

**TOWN OF EASTHAM
REQUEST FOR PROPOSALS
EASTHAM COMMUNITY PRESERVATION COMMITTEE
CONSULTANT TO PREPARE COMMUNITY PRESERVATION PLAN**

The Town of Eastham Community Preservation Committee seeks proposals from qualified firms and individuals to prepare a Community Preservation Plan under the requirements of MGL 44B. The ideal candidate is a firm or individual with thorough familiarity with the Community Preservation Act and experience preparing similar plans and documents.

The Request for Proposals (RFP) is available upon request after 10:00 am, Friday November 22, 2013 at the Office of the Eastham Town Administrator, 2500 State Highway, Eastham MA 02642. The RFP may be viewed and printed at the town website: eastham-ma.gov at "Bids and Proposals" and is available at Town of Eastham 2500 State Highway Eastham, MA 02642 from 8:00 am until 4:00 pm Monday through Friday.

All responses must be clearly marked on the outside "Community Preservation Plan Proposal" and include two separate envelopes 1) Five copies of the Technical Proposal and 2) One copy of a Cost Proposal which must be received by the Town of Eastham 2500 State Highway, Eastham MA 02642 by Friday December 13, 2013 at 2:00 pm. The Town of Eastham reserves the right to reject any and all bids or to waive any informalities in the proposal process, if deemed in the Town's best interest.

Advertisement Cape Codder: Friday November 22, 2013

Community Preservation Committee
Town of Eastham

Request for Proposals
Issued November 22, 2013

The Town of Eastham Community Preservation Committee (CPC) seeks proposals from qualified planning firms or qualified individuals to prepare 1) A Community Preservation Plan (CPP), 2) A Community Preservation Application Process and 3) A Community Preservation Project Monitoring process.

Scope of Work

In general, the selected Consultant would be required to prepare documents, including a Community Preservation Plan (CPP) Application Process and Project Monitoring Process that:

- Meet the requirements for a CPP under MGL Chapter 44B commonly referred to as the Community Preservation Act.
- Establish priorities for grants in the designated support areas (Affordable Housing, Historic Preservation, Open Space and Recreation).
- Through a community participation process directed by the Community Preservation Committee, reflect input from various 'stakeholders' in the Town of Eastham, including but not limited to the Planning Board, Zoning Board of Appeals, Conservation Commission, the Historic Commission, the Open Space Committee, the Recreation Committee, the Public Access Committee of Eastham, the Eastham Affordable Housing Trust, the Board of Selectmen and the public.
- Consider information in local and regional planning documents such as the Cape Cod Commission Regional Policy Plan, the Eastham Local Comprehensive Plan, Historic Inventory, Affordable Housing Plan, and Open Space and Recreation Plan.

Required Meetings

The selected Consultant shall attend and participate in a minimum of five meetings with the CPC and stakeholders, as follows:

- An initial meeting with the CPC to discuss general requirements of the CPP.
- A meeting with stakeholders and the public, facilitated by the Consultant, to obtain input into the CPP.
- A meeting with the CPC to review the preliminary draft plan and obtain comments.
- A hearing on the revised draft CPP to obtain public comment.
- A meeting with the CPC to review the final Plan.

Timetable

It is anticipated that work will begin in January 2014 and be completed within five months prior to June 30, 2014.

Products

The Consultant shall prepare and deliver the following:

- A draft CPP
- A final CPP
- A revised application form with guidelines for applicants
- A Community Preservation Project Monitoring Process

All items shall be delivered in both electronic and hard copy (12 copies) form. The electronic format shall be compatible with the Town of Eastham computer system, including availability on the Town's website. All documents shall be the property of the Town of Eastham.

Contractor's Requirements

1. Insurance: The selected firm shall be required to provide the Town of Eastham with proof of insurance as follows:
 - a. Automobile Liability (applicable for any contractor who has an automobile operating exposure) of at least \$1,000,000 Bodily Injury and Property Damage per accident. The Town should be named as an "Additional Insured".
 - b. Workers' Compensation Insurance as required by law.
2. Hold Harmless: The Contractor shall hold harmless, defend, and indemnify the Town and its officers, agents and employees against all claims, demands, actions and suits (including all attorney fees and costs) brought against any of them arising from the Contractor's work or any subcontractor's work under the contract.
3. General Terms and Conditions: Any contract entered into as a result of this solicitation will incorporate by reference this Request for Proposal.

Technical Proposal Requirements

The proposer will submit five copies of the Technical Proposal which shall include:

1. A description of how the work will be performed,
2. A project schedule beginning in January 2014 and ending by June 30, 2014 showing all activities under the contract and benchmarks for production of draft products which will be delivered to the Eastham Community Preservation Committee over the project period,

3. Resumes demonstrating the qualifications to work on this project of the responsible project leader and all employees who will work on this project,
4. Summaries of similar projects that have been completed by the proposer within the last three years,
5. Three references and information on the proposer from clients for whom similar work was done.
6. A sample work product similar to the project proposed.

Cost Proposal Requirements

The Cost Proposal shall be submitted in a separate sealed envelope, clearly marked Community Preservation Plan Cost Proposal and shall include a lump sum inclusive of all costs to perform the work under the proposal. The Cost Proposal must include the name and contact information of the vendor and be dated and signed by an authorized person.

Submission Directions

Proposals shall be submitted as follows:

A. A packet of choice (packet, box, envelope etc) will contain:

- 1) The non-price or narrative proposal (5 copies)
- 2) The completed "Certification of Non Collusion"
- 3) The completed "Statement of Tax Compliance"
- 4) Acknowledgement of any addenda issued.

The packet will be marked "Technical Proposal: Community Preservation Plan Proposal (include respondent's identification) and must be received at the Office of the Town Administrator, Town of Eastham, 2500 State Highway, Eastham, MA 02642 by 2 PM, Friday, December 13, 2013. Contents will be checked for all required submissions.

B. A sealed envelope containing one copy of the Cost Proposal, marked "Cost Proposal – Community Preservation Plan Proposal" (include respondent's identification and authorized signature).

Questions:

Questions on the Request for Proposal may be directed to the Assistant Town Administrator, at nbalmer@eastham-ma.gov no later than Friday December 6, 2013 at 4:00 pm.

Selection Process

The ideal candidate is a firm or individual with thorough familiarity with the Community Preservation Act and experience in preparing similar plans and documents. The Selection Committee will rate each Technical Proposal according to the criteria below and make a recommendation of the most advantageous proposal to the Town

Administrator. After review of the Technical Proposals, the Selection Committee may, at its discretion, schedule interviews with any or all of the proposers for the purpose of further evaluation of the proposer's qualifications and ability to provide the required service. Interviewees will be ranked on their presentation. The Cost Proposal will then be opened and reviewed by the Town Administrator who will make the final decision on the contract award.

1. Minimum Evaluation Criteria

The Selection Committee shall first review each technical proposal to ascertain whether or not the following minimum criteria have been met:

- a. The technical proposal includes all of the items for a complete proposal.
- b. The proposer meets the minimum qualifications to do the work.

2. Comparative Evaluation Criteria

All responsive proposals will be judged against the Comparative Evaluation Criteria detailed below. The Town will rank each proposal as:

- a. Highly Advantageous – the proposal fully meets and significantly exceeds the standards of the specific criterion;
- b. Advantageous – the proposal fully satisfies the standards of the specific criterion;
- c. Not Advantageous – the proposal does not fully meet the standards of the specific criterion, is incomplete, unclear, or both.

2.1. Quality and Depth of Project Experience

Highly Advantageous – The project proposal demonstrates superior experience in providing services related to the Town's requirements. The project proposal demonstrates a wide depth of experience with similar projects (5 or more), and prior experience with public or private not-to-exceed or fixed-fee contracts. Project work samples are of outstanding quality in content and technical presentation.

Advantageous – The project proposal demonstrates solid experience in providing services related to the Town's requirements. The project proposal demonstrates a good depth of experience with similar projects (3 to 5), and prior experience with municipally or privately funded not-to-exceed or fixed-fee contracts. Project work samples are of good quality in content and technical presentation.

Not Advantageous – The proposer has limited experience in providing services related to the Town’s requirements or with similar projects (less than 3), and prior experience with public or private, not-to-exceed or fixed fee contracts. Project work samples minimally meet current standards for content and technical presentation.

2.2. Qualifications of the Proposer

Highly Advantageous – The proposer’s resume(s) demonstrate that proposer has superior training, educational background and work experience appropriate to the project described herein and all key project personnel demonstrate professional experience well beyond the minimum requirements.

Advantageous – The proposer’s resume(s) demonstrate that proposer has adequate training, educational background and work experience appropriate to the project described herein and all key project personnel demonstrate professional experience that meets or somewhat exceeds the minimum requirements.

Not Advantageous – The proposer’s resume(s) do not demonstrate that proposer has adequate training, educational background and work experience appropriate to the project described herein.

2.3. Desirability of approach to the project, demonstrated understanding of the community’s open space, historic, recreation and affordable housing needs, and proposer’s ability to undertake and complete this project in a timely manner.

Highly Advantageous – The proposal demonstrates a superior approach to the subject material, an understanding of the community preservation needs addressed by the project, and a clear analysis of the time required for each phase of the project. All references confirmed that consultant had met schedule expectations and delivered an “on-time” project.

Advantageous – The proposal demonstrates a good approach to the subject material, an understanding of the historic and cultural resource issues addressed by the project, and presents a time schedule that meets the project requirements. One reference stated that consultant was unable to meet the agreed-upon project schedule.

Not Advantageous – The proposal does not demonstrate a desirable approach to the project and does not demonstrate a clear understanding of the community’s historic and cultural resource protection needs. More than one reference indicated that consultant had been unable to meet the agreed-upon project schedule.

2.4. Overall Quality of Client References

Highly Advantageous – All references contacted spoke favorably of the work performed by the proposer and would use them again for a similar project without hesitation.

Advantageous – The great majority of references spoke favorably of the work performed by the proposer and would use them again for a similar project without hesitation.

Not Advantageous – One reference stated that there had been significant difficulties with the proposer's ability to deliver the contracted services and deliverables.

2.5. Completeness and Quality of Proposal

Highly Advantageous – Response is complete, concise, informative, and highly detailed. Proposal reflects that proposer is able to perform in a superior manner acceptable to the Town. Selection Committee is completely convinced about the proposer's ability to provide the level of services as required by the Town. Proposal demonstrates excellent communication and documentation skills.

Advantageous – Response is complete, informative, and meets criteria for responsiveness. Selection Committee finds proposal reflects that proposer is able to perform in an adequate manner acceptable to the Town. Proposal demonstrates a good level of communication and documentation skills.

Not Advantageous – Response lacks a comprehensive approach, but meets criteria for responsiveness. Selection Committee finds proposal reflects that proposer may be able to perform in a manner acceptable to the Town. Communication and documentation skills appear only adequate.

REQUIRED FORMS

The following blank forms must be completed and included with the Technical Proposal.

- Certification of Non-Collusion
- Statement of Tax Compliance

TOWN OF EASTHAM INVITATION FOR BID

CERTIFICATION OF NON-COLLUSION

The undersigned certifies under the 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.

(Signature of individual signing bid or proposal)

(Name of business)

STATEMENT OF TAX COMPLIANCE

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under penalties of perjury that I, to my best knowledge and belief, have complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Social Security or
Federal Identification Number:

Signature of individual signing
Bid or proposal:

Dated:
