



THE TOWN OF SUDBURY, MASSACHUSETTS

REQUESTS FOR QUALIFICATIONS

WASTEWATER PLANNING AND ENGINEERING SERVICES FOR THE ROUTE 20 BUSINESS DISTRICT

The Town of Sudbury, acting through its Town Manager, is soliciting responses to a Request for Qualifications for professional engineering and hydrogeological services in connection with Wastewater Planning and Engineering Services for the Route 20 Business District. The consulting engineer will be selected through a Qualifications Based Selection (QBS) process.

The Town of Sudbury has completed the following reports as part of its ongoing wastewater planning process, which are available on the town's website at www.sudbury.ma.us/departments/PCD :

1. Sudbury Wastewater Disposal Options – Route 20 Business Districts, prepared by Woodard & Curran, dated August 18, 1995.
2. Assessment of Wastewater Management Needs for the Route 20 Business District, prepared by Weston & Sampson, dated June 2001.
3. Wastewater Assessment Update, prepared by Weston & Sampson, dated August 2010.

The Town is now planning to proceed with the preparation of a Project Engineering Report (PER), as part of a Massachusetts Department of Environmental Protection (DEP) approved planning process. The PER will include tasks associated with hydrogeological investigation for groundwater discharge of treated wastewater effluent at a previously identified site to determine the site's suitability and capacity for the intended application.

Future phases of this project will include MEPA and DEP Groundwater Discharge Permitting, Design and Construction. Each phase will be negotiated on a contract basis and is subject to appropriation at a future Town Meeting.

The following items must be included in the consultant's Statement of Qualifications:

1. LETTER OF INTEREST:

The consultant must express their interest in the project and provide a brief summary of their relevant project experience and overall capabilities to perform the required services.

2. QUALIFICATIONS:

The selection criteria will include the firm's relevant experience (**within the last ten years in Massachusetts, especially with communities receiving SRF funding for wastewater projects**) performing the following:

- a. State Revolving Loan Fund (SRF) application and administration.
- b. Project Engineering Reports (PER), Wastewater Facilities Plans, and Comprehensive Wastewater Management Plans (CWMP)/Comprehensive Water Resource Management Plans (CWRMP), all consistent with 310 CMR 44.08;
- c. Planning services for municipal decentralized wastewater collection and treatment, including needs assessments, alternatives analysis, public participation, cost evaluations, and institutional impacts;
- d. Hydrogeological investigations for groundwater discharge of treated effluent per 310 CMR 5.0, generated from residential, commercial, industrial and institutional connections;
- e. Cost apportionment alternatives (betterment assessments, connection fees, user charges, etc.).
- f. Design of systems
- g. Construction of systems

The consulting engineer must detail specific projects where their relevant experience included planning, design, and construction administration for Massachusetts SRF-funded wastewater projects.

The consulting engineer must also detail their experience meeting schedules on relevant projects.

3. PROJECT TEAM:

The consulting engineer must identify the staff that will be assigned (and committed by the firm) to the project. Detailed resumes of key personnel must be included. Hourly rates of all personnel shall also be submitted.

4. REFERENCES:

The consulting engineer must provide a list of no fewer than five (5) Massachusetts municipal officials who will be contacted to evaluate the consultant's past performance on no fewer than five (5) separate Massachusetts SRF-funded wastewater projects (encompassing five separate municipalities) ongoing or completed within the past ten years. Additional consideration will be given towards projects that evaluated groundwater discharge of treated effluent. Name, Title, Address and Phone Number for each reference must be provided.

5. TIME FRAME:

The Town has funds to complete the PER/hydrogeological phase at this time. Future phases are subject to appropriations. The consulting firm must estimate the time frame for completion of each phase and provide a schedule with major targets and deliverables.

6. SELECTION PROCESS

The Town, acting through its Route 20 Sewer Assessment Committee, will use the following criteria as part of the selection process:

- Firm's specific relevant experience, with additional consideration given to experience and performance in the Town of Sudbury.
- Qualifications of personnel committed to the project.
- Project team's experience performing Massachusetts SRF-funded wastewater planning, design and/or construction projects.
- Firm's experience working with towns to solicit and receive local funding for municipal sewer projects.
- Firm's experience providing assistance to communities in establishing sewer districts
- Ability to perform under tight schedules.
- Quality of past work.
- Firm's performance evaluation by references.

The highest ranked firm will be selected for negotiation of scope of work, contractual terms, and compensation.

7. DEADLINE FOR SUBMISSION OF QUALIFICATIONS:

All interested parties should submit seven (7) copies of their submittal by 3:00 p.m. on Friday, November 5, 2010 to:

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