

Millbrook Meadow and Mill Pond Restoration

Progress Report 2

November 14, 2013

Design Team Selected for Phases 1 and 2: Nine design firms submitted proposals (both technical and price bid under separate covers) in response to Rockport DPW Request for Proposals **RFP 2013 008** (see *Progress Report 1*, August 21, 2013). Based upon their technical proposals, all nine firms were considered qualified for evaluation as candidates to be awarded the design contract for Phases 1 and 2 of the Millbrook Meadow and Mill Pond Restoration Project. After the selection process was completed, the Selection Team (see below) named Milone & MacBroom, Inc., as the recommended Design Team for the Restoration Project.

The Selection Team: The Selection Team consisted of the Director of Rockport Department of Public Works, Joseph Parisi, Jr., and the Assistant Director of Rockport Department of Public Works, Timothy Olson, and the Project Advisors Group from the Millbrook Meadow Committee. The Project Advisors Group is made up of Samuel Coulbourn, Chair of Millbrook Meadow Committee, and John Sparks, Restoration Project Manager, and Eric Hutchins, Friend of Millbrook Meadow Committee (see *Application for Community Preservation Funding*, February 1, 2013).

The Design Team Selection Process: The Project Advisors Group, with unanimous agreement, did the initial ranking of the nine applicants into two tiers in agreement with the Department of Public Works (see *Proposal Review Meeting Report*, September 6, 2013). The ranking was solely based upon review of the technical proposals received under separate cover. No bids were opened (see section titled “Making the Final Selection”). The second-ranked tier (four firms) was set aside in case there was a need to reconsider the rankings or that none of the first tier firms could reach an agreement on a contract with the Town of Rockport.

It was agreed at a Selection Team meeting on September 16 that of the five firms ranked in the first tier the top three firms would be selected for interviews. DPW Director Joseph Parisi proposed that all Project Advisors Group members rank the teams by awarding numbers of 5 to the top-ranked firm in descending order to number 1 to the bottom-ranked team in the first tier. The final ranking, agreed to by all members of the Selection team, had BSC Group, Bioengineering Group, and Milone & MacBroom, Inc., as the top three candidates for interviews (see *First Tier Evaluations Report*, September 16 – 19, 2013).

Interviewing the Top Three Candidate Firms: The top three candidate firms were interviewed for 90 minutes each on October 8, 2013, at the Community Room of the Rockport Police Station at 168 Main Street. All members of the Selection Team were present at the interviews, along with Barbara Sparks, Member of the Millbrook Meadow Committee. All firms gave detailed presentations of their approach to work on the Restoration Project. The presentations were followed by a question and answer period.

Making the Final Selection: There was brief discussion after the final interview, and there was full agreement that Milone & MacBroom, Inc., was the clear choice to be awarded the contract. The firm has the deepest and most relevant experience in re-engineering and restoration of small watershed rivers, brooks, ponds, and municipal parklands of our kind. This experience also includes applicable hydrology, hydraulics, and aquatic habitat restoration. Their design team assigned to our project has worked well together in the past and is very well versed in this project's scope of work. They have superb communication skills.

DPW then opened the bids of the interviewed firms at Town Hall, with all Selection Team members present. The totals of each bid hovered right on or close to the budgeted \$120,000 for the Phase 1 and Phase 2 operations requested (**n. b.:** the \$120,000 budget was disclosed at the mandatory pre-bid site information meeting for candidate firms hosted by DPW on August 6, 2013, in Rockport Town Hall). DPW distributed more details from the bids on October 10, asking for comments. The Project Advisors Group submitted their findings to the DPW (summarized above). DPW began discussions with Milone & MacBroom on October 23, 2013, and worked to finalize contract terms and conditions.

Board of Selectmen Approve Design Contract for Restoration Project: At the Board of Selectmen's meeting on November 12 at Rockport Town Hall, the contract with the Design Team (Milone & MacBroom, Inc.) was approved.

Funding for Site Analysis and Design Work is Available: The first two phases of the Restoration Project (**Phase 1:** Site Analysis with Feasibility Studies; **Phase 2:** Public Visioning and Preliminary Designs leading to one preferred Schematic Design [materials and methods proposed]) are fully funded. The funding is as follows: \$60,000 from the Lura Phillips Trust, Gunilla Caulfield, Trustee; and \$60,000 from ATM 2013 Warrant Article I [as in Isaiah].

The Plan Going Forward: With the \$120,000 design contract approved for Restoration Project Phases 1 and 2, DPW will go forward and schedule a "kick-off" meeting with Milone & MacBroom. Progress reports will continue to be presented to the general public on the Town of Rockport website in the Millbrook Meadow Committee page as findings warrant. This is Progress Report #2.