



## TOWN OF NORTH ATTLEBOROUGH

### REQUEST FOR PROPOSALS CONSULTING ENGINEER SERVICES

The Town of North Attleborough Planning Board, Conservation Commission and Board of Health are soliciting proposals from qualified consulting engineering firms to complete 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 Boards/Commission as may come before them. The Boards and Commission are looking to continue the successful and efficient peer review process which has been in place for the last nine years and which benefits both the town and project applicants, by providing a coordinated and stream-lined permit review process.

#### I. SUBMITTAL REQUIREMENTS:

Three hardcopies and one electronic copy of the proposal should be hand delivered to the Planning Board Office, 43 South Washington Street, North Attleborough, MA, 02760, no later than **12:00 PM on Wednesday, September 11, 2019**. Proposals must be sealed and clearly marked "Consulting Engineer Services". Consulting candidates must submit their price proposals in a separate envelope outlining their hourly rate(s), including the components of such rate(s). All consulting candidates are to submit proposals based on the Scope of Services as outlined in this Request for Proposals. Alternate or optional proposals will not be accepted.

#### A. TRANSMITTAL LETTER – Limited to (2) two pages in length

Each consulting engineering firm to apply must provide a letter of transmittal signed by an individual that has the authority to commit their firm to the scope of services. The letter must state that the firm 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. Indicate any subcontractor(s) by name and address, each subcontractor's credentials and experience, and the role they will take in providing the contract services. 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.

#### B. PLAN OF SERVICES

A Plan of Services must be presented in a clear and concise manner. Ambiguities in services should be avoided to enable evaluation of each proposal in a timely and thorough manner with a minimum of questions. This information is being provided to enable firms to develop their proposals with an understanding of the magnitude and range of consulting engineering services that may be requested or required by the Town of North Attleborough.

Actual consulting work will vary depending upon the number of applications received by the individual departments.

## **II. MINIMUM QUALIFICATIONS:**

- A. The successful consulting firm shall be the principal contractor (“Principal”) and shall have on staff, or supplement staff on hand with appropriate associate staff (“Associates”), such licensed, certified or otherwise credentialed professionals as may be necessary to fulfill the responsibilities of its contract with the town; said staff to include, at a minimum: Professional Civil Engineer licensed in the Commonwealth of Massachusetts, Professional Wetland Scientist and Registered Sanitarian.
- 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, Title 5 of the Environmental Code, plus the Town of North Attleborough Zoning Bylaws and other applicable local rules and regulations.
- C. The Principal shall have a minimum of ten (10) years experience providing such engineering services and each Associate shall have a minimum of three (3) years experience in his or her applicable field.
- D. The firm 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.
- E. If sub-contractors are used for any aspect of this work, resumes and references shall be provided within the proposal.
- F. The qualified firm 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 as necessary.

## **III. SCOPE OF SERVICES:**

### **A. PLANNING BOARD- Background and Required Services**

The Planning Board is comprised of five appointed members from diverse backgrounds. The Board is charged with the review of several different types of development. The Town Planner and Consulting Engineer provide technical reviews and detailed reports to the Board for compliance with the Rules and Regulations Governing the Subdivision of Land in North Attleborough, compliance with DEP Stormwater Regulations, newly adopted Stormwater Management Bylaw, and conformity with North Attleborough’s Zoning Bylaws prior to the commencement of the public hearing. During these reviews, the Planning Office requests additional input from the Department of Public Works Project Manager, Conservation Agent and the statutory review by the Board of Health. Throughout the process, workshops and site visits may be required. Plan revisions and responses to review comments are provided by the applicant. When conducting reviews for the Planning Board, the Consulting Engineer works

strictly through the Planning Office and provides updated reviews when applicable and within the deadline allotted. The Consulting Engineer works with the Planning Office and Town Planner to provide a draft condition(s) of approval for the Planning Board for final review. The DPW will also provide reviews and occasional communication between the DPW contact and the Consulting Engineer may be required.

In addition to reviewing and approving subdivisions, the Planning Board is also responsible for site plan approval and issuing certain Special Permits under the Zoning Bylaws (projects in the Aquifer Protection District, Cluster Residential Developments, Planned Business Developments, and Adult Retirement Communities). The Consulting Engineer assists in the review for compliance with the DEP and local Stormwater Regulations and transportation issues when applicable for the special permits and site plans. The Planning Board proactively updates their Rules and Regulations and Zoning Bylaws and the Town Planner and the Consulting Engineer work together to assist in these updates. The Planning Board generally meets twice a month at 6:30 P.M. or as needed and the Consulting Engineer is required to attend when requested by the Planning Board and/or Town Planner. Lastly, the Consulting Engineer must be able to provide inspectional services with 48 hours notice from the Planning Board Office. Inspectional services are required for roadway construction and infrastructure installation (water/sewer/drainage/stormwater BMPs, etc.) 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 concurrently with North Attleborough's Department of Public Works (DPW).

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 Bylaws.
- 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 inspectional services and workshops within established deadline.
- Perform related duties as required by the Planning Board or Town Planner.

- Attendance at meetings where applicable.

Any questions or requests for additional information should be directed to the Planning Board Office at (508) 699-0116 or via email at [nrunkle@nattleboro.com](mailto:nrunkle@nattleboro.com).

## B. CONSERVATION COMMISSION- Background and Required Services

The Conservation Commission, a seven member appointment board, is responsible for administering and enforcing the Massachusetts Wetlands Protection Act (M.G.L. Ch. 131 § 40) and 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. Additionally, the Conservation Commission is North Attleborough's Stormwater Authority and will be responsible for administering and enforcing the soon to be adopted Stormwater Management Bylaw. The Stormwater Bylaw is required to further the objectives of the Environmental Protection Agency's (EPA) General Permit for MS4's in Massachusetts.

The Commission may require the services of a peer reviewer for technical reviews of projects including, but not limited to, subdivisions, land disturbance projects, and commercial development projects. Specifically the peer reviewer will review projects for compliance with the MA Wetlands Protection Act and implementing regulations as well as the soon to be adopted local Stormwater Management Bylaw and associated regulations. The Commission may also request the peer reviewer to participate in pre-application meetings, public hearings, workshops and/or construction phase site visits. When conducting reviews for the Commission, the Consulting Engineer works strictly through the Conservation Agent and provides reviews and services within the deadline allotted.

In order to effectively and successfully evaluate 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, Requests for Determinations of Applicability, and Land Disturbance Permit Applications.
- Review and comment on professionally prepared project plans, stormwater management reports and plans, drainage reports, erosion and sediment control plans and all supporting documentation (including engineering calculations).
- Provide recommendations to Commission on environmentally sensitive site design/ LID techniques and on avoidance and/or minimization of impacts to wetland resource areas.
- Review and verify wetland delineations; review wildlife habitat evaluation studies; evaluate wetland replication/restoration plans. Make site inspections as necessary.

- Attend workshops with staff and project representatives as deemed necessary by the Commission or Conservation Agent.
- Attend public hearings on new applications as deemed necessary. The Commission meets twice a month on Tuesdays at 6:30PM.
- 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, Stormwater Management Plans, 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 of designated projects and review as-built plans to verify compliance with the Orders of Conditions and Land Disturbance Permits prior to issuance of a Certificate of Compliance or Certificate of Completion.

Any questions or requests for additional information should be directed to the Conservation Agent at 508.699.0125 or [spalmer@nattleboro.com](mailto:spalmer@nattleboro.com).

### C. BOARD OF HEALTH- Background and Required Services

The Board of Health and its Health Department have a multiplicity of public and environmental health responsibilities to manage, administer and support on a day-to-day basis. When time and expertise allow, the work to carry out those responsibilities is conducted “in-house”, but when local and municipal demands exceed either capacity, additional resources are required. For example, routinely performing a perc test on one, two or three individual house lots may be well within the range of possibilities for a Department of North Attleboro’s size, while a request to perc fifty lots in a proposed subdivision would not be possible due to the time constraints alone. Likewise, the ability to conduct an adequate engineering analysis of a proposed retention pond would be beyond the scope of the expertise currently held by the Department’s staff. In both of the cases in this example, the Board of Health would rely upon external professional services to supplement its in-house expertise and discharge its responsibility to the community accordingly.

Relying upon M.G.L. Ch.44 §53G, it has long been the Board of Health’s policy to utilize the services of “outside” consulting engineers to complete certain work requested of it. However, depending upon the scope of the work, consulting engineers engaged by the Board of Health have sometimes overlapped similar work conducted by similar professionals engaged by other town boards, commissions and departments, incurring additional time and expense needlessly.

In this RFP, the Board of Health joins other town boards, commissions and departments in seeking a single engineering entity able to satisfy the consulting needs of all its municipal colleagues with a multidisciplinary workforce of appropriately credentialed professionals. Once qualified and chosen, the successful entity will be expected to eliminate competing professional opinions, overlap of identical work and opinions, duplication of effort in general, and extraordinary expense. The successful entity will then represent the interests, and satisfy the responsibilities, of the Board of Health and its municipal colleagues simultaneously.

- Apply knowledge of local, state and federal health regulations to requests for approval for compliance
- Consult on water, wastewater and retention pond engineering projects
- Make recommendations on safety, wellness and environmental management issues
- Conduct subsurface sanitary drainage/sewerage reviews
- Complete Title 5, soils and related analyses for compliance
- Attend meetings as necessary

Any questions or requests for additional information should be directed to the Health Director at 508.699.0103 or [amfleming@nattleboro.com](mailto:amfleming@nattleboro.com).

#### **IV. REJECTION OF PROPOSALS:**

The Town of North Attleborough reserves the right to accept or reject any or all proposals as may be deemed in the best interest of the town for reasons including, but not limited to:

- The Proposer fails to adhere to one or more of the provisions established in the RFP;
- 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 RFP; 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 RFP will be evaluated for completeness and responsiveness. A committee made up of staff from the Planning Board, Conservation Commission, and Board of Health departments will conduct the initial evaluation. The following criteria are defined for evaluation:

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

Upon completion of their evaluation, the committee will provide a recommendation to the Boards and Commission of the top three candidates based on the minimum qualifications required, the evaluative criteria listed, the pricing information supplied, and other appropriate factors. The Boards and Commission may conduct interviews of the top three candidates at a jointly scheduled public meeting prior to rendering a decision, if deemed necessary. The final decision will be made by the Planning Board, Conservation Commission, and Board of Health and the contract shall be awarded to the most advantageous proposal from a responsible and responsive Proposer.

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

Town of North Attleborough Planning Board:

Marie Clarner, Chair  
William Collins, Vice-Chair  
Gregory Walsh  
Andrew Shanahan  
(One position to be filled)

Town of North Attleborough Conservation Commission:

Deborah Cato, Chair  
Clifford Bassett, Vice-Chairman  
Kimberly Ciaramicoli  
Linsie Dillon  
Glenn Ofcarcik  
Jessica Tenzar  
Patricia Wash

Town of North Attleborough Board of Health:

John Donohue, Jr., Chairman  
Donald Bates  
Jonathan Maslen