



TOWN OF WAYLAND
MASSACHUSETTS
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PLANNING BOARD

SARKIS SARKISIAN
TOWN PLANNER
TOWN BUILDING
41 COCHITUATE ROAD
(508) 358-3615
www.wayland.ma.us

March 7, 2011

Town of Wayland, Massachusetts
Request for Proposals and Statement of Qualifications
Study of Potential Uses of Town Land Adjacent to Dudley Pond

The Town of Wayland is requesting statements of qualifications for Professional Consulting Services to perform a land use and design study regarding the disposition and use of Town-owned land located on Doran Road, Pond Drive, Cross Street, and Curtis Road consisting of 7.5 acres.

Copies of the REQUEST FOR STATEMENT OF QUALIFICATIONS may be obtained at the Office of the Town Administrator, 41 Cochituate Road, Wayland, MA 01778 between 8:30 a.m. and 4:00 p.m., Monday through Friday or by emailing a request to fturkington@wayland.ma.us.

Sealed envelopes containing statements of qualifications must be marked, "Dudley Area Land Study" on the outside and must be received at the Office of the Town Administrator, 41 Cochituate Road, Wayland, MA no later than 3:00 p.m. on Thursday, March 24, 2011.

The Town reserves the right to reject any or all proposals, or to accept the proposal it deems to be in the best interest of the Town.

The Town of Wayland is an Equal Opportunity Employer.

Frederic E. Turkington, Jr.
Town Administrator
March 3, 2011

Town of Wayland, Massachusetts Request for Proposals and Statements of Qualifications

Study of Potential Uses of Town Land Adjacent to Dudley Pond

The Town of Wayland is requesting statements of qualifications for Professional Consulting Services to perform a land use and design study regarding the disposition and use of Town-owned land located on Doran Road, Pond Drive, Cross Street, and Curtis Road consisting of 7.5 acres (see attached map) from consultants in the field of Land Use Planning and Design.

BACKGROUND

The Board of Selectmen established a temporary advisory committee to be known as the Dudley Area Advisory Committee to assist the Board with studying and recommending the disposition and use of Town-owned land located on Doran Road, Pond Drive, Cross Street, and Curtis Road consisting of approximately 7.5 acres (see attached map).

The committee is comprised of nine (9) voting members, eight (8) members to be designated by the following committees and organizations and appointed by the Board of Selectmen, and the ninth member appointed by the Board of Selectmen and designated to serve as chair:

- A member to be designated by the Dudley Pond Association;
- A member to be designated by the Conservation Commission;
- A member to be designated by the Surface Water Quality Committee;
- A member to be designated by the Recreation Commission;
- A member to be designated by the Wayland Residents for Responsible Land Use (WN4RLU) ;
- A member to be designated by the Planning Board;
- A member to be designated by the Housing Partnership;
- A member to be designated by the Housing Authority.

Terms shall expire on November 30, 2011, unless extended by vote of the Board of Selectmen.

The following tasks have been delegated to the committee:

- Oversee expenditure of funds appropriated by Town Meeting for the purpose of studying the feasibility of disposition and use of the Town-owned parcels from among five potential uses or combination of uses including open space preservation, passive recreation use, septic treatment for any new structures on the land or for adjacent properties, management of stormwater runoff and nutrient loading of Dudley Pond, and construction of affordable housing.
- Evaluate wastewater management alternatives that may include:
 - a. New Centralized Wastewater Treatment and Disposal near Dudley Pond or the project area.
 - b. New Centralized Wastewater Treatment and Disposal Off Site which could include Wayland DPW garage, the Wayland Middle School site or other town-owned areas.
 - c. Individual On-Site Treatment and Disposal with continued reliance on individual on-site wastewater treatment and disposal systems.

- d. MWRA Connection and transmission main to convey wastewater to the nearest practical MWRA connection, likely in Natick.
- Review findings from data collection and analyses and supplemental studies and make a recommendation to the Board of Selectmen on the best use or combination of uses of the municipal land, and in what proportion, said recommendation to take into account impacts on Dudley Pond specifically a meaningful reduction of nutrient loading and the surrounding watershed, public access to the pond, public health considerations, and overall needs and priorities of the town of Wayland community preferences for disposition or use of the property.
- Identify other conditions that may influence the preferred plan, including capital improvements and infrastructure development, phasing opportunities and maintenance.

PROJECT APPROACH and ESTIMATED SCHEDULE

TASK ONE: KICK-OFF/SCOPING MEETING (week of April 25 or May 2, 2011)

The Design Team will attend a kick-off meeting with the Town of Wayland Land Use Departments and Dudley Area Advisory Committee. The Design Team will seek to gain an in-depth understanding of the background of the project, land use issues, design constraints, design parameters, ongoing projects, and the desired outcome of the project. This meeting will also establish lines of communication and affirm project expectations.

TASK TWO: ASSEMBLE INFORMATION (May 2 – June 3, 2011)

All available pertinent information such as existing reports, studies and plans will be provided by the town and passed on to the Design Team for review and evaluation. The Design Team is responsible for providing the following:

- Compile existing mapping including existing topographic maps, soils, wetlands, flood zones, other hydrological data, existing septic systems/sewer capacity, MWRA research, and other potential environmental data. This will include USGS contours, aerial photographs and GIS layers from the Town of Wayland, and information provided by the Dudley Pond Association, Surface Water Quality Committee and Well Head Protection Committee.
- Collect existing building permits and zoning information and number of special permits issued and construction plans for the aforementioned neighborhoods, any site survey information, aerial photography, previous and ongoing studies of the project area, historic photographs, etc.
- Perform field survey, as required, to supplement record information including;
 - a. Establish horizontal and vertical control
 - b. Field locate all drain manholes, catch basins, drainage inlets /outlets and septic systems.
 - c. Collect all septic data from the Wayland Board of Health including pumps outs.

- d. Document any obvious facility deficiencies noted during the field survey
- e. Produce a base plan of all surveyed information travel ways paved and unpaved.
- f. Test Hole, Percolation Tests and installation of monitoring wells to determine groundwater movement and quality.
- g. Wildlife review.
- Conduct a field review of the project area to confirm the limits of the watershed area, ground water hydrology existing drainage systems, roadways, existing drainage patterns and approximate locations of wetland boundaries delineation consistent with the Town of Wayland Bylaws Chapters 193 & 194.
- Identify floodplain constraints and data as per FEMA Flood Insurance Rate Maps.

As part of this task the Design Team will visit Dudley Pond with the Dudley Area Advisory Committee and review the project area to gain an in-depth understanding of the entire property in and around the entire pond. The project area will be walked and a photographic inventory will be documented. Existing resources will be inventoried. An analysis of the constraints and opportunities will be undertaken.

The Design Team will also review the land abutting the project area to gain in-depth understanding of transition zones, gateways, and connections which will be used to coordinate the proposed design solutions with the surrounding areas.

TASK THREE: NEEDS ANALYSIS / GROUP WORK SESSIONS (May 16 – June 24, 2011)

Prepare opportunities and constraints analysis based on interviews with stakeholders, review of assembled existing information, and supplemental field data. Conduct two (2) Group Work Sessions or Charrettes. Public input will be thoroughly documented and will become part of the Final Report. The Design Team is encouraged to develop conceptual bubble diagrams/use studies to accompany the opportunities and constraints analysis.

TASK FOUR: CONCEPTUAL PLAN ALTERNATIVES (June 13 – July 29, 2011)

During this phase of work, the design team will synthesize information gathered from the internal needs analysis and Group Work Sessions/Charrette workshops. The Design Team will compare programmatic desires with regulatory, physical and fiscal realities. Using input and vision sketches created during the workshop, the Design Team will prepare up to five (5) alternative concepts for further development that will be tested for practicality and financial feasibility. Issues to be considered include:

- Complementary and compatible uses and orientation of site amenities;
- Analysis of wastewater and pond management opportunities and impacts;
- Develop design options which improve and emphasize the project area and surrounding neighborhood's character, while balancing the concept that the project area is a town asset;
- Balancing general costs with design elements;

- Identify other conditions that may influence the preferred plan, including capital improvements and infrastructure development, phasing opportunities, maintenance, funding sources, financing, physical barriers, environmental concerns, etc.;
- Provide for improved water access/vehicular/bicycle/pedestrian circulation and safety;
- Maximize value benefit of property to the public.

These alternatives will be presented to the Town officials and the Dudley Area Advisory Committee and a thorough review will be conducted.

TASK FIVE: PUBLIC MEETING (Between September 12 – September 23, 2011)

The Design Team will present approved alternatives to a public audience and solicit feedback. During this meeting, the Design Team will give a presentation of each alternative and discuss the process of developing the design solutions depicted. Public input will be thoroughly documented and will become part of the Final Report.

TASK SIX: FINAL CONCEPTUAL PLAN (September 26 – October 14, 2011)

Based on comments from both the Town officials and the public, the Design Team will finalize a Concept Plan which will include the evaluation of wastewater management alternatives and present the Plan to the Dudley Area Advisory Committee during the week of September 19, 2011. This effort will be coordinated with the Town and will include:

1. The preparation of final conceptual plan that depicts all of the design features;
2. Illustrative sections, interpretive sketches, and other graphic aids which depict the proposed designs;
3. A narrative report outlining the estimate of probable construction costs, schedule(s), permitting and regulatory requirements, and potential funding sources.

TASK SEVEN: CONCEPTUAL PLAN PRESENTATION AND REPORT (October 21, 2011)

The Design Team will make a presentation to the Board of Selectman of the completed Concept Plan and Report reflecting feedback from the Dudley Area Advisory Committee during Task 6. During this meeting, the Design Team will give an overview of the Concept Plan and discuss the history of the project. The Design Team will utilize a large scale colored plan showing proposed improvements, color renderings of key areas, color perspectives and cross sections as well as other visual aids.

DELIVERABLES

The Design Team will provide at the conclusion of the planning process:

1. One (1) Bound 11x17 original of the Final Report plus fourteen (14) additional copies.
2. Reproducible Digital Files of the Final Report, rendered plan and perspective.
3. One (1) hard copy of the color rendered Concept Plan at a scale to be determined.
4. One (1) hard copy of the color rendered perspective sketch from one (1) location.
5. One (1) hard copy of each presentation board presented to the Board of Selectmen.

In addition, it is expected that the chosen consultant will be able to address questions and deliver information on the following topic areas:

- For each of the alternative uses reviewed (including a no-action alternative): Estimates of the soluble nitrogen and phosphorus delivered to Dudley Pond by groundwater and surface water runoff from the parcel and adjoining roads - including any mitigation provided for septic system connections by other properties and contemplated road work.
 - Over the 7.5 acres, in GIS-mappable data values at some agreed spacing:
 - elevations, together with
 - subsurface soil types by thickness and depth,
 - depths to groundwater
 - thicknesses of the groundwater carrying layer
 - volumes/time period of groundwater through the points
 - Groundwater quality, specifically in regard to nitrogen and phosphorus concentrations
- Under what conditions is housing development feasible on the Land? Is it possible for the construction of new housing to be combined with other needs, including open space, passive recreation, and opportunities for abutters to connect to a new centralized wastewater treatment facility?
- How many existing bedrooms could connect to a new centralized wastewater treatment facility and at what cost/home for installation and for pumping? How does that cost compare with costs for individual Title V septic systems that are required when a system fails or when it needs to be brought into compliance when a house is sold? What would be the benefits to the health of the pond if such a facility were built?

QUALIFICATIONS

Consultants submitting statements of qualifications must demonstrate the following expertise and possess the following qualifications:

- A minimum of ten (10) years of experience in planning & design.
- The consultant shall carry a professional services liability policy and a general liability insurance policy each for the minimum amount of \$1,000,000 and Workers' Compensation Insurance that meets or exceeds the state statutory requirement shall be required.

The statements of qualification shall include:

- Demonstrated understanding of scope of project;
- Experience with similar projects or studies;
- Ability to meet project schedule within existing workload;
- Names and resumes of key personnel that will be assigned to the project;
- List of similar projects completed or currently in progress;
- Names and contact information for references from at least three (3) municipalities or quasi-governmental agencies for which you have performed similar projects or studies within the past five (5) years;
- Listing of sub-consultants you anticipate utilizing to perform any aspect of the scope of services requested in the RFP (i.e. survey, wastewater and stormwater analysis, laboratory analysis, civil engineer, etc.), including resumes of key personnel; and,
- Any other information that the applicant considers relevant for the purpose of evaluating its qualifications for the project.

SELECTION CRITERIA

The proposal will be evaluated in accordance and award shall be made on the basis of the highest qualified firm. The Dudley Area Advisory Committee will review and technically evaluate the statements of qualifications. Firms may be required to participate in an interview with the committee and the Town Administrator and Town Planner. The committee will submit to the Town Administrator the names of up to three (3) of the most qualified firms. The firms judged to be the most qualified will be asked to submit a price proposal. The scope of work shall be mutually agreed upon and clear as to the intent and meaning. If satisfactory agreement is not reached with the top ranked firm, the Town reserves the right to terminate negotiations by notifying the firm in writing to that effect. Similar negotiations shall then proceed between the Town and the next most qualified firm.

In utilizing a Quality Based Selection process for securing consulting services, the Town is not ignoring costs. The Town understands that the scope of services is the very essence of the agreement and must be negotiated in order to properly address the Town's requirements regarding the project. A detailed scope will enable the Town to rely on time schedules and maintain cost control throughout the project. It is the Town's intent to negotiate a contract with a realistic and accurate fee based on a comprehensive scope of work providing full consultant effort in fulfilling the contract. Should the project require that additional work be performed, the Town reserves the right to continue with the selected consultant as part of any future phases under this or any future contract for this project.

The final contract award will be made by the Town Administrator in the amount of the negotiated price proposal. It is anticipated that a contract award will be made within forty-five (45) days of the receipt of the statements of qualifications.

In addition to the QUALIFICATIONS listed above, the following factors will be considered in determining the highest qualified firm:

- Competence to perform the services as reflected by technical training and education; general experience; experience in providing the required services; and the qualifications and competence of persons who would be assigned to perform the services
- Ability to perform the services as reflected by workload and the availability of adequate personnel, equipment, and facilities to perform the service expeditiously

- Past performance as reflected by the evaluation of private persons and officials of other governmental entities that have retained the services of the firm with respect to such factors as control of costs, quality of work, and an ability to meet deadlines
- Narrative description of the consultants understanding of the scope of work and the projects objectives
- Experience in working with neighborhood groups
- Record of the firm in accomplishing work on other projects in the required time
- Proposed approach to the project
- Quality of past consulting work
- Qualifications of the firm and its sub consultants
- Massachusetts registration and licensing in all applicable disciplines required
- Firm's ability to meet project schedule

GENERAL AND SPECIAL PROVISIONS

- a. The Town of Wayland reserves the right to reject any and all proposals, waive informalities, and to award contracts as may be in the best interests of the Town.
- b. The applicant selected shall be expected to comply with all applicable federal and state laws in the performance of services.
- c. The consideration of all proposals and subsequent selection of the successful applicants shall be made without regard to race, color, sex, age, handicap, religion, political affiliation or national origin.
- d. Services provided by the successful applicant shall be rendered through professional services contract; the successful applicant will not be considered an employee of the Town and will not receive any benefits of any employee. The basis of the contract form subject to final negotiation to be used on this project will be the town's standard form of contract for Services.
- e. The successful proposer shall procure and maintain insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with activities associated with the use of the MAN, and any agents, representatives, consultants or employees. Insurance companies must be licensed by the Commonwealth of Massachusetts or otherwise acceptable to the Town. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the Proposer. Full disclosure of any non-standard exclusion is required for all required coverages.
 1. Broad form Commercial General Liability coverage naming (Town of Wayland) as additional insured, written on a "per occurrence" basis and with an aggregate cap no less than 3 times the required limit: \$1,000,000, Combined Single Limit (C.S.L.)
 2. Automobile Liability coverage, including coverage for owned, hired or borrowed autos: \$1,000,000 (C.S.L.)
 3. Umbrella or Excess Liability coverage following form of underlying General and Automobile Liability coverage: \$1,000,000 (C.S.L.)

4. Workers' Compensation coverage (per Massachusetts law) and Employer's Liability coverage: coverage A at statutory limits and coverage B at limits of \$500,000/\$500,000/\$500,000.
5. Certificates of insurance confirming that the Town of Wayland is named as additional insured and acceptable to the Town of Wayland shall be addressed to and filed with the Town of Wayland prior to commencement of the work. Renewal certificates shall be addressed to and filed with the Town of Wayland at least thirty (30) days prior to the expiration date of the required policies. The failure of the insurance policies to name the Town of Wayland as an additional insured will constitute a breach of this contract and will be a defense to any claim against the Town for payments under this contract.
6. All certificates of insurance shall contain true transcripts from the policies, authenticated by the proper officer of the insurer, evidencing in particular those insured, the extent of coverage, the location and operations to which the insurance applies, the policy numbers, the expiration date, and the above mentioned notice clauses.
7. The Certificate Holder section of the Certificate of Insurance (Form Accord 25) shall read precisely:

**Town Administrator's Office
Town of Wayland
41 Cochituate Road
Wayland, MA 01778**

8. Any variation from this exact Certificate Holder language will constitute a breach of this contract and will be a defense to any claim against the Town for payments under this Contract.

QUALIFICATION SUBMISSION

The consultant shall submit sealed envelopes containing twelve (12) copies of the qualifications marked, "Dudley Area Land Study" on the outside of the envelope. Submissions must be received at the Office of the Town Administrator, 41 Cochituate Road, Wayland, MA 01778 no later than **3:00 p.m. on Thursday, March 24, 2011.**

Questions regarding the technical content of the RFQ should be addressed to:

Mr. Sarkis Sarkisian

Planning Director

41 Cochituate Road

Wayland, MA 01778

508-358-3778 or by email to ssarkisian@wayland.ma.us

CERTIFICATE OF NON-COLLUSION

Massachusetts General Law, Chapter 701 of the Acts of 1983 requires that bidders certify as follows:

The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

Name of person signing bid

Name of Firm

Date

STATEMENT OF BIDDER QUALIFICATIONS

The following is required as evidence of the bidder's qualifications to perform the work, as bid upon, in accordance with the contract drawings and specifications. This statement must be notarized. All questions must be answered.

Additional data may be submitted on separate, 8-1/2 x 11 inch attached sheets.

1. Name of Bidder _____

2. Permanent Main Office Address _____

3. Official Mailing Address This Contract _____

4. When Organized _____

5. Where Incorporated, if a Corporation _____

6. Years of Contracting Under Present Name _____

7. List Contracts on Hand, and Those Completed Similar in Nature to This Project

8. List Any Work The Firm Has Failed To Complete, Where and Why _____

9. If You Have Ever Defaulted on Any Contract, State Where and Why _____

10. List Full Names and Residences of All Principals (i.e. Officers, Directors, Partners, Owners) Interested in This Bid.

NAME	RESIDENCE	TITLE	FIRM
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11. Will You Furnish a Detailed Financial Statement and Other Information Requested By The Owner? _____

STATEMENT OF BIDDER QUALIFICATIONS (cont.)

12. List Bank References for Verifying Financial Ability of You Company.

NAME

ADDRESS

13. The Undersigned hereby Authorizes and Requests Any Person, Firm, or Corporation, to
Furnish MI Information Requested by the Owner Relative to the Recitals Comprising This
Statement of Bidder's Qualifications.

Dated at _____ this _____ day
of _____, 20____.

Name of Bidder

By: _____

Title

State of _____

County of _____

CERTIFICATION OF TAX COMPLIANCE

Pursuant to M. G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that the Contractor, to my best knowledge and belief has filed all State tax returns and paid all State taxes required under law.

Social Security Number or
Federal Identification

Signature of Individual or
Corporate Name Number

By: Corporate Officer (if applicable)