

**EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS
OFFICE OF COASTAL ZONE MANAGEMENT
REQUEST FOR RESPONSES**

**PROFESSIONAL DESIGN SERVICES FOR STORMWATER TREATMENT IN
MARION, MA AT OLD TOWN LANDING**

**ENV 08 CZM 07
March 3, 2008**

TYPE OF PROCUREMENT: Grant

CONTACT PERSON: Sarah Williams
2870 Cranberry Highway
East Wareham, MA 02538
sarah.williams@state.ma.us

BID DUE DATE: **Monday, March 31, 2008, by 4:00 PM**

MULTIPLE CONTRACTS: No

MULTIPLE DEPARTMENTS: This RFR is a single department procurement. The contract awarded will be utilized solely by CZM / Buzzards Bay NEP.

BIDDERS CONFERENCE: Monday, March 17, 2008, Old Town Landing, 1:00 PM

ANTICIPATED BUDGET: \$15,000

DURATION OF CONTRACT(S): Enactment of contracts subject to availability of funds. Work must be completed by June 30, 2008, but where needed, and with the approval of EOEEA, contracts may be written or extended to August 1, 2008.

RESPONDENT ELIGIBILITY: Open to all qualified environmental engineering vendors.

RFR DISTRIBUTION: This RFR has been distributed electronically using the Comm-PASS system. Bidders are required to check Comm-PASS (www.comm-pass.com) for any addenda or modifications to the RFR. Modifications to the body of this RFR, specifications, terms and conditions, or which change the intent of this RFR are prohibited. Any unauthorized alterations will disqualify response.

I. Overview

The Executive Office of Energy and Environmental Affairs (EEA), through the Buzzards Bay National Estuary Program (Buzzards Bay NEP) in the Massachusetts Office of Coastal Zone Management (CZM), announces that funding is available to hire an engineering or environmental service firm to develop engineering designs and site plans to treat a stormwater discharge along Sippican Harbor in the Town of Marion. The focus of the remediation effort is to reduce bacteria discharges into a currently closed shellfish bed. The Buzzards Bay NEP has already developed a conceptual plan and preliminary stormwater calculations to treat this discharge in collaboration with the Town of Marion. These

conceptual plans shall be used as a guide, and may be modified by new findings or design constraints. The funding of these designs fulfills a previous award commitment to the Town of Marion under the Buzzards Bay municipal grant program by the Buzzards Bay NEP.

II. RFR AND CONTRACT SCHEDULE

RFR Release Date	March 3, 2008
Bidders Conference:	March 17, 2008, at Old Town Landing, 1:00 PM
Question & Answer Period Closes	March 20, 2008
Application Deadline	Monday, March 31, 2008 at 4:00 PM
Selection decision:	By April 9, 2008
Contract	Shortly after the selection decision, a contract will be executed between the awardee and the Commonwealth. A meeting will be convened to agree upon project parameters and schedule to be incorporated into the Scope of Services.
Notice to proceed	by May 1, 2008
Reimbursement	After execution of contract, the awardee may submit a reimbursement invoice for specific tasks and/or deliverables. Reimbursement is generally made within 30 days subsequent to the receipt of a correctly executed invoice with appropriate backup and completed match certification. <u>Only those tasks/deliverables completed after contract execution are eligible for reimbursement.</u> Projects must be completed in their entirety by the end date of the contract.

III. INTRODUCTION

A. Background

The Buzzards Bay National Estuary Program¹ (NEP) has allocated \$15,000 of federal and state funds, to hire an environmental engineering firm to assist the Town of Marion develop stormwater designs for a site identified by the town as a management priority. These funds have been made available in accordance with US EPA National Estuary Program Cooperative Agreements and through the Massachusetts State Legislature pursuant to implementation of Ch.61 of the Acts of 2007, §2, (2200-0100) and made available through the Buzzards Bay Watershed Municipal Grant Program implemented by the Buzzards Bay National Estuary Program. The site proposed by the Town of Marion at Old Town Landing was selected for a receipt of engineering services up to \$15,000 in the Spring 2007 Municipal Grant Program awards.

Sippican Harbor, located in the Town of Marion, Massachusetts, has eleven identified stormwater discharges. Two of these discharges, at Spragues Cove and Island Wharf, have been remediated with assistance from the Buzzards Bay National Estuary Program (NEP). The Town of Marion has selected the discharge pipe at Old Town Landing as the next priority site for remediation and has requested funding through the Buzzards Bay NEP's municipal grant program. The purpose of this RFR is to hire an engineering or environmental service firm to develop engineering designs and site plans to provide stormwater treatment for this stormwater discharge. The focus of the remediation efforts is primarily the reduction of bacteria into a currently closed shellfish bed. The Buzzards Bay NEP has already developed a conceptual plan and developed preliminary stormwater calculations to treat this discharge utilizing a biofilter near the end of the pipe and tree box biofilters up gradient of the discharge (Figs. 1-3, Appendix

¹ The Buzzards Bay NEP is an advisory and planning unit of the Massachusetts Office of Coastal Zone Management within the Executive Office of Energy and Environmental Affairs. Information about the Buzzards Bay NEP is available at www.buzzardsbay.org

A). These conceptual plans shall be used as a guide, and may be modified based on new findings or site constraints.

The Old Town Landing site has one stormwater pipe discharging along the west bank of Sippican Harbor. Drainage flowing into the pipe is estimated to collect stormwater from the lower end of Ryder Lane and a portion of Front Street (Appendix A, Fig. 1). Drainage from several small house lots and a few commercial sites also contribute stormwater runoff. In an effort to reduce design costs, the Buzzards Bay NEP has conducted a preliminary site evaluation, calculated stormwater volumes, met with property owners, and presented conceptual strategies to the Marion Board of Selectmen (Proposed alternatives, Appendix A, Figs. 2 and 3 were approved by the Board of Selectmen). This RFR will refine and implement those conceptual plans into final designs. The Town of Marion will be responsible for obtaining all local permits, as well as applying for any federal or state permits required for the project. The Buzzards Bay NEP will work with the Town of Marion to assist them in obtaining these necessary permits.

B. Services Required and Tasks

The principal end product to be produced by the vendor is five copies of stamped engineer site plans and supporting design calculations to be used by the town to meet all the necessary permit submission requirements and allow for implementation of the project. Throughout the project, any and all data collection, assessment information, site(s) evaluation, designs, etc will be subject to Buzzards Bay NEP approval and in concurrence with the Town of Marion and other property owners.

1) Data Inventory, Collection, and Analysis

The purpose of this task is to review existing background material and inventory existing conditions at the site. The contractor shall be responsible for the collection of field data to determine the location of tree box filters along Front Street and a biofilter on Tabor Academy property, adjacent to Old Town Landing. Road plans for Front Street are available at Marion Public Works. Onsite investigations must be coordinated through the Marion Public Works with private property-owners concurrence. Data should include, but is not limited to:

- Determination of contributing area to the discharge point,
- Determination of impervious surfaces and other contributing sources of stormwater runoff to the discharge pipe,
- Location of utilities, Town construction standards, relevant property boundaries, and other pertinent information,
- Preliminary determination of the location of the tree box filters and biofilter based on site limitations (i.e. ownership, property characteristics, soil characteristics, high groundwater, utilities, etc.).

The Buzzards Bay NEP will make available any data, GIS coverages, and information already collected during the conceptual design phase of the RFR.

2) Design

The selected consultant will review all data, including that gathered from the fieldwork and a working knowledge of the dynamics at the site to develop preliminary, draft final and final designs and plans. At each stage, the consultant will prepare a brief synopsis of the results of this review, identify potential areas of difficulty, if any; and any special considerations needed during a subsequent construction phase of the project. The selected vendor will prepare four (4) sets of preliminary review plans and meet with BBNEP and the Town of Marion to discuss the preliminary plans. The BBNEP will prepare written comments within 10 working days for the consultant based on this meeting.

Based upon approval with requested changes of the preliminary designs as approved by the BBNEP and Town of Marion, the contractor will prepare four (4) sets of draft final designs acceptable for permitting

and construction purposes. Draft final designs will be reviewed and approved by the town and the Buzzards Bay NEP and Town of Marion. These draft final plans will be presented to the Board of Selectmen at a public meeting. The BBNEP will prepare written comments within 10 working days of this meeting. Based on the public meeting and written comments, the vendor will prepare five (5) copies of final plans including estimated costs of materials, construction costs, and permitting.

3) Meetings

The contractor will set up and attend the following meetings:

- An initial meeting with the Buzzards Bay NEP to discuss goals and objectives.
- An initial meeting with the Town of Marion Selectmen (and/or their representative) and other pertinent town staff and property owners to discuss design approach.
- A meeting with Buzzards Bay NEP, the Town, and property owners once the preliminary designs are completed.
- A staff meeting upon completion of the draft final design.
- A public meeting before the Marion Board of Selectmen to present the draft final designs including an itemized cost estimate for material, construction, and permitting costs.
- Monthly status reports (via email or letter) must also be provided regarding the progress of the project, or impediments to progress.

IV. GRANT PROGRAM: INSTRUCTIONS AND APPLICATION

A. Funding Limits

Applications will be accepted from any vendor that is responsive to this RFR, meets the submission requirements, and whose budget does not exceed \$15,000.

B. RFR Submission Requirements

Interested firms are expected to modify and expand upon the scope, within the limitations of the budget and schedule, to address the needs presented in this Request for Responses and to include any elements that are not identified, but which are necessary to meet the objectives of this RFR.

At a minimum, the response shall include:

- a. A detailed work plan that addresses the goals of the project, issues described in Parts I and III above, and other items the project team deems are necessary to make this a successful project. This proposal scope of work or a similar one will be incorporated into the contract if selected.
- b. A proposed schedule and timeline for completing each of the project tasks in their work plan proposal. The timeline should be based on a period of time after the notice to proceed has been issued. All tasks must be completed by June 30, 2008.
- c. Company profile and descriptions of similar projects to the one proposed in the RFR that have been completed.
- d. Three to five client references of work conducted on similar projects (contact names and telephone numbers).

C. Required Match

No match is required for this award.

D. Application Process

A complete application consists of a brief cover letter on the vendor's stationary, signed by the appropriate authority, the coversheet in Appendix C, and the applicant's proposal.

Four complete copies of the application form and any attachments must be received by:

Sarah Williams
Buzzards Bay NEP
2870 Cranberry Highway
East Wareham, MA 02538

by 4:00 P.M Monday, March 31, 2008. Fax and/or email submissions will not be accepted. Additionally, postmarks are not accepted as verification of date of submission.

If selected for a grant award, the following standard forms must be submitted prior to contract execution:

NOTE: All forms must be signed by the organization's/municipality's authorized signatory.

- Commonwealth Standard Terms & Conditions
- Request for Taxpayer Identification Number and Certification (W-9)
- Contractor Authorized Signature Verification Form

All forms may be obtained electronically via the Operational Services Division (OSD) website on the right hand side under "Related Links", at:

http://www.mass.gov/portal/index.jsp?pageID=osdmodulechunk&L=1&L0=Home&sid=Aosd&b=terminalcontent&f=osd_forms&csid=Aosd

If selected, failure or refusal to submit any of the required forms prior to contract signing may be grounds for disqualification.

Incomplete or incorrectly submitted applications will be disqualified. Qualified applications will be judged on a competitive basis according to the selection criteria.

A review committee composed of Buzzards Bay NEP staff will evaluate all proposals on a competitive basis. The review committee may include a municipal representative to serve in an advisory role to the committee. The review committee reserves the right to reject any or all proposals that do not meet the goals and terms of this RFR.

E. Evaluation Criteria

Grants will be competitively selected based on the criteria below. The scoring sheet to be used is in Appendix B.

- 1) Description of the approach to the proposed work
- 2) Past Experience
- 3) References for performance evaluation

The highest scoring proposal will be selected. In the case of a tie score, the lowest cost proposal will be selected.

F. Inquiries about the RFR

Questions about this RFR can be submitted in writing by mail, fax, or email to the Municipal Grant Coordinator through 4 PM, Thursday, March 20, 2008. Questions may also be made at the bidders conference on Monday, March 17, 2008. Responses to questions, if any, will be posted on the Buzzards Bay NEP website www.buzzardsbay.org/funding by Wednesday, March 26, 2008, as well as on www.Comm-Pass.com. These answers are for clarification purposes only and do not constitute an amendment to the RFR unless expressly stated as such.

G. Contract Awards and Administration

Applicants will receive a written notification from the Buzzards Bay NEP as to whether they have been selected, subject to final contract execution. Awards will be executed via a standard Terms and Conditions Contract between the Commonwealth of Massachusetts Executive Office of Energy and Environmental Affairs and the municipality soon after selection. The appropriate legal authority must sign contracts. Contract funds are awarded on a reimbursement basis for expenditures made during the period of the contract. Expenditures made outside of the period of the executed contract are ineligible for reimbursement. Payments are wired electronically to accounts by the state comptroller. The vendor must complete all work by June 30, 2008.

H. EEA Supplemental Terms and Conditions

Posted on Comm-Pass with RFR in Forms & Terms section. Bidders are required to review this document.

End of application

Appendix A

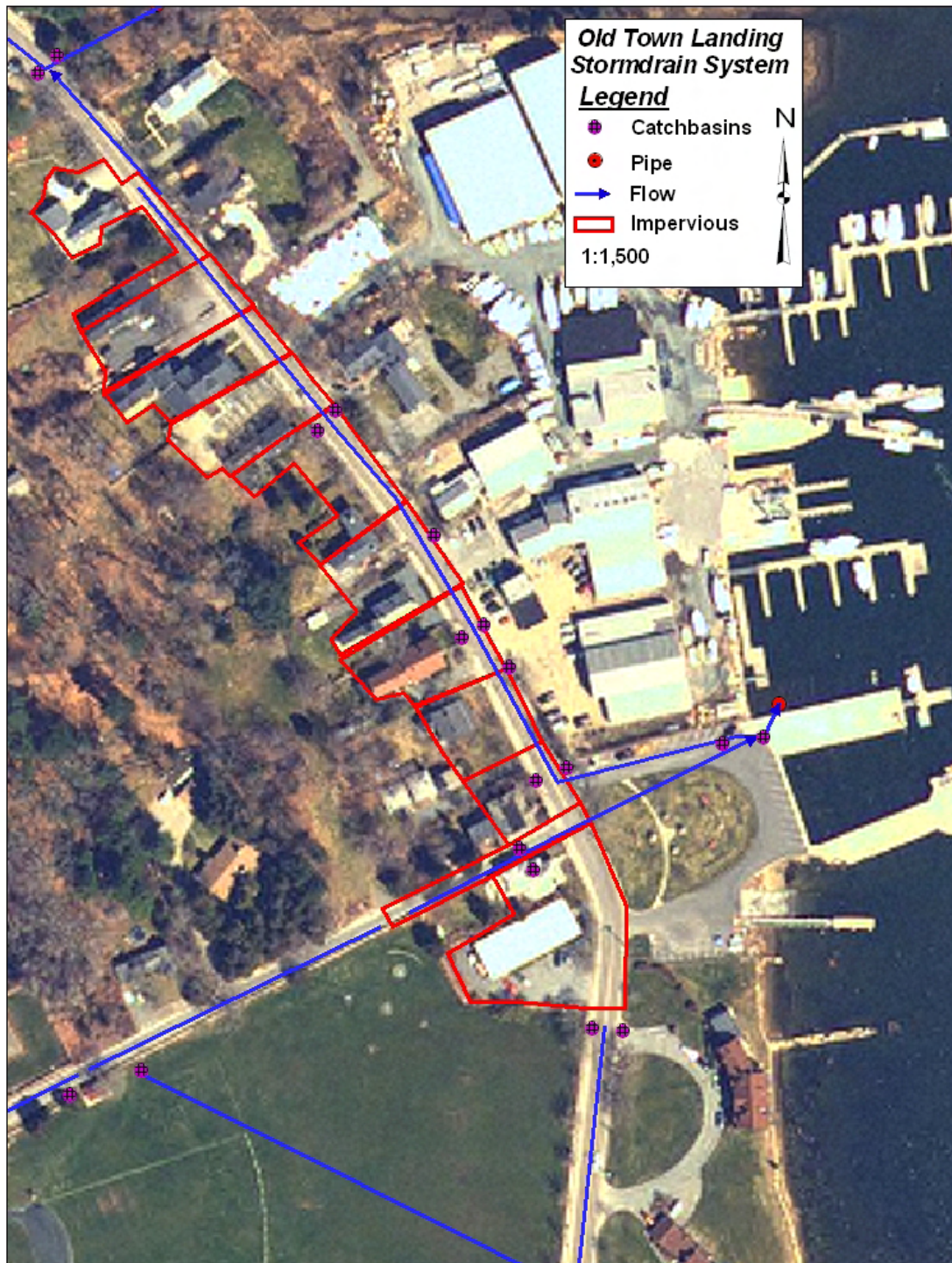


Figure 1. Stormwater flow, catchbasins, and discharge pipes in the proposed stormwater treatment drainage area.



Figure 2. Conceptual Design Alternative 1. Tree Boxes and a biofilter at a parking lot will be used to treat first flush.

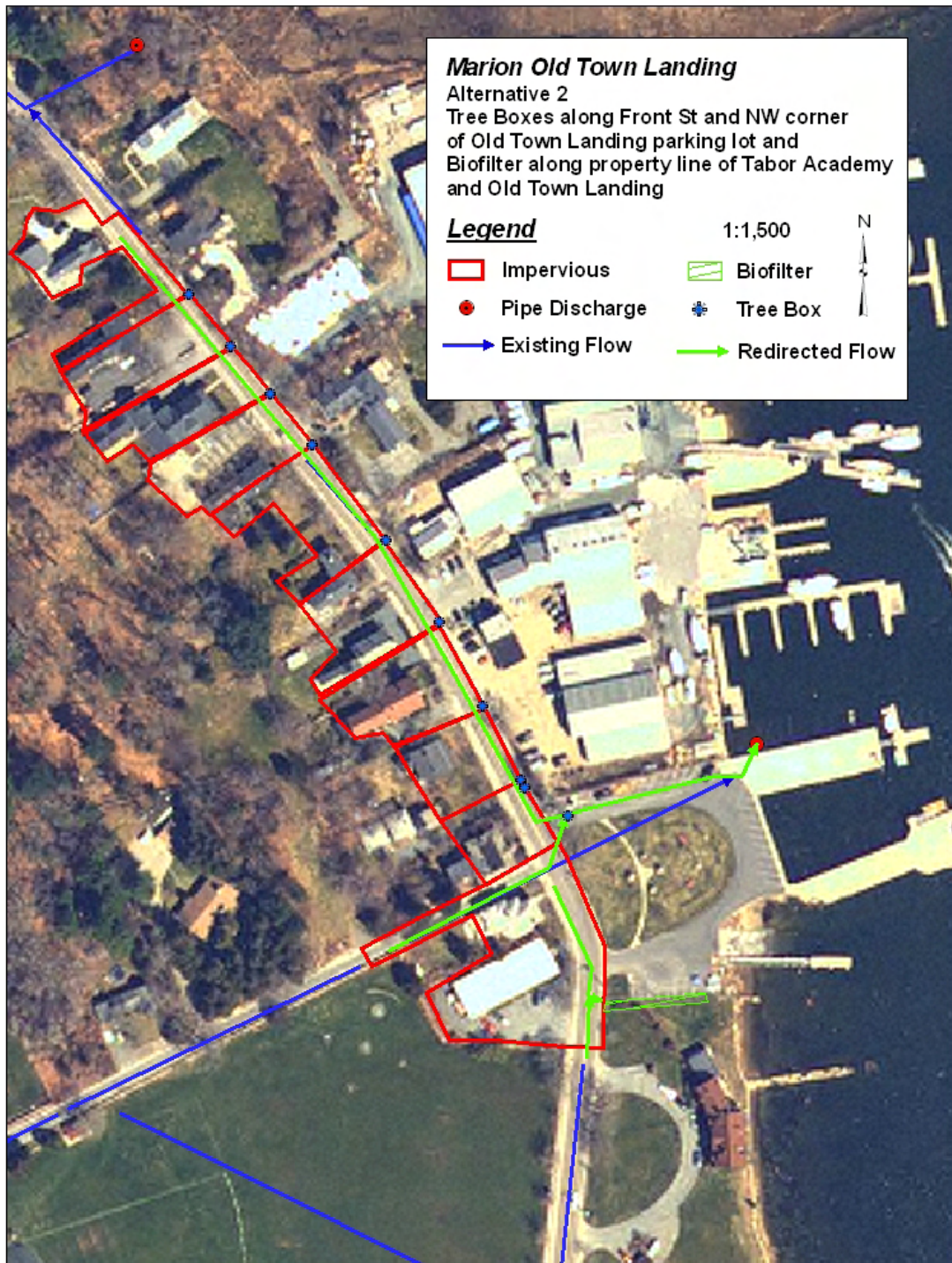


Figure 3. Conceptual Design Alternative 2. This design is identical to design 1, except there is an additional tree box in the NW corner of the parking lot to treat runoff from Ryder Lane and reduce the length of the biofilter by approx. 20'. The Engineer would have to confirm if the elevations from Ryder Lane make this design feasible.

Appendix B - Scoring Sheet for Buzzards Bay Minigrants ENV 08 CZM 07

Vendor: _____

Amount Requested: _____ **Reviewer:** _____ **Total Pts (20 pts max)**
Rank among all proposals received: ____ (1= best) of ____ (total)

1) Description of the approach to the proposed work _____ pts (10 points max)
Detail provided in the response including the project approach, timeline, and all other minimum submittal requirements, as well as a demonstrated understanding of project goals and scope. (10 points)

Reviewer Comments:

2) Past Experience _____ pts (5 points max)
Past Experience on similar stormwater and low impact development stormwater projects within Massachusetts, with the Massachusetts Wetland Protection Act and state stormwater standards. Experience will be evaluated in terms of years of experience and numbers of projects.

Reviewer Comments:

3) References for performance evaluation _____ pts (5 points max)
References from clients from related projects to help characterize the firm's experience in completing projects on a timely basis and within the appropriated budget, and the ability to work collaboratively with government agencies.

Reviewer Comments:

The highest scoring proposal will be selected. In the case of a tie score, the lowest cost proposal will be selected.

Overall Comments:

Reviewer Signature: _____

Date: _____

Appendix C: Cover Sheet

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AT OLD TOWN LANDING**

**ENV 08 CZM 07
March 3, 2008**

Vendor: _____

Proposal contact: _____ Title: _____

Phone: _____ Fax: _____

Project manager (if different): _____ Title: _____

Phone: _____ Fax: _____

Amount requested: _____