

**Request for Qualifications  
(RFQ)  
Traffic Engineering and Design Services  
Adams Green Transportation Improvement Project  
Quincy, Massachusetts**



Request for Qualifications will be received at the office of the Purchasing Department; City Hall, 1305 Hancock Street; Quincy, MA 02169, until **Thursday, April 28, 2011 at 11:00 a.m.** Late responses will be rejected.

**All questions regarding this bid should be directed to Kathryn R. Hobin, Purchasing Agent through fax: 617-376-1074 and email: [khobin@quincyma.gov](mailto:khobin@quincyma.gov) and cc: to [ktrillcott@quincyma.gov](mailto:ktrillcott@quincyma.gov) Questions will be accepted until Thursday, April 21, 2011 @ 12:00 noon.**

**Request for Qualifications  
(RFQ)  
Traffic Engineering and Design Services  
Adams Green Transportation Improvement Project  
Quincy, Massachusetts**



In accordance with M.G.L. Chapter 30B, The City of Quincy acting through the Department of Planning and Community Development is soliciting proposals from qualified individuals and firms to provide professional transportation design and engineering services for a federally-funded transportation project necessary to support the future construction of the Adams Green public gathering space, Quincy, Massachusetts.

Engineering design services shall be conducted in accordance with the Massachusetts Department of Transportation (MassDOT) Project Development and Design Guide and the Adams Green Final Schematic Design (Halvorson Design Partnership), July 2010, and coordinated with the New Quincy Center Redevelopment project. A detailed scope of work is contained in this RFQ.

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Detailed copies of the Request for Qualifications will be available on **Friday, March 18, 2011** 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> for a non-refundable printing charge of \$25.00

(Direct link) [www.quincyma.gov/Government/PPD/PurchasingBidPage.cfm](http://www.quincyma.gov/Government/PPD/PurchasingBidPage.cfm).

Funding for design and construction shall be provided by a reprogrammed Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU) High Priority Project (HPP) earmark (#4272) through the Massachusetts Department of Transportation (MassDOT). Said earmark is programmed in the Federal Fiscal Year (FFY) 2011 element of the FFYs 2011-2014 Transportation Improvement Program (TIP).

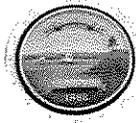
Bids shall be in accordance with any and all M.G.L. Chapter 30B, Chapter 149 as amended, Chapter 7 and Chapter 30, Sections 39A, 39B and 39F-R, all Federal, State and City of Quincy regulations in relation to Equal Employment Opportunity, OSHA, Employment of Quincy Residents, and subject to the minimum wage rates set under the Massachusetts Prevailing Wage Law Chapter 149, §26. The City reserves the right to waive any informality in or to reject any or all bids when such an action is deemed in the best interests of the City.

The City of Quincy shall determine the selected consultant. The City of Quincy reserves the right to withdraw the Request for Qualifications; to reject any and all proposals; and to accept any proposal deemed to be in the best interest of the City of Quincy.

**Thomas P. Koch, Mayor**

**Kathryn R. Hobin, Purchasing Agent**

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Scope of service includes but is not necessary limited to the following activities:

- Preliminary engineering
- Environmental documentation/permitting
- 25% Plans, Specification, and Estimates (PS&E)
- 25% public hearing
- 75% PS&E
- 100% PS&E
- Final Construction Plans
- Construction oversight

Engineering design services shall be conducted in accordance with the Massachusetts Department of Transportation (MassDOT) Project Development and Design Guide and the Adams Green Final Schematic Design (Halvorson Design Partnership), July 2010, and coordinated with the New Quincy Center Redevelopment project. A detailed scope of work is contained in this RFQ.

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The City of Quincy reserves the sole right to amend this RFQ by formal Addendum.

### **PROPSAL PROCEDURES**

This Request for Qualifications (RFQ) sets forth the procedures and requirements to be employed by the City of Quincy, Department of Planning and Community Development in the selection of an engineering firm to provide professional design and engineering services for the Adams Green transportation improvement project.

Activities will commence upon selection of consultant, execution of reciprocity agreement between the City of Quincy and MassDOT, and the issuance of Notice to Proceed.

### **FUNDING SOURCES**

Funding for design and construction shall be provided by a reprogrammed Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU) High Priority Project (HPP) earmark (#4272) through the Massachusetts Department of Transportation (MassDOT). Said earmark is programmed in the Federal Fiscal Year (FFY) 2011 element of the FFYs 2011-2014 Transportation Improvement Program (TIP).

### **PROJECT BACKGROUND**

The City of Quincy has undertaken a significant effort to redevelop its downtown over the past several years. On December 20, 2010, the Quincy City Council approved the Quincy Center Land Disposition Agreement with Street-Works Development LLC, which sets the financial and legal framework for a redevelopment plan consisting of more than 1 million square feet of new office space, 700 housing units, two hotels, a cinema and entertainment complex, and 570,000 square feet of new retail and restaurant space. Another important component of this redevelopment plan is the creation of new public gathering spaces and the enhancement of existing public spaces. Exhibit B of the LDA articulates this vision in detail and can be viewed at:

<http://www.quincyma.gov/Government/PLANNING/LandDispositionAgreement.cfm>

In February 2010, the City of Quincy—with funding from a Commonwealth Transit Oriented Development Grant—began a five-month design process with Halvorson Design Partnership to build community consensus for a new public gathering space public space. During the design process, Halvorson developed a design that will unite the space that incorporates Hancock Street between the United First Parish Church (“Church of the Presidents”) and City Hall into the existing park between City Hall and the Quincy Center MBTA Station. “Adams Green,” as it has been provisionally dubbed, will undoubtedly serve as the centerpiece of the revitalized Quincy Center effort. Because of the close proximity of several national treasures—Crypt of John Adams, John Quincy Adams, and their wives Abigail and Catherine, Old City Hall, the Hancock Cemetery, and the Thomas Crane Public Library, an H.H. Richardson building—it is anticipated that this newly created space will also become a destination not only for tourists, but for Quincy residents.

### **PROJECT OVERVIEW**

The preferred Adams Green design alternative calls for the southerly portion of Hancock Street—from approximately 288 feet south of the Hancock Street/Saville Road intersection to approximately 150 feet south to approximately 280 feet south of the entrance of Old City Hall at the Hancock Cemetery—to be discontinued for vehicular traffic. Because Hancock Street carries a high proportion of local and regional through-traffic, its discontinuance to general vehicular traffic will require circulation changes and capacity enhancement to accommodate diverted traffic. A preliminary traffic impact assessment was completed by Howard Stein Hudson-Associates, Inc. during the design process to develop an action plan for improvements to enable the discontinuance including circulation changes; intersection improvement, on-street parking; bus rerouting; pedestrian accommodations; and loading accommodations.

All transportation improvements to support to carry out the preferred Adams Green design shall be designed and constructed, to the greatest feasible, with the Final Schematic Design presented in the Adams Green Report, July 2010. Further, all transportation improvements shall be designed and constructed in concert with the Quincy Center Concourse Phase II project, the Downtown Redevelopment Master Plan, and the MassDOT Development Guidebook.

## **SCOPE OF SERVICES**

### **TASK 1: ENVIRONMENTAL DOCUMENTATION**

#### **1.1: AGENCY COORDINATION**

The consultant shall initiate early coordination with local, regional, state, and federal resource agency staff to document the following: 1) the environmental resources in the project area; 2) the extent and potential significance and; 3) possible impacts as a result of the Adams Green transportation improvement project.

#### **1.2 MEPA/NEPA DETERMINATION**

The Consultant shall assist the City in determining the appropriate level of documentation for the National Environmental Protection Act (NEPA) process (Categorical Exclusion, Environmental Assessment (EA) or Environmental Impact Statement (EIS)) and the Massachusetts Environmental Policy Act (MEPA) (Environmental Notification Form (ENF) or Environmental Impact Report (EIR)) by meeting and coordinating early with government agencies, local boards and commissions, and conducting public meetings, as needed and determined by the City of Quincy.

The Consultant shall develop a checklist of the anticipated Federal and State environmental documentations and permits. If additional environmental review or permits are required, the consultant shall coordinate the completion of these activities accordingly.

#### **1.3 HISTORIC RESOURCES- Federal Section 106 and State Chapter 254**

The project area is located within the designated Quincy Center Historic District. Given the scope of this project and recent efforts to update historical property records, the City does not anticipate any impacts to the historic resources within Quincy Center.

Nonetheless, the Consultant shall be available to meet with local and state historical commission representatives, as agreed upon between MassDOT and the Consultant, and shall assist the City in receiving any necessary regulatory clearance.

The City of Quincy has recently completed a historic survey update of the historic properties within the Quincy Center Zoning District, which also encompasses the Adams Green project area. The historic survey and the listing of the Quincy Center historic properties can be found on the City's website:

Historic Survey Update- Quincy Center Zoning District  
Listing of Quincy Center Historic Properties

**DELIVERABLES:** Environmental Documentation Checklist  
Permitting Summary -- Outlining all local, state, and federal permits required to implement Adams Green Transportation Improvements  
MEPA/NEPA Determinations

## **TASK 2: PRELIMINARY ENGINEERING**

### **2.1 LAND-USE/TOPOGRAPHY**

The Consultant shall complete an inventory of all land-use information, topographical, environmental, property/right-of-way, and utility information for the project area. Inventory shall include, but is not limited to:

- Current land and proposed land uses;
- Slope and Elevations;
- Property/right-of-way
- Utilities
- Wetland Resource Areas;
- Vegetation
- Water Supply; and
- Vernal pools

The Consultant is strongly encouraged to consult the Quincy Center Field Guide of Trees when completing the inventory of vegetation in the project area. This “tree census” contains information recording the condition of 481 trees in the Downtown Quincy area, compiled between July & November 2009 and can be viewed on the City’s website at <http://www.quincyma.gov/Government/PLANNING/Projects.cfm>.

### **2.2 PEDESTRIAN AND BICYCLE**

The Consultant shall conduct field observations of the operational and service characteristics of pedestrian and bicycle facilities within the project area. In particular, the consultant shall identify the key pedestrian connections and existing and proposed generators in the vicinity of the proposed Adams Green project area.

Further, the consultant shall evaluate the effectiveness of the existing pedestrian crossing points and the sidewalk treatments along 1) Hancock Street between Adams Street and Granite Street; 2) Washington Street between McGrath Highway and Hancock Street; and along 3) Burgin Parkway between Dimmock Street and the west side of the Quincy Center MBTA station. The following bicycle and pedestrian conditions shall be documented:

- step separation (a vertical displacement that would or that could cause pedestrians to trip or prevent the wheels of a wheelchair or stroller from rolling smoothly);
- badly cracked concrete;
- compliance with ADA/AAB accessibility requirements;
- settled areas that trap water;
- tree root damage;
- vegetation overgrowth;
- blocked drainage inlets and inadequate flow planning;
- inventory of reveal along pedestrian routes, highlighting areas where curbing should be removed and reset;
- primary north-south and east-west bicycle routes;
- existing bicycle routes through the project area; and
- existing bicycle parking facilities.

### **2.3 TRAFFIC CONDITIONS**

The consultant shall conduct an analysis of existing and future traffic impacts and circulation characteristics associated with the discontinuance of the southerly portion of Hancock Street to general vehicular traffic. Existing and future roadway geometric conditions within the study area shall include, but may not be limited to, intersection and driveway spacing, road width, traffic lanes, medians, turn lanes, curb, gutter, and shoulder

sections, speed limits, traffic calming measures (to be coordinated with pedestrian and bicycle routes), horizontal and vertical curvature, traffic control devices, and traffic signal phasing and timing.

The following scenarios shall be analyzed:

- A. **Existing Conditions Scenario-** This scenario shall analyze the existing traffic conditions with the existing roadway geometry and configuration. This scenario shall assume that the Quincy Center Phase II Concourse roadway (Mayor Hannon Parkway) will be operational.
- B. **No Build Conditions-** This scenario shall analyze future traffic conditions with the existing roadway geometry and configurations and no discontinuance of the southerly portion of Hancock Street. Further, this scenario shall analyze the conditions associated with known development projects planned in the vicinity of the project area including the New Quincy Center Redevelopment. The proposed Quincy Center redevelopment building program includes 1,181,752 square feet of office, 695,152 square feet of retail, 281 hotel rooms, 1,131 residential units, totaling 1,384,921 square feet and 4,789 parking spaces. The analysis should take into account credits for existing development within the project limits described above.
- C. **Build Conditions Scenario-** This scenario shall analyze traffic conditions associated with the New Quincy Center Redevelopment building program, other known developments within the project area with the discontinuance of the southbound portion of Hancock Street in front of City Hall for general vehicular traffic within the existing roadway geometry and configuration.
- D. **Build Condition with Adams Green Improvements-** This scenario shall analyze traffic conditions associated with the New Quincy Center Redevelopment building program, other known proposed development within the project area, and the discontinuance of the southbound portion of Hancock Street in front of City Hall. To carry out the discontinuance of the southbound portion of Hancock Street in front of City Hall to create the Adams Green space, it is anticipated, at a minimum the following circulations modifications will need to be designed and modified as part of the Adams Green Transportation Improvement Project.
  - Conversion of Washington Street between Hancock Street and Temple Street from a one-way to a two-way roadway.
  - Conversion of Temple Street between Washington Street and Hancock Street from a one-way to a two-way roadway.
  - Impacts to MBTA bus routes and identification of proposed alternate routes.
  - Impacts to on-street parking within the project area.
  - Impacts to existing National Park Services' trolley routes and identification of proposed alternate routes.

Furthermore, new or modified traffic signal equipment and geometric improvements, directional signage, and pavement markings, as warranted, will be designed and implemented at the following locations:

- Washington Street/Coddington Street/Temple Street;
- Temple Street/Chestnut Street/Hancock Street;
- Adams Street/Dimmock Street/Hancock Street;
- Burgin Parkway/Dimmock Street intersection; and
- Temple Street/Hancock Street/Granite Street.

### **2.3.1 Accident Data Analysis**

The consultant shall conduct a review of the accident history (latest three years minimum) of the above locations (except for the Quincy Center Concourse Phase II intersections) and provide documentation of trends, probable causes, and geometric deficiencies.

If the intersection averages more than 10 accidents per year and appears on the latest Top 1,000 crash locations list, collision diagrams should be furnished to examine accident patterns.

### **2.3.2 Parking Inventory and Analysis**

The consultant shall complete a survey of parking use of the on-street spaces in the project area and at the two City-owned facilities—the Hancock Lot and the Ross Garage. This survey shall contain the following:

- Quantification of the total available parking spaces
- Parking turnover analysis for the existing on-street spaces within the project area on Hancock Street, Chestnut Street, Coddington Street, and Washington Street.
- Loading zone utilization analysis
- Empirical analysis of time stay and abuse

### **2.3.3 Origin/Destination Study**

To gauge the appropriate traffic rerouting necessary to support the proposed discontinuance, the consultant shall conduct an abbreviated study of origin and destination patterns on Coddington Street and Washington Street around the Adams Green site. Specifically, the consultant shall count the number of northbound and southbound vehicles during the AM and PM peak periods, and calculate vehicle distribution percentages accordingly.

### **2.3.4 Capacity Analysis**

The Consultant shall collect current year traffic volumes and the most recent MassDOT crash information, and complete an analysis of AM and PM peak hour LOS, which occurs between 7:00 – 9:00 AM and 4:00- 6:00 PM respectively. Daily traffic volumes shall be provided as 24-hour volumes, and peak hour volumes at intersection should be provided as turning movements. The analysis shall be based on the most recent traffic counts that include all significant traffic pattern changes in Quincy Center. If recent traffic counts are not available, the consultant shall be responsible for collecting all the necessary data.

At a minimum, the following intersections shall be included in the LOS analysis:

- Burgin Parkway/Newport Avenue/Adams Street
- Burgin Parkway/Dimmock Street
- Furnace Brook Parkway/Newport Avenue
- Furnace Brook Parkway/Hancock Street;
- Hancock Street/Dimmock Street/Adams Street/Johnson Avenue
- Hancock Street/Huntly Road
- Hancock Street/Whitwell Street
- Hancock Street/ Quincy Avenue/School Street/Elm Street
- Hancock Street/Washington Street/Coddington Street
- Washington Street/McGrath Highway
- Washington Street/Temple Street/Coddington Street
- Washington Street/Chestnut Street
- Washington Street/Foster Street
- Elm Street/Washington Street
- Elm Street/Miller Stile Road
- Southern Artery/Sea Street/Coddington Street

- Maple Street/Chestnut Street;
- Granite Street /Hancock Street
- Granite Street/Burgin Parkway
- Granite Street/School Street/Quarry Street.
- Mayor Hannon Parkway/Hancock Street
- Mayor Hannon Parkway/Dennis Ryan Parkway/Miller Stile Road

### 2.3.5 Queue Length Analysis

The consultant shall provide average and 95% percentage Back of Queue calculation results for the existing and future build conditions.

**TASK 2 DELIVERABLES:**     *Parking survey and impact analysis*  
                                       *Traffic Impact Analysis*  
                                       *Functional Design Report*

<b>TASK 3</b>	<b>25% HIGHWAY DESIGN SUBMISSION</b>
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The Consultant shall develop and furnish 25% Plans, Specifications, and Estimates (PS &E) for the transportation improvements identified in the Functional Design Report necessary to support the discontinuance of the southbound portion of Hancock Street in front of City Hall. Development of the 25% PS&E shall be completed in accordance with MassDOT’s Project Development and Design Guidebook and the 2010 Adams Green Schematic Report.

### 3.1 Field Reconnaissance

The Consultant shall perform site investigations to observe the general site conditions, traffic patterns, traffic management, potential detour routes, wetland and cultural resources and other relevant features. The Consultant shall also take photographs and/or video existing facility and surrounding environment.

### 3.2 Field Survey

The Consultant shall conduct the following existing conditions survey to support the design of the project. Horizontal control, including control for photogrammetry, shall be of second order precision and accuracy unless otherwise specified, and in strict conformance to the current *Massachusetts Highway Department Survey Manual (Survey Manual)* or *Specifications for Aerial Surveys and Mapping by Photogrammetric Methods for Highways*, whichever applies, and the *Field Survey and Baseplan Preparation Guidelines for Survey and Design Consultants*. <http://www.mhd.state.ma.us/default.asp?pgid=content/survey/Survey&sid=about>

All surveying field notes shall be recorded in MassHighway field notebooks. Field notebooks shall be obtained from the respective district survey office, and returned to that same office when the design work is complete. Elevations shall refer to the 1988 NAVD.

- Research** - Perform necessary research at local city, county and state offices to recover information regarding recorded property line, easements, and street right of way data affecting the locus and immediately abutting properties. This research is meant to satisfy the requirements of 250 CMR, Section 6.01 and 6.02, but is not intended to constitute a retracement survey relative to the property lines of each abutting parcel. Street right-of-way lines will be established based on recovered monumentation and record layouts. Additional research will be performed directly and thru Dig Safe, to obtain information regarding installed utilities on or servicing the subject locus.

- Traverse and Control** - Primary control and all main base line surveys shall be computed and adjusted according to the guidelines set forth in the *Survey Manual*. The Consultant shall submit a copy of the

traverse closure computation to the District Survey Supervisor for review. Work, which does not conform to MassDOT standards, will be rejected, and the Consultant will be directed to perform the work correctly at its own expense.

Primary traverses and proposed connection to Massachusetts Geodetic Survey (MGS) control shall conform to Section 2 (Survey Information) of the *Survey Manual*. The primary traverse must be designed so that it will be connected in position and azimuth to MGS monumentation of equal or higher accuracy. If the Survey Engineer determines that the existing MGS control is for some reason inadequate, he/she may direct MassHighway forces to expand, resurvey and readjust the MGS control. The intent is that the Consultant shall base its project surveys upon MGS control that MassDOT has at the time judged reliable and the Consultant shall expand control so that there will be sufficient, dependable and accurate permanent and semi-permanent control, at the project site, on the Massachusetts State Plane Coordinate System.

- c) **Detail Survey** – The Consultant shall perform an on-the-ground survey within the project limits structures on or immediately abutting the locus, surface observable surface drainage and sewer structures, etc. across the site, as well as verification of utilities serving the area and collection of existing features, sidewalks, curb cuts, trees, signs, retaining walls, etc. as necessary. The ground based surveying will assure that sufficient detail will be collected to establish one-foot contours across the site with spot grades shown. Elevations shall refer to the 1988 NAVD.
- d) **Existing Conditions Plan** - Data collected from the research and land surveying efforts will be drafted on an Existing Conditions Plan. This plan will show approximate property lines, utility and building locations and topographic information as described in the sections the above. The Existing Conditions Plan is to be made available to the client for record and associated parties at the client’s discretion

### **3.3 Utilities**

The Consultant shall design alterations of publicly owned utilities, which may be required due to construction of the project, except in cases such as alterations of fire or police signal systems or other systems where, in the opinion of the Engineer, public convenience or safety requires such alterations to be designed and performed by the particular public agency involved. Insofar as practical, and as approved by the Engineer, designs of such alterations of publicly owned utilities by the Consultant shall conform to the requirements and design standards of the particular public agency involved.

In connection with all alterations of utilities not designed by the Consultant, whether publicly or privately owned, and in connection with alterations of facilities of public transit systems or railroads, the Consultant shall furnish to the agencies involved data needed for their design of the alterations, including data regarding possible interference with other facilities. The Consultant shall review designs prepared by other agencies in connection with the work under this Contract and shall coordinate all alterations, whether designed by him/her or by others. In the case of utility or railroad alterations to be designed at the expense of the Commonwealth by other agencies, such as state or municipal departments, utility owners or railroad companies, the Consultant shall assist MassDOT in obtaining cost estimates from those agencies.

### **3.4 Preliminary Right-of-Way Plans**

The Consultant shall prepare right-of-way plans as specified in the MassDOT Project Development Guidebook, and as noted in applicable FHWA policies and regulations. Right of way plans shall include all pertinent data affecting the costs of the right of way applicable for appraisal purposes, such as structures, access roads, improvements, landscaping, drainage, fences, cesspools, septic tanks, wells, property bounds, etc. The size, form and arrangement of right of way plans shall conform to the general requirements for highway plans as specified in the MassDOT guidebook, and shall be submitted prior to the 25 % design approval and the public hearing.

These plans shall remain in the preliminary stage until after the layout has been duly filed in the Registry of Deeds. The Consultant shall prepare Layout Plans based on the approved Preliminary Right of Way Plans that show lengths and bearing of all lines. The Layout Plans shall be prepared in accordance with Chapter 18 of the MassDOT Project Development and Design Guidebook and shall include the proposed layout lines, property lines, corner markers, names of property owners, parcels to be taken, access and non-access points and the locations of all bounds.

### **3.5 25% Design Public Hearing**

The consultant team shall prepare graphics, maps, schematics, a public hearing brochure, and other visual aids depicting the Adams Green space and the associated transportation improvements for the 25% design public hearing. The consultant team shall also attend the design public hearing to present the Adams Green transportation improvement project to the public and respond to questions, and shall assist the Massachusetts Department of Transportation in preparing written responses to letters received from concerned individuals as a result of the hearing.

**TASK 3 DELIVERABLES:** Survey/Base Plan  
Preliminary Right of Way and Layout Plans  
25% Plans, Specifications, and Estimates  
Preliminary cost estimates  
Responses to public hearing inquiries

## **TASK 4 75% HIGHWAY DESIGN SUBMISSION**

The consultant shall address all comments received during the 25% public hearing and from MassDOT's review and develop the 75% PS&E along with the 75% Design Checklist. Development of the 75% highway design submission shall be completed in accordance with the applicable chapters of the MassDOT's Project Development and Design Guidebook and the Adams Green Final Schematic Report.

### **4.1 75% Highway Design Submittal**

The 75% submission shall include all items identified during the 25% design review and the following:

- Pavement design
- Final vertical and horizontal geometrics
- Typical cross sections
- Proposed layouts and easements
- Grading and tie Plans
- Traffic signal plans and specifications
- Roadway lighting and landscaping
- Pavement markings/crosswalks
- Traffic and guide signs
- Temporary traffic management plan
- Drainage/water installation details
- Construction plans
- Special Provisions

### **4.2 Field Reconnaissance/Utility Coordination**

The Consultant shall conduct a follow-up field review of the proposed project interface with adjacent properties, streets, drives, drainage, utilities, wetlands, etc. If required, the Consultant shall define additional survey needs.

The Consultant shall be responsible for contacting utility companies affected by any other proposed work, noting the locations of relocated utilities (poles, pipes, etc.) on the plans. The 75% plans should include estimates and special provisions for publicly-owned utility work that is to be performed by the construction contractor.

**DELIVERABLES:** 75% PS&E  
75% Design Checklist  
Temporary Traffic Management Plan  
Quantity and Cost Estimates  
CADD Drawings

#### **TASK 5 100% HIGHWAY DESIGN SUBMISSION**

The Consultant shall prepare formal written responses to all comments received regarding the 75% design review, resolve any additional review comments, and develop 100 % PS&E along with the 100% Design Checklist.

##### **5.1 100% Highway Design Submittal**

The 100% submission shall include all items identified during the 75% review process and the following:

- Finalized Special Provisions
- Finalized Cost Estimate

**DELIVERABLES:** 100% PS&E  
100% Design Checklist  
Final Cost Estimates

#### **TASK 6: CONSTRUCTION ENGINEERING**

The Consultant shall provide construction services for work items identified in this scope of services. It shall be noted that compensation for all construction phase services shall be made on a Costs plus a Net Fee basis, regardless of the payment method used for other services specified under this Contract. Construction phase services shall generally fall within the major categories described hereafter, unless otherwise specified under this scope of services. No payment will be made for visits to the work site in relation to errors or omissions made by the Consultant or to insufficient data in work previously submitted by the Consultant.

##### **6.1 Pre-Bid and Construction Services**

The consultant shall provide the following pre-bid and construction services to MassDOT and the City.

- Review and respond to inquiries from MassDOT related to the bid documents.
- Participate in a pre-bid conference and provide written responses to questions from contractors.
- Attend the pre-construction conference, answer questions, and prepare the meeting minutes.
- Review lighting, traffic signals, and sign shop drawings, including foundations and supports, and perform an operational site inspection.
- Prepare a signal permit based on as-built conditions.
- Conduct field visits to the project site during construction
- Attend periodic status and coordination meetings, as needed.

**DELIVERABLES:** Traffic Signal Permit

### **Materials to be provided**

The RFQ support materials are provided by the Planning Department by typing into the protected website link as follows: <http://www.quincyma.gov/government/planning/rfq.cfm>

Once the consultant is chosen, they will be provided with the additional survey and engineering information listed under Procedure in the Scope of Services.

### **Proposal Requirements**

Five (5) copies of the proposal shall be submitted in a sealed envelope and marked “**SCHEMATIC DESIGN FOR ADAMS GREEN**” to the Purchasing Department, City Hall, 1305 Hancock Street, Quincy, MA 02169, for review by the selection committee. The proposal must include:

1. A plan of services detailing how the proposer will accomplish the items listed under the Scope of Services.
2. A description of the consultant’s approach to this project: methodology, demonstrated understanding of the community’s needs, and the consultant’s expectations of assistance and services from the City. Provide graphics and writing samples for review.
3. The identity of the individual, partnership or corporation applying for contract award. If the applicant is a partnership or joint venture, the proposal should specify who will act as the lead consultant for purposes of assuming contractual responsibility. If the consultant intends to sub-contract any of the other work required in the scope of services, the sub-contractor must be identified.
4. An applicant qualifications statement, including academic and professional work experience attesting to capacity to perform the required work program. Resumes are required for all project personnel.
5. A client reference list, with names, addresses, and telephone numbers, especially for clients for whom the consultant has performed similar services in the past. Provide references from a minimum of three clients.
6. Any other information deemed relevant to the project, and which the consultant believes will further the competitiveness of the proposal, including work samples from similar completed projects.
7. Worker's Compensation for the payment of compensation and the furnishing of other benefits under Chapter 152 of the General Laws of Massachusetts (The Worker's Compensation Act) to all employees of the contractor who are subject to the provisions of Chapter 152 of the General Laws of Massachusetts.
8. Commercial General Liability Insurance coverage which may be provided through primary and excess or umbrella liability policies for limits of \$500,000 general aggregate, and \$250,000 per occurrence.
9. Certificate of Non-Collusion
10. Signature Authorization
11. Tax Compliance Certificate

### **Qualifications of Consultant working directly on this project**

Consultants must meet the following minimum criteria:

- A Bachelor’s or Master’s degree in Civil Engineering, Urban Planning, and Landscape Architecture, plus at least five years full-time experience in an area relevant to the project;
- Registration as a Professional Engineer (PE), American Institute of Certified Planners (AICP), and Registered Landscape Architect (RLA);
- Experience carrying out a design project of similar scope and complexity in a historic urban setting.
- Prequalified with MassDOT in the following disciplines: environmental studies, basic and intermediate roadway design, traffic operations and design, and landscape architecture.

Any proposal that fails to include all of the above information will be rejected as unresponsive, and will not be afforded a complete review by the evaluation team.

**Project Fee (for completion of project as described)**

The City of Quincy has established a fixed fee of **EIGHT HUNDRED THOUSAND DOLLARS (\$800,000)** for the Scope of Services described herein. The Consultants must complete Fee Proposal Form. Project fees must be provided for each of the four (4) phases of work as described in the form. Hourly rates will also be required should all parties agree to expand any or all of the Scope of Services proposed. Fees shown shall include all costs and expenses (copying, mileage, photographs, etc.) to complete the scope of work defined in Scope of Services of this RFQ. The selection committee will select the most overall advantageous proposal.

**Selection Criteria**

The selection process will include an evaluation procedure based on the criteria identified below. Finalists may be required to appear for an interview.

- Breadth and depth of prior experience carrying out transportation engineering, planning, and design projects, especially those with complex funding, permitting, and design strategies.
- Demonstrated ability to manage a robust public outreach process that includes a wide-range of stakeholders and constituencies.
- Demonstrated understanding of the New Quincy Center Land Disposition Agreement and development program, the 2010 Adams Green Schematic Report, and the 2009 Quincy Center Historic Survey Update.
- Demonstrated understanding of Quincy’s transportation, historic and cultural resource needs
- Excellent communication, graphic design, and presentation skills
- Professional and educational credentials/qualifications above and beyond minimum qualifications outlined previously.
- Listing of awards received for similar design projects.
- The ability to commence work on an immediate basis.
- Strength and credibility of professional references

**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 Request for Qualifications (RFQ) and said M.G.L. Chapter 30B. Copies of firm/applicant rankings will be kept on file.

**1: Overall Experience**

Breadth and depth of prior experience carrying out transportation engineering, planning, and design projects, especially those with complex funding and permitting strategies, and managing robust public outreach processes.

<b>Points</b>	<b>Rating</b>	<b>Description</b>
<b>0</b>	<b>Unacceptable</b>	The proposal indicates no evidence of “areas of expertise” in consulting necessary to complete this project.
<b>1</b>	<b>Not Advantageous</b>	The proposal indicates evidence of one “area of expertise” in consulting necessary to complete this project.
<b>2</b>	<b>Advantageous</b>	The proposal indicates evidence of more than one “area of expertise” in consulting necessary to complete this project.
<b>3</b>	<b>Highly Advantageous</b>	The proposal indicates evidence that the firm/applicant has substantial in-house “areas of expertise” in consulting necessary to complete this project or that the firm/applicant has made prior arrangements for Sub consultants in areas for which in-house services are unavailable.

## **2: Qualifications**

Professional qualifications of the competitor (training/educational background appropriate to the project described herein) and all project personnel, including professional experience above and beyond the minimum qualifications outlined in “Qualifications of Consultant”.

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

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

Demonstrated understanding of the New Quincy Center Land Disposition Agreement and development program, the 2010 Adams Green Schematic Report, and the 2009 Quincy Center Historic Survey Update an of Quincy’s transportation, historic and cultural resource needs

<b>Points</b>	<b>Rating</b>	<b>Description</b>
0	<b>Unacceptable</b>	The proposal indicates inadequate review or understanding of the required Scope of Work.
1	<b>Not Advantageous</b>	The proposal indicates incomplete review or a vague understanding of the required Scope of Work.
2	<b>Advantageous</b>	The proposal indicates sufficient review and understanding of the required Scope of Work, and documents the firm/applicant’s proposed approach.
3	<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 experience carrying out transportation engineering design projects on behalf of MassDOT and municipalities, especially those projects with complicated funding and permitting strategies. Quality of past consulting as evidenced by sample submissions, and the strength and credibility of client references.

<b>Points</b>	<b>Rating</b>	<b>Description</b>
0	<b>Unacceptable</b>	None of the sample submissions submitted by the firm/applicant are clear and complete and/or have relevance to the services being solicited under the RFQ.
1	<b>Not Advantageous</b>	One or two of the sample submissions submitted by the firm/applicant are unclear, incomplete, or have little relevance to the services being solicited under the RFQ.
2	<b>Advantageous</b>	All of the sample submissions submitted by the firm/applicant are written clearly and fully cover the relevant subject matter, having clear relevance to the services being solicited under the RFQ.
3	<b>Highly Advantageous</b>	All 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: Communication and Presentation**

Excellent communication, graphic design, and presentation skills

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

### **6: Familiarity with area**

Ability to begin work on an immediate basis.

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

### **Submissions**

Proposals should be addressed to: Purchasing Department; City Hall; 1305 Hancock Street; Quincy, MA 02169  
The final date for submission of proposals is **Friday, April 29, 2011 at 11:00 a.m.** All late Proposals  
**Will Be Rejected.**

**FEE PROPOSAL FORM**

The undersigned hereby submits a price proposal to perform the services outlined in the Request for: **Adams Green Transportation Improvement Project**

The **CONSULTANT** hereby pledges to deliver the complete scope of services required, for the rates and charges shown below:

**Cost to complete the project:**

Task 1: \_\_\_\_\_

Task 2: \_\_\_\_\_

Task 3: \_\_\_\_\_

Task 4: \_\_\_\_\_

Task 5: \_\_\_\_\_

Task 6: \_\_\_\_\_

TOTAL COST:     \$800,000.00    

**PROFESSIONAL SERVICES, Hourly Rates:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**CONSULTANT INFORMATION**

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Signature: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Bidder acknowledges receipt of \_\_\_\_\_ Addendum (s). \_\_\_\_\_

(Signature)



*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.

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## 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.



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

Phone: 376-1060

Fax: 376-1074

**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, he and 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

**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)

CERTIFICATION RELATING TO DEBARMENT AND SUSPENSION

The undersigned contractor certifies to the City of Quincy that neither it nor its principals, officers or any affiliated entities has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction in accordance with the requirements of OMB Circular A-87 and with Executive Order 12549, "Debarment and Suspension."

Furthermore, the contractor certifies that it shall not make any subcontract or permit any subcontract to be made with any party which is debarred or suspended or is otherwise excluded in accordance with said OMB Circular and with Executive Order 12549.

This certification shall be for the benefit of the City of Quincy and its successors and/or assigns and is binding upon the contractor, its successors and assigned.

Executed under seal this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Contractor Name  
By its duly authorized agent,

Contract Number \_\_\_\_\_

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