

TOWN OF BRIDGEWATER, MASSACHUSETTS  
REQUEST FOR PROPOSALS  
PROFESSIONAL COMMUNITY PRESERVATION CONSULTANT SERVICES

The Town of Bridgewater invites proposals for the purchase of PROFESSIONAL COMMUNITY PRESERVATION CONSULTANT SERVICES. Proposals must be made in accordance with all applicable federal, state and Town laws and regulations and must comply in all respects with the instructions, conditions, specifications and other requirements in the Request for Proposals bid packages which can be obtained from the Office of the Town Manager, Municipal Office Building, 66 Central Square, Bridgewater, MA 02324 (508-697-0919), or Procurement@BridgewaterMA.org. Bids in sealed envelopes shall be marked “PROFESSIONAL COMMUNITY PRESERVATION CONSULTANT SERVICES” and delivered to the above address by **Friday, February 23, 2018, at noon**. All bids must be submitted on official town bid forms when provided. No bidder may withdraw his/her bid for a period of forty-five (45) days, excluding Saturdays, Sundays and Holidays, after the actual date of opening of the bids. The Town reserves the right to reject any and all bids, to waive minor informalities or irregularities in any bid, and to make an award in any manner consistent with the law and deemed to be in the best interest of the Town of Bridgewater. The Town Manager will execute a contract with the successful proposer.

TOWN OF BRIDGEWATER, MASSACHUSETTS  
REQUEST FOR PROPOSALS  
PROFESSIONAL COMMUNITY PRESERVATION CONSULTANT SERVICES

The Town of Bridgewater (herein referred to as the “Town”) will accept proposals from firms and sole proprietors to enter into a contract with the Proposer to provide Consulting Services for the “Community Preservation Committee” as further described herein.

BACKGROUND

The Town of Bridgewater, Massachusetts is a residential community located in the southeastern part of Massachusetts, 30 miles south of Boston. It is approximately 28 square miles in size. It has approximately 28,000 residents.

The Community Preservation Act was adopted by the town beginning July 1, 2006 and overseen by a 9 member committee. The CPA revenue is raised as a 2% surcharge on real estate taxes. This raises approximately \$573,000 annually and the state match, although steadily shrinking, is expected to be \$108,000 in FY2018. These monies fund: Historic Preservation, Open Space, Recreation, and Community Housing.

The Community Preservation Committee has identified a need for a planning and management consultant to coordinate and assist finance and planning efforts undertaken by the Community Preservation Committee pursuant to the Community Preservation Act.

CONTRACT TERMS AND CONDITIONS

If awarded the contract, the proposer will execute a contract substantially the same as the approved scope of services submitted by the selected proposer.

CONTRACT EXPIRATION DATE AND CONDITIONS FOR RENEWALS AND EXTENSIONS

The consultant contract resulting from this Request for Proposals shall expire June 30, 2021. The Town of Bridgewater may choose to extend this contract for two additional one-year periods.

NOTICE OF CONTRACT CANCELLATION IF FUNDS NOT AVAILABLE

The contract resulting from this Request for Proposals shall be canceled if funds are not appropriated or otherwise made available to support continuation of this agreement.

The Town of Bridgewater reserves the right to cancel this RFP at any time until the proposals are opened and to reject any and all proposals if the Town Manager determines that such action is in the best interests of the Town.

## SCOPE OF SERVICES

The Planning and Management Consultant will provide leadership and guidance to the Community Preservation Committee for implementing Community Preservation Projects as it relates to achieving Town goals.

The Planning and Management Consultant will coordinate all planning efforts for the Community Preservation Committee. The consultant will also work collaboratively with the Town Manager's office, Town Departments, Conservation Commission, Historic and Housing groups, regional, state and federal agencies.

The consultant will provide the following technical assistance in the following areas:

- prepare needs assessment and update annually;
- coordinate planning activities, prioritizing CPC's needs;
- manage the CPC application process;
- conduct public sessions;
- draft all correspondence including letters of agreement and Town Council legislation for approval by the Town Manager's Office;
- draft, review and forward all deed restrictions to the Town Manager's Office for referral to the Town Attorney for recording;
- meet regularly with CPC Chair;
- attend monthly community preservation meetings as needed;
- draft the annual CPC report to the Town;
- Review all CPC invoices prior to CPC approval;
- track revenue and expenses for all CPC accounts;
- draft the annual budget in conjunction with the Town's Finance Director;
- track all community preservation projects and maintain the CPC page on the Town website.

Work is generally performed in a home office; the contractor operates their own personal office equipment and personal automobile. The contractor is generally required to attend monthly or more frequent evening meetings located within a town building.

## SUBMISSION REQUIREMENTS

Consistent with the requirements of state procurement regulations under M.G.L., Chapter 30B, proposers must submit separate price and technical (i.e. non-price) proposals.

1. Technical Proposal Requirements
  - a. A narrative describing the proposer's understanding of the scope of work and experience with the specific items.
  - b. A description of how proposer will achieve coordination with town officials.

- c. A statement on the proposer's qualifications.
- d. Background on the individual or the firm and their management.
- e. An explanation of the individual's or firm's history with respect to work on comparable projects or previous professional positions.
- f. At least three references from projects or previous professional positions of comparable scope.
- g. A certified statement that the technical and cost proposals are made in good faith (Standard Certificate of Non-Collusion).
- h. A certified statement that all requirements of the fee proposal (see below) have been met and have been submitted under separate sealed cover.

## 2. Fee Proposal Requirements

Under separate sealed cover, clearly marked "ATTENTION: CPC Consultant Fee Proposal" on the envelope, the proposer shall submit the following:

- a. An hourly rate fee and proposed hours per week.
- b. Identification of all non-labor costs.

## 3. Certifications and Signatures

When a signature is required in execution of a certification or in any other instance, it must be the handwritten signature of the individual authorized to execute the contract, and, if applicable, the corporate seal must be affixed. Proposals "signed" in a way other than described here will be considered non-responsive.

The bidder must submit Attachments A through D or the information required therein.

## 4. Interpretation of Request for Proposals

No oral interpretations will be made to any proposer as to the meaning of any requirements specified within this Request for Proposals. Every request for such interpretation shall be made in writing and addressed to the attention of:

Town Manager  
Bridgewater Town Hall  
66 Central Square  
Bridgewater, MA 02324

5. Deadline for Submission

Complete submittal of the separate Technical and Fee proposals shall be received by the Town no later than 12:00 p.m. February 23, 2017.

6. Address for Proposal Submissions/Number of Copies

Proposers shall include one original and 5 copies of each proposal to:

Town Manager  
Bridgewater Town Hall  
66 Central Square  
Bridgewater, MA 02324

NOTE: Proposals or any parts thereof received after the time and date stated above will be rejected as non-responsive to this Request. Faxed proposals will not be accepted. Delivery of any proposals to any other Town office will not constitute receipt by the Town. It is the sole responsibility of the proposer to ensure that proposals are received at the proper location prior to the stated deadline. Information submitted separately will not be considered.

7. Proposal Corrections, Modifications, and Withdrawals

Prior to the date of the opening of technical proposals, proposers may correct, modify, or withdraw their proposals. Any correction or modification must be submitted in writing in sealed envelopes, clearly marked to indicate whether the technical or cost proposal is being changed, and including the same number of copies as the original submission. Requests for withdrawals must also be in writing. All proposals and cost amounts will be considered firm and may not be withdrawn for a period of thirty (30) days from the date of the technical proposal opening unless stated otherwise.

## PROPOSAL EVALUATION PROCESS

1. Deadline for Town's Acceptance of a Proposal
  - a. The maximum time for proposal acceptance by the Town is two months.
2. Screening Proposals for Compliance with Submission Requirements and Minimum Evaluation Criteria
  - a. Utilizing the proposal submission requirements and the minimum criteria incorporated herein, the Town Manager as Chief Procurement Officer, shall screen proposals as to their responsiveness. Any proposal which, in the opinion

of the Town Manager, fails to include the information or documentation specified in the submission requirement shall be determined to be non-responsive and shall be rejected. Any proposer who fails to meet any of the standards set forth as minimum criteria shall be determined to be non-responsive and shall be eliminated from the competition.

3. Interviews
  - a. The Town reserves the right to interview finalists.
4. Minor Informalities
  - a. The Town shall waive minor informalities as defined by Chapter 30B, or allow the proposer to correct them.
5. Use of the Comparative Evaluation Criteria
  - a. The remaining proposals shall be evaluated using the comparative evaluation criteria incorporated herein. Each proposal shall be assigned: a) a separate rating for each comparative evaluation criterion: and b) a composite rating. Proposal ratings and accompanying written explanations shall be forwarded to the Chief Procurement Officer.
6. Methodology for Determining Best Proposal
  - a. Taking into consideration the Fee Proposal and the evaluations of the Evaluation Committee, the Chief Procurement Officer shall determine the most advantageous proposal.

## SELECTION CRITERIA

The final selection of a consultant shall be based on the following set of criteria:

1. Minimum Evaluation Criteria
  - a. Submission of all required documentation. (5 points)
  - b. Receipt of satisfactory responses from all references confirming individual's or project team's technical competence and completion of work in a timely manner. (10 points)
  - c. Demonstration that the individual or all professional members of the project team have appropriate professional and academic credentials. (10 points)
2. Comparative Evaluation Criteria

The following ratings will be used to measure the relative merits of each proposal which has met the Minimum Evaluations Criteria described above:

  - a. Highly advantageous: The proposal excels on the specific criterion. (30 points)
  - b. Advantageous: The proposal fully meets the evaluation standard of the specific criterion. (20 points)

- c. Not Advantageous: The proposal does not fully meet the evaluation criteria. (10 points)
  - d. Unacceptable: The proposal does not meet the evaluation criteria. (0 points)
3. The criteria that will be used for comparative purposes are the following:
- a. Demonstration that the individual or project team understands of the scope of work.
  - b. Demonstration that the individual or project team understands and is capable of completing the technical work contemplated.
  - c. Demonstration that the individual or project team has experience with similar projects.
  - d. Demonstration of the individual's or project team's familiarity with Community Preservation Act requirements.
  - e. Quality of references, especially from similar municipal clients.
  - f. Demonstrated timeliness of performance.
  - g. Qualifications of the individual or all project team members.

ATTACHMENT A

CERTIFICATE OF AUTHORITY MEETING OF THE BOARD OF DIRECTORS  
(If Bidder is a corporation)

At a meeting of the Directors of the

\_\_\_\_\_  
(Corporation)

duly called and held at \_\_\_\_\_, on the \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_, the \_\_\_\_\_ of this Corporation,

\_\_\_\_\_

(Title)

(Name)

\_\_\_\_\_, is hereby authorized and empowered to submit a proposal, make, enter into, sign, seal and deliver, on behalf of this Corporation, a contract for lease with the Town Manager, and to issue any proposal, performance, or payment bonds if required in connection with such Contract.

I hereby certify that the above is a true and correct copy of the record, that said vote has not been amended or repealed and is in full force and in effect as of this date, and that

\_\_\_\_\_, is duly elected Clerk or Secretary of this Corporation.

(Name of Officer)

\_\_\_\_\_  
(Signature of Clerk or Secretary of the Corporation)



ATTACHMENT B

CERTIFICATE OF NON-COLLUSION

The undersigned certifies **under the pains and penalties of perjury** that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

\_\_\_\_\_  
(Name of Consultant)

By: \_\_\_\_\_  
(Signature of authorized representative)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

ATTACHMENT C

CERTIFICATE OF TAX COMPLIANCE

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

\_\_\_\_\_ authorized signatory for  
(Name)

\_\_\_\_\_, do hereby certify under the pains and  
(Name of Consultant)

penalties of perjury that said consultant has complied with all laws of the Commonwealth of Massachusetts relating to taxes.

\_\_\_\_\_  
(Name of Consultant)

By: \_\_\_\_\_

\_\_\_\_\_  
(Signature of authorized representative)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

ATTACHMENT D

CERTIFICATE OF NON-DISCRIMINATION

The undersigned hereby certifies that it will not discriminate against any employee or applicant for employment on the basis of race, color, creed, religious creed, national origin, age, sex, or sexual orientation (which shall not include persons whose sexual orientation involves minor children as the sex object, age, genetic information, ancestry or the handicap of a qualified handicapped person.

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Name of Prospective Vendor

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Signature of Authorized Representative

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Print Name and Title of Authorized Representative

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Date

## ATTACHMENT E

### INSURANCE REQUIREMENTS

Each Consultant responding to the Request for Proposals shall submit a sample “Certificate of Insurance” for the items listed below. If insurance meeting these requirements is not currently in effect, the applicant must provide clear evidence that such coverage can be obtained. Arrangements shall be made with each insurance company to notify the LPC of any termination or material change in the aforementioned insurance at least ten (10) days prior to the date on which the termination or change takes place.

Evidence that the Consultant carries the following insurance:

<u>Type of Insurance</u>	<u>Minimum Coverage</u>
Professional Liability/Error & Omissions & Design	\$1,000,000 for one claim and in the annual aggregate
Comprehensive General Liability with broad form Comprehensive Liability endorsement and auto (non-owned and hired)	\$1,000,000
Worker’s Compensation and Employer’s Liability	\$500,000
Automotive Liability (owned and non-owned used in conjunction with the job both on and off the highway) injury and property damage	\$1,000,000

The Town of Bridgewater is to be named as an additional insured on all liability policies.