



**Notice of RFP
Town of Sudbury, Massachusetts
Traffic Consulting Services**

The Town of Sudbury is soliciting proposals for the services of a traffic/transportation consulting firm or firms to assist the Town in any aspect of roadway, traffic or transportation planning, review or design, including but not limited to proposals for Town and State roadway improvement projects, proposals by private developers which may impact services on Sudbury roads, and proposed intersection/roadway re-design projects prepared by the Town Engineering Department

The consultant will be paid on an hourly basis for services rendered. Proposals will be evaluated based on criteria stated in the RFP. **Proposals are due by Friday, April 3, 2009 at 2:00 p.m.** and should be sent to the Planning and Community Development Office, 278 Old Sudbury Road, Sudbury, MA.

A full copy of the RFP can be downloaded from the Town's website at www.sudbury.ma.us , or by calling the Planning and Community Development Office at 978-639-3387.

Maureen G. Valente, Town Manager

TOWN OF SUDBURY, MA
TRAFFIC CONSULTING SERVICES RFP
March 16, 2009

The Town of Sudbury, through its Town Manager, seeks the services of a traffic/transportation consulting firm or firms to assist the Town in any aspect of roadway, traffic or transportation planning, review or design, including but not limited to proposals for Town and State roadway improvement projects, proposals by private developers which may impact services on Sudbury roads, and proposed intersection/roadway re-design projects prepared by the Town Engineering Department where requested. Specific duties under contract by the Town may include review of roadway improvement projects for compliance with Mass. Highway Department standards, review of the traffic analysis reports for consistency with general standards, and preparation of design plans.

Qualifications must include extensive experience in designing, reviewing and permitting roadway projects with the Mass. Highway Department; experience working for Massachusetts municipalities; experience working on projects in historical areas, staff certified registered professional engineers with specializations/affiliations in transportation planning; demonstrated comprehension of context sensitive design. At least 3 references must be submitted.

Night meetings may be required. The successful consultant will work under the supervision of the Director of Public Works and the Planning and Community Development Director.

The consultant will be paid on an hourly basis for services rendered, consisting of on-site inspections, research, report writing, plan preparation and meeting attendance. Any services required to be performed by the consultant will be detailed in writing and must be mutually agreed upon by the consultant and the Town.

Proposals are due by Friday, April 3, 2009 at 2:00 p.m.

Respond to:

Jody Kablack, Director
Planning and Community Development Department
Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776

Email: kablackj@sudbury.ma.us
Phone: (978)639-3387
Fax: (978)443-0756

Proposal Submission Requirements

Please provide five (5) copies of a proposal containing all of the following items:

- Letter of interest.
- The range of hourly rates for personnel expected to be involved, along with a statement of qualifications of personnel, including resumes, registrations and required certifications.
- A list of relevant projects, including a brief description of the project, location, costs, project manager and date services provided. Identify projects as completed or underway. Photographs or other visual representations of recent projects should be included where possible.
- Contact name, phone number and project name for up to 3 relevant projects.
- Documentation of Comparative Evaluation Criteria.
- Names of any Town officials or employees who are related to any of the partners, officials or directors of the firm working, or others who have any ownership interest in the firm.

Comparative Evaluation Criteria

In general, firms must be responsive to the requested information set forth above. Firms submitting proposals deemed to be non-responsive shall be given a ranking of Unacceptable. Specifically, the proposing firms will be evaluated and rated according to the following criteria:

I. Minimum Criteria:

1. The firm has more than 5 years experience and must have completed at least 2 municipal projects within the past 5 years.
2. The firm must have been in the business of preparing traffic analyses and plans for Massachusetts municipalities for a minimum period of five (5) years.
3. The engineering firm must have provided services similar to those being requested to at least five clients within the past five (5) years.
4. The proposal must include detailed resumes of all staff who might be assigned to the aforementioned scope of services. The staff assigned to serve the Town of Sudbury must have the appropriate expertise required for the work to which they are assigned.

Highly Advantageous: The firm includes more than the required minimum skill areas.

Advantageous: The firm includes all of the required minimum skill areas.

Not Advantageous: The firm includes less than the required minimum skill areas.

II. The firm is experienced and highly qualified:

Highly advantageous: Employees assigned to work in Sudbury have an average of 10 or more years experience in the work for which each will be responsible.

Advantageous: Employees assigned to work in Sudbury have an average of 5-10 years experience in the work for which each will be responsible.

Not Advantageous: Employees assigned to work in Sudbury have an average of less than 5 years experience in the work for which each will be responsible.

III. The firm is experienced with transportation projects in historic areas:

Highly Advantageous: At least half of the employees assigned to work in Sudbury have experience with 5 or more historic projects.

Advantageous: At least half of the employees assigned to work in Sudbury have experience with 3-5 or more historic projects.

Not Advantageous: Less than half of the employees assigned to work in Sudbury have experience with 3 or more historic projects.

IV. Presentation skills of the firm:

Highly Advantageous: The firm demonstrates extensive experience in public presentation with visual presentation materials and physical plans.

Advantageous: The firm demonstrates some experience in public presentation with visual presentation materials and physical plans.

Not Advantageous: The firm demonstrates little or no experience in public presentation with visual elements and physical plans.

V. Quality of the References provided:

Highly Advantageous: The work of the firm is deemed excellent by all of their 3 references.

Advantageous: The work of the firm is deemed good or excellent by at least 2 of their 3 references.

Not Advantageous: The work of the firm is deemed good or excellent by 1 reference, or deemed poor by any reference.

Award of Contract

The Town reserves the right to award one or more contracts based upon areas of expertise and the work anticipated. Contract(s) will be awarded by the Town Manager upon determination of the most advantageous proposal(s) from responsible, qualified and responsive proposer(s), taking into consideration price and all evaluation criteria set forth in the RFP. The Town will evaluate the proposals submitted and either accept one or more proposals, or reject all of the proposals.

The firm(s) selected for the work will need to provide certification of insurance coverage and will be required to indemnify and hold the Town of Sudbury harmless.

The Town of Sudbury reserves the right to accept or reject any or all proposals, to waive minor informalities, and to make awards as may be deemed to be in the best interest of the Town. Those who enter into contractual obligations with the Town of Sudbury must not discriminate against qualified, handicapped individuals in their employment decisions.

Proposal corrections, modifications, or withdrawals may be submitted until the proposal deadline.

The Town reserves 90 days from the proposal deadline to make the award.

Advertised in Sudbury Town Crier on March 19 and 26, 2009.

Displayed at Town Hall and Flynn Building, posted on March 16, 2009.

Posted on Town website on March 16, 2009.