REQUEST FOR PROPOSALS
To select a consulting professional engineer to provide staff support to the Mashpee Planning Board by way of site plan review and inspectional services.

SUBMISSION DEADLINE – DECEMBER 4, 2020 4 pm

Section I – Project Description & Overview

Invitation to Bid:
The Town of Mashpee Planning Board invites individuals and firms to submit proposals for professional engineering consulting services pursuant to Article II, §4-11 of the Mashpee General Bylaws. The Planning Board’s Consulting Engineer reviews, makes recommendations on, and performs inspections of all subdivision and Planning Board Special Permit projects. The type of work anticipated includes review of subdivision and site plan submittals to include detailed reviews of the submittals and the issuance of recommendations to the Planning Board with regard to same at regularly scheduled public meetings as required.

Background:
The Town of Mashpee Planning Board reviews and approves subdivision and site plan submittals per the Town of Mashpee Rules and Regulations Governing the Subdivision of Land and the Mashpee Zoning Bylaw. Additionally, the Planning Board has adopted its own Special Permit Regulations. The successful individual or firm will be responsible for confirming that all material submitted by the applicant conforms with applicable bylaws, submittal procedures, regulations and Massachusetts General Laws, that the submittals are prepared in accordance with good engineering, design, and construction practices, and will recommend any additional studies that would be prudent to make an informed decision with regard to the application.

The successful individual/firm will review applications and associated materials and prepare a report to be submitted to the Planning Board, no later than 3 business days prior to the public hearing at which the application will be reviewed. The report shall identify any missing, incorrect, incomplete or otherwise questionable information that was or should have been supplied with the application. The successful individual or firm will also perform reviews of any revised submissions and respond accordingly. Review of the submissions includes, and is not limited to, field inspections of the proposed site, detailed review of the plan, soils information, storm water drainage/management, roadway design, utility layout and design, traffic and parking studies, and review of sedimentation and erosion control plans.

It is the Board’s expectation that upon receipt of an application for a Special Permit or Definitive Subdivision, the Town Planner will transmit to the Consultant all relevant application materials. The consulting engineer will provide to the Town Planner a quote for site plan review and subsequent inspections to be transmitted to the applicant who shall submit, in addition to application fees, payment to the Town for the consulting services. The Town will issue a check to the individual/firm consultant upon completion of the scope of work for the project(s).
Section II – Proposal Submission and Selection Process

The Town of Mashpee’s Chief Procurement Officer is Rodney C. Collins, Town Manager.

Applicants shall submit on or before December 4, 2020 at 4:00 PM, a clearly marked original proposal plus seven copies, including an electronic copy on a CD or flash drive, to the Office of the Town Manager at the address listed below:

**Chief Procurement Officer**
Rodney C. Collins, Town Manager  
Town of Mashpee  
Mashpee Town Hall  
16 Great Neck Road N  
Mashpee, MA 02649

**Planning Board**
Evan Lehrer, Town Planner  
Town of Mashpee  
Mashpee Town Hall  
16 Great Neck Road N  
Mashpee, MA 02649

Phone: (508) 539-1414  
Email: elehrer@mashpeema.gov

The Town reserves the right to reject any or all proposals, in whole or in part, or to cancel this Request for Proposals if it is in the best interest of the Town.

All inquiries should be made via e-mail and directed to Evan Lehrer, Town Planner no later than November 28, 2020. Inquiries should have a subject line entitled: Consulting Engineer RFP Inquiry. Any inquiries after such date will not be accepted. All inquiries for which a response is provided, together with the responses, will be shared with all proposers.

Proposals will be opened at 4:15 PM on December 4, 2020. A Proposer may correct, modify or withdraw a proposal by written notice received prior to the time set for opening of proposals. After the opening, a Proposer may not change any provision of the proposal.

Each responsive proposal will be evaluated first by an ‘Evaluation Team’ composed of the Town Manager, Town Planner, Planning Board Chair, Planning Board Clerk, and Human Resources Director. The Evaluation Team will evaluate and rank all of the proposals received by the specified deadline based on the evaluation criteria outlined in Section V - Evaluation Criteria. A short list of Proposers will be selected for further evaluation and recommended to the Planning Board. Only those individual professionals/firms that are placed on the short list on the basis of the evaluation criteria will be considered during the second phase. During the second phase, interviews will be held by the Planning Board during a regularly scheduled public meeting and an award shall be made only by majority vote of Planning Board members.

The Town of Mashpee assumes no liability for any costs incurred by Proposers in responding to this RFP or in responding to any further requests for interviews, additional information, etc. prior to the issuance of the contract.
Section III - Minimum Qualifications

Professional Knowledge

1. Individual professionals responding to this RFP should, at a minimum, be a licensed civil engineer and licensed land surveyor in the Commonwealth of Massachusetts.
2. Consulting firms responding to this RFP shall have a registered professional engineer as well as a licensed professional land surveyor on staff.
3. Have a working knowledge of Massachusetts General Laws, Chapter 40A and Chapter 41.
4. Familiarity with 310 CMR 15, Commonwealth of Massachusetts Regulation for Title V governing the requirements of the Board of Health regulations for on-site sewage disposal.
5. Familiarity with 310 CMR 10, Wetlands Regulations and Water Quality Regulations, 314 CMR 9.00
6. Have a working knowledge of the practice of land surveying and the general principles associated with development rights and the workings of the Massachusetts Land Court.
7. Have a general knowledge of land planning and development.

Work Experience

1. Experience in the design and creation of site plans and subdivision plans that include site development, utilities, storm water control and management, site grading, roadway construction, traffic mitigation, erosion and general pollution control methods.
2. Experience in the layout of site work, general site construction and the inspection of site construction work.
3. Be familiar with various site work construction techniques used in the industry of land development and to interpret those techniques as applied to specific site conditions and development documents.

Personal Attributes:

1. The ability to communicate thoughts and ideas, verbally and in writing, that will be of assistance and benefit to the Mashpee Planning Board and the Town of Mashpee as a whole particularly with regard to matters pertaining to site plan review and subdivision plans.
2. Diligent and timely review of documents submitted to the Planning Board.
3. Provide inspection services as required by the Planning Board for site and roadway construction in a timely manner so that project review and/or construction is not unnecessarily delayed.
4. Effective and professional communication skills that shows respect for all persons involved in the process of planning and construction and listen to alternative recommendations for the successful completion of a project and work to resolve issues of professional differences as they may develop.
5. Respectful and professional at all times in appearance and action and be able to work with other Town of Mashpee departments and individuals.

Section IV: Evaluation Criteria

Selection criteria for finalists will be reviewed by the Evaluation Team and based on the criteria noted below, Proposals will be ranked on the following scale of maximum benefit to the town: Highly Advantageous, Somewhat Advantageous, Not Advantageous, or Unacceptable. In addition, references will be checked and proposers will be interviewed during the evaluation process. The
A proposal submitted should specifically address the following evaluation criteria for each service item for which a proposal is submitted:

1. Successful experience working with municipalities in similar situations including references,
2. Firm’s experience in areas of technical expertise,
3. Education, training, professional qualifications, and experience of lead technical person in area of service required,
4. Availability of resources dedicated to the town on a flexible basis in a timely fashion,
5. The ability of the firm to provide the listed services utilizing in-house staff to optimize communication, coordination and responsiveness,
6. The firm’s willingness to commit the proposed staff to projects and tasks assigned by the Town,
7. Quality, clarity and responsiveness of the proposal,
8. Degree to which the information in the proposal and presentation are relevant to the needs of the Town, and,
9. Ability of the firm to provide electronic files of deliverable documents in appropriate digital formats.

Section V: Proposal Submission Requirements

Proposers must submit all requested documents listed below to be considered ‘responsive’ to the RFP. Any proposals that are missing the minimum criteria defined below will not be reviewed.

1. Individuals shall supply a resume and a minimum of three (3) references.
2. Firms shall provide information regarding the qualifications and experience of personnel to be assigned to the Town of Mashpee Planning Board and a minimum of three (3) references.
3. A fee and expense schedule.
4. A written summary describing how your experience and professional demeanor aligns with the criteria defined in Sections III and IV above. Please include in the narrative a description of your process in reviewing of site plans and subdivisions.
5. A writing sample showing a technical review and recommendation of a site plan or subdivision plan.

Section VI: Contract Offer

After the Planning Board reviews the finalists and votes to extend an offer of contract, the successful proposer shall be notified of the offer in writing. The successful proposer shall either accept or decline the contract offer by written notice to the Chief Procurement Officer with a copy to the Mashpee Planning Board c/o the Town Planner.

Following acceptance of the offer, a contract will be written. The contract must be approved by the Planning Board and Chief Procurement Officer before execution by the parties and any commencement of services thereunder.