



**Town of Fairhaven
&
Planning Board
Request for Proposals
Comprehensive Master Plan**

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LEGAL NOTICE

REQUEST FOR PROPOSALS (“RFP”)

Master Plan

The Town of Fairhaven is seeking proposals from professional planning consultants for a Comprehensive Master Plan. The selected firm shall have demonstrated previous experience in providing specified services to similar projects, preferably in Massachusetts. A complete RFP may be obtained, without charge, by contacting the Planning Board Office at 508-979-4082, Ext. 9, email broth@fairhaven-ma.gov or on the Town Website at ww.fairhaven-ma.gov under “Documents and Contracts”. It is recommended that respondents to this request familiarize themselves with the detailed RFP. The deadline for submitting proposals to the Planning Board Office is Noon September 21, 2016. Proposers must submit ten (10) copies of their proposal and one digital copy. The Town reserves the right to reject any proposal deemed not to be in its best interest and waive minor technicalities. The budget for this project is \$110,000. Postmarks, faxes, and email proposals will not be considered.

I. BACKGROUND

The Planning Board (Board) is charged with developing a comprehensive Master Plan to guide actions and decisions through the next 10-15 years. The mission of the Board is to produce a Master Plan in a manner that is transparent and open to all stakeholders in an effort to provide a public process that is collaborative, cooperative, and coordinated with the goal of achieving consensus and endorsement of the issues, goals and objectives, and implementation strategies.

The Town has a population of approximately 16,000, land area of 12 square miles, 29.4 of shore line and approximately 100 miles of roadways. It is governed by a three member Board of Selectmen, a Town Administrator and a Representative Town Meeting form of government. The Town is located in Southeastern Bristol County approximately 50 miles south of Boston, Massachusetts and 35 miles east of Providence, Rhode Island. The Town's annual operating budget is approximately \$55 million.

The area that now makes up Fairhaven was purchased from Wampanoag Chief Massasoit in 1652 by a group of colonists from Plymouth. Settlement began about 1659. Among the earliest settlers were John Cooke, one of the original *Mayflower* Pilgrims, and his cousin Jonathan Delano, and ancestor of President Franklin Delano Roosevelt.

The Town of Fairhaven was incorporated on February 22, 1812, separating from New Bedford over political differences concerning the War of 1812. During the 1800s, the whaling industry and its related marine trades contributed greatly to the town's growth. After the decline of whaling, the New Bedford textile mills brought many English, French Canadian and Portuguese workers to the area, resulting in further increases in population. Maritime interests shifted to fishing and ship maintenance. These endeavors are still part of the town's economy, although retail trade is now the leading segment of the economy.

Between 1885 and 1906, Fairhaven benefited greatly from the gifts of magnificent European style public architecture donated by native son Henry H. Rogers, a multimillionaire from his career in the Standard Oil Company. A grammar school, library, town hall, high school, Unitarian Church, and the public water system were among the gifts given by Rogers.

The current Master Plan for the Town was written in 1996. The Town has a rich history of planning as is evident by the below listed documents. It is recommended that respondents be familiar with the following documents, all available at the Town website www.fairhaven-ma.gov under "Documents and Contracts".

Goals and Policies Statement

1996 Fairhaven Master Plan:	Digital
2008 Planning Board Town Survey:	Digital
2010 New Bedford/Fairhaven Municipal Harbor Plan:	Digital
2014 TGSC – Final Report	Digital

Land Use Element

2013 SRPPED: Priority Development Areas/Priority Protection Areas	Digital
Schools – Enrolment Data	Digital

Housing Element

2010 Housing Needs Assessment	Digital
2010 Affordable Housing Action Plan	Digital

Economic Development Element

1996 A Strategy for Fairhaven's Economic Future:	Digital
2010 UMD Town Business Study	Digital

2010 UMD Town Tourism Study	Digital
<u>Open Space & Recreation Element</u>	
2010 Open Space and Recreation Plan	Digital
<u>Services & Facilities Element</u>	
2011 FHS Building Conditions Report	Digital
2011 Water System Capital Efficiency Plan	Digital
2013 Wastewater Management Plan Phase I	Digital
2014 Wastewater Management Plan Phase II	Digital

II. INTRODUCTION

The Town is soliciting Request for Proposals (RFP) from qualified professional planning consultants for a Comprehensive Master Plan. The selected firm shall have demonstrated previous experience in providing specified services to similar projects, preferably in Massachusetts. This study will be overseen by the Planning Board. Qualified vendors are requested to submit their proposals to the Planning Department at the Fairhaven Town Hall, 40 Center Street, Fairhaven, MA, in accordance with the instructions contained within this RFP.

Notice of this RFP is published in the Central Register & Goods and Services Bulletin (which are weekly publication of the Office of the Secretary of State), The Standard Times (a newspaper of general circulation) and posted on the Town website (www.fairhaven-ma.gov) under "Documents and Contracts"

The Town will accept proposals delivered in person or by mail. All proposals must be received by Noon, September 21, 2016 to be considered. Proposals submitted by fax or by electronic mail will not be considered. All proposals must be submitted to:

Mr. William D. Roth, Jr., AICP
 Planning Director
 40 Center Street
 Fairhaven, MA 02719

The Town of Fairhaven may cancel this RFP or reject in whole or in part any and all proposals, if we determine that cancellation or rejection serves the best interest of the Town of Fairhaven.

III. PRE-PROPOSAL CONFERENCE/BRIEFING

There will be no pre-proposal submission conference/briefing for this project.

IV. PROPOSAL SUBMISSION REQUIREMENTS

Submission of a technical and a price proposal is required. The price proposal must be sealed and submitted separately from the technical proposal. Proposals must be signed as follows: a) if the bidder is an individual, by her/him personally; b) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and c) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

1. Technical Proposal: Ten (10) copies of the technical proposal must be submitted in a sealed envelope clearly marked:

PROPOSAL ENVELOPE A – TECHNICAL PROPOSAL
TOWN OF FAIRHAVEN – MASTER PLAN

Consultant Name:_____.

The Technical proposal must contain the following information:

- A. Cover Letter:** A cover letter introducing the Consultant (firm) and the proposal Consultant team, including sub-consultants, and identifying the project manager and the name, title, address and telephone number of the person with authority to negotiate and contractually commit to all services. The cover letter shall be signed as follows:
- (1) if the respondent is an individual, by her/him personally;
 - (2) if the respondent is a partnership, by the name of the partnership, followed by the signature of each general partner; and
 - (3) if the respondent is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.
- B. Table of Contents**
- C. Statement of Project Understanding and Approach:** A statement, not exceeding three pages, that describes the Consultant’s understanding of the project, the Consultant’s approach, and key considerations and guideposts that, in the Consultant’s view, are essential to project success.
- D. Scope of Services:** A proposed scope of services that is detailed and responsive to the project as outlined in this RFP.
- The scope should be detailed by tasks (and subtasks if appropriate).
 - It should be organized chronologically in clearly defined phases, milestones, or elements with proposed completion dates for each. Tasks may overlap or run simultaneously.
 - Include an estimated schedule of hours which the Consultant expects to spend on the various project tasks and sub-tasks, broken down by project team member.
 - The Scope of Services must be consistent with MGL c. 41, § 81D. Certain elements will be covered quickly, such as reviewing, evaluating, and utilizing the documents listed at the end of Part I – PROJECT BACKGROUND that have been completed since 2016 to initially populate their respective elements.
 - The scope shall specify the methodologies the consultant proposes to use for community outreach.
 - Regular meetings with the Board are to be included in the scope.
 - The Town’s staffing resources are limited. The proposed scope should, to the extent necessary, define what organizational support would be needed from the Town.
 - The Master Plan work is funded through two Fairhaven Town Meeting appropriations. Overall funds available for the work outlined in this RFP are capped at \$110,000. Responders should be mindful of the funding limit. The Town reserves the right during the selection process and when negotiating a final contract with the selected consultant to discuss the costs of various project components, and to modify the proposed scope of services for instance by shifting emphasis, or by deleting or adding items.
- E. Consultant’s Relevant Experience and Prior Performance.** Provide details of relevant experience and prior performance of the consultant on similar projects.
- F. Project Team:** Provide the names and specific educational backgrounds,

qualifications and expertise of all professional members of the Consultant's and sub-consultant's (if any) project team who will perform the work related to some or all of the project tasks. Identify the person who will be the project manager with ultimate responsibility for the work.

- G. Team member's Relevant Experience:** Provide details of relevant experience for all the members of the Consultant team, including the sub-consultant's team members if any.
- H. References:** Respondents shall provide at least four references.
- I. Competing Commitments:** Respondents shall disclose any commitments that they may have that may compete or interfere with the respondent's ability to perform the Project in an expedient manner.
- J. Certificates:** signed certificates of non-collusion and tax compliance attached to this RFP.

- 2. Price Proposal: Ten (10) copies of a complete and all-encompassing pricing proposal sheet is to be submitted. The price proposals must be submitted separately from the technical proposal, and sealed in a separate envelope marked:
PROPOSAL ENVELOPE B – PRICE PROPOSAL
TOWN OF FAIRHAVEN – MASTER PLAN
Consultant Name:_____.

The price proposal must contain:

- A. Fee:** The proposed fee for the entirety of all services proposed in the technical proposal, including but not limited to travel, meetings, telephone, postage, and reproduction.
- B. Fee Breakdown:** A breakdown of the professional service fees by each task and sub-task as shown in the Technical Proposal.
- C. Hourly Rates:** The hourly rates to be charged by the Consultant for services performed by each team member.
- D. Allowances:** Allowances for work elements such as additional meetings or surveys that the Town may also want to include shall be itemized separately. These optional work elements are to be broken out separately and not included in their proposed fee.
- E. Price Assurance:** Consultants must agree to honor price quotes for 60 days.

Proposal Form

All proposals shall be received and evaluated in conformance with the requirements of Applicable Law and the RFP.

Each proposal set must clearly state "Technical Proposal Town of Fairhaven – Master Plan" and include a separate sealed envelope containing a "Price Proposal."

The Board shall separate the "Price Proposal" from the "Technical Proposal Town of Fairhaven – Master Plan". The "Price Proposal" will not be opened until a review and ranking of the Services "Technical Proposal Town of Fairhaven – Master Plan" by the Board.

The Board will determine whether the Technical Proposal Town of Fairhaven – Master Plan contain all Proposal Submission Requirements and meet the Minimum Qualifications set forth herein. Failure of a proposal to contain any proposal submission requirement(s) and/or meet a minimum qualification will disqualify the proposal from further consideration. The Board shall state in writing its reason for

disqualifying any proposal.

Modification of Proposals

A Consultant may correct or modify a proposal by written notice received by the awarding authority prior to the receipt deadline. Modifications must be submitted in a sealed envelope clearly labeled "Modification No. _____." Each modification must be numbered in sequence, and must reference the original RFP.

After the receipt deadline, a Consultant may not change any provision of the proposal in a manner prejudicial to the interests of the Town or fair competition. Minor errors will be waived or the Consultant will be allowed to correct them. If a mistake and the intended proposal are clearly evident on the face of the document the mistake will be corrected to reflect the intended correct proposal, and the Consultant will be notified in writing; the Consultant may not withdraw the proposal. A Consultant may withdraw a proposal if a mistake is clearly evident on the face of the document, but the intended correct proposal is not similarly evident.

Withdrawal of Proposals

Proposals may be withdrawn prior to the time of receipt of proposals, only on written request to the awarding authority. No Consultant shall withdraw his proposal within a period of sixty (60) days after the date set for the receipt of proposals.

Unexpected Closures

If at the time of the scheduled receipt deadline, the Planning Department Office is closed due to uncontrolled events such as fire, snow, ice, wind, building evacuation, etc. the submittal deadline will be postponed until 2:00 p.m. on the next normal business day.

Rule for Award of Contract

A contract will be awarded to the Consultant offering the most advantageous proposal, taking into consideration all evaluation criteria as well as price. The Town reserves the right to reject any or all proposals as it deems to be in the best interest of the Town.

Execution of Contract

Upon the acceptance of selected consultant's submittal, the Town will incorporate into its Standard Contract, appropriate specifics for this procurement and submit the contract to the successful consultant for signing. In the event that the selected consultant fails, neglects or refuses to execute the contract within a specified number of days after receiving a copy of the contract from the Town, the Town may at its option terminate and cancel its action in awarding the contract and the contract shall become null and void and of no effect.

Incorporated by reference into the contract which is to be entered into by the Town and the selected consultants pursuant to this RFP will be all of the information presented in or with this RFP and the consultant's response thereto, and all written communications between the Town and the successful consultant whose submittal is accepted.

V. QUESTIONS OR ADDENDUM

Questions concerning this RFP must be submitted in writing to: William D. Roth, Jr., Planning Director, Fairhaven Town Hall, 40 Center Street, Fairhaven, MA 02719 or they may be emailed to Mr. Roth at broth@fairhaven-ma.gov. Questions/ inquiries must be received by Noon on September 6, 2016 to be considered. Questions/inquiries may be delivered, mailed,

emailed or faxed. Written responses will be posted on the Town's website (www.fairhaven-ma.gov) in "Documents and Contracts" by close of business on September 9, 2016.

If any changes are made to this RFP, an addendum will be posted on the Town's website in "Documents and Contracts". It is the sole responsibility of the bidder to ascertain the existence of any addenda and/or modifications issued by the Town. As this RFP has been published on the Town's website (www.fairhaven-ma.gov) all bidders are responsible for checking the website for any addenda and /or modifications that are subsequently made to this RFP.

The Town accepts no liability for and will provide no accommodations to bidders who fail to check for amendments and/or modifications to this RFP and subsequently submit inadequate or incorrect responses. Bidders may not alter (manually or electronically) the RFP language or any RFP component files. Modifications to the body of the RFP, Scope of Work, terms and conditions, or which change the intent of this RFP are prohibited and may disqualify a response.

All proposals submitted in response to this RFP shall remain firm for sixty (60) days following the submittal deadline. It is anticipated that the contract will be awarded within thirty (30) days after the submittal deadline.

Bidders are not to communicate directly with any employee of the Town of Fairhaven, except as specified in this RFP, and no other individual employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFP.

Bidders may contact the Contact Person for this RFP in the event this RFP is incomplete or the bidder is having trouble obtaining any part of the RFP electronically through the Town website (www.fairhaven-ma.gov), including, and without limitation the form and attachments.

Bidder with disabilities or hardships that seek reasonable accommodations, which may include the receipt of RFP information and/or addenda and/or modifications in an alternative format, must communicate such requests in writing to the contact person, and reasonable accommodation will be made by agreement with the contact person on behalf of the Town of Fairhaven.

VI. CONTRACTUAL PROJECT OVERSIGHT

Project Oversight will be exercised by the Fairhaven Planning Board through the Chairman and Planning Director. The Planning Board may appoint a Master Plan Subcommittee.

VII. CURRENT PROJECT GOALS AND STATUS

The general high level goal of this planning effort is to develop a successful comprehensive Master Plan for the Town.

The Board has outlined the following priorities:

1. Present an overview of Fairhaven, its demographics, its opportunities and its challenges, and do so in context as a small municipality within Southeastern Massachusetts.
2. A Master Plan process that includes an extensive inter-active consensus building / mapping / public input process to assess where Fairhaven wants to be in 10-15 years on all elements.

3. Integrate new concepts in municipal planning from innovative communities across the country, putting a high priority on practical sustainability including a clear assessment of social and economic considerations.
4. Details on how we will pay for what we want going forward.
5. Details on what metrics will be used to assess Fairhaven's status and prospects.
6. A detailed and achievable implementation plan with recommendations, priorities and schedule for implementation as well as different alternatives as applicable.
7. An itemization of capital improvement needs and priorities.
8. Capture and express the values of the Town in a form that encourages and supports those values.
9. Provide tools and guidelines for maintenance and enhancement of Town financial and economic status going forward including aids for decision making and policy development and execution.

VIII. SCOPE OF SERVICES

1. Conduct multiple visioning and feedback sessions with Town residents, Town staff, key stakeholders, and businesses to gain input for the Master Plan across numerous platforms to include public workshops and forums, small group interviews, stakeholder meetings, integrated social media, and/or surveys. The purpose of this visioning is to identify what and where Fairhaven wants to be in ten to fifteen years and receive specific feedback on points of emphasis to address in the master plan.
2. Integrate, summarize and coordinate results and feedback. Develop and produce a "Goals and Objectives" style report to present the initial feedback.
3. Develop a Master Plan characterizing and examining core elements and presenting a consensus based vision and associated actions, per standards outlined in this RFP. The final Master Plan report will be a well-organized and succinct document with executive summary and a captivating display summary for use in various venues and events. The document should be easily read and understood by all decision makers and the residents of Town. It will contain – in appendices – detailed research findings, statistical data, analysis, and evaluation of survey responses or poll results, a description of the planning process, meeting notes, and back-up for prioritized recommended actions and initiatives.
4. The public outreach process is extremely important to the creation and implementation of this Master Plan. The consultant must have a proven track record in public outreach, who can provide professional and qualified facilitators to assist in public forums, and who have planning experience and cultural competency with similar communities. The scope of work shall include three different types of regular information exchanges:
 - Working sessions with the Board and other town committees as necessary
 - Regular updates to the Board
 - Public forums/workshops open to all residents

The town is open to suggestions from the consultants as to the frequency of these meetings and is open to alternative approaches such as a community-wide charrette in an attempt to get as much and as diverse public participation as possible.

5. Core Elements include, but are not limited to, those required by statute, plus any that

rise to the surface during initial visioning:

- A. Goals and Policies
- B. Land Use, including Build-out Projection
- C. Housing
- D. Economic Development
- E. Natural, Historic and Cultural Resources
- F. Public Services and Facilities
- G. Transportation and Circulation including provisions for bicycle and pedestrian infrastructure
- H. Implementation Program
- I. Sustainability – consider additional steps to strengthen the town’s current commitment to sustainability (in its broadest definition) for each of the relevant elements above.
- J. Climate Change, Sea Level Rise and Resiliency - consider additional steps the town should take to address this issue (in its broadest definition) for each of the relevant elements above.

Please note: that the Open Space and Recreation Element is currently being worked on by the Town’s Regional Planning Agency, Southeastern Planning and Economic Development District (SRPEDD) under a separate contract. The Consultant will need to coordinate including that element, when finished, into the Master Plan

6. Develop and produce an executive summary that can be used as a separate document to outline key metrics and results of the Master Planning process.
7. Develop and produce visual/graphics to assist in conveying the consensus based vision and associated action items. These visuals/graphics should be able to serve as stand-alone exhibits.
8. Identify specific actionable items, recommendations, responsible parties and timeframe for implementation and Develop cost estimates for actionable items and recommendations.
9. Provide specific planning metrics, including the means for gauging trends, quantifying results, and projecting success, and a process for testing results over time. Provide a gauge to meet these results, update goals, test the results, and plan for growth. Answer the question: “How do we measure success?”
10. Final Public Presentation.
11. Submit a timeline including milestones for the Master Plan process. Timeline shall include final presentation in conjunction with the 2018 Annual Town Meeting.

IX. MINIMUM QUALIFICATIONS

All consultants must possess the following minimum qualifications:

1. The consultant/team as well as the primary personnel preparing the Master Plan must have at least five (5) years experience in urban design, planning, public policy, management consulting, and/or architecture. At least one of the primary personnel shall be a certified planner, with AICP and/or other similar registration, or a Masters Degree in Planning and one member of the team shall have experience with integrating sustainability into a community’s Master Plan.
2. The principal, project manager, and primary author to be assigned to this project must be available for meetings with the Town on days or evenings, as required.

3. The consultant/team must have previous experience in the management of public information processes and conducting municipal master plans. Completion by the consultant of two such projects in municipalities in Massachusetts within the last five (5) years is required, and completion of five overall is desired.
4. The consultant/team must have proven experience in the public sector and in working with federal, state and municipal agencies and neighborhood/ business organizations.
5. The volume of the consultant's current and projected workload must not adversely affect its ability to immediately initiate work and to follow through with the project in a timely and professional manner. The consultant and all team members must be capable of devoting a significant amount of time to this project in order to complete the work within the schedule outlined in this RFP.
6. The consultant/team must have significant experience developing, facilitating, and implementing public participation techniques such as holding public, stakeholder, and neighborhood meetings, conducting key person interviews and developing citizen surveys.

X. COMPARATIVE EVALUATION CRITERIA

The Board will review all proposals to determine which contain all Proposal Submission Requirements and meet the Minimum Qualifications. Those that do not will be rejected. Those proposals that contain all Proposal Submission Requirements and meet the Minimum Qualifications may be asked for an interview and will be evaluated based on the following Comparative Evaluation Criteria:

1. **Methodology.** Desirability of methodology and approach to be used in gathering public input and developing the Master Plan, as well as a demonstrated understanding of all project components and public outreach needs. Fairhaven places a premium on the applicant's approach to the project and the ability to present a program of services, which complies with the required Project Scope in a manner which is clear, concise and complete with respect to required activities and elements. Fairhaven values an approach that is innovative with respect to including unique or fresh methods of gathering input that is specific to the needs of Fairhaven and that presents concepts and conclusions that are easily understood and reflect a town consensus to the extent possible.

Highly Advantageous: The plan of services proposes a detailed, logical, innovative, and comprehensive methodology for producing a complete project that addresses all of the required issues and project objectives stated in the RFP.

Advantageous: The plan of services proposes a credible scheme with multiple positive attributes for producing a complete project that addresses most if not all of the required issues and project objectives stated in the RFP.

Not Advantageous: The proposed plan of services is not sufficiently detailed to fully evaluate, or the plan does not adequately address all the components necessary to produce a complete project that addresses all of the required issues and project objectives stated in the RFP.

Unacceptable: The proposed plan of services is lacking in multiple aspects and thus does not adequately address the project objectives stated in the RFP.

2. **Staffing Plan.** Staffing Plan, including the professional qualifications of all project personnel with particular attention to training, educational background, and relevant

professional experience. Demonstrated expertise and experience of the Principal in-Charge, Project Manager, and other key personnel, and any Consultants to be assigned to the Project, including relevant professional registration of the Consultants and their qualifications:

Highly Advantageous: The staffing plan is comprised of highly qualified individuals with significant relevant experience in most if not all disciplines significantly above and beyond the minimum applicant qualifications detailed in Section VI, “Minimum Qualifications”. The Consultant has an established track record working with their proposed team members.

Advantageous: The staffing plan is comprised of qualified individuals with relevant experience by at least the key personnel above and beyond the minimum applicant qualifications detailed in Section VI, “Minimum Qualifications”. The Consultant has worked with most of the proposed team members previously.

Not Advantageous: The staffing plan is comprised of minimally qualified individuals for some of the key personnel as detailed in Section VI, “Minimum Qualifications” and/or is not sufficiently detailed to fully evaluate.

Unacceptable: The proposed staffing does not meet all the minimum applicant qualifications detailed in Section VI, “Minimum Qualifications”.

3. Depth of experience: Experience with similar projects, and prior experience with public contracts and relevant codes, laws, and regulations:

Highly Advantageous: The Consultant has at least five (5) years of experience consulting with municipalities on projects of similar size and scope to this project.

Advantageous: The Consultant has at least three (3) years of experience consulting with municipalities on projects of similar size and scope to this project.

Not Advantageous: The Consultant has less than three (3) years of experience but more than one (1) year consulting with municipalities on projects of similar size and scope to this project.

Unacceptable: The Consultant has less than one (1) year of experience consulting with municipalities on projects of similar size and

4. Ability and knowledge: Ability and knowledge to serve as a resource to the Town as evidenced by direct involvement in (1) projects utilizing innovative zoning techniques, (2) projects utilizing public-private ventures or innovative economic development practices, and (3) projects utilizing mixed-use, smart growth revitalization strategies:

Highly Advantageous: Substantial involvement, i.e. lead consultant, in each of the three types of projects specified.

Advantageous: Involvement in each of the three types of projects specified.

Not Advantageous: Involvement in at least two of the three types of projects specified.

Unacceptable: Involvement in no more than one of the three types of projects specified.

5. References: Strength and credibility of client references. Prior client satisfaction with working relationship, project management capabilities, and technical expertise in developing similar projects:

Highly Advantageous: More than three clients who consider your services satisfactory or better.

Advantageous: Three clients who consider your services satisfactory or better.

Not Advantageous: Three or more clients not all of whom consider your services satisfactory or better.

Unacceptable: Fewer than three clients who consider your services satisfactory or better, or three or more clients who consider your services unsatisfactory.

6. Budget and Schedule: Demonstrated ability to meet project budget and project schedule.

Highly Advantageous: All of the Consultant's references indicate that the projects were completed within budget and on schedule or with minimal, insignificant delays.

Advantageous: One of the Consultant's references indicates that the project was not completed within budget attributable to the Consultant or with substantial delays attributable to the Consultant, and no current project or project completed in the last three years experienced substantial delays attributable to the Consultant.

Not Advantageous: Two of the Consultant's references indicate that the project was not completed within budget attributable to the Consultant or was completed with substantial delays attributable to the Consultant, and no current project or project completed in the last year experienced substantial delays attributable to the Consultant.

Unacceptable: More than two of the Consultant's references indicate that the project was not completed within budget attributable to the Consultant or was completed with substantial delays attributable to the Consultant

7. Fairhaven: Familiarity with the Town of Fairhaven:

Highly Advantageous: Very familiar with the Town of Fairhaven.

Advantageous: Some familiarity with the Town of Fairhaven.

Not Advantageous: Little familiarity with the Town of Fairhaven.

Unacceptable: Unfamiliar with the Town of Fairhaven.

ATTACHMENT A

CERTIFICATE OF NON-COLLUSION

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

Signature of person submitting contract/bid

Date

Name of Business

ATTACHMENT B

STATEMENT OF TAX COMPLIANCE

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my 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.

*Social Security Number or
Federal Identification Number*

*Signature of Individual or
Corporate Name*

*Corporate Officer
(if applicable)*