

Town of Hingham
Request for Written Quotations

M.G.L. c. 30B, § 4

Description of Services:

The Town of Hingham is in the process of selecting a vendor to serve as a Transition Consultant. The Transition Consultant will be responsible for identifying the tasks and activities required to ensure that the Town of Hingham is prepared to take ownership and control of the Hingham water system, including operation, maintenance, and regulatory compliance. The Transition Consultant will assist the Town in implementing those tasks and activities in consultation with the Board of Selectmen acting as Water Commissioners.

Working with the Town Administrator and in accordance with municipal policies, procedures, and objectives, the Transition Consultant will establish transition plans and objectives. The Transition Consultant will consult as appropriate with the Town Administrator, Water Commissioners, Transition and Evaluation Committee, and Citizens Advisory Board in defining transition goals and objectives.

The Transition Consultant will consult with town departments, boards, committees, the Towns of Hull and Cohasset, and state and federal regulatory agencies and organizations to ensure an efficient transition for the acquisition and subsequent operation of the municipal water system by coordinating projects and proposals relating to system operation and maintenance, coordinating with third party service providers, and providing assistance on matters arising from time to time that may include personnel matters, regulatory issues, and issues relating to service provision in the Towns of Hull and Cohasset.

The Transition Consultant should possess a well-developed sense of strategy and the ability to work effectively with all levels of staff and stakeholders to advise and resolve critical situations that may affect water service. The Transition Consultant should have the capability to advise and inform the Town leadership, and in particular the Water Commissioners, on issues relating to municipal ownership of the water system.

Essential Functions:

In accordance with such requests and assignments as the Town may reasonably give the Transition Consultant from time to time, the vendor shall perform the following essential functions for the Town of Hingham:

1. Advise and consult on all aspects of the transition from private to public ownership during the “good husbandry” period
2. Assist the Town and water system operator in completing and filing a MA Department of Environmental Protection (DEP) Business Operations Plan

3. Responsible for identifying, planning, organizing, controlling, coordinating, evaluating, and integrating transition activities for the Hingham Water Department
4. Oversee and advise on capital expenditures made through the good husbandry period
5. Review and advise on regulatory filings
6. Assist the Town Administrator in preparing the procurement for and negotiating contract updates for third party service providers, manage capital projects, and estimate the cost of new services
7. Review and advise on all reports required by local, state, and federal agencies
8. Perform inspections of water company facilities in connection with plant operation, including buildings, irrigation areas, wells, filter beds, water storage tanks, reservoirs, waterways, and other pertinent resources and report findings to the Town
9. Perform inspections of water company facilities in connection with the distribution system, including pipes, pumping stations, and other pertinent assets and report findings to the Town
10. Advise the Town Administrator in the selection of a third party service provider who will be responsible for the oversight and management of the municipal water system
11. Provide information and assistance to the Water Commissioners and the Town Administrator regarding transition activities

Qualifications:

1. Drinking Water Supply Licenses Grade D4 and Grade T4 preferred.
2. Valid motor vehicle operator's license.
3. Bachelor's Degree in engineering or a related field, and eight (8) to ten (10) years of industry experience, with at least four (4) years at the supervisory level, or equivalent education and experience.
4. Thorough knowledge of the policies and operating procedures of water supply and distribution. Working knowledge of the materials, methods, and techniques of underground installations. Knowledge of state and federal laws pertaining to water quality.
5. Skill in organization and communication; customer service and public relations; budgeting and strategic planning; organizational planning; and computer programs and applications including, but not limited to Word, Excel, and email.
6. Ability to maintain a high level of confidentiality; read maps, plans, and prints; communicate effectively both orally and in writing; use a computer, telephone, and standard office equipment.

Preference will be given to vendors with experience leading water system ownership or operational transitions.

Estimated Timeframe:

The Town anticipates that the provision of the services outlined above will be performed by the selected vendor as an independent contractor and will require up to twenty-five (25) hours per week through completion of the purchase and transition of the Hingham water system (estimated up to six months).

Submission Instructions:

Please submit this completed form along with a resume, cover letter, and any other relevant information regarding you or your firm’s qualifications to Hingham Town Administrator Tom Mayo at townadministrator@hingham-ma.gov. Written quotes must be received by 12PM on Friday, July 12, 2019. The selected vendor will enter into a written contract with the Town of Hingham.

Written Quote: Hourly rate of \$_____/hour

Signed By:

Name:

Address:

Tax ID#:

The Town of Hingham reserves the right to reject any and all quotes.