

MEMORANDUM

TO: John McMillen, EEA Finance

FROM: Leslie-Ann McGee, Director, Office of Coastal Zone Management (CZM)

DATE: April 15, 2008

RE: Funding Recommendations for RFR ENV 08 CZM 07, Buzzards Bay NEP
Stormwater designs for Marion, MA

Requested action

Initiate a services contract with GAF Engineering Inc. in the amount of \$12,300 to develop stormwater treatment designs to improve coastal water quality in the Town of Marion at a site known as Old Landing.

Background

In the Request for Responses ENV 08 CZM 07, 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 Marion, 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 Westport and Marion respectively to provide up to \$15,000 for hiring engineering services after conceptual stormwater treatment plans had been developed in partnership with the towns. This RFR is for engineering services committed to the Town of Marion to treat a stormwater discharge at a site known as Old Landing. This RFR and the BBNEP municipal grant program was conducted in accordance with a Cooperative Agreement with the US EPA using federal funds.

RFR Process

The RFR was released on March 3, 2008. A bidders conference was held at the site on March 17, 2008, at Old Town Landing, with attendance (7 firms) recorded and non-binding responses provided. The question and answer period closed on March 20, 2008, but the only questions received and posted on CommPass were those received at the bidder's conference. The application deadline was March 31, 2008.

The BBNEP received five 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
Geosyntec Consultants	\$11,930
GAF Engineering Inc.	\$12,300
Horsley-Witten Group	\$14,993
Norfolk-Ram	\$15,000
Green Environmental	\$15,000

BBNEP Grants Review Committee and Selection

A selection committee met on April 11, 2008. The selection committee was composed of BBNEP staff Joe Costa, Bernadette Taber (Executive Director and Stormwater Specialist, respectively), CZM South Coastal Regional Coordinator Dave Janik, and Marion Executive Secretary, Paul Dawson. 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.

	Horsley-Witten \$14,993	GAF \$12,300	Norfolk-Ram \$15,000	Geosyntec \$11,930	Green \$15,000
Reviewer 1	2	1	4	3	5
Reviewer 2	1	2	3	4	5
Reviewer 3	1	2	3	4	5
Reviewer 4	2	1	3	4	5

As shown, two firms tied in the selection process (Horsley-Witten and GAF), with both receiving two first place rankings and two second place rankings. As noted in the RFR, in the case of tied scores, the lowest priced response is selected. The selection committee thus chose GAF Engineering Inc. as the vendor to provide the necessary services.