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*"Please send an acknowledgment that you have printed out this bid via email to;*

*[kimtrillcott@quincyma.gov](mailto:kimtrillcott@quincyma.gov)" The City of Quincy will not be responsible for any bids received omitting any addenda acknowledgement.*

*Thank you*

**Request for Proposals (RFP)  
On Call Consultant Design and Review Services  
City of Quincy  
Quincy, Massachusetts**



**Notice**

**August 11, 2016 @ 11:00 a.m.**

The City acting through the Department of Planning and Community Development is soliciting proposals for non-exclusive on-call consultant services to assist the City with the professional engineering, peer review services, design of various infrastructure needs, and review of construction documents associated with various projects throughout the City. The Planning Department shall be the lead agency; however, other City Departments may utilize these services.

Proposals will be received at the office of the Purchasing Department; City Hall; 1305 Hancock Street; Quincy, MA 02169, until **Thursday, August 11, 2016 at 11:00 a.m.**

Proposals may be submitted for one or more disciplines identified in this proposal. One contract may be awarded for the whole service, or more than one contract may be awarded if it is deemed to be in the best interest of the City of Quincy.

Detailed specifications are available on-line at the City of Quincy's website, [www.quincyma.gov](http://www.quincyma.gov) and also available at the office of the Purchasing Agent, Quincy City Hall, 1305 Hancock Street, Quincy, Massachusetts, 02169, between the hours of 8:30<sup>AM</sup> and 4:30<sup>PM</sup>

The City of Quincy Planning Department shall determine the selected proposer(s). The City of Quincy reserves the right to withdraw the RFP; to reject any and all proposals; and to accept any proposals deemed to be in the best interest of the City of Quincy.

**Request for Proposals (RFP)  
On Call Consultant Review Services**



**Request for Proposal Conditions and Instructions to Proposers**

**Introduction & Background**

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The City of Quincy, acting through the Department of Planning and Community Development, is soliciting proposals for Consultant Design and Review Services to be provided on an on-call basis. The City of Quincy is seeking design and review services in the following Building Inspection Services disciplines **AND** MassDOT Architects and Engineers Review Board Prequalification disciplines

**BUILDING INSPECTIONS SERVICES**

- Americans with Disabilities Act compliance
- Fire Safety and Protection
- Electrical Systems
- Plumbing Systems
- Mechanical Systems
- Site Work/Site Design

**MASSDOT PREQUALIFICATION DISCIPLINES**

**Primary Categories**

- Environmental Studies
- Basic Roadway Design
- Intermediate Bridge Design/Rating
- Traffic Operation Studies and Design
- Geotechnical Engineering including Soils and Foundation Studies
- Construction Oversight
- Construction Contract Assistance
- Hydraulics and Hydrology
- Materials and Testing
- Architecture
- Landscape Architecture
- Transportation Planning
- Intelligent Transportation Systems

**Environmental Specialty Services**

- Cultural Resources
- Hazardous Waste- Site Investigation and Assessment
- Hazardous Waste- Remediation
- Wetlands- Delineation and Assessment
- Wetlands- Mitigation
- Air Quality
- Noise Studies

- Ecology
- Water Resources
- Wastewater

### **Surveyor Services Categories**

- Engineering field survey
- Total Station AutoCAD Base Plan Services
- Layout Document Preparation
- Photogrammetry

A proposer may offer a proposal relative to one or more of the identified discipline. Each Proposal shall clearly be marked as to the type of discipline (s). Multidisciplinary firms capable of all such reviews are highly desirable. One contract may be awarded to a multidisciplinary firm capable of all elements of the review services, or a separate contract may be awarded for more than one discipline. In determining whether to award one or more contracts, the City of Quincy shall determine in each case which proposals best meet the interests of the City of Quincy.

Because of the size, scale, and complexity of various public projects and private redevelopment projects, it is necessary to retain competent consultants with expertise in various engineering, environmental, and architectural disciplines to assist the City in preparing and/or reviewing design and construction documents and the review and final sign off on the construction of the private and public improvements. Through this solicitation and the resulting contract(s), the qualified proposer(s) (Consultant) will provide non-exclusive on-call consulting services as needed by the City of Quincy and its various Departments including but not limited to Planning and Community Development, Inspectional Services, Public Works, Traffic and Parking, Park Department, Public Buildings, Health, Police, and Fire. Each of these Departments will be involved with the review of various construction documents and plans and the follow up inspections associated with the development project. Such consulting services are primarily to fill the need for outside expertise required in reviewing a developer's proposals, permits, and applications, and are not intended to be an exclusive arrangement.

### **General Process for Project Reviews**

The City of Quincy may engage a consultant or consultants at City expense or at private developer expense, when the assistance of a planning, building inspection, engineering, environmental, traffic, or environmental expert is required for the design and/or review of various construction documents and plans and associated follow-up inspections.

The Consultant shall provide regular invoices to the Department of Planning and Community Development for approval of services rendered. Said invoices shall include the date of services, staffing, hourly rates applied and total billing amount. Said invoices shall be separated based on approved task orders with approved scopes of work and associated fees.

### **General Conditions**

This section of the RFP contains the general conditions and restrictions covering the preparation, submission, and content of proposals as well as the On-Call Professional Consulting Design and Review Services Contract.

**Uniform Proposals:** To enable the City to perform a fair comparative analysis and evaluation of proposals, it is essential that a uniform format be employed in structuring each proposal. The required proposal format is specified later in the RFP. The consultant's degree of compliance with the requirements of this RFP and their clarity in such proposal will be a significant factor in the evaluation of the proposal. Each proposer must

comply with all submission requirements as directed herein. Proposals that are defective, irregular, or not in compliance will be considered unresponsive and will be rejected. Unnecessarily elaborate responses and excess material beyond that requested above will be considered unresponsive.

**Proposers' Examination of the Request for Proposals:** Proposers shall examine all information and materials contained in and with this RFP. Failure to do so shall be at the proposer's risk. By submitting a proposal all proposers certify that they have read and agree to comply with each provision of this RFP, and the award of contract (if applicable). (Please see <http://ci.quincy.ma.us/PCDCommBrdsOrgPage101.html> for links to above information.)

**Date of Submission:** All proposals must be received in the Purchasing Department; City Hall; (second floor) 1305 Hancock Street; Quincy, MA 02169, no later than **11:00 a.m. on Thursday, August 11, 2016.**

**Independent Contractor:** The selected individual(s) or company(s) will be considered an independent contractor(s) and will not be entitled to any benefits provided to regular city employees. The consultant(s) will be responsible for paying his or her own income and Social Security taxes, as well as any other employment benefits.

**Compliance with Regulations:** The successful proposer(s) must comply with all applicable federal, state, and local laws and regulations.

**Withdrawal of Proposals:** Proposals may be withdrawn by written or facsimile notice received by the City of Quincy Department of Planning and Community Development prior to the time specified for receipt of proposals.

**Proposals Considered Firm:** All proposals in response to this RFP will be considered "firm" and may not be withdrawn for a period of sixty (60) days after the time specified for receipt of proposals. Proposals must be unconditional.

**Amendment of Proposals:** Proposals may be amended by written notice received by the City of Quincy prior to the time specified for receipt of proposals. No proposer will be allowed to amend its proposal on or after that time. All amendments must be delivered to the Purchasing Department in an envelope or similar packaging, clearly marked "Amendment to Proposal for Consultant Review Services" indicating "Price Proposal" or "Non-Price Proposal" accordingly, and include the proposer's name and date of delivery of said amendment to the proposal.

**Incurring Costs:** The City shall not be liable for any costs incurred by proposers in preparing, submitting or presenting proposals, or in satisfying and demonstrating requirements. The City shall not reimburse any costs incurred by proposers in anticipation of being awarded the contract under this RFP.

**Assignment of Contract:** The Consultant who is awarded a contract shall not assign, transfer, convey, sublet or otherwise dispose of said contract, or his right, title, obligation, or interest in or to the same, or any part thereof, without previous consent in writing from the City of Quincy, endorsed on or attached to the contract.

**Notice to Proceed and Availability of Funds:** Services provided by the successful proposer(s) shall be rendered through a Professional Services Contract based on the requirements and conditions provided in this RFP. After a contract is approved it shall only become operative upon the delivery to the Consultant of a contract signed by the City of Quincy. Funds for payment of said contract will be held in escrow by the City of Quincy. The Consultant must receive in writing, from the Planning Director, permission to begin any project assignment or task up to an agreed upon dollar amount. The Consultant cannot exceed agreed upon amounts without certification as to available funds by the Planning Director, and the City shall only be obligated under

the contract to the extent of such orders. The Consultant shall prepare separate bills for each individual assignment or task order. If requested, a detailed bill shall be prepared showing a separation of tasks and the number of hours spent on each. All fees will be collected and the Planning Department will approve payments for work. No work shall begin until an authorization Notice to Proceed is received from the Planning Director.

**Availability and Distance from Quincy:** Proposers shall be available to meet with the Planning Director and/or other City of Quincy Department within three business days of a request, and their principal place of business shall be located within sixty (60) road miles of Quincy City Hall.

**Force Majeure:** Neither party will be liable to the other for any failure or delay in rendering performance arising out of causes beyond its control and without its fault or negligence. Such causes may include, but not be limited to, acts of God or the public enemy, freight embargoes, and unusually severe weather. Dates or times of performance may be extended to the extent of delays excused by this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.

**Requests for Clarification:** Any questions regarding this RFP should be submitted in writing to the Purchasing Department, and received no later than **Friday August 5, 2016 @ 12:00 noon**. Such questions should be directed to the City of Quincy's Chief Procurement Officer either by fax: 617-376-1074 or emailed to: [purchasing@quincyma.gov](mailto:purchasing@quincyma.gov) All responses will be provided by Quincy's Chief Procurement Officer in the form of an addendum. All firms who have requested a copy of this RFP from the City of Quincy will receive a copy of all questions raised (if any), and their answers. If it should become necessary to revise any part of this RFP or otherwise provide additional information, the Quincy Purchasing Department will issue an Addendum as well.

### **Proposal Format & Submission Requirements**

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Responses to this RFP shall be submitted to the Purchasing Department, City Hall; 1305 Hancock Street; Quincy, MA 02169. One (1) set of unbound original materials submitted in a three ring binder or otherwise bound but unstapled that contain the original signature of the firm's principal. Also seven (7) copies of the same, which may be bound, provided that no papers are loose. Proposals shall be submitted no later than **11:00 a.m. on Thursday, August 11, 2016**. Postmarked submissions will not be accepted.

### **"PRICE AND NON-PRICE PROPOSAL":**

#### **Price Proposal**

Price Proposals must be in a separate sealed envelope. The outside of the envelope must be marked with "RFP-Price Proposal for On-Call Consultant Design and Review Services" and with the Proposer's name and the date and time submitted.

The inclusion of cost information with the Non-Price Proposal may result in a proposer's disqualification.

The best price for this proposal is the lowest price offered by a Proposer deemed to have complied with the requirements and Selection Criteria for this RFP.

The Proposer shall submit a listing of hourly billing rates for those staff and positions it anticipates assigning to the project(s). The billing rates shall include all charges to the City of Quincy including salary, overhead, indirect costs and profit. Identifiable expenses may be charged separately without markup - typical additional charges not included in the basic hourly rate such as travel time, mileage, copying, telephone, faxing, and any others. The rates of all technical personnel whose use is anticipated shall be specifically noted for each service on which a proposal is submitted and shall be considered the price proposal page.

**Non-Price Proposals:**

The Non-Price Proposal must be in a sealed envelope. The outside of the envelope must be marked with "RFP-Non-Price Proposal for On-Call Consultant Design and Review Services," and with the Proposer's name and the date and time submitted.

The Non-Price Proposal shall follow the format identified below (see table), separated by tabbed dividers, labeled as indicated, and contain the information required in the sections where it is requested. If the information is not found in the appropriate section it will be considered missing and therefore non-responsive. All proposals shall include the following elements within each section respectively:

**Proposal Format**

Tabbed Divider	Section Title & Contents
Section 1	<p><b>General Qualifications of the Firm *</b></p> <p><b>A) Letter of Transmittal:</b> Letter of introduction providing a narrative describing the nature, size, background, and qualifications of the firm, and the names and background of all personnel who will be working on the contract from all firms, including Subcontractors. Identification of lead professionals and key personnel in each field of expertise.</p> <p><b>B) Resumes:</b> Resumes of the principals and staff, lead professionals and key personnel in each field of expertise including any Subconsultants. Include resumes of all personnel who will be working directly on or directly overseeing the reviews, reports, inspections and other work.</p> <p><b>C) References:</b> A minimum of three (3) firm or individual references including name, title, agency, address, phone, fax, and email (if applicable).</p> <p><b>D) Firm Interests:</b> Names and addresses of all partners, if a partnership; of all officers, directors, and all persons with an ownership interest of more than five per cent in the proposer if not a partnership.</p> <p><b>E) Professional Registrations:</b> The lead engineer supervising the design and review services shall be a Professional Engineer (PE) and registered in Massachusetts. The registration numbers, licenses, certifications and status of each key personnel in every jurisdiction in which such person has ever been registered as an engineer, architect, landscape architect, or related profession.</p> <p><b>F) Municipal Experience:</b> Previous and on-going experience in similar work on-call, as needed or task order based services. A narrative indicating that your firm has relevant and similar experience with providing municipal design and reviews and inspection services similar to those requested in this RFP. Include a list of all cities and towns within the Commonwealth for which the applicant has performed or has entered into a contract to perform consultant design and review services on-call, as needed or based on task orders within the five (5) year period immediately preceding the filing of the information required in this section.</p>

<b>Section 2</b>	<b>Review Approach &amp; Scope of Work *</b>
	<p><b>Description of Proposed Engineering On-Call, Design and Review Services:</b> An outline of the firm's approach and experience providing and delivering services for Scopes of Work as needed. Include method for coordinating the work of different staff and Sub-contractor(s) or Sub-consultant(s) if applicable. Subcontracted services for which the firm does not have in-house capabilities, expertise, or qualifications, should be clearly noted within the proposal.</p>
<b>Section 3</b>	<b>Documentation *</b>
	<p>A) All attached City of Quincy required forms.</p> <p>B) Documentation/Certificates of Workmen's Compensation Insurance and Professional Liability Insurance for the minimum amount as required by applicable state law.</p> <p>C) A list of at least three (3) agencies or communities with references for work provided using on-call, as needed or task order based contracts within the past five years with examples of the types of work or tasks successfully completed.</p>

*\* If known, indicate subcontracted firm(s) and include applicable information accordingly.*

### **Ownership and Confidentiality of Proposals**

**Proposals are Public Records:** All documents submitted in response to this RFP are deemed public records under Massachusetts General Laws, Chapter 30B, Section 3 and open to public inspection upon request. However, pursuant to M.G.L. C.30B Section 3, all proposals shall remain confidential until the completion of all evaluations pursuant to this RFP. Notwithstanding the provisions of M.G.L Chapter 4, Section 7, proposals shall remain confidential until completion of the evaluation of all proposals, in accordance with M.G.L. Chapter 30B, Section 6(d).

**Rights to Submitted Material:** All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP shall become the irrevocable and sole property of the City of Quincy unless otherwise specified in this RFP. The City of Quincy shall be under no obligation to return any proposals or material submitted by a consultant in response to this RFP unless specified in this RFP.

### **Selection Criteria**

All proposers will receive consideration without regard to race, color, creed, age, sex, religion, or national origin.

Proposals will be ranked on the following scale of maximum benefit to the city: "Highly Advantageous" (3 points), "Somewhat Advantageous" (2 points), "Not Advantageous" (1 point), or "Unacceptable" (0 points). In addition, references may be checked and applicants may be interviewed during the selection process. The proposal submitted should specifically address all evaluation criteria for each service item for which a proposal is submitted.

**Proposals will be evaluated based on their responsiveness to the following criteria:**

- 1) Overall qualifications of the firm, its Sub-consultants and applicable staff.

- 2) Size and organizational stability of firm and its principals. Proximity and availability of staff to complete design and review services within the required deadlines. Sufficient staffing capacity to expedite the work within required benchmarks.
- 3) Thorough knowledge and understanding of all elements of the required Scope of Work and proposed approach to the design and review services to be provided on-call, as needed.
- 4) Prior successful experience with MassDOT and Massachusetts municipalities providing on-call engineering design and review services for large-scale, complex projects. Quality of past consulting design and review services as evidenced by sample submissions and references.
- 5) Quality of proposal and presentation. Strong written and verbal communication skills; ability to explain and interpret technical information to a non-technical audience.
- 6) Ability to commence work immediately.
- 7) Any other criteria that the City of Quincy deems relevant for the review.

### **Award of Contract**

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The City of Quincy through a technical selection committee shall review all qualified proposals. This review may include interviews with the lead firm and any firms that will receive work under this contract. The contract(s) will be awarded to the selected proposer(s) on completion of evaluation of proposals.

If the selection committee will rank first a Non-Price Proposal which is not the least expensive Price-Proposal, then the selection committee shall specify in writing why the added benefits of the proposal outweigh the higher fee being proposed by the vendor. The selection committee shall prepare, based on its ratings, rankings and written justification a recommendation to the Chief Procurement Officer for the execution of a contract(s). The recommendations shall include any conditions to the recommended award(s) which require successful negotiation or revisions to the Scope of Work identified by the selection committee and/or other Quincy officials. The City of Quincy shall award any and all contracts authorized under this RFP.

Following the procedures previously described, the City of Quincy will make a decision regarding selection of the consultant(s) with whom it wishes to enter into contract negotiations. This may not necessarily be the low bidder. The nonelection of any proposal will mean that another proposal was deemed more advantageous to the City of Quincy or that no proposal was accepted. Proposers whose proposals were not accepted will be so notified.

### **Execution of Contract**

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Upon the acceptance of a Consultant's proposal(s), the City with assistance from the Planning Director will prepare a one-year contract(s) with two additional one year renewal periods to the Consultant(s). In the event that the successful Consultant(s) fails, neglects or refuses to execute the contract(s) within fourteen (14) days after receiving a letter of award from the City, the City may at its option terminate its action in awarding the contract and the selection of the Consultant (s) shall become null and void and of no effect. The City may then proceed to the next highest rated proposal(s) accordingly. The Consultants must provide insurance certificates to the City prior to award of the Contract. The City may award multiple contracts to multiple vendors.

Incorporated by reference into the Professional Services Contract which is to be entered into by the City and the successful Consultant pursuant to this RFP shall be:

1. All of the information presented in this RFP and the consultant's response thereto. Within the Professional Services Contract, the term "proposer" shall be synonymous with the terms "consultant" and "firm" for any and all provisions therein.
2. An authorized official of the consultant(s) and the City of Quincy shall execute the contract(s).

## **Reservation of Rights**

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The City of Quincy reserves the right to cancel this RFP, to accept or reject in whole or in part any and all proposals, or to waive any informality in the proposing when it is determined that said cancellation or rejection serves the best interests of the City. Reasons for cancellation or rejection shall be stated in writing.

## **Scope of Work**

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### **Purpose**

The purpose of the consultant design and review services is to assure that the City of Quincy Departments have adequate technical support in their design and review of various proposals, documents, plans and permits, and oversight of construction activities associated with various public infrastructure projects and various private development reviews.

The selected proposer(s) shall be responsible for providing technical support to various City of Quincy Departments with respect to stormwater management systems, traffic circulation and safety; impacts on municipal infrastructure, such as drainage, water and roadway systems; and providing inspectional services during the construction of roads and infrastructure as needed. If one firm does not have expertise in all of the aforementioned MassDOT prequalification categories a lead firm which can perform technical review services, review of impacts on infrastructure, and inspection services may subcontract with another firm(s) to perform traffic analysis and other reporting. If professional services are required beyond the Scope of Work called for in this RFP the consultant will be expected to secure a Sub-consultant(s) as necessary.

The selected consultant(s) shall assist the City of Quincy with the review of project construction plans and documents associated with various public infrastructure improvements and private developments, provide assistance in the oversight of construction activities, and provide assistance in the inspection and final sign off on all public and private improvements. All on-call services shall be conducted in accordance with the aforementioned MassDOT prequalification categories and definitions.

In general, the selected consultant(s) shall assist the City of Quincy with the following:

1. Review drainage, grading, site plans and calculations for the proposed development for conformance with all such regulations and sound engineering judgment, providing recommendations to eliminate adverse impacts.
2. Review and evaluate impacts of the development on traffic, the environment, safety, and infrastructure.
3. Provide comments and recommendations relative to any and all applicable federal, state and local land use and environmental regulations with respect to Developer's submission, including but not limited to Zoning, Subdivision Rules and Regulations, EPA Stormwater Regulations, Title V Regulations, and MEPA Regulations.

4. Provide and/or review plans, specifications and estimates and provide recommendations with respect to roadway design, vehicular, transit, bicycle, and pedestrian circulation, and parking.
5. Provide and/or review plans, specifications and estimates and provide recommendations with respect to grading and utilities.
6. Provide and/or review recommendations with respect to other site design features (as appropriate).
7. Review plans and provide recommendations with respect to the completeness and adequacy of proposed stormwater management system design, calculations, and required Operation and Maintenance Plan, both pre- and post-construction.
8. Design and/or review plans and/or provide recommendations with respect to landscaping, screening, and buffering requirements.
9. Provide comments and recommendations with respect to the completeness and adequacy of submitted plans, details, specifications, and construction drawings.
10. Provide comments and recommendations with respect to what, if any additional information, comment, design, detailing or analysis is needed from the Developerø for proper review and comment on various development projects.
11. At the direction of the Planning Director, schedule and conduct meetings with the Design and Review Teams, Developerø engineering team and/or representatives of City Departments.
12. Be available to meet with City Departments within three days of a request.
13. Attend any and all site visits, meetings and hearings in relation to various projects as required by the Planning Director. (Normally, a minimum of three public hearings is held for each proposed development project. Not all projects will require regular meeting attendance. The Planning Director will confirm the dates and times for such attendance for each project.)
14. Maintain open communication with the Planning Director and various City Departments as needed and with Developerø engineering team and/ or other representatives throughout various review processes.
15. Discuss and resolve to the extent feasible technical issues with the Redeveloperø engineering team, as necessary.
16. Review plans and provide recommendations with respect to building design and construction including mechanical, electrical, plumbing, fire protection, Americans with Disabilities Act compliance, and site work.

#### **Compliance with Federal, State, & Local Laws, Statutes & Regulations**

The selected proposer(s) will be required to review all plans for compliance with federal, state, and local laws, statues and regulations, and federal law and regulations. The Consultant (s) shall adhere at all times to the highest professional certifications, standards, and guidelines, any and all such laws, statutes and regulations, as applicable to the profession(s).

## **Billing**

All bills for services rendered shall be submitted to the Department of Planning and Community Development, Attention James Fatseas, Planning Director for approval and payment, and shall state the date(s), hours, and product or matter worked upon. All bills shall be rendered within thirty (30) days of the service having been performed.

## **Length of Contract**

The terms of this contract shall run one calendar year. The City of Quincy shall have the option to renew this contract for two one-year periods. Any renewal of said contract shall be at the sole discretion of the City of Quincy, upon determination that renewal of the Professional Services Contract is in the best interest of the City of Quincy.

## **Severability**

The provisions of the Professional Services Contract shall be severable. If any provision is found by a court to be invalid, the remaining provisions shall remain fully effective.

## **Amendments**

The Professional Services Contract may only be amended by the written consent of the City of Quincy.

### **Comparative Evaluation Criteria (Selection Criteria)**

Comparative Evaluation Criteria will be applied uniformly to all proposals. In accordance with the provisions of M.G.L. Chapter 30B, each criterion shall be rated as follows:

- **“Highly Advantageous”** (3 points - response excels on the specific criterion)
- **“Advantageous”** (2 points - response meets evaluation standard for the criterion)
- **“Not Advantageous”** (1 point - response does not fully meet the evaluation criterion or leaves a question or issue not fully addressed)
- **“Unacceptable”** (0 points - response does not address the elements of this criterion)

The purpose of this document is to clarify the ranking system used for all proposals pursuant to the RFP and said M.G.L. Chapter 30B. Copies of rankings will be kept on file.

### **1: Overall Qualifications**

Overall qualifications of the Firm, its Subconsultants and applicable staff. Multidisciplinary expertise and experience providing on-call, as needed consultant services.

<b>Points</b>	<b>Rating</b>	<b>Description</b>
<b>0</b>	<b>Unacceptable</b>	The proposal indicates no evidence of ðareas of expertiseð outside of planning consulting necessary to complete this project.
<b>1</b>	<b>Not Advantageous</b>	The proposal indicates evidence of one ðarea of expertiseð outside of planning consulting necessary to complete this project.
<b>2</b>	<b>Advantageous</b>	The proposal indicates evidence of more than one ðarea of expertiseð outside of planning consulting necessary to complete this project.
<b>3</b>	<b>Highly Advantageous</b>	The proposal indicates evidence that the firm has substantial in-house ðareas of expertiseð outside of planning consulting necessary to complete this project or that the firm has made prior arrangements for Subconsultants in areas for which in-house services are unavailable.

## **2: Size/Structure/Capacity of Firm**

Size and organizational stability of firm and its principals. Proximity and availability of staff to complete reviews within the required deadlines. Sufficient staffing capacity to expedite the work within the City's schedule.

<b>Points</b>	<b>Rating</b>	<b>Description</b>
<b>0</b>	<b>Unacceptable</b>	The proposal fails to indicate a well-established firm, with proximity or availability of staff to complete work within the required deadlines. The proposal provides no evidence that the firm is large enough and diverse enough to expedite all work within the City's schedule.
<b>1</b>	<b>Not Advantageous</b>	The proposal fails to provide either evidence of a well-established firm or proximity and availability of staff to complete work within the required deadlines. The proposal provides insufficient evidence that the firm is large enough and diverse enough to expedite all work within the City's schedule.
<b>2</b>	<b>Advantageous</b>	The proposal provides a history of the firm, with proximity or availability of staff to complete work within the required deadlines. The proposal provides adequate evidence that the firm is large enough and/or diverse enough to expedite all work within the City's schedule.
<b>3</b>	<b>Highly Advantageous</b>	The proposal provides a detailed history of the firm indicating a well-established firm, with proximity and availability of staff to complete work within the required deadlines. The proposal provides evidence that the firm is both large enough and diverse enough to expedite all work within the City's schedule.

## **3: Understanding Scope of Work**

Thorough knowledge and understanding of all elements of the Scope of Work.

<b>Points</b>	<b>Rating</b>	<b>Description</b>
<b>0</b>	<b>Unacceptable</b>	The proposal indicates inadequate review or understanding of the required Scope of Work.
<b>1</b>	<b>Not Advantageous</b>	The proposal indicates incomplete review or a vague understanding of the required Scope of Work.
<b>2</b>	<b>Advantageous</b>	The proposal indicates sufficient review and understanding of the required Scope of Work, and documents the firm's proposed approach.
<b>3</b>	<b>Highly Advantageous</b>	The proposal indicates a thorough review and full understanding of the required Scope of Work, and proposes a clear and comprehensive approach.

## **4: Quality of Past Work**

Prior successful experience with Massachusetts agencies and municipalities providing on-call as needed consulting services for similar cities and towns. Quality of past on-call, as needed consulting services as evidenced by sample submissions and references.

<b>Points</b>	<b>Rating</b>	<b>Description</b>
<b>0</b>	<b>Unacceptable</b>	None of the sample submissions submitted by the firm are clear and complete and/or have relevance to the services being solicited under the RFP.
<b>1</b>	<b>Not Advantageous</b>	One or two of the sample submissions submitted by the firm are unclear, incomplete, or have little relevance to the services being solicited under the RFP.
<b>2</b>	<b>Advantageous</b>	The three or more sample submissions provided by the firm are written clearly and fully cover the relevant subject matter, with clear relevance to the services being solicited under the RFP.
<b>3</b>	<b>Highly Advantageous</b>	All three sample submissions are written clearly, fully cover the relevant subject matter, and also excel with respect to quality, graphics, formats, and/or writing style.

### **5: Quality of Written Proposal**

Quality of proposal and presentation. Strong written and verbal communication skills; ability to explain and interpret technical information to a non-technical audience.

<b>Points</b>	<b>Rating</b>	<b>Description</b>
<b>0</b>	<b>Unacceptable</b>	The written response submitted by the firm is both unclear and incomplete.
<b>1</b>	<b>Not Advantageous</b>	The written response submitted by the firm is either unclear or incomplete.
<b>2</b>	<b>Advantageous</b>	The written response submitted by the firm is clear and complete, and fully covers the relevant subject matter.
<b>3</b>	<b>Highly Advantageous</b>	The written response submitted by the firm is clear and complete, fully covers the relevant subject matter, and excels with respect to graphics, formats, and/or writing style.

### **6: Immediate Availability & Timeline for Project Completion**

Ability to commence work immediately and proposed timeline for completion of the Scope of Work.

<b>Points</b>	<b>Rating</b>	<b>Description</b>
<b>0</b>	<b>Unacceptable</b>	The applicant has provided no evidence of immediate availability to begin work and/or ability to ensure project completion.
<b>1</b>	<b>Not Advantageous</b>	The applicant has indicated a vague or incomplete timeline for availability and/or project completion.
<b>2</b>	<b>Advantageous</b>	The applicant has provided adequate evidence of immediate availability and a proposed timeline for project completion.
<b>3</b>	<b>Highly Advantageous</b>	The applicant has provided evidence of immediate availability and has proposed a timeline for project completion which is ambitious and timely in nature.



**CITY OF QUINCY**  
**Purchasing Department**  
**1305 Hancock Street, Quincy, MA 02169**

Phone: 376-1060

Fax: 376-1074

## **TAX COMPLIANCE CERTIFICATE**

**MASS. GENERAL LAWS, CH. 62C, S: 49A(b)**

I hereby certify that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding of child support.

Signed under the pains and penalties of perjury.

(1) Individual Contractor

\_\_\_\_\_  
(Contractor's Name and Signature)

Social Security Number

\_\_\_\_\_

(2) Corporation, Association  
or Partnership

\_\_\_\_\_  
(Contractor's Name)

Federal Tax ID Number, or  
Social Security Number

\_\_\_\_\_

By:

\_\_\_\_\_  
(Authorized Signature)

Note to Contractor: Please sign at (1) or (2), whichever applies.

---

## CHAPTER 62C. ADMINISTRATIVE PROVISIONS RELATIVE TO STATE TAXATION

### Chapter 62C: Section 49A Certification of compliance with tax laws as prerequisite to obtaining license or governmental contract

Section 49A. (a) Any person applying to any department, board, commission, division, authority, district or other agency of the commonwealth or any subdivision of the commonwealth, including a city, town or district, for a right or license to conduct a profession, trade or business, or for the renewal of such right or license, shall certify upon such application, under penalties of perjury, that he has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support. Such right or license shall not be issued or renewed unless such certification is made.

(b) No contract or other agreement for the purposes of providing goods, services or real estate space to any of the foregoing agencies shall be entered into, renewed or extended with any person unless such person certifies in writing, under penalties of perjury, that he had complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(c) Any such agency, which has been notified by the commissioner pursuant to section forty-seven A that a person who holds a license or certificate of authority issued by such agency or who has agreed to furnish goods, services or real estate space to such agency has neglected or refused to file any returns or to pay any tax required under this chapter and that such person has not filed in good faith a pending application for abatement of such tax or a pending petition before the appellate tax board contesting such tax or has been penalized pursuant to section 9 of chapter 62E for failure to comply with the provisions under said chapter 62E relating to reporting of employees and contractors, or has been penalized pursuant to paragraph (3) of subsection (f) of section 12 of chapter 119A for failure to comply with the provisions under said chapter 119A relating to withholding and remitting child support, shall refuse to reissue, renew or extend such license, certificate of authority, contract or agreement until the agency receives a certificate issued by the commissioner that the person is in good standing with respect to any and all returns due and taxes payable to the commissioner as of the date of issuance of said certificate, including all returns and taxes referenced in the initial notification or, if the licensee has been penalized for failure to comply with the provisions relating to reporting of employees and contractors under chapter 62E or withholding and remitting child support under chapter 119A, a certificate issued by the commissioner that the licensee is in compliance with said provisions.

(d) Any person who owns or leases a motor vehicle or trailer that is required to be registered in the commonwealth under chapter 90 and improperly registers the motor vehicle or trailer in another state or misrepresents the place of garaging of the motor vehicle or trailer in another city or town, shall be considered in violation of laws of the commonwealth relating to taxes under chapter 60A, chapter 64H or chapter 64I. The right, license or contract provided for in subsections (a) and (b) shall not be issued or renewed until the person or business entity has paid all taxes due at the time of application for such right, license or contract.

(e) Any person who, for the purpose of evading payment of a tax pursuant to chapters 59 to 64J, inclusive, willfully makes and subscribes any return, form, statement or other document pursuant to subsection (a), (b) or (d) that contains or is verified by a written declaration that is made under the penalties of perjury, and that contains information that he does not believe to be true and correct as to every matter material to his compliance with all laws of the commonwealth relating to taxes, shall be subject to section 73.



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## SIGNATURE AUTHORIZATION

At a duly authorized meeting of the Board of Directors of the

\_\_\_\_\_  
(NAME OF CORPORATION)

held on \_\_\_\_\_, at which all the Directors were present or waived notice, it was  
(DATE)

VOTED, that:

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(OFFICER)

of this company, be and he/she hereby is authorized to execute Contracts and Bonds in the name and behalf of said Company, and affix its Corporate Seal thereto, and such execution of any Contract or obligation in this Company's name on its behalf by such \_\_\_\_\_ under seal of the Company, shall be valid  
(OFFICER)

and binding upon this Company. It was further voted that the City of Quincy may rely on such authorization of future Contracts until notified to the contrary.

A true copy,

ATTEST: \_\_\_\_\_  
(CLERK'S SIGNATURE)

PLACE OF BUSINESS: \_\_\_\_\_

DATE OF THIS CONTRACT: \_\_\_\_\_

I hereby certify that I am the Clerk of the:

\_\_\_\_\_ that \_\_\_\_\_ is the  
(COMPANY)

(NAME)

duly elected \_\_\_\_\_ of said Company, and that the above VOTE has not been  
(TITLE)

amended or rescinded and remains in full force and effect as of the date of this Contract.

\_\_\_\_\_ CORPORATE SEAL



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### **CERTIFICATE OF NON – COLLUSION**

**The undersigned certifies under 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.**

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**(Name of person signing bid or proposal)**  
**(Please print)**

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**(Signature required)**

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**(Name of business)**

## INDEMNITY AGREEMENT

In consideration of the award of Contract No. \_\_\_\_\_  
by the City of Quincy, hereinafter referred to as INDEMNITEE, to the CONTRACTOR/BIDDER:  
\_\_\_\_\_

hereinafter referred to as INDEMNITOR, and for other good and valuable consideration, said INDEMNITOR agrees to hold INDEMNITEE, City of Quincy, and its various department and employees harmless from any and all liability, loss or damage that INDEMNITEE may suffer as the result of claims, demands, costs, including attorneys fees, or judgement or other actions against it by reason of any and all work done by or on behalf of the INDEMNITOR in connection with the above-referenced contract.

INDEMNITOR,

\_\_\_\_\_  
By Duly Authorized Agent

Date: \_\_\_\_\_