

**TOWN OF ARLINGTON  
MASSACHUSETTS**

**REQUEST FOR PROPOSALS**

The Town of Arlington is seeking proposals from qualified individuals and firms for professional services for the following:

**BID #15-30 LANDSCAPE ARCHITECTURAL DESIGN SERVICES – MAGNOLIA  
PLAYGROUND, BASKETBALL COURT & COMMUNITY GARDEN**

The Town of Arlington, acting thru the Park and Recreation Commission seeks proposals from Landscape Architectural Firms to prepare a final design and construction administration for upgrades and improvements to the Magnolia Playground, Basketball Court and Community Garden Area.

Proposals are invited and will be received by the Town Manager, Town of Arlington, Massachusetts on or before **1:00 P.M. Thursday August 6, 2015** at the Town Manager's Office/Purchasing Department, Town Hall Annex, 730 Massachusetts Avenue, Arlington MA 02476-4908.

Six (6) copies of technical proposal shall be submitted in a sealed envelope marked "**Bid #15-30 Landscape Architectural Design Services – Magnolia Playground, Basketball Court & Community Garden Area - Technical Proposal**" and one (1) copy of the price proposal in a sealed envelope marked "**Bid #15-30 Landscape Architectural Design Services – Magnolia Playground, Basketball Court & Community Garden Area - Price Proposal**"

Proposals delivered after the appointed time and date will not be considered.

General information, proposal instructions, and the scope of work are available at the Town Manager's Office/Purchasing Department.

The Town Manager reserves the right to cancel any request for proposals, to reject in whole or in part any and all proposals when it is deemed in the best interest of the Town of Arlington to do so.

July 22, 2015

TOWN OF ARLINGTON  
Adam W. Chapdelaine  
Town Manager

**Request for Proposal**  
**Magnolia Playground, Basketball Court,**  
**Community Garden Design**

The Arlington Park and Recreation Commission is soliciting Proposals from selected landscape architectural firms to prepare a master plan for the park, final design and construction administration for upgrades and improvements to the Magnolia Playground, Basketball Court and Community Garden Area. This includes all necessary ADA upgrades to the facility per the ADA audit performed by the Town in 2015. The available budget for the project is \$455,000.

Proposals are due August 6, 2015, no later than 1:00 PM at the Town Managers Office/Purchasing Dept., Town Hall Annex, 730 Massachusetts Ave., Arlington, MA 02476.

The following is a description of the selected site and anticipated Scope of Work.

Magnolia Playground, Magnolia Basketball Court, Magnolia Community Garden  
Magnolia Park is located on Hebert Road and Magnolia Street in Arlington, MA. The scope of work includes upgrades and improvements to the Magnolia Playground, the Basketball Court, and the Community Garden area, which were last improved over twenty years ago. The project includes connecting pathways from Herbert Road and Thorndike Street. The project does not include improvements to the Magnolia athletic field. The selected landscape architect should recommend where existing landscape elements can be rehabilitated or reused, and where new design and construction is needed. Coordination with the Community Garden users is needed for the redesign of the Community Garden space.

#### Scope of Services

The Scope of Services for the above project includes the preparation of the following information to assist the Park and Recreation Commission in the final design and construction of this facility.

- Site observations and review of existing documents provided by the town.
- Preparation of a Concept Design master plan of the site.
- Preparation of illustrative site plans of potential site improvements and alternatives during Design Development.
- Narrative description of proposed improvements describing the anticipated design and construction.
- Define requirements for any other Board, Committee or Commission. i.e. Conservation Commission and Redevelopment Board
- Detailed Cost Estimate
- Estimated Construction Schedule
- Regular meetings with representatives of the Park and Recreation Commission, and representatives from the Public as needed.
- Preparation and presentation of the final design phase to the Park and Recreation Commission.
- Bid Documents and Bid Materials including assistance with the bid opening and bidder evaluations/selection
- Construction Oversight and Final Inspection

## Schedule

- Issue RFP – July 2015
- Proposals Due – August 6, 2015
- Notice to Proceed – September 2015
- Complete Design – February 2016
- Bid Project – March 2016
- Construction Oversight - June 2016 to completion

## Proposal Submission Requirements

The response to this RFP can be in letter form and should include the following information.

- Relevant Experience
- Project Team
- Approach
- Fee

The selection criteria will be based on the ability of the firm to produce the work within the time frame set forth by the Park and Recreation Commission, experience with similar projects and the proposed fee. Please address any questions regarding this RFQ to Joseph Connelly, Arlington Recreation Department, 781-316-3880 or via email to [jconnelly@town.arlington.ma.us](mailto:jconnelly@town.arlington.ma.us).

# CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal 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 individual submitting bid or proposal)**

---

**(Name of individual submitting bid or proposal)**

---

**Name of Business**

---

**Date**

---

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied 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 Responsible  
Corporate Officer and Title

**NON-COLLUSION FORMS**

***MUST BE SIGNED AND***

**SUBMITTED WITH BID**