deliverable: Basemap in electronic format, able to be integrated into Town’s geodatabase

C. TRAFFIC ANALYSIS

Traffic analysis shall be conducted in accordance with MassDOT standards for Transportation Improvement Program project development. The Consultant shall review the Technical Memorandum from the Boston Region Metropolitan Planning Organization, in draft form dated April 2023, to confirm whether new traffic analysis is needed.

1. Perform turning movement and peak hour traffic counts at the following locations:
 - Library Hill Road and Common
 - Great Road/Route 62/Library Hill Road
 - Great Road and Common Road
 - Great Road and Center Place
 - Crescent Street and Hartley Road
 - Crescent Street and Library Hill Road
 - Municipal and business access points, including Concord Fuels, Russel’s Convenience, Town Building, Center School, and businesses along Route 62 within the Project Area.
2. Perform bike and pedestrian observations / counts at key locations within Project Area;
3. Obtain and review applicable crash reports for Project Area;
4. Evaluate signal timing/phasing at Great Road/Route 62/Library Hill Road intersection;
5. Evaluate traffic pattern at Common Road for improved pedestrian and traffic safety;
6. Attend Public Hearing in coordination with Town Center Improvements Working Group to obtain resident input on traffic, bike and pedestrian safety issues and opportunities within the Project Area.

Deliverables: Submission of Technical Memo summarizing findings of Section III (A-C), including potential design alternatives to guide work in Subsection D.

Appendices with applicable traffic data collected

Meeting with Project Team (PT#2 of 4) prior to finalization of Technical Memo

Attendance at Public Meeting (PM#1 of 3) and presentation of initial findings

D. CONCEPTUAL TRAFFIC, BIKE AND PEDESTRIAN SAFETY IMPROVEMENTS

The Town of Stow has made considerable progress in its preliminary transportation planning in the Town Center village, including identification of several high priority projects on the *Complete Streets Prioritization Plan*, implementation of a 2021 *Shared Streets Program* grant for crosswalk improvements on Route 117 at Stow Town Building, and a recent grant from the Metropolitan

Planning Organization's Community Transportation Planning Staff to provide traffic analysis and recommendations to the Town Center intersection via the MPO's *Intersection Improvement Program*. Through these efforts, the Town has identified a number of transportation issues and opportunities that can direct initial conceptual planning by the consultant:

General Tasks

1. Prepare conceptual traffic, bike and pedestrian safety improvement plans and cross sections illustrating design options, as well as the impact of such options at key areas of constraint and pinch points within the Project Area, including but not limited to sections of narrow right-of-way, culvert crossings, potential stormwater management improvements, and locations where wetland resource areas are in close proximity to the edge of the existing roadway or proposed improvements. Concepts will meet MassDOT design criteria and format in compliance with DEP Stormwater Management and National Pollution Discharge Elimination System Permit (NPDES) guidelines as applicable.
2. Depict conceptual pedestrian and bicycle improvements, as well as relevant traffic safety improvements, including signalization, striping and reconstruction of Route 117/62 intersection and other locations in the Project Area as applicable in an easy to view, colored format, as well as a more technical format as applicable;
3. Evaluate potential for round-a-bout and/or separated or buffered bike accommodations in accordance with MassDOT *Transportation Improvement Program* requirements as applicable;
4. Identify potential right-of-way, utility, drainage and environmental impacts, as well as the potential for future preparation of permits, including NPDES, Notice of Intent with DEP and Town of Stow Conservation Commission and others as may be applicable.

Alternative designs shall be provided where applicable to illustrate options for reducing impacts associated with necessary improvements.

Specific Issues/Opportunities for Review

**See reference to relevant Complete Streets Plan Projects as "CSP" for further information*

1. Analysis of pedestrian safety improvements on Common Road, with specific consideration for preferred Randall Library renovation plans. Analysis should include but not be limited to changing Common Road from bi-directional to one-way traffic, traffic management between Common Road and First Parish Church uses, installation of sidewalks, raised crosswalks/speed tables, and/or relevant signage (*CSP #40*);
2. Pedestrian improvements from Route 117/62 intersection east to Common Road, including but not limited to sidewalk construction and potential for off-street pedestrian amenities (*CSP #3*);
3. Pedestrian improvements at Hartley Road/Library Hill Road/Crescent Street intersection, including but not limited to raised intersection speed table, crosswalks and sidewalk connections (*CSP #7, 35*);
4. Analysis of current/future crosswalk placement at Center School on Route 117;
5. Installation of sidewalk extension on south side of Route 117 from Russell's Convenience to existing/proposed Center School crosswalk;
6. Pedestrian and bike improvements at intersection of Route 117/62, including but not limited to pedestrian signals, sidewalks, crosswalks, bike boxes, separated bike accommodations and/or bike lanes (*CSP #6*);
7. Installation / review of road striping, turning lanes and signal timing at all approaches to Route 117/62 intersection;
8. Pedestrian/bike improvements along Route 62, south to Brookside Avenue, including but not limited to sidewalk, crosswalk and/or bike lane installation (*CSP #12, 25, 26*);

9. Analysis of pedestrian/bike improvement opportunities from Town Center to east to Crescent Street including but not limited to bike lanes, utility conflicts, and crosswalk analysis at Town Center Park and Johnston Way (Elizabeth Brook Apartments) (CSP #11);
10. Pedestrian and traffic safety improvements on the length of Crescent Street including but not limited to one-way traffic analysis, regulations/limitations on access to and from Route 117 onto Crescent Street at each of their intersections, and opportunities for enhanced pedestrian and bike infrastructure (CSP #5).

Deliverable: Preparation of Conceptual Design Memo and associated Plans, including visuals and/or examples of relevant design options that could fit within the constraints of the project corridor as applicable for the purpose of clarifying proposed approach in accordance with Task 3 findings.

Alternative designs shall be provided where applicable to illustrate options for reducing impacts associated with necessary improvements.

Meeting with Project Team (PT#3 of 4) to discuss Conceptual Design Memo and Plans and to prepare for public meeting #3

Attendance at Public Meeting (PM#2 of 3) and presentation of conceptual designs

Written response to Staff Memo detailing public comments heard at public meeting.

E. CONSTRUCTION COST ESTIMATE

1. Develop preliminary construction cost estimate reflecting the latest MassDOT Weighted Unit Prices and the preferred design alternatives described in Section III (D).

Deliverable: Preliminary construction cost estimate in MS Excel format.

F. PROJECT CONCLUSION AND PUBLIC MEETING

Deliverables: Attend Meeting with Project Team (PT#4 of 4) to review findings and Conceptual Design Memo associated with Section III (D).

Attend Public Meeting (PM#3 of 3) to present findings and recommendations to Project Team, applicable Boards and Committees and members of the public.

SECTION IV. Proposal Submission

This is a Request for Proposal (RFP) to provide Conceptual Design and Engineering services to the Town of Stow.

Please read this entire document before responding or submitting questions.

Competitive sealed proposals for the services specified will be received by the Town of Stow, at the specified location, until the time and date cited. Proposals must be in the actual possession of the Town on or prior to the exact time and date indicated in Section I. **LATE PROPOSALS WILL NOT BE CONSIDERED.**

It is mandatory that price and non-price proposals be submitted in separate sealed envelopes.

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 3 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.
2. 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 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 RFP deadline.

Acceptance or Rejection of Proposal

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 3 bound copies 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. Interviews may be conducted to further narrow down the applicants. The Selection Committee may also conduct reference checks and then meet to discuss and agree upon final applicant rankings.

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. 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. **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 at least 20 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.

4. **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.

5. **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.

6. **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.
7. **References** - The proper will provide at least three references. 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.
8. **Interview** - Interviews may 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. 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. Reference Documents

The following additional documents are available to prospective Respondents and the selected Consultant(s):

Appendix A: Complete Streets Prioritization Plan

Appendix B: Stow Intersection Improvement Study, Draft Technical Memorandum – Boston MPO

Appendix C: Volume-Class-Speed Counts, November 2021

Appendix D: 2021 Shared Streets Program- Crosswalk Implementation Plans

Appendix E: Map of Approximate Scope of Work

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:

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

planning@stow-ma.gov

The Town of Stow is an equal opportunity employer.

SECTION X. Required Proposal and Contract Forms

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	

Submits 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. _____	3. _____
2. _____	4. _____

Authorized Agent of the Contractor:

Signature

Printed Name

Title

Date

If a corporation, attach a certificate of vote or apply corporate seal here.

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.

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.

**Estimated hourly worksheet & rate chart on following page.*

Signature (*blue ink please*) Date

Printed Name

Title

Company Name

Email

Street

Phone

City, State, Zip

Fax

Provide Lump Sum Fixed Fee. Separate costs are requested for the following elements. Use estimated hours from following chart.

Concept Plan Completion

Personnel Discipline	Hours	Rate	Total
Admin Personnel			
Architects			
Civil Engineers			
Cost Estimators			
Drafters			
Environmental Engineer			
Planner's: Urban/Transportation			
Surveyors			

EXHIBIT C – Certificate of Non-Collusion

Chapter 30B, § 10

“The undersigned certifies under penalties of perjury that this proposal or proposal 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, committee, club, or other organization, entity, or group of individuals.”

Individual or Corporate Name of Proposer

Signature of Authorized Agent

Printed Name of Authorized Agent

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. 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 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 in 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 non-filing 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.

This 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.

If a corporation, attach certificate of vote or apply corporate seal here)

Clerk or Secretary of the Corporation

EXHIBIT F - Equal Opportunity Certification

Pursuant to 28 CFR Part 42.204 (d), I certify that my employment practices comply with Equal Opportunity Requirements and complies with 28 CFR Part 42.202.; that my organization complies with the Americans with Disabilities Act.

Individual or Corporate Name of Proposer

Signature of Authorized Agent

Printed Name of Authorized Agent

Title

Date

This 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.