

TOWN OF SWAMPSCOTT

REQUEST FOR QUALIFICATIONS

FOR THE DESIGN AND ENGINEERING
OF THE

SWAMPSCOTT RAIL TRAIL

LOCATED IN

SWAMPSCOTT, MA

Response Deadline

10:00 am
Friday, August 25, 2017

Response Submission To

Office of the Town Administrator
Swampscott Town Hall
22 Monument Ave
Swampscott, MA 01907

LEGAL NOTICE**TOWN OF SWAMPSCOTT
BOARD OF SELECTMEN
REQUEST FOR QUALIFICATIONS
SWAMPSCOTT RAIL TRAIL**

The Town of Swampscott, by its Board of Selectmen, solicits Statements of Qualifications and Proposals from registered design and engineering professionals interested in performing design and engineering services for a multi-use rail trail in Swampscott, Massachusetts. The trail will run along the National Grid utility corridor from the Swampscott Train Depot to the Marblehead town line (connecting to the Marblehead Rail Trail).

Responses will be received in the Office of the Town Administrator, Swampscott Town Hall, 22 Monument Avenue, Swampscott, MA 01907 by **10:00 am ET on Friday, August 25, 2017**. The proposals must be sealed and clearly marked "RFQ Response for Swampscott Rail Trail Design & Engineering" in the lower left corner. Faxed or electronically-mailed (emailed) submissions will not be accepted.

The design and engineering services are subject to terms and conditions set forth in detail in the Request for Qualifications ("RFQ"). Copies of the RFQ may be obtained at the above address, Monday through Thursday between 8:00 am and 4:00 pm and Friday 8:00 am and 12:00 pm (holidays excepted). **A site visit / pre-submittal meeting will be held at 10:00 am on Friday, August 11, 2017 at the Swampscott Middle School, 207 Forest Avenue, Swampscott, MA.**

No Respondent may withdraw a response for a period of ninety (90) days after the date set for the opening thereof. The awarding authority is the Board of Selectmen.

The Board of Selectmen reserves the right to extend the deadline for submission of Responses, to request supplementary information, to negotiate terms more favorable to the Town, as permitted under law, and to reject any or all submittals or withdraw this RFQ if, in the Selectmen's sole judgment, the best interests of the Town of Swampscott would be served in doing so.

All questions regarding this RFQ shall be received in writing by email to the Director of Community Development, S. Peter Kane (pkane@town.swampscott.ma.us). Questions are due no later than Tuesday, August 15, 2017.

The Town has determined that the procurement of design and engineering for this project is exempt from the Uniform Procurement Act, G.L. c. 30B, and as such, the provisions of G.L. c.30B expressly do not apply to this procurement.

REQUEST FOR QUALIFICATIONS

1) INTRODUCTION AND GENERAL INFORMATION

The Town of Swampscott (the “Town”), by its the Board of Selectmen, solicits Statements of Qualifications and Proposals from registered design and engineering professionals interested in performing design and engineering services for a multi-use rail trail (“the Rail Trail”) in Swampscott, Massachusetts. The location of the Rail Trail is shown on Appendix A attached to this Request for Qualifications (“RFQ”).

The Rail Trail will run along the National Grid utility corridor starting at Stetson Avenue and running east through the middle of the town to the Marblehead town line and connecting to the Marblehead Rail Trail. The utility corridor is the former Marblehead branch of the Boston & Maine Railroad, service of which was ended in 1959. The Rail Trail will be a 10-foot wide easement along the corridor which runs a length of approximately 9,000 linear feet. The stone-dust Rail Trail is a recommendation from the 2003 Town of Swampscott Recreational Trail Study Committee Report and has been approved by Town Meeting in 2005, 2006, 2009, and 2017 (with a Town-wide ballot approved in 2017).

Through this phase, the Consultant will provide preliminary and final design of the Rail Trail as well as project management for this phase. The Town is also interested in delivering this phase of the project at the earliest possible time. It is the intention of the Town to finalize a design of the trail that will take into consideration (to the greatest extent possible) feedback from abutting property owners including privacy and other concerns. The selected Consultant will assist the Town by also leading the public engagement and education on this phase of the Rail Trail project. The future construction phase of the project is anticipated to be funded through local and state grants as well as donations.

This RFQ is intended to provide a common and uniform set of instructions to guide Respondents through the development of Responses. Terms used and conditions imposed within this RFQ are not intended to imply or denote a particular firm or organization.

Responses must be received by 10:00 am ET on Friday, August 25, 2017, at which time the Responses will be opened publicly in the Town Administrator’s Office located at Swampscott Town Hall, 22 Monument Avenue, Swampscott, MA 01907.

2) PROPOSED PROJECT PROCESS

The Town has developed a preliminary project process outlined below. This process will be revised and agreed to with the selected Consultant prior to commencing the design/engineering project. The Town welcomes alternative suggestions to the below process based on the Consultant’s prior successful experience(s) in designing and implementing a similar trail. The timing provided below is preliminary and may change.

1. Preliminary Design Phase – To Be Completed by December 31, 2017
 - a. Field review and site survey
 - b. Review of engineering and environmental data
 - c. Stakeholder meetings (i.e. Town departments, committees, boards)
 - d. General public meetings as determined by the Town
 - e. Revisions to the plans as determined by the Town based on feedback from: (i) National Grid, (ii) abutting property owners, (iii) other community feedback, and (iv) the Town
 - f. Development and submission of preliminary designs (inclusive of metes and bounds of easement location within corridor sufficient to allow the Town to proceed with the acquisition of easement rights)
2. Final Design & Engineering and Bid Package – To Be Completed by June 30, 2018
 - a. Modify the preliminary designs based on:
 - i. Permitting/regulatory agency feedback
 - ii. Additional feedback provided by the Town
 - b. Development and submission of final design and bid package

3) SCOPE OF WORK

The selected Consultant will provide preliminary design, design / engineering, and bidding phase services for the Swampscott Rail Trail. All contract plans, specifications, and documents shall be prepared in compliance with all applicable requirements of funding sources. The scope of work includes, but is not limited to:

Preliminary Design Phase

The Consultant shall prepare preliminary design drawings and cost estimates for the Swampscott Rail Trail based upon field review, site surveys, pre-design meetings, and environmental and engineering data. This phase would be considered the 25% design stage and its product will be used by the Town to work with property owners where the trail will run as well as with abutting property owners.

- A. The Consultant shall prepare a preliminary design for submittal, modification, and approval by the Town.
- B. The Consultant shall modify the plans as determined by the Town based on comments at public meetings and by the Town.
- C. The Consultant shall modify the plans as determined by the Town based on feedback from abutting property owners. It is the intention of the Town to finalize a design of the trail that will take into consideration (to the greatest extent possible) feedback from abutting property owners including privacy and other concerns.

- D. The Consultant shall be responsible for attending stakeholder meetings. The Consultant shall prepare exhibits as needed for these meetings and be prepared to answer any questions that may arise.
- E. The Consultant shall be responsible for attending public meetings. The Consultant will prepare exhibits as needed for these meetings and be prepared to answer any questions that may arise.
- F. The Consultant shall be responsible for attending all municipal and regulatory-agency related meetings. The Consultant will prepare exhibits as needed for these meetings and be prepared to answer any questions that may arise.
- G. The design must include the final metes and bounds of the easement location sufficient to allow the Town to proceed with the acquisition of easement rights required for the trail.
- H. The design must comply with ADA Accessibility Guidelines and all applicable federal, state, and local laws, regulations, and codes.
- I. The design must comply with MassDOT's "Project Development and Design Guide," Chapter 11 – Shared Use Path and Greenways, 2006 Edition.
- J. The design must meet access and delivery requirements of Massachusetts Electric, d/b/a National Grid, for the electrical powerline infrastructure within the corridor.
- K. The Consultant shall identify and define any encroachments or permits required and prepare application packages.
- L. The Consultant shall identify and define any necessary coordination with utilities.
- M. The Consultant shall identify and define potential alternative options for path locations and street crossings where possible.
- N. The Consultant shall prepare and submit packages for review agencies and the Town in paper and electronic format.

Final Design and Bid Package

The Consultant shall prepare final construction plans, specifications, and all necessary documents for a public bid for the Swampscott Rail Trail construction project.

- A. The Consultant shall respond to review comments from permitting/regulatory agencies.
- B. The Consultant shall respond to additional feedback from the Town.
- C. The Consultant shall prepare the bid package, respond to bidder inquiries, prepare and distribute any addenda, and attend bid opening. The Town will place the legal ad in the newspaper, distribute bid documents, and keep list of plan holders.
- D. If a pre-submittal meeting is held, the Consultant shall respond to inquiries and prepare minutes.
- E. The Consultant shall review bids, perform tabulation, check bids, and recommend award to the Town. The Town will perform bid opening and will award bid.
- F. The Consultant shall prepare and submit packages for review agencies and the Town in paper and electronic format.

Limitation of Funding

The contract for the Design & Engineering Services resulting from this RFQ will be subject to the availability of funds from the Town. The Town has secured \$850,000 in funding for the Rail Trail. Of this, a significant portion will be dedicated toward the acquisition of easement rights and right-of-way. It is the Town's intention to limit the design and engineering costs, thereby maximizing available resources for the easement acquisition.

4) CONSULTANT QUALIFICATIONS**Purpose**

These consultant criteria are established to help the Town select a qualified consultant or consulting team to complete the project. Selecting a qualified consultant will substantially increase the likelihood that the completed project will be comprehensive, accurate, and of the highest quality.

General Consultant Qualifications

The consultant or consulting team must meet the following requirements:

- Have documented experience developing and implementing public participation techniques, such as holding public and study committee meetings, conducting key person interviews, developing citizen surveys, etc.
- At least one member of the consulting team must have documented, prior experience conducting studies of the project type being undertaken. This person should be the project leader and assume overall project coordination responsibilities between the Town and the consulting team.
- Have documented experience with the planning, design, general operation, and maintenance of recreation and park areas and facilities.
- Have documented experience in developing and recommending to local government officials and non-profit organizations the policies and procedures related to providing public recreation and park services and/or facilities, as well as the management and operation of these facilities and amenities.
- Have documented experience in setting goals, analyzing problems, generating alternative solutions, and providing recommendations and implementation strategies.

Project-Specific Consultant Qualifications – Trail and Greenway Plans

A good trail and greenways planning team involves professionals from various disciplines, such as landscape architecture, architecture, engineering (civil and environmental), recreation and parks, and community planning. A consultant or consulting team with documented expertise in greenways and trails planning is required. The Town requires that the report be under seal of a licensed

professional who is authorized by Massachusetts law to apply the seal. The professional could be a landscape architect, architect, or engineer. A practitioner with greenway and/or recreational trail development and management experience is preferred for the project team.

5) ANTICIPATED RFQ SCHEDULE

An outline of dates for this RFQ is provided below.

Request for Qualifications Released	Wednesday, August 2
Site Visit/Pre-Submittal Meeting	Friday, August 11
Close of Questions Period	Tuesday, August 15 (10 days prior to due)
RFQ Responses Due	Friday, August 25
In-Person Interviews	Week of September 4
Selection of Respondent	Week of September 11
Start of Project	Week of September 18

6) RESPONSE REQUIREMENTS

Response Format and Deadline

One (1) bound original, four (4) unbound copies, and one (1) electronic copy in PDF format of the Response must be submitted in a sealed envelope, marked "RFQ Response for Swampscott Rail Trail Design & Engineering," addressed to Town of Swampscott, Office of the Town Administrator, 22 Monument Avenue, Swampscott, MA 01907. No faxed or emailed Responses will be accepted.

A site visit / pre-submittal meeting will be held at 10:00 am on Friday, August 11, 2017, at the Swampscott Middle School, 207 Forest Avenue, Swampscott, MA.

Responses will be received until 10:00 am on Friday, August 25, 2017, at which time the responses will be opened publicly in the Town Administrator's Office located at the Swampscott Town Hall, 22 Monument Avenue, Swampscott, MA 01907.

Required Submissions: Each Response Shall Contain the Following Information:

A. COVER LETTER

The Respondent shall provide a cover letter with the following items:

- Letter shall be signed by the Respondent or the principal(s) of the Respondent and addressed to: Town of Swampscott, Board of Selectmen, 22 Monument Avenue, Swampscott, MA 01907.
- A statement demonstrating your understanding of the work to be performed.

- A statement that the firm/team meets the Consultant Qualifications (see Section 4. Consultant Qualifications above).
- The contact information of the firm's Project Manager for the Swampscott Rail Trail Design & Engineering Project.
- A clear statement of the relationship(s) between the firm's principals and employees with officials and employees of the Town of Swampscott.
- The cover letter shall be signed by the Respondent's Project Manager who is authorized to negotiate and contractually bind the firm with the Town regarding the requested services.
- The Project Manager shall be the main contact with the Town for technical and contractual issues and shall be responsible for the direction of day-to-day progress.

B. PROFILE OF THE FIRM/TEAM

The Respondent shall provide a brief statement indicating the firm's experience in conducting work sought by this RFQ. The profile shall include:

- A statement of the firm's experience in conducting work of the nature sought by this RFQ. Advertising brochures may be included as support of this statement.
- The address of the firm's office where the Project Manager is located.
- The address of sub-consultants' offices, if applicable.
- Resumes of staff and sub-consultant staff that are proposed to conduct the work outlined and the specific duties of each person relative to the proposed work.
- Three (3) references from projects that were completed with similar work outlined in this RFQ. Contact information for references shall include name, title, organization, phone number, mailing address, and email address.

C. EXPLANATION OF WORK

The Respondent must provide a comprehensive, detailed program describing the methodology and approaches to be used to accomplish the project services by tasks. The Respondent must list, for each task, the number of person hours expected. A detailed time schedule must be supplied along with any appropriate information. Any recommendations for changes or additions to the Scope of Work consistent with the objectives of the design & engineering services must also be included. The Explanation of Work shall illustrate the Respondent's capability to manage, coordinate, and integrate the work of its personnel and any proposed sub-consultants; to interface with the Town's boards, staff, and consultants; and to provide the experienced personnel required for successful performance of the services. Inclusion of examples of similar work is encouraged.

D. WORK SCHEDULE

The project work schedule (broadly outlined in section "2. Proposed Project Process" above) shall include timeframes for each major work element outlined in Explanation of Work, target dates for public and stakeholder meetings, and dates of completion for the Preliminary Design and Final Design/Bid Package.

E. PROPOSED COST

In a separate, sealed envelope identified by the name of the Respondent and marked “Swampscott Rail Trail Design & Engineering – Proposed Cost,” the Response shall include a cost proposal for all project expenses that is organized and itemized by proposed work items in the Explanation of Work and Work Schedule, including all reimbursable expenses that will be claimed. Potential breakdown of categories may include: preliminary design, community engagement, per-meeting costs, final design, and construction bid preparation.

For each person assigned to the project, the cost proposal shall include the title/rank (organization level) of the person in the organization, their hourly rate for billing, and the expected number of hours to be performed on the project.

The itemized costs shall be totaled to produce a contract price. If awarded the contract, a Respondent is bound by its price in performing the work. The contract price may not be exceeded unless the contract is amended by the Town to allow for additional costs.

If awarded a contract, the firm may not change the staffing assigned to the project without prior approval by the Town. However, approval will not be denied if the staff replacement is determined by the Town to be of equal ability or experience to the predecessor.

F. REQUIRED DOCUMENTS AND BINDER

Each Response shall also include an executed:

1. Disclosure Statement,
2. Certificate of Non-Collusion,
3. Tax Compliance Certificate, and
4. For a Corporate or Limited Liability Company Proposer, a Certificate of Authority.

Forms of these documents are attached to this Request for Qualifications in Appendix B.

G. GENERAL SUBMITTAL REQUIREMENTS

1. Respondents are cautioned that it is the responsibility of each Respondent to ensure that his/her Response is in the possession of the responsible official or his designated alternate prior to the stated date and time for submission and at the place of response. The Town is not responsible for Responses delayed by mail and/or delivery service of any nature.
2. Responses may be modified only by an appropriate document duly executed (in the manner that a Response must be executed) and delivered to the place where Responses are to be submitted prior to the date and time for submissions of Responses.
3. Any Response received after the time and date specified shall not be considered. No Respondent may withdraw his/her Response after the general submission deadline for a

period of ninety (90) days.

4. All questions regarding this RFQ shall be received in writing by email to the Director of Community Development, S. Peter Kane (pkane@town.swampscott.ma.us). Respondents are requested to forward questions early in the RFQ process and no later than ten (10) calendar days before the Responses are scheduled to be opened. Answers will be sent in writing to all persons/entities who have requested a copy of the Request for Qualifications, and have provided their contact information to the Town.
5. The successful Respondent shall comply with all applicable federal, state, and local laws and regulations related to design and engineering services.
6. All Responses submitted to the Town must include all forms included within the contents of the RFQ, which must all be completed and properly executed. Failure to submit all forms properly completed and executed may be grounds for rejection of the Response.
7. All signatures must be handwritten and in ink by the person(s) authorized to execute a services agreement. All other words and figures submitted on the Response shall be neatly written in ink or typed. Responses that are conditional, obscure, or which contain additions not called for in the specifications, erasures, alterations, or irregularities may be rejected.
8. All Responses become the property of the Town. The Town has the right to disclose information contained in the Responses.
9. The Town reserves the right to make an award to a Respondent that offers other than the lowest price for the requested services.
10. The selection of the Respondent shall be made without regard to race, color, sex, age, religion, political affiliations, or national origin.
11. The Town reserves the right to request additional information from any and all Respondents if deemed necessary in order to identify the most advantageous Response.

5) EVALUATION CRITERIA

The following criteria will be considered in evaluating Responses for the requested design and engineering services of this project:

1. Technical Expertise and Experience
 - a. The firm's experience in performing similar work,

- b. The experience and professional level of the individuals assigned to conduct the work, and
 - c. The clarity and completeness of the response and the firm's demonstrated understanding of the work to be performed.
- 2. Procedures and Methods
 - a. The techniques for collecting and analyzing data,
 - b. The sequence and relationships of major steps, and
 - c. The methods for managing the work to ensure timely and orderly completion.
- 3. Cost
 - a. The overall cost, including the number of hours of work to be performed, and
 - b. The level of expertise of the individuals proposed to do the work.
- 4. In-Person Interview

All or a selected group of Respondents may be invited to give an oral presentation of their Response.

The Board of Selectmen will consider all of the above factors and will make a selection deemed to be in the best interests of the Town. The Board shall not be obligated to select a Consultant to perform the design and engineering services proposing the lowest cost.

6) ADDITIONAL INFORMATION

For additional information:

Email: pkane@town.swampscott.ma.us
Mail: S. Peter Kane, Director of Community Development, Town of Swampscott,
22 Monument Avenue, Swampscott, MA 01907
Telephone: 781.596.8829

Project Website:

The Town has a project website developed that includes additional information. Some of the information available on this website includes public presentations and planning documents.

<http://www.town.swampscott.ma.us/community-development/pages/swampscott-rail-trail>

Appendix A – Rail Trail Location



Appendix B – Required Documents to be Filed with RFQ

1. Disclosure Statement
2. Certificate of Non-Collusion
3. Tax Compliance Certificate
4. Certificate of Authority

Disclosure Statement

Give full names and residences of all persons and parties interested in the foregoing Response:

(Notice: Give first and last name in full; in case of a corporation, give names of President and Treasurer; in case of a limited liability company, give names of the individual members, and, if applicable, the names of all managers; in case of a partnership or a limited partnership, all partners, general and limited and; in case of a trust, all the trustees)

NAME	ADDRESS	ZIP CODE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Kindly furnish the following information regarding the Respondent:

1) IF A PROPRIETORSHIP

Name of Owner: _____

	ADDRESS	ZIP CODE	TELE #
Business:	_____	_____	_____
Home:	_____	_____	_____

2) IF A PARTNERSHIP

BUSINESS ADDRESS	ZIP CODE	TELE #
_____	_____	_____

PARTNER NAME	ADDRESS	ZIP CODE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3) IF A CORPORATION

Full Legal Name: _____

State of Incorporation: _____

Principal Place of Business	ZIP CODE	TELE #
_____	_____	_____

Qualified in Massachusetts: Yes _____ No _____

Place of Business in Massachusetts	ZIP CODE	TELE #
_____	_____	_____

Admitted in Massachusetts: Yes _____ No _____

Place of Business in Massachusetts	ZIP CODE	TELE #
_____	_____	_____

4) IF A LIMITED LIABILITY COMPANY

Full Legal Name: _____

State of Formation: _____

Principal Place of Business	ZIP CODE	TELE #
_____	_____	_____

Qualified in Massachusetts: Yes _____ No _____

Place of Business in Massachusetts	ZIP CODE	TELE #
_____	_____	_____

Admitted in Massachusetts: Yes _____ No _____

Place of Business in Massachusetts	ZIP CODE	TELE #
_____	_____	_____

5) IF A TRUST

Full Legal Name: _____

Recording Information: _____

State of Formation: _____

Full names and address of all trustees:

NAME	ADDRESS	ZIP CODE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Authorized Signature of Proponent: _____

Title: _____

Date: _____

(Note: This form must be included in the response submission)

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this response for qualifications for design and engineering services 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.

(Please Print)

Name of person signing proposal

Signature of person signing proposal

Date

Title

Address

City

State

Zip Code

No award will be made without certification of the above.

(Note: This form must be included in the response submission)

Certificate of Tax Compliance

STATE LAW MANDATES THAT TO DO BUSINESS WITH THE TOWN OF SWAMPSCOTT the Massachusetts Revenue Enforcement and Protection Program of 1983 requires that the following be supplied with your bid:

Date: _____

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, the undersigned, authorized signatory for the below named contractor/vendor, do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees, and contractors, and withholding and remitting child support.

Company Name

Street Address

Town or City

State

Zip Code

Telephone Number

Fax Number

Social Security Number **OR** Federal Identification Number

Authorized Signature

(Note: This form must be included in the response submission)

Certificate of Authority
(To be used by corporations and limited liability companies)

At a duly authorized meeting of the Board of Directors/Members of

_____, held on _____,
(Name of Corporation/Limited Liability Company) (Date)

it was VOTED that _____,
(Name) (Title)

of this corporation/company, be and hereby is authorized to execute proposals, contracts and bonds in the name of said corporation/company, and to affix its seal thereto; and such execution of any proposal, contract or obligation in this corporation's/company's name on its behalf by such office under seal of the corporation/company, shall be valid and binding upon the corporation/company.

I hereby certify that I am the secretary/authorized representative of the above named corporation/company and _____ is the duly elected officer
(Name)

as stated above of said corporation/company, and that the above vote has not been amended or rescinded and remains in full force and effect as of the date of this response.

(Date)

(Secretary)

Seal: