



*Town of Foxborough
40 South Street
Foxborough, MA 02035*

Request for Qualifications

For

“On-Call” Professional Civil Engineering and Support Services



DUE DATE AND TIME: May 9, 2022

**DELIVER TO:
Town of Foxborough
Town Manager’s Office
40 South Street, Foxborough, MA 02035**



Table of Contents

Notice of Request for Qualifications	2
Section 1: Instructions to Proposer.....	3
Section 2: Project Overview, Scope of Work, Minimum Qualifications & Evaluation Criteria..	7
Section 3: Proposal Check List and Required Forms	12
Section 4: Contract Agreement.....	16



NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ)

“ON-CALL” PROFESSIONAL CIVIL ENGINEERING AND SUPPORT SERVICES

- Description:** The Town of Foxborough is seeking to engage the services of Professional Engineering consulting firms with capabilities in various civil engineering disciplines.
- RFQ Packages:** RFQ Documents will be available beginning April 18, 2022 at 10:00AM. Documents will be available on the Town’s website
<https://foxboroughma.gov/departments/procurement>
- Due Date & Time:** Proposals are due by 10:00 AM on May 9, 2022. The clock in the Gala Room shall be the sole determining factor of time.
- Place:** RFQ’s are to be submitted to:
**Foxborough Town Hall
40 South Street
Foxborough, MA 02035**
- Questions/RFI’s:** If you have questions about this RFQ or have a request for information or clarification, please contact Audrey Strom, Procurement Administrator, astrom@foxboroughma.gov. All questions and requests for clarification must be received ***in writing*** by the end of the day April 25, 2022. It is anticipated that a compilation of all questions and responses will be distributed via email to prospective proposers by 4:00PM on May 2, 2022.
- Proposal Reviews:** All proposals will be reviewed by an evaluation committee composed of employees of the Town. Interviews may be conducted.
- Contract Info:** Unless otherwise specified, the Town of Foxborough Standard general Contract shall be used, a draft of which is enclosed herein. (See Section VIII.)



Section 1: Instructions to Proposer

1.1 General Information & Submission Instructions

This is a Request for Qualifications (RFQ) from qualified Engineering Professionals to perform various civil engineering disciplines for the Town of Foxborough

Responses must be delivered by May 9, 2022 EST to:	Foxborough Town Hall Town Manager's Office 40 South Street Foxborough, MA 02035
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Anyone who intends to submit a Proposal must contact the Town directly and specifically request a copy of this RFQ, unless such company was sent a copy directly from the Town. The Town has responsibility for maintaining a control list of all potential Proposers.

All responses must include forms listed in the Proposers Checklist

1.2 Proposal Format and Submission Requirements:

One original, two (2) copies and one (1) digital copy of the Proposal in a sealed envelope or box marked in the lower left corner with the words: "Town of Foxborough – "On-Call" Professional Civil Engineering and Support Services - Proposal" as well as the Proposer's name.

Responses must be submitted in accordance with the requirements set forth below. These requirements were developed to standardize the preparation of responses while helping to assure consistency in format and content. This process will reduce the time required to prepare a response and will simplify the review process by Town staff. Results of the proposal review process will be utilized to establish a preliminary ranking of the proposers. The Town may interview the top ranked candidates as part of the evaluation process. All information in the proposal should be organized and presented as directed below. Your Proposal response should contain all forms outlined in the Proposers Checklist (Section 4) in the order that they appear.

Responses shall be prepared on standard 8.5 x 11 inch paper (charts may be landscaped but must be on 8.5 x 11 inch paper) and shall be in a legible font size (12). All pages of each response shall be appropriately numbered, and identified with the solicitation number. For ease of reference, consecutive page numbering with tabs is recommended. Elaborate format and binding are neither necessary nor desirable.



1. **Cover Letter:** Letter of introduction providing a narrative describing the nature size, background, and qualifications of the firm including cooperative efforts with sub consultants. Letter of transmittal must be signed by the individual authorized to contractually bind the firm.

2. **Qualifications and Experience**

- **References:** A list of references for 3 communities where you have performed services similar to those included in this request. Please also include a project description. Preference will be given to services performed in Massachusetts for communities of similar size and complexity. References shall include contact person, email address and telephone number. Project descriptions shall be relevant to the services requested herein.
- **Key Personnel:** Identification and description of the proposed project team and key staff directly assigned to the Town that will perform the services, including resumes and specific related experience.
- **Professional Registrations:** Indicate any professional registrations (i.e. AICP, AIA, ASLA, etc.) for all participants and applicable staff accordingly.
- **Approach to the Project & Scope of Work:** An understanding of the Town's needs and method for providing and delivering services for the Scope of Work in Section 2 below. Subcontracted services, for which the firm does not have in-house capabilities, expertise, or qualifications, should be clearly noted within the proposal.
- Describe any "value added" attributes that your firm/team will bring to benefit the Town.
- **Experience:** Provide a list of current and future contracted projects, with client reference contact information, being performed by the engineering team listed in Item #D of these requirements. Please explain how the Town's work will fit in with your current load and how it may affect the project leads you are assigning to the Town. Proposer may provide web links to completed projects.

3. **Attachments & Documentation***

- Cover Page (provided)



- Each Proposal Form shall contain an acknowledgement of receipt of all addenda as may be made to this RFQ (the numbers of which shall be filled in on the Form)

- Compliance Certifications (provided)

- Documentation/Certificates of Workmen's Compensation Insurance and Professional Liability Insurance for the minimum amount as required by applicable state law.

1.3 Bid Signature

A response must be signed as follows: 1) if the Proposer is an individual, by her/him personally; 2) if the Proposer is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the Proposer is a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation, and with the corporate seal affixed.

1.4 Time for Bid Acceptance

The contract will be awarded within 60 days after the bid opening. The time for award may be extended for up to 45 additional days by mutual agreement between the Town of Foxborough and the apparent lowest responsive and responsible bidder (or, for a contract requiring payment, the apparent highest responsive and responsible bidder.)

The Proposer's submission will remain in effect for a period of 90 days from the response deadline or until it is formally withdrawn, a contract is executed or this solicitation is canceled, whichever occurs first.

1.5 Changes & Addenda

If any changes are made to this solicitation, an addendum will be issued. Addenda will be emailed or faxed to all bidders on record as having picked up the solicitation. No changes may be made to the solicitation documents by the Proposers without written authorization and/or an addendum from the Procurement Officer. Absence of "failure" messages electronically transmitted from addressee's site will serve as confirmation of delivery of addenda. Proposers should contact the Town if they believe an addendum has not been received.

1.6 Modification or Withdrawal of Bids, Mistakes, and Minor Informalities

An Proposer may correct, modify, or withdraw a bid by written notice received by the Town of Foxborough prior to the time and date set for the bid opening. Bid modifications must be



submitted in a sealed envelope clearly labeled "Modification No. ___" to the address listed in part one of this section. Each modification must be numbered in sequence, and must reference the original solicitation.

After the bid opening, an Proposer may not change any provision of the bid in a manner prejudicial to the interests of the Town or fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be

notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident.

1.7 Right to Cancel/Reject Bids

The Town of Foxborough may cancel this solicitation, or reject in whole or in part any and all bids, if the Town determines that cancellation or rejection serves the best interests of the Town. 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 RFQ.

1.8 Cancellation

The Town of Foxborough reserves the right to cancel all or part of this solicitation. The issuance of this solicitation does not imply any commitment to purchase any product or services from any Proposer. The Town reserves the right to reject all proposals and waive informalities. The Town reserves the right to cancel this contract at any time on any grounds, including the Proposer's failure to comply with the Scope of Work (SOW) provided herein.

1.9 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 he has 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 Foxborough.

1.10 Questions About the Solicitation

Questions are due: April 25, 2022

Questions concerning this solicitation must be emailed to

Audrey Strom
Procurement Administrator
astrom@foxboroughma.gov



Written responses will be emailed to all bidders on record as having requested the RFQ.

Section 2: Project Overview, Scope of Services & Evaluation Criteria

2.1 Scope of Services

The Town of Foxborough is seeking to engage the services of Professional Engineering consulting firms with capabilities in various civil engineering disciplines including, but not limited to:

- Wastewater collection and conveyance;
- Drinking water treatment, pumping, distribution and storage;
- Storm water collection, conveyance, and treatment;
- Flood mitigation;
- Land survey and plan preparation;
- Transportation improvements and studies; traffic signal installation/improvements, and unsignalized intersection safety improvements;
- Complete Streets, traffic calming, ADA compliance;
- MCP and LSP Services;
- Culvert Repair/Replacement;
- Streambank Restoration;
- NPDES MS4 Compliance;
- Construction Admin/Inspection Services;
- Private site development and/or subdivision review;
- Town Board/Commission project review;
- Town Board/Commission project submission peer review; and
- Funding and grant support associated with the above services.
 - *It is the intent of the Town that the firm(s) selected to support funding applications may both prepare funding applications and complete the resulting project work.*

Applicants are not required to submit for all categories, you may choose to submit for individual ones.

The selected firm may assist Town Departments in various duties as described below but are not guaranteed:



- Engineering peer review of plans and documents for private site developments and/or subdivisions, including offsite improvements in connection with private site developments and/or subdivisions, when referred by various Town boards or commissions.
- The successful consultant may be called upon to develop written design and construction review reports and shall address conformance with the Conservation Commission, United States Environmental Protection Agency and Massachusetts Department of Environmental Protection requirements for drinking water, wastewater and stormwater, general engineering practices, and all other federal, state and local regulations. When requested, the consultant shall attend, participate and provide expert opinions in public meetings and shall be prepared

to provide technical assistance and oral reports with appropriate public presentation aides and project materials and data.

- Condition Assessment, Planning, Design, Permitting, and Estimating Probable Construction Costs; Bid Document Preparation, Bidding Assistance, Construction Management, Oversight and Inspection (either full-time or part-time as necessary); As-built and Operation and Maintenance Plan Preparation for various public infrastructure improvement projects.
- Engineering peer review of plans and documents prepared under contract to either the Town of Foxborough, or other parties, for various public infrastructure improvement projects.
- Land survey services, including property and topographic surveys, permanent and temporary easement takings as well as providing grades and control for Town construction projects.
- Engineering advice and LSP Services related to the Massachusetts Contingency Plan (MCP) soils handling and disposal.
- Services to investigate and quantify existing conditions of various public infrastructure, including the preparation of engineering surveys or record plans and preparation of reports to summarize investigations.
- Engineering of stormwater, sewer, water, and flood mitigation projects including the conceptual, preliminary design, permitting, construction cost estimating, bidding, bid award and construction support services.
- Engineering of traffic signals, intersections, streets, and complete streets improvements (including but not limited to: traffic signal timing studies and upgrades, emergency pre-emption, camera detection, ADA compliant sidewalks and curb ramps, unsignalized intersection studies, traffic calming measures, bike lanes, shared use paths, separated bike lanes, multi-use trails, etc.).
- Inspection services for construction projects (traffic, complete streets, water, sewer, drainage, etc.).
- Services relating to identification, development, and preparation of federal, state, local, and private grant applications to fund studies, plans, work, and then implement work funded under those grants, including State and Federal grants and those



originating with, but not limited to, the Federal Emergency Management Agency (FEMA) and Massachusetts Emergency Management agency (MEMA).

- Other civil engineering and land survey services as directed by the Town.
- Assignments under this contract could have duration periods of a few days to multi-year assignments depending on the services requested by the Town.

2.2. Minimum Qualifications

Proposers must meet all provisions of the criteria as set forth below in order to qualify for consideration in the Comparative Evaluation Criteria. Any Proposer who does not satisfy this will be specifically rejected as non-responsive. All Proposers must submit all necessary client lists, resumes and other pertinent information in order to evidence levels of experience and competence, in answering all Minimum and Comparative Evaluation Criterion.

- 1) The Firm's Key Personnel should demonstrate experience with similar municipal on-call services
- 2) Staff experience: Firm must commit an individual project manager with at least ten (10) years of project management experience, five (5) of them managing other similar on-call projects in Massachusetts.
- 3) Team Experience: Firm must commit a team of engineers, sub-consultants and others, who have worked on similar municipal on-call projects.
- 4) Submission of all required statements and forms.

All of the above minimum evaluation criteria must be addressed in the Cover Letter submitted to the Town of Foxborough

2.3 Comparative Evaluation Criteria

Each proposal shall be reviewed and rated as either "Highly Advantageous," "Advantageous," "Non-advantageous" or "Unacceptable." Selection will be based, in large part, upon the Minimum Applicant Qualifications previously set forth and on the following criteria:

1. Understanding of the Town's needs for the type of discipline of work proposed herein:

"Highly advantageous" if outstanding understanding and approach description given.

"Advantageous" if good understanding and approach description given.

"Non-advantageous" if fair understanding and approach description given.

"Unacceptable" if no understanding is submitted.



2. Experience with the Town of Foxborough for projects of similar scope as outlined in Part 3, completed or still ongoing during the past 10 years, where you have performed services: *“Highly advantageous”* if three (3) or more similar projects successfully completed or ongoing within the past ten (10) years;

“Advantageous” if two (2) similar projects successfully completed or ongoing in the last ten (10) years;

“Non-advantageous” if one (1) similar project successfully completed or ongoing in the last ten (10) years; and

“Unacceptable” if no similar projects completed or ongoing in the last ten (10) years.

3. Project descriptions and list of references from communities in Massachusetts of similar size and project complexity, completed or still ongoing during the past 10 years, where you have performed services similar to those proposed herein:

“Highly advantageous” if more than four (4) similar projects successfully completed or ongoing in the last ten (10) years;

“Advantageous” if between three (3) and four (4) similar projects successfully completed or ongoing in the last ten (10) years;

“Non-advantageous” if less than three (3) similar projects successfully completed or ongoing in the last ten (10) years; and

“Unacceptable” if no similar projects completed or ongoing in the last ten (10) years.

4. Identify and set forth qualifications of the in-house staff and outside consultants who will work on the discipline of work proposed herein. Include the individual who will serve as the contact person and have primary responsibility for the project. Include resumes and specific related experience for primary members who will manage projects. The technical team shall not include staff engineers, office support or clerical staff:

“Highly advantageous” if all members of the technical team have more than ten (10) years of relevant work experience and technical qualifications.

“Advantageous” if all members of the technical team have between five (5) and ten (10) years’ experience and technical qualifications;

“Non-advantageous” if all members of the technical team have less than five (5) years’ experience and technical qualifications; and



“Unacceptable” if any member has no experience and technical qualifications.

5. Quality of References:

“Highly advantageous” if all references are positive;

“Advantageous” if references are positive with some minor negative feedback;

“Non-advantageous” if one (1) negative reference; and

“Unacceptable” if two (2) or more negative references.

6. Quality of presentation of RFQ to the Town:

“Highly advantageous” if of outstanding quality;

“Advantageous” if of good quality;

“Non-advantageous” if of fair quality; and

“Unacceptable” if of less than fair quality.

2.4 Selection

Submittals will be evaluated by the Town upon the basis of the Minimum Qualifications, the Evaluation Criteria for Selection set forth and other appropriate factors. Submissions will then be ranked in the order of qualification. The ranked proposals will be further reviewed and evaluated, including reference checks and past performance on Town projects. This further review and evaluation may include interviews or the opportunity for the respondents to provide additional information to the Town.

There is no specific page limit for this RFQ, however, submitters are asked to keep their submittals as succinct as possible. Additionally, while the Town is not asking for prices at this time, the Town reserves the right to request an hourly rate table of your proposed staff prior to making a final recommendation. Said hourly rate table will become part of the Master Services Agreement with the consultant.

The Town reserves the right to request further information from the three highest ranked applicants.

The Town reserves the right to select the number of firms it feels will perform the services in a manner that is in the best interests of the Town for specific projects.



The Town reserves the right to reject any or all Qualification submittals, to omit any item or items called for, or to accept the Qualifications deemed in the best interest of the Town.

The Town will review all submittals and make a formal recommendation to Town's Procurement Officer. The formal recommendation will be made based on review and consideration of the submitter's qualifications, experience, references, assigned staff and capacity.

Although interviews are not specifically being scheduled, the Town reserves the right to request interviews in order to clarify any items and or questions relating to a submittal.

Section 3: Proposal Checklist & Required Forms

Proposals must be submitted in a sealed envelope with the RFQ Title and the Consultant's name and address clearly indicated on the envelopes.

➤ Proposal Envelope

- Exhibit A - Proposal Signature Page (provided)
- Response to Submission Requirements
- Acknowledgement of Addenda
- Certifications (provided)
 - Form A
 - Form B
 - Form C
- References
- Insurance Certificates
- W9
- Signed Contract Agreement
- Please submit one original and two (2) copies of the proposal in a sealed envelope or box marked in the lower left corner with the words: "Town of Foxborough – **On-Call Professional Civil Engineering and Support Services**
- Electronic version of proposal



*Town of Foxborough
40 South Street
Foxborough, MA 02035*

Cover Sheet

On-Call Professional Civil Engineering and Support Services

Complete this page and return as a cover sheet for the completed non-price proposal.

Company Name: _____

Company Address: _____

City State Zip: _____

Company Telephone: _____ Company Fax number: _____

State of Incorporation (Date): _____

If the Respondent is a partnership, give full names and addresses of all partners; and if an individual, give residential address if different from business address.

Company Contacts - Required

Individual submitting the bid:

Name: _____ Title: _____

Mailing Address _____

Telephone: _____ Fax number: _____

Email Address: _____

Individual to be contacted about the bid (if different from the individual submitting the bid):

Name: _____ Title: _____

Mailing Address _____

Telephone: _____ Fax number: _____

Email Address: _____

Best Times to Contact: _____

FORM A – Certificate as to Corporate Contractor



*Town of Foxborough
40 South Street
Foxborough, MA 02035*

I Certify that I am _____ of
the Corporation named as Contractor in the within Proposal Form that

_____ who signed said Proposal Form on behalf of the
Contractor was then _____ of said Corporation; that
I know his signature and that his signature hereto is genuine and that said Proposal Form was
duly signed, sealed, and executed for and on behalf of said Corporation by authority of its Board
of Directors.

(Corporate Seal)

(Signature)

(Title)

This Certificate must be completed where the Contractor is a Corporation, and should be so completed by its Clerk. In the event that the Clerk is the person signing the Proposal on behalf of the Corporation, this Certificate must be completed by another Officer of the Corporation.

FORM B- Certification of Vote

(to be filed if Contractor is a Corporation)



*Town of Foxborough
40 South Street
Foxborough, MA 02035*

I, _____ " hereby certify that I am the duly qualified and acting
(Secretary of the Corporation)

Secretary of _____ and I further certify that at
(Name of Corporation)

a meeting of the Directors of said Company, duly called and held on _____
(Date of Meeting)

at which all Directors were present and voting, the following vote was unanimously passed:

Anyone acting singly, to execute Forms of General Proposal, Contracts or Bonds on behalf of the Corporation.

I further certify that the above vote is still in effect and has not been changed or modified in any respect.

By: _____
(Secretary of Corporation)

A True Copy:

Attest: _____
(Notary Public)

My Commission Expires: _____
(Date)



*Town of Foxborough
40 South Street
Foxborough, MA 02035*

FORM C- Certification of Statements

The response and statements are hereby submitted in response to the request for qualification cited above. All information, statements are true, accurate and binding representations of its intentions and commitments in responding to this RFQ. Bidder acknowledges that they have read all the bid and contract documents and understands their obligations to faithfully perform the work.

Vendor :	_____
Street:	_____
City:	_____
State:	_____
Zip:	_____
Phone:	_____
e-mail:	_____
Web Address:	_____

Non-Collusion Statement

The undersigned certifies under penalties of perjury that this bid 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.

Taxes Paid Certification

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am/my company is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and Contractor's, and withholding and remitting child support.

For the Bidder:

Attach certificate of corporate vote

X _____

Printed Name: _____

Title: _____

Date: _____