TOWN OF HOPKINTON

REQUEST FOR QUALIFICATIONS

PROFESSIONAL ENGINEERING AND RELATED CONSULTANT SERVICES

2020
Town of Hopkinton, Rhode Island

Request for Qualifications (RFQ)
Professional Engineering and Related Consultant Services

1.0 Introduction

The Town of Hopkinton is issuing this request for qualifications for the purpose of securing the services of town consultant(s) on a contractual basis for the purpose of reviewing development proposals and providing other technical services.

The selected consultant(s) will be required to review site plans and provide other technical support to the Town. The selected consultant(s) should be available to meet the needs of the Town on a regular and consistent basis, serving as its representatives, as required. The consultant(s) should have the experience and depth of resources to address multiple projects at the same time, and the ongoing and future issues facing the Town.

The purpose of this solicitation is to select “on-call” consultant(s) to work on projects commencing on or after July 1st, 2020 until June 30th, 2023—a three (3) year period.

2.0 Scope of Services

The Town is seeking individuals or firms with experience in working with small-to medium-sized municipalities. The work discussed below is divided into broad categories of road and drainage improvements, municipal planning and code enforcement, and site development. This list is not meant to be all inclusive, and the Town may, at its discretion, assign other duties and responsibilities from time to time, as needs and conditions change:

1) Provide general consulting services, as needed, to the Town Council, Planning Board, Zoning Board, Public Works Department, Building/Zoning Department and/or various advisory boards appointed by the Town Council.

2) Attend meetings, public hearings, work sessions, Town Council meetings, and other functions, as directed.

3) Provide professional engineering services and related consulting services for various municipal construction projects, including but not limited to, initial studies, design, bidding, inspection and contract administration services.

4) Provide research and recommendations on various types of engineering problems and issues ranging from stormwater management and street
improvements to the development of infrastructure inventories and capital improvement plans.

5) Provide general engineering services in the areas of deed research, the drafting of easements, and the interpretation of surveying data, upon request.

6) Provide consulting services on federal and state grants, grant applications, construction documents for grants, the maintenance of records and files on grants and other related services.

7) Provide a wide variety of planning-related services including, but not limited to, planning studies and projections, need assessments, development plan reviews, data collection surveys and analysis, research and policy analysis, and advisory opinions.

3.0 Qualifications Statements shall include the following:

1) **Company Profile** – provide a general description of the company and the services that can be provided, office locations, and the number and type of personnel who will be involved in the services provided.

2) **Organizational Support and Key Personnel** – a project manager or lead consultant must be identified. Provide resumes for all personnel, as well as for subcontractors, if utilized.

3) **Relevant Experience** – Please provide examples of recent relevant experience for the services proposed. The same information shall be provided for subcontractors, if utilized.

4) **References** – please provide a minimum of three (3) municipal references with recently verified phone numbers and addresses. The same information shall be provided for subcontractors, if utilized.

5) **Rate Schedule** – Please provide hourly billing rates for all proposed personnel/positions. The consultant shall identify any annual cost increases associated with a billing rate schedule, as may be applicable though the duration of the contract period.

6) **Project Management** – Provide a summary description of how services will be provided to the Town. Fully describe the interaction with Town personnel, Town-hired subcontractors, professionals, etc.

7) **Professional/General Liability Insurance Certificate** – Please provide a General Liability Insurance Certificate showing the type of insurance and monetary levels carried.
8) **Conflicts of Interest** – Please submit a written statement regarding your policy and practices addressing potential conflicts of interest. Please reference or cite specific laws and/or Ethics Commission rulings etc. to support your position. Please identify companies, individuals, etc. that you currently do or prospectively might represent, which would preclude your company from performing services for the Town. During the term of any contract with the Town, the consultant will be required to notify the Town of potential conflicts of interest that may arise. If conflicts of interest create circumstances where the Town is not receiving the service anticipated, the Town Council may elect to terminate the contract, at any time.

### 4.0 Town Selection Criteria

The following criteria shall be utilized by the Town in the selection of consultant(s) for professional engineering and related consultant services.

- Technical Experience/Understanding of Scope of Services 15%
- Experience and Qualifications of Proposed Personnel 15%
- References and Past Performance of Work 20%
- Project Management 10%
- Demonstrated Ability to Meet Deadlines 10%
- Price Schedules/Price Proposals 15%
- Local/Regional Office to Ensure Timely and Immediate Response 5%
- Knowledge of the Town 10%

### 5.0 Submission Requirements

Submissions are due in the Town Clerk’s Office, 1 Town House Road, Hopkinton, Rhode Island 02833 on or before April 8th, 2020 at 3:00 p.m. Proposals will be opened at 3:15 p.m. in the Town Hall Council Chambers. Please provide three (3) of your submission in a sealed envelope. The envelope should be addressed as follows:

**Professional Engineering Services**

Town Clerk’s Office  
1 Town House Road  
Hopkinton, R.I. 02833