

TOWN OF STOW, MASSACHUSETTS



REQUEST FOR QUALIFICATIONS

FEASIBILITY STUDY & RECOMMENDATIONS FOR THE HIGHWAY / CEMETERY CURRENT FACILITIES AND FUTURE PLANNING

Town of Stow
Stow Highway Department
 88 South Acton Road
 Stow, Massachusetts 01775
 Telephone (978) 897-8071

ACKNOWLEDGEMENT OF RECEIPT

Release Date	Friday, August 5th, 2022
Bid/Quote Title	Request for Qualifications: FEASIBILITY STUDY & RECOMMENDATIONS FOR THE HIGHWAY / CEMETERY CURRENT FACILITIES AND FUTURE PLANNING
Bid/Quote Number	FY23-01-02H
Number of Documents	The Quote Package consists of 1 PDF documents. Returning this form confirms receipt of all the documents.
Pre-Bid Meeting	August 17th, 2022 at 9:00AM
Questions Due	Friday September 9th, 2022 at 5:00PM
Proposals are Due	Friday, September 16th, 2022 at 12:00PM , Office of the Stow Highway Department, located at 88 South Acton Road Stow MA, 01775 and emailed to the Highway Superintendent (highway3@stow-ma.gov)
Please provide the requested information below as acknowledgment that you have received our Bid/Quote package noted above. It is recommended that interested Bidders complete this acknowledgment and return via email to highway3@stow-ma.gov or fax to the Stow Highway Department at (978) 897-4534. Only by doing this, will the Town be able to provide notification of any addenda or answered questions relating to this Bid/Quote. Only those companies or individuals shown on the Distribution Register will receive addenda to this Bid/Quote. By completing and returning this acknowledgment will ensure you are recorded on the Distribution Register. Proposals from companies or individuals not acknowledging the addenda may be <u>rejected</u> as not responsive .	
Name of Company or Individual	
Name / Title of Contact	
Address	
City/Town, State, Zip Code	
Telephone Number	
Fax Number	
Email Address	
Signature	
Date	
Addenda will be posted to the Town's website. Please check the website for addenda before submitting your Bid/Quote to the Town. Bidders who access the Bid/Quote package from the Town's website are responsible for checking the website periodically for any addenda that may be issued by the Town.	

LEGAL NOTICE

**Town of Stow
Request for Qualifications (RFQ)
FY23-01-02H**

FEASIBILITY STUDY & RECOMMENDATIONS FOR THE HIGHWAY / CEMETERY CURRENT FACILITIES AND FUTURE PLANNING

The Town of Stow is accepting quotes for **FEASIBILITY STUDY & RECOMMENDATIONS FOR THE HIGHWAY / CEMETERY CURRENT FACILITIES AND FUTURE PLANNING**. Copies of the Request for Qualifications (RFQ) package will be available beginning **Friday, August 5th, 2022** at the Office of the Stow Highway Department, 88 South Acton Road, Stow, MA 01775 between the hours of 6:30 A.M. – 2:30 P.M, or from the Town's web site <https://www.stow-ma.gov/procurement/pages/bids-and-proposals> will be available until submission deadline. Proposals must be submitted no later than 12:00PM Friday, September 16th, 2022 at the Office of the Stow Highway Department, 88 South Acton Road, Stow, MA 01775. **LATE PROPOSALS WILL NOT BE CONSIDERED.** The Town reserves the right to reject any and all bids/quotes/proposals as determined to be in the best interests of the Town and to waive minor informalities.

**Denise M. Demboski
Town Administrator
August 5th, 2022**

I. Introduction

The Town of Stow, Massachusetts is seeking Qualifications from qualified firms as they relate to providing consulting and engineering services for a feasibility study & recommendations for the Highway / Cemetery current facility and future planning. Copies of the Request for Qualifications may be obtained as of August 5th, 2022 from Town of Stow, MA Highway Department or on the [town website](#).

A site visit and briefing session is scheduled for August 17th, 2022 at 9:00am at the Highway Facility located at 88 South Acton Road, Stow MA 01775. Attendance is strongly advised for this important session.

Qualifications are to be submitted to the Town of Stow Highway Department, 88 South Acton Road Stow, MA 01775, no later than 12:00pm on September 16th, 2022. Qualifications must be clearly marked on the outside “Request for Qualifications (RFQ), Feasibility Study & Recommendations for the Highway / Cemetery Current Facilities and Future Planning”

II. Project Background and Description

The Town of Stow Highway / Cemetery facility is starting to show major issues with building and site (regarding MS4) and is in need of repair or replacement. The Town would like to identify the current and future needs of the Highway / Cemetery departments, identify if current site is suitable and if not make recommendations for a new site, and develop conceptual plans and cost estimates for a repairs or replacement.

III. Scope of Services

The following is a summary of the anticipated services associated with this project:

TASK 1 - PROJECT START-UP

- A. Attend a Kick-Off Meeting with Town officials to review the project goals, the scope of tasks to be undertaken, procedural protocols, and the nature and schedule of deliverables.
- B. Complete a review of all available existing published documents relating to the Project. Existing data to be reviewed will include plans of the existing Division work sites, any studies related to DPW operations or its facilities, Department organizational information, along with vehicle, equipment, and material inventory lists.
- C. Visit all of the Division work sites to view how they are organized, how the work is accomplished, and how the facilities affect efficiencies. Identify operational issues within the existing facilities and areas where consolidation may be possible to improve operations.
- D. Perform a visual building condition assessments for general condition, functional adequacy, and compliance with current building codes. Visually evaluate and document the existing conditions involving the existing buildings/building systems. Our assessments will be memorialized in a letter report or memorandum and will identify any existing building or site conditions including visible deficiencies.

TASK 2 - NEEDS ASSESSMENT / FACILITY PROGRAMMING

- A. Meet with DPW management, division supervisory staff, and workforce staff to review the building and site program requirements for a new facility. Interviews shall be conducted and will focus on developing a detailed understanding of the day-to-day operations. The

data obtained from this analysis will be used to identify the “near-term needs” (5 to 10 years) and the “long-term needs” (more than 10 years). Programming needs will be identified for all anticipated spaces. Some of the topics that may be discussed at these interviews are:

- Existing building and site deficiencies
 - Description of the current day-to-day operations
 - Description of how typical emergency situations impact the Facility
 - Vehicle, equipment, and material storage requirements
 - Public interaction with DPW at the Facility
 - Anticipated growth in service
 - Anticipated growth in vehicles, equipment, and materials
- B. Based on the results of the existing documentation review and staff interviews, prepare programming sketches for each major functional space to be incorporated into a new facility. These programming sketches will provide layouts for individual spaces illustrating layouts for desks, chairs, shelves, file cabinets, vehicles, equipment, and plows. The purpose of these sketches will be to validate the required size and functional capabilities.
- C. Identify all site components to be incorporated into a new facility including fueling, salt storage, bulk material storage, circulation, and parking.
- D. Prepare a Facility Space Needs Matrix which details each space required for the facility, including operational spaces and support spaces. The matrix will be organized by space type (e.g., offices, employee facilities, shops, vehicle storage, etc.), and will include factors to account for corridors, structure, and other non-usable square footage, and will yield a total proposed facility size.
- E. Review the programming sketches and matrix with the Town. Advise the Town about any potential opportunities to reduce or consolidate spaces that are not expected to impact operational efficiency, and the potential implications of reductions that would be expected to hinder DPW productivity.
- F. Identify core operations which require direct adjacencies.
- G. Incorporate comments from the Town into an updated DPW Facility Space Needs Matrix.

TASK 3 - BUILDING AND SITE PLANNING CONCEPT DESIGN

- A. Prepare a draft zoning analysis for the site utilizing the current local zoning regulations (allowable use, setbacks, lot coverage, height, floor area ratio, etc.). The analysis shall identify all dimensional restrictions as well as any special permits or variances required to meet the requirements of the zoning bylaws.
- B. Utilize the results of the previous phase to develop building and site alternatives on the Town’s preferred site (maximum of 3 alternatives). Building alternatives will be in the form of “block plans” that are assembled from the various groupings of space types (e.g., offices, employee facilities, etc.). Each alternative site plan will show the general layout of driveways, buildings, circulation, bulk material storage, and parking.
- C. Each of the alternatives will be reviewed with the Town and comments incorporated accordingly to create a single, preferred alternative.
- D. Utilizing the preferred site alternative, create a conceptual level floor plan which will show all interior spaces and adjacencies.

TASK 4 - CONCEPT-LEVEL DEVELOPMENT BUDGET

- A. Prepare a conceptual development budget based on the preferred alternative. The estimate will be based on dollar per square foot value for each of the space types (e.g., offices,

employee facilities, trade shops, vehicle maintenance, vehicle wash, etc.). The cost estimate will also identify potential soft costs associated with the project, including design contingencies, construction contingencies, clerk-of-the-works services, printing of bid documents, architectural and engineering design fees, borrowing costs, inflation, and insurance during construction.

TASK 5 - REPORT AND PRESENTATION OF CONCLUSIONS

- A. Prepare a summary report that outlines the work completed as part of the study, with exhibits illustrating all of the completed tasks.
- B. Present the study recommendations to Town governing authorities and the community, as appropriate.

TASK 6 - PREPARE PRESENTATION MATERIALS

Prepare presentation material and assist the Town with presenting the project to the appropriate Town committees, Town boards, and other interested parties. Presentation materials may include colored conceptual building and site plans, conceptual 3D site modeling, and PowerPoint presentations and handouts.

IV. Project Schedule

Tasks I and II shall be completed on or about November 25th, 2022. Ideally, a firm should be able to make recommendations and offer input on the next phases in late December 2022 or early January 2023 so as to coincide with the Town's budget season and 5-year capital planning dates (FY24-FY29).

V. Qualifications of Applicants

Project teams must possess the following minimum qualifications:

- A. The Firm's Key Personnel should demonstrate experience with similar public works related projects or municipal building projects.
- B. Staff experience: Firm must commit a project manager or project management team with at least ten (10) years of project management experience, five (5) of them managing similar design projects comparable in size and complexity.
- C. Team Experience: Firm must commit a team of engineers, architects, and permitting specialists who have worked together on similar municipal projects.

VI. Contents of Qualifications Package

The Town of Stow, MA is requesting that interested firms submit Qualifications to provide professional services as outlined herein. The following information must be submitted with the Qualifications package and will be utilized for the selection of the firm:

- A. Name, address and telephone number of the firm, including names of all officers, principals, and owners.
- B. Professional background and caliber of previous experience of key persons within your firm and each of your subconsultants to be assigned to this project. Please identify their precise role in accomplishing the work.

- C. Provide recent experience of the firm’s key personnel over the last five years on similar projects.
- D. Capacity and capability of the firm to perform the work on schedule.
- E. Firm’s technical approach
- F. Submit 3 physical copies and 1 digital copy of the Qualifications to the Town of Stow, MA Highway Department located at 88 South Acton Road Stow, MA 01775 and by email to highway3@stow-ma.gov.

VII. Briefing

A briefing and site visit is schedule for August 17th, 2022 at 9:00am at the Town of Stow, MA Highway Barn located at 88 South Acton Road Stow, MA 01775

VIII. Fee

To be included in separate, sealed envelope.

IX. Selection Criteria

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 structural engineering projects in Massachusetts of similar size and scope will impact significantly on this evaluation factor.
 - a. Highly Advantageous – The Proposer has provided verifiable evidence of having successfully completed at least ten (10) or more similar projects within the past five (5) years and has worked in the field of structural engineering for ten (10) or more years.

- b. Advantageous – The Proposer has provided verifiable evidence of having successfully completed at least six (6) to eight (8) similar structural engineering projects within the past five (5) years or has worked in the field of transportation engineering for eight (8) years.
- c. Not Advantageous – The Proposer has provided verifiable evidence of having successfully completed at least three (3) similar transportation engineering project within the past five (5) years or has worked in the field of structural engineering for 1-5 years.
- d. Unacceptable – The Proposer has not provided verifiable evidence of having successfully completed any similar transportation engineering projects in the past five (5) years or has worked in the field of structural engineering for less than five (5) years.

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

- a. Highly Advantageous – Proposal includes detail on ten (10) 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.
- b. Advantageous – Proposal includes six (6) to eight (8) examples of successful comparable projects. Work is relevant and examples are good. Projects were delivered with desired outcomes.
- c. Not Advantageous – Proposal includes three (3) 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.
- d. 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 subcontractors. 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 workload. Key personnel should be immediately available to begin the project, as well as be available throughout the project process.

- a. 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 fifteen (15) years of relevant work experience and technical qualifications. Key personnel are immediately available to begin the project and are available throughout the project.
- b. Advantageous – Résumés demonstrate moderate qualifications of key staff within field(s) transportation engineering or similar field. All members of the technical team have between ten (10) and fifteen (15) years' experience and technical qualifications. Key personnel are available to begin the project soon and may be available throughout the project.
- c. 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.
- d. 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.

- a. 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.
- b. 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.
- c. 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.
- d. Unacceptable – Proposal is inadequate and addresses less than all tasks.

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

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

- a. Highly advantageous – All references are positive;
- b. Advantageous – References are positive with some minor negative feedback;
- c. Non-advantageous – One (1) negative reference; and
- d. Unacceptable – Two (2) or more negative references

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

- a. Acceptable
- b. Unacceptable

Attachment A
EXAMPLE FEE PROPOSAL
PER 1 HR OF SVCS
PLEASE FEEL FREE TO ADD ADDITIONAL PERSONNEL OR SPECIALTIES

TASK	VP	PM	SPE/PE	SE/E	TECH	TOTAL	
1.0 Study/Conceptuals							
Existing information						0	
Site Walk						0	
Plans & Specs						0	
QA/QC						0	
SUBTOTAL	0	0	0	0	0	0	\$0.00
2.0 Bidding Assistance							
Questions and Addenda						0	
Bid Assistance						0	
						0	
SUBTOTAL	0	0	0	0	0	0	\$0.00
3.0 Construction Services							
						0	
						0	
						0	
SUBTOTAL	0	0	0	0	0	0	\$0.00
4.0 Resident Observation							
						0	
						0	
						0	
SUBTOTAL	0	0	0	0	0	0	\$0.00
TOTAL	0	0	0	0	0	0	

LABOR COSTS

DIRECT LABOR COSTS

			RATES		
Vice President	1	@	\$0.00	=	\$0
Project Manager	1	@	\$0.00	=	\$0
Senior PE/Project Engineer	1	@	\$0.00	=	\$0
Senior Engineer/Engineer	1	@	\$0.00	=	\$0
Technician	1	@	\$0.00	=	\$0

TOTAL DIRECT LABOR COSTS \$0

INDIRECT LABOR COSTS (OVERHEAD) \$0.00 x 1.6 \$0

Profit (15%) \$0 x 0.15 \$0

TOTAL LABOR COST \$0 \$0

DIRECT COSTS (printing, mileage, equip, etc.) \$0 x 1.05 \$0

\$0 x 1.05 \$0

Police Details \$0 x 1 \$0

TOTAL COST \$0 \$0