

THE CITY OF WALTHAM
MASSACHUSETTS

PURCHASING DEPARTMENT

Storm Water Project Coordinator, 2018

ADDENDUM NO. 2

November 5, 2018

CHANGES, CORRECTIONS AND CLARIFICATIONS

The attention of bidders submitting proposals for the above subject project is called to the following addendum to the specifications. The items set forth herein, whether of omission, addition, substitution or clarification are all to be included in and form a part of the proposal submitted.

THE NUMBER OF THIS ADDENDUM (NO. 2) MUST BE ACKNOWLEDGED IN YOUR COVER LETTER

ITEM 1: DELETE AND REPLACE

Please **DELETE** the following sections in the current Bid Document:

- Specifications
- Evaluation Criteria
- Price Form

And **REPLACE** with the sections attached here

End of Addendum 2

Specifications

Duties and Responsibilities
Program Coordinator for Storm Water
Management
Duties and Responsibilities

I. Duties:

1. Review of Administrative Order, AO from EPA, determine status of city programs, compliance efficiency (Year 1,2 & 3)
2. Review NPDES Permit determine status of city action items 1-6 recommend strategy to achieve Best Management Practices (BMP's) and follow as best practical the action items (Years 1, 2 & 3)
3. Develop overall project coordination plan for Phosphorus Control with respect to the timelines in the MS4 Municipal Discharge Permit (Years 1, 2 & 3), including
 - A. Project schedules
 - B. Accomplishments, milestones, and meeting compliance deadlines
 - C. Project budgets
4. Assist City Engineer with MS4 First Year Requirements (Year 1)
 - A. Create Written Procedures for inspection construction sites for proper sediment controls and conducting site plan reviews, by 6/30/2019
 - B. Develop and implement a catch basin cleaning schedule with a goal of ensuring no catch basin is more than 50% full. Document catch basins inspected and cleaned, including total mass removed and proper disposal by 6/30/19
 - C. Sweep streets a minimum of once a year in the spring. Each annual report shall include number of miles of cleaned and volume of mass of material removed by 6/30/2019
 - D. Develop and implement winter road maintenance procedures including use and storage of salt and sand, minimize the use of salts, ensure that snow is not disposed of into waters by 6/30/19
 - E. Inspect all stormwater treatment structures (excluding catch basins) at least annually and conduct maintenance as necessary by 6/30/19
5. Draft semi-annual EPA update/progress reports for City of Waltham – revise/prepare final based on City's comments. (Years 1, 2 & 3)

II. Responsibilities:

1. Works under direction of City Engineer or designee
2. Provides weekly written updates on activities, or as needed (Years 1, 2 & 3)
3. Communicates with city personnel in Engineering, Water/Sewer/Drain Division
4. Coordinates stormwater management with city consulting engineers in conjunction with City Engineer or Designee (Years 1, 2 & 3)
5. Develop Stormwater Training program for Municipal Employees work on cleaning catch basins, sweeping streets, repairing catch basin, repairing drain manholes, repairing drain pipes, cleaning brooks and streams, grates over culverts, cleaning culverts and supervisors of laborers performing the work tasks (Years 1, 2 & 3)

III. Qualifications:

- 1. College degree in Applied Sciences**
- 2. 4 years' experience working with municipal government on program management either for stormwater or related utility**
- 3. 4 years' experience dealing with EPA on an Administrative Order or similar experience with DEP**
- 4. Master's degree in Engineering preferred**
- 5. Good communication skills are essential**
- 6. Registered Professional Engineer or equivalent experience required**

IV. Requirements:

- 1. Dedicated person to city to act as a "Stormwater Coordinator" for a period of one-year, with options for two subsequent years subject to available funding in year two and year three.**
 - A. By providing weekly updates to City Engineer on progress with stormwater program management and Phosphorous Control plan progress as needed (Years 1, 2 & 3)**
 - B. being available for meeting with the City, EPA and other related agencies, 2 per year, 4 hours each (Years 1, 2 & 3)**
 - C. Being available on-call for stormwater assistance with 48 hour notice, to provide the city with professional advice/assistance for compliance with EPA – AO and NPDES Stormwater Phase II Regulations (Years 1, 2 & 3)**
 - D. Attend City's Environmental Committee meetings as necessary, maximum 1 per month (Years 1, 2 & 3)**
- 2. Other:**
 - A. The qualified person is not an employee of the City of Waltham and as such receives no compensation or benefits from the city.**
 - B. The individual is an employee of the contractor.**
 - C. Contractor will invoice the Engineering Department of the City of Waltham on a monthly basis at the hourly rate quoted above.**
 - D. The quoted rate is inclusive of all expenses. Wages, benefits, travel, training, support, overhead, profit, etc. is included in the quoted rate.**
 - E. The company must complete a background check (CORI) of the individual assigned and share the results with the Engineering Department**

EVALUATION CRITERIA

Storm Water Program Coordinator

Proposals Due Friday, November 9, 2018 10:00 a.m. at the City of Waltham Purchasing Department, 610 Main Street, Waltham MA 02452.

Decision to use competitive sealed proposals

The Chief Procurement Officer has determined that the most appropriate procurement method to select the services of a Storm Water Coordinator is the Request for Proposals. This procurement method will be necessary to allow the City of Waltham to select the most advantageous Storm Water Program Coordinator Services proposal by exercising comparative judgments of technical factors, in addition to price. Proposals are being sought to ensure that the best available services are received by the City and its residents at competitive costs.

Instructions to Proposers

Proposals shall consist of two parts: **1) Technical Proposal** which shall consist of all information responsive to this RFP, except the fee that the proposer will charge for services, and **2) Price Proposal** which shall consist solely of the proposer's fee (inclusive of all costs and expenses). Proposers shall submit **one original and two copies of the Technical Proposal in one sealed envelope and one Price Proposal in a separate sealed envelope**. Please ensure that the Technical and Price Proposals are submitted in ***separate sealed envelopes***. The envelopes shall be marked as follows:

- 1) **Envelope A – “Technical Proposal – Storm Water Program Coordinator”**
- 2) **Envelope B – “Price Proposal – Storm Water Program Coordinator”**

Rule for Award and Comparative Evaluation Criteria

Rule for Award

The contract will be awarded to that proposer deemed by the City of Waltham to have submitted the most advantageous proposal, taking into consideration all relevant information, including, without limitation, the proposer's Technical and Price Proposals. The City reserves the right to reject and all proposals if determined that is in the best interest of the City.

Evaluation of Proposals

There will be no public opening of submitted proposals. Following the deadline for receipt, the Chief Procurement Officer will open the Technical Proposals and prepare a register of those firms submitting proposals which shall be available for public inspection. All proposal content shall be confidential until the evaluation is final and award has been made.

An Evaluation Committee, appointed by the Chief Procurement Officer, made up of members of the City of Waltham Purchasing Department and Engineering Department will review all proposals. Proposals will be evaluated in accordance with the three comparative evaluation criteria below. Final selection of the most advantageous proposal will be based upon an evaluation and analysis of the information and materials provided pursuant hereto. Each member of the Evaluation Committee will assign a rating of Highly Advantageous, Advantageous, Not Advantageous or Unacceptable to each comparative evaluation criteria.

Upon completion of the technical evaluation, the Chief Procurement Officer will open and evaluate the Price Proposals. A contract will be awarded to the responsive and responsible proposer whose proposal is determined to be most advantageous, taking into consideration cost and evaluative criteria. The City reserves the right to reject any and all proposals and to award a contract as determined to be in the best interests of the City.

Ratings for Comparative Criteria will be weighted as noted:

1) Consultant Level of Experience/Past Performance on Similar Projects (15%)

Highly Advantageous – Firms with at least five years' of experience consulting with municipalities on similar experience, including work that best illustrates the firm's most relevant experience, ability and expertise to perform the services requested in the RFP, and the proposer's past performance on similar projects, ongoing as well as completed within the past 5 years.

Advantageous – Firms with at least three years' of experience, but less than five years' experience, consulting with municipalities on similar experience, including work that best illustrates the firm's most relevant experience, ability and expertise to perform the services requested in the RFP, and the proposer's past performance on similar projects, ongoing as well as completed within the past 5 years.

Not Advantageous – Firms with less than three years of experience consulting with municipalities on similar experience.

Unacceptable – Firms with no relevant experience consulting with municipalities or on similar projects.

2) Qualifications of Key Personnel (15%)

Highly Advantageous – The identity and qualifications of key personnel, team members and sub-consultants available to work on this project, including expected project task assignments, are clear, concise and outlined. The appropriateness, capability and relevant project experience of key personnel is presented, as well as the assurance of continuity of the project team is efficiently presented.

Advantageous – The identity and qualifications of key personnel, team members and sub-consultants available to work on this project, including expected project task assignments, is presented. The appropriateness, capability and relevant project experience of key personnel is provided but not necessarily specific to job tasks.

Not Advantageous - The identity and qualifications of key personnel, team members and sub-consultants available to work on this project, including expected project task assignments, is presented, but does not sufficiently detail the project approach to provide components necessary to evaluate.

Unacceptable – Key personnel are not identified and/or do not possess the qualifications necessary to complete the scope of services.

3) Technical Approach, Capacity, Management Approach (20%)

Highly Advantageous – The quality, completeness and methodology of the technical approach envisioned for the project in response to the scope of services is detailed, logical and highly efficient. The proposer's capacity to apply and commit itself successfully to the project tasks and to complete the required services is presented, including absence of conflicting commitments to concurrent projects and scheduling. The proposed organizational structure and proposed management approach is presented with clarity, completeness and effectiveness. The ability of the proposer's team to work together effectively, maintain schedule and cost control, resolve resource constraints and interact effectively with City operations and staff is addressed with clear and concise description.

Advantageous - The quality, completeness and methodology of the technical approach envisioned for the project in response to the scope of services is presented with some detail and is marginally efficient. The proposer's capacity to apply and commit itself successfully to the project tasks and to complete the required services is addressed but has some possible conflicting commitments to concurrent projects and scheduling. The proposed organizational structure and proposed management approach is presented with some minimal detail. The ability of the proposer's team to work together

effectively, maintain schedule and cost control, resolve resource constraints and interact effectively with City operations and staff is addressed but with only marginal description.

Not Advantageous - The quality, completeness and methodology of the technical approach envisioned for the project in response to the scope of services is presented with the absence of detail and is not efficient. The proposer's capacity to apply and commit itself successfully to the project tasks and to complete the required services is not addressed. The proposed organizational structure and proposed management approach is not explained in sufficient detail. The ability of the proposer's team to work together effectively, maintain schedule and cost control, resolve resource constraints and interact effectively with City operations and staff is not included in the approach description.

Unacceptable – Technical approach is presented with no detail, commitment to dedicate to required tasks and schedule is missing, management approach and organizational structure is not included or ability of proposer's team to work together, resolve issues, work with City staff or operations is absent.

- 4) **Price Proposal (50%)** Price Proposal shall be all inclusive, including all expenses, supplies, materials, travel costs and any other expenses necessary for furnishing services and deliverables as specified in the scope of work as described in the Duties and Responsibilities. As outlined in the price sheet, the price proposal should include hourly rates for each of the three contract years, and a total of the three years together.

BID PRICE FORM

(Follows)

PRICE SHEET

PLACE THIS PAGE IN A SEPARATE SEALED ENVELOPE MARKED "PRICE Form"

My company offers the following price inclusive of all the expenses as described in this document

Description	Year 1 (2018-2019)	Year 2 (2019-2020)	Year 3 (2020-2021)
Estimated Number of Hours (#)			
Average Hourly Rate (\$/hr)			
Yearly Total (\$)			

TOTAL FOR THREE (3) YEARS: \$ _____

Price in written words: _____

My company recognizes receipt of addenda # _____

Company Name: _____

Authorized Signature: _____

Print Name: _____

E-Mail Address: _____

Date: _____

The City will be issuing, pending the availability of funds, an annual purchase order for the estimated yearly cost.