

**TOWN OF WAREHAM
WATER POLLUTION CONTROL DEPARTMENT**

REQUEST FOR QUALIFICATIONS

FOR

On-Call Professional Engineering Services Related to Wastewater Treatment and
Collection Systems

RFQ #17-RFQ-001

Issued
July 6, 2017

RESPONSES DUE: July 27, 2017

Water Pollution Control Department
6 Tony's Lane
Wareham, MA 02571

SECTION 1 INTRODUCTION

1.1 Intent of this Procurement

This Request for Qualifications (“RFQ”) is issued by the Wareham Water Pollution Control Department (hereinafter referred to as the “DEPARTMENT”) for On-Call Professional Engineering Services. To respond effectively to this RFQ, CONSULTANTS are requested to provide a “full-service” team who can provide the services outlined herein.

The selection of CONSULTANT will be based on the Evaluation Process and Criteria described in this solicitation.

1.2 General Description of Services

The DEPARTMENT requires the services of a consultant to provide various engineering services including but not limited to:

- Regulatory compliance support;
- Assistance with applying for State Revolving Funds and Federal/State Grants;
- Environmental determination and approval for MEPA;
- Comprehensive Wastewater Management Planning;
- SSES and I/I investigations;
- Ocean outfall permitting and design;
- Surveying and Mapping/GIS;
- Wetlands permitting;
- Licensed Site Professional (LSP) services;
- Wastewater collection system design;
- Wastewater pumping station design;
- Wastewater treatment facility evaluation and design;
- Supervisory Control and Data Acquisition (SCADA) design;
- Hydrologic/hydraulic modeling;
- Industrial Pretreatment / Local Limits development;
- Stormwater drainage improvements;
- Geotechnical assessment and analysis;
- Owner’s Project Manager and/or third party engineering review;
- Utility easement acquisition assistance including title examination and preparation of documents to be filed at the Registry of Deeds;
- Bidding assistance in compliance with MGL 30 §39M, 30B, and 149, as appropriate;
- Construction administration and observation.

For each project, the DEPARTMENT will provide a general scope of work to the CONSULTANT. The CONSULTANT will, in turn, provide a detailed fee proposal based upon its fee schedule.

Federal and State Requirements

For projects with federal and state jurisdiction or funding, other requirements must be met, including but not limited to DBE participation. To participate in any phase of federal or state funded projects, the CONSULTANT must be able to meet requirements for contracts using federal and state funds.

Local Requirements

Firms will be required to comply with Town of Wareham's local bylaws, rules, regulations, policies and requirements throughout the work.

1.3 Procurement Procedures

It is a competitive contract procurement process whereby consulting firms submit qualifications and are then evaluated and selected based on competency.

An evaluation panel representing the Department will evaluate all Statements of Qualifications (SOQs) based upon the team's experience delivering similar services, demonstrated competence, professional qualifications of the CONSULTANT, experience and qualifications of the proposed project manager(s), and references.

The Department will consider the following general criteria:

- Proximity of the CONSULTANT to the Town of Wareham
- Project team experience on comparable projects
- Understanding of the Town's infrastructure
- Non-utility qualifications (e.g., SCADA, electrical, LEED, LSP services)
- Experience with developing construction cost estimates
- Project Management and QA/QC process
- Financial status of the firm

The Department will enter negotiations with the Consultant to establish a fee schedule. The fee schedule will include billing rates based on a direct salary multiplier. Other potential fees will be negotiated such as subcontractor markups. These negotiations will result in standard billing terms, which will be implemented on each of the CONSULTANT's contracts. The DEPARTMENT reserves the right to sever negotiations if a fee schedule or contract terms cannot be resolved.

The DEPARTMENT will have the discretion to negotiate with the CONSULTANT for the total cost of services for a particular project, based upon the fee schedule and scope of work. The DEPARTMENT may then decide if it wants to enter into a contract with that consultant.

The DEPARTMENT reserves the right to perform the services for any particular project outside of this selection process.

Solicitation Disclaimer

The DEPARTMENT reserves the right to amend this RFQ, to withdraw all or a portion of this RFQ, and to award a contract for only a portion of the scope of services described herein. The DEPARTMENT reserves the right to reject any and all responses, and to

consider or reject responses submitted in violation of any of the requirements of this SOQ. All responses to this RFQ become the property of the DEPARTMENT upon submission. The costs of preparing an SOQ and participating in an interview are at the sole expense of the Consultant.

1.4 Responses to this RFQ

This RFQ requires the submission of an SOQ in the form and in the manner set forth in this solicitation. The submittal shall be delivered in a sealed envelope/box to the Water Pollution Control Department, 6 Tony's Lane, Wareham, MA 02571 no later than the date and time specified in this document. The outside of the envelope shall be marked with the name and address of the CONSULTANT and RFQ # 17-RFQ-001: Statement of Qualifications for On-Call Professional Engineering Services.

One (1) complete master hard copy of the Statement of Qualifications shall be submitted. In addition to the hard copy, each CONSULTANT must include a single electronic version of the master Statement of Qualifications, as a PDF file, copied to a CD.

Submittals will not be accepted after the time and date specified in this RFQ. Submittals received after the stated deadline will be deemed non-responsive, ineligible for evaluation, and returned to the CONSULTANT. Each acceptable response to this RFQ submitted shall become DEPARTMENT property at the due date and time indicated in this RFQ.

An addendum will be issued if changes to this Request for Qualifications are made. Addenda will be e-mailed to all interested firms on record as having picked up the Request for Qualifications.

Questions concerning this Request for Qualifications must be submitted in writing via e-mail to Guy Campinha at gcampinha@wareham.ma.us by July 24, 2017. Written responses will be e-mailed or delivered to all firms on record as having picked up the Request for Qualifications.

A bidder may correct, modify, or withdraw a submittal by written notice received by the DEPARTMENT prior to the time and date set for the submittal deadline. Modifications must be submitted in a sealed envelope clearly labeled "Modification No. __." Each modification must be numbered in sequence, and must reference the original Request for Qualifications.

2.0 SUBMITTAL REQUIREMENTS

The SOQ shall not exceed 20 written, single sided, 8-1/2" x 11" pages, including the transmittal letter and table of contents. Supplemental information such as firm brochures and resumes shall be provided in an Appendix and are not included in the 20 written pages. The minimum font size shall be 12.

SOQs shall be organized in the following format:

- 1) Transmittal Letter: Transmittal letter shall be signed by an individual authorized to enter into a contract with the DEPARTMENT, and shall identify the firm's name, address, telephone number and e-mail address of the contact person.
- 2) Consultant Information including:
 - Name of CONSULTANT and parent company, if any. List of principal officers, members of the Board of Directors and key stockholders (any individual who owns more than 5% of the outstanding voting stock shares) if applicable.
 - Nature of CONSULTANT's principal business, including a general description of services provided, emphasizing those required to satisfy the needs of the on-call services.
 - Address of principal office and, if different, the addresses of the office from which the work would be performed and managed. The percentage of services to be provided from each office shall be indicated.
 - Date CONSULTANT was established.
 - Certification of the CONSULTANT's Professional Liability and General Liability insurance (types and coverage). General Liability coverage shall be a minimum of \$1,000,000 for each occurrence and umbrella coverage shall also be provided at a minimum of \$5,000,000. Professional Liability coverage shall be a minimum of \$2,000,000 for each claim and an aggregate of \$3,000,000. The Professional Liability insurance is not to be project specific, but for the CONSULTANT's overall work. The Certificate of Insurance does not count toward the thirty (30) page maximum.
 - Copies of corporate licenses and/or registrations providing proof of the ability to act in a professional capacity in the Commonwealth of Massachusetts. Copies of licenses and/or registrations should be included in an Appendix and do not count toward the thirty (30) page maximum.
 - Statement of the Company's Affirmative Action Plan

The DEPARTMENT reserves the right to request additional financial information to assess the financial stability of the CONSULTANT after review of the Statement of Qualifications.

- 3) Statement of Qualifications: State why the team is qualified to perform the types of on-call services described in this RFQ. Discuss any details regarding the team's experience or approach that might assist in determining its specific qualifications. Describe any local or specialty firms that are on the team. Describe how the team has successfully provided on-call services such as those described herein. Describe how the team has set plans and strategies to successfully address community impacts while performing the types of services.
- 4) Key Staff: Provide an organizational chart of key staff that will be available to provide services described in this Request for Qualifications. Include their relevant experiences with the described technical and/or project management services for federal, state, or municipally funded utility projects. Describe what

each person's role will be. Provide a maximum 4-page resume for each person within the organizational chart.

Identify the number of staff employed in each personnel classification in local offices within one hour travel time of the Town of Wareham.

- a. The staff, at minimum, should include:
 - Client Manager
 - Project Manager(s)
 - Senior Engineer(s)
 - Staff Engineer(s)
 - Licensed Surveyor(s)
 - Licensed Site Professional
 - Chief construction resident engineer
 - Staff construction resident engineer(s)
 - Other staff as appropriate (i.e. Mechanical, Electrical, Instrumentation, Plumbing, Architectural)
 - b. The consultant shall provide a list of intended subconsultants (including Certified DBE/MBE/WEB firms) at the time of submittal of SOQs. If the consultant wishes to substitute subconsultants or add specialty subconsultants, the approval of the DEPARTMENT will be necessary. Subconsultants added after establishment of the initial list shall be subject to the same terms and conditions as all other subconsultants and consultant teams.
- 5) Sample projects: Provide descriptions of no more than five (3) relevant projects in each category outlined below performed by the CONSULTANT demonstrating wastewater infrastructure design and construction services. To the extent possible, members of the proposed project team shall have staffed these projects. These projects should include:
- Wastewater Treatment Facility Improvement Projects with total design and construction value over \$5,000,000.
 - Horizontal sewer projects new and rehabilitation with total design and construction value over \$2,000,000.
 - Ocean outfall permitting and design
 - Comprehensive Wastewater Management Plans

Please note projects performed for the Town of Wareham, regardless of size, that are active or were completed within the past 5 years.

- 6) References: Provide at least five (5) client references, including names and current phone numbers, for projects completed within the previous five (5) years.
- 7) If the CONSULTANT has had monies paid by them, or on their behalf as a result of professional liability claims in excess of \$1 Million in any jurisdiction or have

had judgments issued by a judicial court in any jurisdiction with regard to professional liability issues within the past 5 years in excess of \$1 Million, note this in an Appendix.

3.0 EVALUATION OF QUALIFICATION STATEMENTS:

Emphasis in evaluating qualification statements shall be placed on the firm's qualifications and experience in projects similar to those which the DEPARTMENT anticipates undertaking.

The DEPARTMENT will assign an evaluation team to review documents submitted for consideration. Evaluation criteria include the following:

- Statement Preparation - has the qualified firm or collaborative project team met the stated requirements and submitted all the required documents.
- Qualifications of the CONSULTANT or the collaborative project team - review of company background and ability to perform, qualifications of the project team, qualifications of the project manager, the firm's backup capability and the firm's experience in and in proximity to Wareham.
- Project Experience - review of the CONSULTANT's or the collaborative project team's qualifications and experience by project discipline with specific focus on projects similar to those projects outlined above. Multidisciplinary complexity, public involvement and permitting challenges will be considered.
- Responsiveness and Responsibility — review of the CONSULTANT or collaborative project team in accordance with the following:
 - Have the necessary experience, organization, technical and professional qualifications, skills, and facilities;
 - Be able to comply with a proposed or required time of completion or performance schedule;
 - Have a demonstrated satisfactory record of performance including responsiveness to clients; and

The Department may select firms as finalists for interview. Interviews will allow qualified firms to introduce their key personnel, and briefly outline their qualifications and experience on projects similar to those referenced herein.

The DEPARTMENT will select the firm or collaborative project team that best demonstrates the required qualifications outlined herein.