



The City of
Worcester

Department of Sustainability & Resilience
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Request for Proposals
Design-Install Services for
Nature-Based Solutions Stewardship Maintenance Program - Municipal Rain Gardens

The City of Worcester (“The City”) seeks consultant services to assist with successful launch of its first comprehensive Nature-Based Solutions Stewardship Maintenance Program for 8 Municipal Rain Gardens (referred to as Green Stormwater Systems or GSI), as listed in Table 1.

The contract will be for 3 years.

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Table 1. Locations, sizes and conditions of the current 8 municipally owned rain garden sites

	Location	Approximate size (SF)	Current condition & other notes	Existing Plans
1	Shore Park Rain Garden	2,500	Average; Type - FocalPoint Biofiltration System	Planting plans
2	Crompton Park Rain Garden	1,200	Poor (mowed, no plants)	Raingarden plans
3	Coal Mine Brook Rain Garden	30	Poor; Type - FocalPoint Biofiltration System	Raingarden drainage plans
4	Morgan Landing Rain Garden	30 x 2	Average; Type - FocalPoint Biofiltration System	Raingarden plans and associated specifications
5	Northeast Cutoff Rain Garden	3,500	Poor	Simplified drainage plan and a list of species purchased for planting; original photos
6	Francis McGrath Elementary School Rain Garden	500	Poor	N/A
7	Midland Elementary School Rain Garden	500	Poor	N/A
8	Senior Center Rain Gardens and Bioswales	1,000 rain garden 2,500 bioretention	Good Average. Detailed plans exist. GSI feeds to the underground water filtration tank.	Detailed drainage and planting plans; Operation & Maintenance Plan; planting plan involved in replanting one of the raingardens in the 2024

See **Attachment A** for additional information about the sites.

Requested Tasks

- A. **Evaluate** and provide a report of existing conditions of the Green Stormwater Infrastructure (GSI) sites, including the type, any inlet/outlet/overflow structures, presence of native and invasive plants, needed removal of sediment, silt, or clay, location, if any, of inlets, and access to water for watering where available, etc.
- B. **Design** landscaping plans for re-planting GSI where needed with native plants best suited for the location (including but not limited to plant schedule, location, spacing, soil amendments, removal of accumulated sediment, and associated specifications) to ensure they perform well as GSI sites.
- C. **Implement the Landscaping Plans.** Install the plants and oversee their successful establishment (with a minimum 5-year guarantee).
 - No work will be done using any heavy construction equipment.
 - Maintain the plants over the contract period (3 years) to ensure they are successfully established, including watering, weeding, mulching, and other related maintenance tasks (including trash removal). Utilize the Educational and Green Jobs Program (Task F) as a resource for this work.
- D. **Develop** a comprehensive Short and Long-Term Maintenance Plan that can be used by the City or its subcontractors at the end of the 3-year contract, including
 - Schedule of Maintenance Activities – for plants and for weeding
 - Schedule of Routine Maintenance (mulching, trash removal, etc.)
 - Maintenance Checklist
 - Develop video training that can be used by staff/ personnel responsible for maintaining the site going forward
 - Experience and specifications needed for personnel maintaining the site (to inform the maintenance specs)
 - Estimate yearly Operation and Maintenance Budget
- E. **Provide Annual Progress Reports and the Final Project Report** with final plant lists, summarizing activities, lessons learned, and recommendations for the City to ensure continuing success of the GSI program.
- F. **Budget Allocation for Green Infrastructure Education and Training Program to be developed with the City's partnership**¹. In collaboration with the City, develop and implement a pilot program providing entry-level training and work experience in green stormwater infrastructure. Provide paid, seasonal jobs and any necessary specialized training associated with GSI establishment and maintenance to local community members with an emphasis on engaging youth. The City will assist with program development, promotion and recruitment. Budget \$30,000 for the duration of the 3-year contract.

¹ To advance the Green Worcester Plan's Action VII-11: "Workforce Development for Green Infrastructure: Develop youth workforce development programs, like the park ranger program, for maintenance of green infrastructure projects. Establish training for the National Green Infrastructure Certification Program in Worcester. Seek partners such as the vocational school, Regional Environmental Council, and the Green Jobs Academy." See more here - <https://www.worcesterma.gov/sustainability-resilience/green-worcester>.

Minimum Qualifications

- 1) Proposal submission includes all items listed below in the Proposal Requirements
- 2) The key team member/s has **3-5 years experience** designing, implementing and successfully maintaining green infrastructure sites, with a focus on rain gardens, in the Northeast.
- 3) The respondent has completed three **(3) projects** of similar scope and complexity as the ones in this RFP.
- 4) Three **(3) references** provided for projects similar to those in this RFP.

Preferred Qualifications

- 1) The key team member/s has **6+ years experience** designing, implementing and successfully maintaining green infrastructure sites, with a focus on rain gardens, in the Northeast.
- 2) Experience partnering on at least one project with a community-based organization to provide educational and hands-on experience related to entry-level green jobs.

Proposals Requirements

- 1) **Narrative and referenced sample work products describing:**
 - A. A list of qualifications and project experience of the key team member/s assigned to the project, including a brief history of comparable services provided by the firm and/or its principals. Resumes of all team members assigned to this project, describing their background, certification, experience, and role within the organization, and identifying one team member as a designated Project Manager.
 - B. Proposed approach to meeting the deliverables. If sub-contracting specific tasks, explain the approach and experience of those staff, ensuring sufficient detail is given to the proposed program design.
 - C. No less than three examples of recent projects that exemplify the types of services described in this RFP, at least two of which should have involved at least one team member assigned to this project (such team members and their roles in preparing each deliverable should be identified). Preference for six or more examples of recent projects to be submitted.
- 2) **Hours and Schedule:**
 - a. Estimated time commitment (hours) broken out by Tasks and sub-Tasks.
 - b. Schedule of deliverables.
- 3) **References:** Proposer shall provide **references** from at least three clients for whom they have provided similar services within the past three years. Proposer shall include entity name, contact name, address, and telephone number of each reference. Failure of a reference to follow up with the City on any inquiry will result in the disqualification of that reference. The City reserves the right to contact references other than those provided by the proposer, and to otherwise perform its own due diligence in determining the qualification and suitability of the proposer.

Comparative Evaluation Criteria

Each proposal meeting the Minimum Evaluation Criteria shall be further evaluated and rated according to the Comparative Evaluation Criteria to determine the relative merits of each proposal. The review will cover the objectives listed below. Within each category, the degree to which the proposal satisfies the stated objective shall be reviewed and rated on a system of “Highly Advantageous,” “Advantageous,” and “Not Advantageous.”

1. Experience & Qualifications of Project Team	
HA	The respondent's submission demonstrates superior training and extensive experience in green stormwater infrastructure design, installation, and maintenance. Key personnel have over 6 years of relevant experience and have successfully completed more than 3 projects that involve designing, installing, and maintaining green infrastructure, with a strong focus on rain gardens, in the Northeast. The team's expertise is well-documented, and they exhibit advanced knowledge of both the technical and regulatory aspects of green stormwater infrastructure.
A	The respondent's submission demonstrates excellent training and relevant experience in the field of green stormwater infrastructure. Key personnel have 3-5 years of experience and have completed at least 3 projects focused on designing, installing, and implementing green infrastructure, with a particular emphasis on rain gardens, in the Northeast. The team shows strong competence in managing green infrastructure projects but are less focused on green stormwater.
NA	The respondent's submission demonstrates adequate training and experience in green stormwater infrastructure design and maintenance. Key personnel have 3-5 years of experience, with limited or less-focused work on rain gardens. The team may have completed some relevant projects but lacks significant experience in the Northeast or in managing the full scope of green infrastructure projects. There may be gaps in their expertise or in the successful completion of relevant projects.

2. Demonstrated successful past experience managing similar projects via references' input.	
HA	The respondent has demonstrated extensive experience managing 5 or more projects of similar scope and complexity, as confirmed by strong, detailed references (3 or more). The feedback from references highlights exceptional project management skills, successful delivery of outcomes, and a proven ability to meet or exceed project objectives. References provide clear evidence of the respondent's leadership, problem-solving capabilities, and sustained success in managing similar projects, with no significant issues reported.
A	The respondent has solid experience managing similar projects (minimum 3), with references providing positive feedback on the quality of the work and project management skills. While the references (3 or more) highlight some successes, there may be minor challenges faced during project execution or areas where improvements were needed. However, the respondent consistently met project goals and demonstrated competence in managing similar projects.

NA	The respondent has limited experience managing similar projects (minimum of 3), as reflected in the feedback from references. The references may highlight issues with project delivery, lack of successful outcomes, or challenges in project management that were not adequately addressed. This suggests the respondent may not have the required skills or experience to effectively manage the proposed project.
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3. Demonstrated **successful design and implementation of an education/training program focusing on sustainability, green jobs and community benefit.**

HA	The respondent has a proven track record of designing and successfully implementing 3 or more programs that resulted in significant, measurable impact on the community, with a focus on education and green jobs. The proposed program design shows strong alignment with the goals of the project.
A	The respondent has a proven track record of designing and successfully implementing 1-2 more programs that resulted in significant, measurable impact on the community, with a focus on education and green jobs. The proposed program design indicates alignment with the goals of the project.
NA	The respondent lacks sufficient experience in designing programs, or the programs implemented have not shown significant or measurable success. There may be gaps in the respondent's approach to community engagement, and the results of previous partnerships may not have been sustainable or impactful.

Cost Proposal

(To be completed by proposer)

Consulting fee must be submitted as a flat, lump sum fee for each task noted below and required under the contract. Please include all costs associated in the fees. No additional fees will be considered. Proposers may not add additional items.

Task A	Evaluate Existing Conditions	\$
Task B	Design Landscaping Plans	\$
Task C	Implement the Landscaping Plans (planting, soils, etc.)	\$
Task D	Develop a Comprehensive Short and Long-Term Maintenance Plan	\$
Task E	Provide Annual Progress Reports and the Final Project Report	\$
Task F	Budget Allocation for Green Infrastructure Education and Training Program to be developed with the City's partnership	\$30,000
TOTAL ALL ITEMS		\$
<i>(*Lowest proposal price to be based on this total amount)</i>		

Signature of person submitting proposal _____

Date_____

Printed Name_____

Title_____

Company_____

Address_____

Phone_____

Fax _____

E-Mail_____