

REQUEST FOR PROPOSALS (RFP) 24-02

**ON-CALL PROFESSIONAL SERVICES –
ARCHITECTURAL AND ENGINEERING
SERVICES**



TOWN OF DIGHTON, MASSACHUSETTS

Michael P. Mullen, Jr.

Town Administrator / Chief Procurement Officer

July 20, 2023

NOTICE
REQUEST FOR PROPOSALS (RFP)
ON-CALL PROFESSIONAL SERVICES – Architectural and Engineering Services
DATE OF RELEASE: July 20, 2023

The Town of Dighton is soliciting proposals for a list of non-exclusive on-call consultant services to assist the Town with the following professional services, including *but not limited to*, architectural and engineering services for repairs and modifications of existing Town assets as well as new designs in the following architectural and engineering disciplines:

Architecture	Electrical	Utilities
Building envelope	Mechanical	Site/ Civil
Geotechnical	Plumbing	Traffic & Transportation
Structural	Security Technology	Surveying & Photogrammetry
Landscape	Fire Safety & Protection	MCP / Hazardous Waste
Architecture		

On Call work is expected to include planning, architectural or engineering designs, the preparation of construction drawings, procurement documents, estimates of probable cost, construction phase support including contract administration, project inspection, and commissioning. Services may include conceptual planning services or feasibility studies, building inspections, code compliance reviews, regulatory compliance reviews and/or management, peer reviews, abatement planning, and security upgrades / designs. Dighton’s Town Administrator and Building Department shall be the lead agencies; however, other Town Departments may utilize these services.

Proposals will be received at the office of the Board of Selectmen/Town Administrator; Dighton Town Hall; 979 Somerset Avenue Dighton, MA 02715 until **Thursday, August 10, 2023 at 4:00 p.m.**

Proposals may be submitted for one or more disciplines identified in this proposal. One contract may be awarded for the on-call services, or more than one contract may be awarded if it is deemed to be in the best interest of the Town of Dighton. Detailed specifications are available on-line at the Town of Dighton’s website, www.dighton-ma.gov and also available at the office of the Town Administrator / Chief Procurement Officer, Dighton Town Hall, 979 Somerset Avenue Dighton, MA 02715, between the hours of 8:30^{AM} and 4:30^{PM}

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

Michael Mullen, Jr.
Town Administrator / Chief Procurement Officer

Request for Proposal Conditions and Instructions to Proposers

Introduction & Background

The Town of Dighton, is soliciting proposals for Consultant Design, Construction, Regulatory, and Review Services to be provided on an on-call basis. The Town of Dighton is seeking these services in the following categories of Architecture and Engineering disciplines:

Architecture	Electrical	Utilities
Building envelope	Mechanical	Site/ Civil
Geotechnical	Plumbing	Traffic & Transportation
Structural	Security Technology	Surveying & Photogrammetry
Landscape Architecture	Fire Safety & Protection	MCP / Hazardous Waste

A proposer may offer a proposal relative to one or more of the identified disciplines. Each Proposal shall clearly be marked as to the type of discipline(s) being pursued. Multidisciplinary firms capable of many or all such disciplines are highly desirable. One contract may be awarded to a multidisciplinary firm capable of all elements of the above services, or a separate contract may be awarded for more than one discipline. In determining whether to award one or more contracts, the Town of Dighton shall determine in each case which proposals best meet the interests of the Town of Dighton. The RFP process and award of the contracts for the following procurement are to be in accordance with the requirements of Mass General Laws Chapter 7C§ 58.

Because of the size, scale, and complexity of various public projects and potential private redevelopment projects, it is necessary to retain competent consultants with expertise in various architectural, engineering, environmental, and technology disciplines to assist the Town in preparing and/or reviewing design and construction documents and the review and final sign off on the construction of any private and public improvements. Through this solicitation and the resulting contract(s), the qualified proposer(s) (Consultant) will provide non-exclusive on-call consulting services as needed by the Town of Dighton and its various Departments. Such consulting services are primarily to fill the need for outside expertise required in reviewing public or private proposals, permits, and applications, and are not intended to be an exclusive arrangement.

General Processes

The Town of Dighton may engage an architect/engineer for the assistance of planning, design, construction support, building inspections, environmental studies or design review expertise as required for support of the Town for various building and project initiatives funded through operational budgets, capital improvement bonds, mitigation accounts, or other mechanisms.

The Town of Dighton may engage architectural / engineering services relating to identification, development, and preparation of federal, state, local, and private grant applications to fund studies, plans, designs, and then to implement the work funded under those grants, including State and Federal grants and those originating with, but not limited to, the State Revolving Fund (SRF), MWRA, Federal

Emergency Management Agency (FEMA), Massachusetts Emergency Management agency (MEMA), HUD, COVID Relief, ARPA, or other future stimulus packages.

General Conditions

This section of the RFP contains the general conditions and restrictions covering the preparation, submission, and content of proposals as well as the On-Call Architect / Engineering Services Contract.

Uniform Proposals: To enable the Town to perform a fair comparative analysis and evaluation of proposals, it is essential that a uniform format be employed in structuring each proposal. The required proposal format is specified later in the RFP. The consultant's degree of compliance with the requirements of this RFP and their clarity in such proposal will be a significant factor in the evaluation of the proposal. Each proposer must comply with all submission requirements as directed herein. Proposals that are defective, irregular, or not in compliance will be considered unresponsive and will be rejected. Unnecessarily elaborate responses and excess material beyond that requested above may be considered unresponsive.

Proposers' Examination of the Request for Qualifications: Proposers shall examine all information and materials contained in and with this RFP. Failure to do so shall be at the proposer's risk. By submitting a proposal all proposers certify that they have read and agree to comply with each provision of this RFP, and the award of contract (if applicable).

Date of Submission: All proposals must be received in the Board of Selectmen/Town Administrator's Office; Dighton Town Hall, 979 Somerset Avenue Dighton, MA 02715, by August 3, 2023 at 4:00 p.m. Late bids will not be accepted and deemed unresponsive.

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

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

Withdrawal of Proposals: Proposals may be withdrawn by written or facsimile notice received by the Town of Dighton prior to the time specified for receipt of proposals.

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

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

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

Notice to Proceed and Availability of Funds: The town does not guarantee any minimum of work under this RFP and the contract awarded to any vendor based on proposals to these specifications. Services provided by the successful proposer(s) shall be rendered through a Professional Services Contract based on the requirements and conditions provided in this RFP. After a contract is approved it shall only become operative upon the delivery to the Consultant of a contract signed by the Town of Dighton. Funds for payment of said contract will be held in escrow by the Town of Dighton. The Consultant must receive in writing, from the applicable department, permission to begin any project assignment or task up to an agreed upon dollar amount. The Consultant cannot exceed agreed upon amounts without certification as to available funds and the Town shall only be obligated under the contract to the extent of such orders. The Consultant shall prepare separate bills for each individual assignment or task order. If requested, a detailed bill shall be prepared showing a separation of tasks and the number of hours spent on each. All fees will be collected, and the applicable Department will approve payments for work. No work shall begin until an authorization Notice to Proceed is received from the Town Administrator and Building Commissioner.

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

Requests for Clarification: Any questions regarding this RFP should be submitted in writing to the Town and received no later 10:00 a.m., Thursday, August 3, 2023. Such questions should be directed to the Town of Dighton’s Chief Procurement Officer by email to: mmullen@dighton-ma.gov. All responses will be provided by the Town’s Chief Procurement Officer in the form of an addendum. All firms who have requested a copy of this RFP from the Town of Dighton will receive a copy of all questions raised (if any), and their answers. If it should become necessary to revise any part of this RFP or otherwise provide additional information, the Town will issue an Addendum as well.

“PRICE AND NON-PRICE PROPOSAL”:

Proposal Format & Submission Requirements

One (1) unstapled original, one (1) thumb drive and two (2) copies of the proposal including all attachments thereto must be delivered in two separate sealed envelopes (One marked “Technical Proposal” and one marked “Price Proposal”) On the outside there should be the name and address of the bidder, the name of the bid proposal and the proposal submission date addressed to: Town Hall 979 Somerset Avenue Dighton, MA 02 by the date and time stated in the advertisement. Postmarked submissions will not be accepted.

Price Proposal

Price Proposals should be in a separate sealed envelope. The outside of the envelope should be marked with “RFP- Price Proposal for On-Call Architectural/Engineer Services” and with the Proposer’s name and the date and time submitted.

Please note however *this is a qualifications-based solicitation*. The request for pricing is so that the Town is aware of proposer’s hourly costs for funding/budgeting purposes. The Proposer shall submit a listing of hourly billing rates for those staff and positions it anticipates assigning to the project(s). The billing rates shall include all charges to the Town of Dighton including salary, overhead, indirect costs and profit. The rates of all technical personnel whose use is anticipated shall be specifically noted for each service on which a proposal is submitted and shall be considered the price proposal page.

Non-Price Proposals:

The Non-Price Proposal must be in a sealed envelope. The outside of the envelope must be marked with “RFP- Non-Price Proposal for Architectural/ Engineer Services,” and with the Proposer’s name and the date and time submitted.

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

Proposal Format

Tabbed Divider	Section Title & Contents
Section 1	<p>General Qualifications of the Firm *</p> <p>A) Letter of Transmittal: Letter of introduction providing a narrative describing the nature, size, background, and qualifications of the firm, and the names and background of all personnel who will be working on the contract from all firms, including Subcontractors. Identification of lead professionals and key personnel in each field of expertise.</p> <p>B) Resumes: Resumes of the principals and staff, lead professionals and key personnel in each field of expertise including any Subconsultants. Include resumes of all personnel who will be working directly on or directly overseeing the reviews, reports, inspections and other work.</p> <p>C) References: A minimum of five (5) firm or individual references including name, title, agency, address, phone, and email (if applicable).</p> <p>D) Firm Interests: Names and addresses of all partners, if a partnership; of all officers, directors, and all persons with an ownership interest of more than five per cent in the proposer if not a partnership.</p> <p>E) Professional Registrations: The lead Architect/Engineer supervising the design and review services shall be either a Professional Engineer (PE) or Licensed Architect and must be registered in Massachusetts. The registration numbers, licenses, certifications and status of each key personnel in every jurisdiction in which such person has ever been registered as an engineer, architect, LSP, or related profession.</p> <p>F) Municipal Experience: Previous and on-going experience in similar work on-call, as needed or task order-based services. A narrative indicating that your firm has relevant and similar experience with providing municipal design and reviews and inspection services similar to those requested in this RFP. Include a list of all cities and towns within the Commonwealth for which the applicant has performed or has entered into a contract to perform consultant design and review services on-call, as needed or based on task orders within the five (5) year period immediately preceding the filing of the information required in this section.</p>
Section 2	<p>Review Approach & Scope of Work *</p> <p><u>Description of Proposed On-Call Architectural/Engineering Services:</u> An outline of the firm’s approach and experience providing and delivering services for Scopes of Work as needed. Include method for coordinating the work of different staff and Sub-contractor(s) or Sub-consultant(s) if applicable. Subcontracted services for which the firm does not have in-house capabilities, expertise, or qualifications, should be clearly noted.</p>
Section 3	<p>Documentation *</p> <p>A) All attached Town of Dighton required forms.</p> <p>B) Documentation/Certificates of Workmen's Compensation Insurance and Professional Liability Insurance for the minimum amount as required by applicable state law.</p> <p>C) A list of at least three (3) agencies or communities with references for work provided using on-call, as needed or task order based contracts within the past five years with examples of the types of work or tasks successfully completed.</p>

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

Ownership and Confidentiality of Proposals

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

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

Award/Terms of Contract

The Town of Dighton through an evaluation team shall review all qualified proposals. This review may include interviews with the lead firm and any firms that may receive work under this contract. The contract(s) will be awarded to the selected proposer(s) on completion of evaluation of proposals.

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

The selection committee shall review and rate respondents in each discipline based on the Selection Criteria listed within this RFP, and then shall deliver a written recommendation to the Board of Selectmen for the execution of contract(s). The recommendations shall include any conditions to the recommended award(s) which require successful negotiation or revisions to the Scope of Work identified by the selection committee and/or other Dighton officials.

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

Execution of Contract

Upon the acceptance of a Consultant's proposal(s), the Town, with assistance from the Town Administrator will prepare contract(s) to be proposed to the Board of Selectmen. In the event that the successful Consultant(s) fails, neglects or refuses to execute the contract(s) within fourteen (14) days after receiving a letter of award from the Town, the Town may at its option terminate its action in awarding the contract and the selection of the Consultant (s) shall become null and void and of no effect. The Consultants must provide all required forms to the Town prior to award of the Contract. The Town

intends to award multiple contracts to multiple vendors in hopes of having an on-call list of multiple companies and multiple disciplines.

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

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

Reservation of Rights

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

SCOPE OF WORK

Purpose

The purpose of the on-call architect / engineer services are to assure that the Town of Dighton has adequate support in their assessment, repair, design, construction of small projects, and expert review services in various disciplines. In general, the selected consultant(s) is expected to assist the Town of Dighton with consulting activities such as the following:

1. The selected consultant(s) and/or consultant teams shall provide comprehensive architectural and/or engineering services including, but not limited to, repair, modification, and new construction building design, HVAC, plumbing, utilities, site, civil, structural, and geotechnical disciplines for the preparation and support of complete construction drawings, specifications, estimates, contract administration, project inspection and planning services or studies, as required (building inspection, code compliance review/advice, feasibility studies). The selected consultants(s) shall be familiar with local, state, and federal building and regulatory requirements, including those relating to the Americans with Disabilities Act..
2. The objective is, at the conclusion of the selection process, to obtain a pool of consultants, pre-qualified by the Town, from which architectural and engineering services similar to and including those listed above may be ordered.
3. The selected consultant(s) and/or consultant teams may assist in the bidding of projects pursuant to the "on-call" services contract. All such bidding shall be in accordance with federal, state and local requirements, and proposers must have a working knowledge of Prevailing Wage /Davis Bacon Law as well as the Town of Dighton procurement processes. The selected consultant(s) and/or consultant teams shall attend mandatory site visits, prepare addendums in response to requests for information, review bids submitted and recommend selection to the Town.

4. The selected consultant(s) and/or consultant teams shall provide monthly Status Reports to the Town. Said Status Reports will outline the activities completed and variance(s) from planned activities for the previous month and planned activities for the upcoming month.
5. The selected consultant(s) and/or consultant teams shall provide advanced notice to utility companies to ensure conformance with the project schedules. Advanced notice to utility companies must be made in writing.
6. For all projects pursuant to the "on-call" services contract, the selected consultant(s) and/or consultant teams shall hold pre-construction meetings prior to the start of construction.
7. During construction, the selected consultant(s) and/or consultant teams shall also monitor and track financial activities. The selected consultant(s) and/or consultant teams shall review applications for payments received from the subject project's general contractor and certify amounts for payment that accurately reflect the amounts due and owing the general contractor and sufficiently protects the Town's best interests.
8. The selected consultant(s) and/or consultant teams shall keep proper records of all projects pursuant to this "on-call" services contract including, but not limited to, copies of all project correspondence, submittals, shop drawings, schedules, plans, specifications, addenda, change orders, construction change directives, contracts, as-builds and/or record drawings, and any pertinent data regarding the contract. All such project records shall be submitted to the Town after the completion of the project and shall become property of the Town.

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

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

The selected proposer(s) may be required to review plans and provide recommendations with respect to building design and construction including mechanical, electrical, plumbing, fire protection, Americans with Disabilities Act compliance, and site work.

Billing

All bills for services rendered shall be submitted to the applicable Town Department to the attention of that Department's Department Head for approval and payment, and shall state the date(s), hours, and product or matter worked upon. All bills shall be rendered within thirty (30) days of the service having been performed.

Errors and Omissions Insurance

The awarded respondent(s) shall provide and maintain Errors and Omissions Insurance with minimum limits of \$2,000,000 per occurrence/annual aggregate. The policy shall not have a deductible greater than \$50,000.00. Coverage shall be maintained in effect continuously for a period of at least six (6)

years from the date of Final Payment by Owner to Respondent. Respondent must also be willing to provide insurance as outlined in the attached Sample Contract (Attachment A)

Severability

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

Amendments

The Professional Services Contract may only be amended by the written consent of the Town of Dighton.

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”** (10 points - response excels on the specific criterion)
- **“Advantageous”** (6 points - response meets evaluation standard for the criterion)
- **“Not Advantageous”** (2 point - response does not fully meet the evaluation criterion or leaves a question or issue not fully addressed)
- **“Unacceptable”** (0 points - response does not address the elements of this criterion)

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

1: Overall Qualifications

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

Points	Rating	Description
10	Highly Advantageous	The proposal indicates evidence that the firm has substantial in-house “areas of expertise” outside of planning consulting necessary to complete this project or that the firm has made prior arrangements for Subconsultants in areas for which in-house services are unavailable.
6	Advantageous	The proposal indicates evidence of more than one “area of expertise” outside of planning consulting necessary to complete this project.
2	Not Advantageous	The proposal indicates evidence of one “area of expertise” outside of planning consulting necessary to complete this project.
0	Unacceptable	The proposal indicates no evidence of “areas of expertise” outside of planning consulting necessary to complete this project.

2: Understanding of Dighton and Ability to Deliver Services

Demonstrated understanding of Dighton’s on-call needs and processes; and proximity and availability of knowledgeable staff to initiate work and/or complete reviews in a timely manner. Sufficient staffing capability to expedite the work within the Town’s schedule.

Points	Rating	Description
10	Highly Advantageous	The proposal communicates a deep awareness of Dighton’s specific future architectural and engineering needs and current processes, deep understanding of the various departments needing services, communicates the proximity and availability of local staff to execute assignments. The proposal provides significant evidence that the selection of the firm would be highly advantageous to the Town of Dighton.
6	Advantageous	The proposal communicates a general awareness of Dighton’s future architectural and engineering needs and current processes, general understanding of the various departments needing services, communicates the proximity and general availability of local staff to execute assignments. The proposal provides evidence that the selection of the firm would be advantageous to the Town of Dighton.
2	Not Advantageous	The proposal communicates a generic approach to future architectural and engineering services and a generic discussion of municipal processes, solely repeats the information included herein for the various departments needing services, communicates the proximity and general availability of local staff to execute assignments. The proposal provides little evidence that the selection of the firm would be beneficial to the Town of Dighton.
0	Unacceptable	The proposal is generic or silent on approaches to future services, unclear on the services being proposed to provide to Dighton, no discussion of municipal processes, no reference to various departments needing services, no local or proximate staff.

3: Understanding Scope of Work

Thorough knowledge and understanding of all elements of the Scope of Work and a clear, concise approach.

Points	Rating	Description
10	Highly Advantageous	The proposal communicates a thorough understanding of the expected Scope of Work, and proposes a clear and comprehensive approach. The proposal provides significant evidence that the firm’s approach would be highly advantageous to the Town of Dighton.
6	Advantageous	The proposal indicates sufficient review and understanding of the required Scope of Work, and documents the firm’s proposed approach. The proposal provides evidence that the firm’s approach would be advantageous to the Town of Dighton.
2	Not Advantageous	The proposal indicates incomplete review or a vague understanding of the required Scope of Work. The proposal provides generic content about the firm’s approach.
0	Unacceptable	The proposal indicates inadequate review or understanding of the required Scope of Work and/or no clear approach to on-call assignments.

4: Quality of Past Work

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

Points	Rating	Description
10	Highly Advantageous	All three sample submissions are written clearly, fully cover the relevant subject matter, and also excel with respect to quality, graphics, formats, and/or writing style. Five responsive and highly positive references.
6	Advantageous	The three or more sample submissions provided by the firm are written clearly and fully cover the relevant subject matter, with clear relevance to the services being solicited under the RFP. Three responsive and positive references.
2	Not Advantageous	One or two of the sample submissions submitted by the firm are unclear, incomplete, or have

		little relevance to the services being solicited under the RFP. one responsive and positive reference
0	Unacceptable	None of the sample submissions submitted by the firm are clear and complete and/or have relevance to the services being solicited under the RFP.

5: Quality of Written Proposal

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

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

**RFP-REQUEST FOR PROPOSALS
ARCHITECTURAL AND ENGINEERING SERVICES**

REFERENCES

List the names of five (5) municipal clients that you have provided services to within the last three (3) years.

Municipality/District: _____

Contact Name: _____ Phone: _____

Email Address: _____

Project(s) _____

Municipality/District: _____

Contact Name: _____ Phone: _____

Email Address: _____

Project(s) _____

Municipality/District: _____

Contact Name: _____ Phone: _____

Email Address: _____

Project(s) _____

Municipality/District: _____

Contact Name: _____ Phone: _____

Email Address: _____

Project(s) _____

Municipality/District: _____

Contact Name: _____ Phone: _____

Email Address: _____

Project(s) _____

**RFP-REQUEST FOR PROPOSALS
ARCHITECTURAL AND ENGINEERING SERVICES**

FEE PROPOSAL FORM

Provided in a separate, sealed envelope

RFP DUE: Thursday, August 10, 2023 at 4:00 p.m.

Town of Dighton
Dighton Town Hall
979 Somerset Avenue
Dighton, MA 02715

BIDDER

Receipt of Addendum No. _____ acknowledged by: _____

Company Name: _____

Address: _____

Telephone #: _____

Email: _____

Date: _____

Bid Signed By: _____

Title: _____

If you have received this RFP from either the Town of Dighton Website or through an email it is your responsibility to check for addenda (at www.Dighton-ma.gov) before you turn in your bid/ proposal. The Town of Dighton will not be responsible any bids received omitting addenda acknowledgement.

We submit for your consideration our *RFP Response* for on-call architectural / engineering services. We have read the RFP documents and are submitting our *RFP Response* in full compliance with all terms and conditions. *We acknowledge receipt of all addendums to the RFP documents and assume full responsibility to access those addendums from the Town's website as applicable.*

Upon notification of the award, we will provide the following within the stipulated time frame after receipt of such notice:

- * The requested Certificate of Insurance
- * An original contract, provided by the Town, executed by authorized officer of awarded Respondent.

FEE PROPOSAL FORM CONTINUED

We agree to perform the work described in the RFP within the (time period) set forth in the specifications for the following amounts. This sheet may be substituted with a company created labor rate sheet:

ONLY complete rates that apply

<u>Survey</u>	<u>Positions:</u> Project Manager Licensed Land Surveyor Two-man Survey Crew Three-man Survey Crew	<u>Hourly Rate</u> _____ _____ _____ _____
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<u>Design</u>	<u>Positions:</u> Principal Architect/Engineer Principal Project Manager Project Manager Project Architect Project Engineer Civil Geotechnical Environmental Mechanical Electrical Structural Assistant Architect Junior Engineer Technician Draftsperson Clerical	<u>Hourly Rate</u> _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
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<u>Construction Administration</u>	<u>Positions:</u> Construction Manager Assistant Manager Clerk of the Works Field Inspector Draftsperson Clerical	<u>Hourly Rate</u> _____ _____ _____ _____ _____ _____
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CADD Services	<u>Positions:</u> CADD Engineers CADD Operator/Technician CADD Manager	<u>Hourly Rate</u> _____ _____ _____
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CERTIFICATE OF NON-COLLUSION FORM

The undersigned certifies under penalties of perjury that this bid 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, entity, or group of individuals.

(Name of person signing proposal)

(Name of business)

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(Name of person signing proposal)

(Name of business)

Certificate of Authority
Meeting of Board of Directors

At a meeting of the Directors of the _____ duly
(Corporation)
called and held at _____ on
the _____ day of _____, in the _____ year at which a
quorum was present and acting, it was voted, that _____
(name)
the _____ of this Corporation is hereby authorized and
(title/position)
empowered to submit a proposal, make, enter into, sign, seal and deliver, on behalf of this
Corporation a Contract for _____

(brief description)

with the Town of Dighton, and to issue any proposal, performance, or payment bonds if
required in connection with such Contract.

*I hereby certify that the above is a true and correct copy of the record, that
said vote has not been amended or repealed and is in full force and effect as
of this date, and that _____ is duly elected
_____ of this Corporation.*

Clerk or Secretary of the Corporation