

Planning Board
856 Main Road
Westport, MA 02790
www.westpot-ma.gov



Tel. (508) 636-1037
Fax (508) 636-1031
Planning@westport-ma.gov

NOTICE

REQUESTS FOR PROPOSALS (RFP)

Hazard Mitigation Plan

TOWN OF WESTPORT, MA

DATE OF RELEASE: FEBRUARY 27, 2024

<https://www.westport-ma.com/home/pages/request-proposals>

The Town of Westport Planning Board invites Qualified Proposers to submit proposals to provide:

The Town of Westport was awarded a Hazard Mitigation Grant Program award to complete a Hazard Mitigation Plan. With a budget of \$21,300, the Town of Westport ("Town") is soliciting proposals to update the Town's 2004 Hazard Mitigation Plan (HMP). The Town seeks the services of a qualified professional engineering or planning firm to complete the tasks identified within the RFP.

Proposals must be submitted in a separate sealed envelopes marked "Hazard Mitigation Plan". The Proponent must also submit a .pdf of proposal materials to the Town Planner. See Section 5 for details. **Proposals must be received by 12:00 p.m. on MARCH 27, 2024.** Late proposals will be returned unopened. Proposals are to be sent to:

Michael Burris, Town Planner
Town of Westport, MA
856 Main Road
Westport, MA 02790

Phone: (774) 264-5143
Email: burrism@westport-ma.gov

The Contract/Proposal awarding authority is:

Planning Board
Town of Westport, MA
856 Main Road
Westport, MA 02790

Section 1. Background

Westport, MA is a coastal community of nearly 16,339 residents and is located in the South Coast of Massachusetts at the crossroads of Interstate 195 and State Route 88. Westport has a Select Board-Town Administrator form of government, with all Select

Board members voted at-large. The Town also has an at-large Planning Board, also elected.

The Town's Hazard Mitigation Plan, as completed in 2004, is considered expired and requires updating. The Town of Westport in conjunction with the Planning Department is soliciting proposals from qualified consultants to update the Hazard Mitigation Plan. The Town has been awarded a Hazard Mitigation Planning Grant from the Massachusetts Emergency Management Agency (MEMA) for the preparation of a Local Hazard Mitigation Plan. The Federal Emergency Management Agency (FEMA) requires the development of Local Hazard Mitigation Plans to become eligible as an applicant for FEMA mitigation grants.

Section 2. Project Description

The proposed planning project will consist of developing a Local Natural Hazards Mitigation Plan encompassing the entire Town of Westport. The development of a Local Natural Hazards Mitigation Plan is essential to the Town's efforts towards improving the overall emergency preparedness and identifying ways to mitigate the impacts of future natural hazards.

Section 3. General Information

3.1. Point of contact and issuing office:

Chief Procurement Officer

Mr. James Hartnett, Town Administrator
Town of Westport, MA
816 Main Road
Westport, MA 02790

Phone: (508) 636-1150
Fax: (508) 636-1147
Email: hartnettj@westport-ma.gov

Planning Board

Mr. Michael Burris, Town Planner
Town of Westport, MA
856 Main Road
Westport, MA 02790

Phone: (774) 264-5143
Fax: n/a
Email: burrism@westport-ma.gov

3.2. Limits of Liability

The Town of Westport assumes no liability for any costs incurred by Proponents in responding to this RFP or in responding to any further requests for interviews, additional information, etc. prior to the issuance of the contract.

3.3. Questions

All questions are to be submitted in writing to the point of contact identified in Section 3A with Michael Burris, Town Planner, as the primary point of contact. Electronic (email) submission of questions is acceptable. All submissions must contain the name of the person asking the question, company name, address, phone number, and email address. All submitted questions and answers will be distributed to all who received the RFP document.

It is the Proponent's responsibility to perform due diligence. Failure to perform full due diligence does not relieve the Proponent from fulfilling project requirements.

3.3. Solicitation Process

This RFP is being solicited under a multi-step procurement procedure consisting of two phases and in compliance with Chapter 30B of the Massachusetts General Laws. The first step requires all Proponents to submit technical proposals addressing those items cited in Section 5 of this RFP.

An Evaluation Team will evaluate and rank the proposals based on the evaluation criteria outlined in Section 6 - Evaluation Criteria. A short list of Proponents will be selected for further evaluation. Only those firms that are placed on the short list on the basis of the evaluation criteria will be considered during the second phase. During the second phase, interviews may be held if the Evaluation Team feels it is in the Town's best interest to do so.

Based on the evaluations, a contract will be written. The contract must be approved by the Planning Board and Chief Procurement Officer. After such approvals and signature by appropriate parties, work may begin.

3.4. Conditions of Award

It is the intent of the Town to award the project to the most responsive Proponent(s) provided the proposal has been submitted in accordance with the requirements of this Request for Proposals document. The Town shall be the sole judge of the firm's qualifications and whether the proposal is in the best interests of the Town.

The Town may conduct such investigations, as the Town considers necessary to assist in the evaluation of any proposal and to establish the responsibility, qualifications and financial ability of the proponents and will award in accordance with the RFP documents within the prescribed time. The Town may consider, but not be limited to, the performance date and guarantees of materials and equipment as part of its evaluation.

Up to the time of signature of contract, the Town shall have the right in its sole discretion to terminate negotiations with or without cause if it deems in its best interest to do so.

Any successful proposer (s) (Consultant) shall indemnify and hold harmless the Town of Westport, its employees and agents, and any successors or assigns, to the limit of the fiduciary Liability Insurance coverage required, from any and all claims, judgments, fines, or costs of defense (including attorney's fees) arising out of or as a result of or in connection with his/her performance of his/her obligations under the contract for services, including any nonfeasance, misfeasance, or malfeasance; or arising out of or as a result of the breach of any representation or warranty given by the contractor. This indemnification and hold harmless class shall survive the expiration of termination of the contract.

The successful proposer (Consultant) shall hold in the strictest confidence any and all confidential, secret, or proprietary information, knowledge, or data obtained either prior to or during the term of the Contract and pertaining to the business of the Town of Westport, or of entities with which the Town of Westport may be affiliated or stand in a contractual relationship with during such periods. The contractor shall not, during the term of the contract or at any time thereafter, disclose such knowledge or information to any person or use the same in any manner whatsoever except in the furtherance of his/her efforts under the Contract and in the interests of the Town of Westport. Furthermore, the contractor shall agree that any breach of the confidentiality will serve as cause for termination of the contract. This confidentiality clause shall survive the expiration of termination of the contract.

3.5. Amendments to this Request for Proposal

The Town reserves the right to amend this RFP by an addendum at any time prior to the date set for receipt of proposals. All amendments will be distributed to all who received the RFP document.

3.6. Additional Information

Proposals will be considered only from Proponents who are financially responsible and who have the resources and ability to successfully complete and operate the project. The Town reserves the right to be the sole judge of these criteria.

The Town may request additional information as deemed necessary. Failure to provide such information may result in the proposal being considered incomplete.

The Town of Westport reserves the right to reject any and all proposals in whole or in part; to waive any technicalities and informalities; to amend and/or cancel the RFP prior to the time of submission; and to correct any proposal erroneously made as a result of a clerical error on the part of the Town. The Town reserves the right to accept the proposal deemed most advantageous to the Town. The Town reserves the right to accept more than one proposal for different projects.

The Proponent will be required to sign and submit with their proposal a Certificate of Non-Collusion (Attachment B), Tax Compliance Certification (Attachment B).

3.7. Proposed schedule and target dates:

Questions Due	03/20/24
Proposals Due	03/27/24
Estimated Contract Award Date	April 2024
Estimated Contract Commencement Date	05/01/24

Section 4. Scope of Work

The Town of Westport was awarded a Hazard Mitigation Program Grant to update its expired 2004 Hazard Mitigation Plan with a budget of \$21,300. The term of the contract

RFP: Westport Hazard Mitigation Plan – Town of Westport, MA

shall be for two (2) years. The Town retains the right solicit additional consulting services beyond the scope of the subject matter of this RFP if doing so is in the best interest of the Town. The items listed are not all-inclusive, and other items may be recommended or added that would benefit the Town of Westport. The Town also retains the right to remove items from the scope of work as needed.

4.1. Convene a Local Hazard Mitigation Planning Committee

The Town will convene a local Hazard Mitigation Planning Team. Members should include a cross-section of the community, such as residents, government officials, community leaders and business owners. This team will serve as a liaison to the vendor and assist in the plan update by providing access to relevant local data, facilitating community input on plan recommendations and priorities, reviewing draft products, and assisting with outreach to community stakeholders. With the vendor's facilitation and technical assistance, the Town Hazard Mitigation Planning Team will:

- Develop a mission statement
- Assign roles and responsibilities
- Develop a specific timeline for planning activities
- Hold a minimum of two community public meetings during the planning process update, one during the production of the plan update, and one during the review of the draft plan update,
- Solicit input from key stakeholders in the community, including business associations, local or regional institutions, local NGO's, and residents.
- Conduct local outreach to stakeholders through postings on the municipal web site, outreach to local print and/or online press, and use of local access cable TV where available. Outreach to neighboring communities will also be conducted.
- Provide input regarding the feasibility and prioritization of mitigation measures.
- Review the draft plan update and its goals and proposed mitigation projects.
- Oversee the implementation, maintenance and updating of the plan update.

4.2. Revisit the Hazard Profiles for Each Hazard that impacts the community

- Using the best available existing data, the vendor will update a map of areas affected by multiple natural hazards for the Town. A set of hazard maps will be included within the updated Hazard Mitigation plan, and GIS files will be made available to the Town for integration with their other community plans. These maps will be the basis for the communities known hazards. The hazard identification update will include an assessment of the community's risks that summarizes the vulnerability of each hazard based on the location, extent, probability, and severity of the hazards. A vulnerability analysis will be conducted; the vendor may consider using FEMA's HAZUS-MH, as well as a GIS map analysis to delineate those critical facilities that are located within mapped hazard areas.
- The Town will provide the vendor an updated description and prioritization of the natural hazards that have occurred within the community since the last plan update.

4.3. Facility Inventory

The Town with consultant assistance will prepare and provide an updated inventory of facilities and explain how these facilities intersect with the known hazards for the community. This task will be based on input from the community and the best available state and local information. These data may be used to develop updated GIS maps of the following items:

- Critical facilities, including the following if they exist in the community:
 - Emergency operations centers
 - City or town offices
 - Water and wastewater treatment plants
 - Sewage pumping stations
 - Police or fire stations
 - Schools
 - Hospitals
 - Day-care facilities
 - Public works garages
 - Nursing homes/elderly housing
 - Emergency shelters
- Economic Drivers:
 - Large Businesses
 - Large Employers
 - Historical or Cultural sites
- All repetitive flood loss structures and structures which have incurred substantial damage, if they exist, as defined by FEMA. These buildings(s) must be analyzed by type (Commercial / Residential), number, and general location as it relates to the known hazard areas. The addresses and associated data will be provided upon request to the community by the State NFIP Coordinator.
- Land use maps that depict the location of developed land uses, delineated by categories based on use (e.g., residential, commercial, industrial, institutional, other public use, etc.) and how it intersects with known hazards.
- Anticipated future land use areas and how they intersect with known hazards.

4.4. Vulnerability

Based on the previous information from Task 3, the consultant will provide the Town assistance with an updated overview of each of the specific hazards and the community's vulnerability to those specific hazards. This vulnerability assessment, if possible, will include:

- Problem Statements: These will summarize the biggest issues for the community in terms of; Types and numbers of buildings, infrastructure, and critical facilities located in the hazard areas.
- All existing multiple hazard protection measures within the community, including protective measures under the National Flood Insurance Program (NFIP).

- A description of each measure, the method of enforcement, and/or the point of contact responsible for implementation of each measure.
- Historical performance of each measure and a description of improvements or changes needed.
- General description of land uses and development trends to incorporate future land use decisions.

4.5. Mitigation Goals

The Town with consultant support will update the mitigation strategies specific to the community's exposure to and impacts from identified natural hazards. The strategy will include:

- Create, edit, or delete goals as needed;
- Obtain public input;
- Analyze existing capabilities;
- Review mitigation actions in the previous plan and identify progress implementing those actions (include current status along with reasons why there may have been little or no progress).
- Describe how the community's priorities have changed since the previous Hazard Mitigation Plan.
- Include a description of the NFIP program and how the community will continue compliance over the next five years.
- Update a list of mitigation goal statements that focus on reducing the risks from the identified natural hazards. The goal development and project prioritization will be conducted by the Hazard Mitigation Planning Team. An example of a goal statement and an objective would be:
 - **GOAL:** Increase coordination between Federal, state, municipal, and private resources in pre-disaster planning, post-disaster recovery, and continuous hazard mitigation implementation.
 - **OBJECTIVE:** Identify the availability of additional private and public sector financial incentives for homeowners, businesses and municipalities that will allow the development and implementation of cost effective hazard mitigation measures in high-risk areas.

4.6. Actions

The vendor, in consultation with the Town, will develop a plan section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure. This section will include a list of prioritized hazard mitigation projects that best meet the communities' needs for multiple hazard damage reduction:

- These projects may be non-structural (e.g., planning, regulatory measures, property acquisition, retrofitting, elevation) or structural (e.g., seawalls, dams, dikes) solutions.
- At a minimum, this list of prioritized projects will be based on a process that results in identification of cost-effective hazard mitigation projects with public input, including:

- An analysis of proposed mitigation projects focused on several key areas, including but not limited to economic (including benefits and costs), engineering, technical, legal, environmental, social, and political feasibility. Selected options will best fit the community's needs and meet most or all aspects of the feasibility analysis.
- Coordination with relevant Federal and state agencies for input and technical assistance.
- An example of ACTION: Work with the Building Department and Fire Department to waive permit fees for mechanical elevations in the business along the mill river.
- Revise and update the mitigation action plan.
- Identify integration opportunities throughout the community as well as how the data and information from the previous plan was integrated into other mechanisms over the last five years

4.7. Plan Review, Evaluation, and Implementation

In order to continue to be an effective representation of the jurisdiction's overall strategy for reducing its risks from natural hazards, the mitigation plan must reflect current conditions. The consultant will assist the Town by preparing an assessment of the current development patterns and development pressures as well as an evaluation of any new hazard or risk information.

- The plan must describe changes in development that have occurred in hazard prone areas and increased or decreased the vulnerability of each jurisdiction since the last plan was approved.
- The plan must describe the status of the hazard mitigation actions in the previous plan by identifying those that have been completed or not completed. For actions that have not been completed, the plan must either describe whether the action is no longer relevant or be included as part of the updated action plan.
- The plan must describe if and how any priorities changed since the plan was previously approved. If no changes in priorities are necessary, plan updates may validate the information in the previously approved plan.

4.8. Public Review of Draft

The Planning Team will work with the community for continued public involvement to include public review of the draft plan.

4.9. Review and Approval / Closeout

The Town will engage the consultant as needed during the HMGP closeout procedures. These include: submit the plan update to MEMA/FEMA for review; revised based on MEMA/FEMA comments; submit revised plan update for approval pending adoption.

- When APA is received, the plan update will be brought before the City Council or Board of Selectmen in the community for adoption.
- Send the final adopted plan update to MEMA/FEMA, Receive approval by FEMA.
- Grant closeout / final reimbursement

Section 5: Proposal Submittal Requirements

The Proponent is to submit two (2) hard copies of the proposal to the address listed in Section 2. The Proponent must also submit a .pdf of proposal materials to the Town Planner. Proposals must be received by 12:00 p.m. on **March 27, 2024**.

5.1. IN SEALED ENVELOPE #1 - Labeled: "Town of Westport: Hazard Mitigation Plan." Each proposal shall include as a minimum the following information:

1. All forms within this Request for Proposals
2. A Statement of Qualifications shall include the following sections in this order:
 - a) Letter of Transmittal 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.
 - b) Proposal Form (Attachment A.1) indicating the following: Company Name, Individual Contact Name, Title, E-Mail Address, Company Address, Phone, Fax, Date.
 - c) Background and Qualifications of the Firm - Information describing the background of Proponent's company including size, date established office location and resumes of principal staff members. The cover letter must be signed by an official of the firm who has authority to enter into a contract.
 - d) Relevant Project Experience - Information on the company (s) experience as it relates to the services proposed.
 - e) Project Staffing and Project Team Qualifications including resumes and all information pertaining to the qualifications and professional registration and licensure of proposers for the services requested
 - f) 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.
 - g) 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 the HMGP Grant requirements.
 - The scope shall specify the methodologies the consultant proposes to use for community outreach.
 - Regular meetings with the Town 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 Hazard Mitigation Plan work is funded through a HMGP Grant. Overall funds available for the work outlined in this RFP are capped at \$21,300. 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.
 - h) References - Provide three relevant references. The reference person's name, position, address and phone number. The Town intends, with your permission, to contact references.
3. Signed Certificate of Non-Collusion
 4. Signed Certificate of Tax Compliance
 5. Certificate of Authority (if a Corporation)
 6. Any exceptions taken to the conditions or specifications cited herein must be clearly stated on a separate page of the proposal.

5.2. IN SEALED ENVELOPE #2 - Labeled: " Town of Westport: Hazard Mitigation Plan." The Proposer shall indicate on the Price Proposal (Attachment A.2), the hourly billing rates for those who it anticipates assigning to the project(s). The billing rates shall include all charges to the Town of Westport including salary, overhead, indirect costs and profit. Identifiable expenses may be charged separately without mark-up. The rate of all technical personnel whose use is anticipated shall be specifically noted for each service on which a Proposal is submitted.

Section 6: Evaluation Criteria

1. Evaluation & Comparative Criteria that will be used by the Selection Team are:

Selection criteria for finalists will be reviewed by a Committee and based on the items noted below. Proposals will be ranked on the following scale of maximum benefit to the town: Highly Advantageous, Somewhat Advantageous, Not Advantageous, or Unacceptable. In addition, references may be checked and applicants may be interviewed during the selection process. The proposal submitted should specifically address the following evaluation criteria for each service item for which a proposal is submitted:

- a) Successful experience working with municipalities in similar situations including references,
- b) Firm's experience in areas of technical expertise,
- c) Education, training, professional qualifications, and experience of lead technical person in area of service required,
- d) Availability of resources dedicated to the town on a flexible basis in a timely fashion,
- e) The ability of the firm to provide the listed services utilizing in-house staff to optimize communication, coordination and responsiveness,

- f) The firm's willingness to commit the proposed staff to projects and tasks assigned by the Town,
 - g) Quality, clarity and responsiveness of the proposal,
 - h) Degree to which the information in the proposal and presentation are relevant to the needs of the Town, and,
 - i) Ability of the firm to provide electronic files of deliverable documents that are compatible with the Town's computer software.
- 2. Miscellaneous. The Town of Westport takes all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Contracts must be awarded to the responsive and responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

ATTACHMENT A.1 – Required Proposal Form

PROPOSAL FOR: Westport Hazard Mitigation Plan

Company Name: _____
Individual Contact
Name: _____
Title: _____
E-Mail Address: _____
Company Address: _____
Phone: _____
Fax: _____

Signature of Individual Authorized
to Submit Proposal: _____
Print Name: _____

Please provide the following on a separate sheet:

- Information describing the background of Proponent's company including size, date established office location and resumes of principal staff members.
- Information on the company (s) experience as it relates to the services proposed.
- Provide three relevant references. The Town intends, with your permission, to contact references.

ATTACHMENT A.2 – Required Price Proposal Form

One copy only to be submitted in separate sealed envelope

PROPOSAL FOR: Westport Hazard Mitigation Plan

Company Name: _____
Individual Contact
Name: _____
Title: _____
E-Mail Address: _____
Company Address: _____
Phone: _____
Fax: _____

Signature of Individual Authorized
to Submit Proposal: _____
Print Name: _____

The Proposer shall indicate on the Price Proposal (Attachment A.2), the hourly billing rates for those who it anticipates assigning to the project(s). The billing rates shall include all charges to the Town of Westport including salary, overhead, indirect costs and profit. Identifiable expenses may be charged separately without mark-up. The rate of all technical personnel whose use is anticipated shall be specifically noted for each service on which a Proposal is submitted.

Proposers should use the following chart to list hourly rates and expenses as indicated. Use additional space as necessary.

<i>Title of Lead Service Provider(s)</i>	<i>Hourly Rate</i>		<i>Cost</i>
<i>Additional Service Provider(s)</i>	<i>Hourly Rate</i>	<i>Identifiable Expense</i>	<i>Cost</i>

ATTACHMENT B

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)

ATTACHMENT C – Certificate of Authority
Meeting of Board of Directors (if applicable)

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 Westport, 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

ATTACHMENT D

INSURANCE REQUIREMENTS

1. The Contractor shall purchase and maintain such insurance as will protect the contractor from claims set forth below which may arise out of or result from the Contractor's operations under the Contract, whether such operation be by itself or by any subcontractor or by anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable.
 - 1.1 Claims under Worker's Compensation, disability benefit and other similar employee benefit acts;
 - 1.2 Claims for damages because of bodily injury, occupational sickness or disease, or death of its employees, and claims insured by usual personal injury liability coverage;
 - 1.3 Claims for damages because of bodily injury, sickness or disease or death of any person other than its employees, and claims insured by usual person injury liability coverage; and
 - 1.4 Claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.
2. The insurance required by the above shall be written for not less than the following minimum limits of liability:

Comprehensive liability, including bodily and personal injury, property damage, and contractual liability	\$1,000,000 per occurrence \$3,000,000 aggregate
Automobile comprehensive liability to include owned, hired, and non-owned vehicles and equipment	\$1,000,000 per occurrence \$3,000,000 aggregate
Excess liability (umbrella coverage)	As needed to provide a minimum of \$5,000,000 per occurrence coverage listed above.

In addition, during the entire Contract Period, the Contractor, at its own expense, shall maintain for its employees all Workers Compensation coverage required by Massachusetts Law.

- 3.** The above insurance policies shall also be subject to the following requirements:
- 3.1** Certificates of Insurance acceptable to the Town shall be addressed to and filed with the Town prior to commencement of work. Renewal certificate shall be addressed to and filed with the Town at least ten (10) days prior to the expiration date of required policies.
 - 3.2** No insurance coverage shall be subject to cancellation without at least thirty (30) days prior written notice forwarded by registered or certified mail to the Town. The Town shall also be notified of the attachment of any restrictive amendment to the policies.
 - 3.3** All Certificates of Insurance shall contain true transcripts from the policies, authenticated by the proper officer of the insurer, evidencing in particular those insured, the extent of the coverage, the location and operations to which the insurance applies, the expiration date and the above mentioned notice clauses.
 - 3.4** All premium costs shall be included in the Contractor's proposed cost quote.

ATTACHMENT E – Evaluation Worksheet

PROPOSER: _____

SERVICES

PROPOSED: _____

EVALUATOR: _____

Rating Key:

- Highly Advantageous (HA) – Proposal excels on specific criterion
- Advantageous (AD) – Proposal fully meets the evaluation standard which has been specified
- Not Advantageous (NA) – Proposal does not fully meet the evaluation standard, is incomplete or unclear, or both
- Unacceptable (UA) – Proposal does not meet the specific criterion

Selection Criteria (From RFP):

- a) Successful experience working with municipalities in similar situations including references

HA / AD / NA / UA

Comments:

-
- b) Experience of firm in areas of technical expertise

HA / AD / NA / UA

Comments:

-
- c) Education, training, professional qualifications, and experience of lead technical person in area of service required

HA / AD / NA / UA

Comments:

-
- d) Availability of resources dedicated to the town on a flexible basis in a timely fashion

HA / AD / NA / UA

Comments:

- e) The ability of the firm to provide the listed services utilizing in-house staff to optimize communication, coordination and responsiveness

HA / AD / NA / UA

Comments:

-
- f) The firm's willingness to commit the proposed staff to projects and tasks assigned by the Town

HA / AD / NA / UA

Comments:

-
- g) Quality, clarity and responsiveness of the proposal

HA / AD / NA / UA

Comments:

-
- h) Degree to which the information in the proposal and presentation are relevant to the needs of the Town

HA / AD / NA / UA

Comments:

-
- i) Ability of the firm to provide electronic files of deliverable documents that are compatible with the Town's computer software

HA / AD / NA / UA

Comments:
