



**TOWN OF WESTFORD
ENGINEERING DEPARTMENT**

28 North Street
Westford, Massachusetts 01886
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**REQUEST FOR PROPOSALS
FOR PROFESSIONAL CONSULTING SERVICES**

STORMWATER MANAGEMENT MASTER PLAN

December 4, 2013

PROJECT OVERVIEW & OBJECTIVE

The town of Westford, through its Engineering Department, is seeking proposals from qualified professional engineering consulting firms to develop a Stormwater Management Master Plan for the town.

The ultimate goal and objective is to develop a comprehensive master plan to protect the town's assets and natural resources through proactive stormwater management. The final master plan will provide the town with a better overall understanding of the condition of its existing stormwater infrastructure, develop a town-wide plan to manage and maintain that infrastructure, meet regulatory obligations, and develop a sustainable stormwater management funding strategy. The master plan will also provide an evaluation and framework for a potential stormwater utility as a long term funding solution.

BACKGROUND

Westford, incorporated in 1729, is located in northern Middlesex County approximately 25 miles northwest of Boston. The town is approximately 31 square miles in size and has a residential population of roughly 22,000. The majority of the town is residentially zoned with most business and commercial type properties located along the Route 110 corridor. Approximately 75% of the town has access to the town's public water system which is supplied via several public wells while the remaining 25% is serviced by private wells. There is no public sanitary sewer system in Westford therefore wastewater needs are met through the use of on-site septic system.

The town is located within two major regional watersheds, the Merrimack River watershed in the northern portion of town and the Sudbury-Assabet-Concord (SuAsCo) River watershed in the southern portion of town. These watersheds are home to many different natural resources. Some of the more significant waters in town include Stony Brook, Nashoba Brook, Nabnasset Lake, Forge Pond, and Long Sought for Pond. Westford is regulated by the EPA as an urbanized area and is permitted to discharge stormwater runoff to these natural resources through an approved NPDES MS4 Phase II permit. The majority of the town's regulated stormwater discharges are associated with either town owned roadways or town owned properties.

The town is responsible for the maintenance of over 150 miles of road which include all types of roads from arterials to cul-de-sacs. The stormwater systems associated with these roads range from simple country drainage with limited infrastructure on the older roads to more extensive stormwater systems associated with newer town roads which were typically constructed as part of subdivision developments. The majority of roads constructed within the last 30 years include closed drainage collection networks coupled with other Best Management Practices (BMPs) such as swales, detention and retention basins, subsurface infiltration systems, water quality structures, etc.

In addition to the roadway stormwater infrastructure the town is also responsible for the stormwater systems located within many of the town owned properties. These properties include, but are not limited to: nine schools, three fire stations, police station, town hall, Highway Department facility, various recreational properties, senior center, Water Department properties, and community centers. The type and amount of stormwater infrastructure within each of these properties varies from site to site. In total, the town is responsible for the operation and maintenance of approximately 5,000 drainage structures, 52 miles of drain pipe, and associated BMPs.

AVAILABLE INFORMATION

The town of Westford's Engineering Department has made available for review various pertinent documents and background information at www.westfordma.gov/stormwater.

Westford's Geographic Information System (GIS) online viewer is another resource that may provide additional information useful in the preparation of proposals. The viewer provides access to various GIS layers that include: planimetric data, parcel information, topography, conservation related information and aerial photos. The online viewer can be accessed through the town's website at www.westfordma.gov/GIS.

Various engineering plans are also available through a search engine provided on the Engineering Department's website at www.westfordma.gov/engineering.

PROJECT SCOPE

Below are the anticipated tasks and services required to be complete the master plan and should be viewed as the basic project framework. Consultants are strongly encouraged to expand on these tasks where necessary in order to include any additional services that they would consider to be an essential element of a successful Stormwater Management Master Plan.

1) Data Information Gathering and Development

Gather and review all applicable information and data available including, but not limited to: existing capital improvement plans, operation and maintenance efforts, regulatory requirements, completed watershed work, town-wide water quality issues, stormwater infrastructure inventory, as well as a complete review of the information provided under the Available Information section of this RFP.

Meet with various town Boards, Departments, and other stakeholders to gain a better understanding of the existing stormwater conditions throughout the town.

Perform a limited amount of field work to assess the accuracy and completeness of the current GIS stormwater mapping layers.

2) Identification of Long Term Needs and Costs

Based on the data and information gathered, develop a comprehensive list of future town wide stormwater work, associated budgetary costs, and prioritization of the work.

Identify and review the need for increased public water supply protection within the Water Resource Protection Districts including recommendations for opportunities to increase groundwater recharge.

Review the status of surface waters and provide recommendations on addressing existing impairments. Provide Total Maximum Daily Load (TMDL) recommendations including the potential need and costs for future retrofit projects.

Perform a condition assessment of the existing GIS stormwater mapping based on completed field work. The assessment shall utilize the results of the project field work to extrapolate the current accuracy and completeness of the town wide GIS stormwater mapping.

3) Evaluation of Ability to Provide for Needs and Costs

Review the town's ability to provide for the needs and costs identified above, including considerations for the town's organization and structure.

4) Funding and Financing Alternatives

Conduct a "Does it Make Sense" (DIMS) Study for a stormwater utility and prepare a preliminary framework and estimate of utility costs, potential fees, and fee structures.

5) Public Outreach Program

Provide public education and involvement, including workshops with various town Boards and Departments and other key stakeholders throughout development of the plan.

6) Deliverables

Prepare a draft and a final Report for presentation at a Public Meeting. The final report shall include a Long-Term Capital Improvement Plan (CIP), Operation and Maintenance Plan (O&M), a NPDES Stormwater Program Compliance Plan based on the forthcoming permit, and preliminary recommendations for coordination of programs, for organizational changes, and for next steps to implement the plan.

7) Budget and Scope for Next Steps

Prepare a scope and estimated budget for the implementation of the final Stormwater Management Master Plan and associated recommendations.

8) Additional Tasks and Services Recommended

The consultant shall include and detail any other work or services that they believe are essential to the completion of a comprehensive Stormwater Management Master Plan.

9) Meetings

A detailed outline of the type and number of meetings anticipated to complete the project shall be provided. These meetings shall be included in the proposed project fee. Additional meetings, as authorized by the town, shall be compensated on an hourly basis.

FORMAT AND CONTENT REQUIREMENTS FOR PROPOSALS

Consultant shall provide the following in the proposal in as concise a manner as possible:

1. A narrative including a statement of project understanding, goals and objectives.
2. A statement of clearly defined tasks and scope for managing and performing the required services.
3. Project Manager and qualifications.
4. Key personnel to be assigned to the project and their qualifications. This shall include sub-consultants as well.
5. Proposed schedules.
6. Experience with similar types of projects.
7. Office location(s) where services are to be performed.
8. Financial stability.
9. Ability to meet town of Westford insurance requirements as outlined in the Standard General Contract for Professional Services (sample contract available with other pertinent documents through www.westfordma.gov/stormwater).
10. References, including description and dates of referenced project(s).
11. Identify items that the consultant assumes the town will pay for.

COMPARATIVE EVALUATION CRITERIA

The final selection of the consultant will be based on the comparative evaluation criteria provided below. Each criterion will be deemed either “highly advantageous”, “advantageous” or “not advantageous”.

1. Firm’s ability to clearly define, within their written proposal, the tasks and scope required to complete the project in a timely and cost-effective way.
2. Firm’s history and resource capability to perform required services.
3. Related experience.

4. Project Manager's experience.
5. Qualifications of assigned personnel and subconsultants.
6. Demonstrated ability to have defined and met schedules on similar type projects.
7. Reference checks.
8. Price proposal.

METHOD OF SELECTION

Complete proposals submitted prior to the deadline will be reviewed and evaluated by a selection committee appointed by the Town Manager. Each member of the selection committee will review and rank all proposals received based on the Comparative Evaluation Criteria. A composite ranking of individual rankings will be summarized.

After the composite ranking is established, two or more consultants will be invited to give an oral presentation of up to 20 minutes in length and answer questions. The presentation shall be given by key staff who have been identified in the staffing plan and who will contribute substantially to the project. The selection committee will re-rank the proposals of the interviewed consultants and open the cost proposals. After the cost proposals are opened, the level of effort for each task of the highest ranked consultant will be compared to the lower ranked consultants. A second interview may be required to resolve substantial differences, at the discretion of the selection committee. If negotiations with the highest ranked consultant are unsuccessful, the next highest ranked consultant will be selected to continue the process until a final recommendation is made to the Town Manager. The Town Manager, acting as the town's Chief Procurement Officer, will work to execute a contract with the recommended consultant.

It is anticipated that a contract will be executed with a consultant within forty five (45) days of the deadline for proposals, and that work will begin within ten (10) days thereafter.

PROPOSAL PROCEDURE

Seven (7) bound copies and one (1) unbound copy of the proposal must be submitted in a sealed envelope clearly labeled "STORMWATER MASTER PLAN - PROPOSAL" to the Westford Engineering Department located at 28 North Street, Westford, MA on or before 1:30 PM on Thursday January 23, 2014. One (1) copy of a cost summary by task, including proposed hours and expenses for each, shall be provided in a separate sealed envelope clearly labeled "STORMWATER MASTER PLAN - FEE". In addition, direct labor rates and single multiplier shall be provided including: indirect labor, overhead, and profit. Payment will be made for actual time and expenses with a not to exceed upset limit. Fee proposals shall also include proposed costs for sub-consultant work. The Fee Proposal shall acknowledge the number of any Addenda that may be issued by the town pursuant to this request for proposals. Proposals may be hand delivered or mailed to the Engineering Department at 28 North Street, Westford, MA 01886 with attention to the Town Engineer.

No proposal received after the time established for receiving said proposals will be considered regardless of the cause for delay in the receipt of any such proposal(s).

Questions pertaining to this RFP must be submitted in writing and sent to Paul Starratt, P.E., Town Engineer. Questions may be hand-delivered, mailed, emailed (pstarratt@westfordma.gov) or faxed by the close of business on Wednesday January 15, 2014. Written responses will be emailed or faxed to all proposers on record by close of business on Monday January 20, 2014. Only answers provided by the town in writing may be relied upon by the proposers.

The town of Westford is an Equal Opportunity Employer and encourages submittals from registered MBEs and WBEs.

TERMS & CONDITIONS

The town of Westford reserves the right to accept or reject any or all proposals and parts of any and all proposals for any reason, and to waive any or all conditions, terms or requirements of this Request for Proposals.