



The City of Amesbury
Office of Community and Economic Development
REQUEST FOR QUALIFICATIONS
CONSULTING ENGINEER SERVICES

The City of Amesbury through the Office of Community and Economic Development (OCED), is soliciting sealed proposals from qualified consulting engineering firms to review submittals to the Planning Board and Conservation Commission. The scope involving the Board and Commission will include peer reviews, provide professional opinions, and perform a variety of multi-disciplinary civil, site and environmental engineering services with respect to residential and commercial development projects and other such related responsibilities of the Board/Commission as may come before them.

I. SUBMITTAL REQUIREMENTS:

One original and three copies of the proposal shall be delivered to Joan Baptiste, Executive Secretary OCED, City Hall, 62 Friend Street, Amesbury Mass 01913, no later than **3:00 pm on Thursday September 8, 2016**. Proposals must be sealed and clearly marked "Consulting Engineer Planning Conservation". Late or emailed proposals will not be accepted. For questions and to provide contact information for addenda send an email to JONI@amesburyma.gov. All correspondence and emails shall contain "Consulting Engineer Planning Conservation" in the subject line. A copy of this RFQ is available online at <http://www.amesburyma.gov/> under News and Notes, OCED Proposals.

A. TRANSMITTAL LETTER and FORMS– Limited to (3) three pages in length

Each proponent must provide a letter of transmittal signed by the individual that has the authority to commit to the scope of services. The letter must state that the proponent has the resources to fulfill the scope of services. Provide a brief history and description of the firm that is making the proposal and that will enter into a contract, if awarded a contract. The letter must indicate that the firm agrees with the scope of services as presented or indicate any exceptions that the firm has with the scope of services. The required forms at the end of this document must be signed and attached.

B. RESUME AND WORK SAMPLES

The proposer shall provide a resume and or work samples with references for applicable samples indicating their experience as it relates to the Scope of Services herein. Those candidates with the most relevant experience to the scope of services and the City of Amesbury shall be considered more favorably.

II. MINIMUM QUALIFICATIONS:

- A. The successful proponent shall be the principal contractor (“Principal”). The City will conduct separate procurements where necessary for items outside of the scope herein. The proponent shall be licensed, certified or otherwise credentialed professional as may be necessary to fulfill the responsibilities of its contract with the City; to include, at a minimum: Professional Civil Engineer licensed in the Commonwealth of Massachusetts.
- B. The Principal shall have the ability to review projects for compliance with all applicable local, state and federal statutes and regulations including, but not limited to, Subdivision Control Laws, the Massachusetts Wetlands Protection Act and implementing regulations, plus the City of Amesbury, Zoning By-laws and other applicable local rules and regulations.
- C. To document the ability to understand construction projects, the Principal shall have experience in managing horizontal construction projects including the coordination of plan development, permitting, and construction toward completion of the projects.
- D. The Principal shall have a minimum of ten (10) years experience providing such engineering services.
- E. The Principal must have the ability to provide a certified professional engineer for site inspections for all roadway construction including all infrastructures (water/sanitary/ drainage/stormwater management structures and BMPs) and must have a minimum of ten (10) years of experience in roadway and utility construction.
- F. If sub-contractors are used for any aspect of this work, resumes and references shall be provided within the proposal.
- G. The qualified proponent must be able to work under the direction of each applicable Board or Commission and provide project reviews within set deadlines and attend Board/Commission night meetings if necessary.

III. SCOPE OF SERVICES:

A. PLANNING BOARD- Background and Required Services

In addition to reviewing and approving subdivisions, the Planning Board is also responsible for site plan approval and issuing certain Special Permits under the City of Amesbury Zoning By-Laws. The City Planner and Consulting Engineer provide technical reviews and detailed reports to the Board documenting a project’s compliance with the above, compliance with DEP Stormwater Regulations, and conformity with the Zoning By-Laws prior to the commencement of the public hearing. During these reviews, the City Planner may request additional input from other departments or agencies. Throughout the process, site visits and workshops with the applicant and city staff may be required. When conducting reviews for the Planning Board, the Consulting Engineer works strictly through the City Planner and provides supplementary reviews when applicable and within the deadlines allotted. The Consulting Engineer works with the City Planner to provide draft condition(s) of approval for the Planning Board for final review. The DPW will also provide reviews and communication between the DPW contact and the Consulting Engineer will be required.

Inspectional services are required for roadway construction and infrastructure installation (water/sewer/drainage/stormwater BMPs) to ensure compliance with the approved plans and with Mass Highway specifications. The Consulting Engineer provides inspection reports for all inspections, and may conduct inspections to ensure compliance.

In order to effectively complete reviews for the Planning Board, the Consulting Engineer must be qualified and experienced in providing the following:

- Provide in-depth reviews of the materials typically submitted with Subdivision Plans, Special Permits and Site plans including but not limited to hydrology reports, traffic reports and stormwater reports and provide a comprehensive report within established deadline.
- Provide comments relating to the proposed development's conformity to the Zoning By-Laws.
- Review and provide reports for developer comments, recommendations, and/or punch lists for the Planning Board on the review of proposed/approved subdivision plans within established deadline.
- Perform site visits/inspections for Definitive Subdivisions, Special Permits and Site Plans as scheduled through the Planning Office.
- Produce report/daily inspectional reports on site visits/inspections within established deadline.
- Provide inspectional services within 48 hours notice from the Planning Board Office.
- Calculate bond amounts for Definitive Subdivisions and corresponding bond reduction quotes within established deadline.
- Review all plans in connection to road construction including but not limited to progress prints, utility as-builts and final as-builts within established deadline.
- Attend workshops with technical support staff and/or developers.
- Produce invoices in reference to reviews, inspectional services and workshops within established deadline.
- Perform related duties as required by the Planning Board or City Planner.
- Attendance at meetings where applicable.

B. CONSERVATION COMMISSION- Background and Required Services

The Conservation Commission is responsible for administering and enforcing the Massachusetts Wetlands Protection Act (M.G.L. 131 § 40) and the implementing regulations, 310 CMR 10.00. Each year the Commission reviews dozens of permit applications for work within and near wetland resource areas, floodplains, banks, riverfront areas, streams, and ponds. As part of the permit review and approval process, the Commission must ensure that the "functions" provided by these resource areas, including protection of public and private water supply, protection of groundwater supply, flood control, storm damage prevention, prevention of pollution, protection of land containing shell fish, protection of fisheries, and protection of wildlife habitat are adequately protected. The Commission is also responsible for reviewing and confirming the boundaries of wetland resource areas as presented by project proponents.

The City of Amesbury has experienced increased growth over the last three years including residential subdivisions, commercial and industrial developments, and redevelopment projects.

The City does have a local wetlands bylaw and the Commission strongly encourages applicants to consider the preservation of natural areas and the incorporation of a no-disturbance zone adjacent to wetland resources to protect the wetland from direct and indirect impacts associated with development. The Commission also encourages the use of environmentally sensitive site design and low impact development (LID) measures in accordance with the stormwater regulations, to reduce impacts to surface waters resulting from stormwater runoff.

In order to effectively and successfully evaluate wetland permit applications and resource area delineations, the Commission is seeking the professional services of a qualified individual or firm to provide the following:

- Review of selected Notices of Intent, Abbreviated Notices of Resource Area Delineations, Ecological Restoration Projects, and Requests for Determinations of Applicability for compliance with the Wetlands Protection Act and the Wetlands Protection Act Regulations. In addition review under the local wetlands by-law.
- Review and comment on professionally prepared project plans, stormwater management reports, drainage reports, and all supporting documentation (including engineering calculations). The consulting engineer will work with the Conservation Agent and all transmittals will be through the Agent.
- Provide recommendations to Commission on environmentally sensitive site design on avoidance and/or minimization of impacts to wetland resource areas.
- Make site inspections as necessary.
- Attend workshops with staff and project representatives as deemed necessary by the Commission or Conservation Agent.
- Attend public hearings/meetings on new applications as deemed necessary by the Commission.
- Assist the Commission in preparing Orders of Conditions (special conditions) for complex projects in coordination with the Conservation Agent.
- Assist/represent the Commission in appeal proceedings as deemed necessary by the Commission.
- Perform construction phase monitoring to ensure compliance with approved project plans, Orders of Conditions, Erosion and Sedimentation Control Plans, and construction phase Stormwater Operation and Maintenance Plans.
- Supervise and monitor wetland replication construction and establishment.
- Conduct final site inspections on commercial projects and large subdivisions and review as-built plans to verify compliance with the Order of Conditions prior to issuance of a Certificate of Compliance.
- Produce clear and descriptive invoices for reviews and any other services in accordance with the city's requirements and within established deadlines.
- Wetlands identification and boundary locations will be addressed by the City through a separate consultant.

IV. REJECTION OF QUALIFICATIONS:

The City of Amesbury reserves the right to accept or reject any or all Qualifications as may be deemed in the best interest of the City for reasons including, but not limited to:

- The Proposer fails to adhere to one or more of the provisions established in the RFQ;
- The Proposer fails to submit its proposal in the specified format or supply minimum information requested;
- The Proposer fails to meet the minimum evaluation criteria specified;
- The Proposer fails to submit its proposal to the required address on or before the prescribed deadline established in the RFQ; or
- The Proposer fails to submit cost information in a separate envelope as required.

V. PROPOSER SELECTION:

All proposals submitted in accordance with the requirements of this Request for Qualifications will be reviewed for completeness and responsiveness. Proposals from candidates that do not meet the standards of qualifications for consultants, as prescribed in the above-listed minimum qualifications, will be considered to be non-responsive. All required information submitted in response to this Request for Qualifications will be utilized in order to evaluate each candidate. The following criteria are defined for evaluation:

- Competency of proposal package relative to the Request for Qualifications;
- Professional experience with accompanying resume;
- Similar consulting experience with accompanying references;
- Quality of workmanship;
- Capacity to assemble qualified project staff

The initial evaluation of all proposals will be performed by a committee made up of representatives from the OCED. Based on its evaluation, the committee will rate the proposals as follows: Highly Advantageous, Advantageous, Not Advantageous, or Unacceptable. The committee will then provide a recommendation for the top three candidates based on the evaluative criteria listed and other appropriate factors. The final decision will be made by the Director of the OCED in conjunction with Planning and Conservation staff.

The Principal shall be compensated on an individual project basis directly by the City, pursuant to M.G.L. Ch. 44 §53G.

VI. FEE SCHEDULE:

Subsequent to the selection of the most qualified firm the City will negotiate a fee schedule based on a typical set of resources to meet a typical services scope. While the revenue is not City funds the firms that are filing proposals should consider staffing that meets the requirements and minimizes costs. The City reserves the right to move to the next qualified firm in the event a reasonable fee schedule cannot be achieved. The City will contract for work with each permit, the fee schedule will be used to calculate each separate contract.

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that the bid or proposal submitted relative to this project is in all respects bona fide, fair and made without collusion or fraud with any other person, joint venture, partnership, corporation or other business or legal entity.

(Name of person signing cover letter)

Signature

(Company)

(Date)

CERTIFICATE OF TAX COMPLIANCE

Pursuant to Ch.62C, S.49A (b) of the Massachusetts General Laws, I,

_____, authorized signatory for
(name)

(name of Consultant)

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.

Consultant: _____

By: _____
(Signature of authorized representative)

(Title)

(Date)

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