



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS
OFFICE OF COASTAL ZONE MANAGEMENT
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MEMORANDUM

TO: Deerin Babb-Brott, Assistant Secretary for Oceans and Coastal Zone Management

FROM: Joseph Costa, Executive Director, Buzzards Bay National Estuary Program

DATE: March 18, 2009

RE: Funding Recommendations for RFR ENV 09 CZM 06, Buzzards Bay NEP Stormwater Designs for Westport, MA

Requested action

Initiate a services contract with Norfolk Ram Group, LLC for \$15,000 to develop stormwater treatment designs at the Middle School/Library Complex to improve water quality in the town of Westport. The proposed contract period is April 1 to June 30, 2009.

Background

In the Request for Responses ENV 09 CZM 06, the Buzzards Bay National Estuary Program (BBNEP), through CZM and EEA, made funding available to procure environmental engineering design services to prepare innovative stormwater treatment designs for Westport, MA. This RFR was issued as a follow-up to an award announced by EEA in March 2008 as part of the Buzzards Bay watershed municipal grant program. Two of these municipal grant awards were actually commitments to the towns of Marion and Westport, respectively, to provide up to \$15,000 for hiring engineering services after conceptual stormwater treatment plans were accepted by the towns. This RFR sought engineering services to develop designs for the town of Westport to treat a stormwater discharges at the Middle School/Library Complex. This effort was undertaken in partnership with the Town of Westport and the NGO Westport River Watershed Alliance (WRWA), which provided \$20,000 for the first phase of this project (preparation of existing conditions plans). The Buzzards Bay NEP could not initiate this RFR until the WRWA completed the first phase of the project that it had funded.

The BBNEP issued this RFR, and conducts its municipal grant program, in accordance with, and as required by, a Cooperative Agreement with the US EPA using federal funds.

RFR Process

EEA released this RFR on January 22, 2009. The BBNEP held a bidders' conference on February 12, 2009, at the Middle School/Library Complex in Westport, with attendance recorded (4 firms attended) and non-binding responses provided. The question and answer period closed on February 18, 2009. There were several questions received, and final answers to the Bidders Conference questions, and answers to other questions received were posted on Comm-Pass and the BBNEP website. The application deadline was March 5, 2009.

The BBNEP received eight proposals in response to the RFR, which had set a limit of \$15,000 for the cost of the services. A summary of the responses received is shown in Table 1.



Table 1: Summary of Responses Received

Company	Requested Amount
Coastal Engineering Co, Inc	\$14,500
DiPrete Engineering	\$13,000
Field Engineering Co, Inc.	\$15,000
Geosyntec Consultants	\$14,450
Nitsch Engineering	\$14,950
Norfolk Ram Group, LLC	\$15,000
Pare Corporation	\$14,950
Waterman Design Associates, Inc.	\$15,000

BBNEP Grants Review Committee and Selection

A selection committee met on March 16, 2009. The selection committee was composed of BBNEP staff Joe Costa and Bernadette Taber (Executive Director and Stormwater Specialist, respectively), Westport Town Administrator, Michael Coughlin, and Westport River Watershed Alliance Executive Director, Gay Gillespie. The Selection Committee reviewed, scored and ranked the proposals according to the criteria and process described in the RFR. The results of the Selection Committees rankings are shown in Table 2.

Table 2. Middle School/Library Complex, Westport Stormwater Design RFR Score Ranks (1=highest; tied scores split rankings)

		Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4	Mean Score
Coastal Engineering Co, Inc.	\$14,500	6.5	5	7	6	6.1
DiPrete Engineering	\$13,000	4.5	6	8	7	6.4
Field Engineering Co, Inc	\$15,000	6.5	4	4.5	3	4.5
Geosyntec Consultants	\$14,450	3	7	4.5	4	4.6
Nitsch Engineering	\$14,950	1.5	1	2.5	2	1.8
Norfolk Ram Group, LLC	\$15,000	1.5	2.5	1	1	1.5
Pare Corporation	\$14,950	4.5	2.5	2.5	5	3.6
Waterman Design Assoc., Inc.	\$15,000	8	8	6	8	7.5

As shown, Norfolk Ram Group, LLC received the highest mean ranking. The selection committee thus chose Norfolk Ram Group, LLC as the vendor to provide the necessary services.

I request the expeditious approval of this contract.