

TOWN OF SUDBURY, MA
RFQ for
STORMWATER MANAGEMENT CONSULTING SERVICES
March 9, 2012

The Town of Sudbury, through its Town Manager, seeks the services of an engineering consultant(s), consulting firm or firms, with specialized discipline in stormwater management to assist the Town in any aspect of stormwater management assessment, engineering review or design, including but not limited to review of development proposals by private developers, review and/or design of development proposals by the Town, design and/or review of Town or State roadway, rail trail or other construction projects which require design or approval of stormwater management systems and compliance with the EPA Phase 2 MS4 Permit. Duties under contract by the Town may include review of projects for compliance with the Town of Sudbury Stormwater Management Bylaw/Regulations and DEP Stormwater Regulations, review of the Town of Sudbury Stormwater Management Bylaw/Regulations for consistency with the state regulations and amendments thereto, assistance with writing bylaws in conjunction with stormwater management or other DEP requirements and compliance with the Town's requirements under the EPA Phase 2 MS4 Permit.

Qualifications must include extensive experience in designing, reviewing and permitting stormwater projects with the Mass. Department of Environmental Protection; experience working for Massachusetts municipalities which have adopted local stormwater management bylaws; staff certified registered professional engineers with specializations/affiliations in stormwater management and wetland protection. No less than 2 references must be submitted.

Night meetings may be required. The successful consultant will provide guidance to all Town Boards 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, plan review, report writing, 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.

All proposals are due by Monday, April 9, 2012 at 2:00 p.m. Email submissions are encouraged.

Respond to:

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

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

Proposal Submission Requirements

Please provide an electronic copy, or three (3) paper copies, of a proposal containing all of the following items:

- Letter of interest.
- The names and 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.
- Contact name, phone number and project name for no less than 2 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 consulting firm working, or others who have any ownership interest in the firm.

Evaluation Criteria

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

I. Minimum Criteria:

1. The consultant has more than 5 years experience and must have completed at least 5 municipal stormwater management reviews within the past 3 years.
2. 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.
3. The consultant must have completed at least three (3) municipal stormwater reviews for other Massachusetts cities or towns under a local bylaw.

II. Comparative Criteria

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

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

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

1. The consultant 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.

2. The consultant is experienced with stormwater management projects in Massachusetts municipalities:

Highly Advantageous: At least half of the employees assigned to work in Sudbury have experience with five (5) or more stormwater projects in Massachusetts municipalities.

Advantageous: At least half of the employees assigned to work in Sudbury have experience with at least three (3) stormwater projects in Massachusetts municipalities .

Not Advantageous: Less than half of the employees assigned to work in Sudbury have experience with less than three (3) or more stormwater projects in Massachusetts municipalities .

3. The consultant has experience with Massachusetts stormwater management bylaws:

Highly Advantageous: The consultant has written or participated in the writing of at least two (2) local stormwater management bylaws in Massachusetts.

Advantageous: The consultant has written or participated in the writing of at least one (1) local stormwater management bylaws in Massachusetts.

Not Advantageous: The consultant has not written or participated in the writing of any local stormwater management bylaws in Massachusetts.

4. Quality of the References provided:

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

Advantageous: The work of the consultant is deemed good or excellent by at least 1 of their references.

Not Advantageous: The work of the consultant is deemed poor by any reference.

Award of Contract

The contract will be awarded by the Town Manager upon determination of the most advantageous proposal from a responsible, qualified and responsive proposer, taking into consideration price and all evaluation criteria set forth in the RFP. The Town will evaluate the proposals submitted and either accept one proposal or reject all of the proposals.

The consultant selected for the work must 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.