

Groton Board of Selectmen

Notice of Request for Quotation (RFQ)

**Squannacook River Rail Trail in Groton - Environmental and Engineering
Assessment**

September 6, 2007

The Groton Board of Selectmen is soliciting proposals from experienced, qualified consulting firms to complete an engineering and environmental assessment of the conversion of the rail bed in Groton owned by the MBTA into the Squannacook River Rail Trail. We are seeking proposals to cover the 0.9 mile section in Groton from the Groton/Townsend border to the Bertozzi Wildlife Management Area on Townsend Road. The proposal and 10 copies must be received at the Groton Town Hall, 173 Main Street, Groton, 01450, by 5:00 PM on October 15, 2007. Proposals shall be submitted in two (2) separate envelopes, one labeled "Cost Proposal" and the other "Technical Proposal".

The Selectmen reserve the right to reject any and all proposals, and to accept any proposal deemed to be in the best interest of the Town.

Note: The town of Townsend, MA is separately contracting for an environmental and engineering assessment of the conversion of approx. 2.4 miles of rail bed from Depot Street at Townsend center to the Townsend/Groton line. Although both projects are related and timed for simultaneous execution, the studies are being contracted for separately to conform to municipal procurement regulations.

Jeff Ritter
Groton Procurement Officer

Section 1. Instructions to Proposers

Technical and Cost Proposals (with 10 copies of each) must be received at the Board of Selectman's Office, Groton Town Hall, 173 Main Street, Groton, 01450, by 5:00 PM on October 15, 2007.

Proposers shall submit a sealed Technical Proposal marked "RFQ: Groton Rail Trail Assessment – Technical Proposal" along with the proposing consultant's name, address and due date. Proposers shall also submit a separate cost proposal in a separate sealed envelope marked "RFQ: Groton Rail Trail Assessment – Cost Proposal", also with the proposing firm's name, address and due date.

Regardless of the cause of delay, proposals that are received by the Town after the terminal time may not be considered. The responsibility for assuring the receipt of proposals by the Selectmen before the specified closing time is incumbent upon the proposers.

Section 2. Introduction

The Groton Board of Selectmen invites qualified planning/engineering firms to submit proposals to conduct an environmental and engineering assessment for a shared-use path (rail trail, multi-use trail or bike trail) in the right-of-way of an unused railroad now owned by the MBTA. The assessment shall evaluate the feasibility of developing a shared use path along this corridor in accordance with MassHighway design guidelines.

On 1 August 2007, the Groton Board of Selectmen submitted a Community Preservation Act proposal to fund this effort. Assuming the proposal is recommended by the Community Preservation Committee, the funds will be available only after receiving a majority vote at the Fall Special Town Meeting tentatively scheduled 22 October 2007. The CPA funds are to pay for the environmental and engineering assessment. The funds cannot be used to pay for travel or other items. Proposers must demonstrate that they can fulfill all tasks set forth in the scope of work within the projected time frame. Questions regarding this RFQ may be directed to Jeff Ritter, 173 Main Street, Groton, 01450, by e-mail: jritter@townofgroton.org, or phone (978) 448-1111.

Section 3. Background

The Squannacook River Rail Trail as presently envisioned will consist of a 2.4 mile section from Depot Street in Townsend center to the Groton/Townsend line, and a 0.9 mile section from the Townsend/Groton line to the Bertozzi Wildlife Management Area in Groton, for a total distance of 3.3 miles. This RFQ covers the 0.9 mile section in Groton.

The Squannacook River Rail Trail Committee has been studying this project since 2002. A report giving an assessment of the feasibility of this rails-to-trail conversion may be found at their web site at <http://www.SquannacookRiverRailTrail.org>. This site also contains a FAQ page and other background documents related to this project. Proposing firms are encouraged to use any and all material on the above web site to develop their proposal and, if awarded a contract, in their final report.

This preliminary environmental and engineering assessment serves two purposes: 1) to satisfy Mass Highway of project feasibility before any federal funds can be released, and 2) to address certain issues critical to Groton's decision as to whether to approve this project or not.

Section 4. Characteristics of the Consulting Team

The Groton Board of Selectmen is seeking a multi-disciplinary team for an assessment of the environmental and engineering issues for a rail trail conversion. Several areas of expertise are required and the team should have, at a minimum, a

- Professional civil engineer, licensed in the State of Massachusetts
- Structural engineer
- Wetland scientist
- Environmental engineer (Licensed Site Professional)
- Conservation biologist

Applicant firms should have a multi-disciplinary staff within house, or include subconsultants in their proposal that have successful track records in their area of expertise. We require a team that has experience working on rail trail projects in Massachusetts, and has a thorough understanding of Mass Highway funding and design guidelines.

Section 5. Project Scope

The study will include an environmental and engineering assessment with the following tasks:

- 1) A review of the location and dimensions of the railroad right-of-way (ROW), prominent features, and wetland areas near the rail line.
- 2) Identify encroachments, easements and leases of the ROW.
- 3) A general physical assessment of the existing conditions of the rail bed (i.e., vegetation, erosion, etc.) to determine where a more detailed engineering survey and design may be needed, especially for at-grade road crossings.

- 4) A review of road crossings and sight lines along with recommendations for crosswalks and traffic signals at the crossings.
- 5) Evaluate conditions of draining system along proposed trail, and make recommendations for upgrades as part of the final assessment report.
- 6) Identify sections of the trail where special designs may be needed to ensure user safety or mitigate environmental and historic impacts (e.g. boardwalks, soft surface, narrowed surface).
- 7) Have a Licensed Site Professional investigate areas most likely to have been contaminated to a significant level using all techniques allowed by the MBTA, including historical records and a visual site assessment. Outline design approaches for handling soil that are consistent with Massachusetts Department of Environmental Protection guidelines and all applicable laws, regulations, and other public policies for capping soils with varying degrees of contamination.
- 8) Identify sections of the trail where storm water management will present engineering challenges. Provide conceptual designs that meet NPDES and Mass. DEP guidelines for storm water management.
- 9) A preliminary needs assessment of screening and/or barriers to mitigate trail impact on abutting residences, wetlands and other environmentally sensitive areas.
- 10) Identify potential points of access along the trail and quantify the need and availability of parking at access points. Our feasibility report gives a preliminary suggestion for an area near to the Bertozzi Wildlife Management Area. Discuss how to integrate parking plans with that of the Townsend section of the rail trail.
- 11) Identify wetlands, vernal pools and areas of wildlife habitat in or close to the rail bed using information from the Groton Conservation Commissions and state and federal databases and from direct field observation. Outline design and construction procedures that will minimize habitat disturbance in general. Coordination letter should be sent to the Groton Conservation Commission to request their input and concerns relative to the project.
- 12) Identify possible design features to improve access for blind and other handicapped users.
- 13) Implementation Plan
 - a) List environmental (e.g., wetland) and other permits that will be needed prior to the start of construction.

- b) Provide a budget cost estimate for construction of the 0.9-mile trail and associated amenities and infrastructure, in as detailed form as possible at this time. Provide separate estimates for two types of trail surfaces, a paved surface and a non-paved surface such as stone dust or crushed limestone.
- c) Provide recommendations as to the best way to proceed with the project, with a detailed list of implementation steps needed to advance the project through construction. The recommendations should also include coordination with Mass Highway on funding and include appropriate schedule for securing design and construction funding.
- d) This project shall conform to all applicable federal, state and local laws, regulations and guidelines, including but not limited to: the National Environmental Policy Act (NEPA), the Massachusetts Environmental Policy Act (MEPA), the Americans with Disabilities Act (ADA), the National Historic Preservation Act (Section 106), Commonwealth's Archeological Regulations (950CMR70), the Transportation Act of 1966 (section 4f), the Massachusetts Architectural Barriers Board Regulations, the Massachusetts Wetlands Protection Act, requirements of the local Conservation Commission, the Massachusetts Endangered Species Act, the American Association of State Highway and Transportation Officials (AASHTO) design guidelines, the Federal Highway Administration Manual on Uniform Traffic Control Devices and the Mass Highway Project Development and Design Guidebook.

Section 6. Deliverables expected from winning bidder

All Consultant reports, surveys, drawings, plans and other data and material, including data and material stored on electronic media, furnished to the Town during the course of the project (collectively "Materials") shall become the property of the Groton Board of Selectmen thereafter in such manner and for such purposes as we (or such parties as we may designate) may deem advisable, without further employment of or additional compensation to the Consultant. The Consultant shall not release or disclose to any third party (except the Squannacook River Rail Trail Committee) any Materials produced for us without obtaining our prior written consent. At no time shall the Consultant release or disclose to any third party other than the Squannacook River Rail Trail Committee, any Materials furnished to the Consultant by us in connection with the performance of the Consultant's services.

An original, nine (9) copies and one electronic file on CD of the following materials shall be submitted to: Groton Board of Selectmen, Town Hall, 173 Main Street, Groton, MA 01450.

- A. A description of the rail bed as described in this RFQ.

- B. An environmental assessment plan showing existing conditions (vegetation/erosion, easements, known historical and archeological resources, points of access, and potential parking, etc.)
- C. A report addressing all information requested in the proposal.
- D. A preliminary Cost Estimate for construction of 0.9 miles of trail and associated recommended changes related to access, upgrades, environmental and historic impacts (including the proposed scope of work broken down by major task elements), in MHD format that can be forwarded to MHD for review and approval.
- E. The team must be prepared to make the following public presentations: one with the Groton Board of Selectmen (at a regularly scheduled Selectmen’s meeting), and one informational meeting with the general public. It must also be available to meet twice with the Squannacook River Rail Trail Committee and appropriate members of the Town of Groton staff. A line item amount of a minimum of 16 hours shall be allocated to this effort. Also, Mass Highway District 3 and Montachusett Regional Planning Commission must be kept informed during all phases of the study, including notification of all public meetings. The contact person at Mass Highway is Sarah Bradbury at sarah.bradbury@state.ma.us 508-929-3908. The contact person at MRPC is Brad Harris at Bharris@MRPC.org 978-345-7376 x: 2268.

Section 7. Proposal Submission Requirements

Written proposals will be received until 5:00 PM on October 15, 2007 at the following address:

Groton Board of Selectmen
Town Hall
173 Main Street
Groton, MA 01450

Each proposal must include a sealed Technical Proposal that shall be clearly marked “RFQ: Groton Rail Trail Assessment – Technical Proposal” with the lead firm’s name and address. Ten (10) copies of the technical proposal shall also be submitted. Each proposal must also include a Cost Proposal that shall be clearly marked “RFQ: Groton Rail Trail Assessment – Cost Proposal” also with the lead firm’s name and address. 10 copies of the cost proposal shall be submitted in a sealed envelope separate from the technical proposal.

All Technical Proposals shall include, as a minimum, the following information:

- 1. Name of lead consultant.
- 2. Address of lead consultant.
- 3. Name of contact person (including phone and fax numbers and email address).

4. Names and resumes of development team who will be assigned to work on the project including any registrations and required certifications.
5. Description of how the proposal meets the Minimum Criteria in Section 8 below.
6. A list of recent similar rails to trails study or design projects as required in Sections 8, including a brief description of the project, location, costs, and date services provided. Identify projects as completed or underway. Photographs or other visual representations of recent projects should be included where possible along with a point of contact for each project.
7. Contact name, phone number and project name for up to 3 references for similar projects.
8. A description of the general skills of the consultant team, and any specific skills to be brought to this proposal. Any certifications/licenses shall be provided.
9. Other information which will document the team's capabilities and qualifications for the project.

All Cost Proposals shall include, as a minimum, the following information:

1. Price of work requested in this proposal assuming proposing firm does not receive contract for Townsend portion of the work
2. Price of work requested in this proposal assuming proposing firm does receive contract for Townsend portion of the work. In the case that the proposing firm does receive a contract for the Townsend portion, the Town of Groton will accept a single environmental and engineering assessment report for the whole 3.3 mile trail.
3. Proposal expiration date (if any).
4. Special terms and conditions desired by the proposer.
5. Certificate of Taxes/Tax Attestation
6. Certificate of Non-collusion

Questions regarding this RFQ may be directed to Jeff Ritter, Town of Groton, 173 Main Street, Groton, 01450, by e-mail: jritter@townofgroton.org, or phone (978) 448-1111.

Section 8. Minimum Qualifications of Consultants

- Meet qualifications of designers for Shared Use Paths and Trails design per the Mass Highway Project Development and Design Guidebook.
- Have prior experience in the planning and design of shared-use paths.
- Experience in developing creative and environmentally sensitive approaches to design problems, and in producing landscape architectural drawings and engineering plans suitable for approval by the Mass Highway Dept.
- The team should have at a minimum a professional civil engineer, a structural engineer, a wetland scientist, an environmental engineer, and a conservation biologist, all with current Massachusetts registrations in good standing.

- Experience with local, state, and federal regulations and permits necessary for constructing shared-use paths.
- The selected firm should be available to begin work within four weeks upon acceptance and signing of a Town of Groton Professional Services/Equipment Contract and to complete the project tasks within the projected time frame given in section 11. A sample of a Professional Services/Equipment Contract is shown on Page 12.

Section 9. Comparative Evaluation Criteria

In general, firms must be responsive to the requested information set forth in the RFQ. Firms submitting proposals deemed to be non-responsive shall be given a ranking of Unacceptable. Specifically, the proposing firms will be evaluated and rated according to the following criteria:

I. The Consultant Team includes all the required skills listed in Section 8:

Highly Advantageous: The Consultant Team includes more than the required skill areas if shown to offer a benefit to the project.

Advantageous: The Consultant Team includes all of the required skill areas.

Not Advantageous: The Consultant Team includes less than the required skill areas.

II. The Consultant Team is experienced and highly qualified:

Highly advantageous: Team members have an average of 10 or more years experience in the work for which each will be responsible.

Advantageous: Team members have an average of 5-10 years experience in the work for which each will be responsible.

Not Advantageous: Team members have an average of less than 5 years experience in the work for which each will be responsible.

III. The Consultant Team is experienced with similar rail trail projects:

Highly Advantageous: At least half the Consultant Team has experience with 5 or more similar projects.

Advantageous: At least half the Consultant Team has experience with 3-5 or more similar projects.

Not Advantageous: Less than half of the Consultant Team has experience with 3 or more similar projects.

IV. Presentation skills of the Consultant Team:

Highly Advantageous: The Consultant Team demonstrates extensive experience in public presentation with visual presentation materials and physical plans.

Advantageous: The Consultant Team demonstrates some experience in public presentation with visual presentation materials and physical plans.

Not Advantageous: The Consultant Team demonstrates little or no experience in public presentation with visual elements and physical plans.

V. Quality of the References provided:

Highly Advantageous: The work of the Consultant Team is deemed excellent by all of their 3 references.

Advantageous: The work of the Consultant Team or its individual members is deemed good or excellent by at least 2 of their 3 references.

Not Advantageous: The work of the Consultant Team is deemed good or excellent by 1 reference, or deemed poor by any reference.

VI. Readiness to Proceed and Complete Project Within Time Frame:

Advantageous: Consultant able to begin upon execution of contract (within two weeks of notice to proceed) and complete within the projected time frame.

Not Advantageous: Unable to begin within 60 days of notification to proceed.

Section 10. Award of Contract

Contract award, if any, will be made by the Selectmen upon determination of the most advantageous proposal from a responsible, qualified and responsive proposer, taking into consideration cost and all evaluation criteria set forth in the RFQ.

The team selected for the work will need to provide certification of insurance coverage and will be required to indemnify and hold the Town of Groton harmless.

Section 11. Timetable

Some of the major milestones foreseen at this time relating to the submission, review, and approval of proposals, and to certain other aspects of the project development process are as follows:

STEPS	TASKS	COMPLETION DATE
1	Deadline for proposal submission	October 15, 2007
2	Award of contract	November 15, 2007 Assuming CPA approval at STM

3	Meeting #1 with Town of Groton	First month after award of contract
4	Meeting #2 with Town of Groton	Third month after award of contract
5	Groton Board of Selectmen & Public Meeting on overall assessment	Fifth month after award of contract
6	Final Report Due	Sixth month after award of contract

Section 12. Professional Services/Equipment Contract

Contract awardees will be required to sign a Professional Services/Equipment Contract before beginning work. An example of a Professional Services/Equipment Contract is shown on Page 12 and 13. A second example is shown on Page 14 and 15.

TO: All Boards, Committees, Commissions and Department Heads/Managers

FROM: Jeff Ritter, Interim Administrative Officer

DATE: April 11, 2007

SUBJECT: PROFESSIONAL SERVICES/EQUIPMENT CONTRACT FORM

As you may know, the Board of Selectmen received a briefing from the Town Accountant regarding the results of the recently completed Annual Audit. One of the findings identified two (2) instances where competitive bids were not properly secured. In order to correct this from occurring again, the Board of Selectmen on Monday, March 26, 2007 formally adopted the use of the attached form that must be completed regarding any aggregate procurement for services/materials or equipment in the amount of \$5,000 or above.

It is critically important that you plan well ahead and that you attach to this form all the appropriate materials regarding your procurement activities. If you have questions please ask them well in advance. There are several people on staff who have considerable experience with procurement.

CC: Board of Selectmen

**TOWN OF GROTON
PROFESSIONAL SERVICES/EQUIPMENT CONTRACT**

The following constitutes a professional services contract agreement for services and or equipment between the Town of Groton, Massachusetts and Thomas Daly (Name of Contractor) This Agreement has been completed by Jeff Ritter, Interim Administrative Officer, (Department Head Name) from the Office of the Board Selectmen; and if appropriate, approved by a majority (Name of Department/Board/Committee/Commission) by vote of the Board of Selectmen at its meeting on August 13, 2007.

Pursuant to M.G.L. Chapter 30B I hereby certify that the appropriate procurement laws have been complied with in the purchase of these services or equipment J. Jeffrey Ritter.
(Signature of Chief Procurement Officer or authorized delegated designee.)

I certify that the funds have been appropriated for this procurement and that no payments may be made to any vendor in advance of the Town receiving the goods, services or equipment for this project Valerie Jenkins.
(Signature of Town Accountant or authorized designee.)

If appropriate, the following bid/performance bond is attached in the amount of \$ N/A and certified to be a genuine and legal bid/ (% to be negotiated for Projects over \$25,000) performance bond as certified by the Town's Tax Collector/Treasurer and said Bond is to be held Town's Tax Collector/Treasurer. Also, if appropriate, attached is a fully authorized and genuine certificate of insurance indemnifying the Town of Groton from any claim or tort arising from this Contract. Term of Contract, starting date 8/14/07 ending/delivery 10/1/07, amount \$3,000. Published in the Central Register on N/A. Prevailing Wages Apply to this Contract Yes ___ No X (If so attach wage schedule)

Contractor/Vendor (I have read and understand the contents of this Contract)
Thomas Daly

Department Head
Jeff Ritter

Town Accountant (Certification of Available Funds)
Valerie Jenkins

Tax Collector/Treasurer (Performance/Bid Board if Required)
Christine Collins

N/A

Chairman, (Board, Committee, Commission)

Board of Selectmen, Chairman (or designee)
Fran Dillon

(The above Town Official(s) attest that they have no direct or indirect financial interest in any provision of this Contract.)

(Service, Background Investigation for Chief of Police, pursuant to the attached Scope of Services)

Adopted by the Board of Selectmen: March 26, 2007
Town Counsel Review: March 30, 2007

**TOWN OF GROTON
PROFESSIONAL SERVICES/EQUIPMENT CONTRACT**

The following constitutes a professional services contract agreement for services and or equipment between the Town of Groton, Massachusetts and MMA Consulting Group (Name of Contractor) This Agreement has been completed by Jeff Ritter, Interim Administrative Officer, (Department Head Name) from the Office of the Board Selectmen; and if appropriate, approved by a majority (Name of Department/Board/Committee/Commission) by vote of the Board of Selectmen at its meeting on August 13, 2007.

Pursuant to M.G.L. Chapter 30B I hereby certify that the appropriate procurement laws have been complied with in the purchase of these services or equipment J. Jeffrey Ritter.
(Signature of Chief Procurement Officer or authorized delegated designee.)

I certify that the funds have been appropriated for this procurement and that no payments may be made to any vendor in advance of the Town receiving the goods, services or equipment for this project Valerie Jenkins.
(Signature of Town Accountant or authorized designee.)

If appropriate, the following bid/performance bond is attached in the amount of \$ N/A and certified to be a genuine and legal bid/ (% to be negotiated for Projects over \$25,000)
performance bond as certified by the Town's Tax Collector/Treasurer and said Bond is to be held Town's Tax Collector/Treasurer. Also, if appropriate, attached is a fully authorized and genuine certificate of insurance indemnifying the Town of Groton from any claim or tort arising from this Contract. Term of Contract, starting date 8/14/07 ending/delivery 10/1/07, amount \$5,900. Published in the Central Register on N/A. Prevailing Wages Apply to this Contract Yes ___ No X (If so attach wage schedule)

Contractor/Vendor (I have read and understand the contents of this Contract)
Thomas Daly

Department Head
Jeff Ritter

Town Accountant (Certification of Available Funds)
Valerie Jenkins

Tax Collector/Treasurer (Performance/Bid Board if Required)
Christine Collins

N/A

Chairman, (Board, Committee, Commission)

Board of Selectmen, Chairman (or designee)
Fran Dillon

(The above Town Official(s) attest that they have no direct or indirect financial interest in any provision of this Contract.)

(Service, Assessment Center)

Adopted by the Board of Selectmen: March 26, 2007
Town Counsel Review: March 30, 2007