

**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 #16-38 LANDSCAPE ARCHITECTURAL DESIGN SERVICES – ROBBINS FARM FIELD  
RENOVATIONS & UPGRADES**

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 Renovations & Upgrades the Robbins Farm Field.

Proposals are invited and will be received by the Town Manager, Town of Arlington, Massachusetts on or before **1:00 P.M. Thursday August 25, 2016** at the Town Manager's Office/Purchasing Department, Town Hall Annex, 730 Massachusetts Avenue, Arlington MA 02476-4908.

Three (3) copies of technical proposal and an electronic copy shall be submitted in a sealed envelope marked "Bid #16-38 Landscape Architectural Design Services – Robbins Farm Field Renovations & Upgrades - Technical Proposal" and one (1) copy of the price proposal in a sealed envelope marked "Bid #16-38 Landscape Architectural Design Services – Robbins Farm Field Renovations & Upgrades - 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.

August 3, 2016

TOWN OF ARLINGTON  
Adam W. Chapdelaine  
Town Manager

## **Request for Proposals Robbins Farm Field Renovations and Upgrades**

The Arlington Park and Recreation Commission is soliciting Proposals from selected landscape architectural firms to prepare Schematic Design, Design Development, Construction Documents, Bid Phase services and Construction Administration for upgrades and improvements to Robbins Farm Park including the following items:

- Rehabilitation of the baseball field with irrigation, drainage improvements and associated amenities including new infield, backstop, team benches and possible spectator seating.
- Upgraded multi-purpose field (youth soccer/lacrosse/ultimate Frisbee) with new grass turf, drainage and irrigation.
- Provide ADA access for the entire Robbins Farm Park site per the Town of Arlington ADA self-evaluation conducted in 2014 by the Institute for Human Centered Design (IHCD). The IHCD report is available for viewing at: <http://arlingtonma.gov/departments/recreation/capital-projects>
- Provide a new multi-use sport/basketball court.
- Provide accessible site improvements to support a new public display of the historic Robbins Farmhouse location with dog statue as envisioned and partially funded by the Friends of Robbins Farm Park.
- Assist the Robbins Farm Garden Group effort to upgrade the co-operative community gardens to provide ADA compliance and more permanent features.

The available budget for the project is \$636,749 including all fees, construction and contingency.

This project was approved for Community Preservation Act (CPA) funding under the open space and recreational land designation. The CPA application is available for viewing at: <http://arlingtonma.gov/departments/recreation/capital-projects>

Proposals are due August 25, 2016, no later than 1:00 PM at the at the Town Manager's Office/Purchasing Department, Town Hall Annex, 730 Massachusetts Avenue, Arlington MA 02476-4908. Please submit three (3) complete hard copies and an electronic copy of the Proposal.

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

### ***Robbins Farm Field Renovations and Upgrades***

Robbins Farm Park is located on Eastern Avenue (across from the Brackett School) in Arlington, MA. The scope of the work includes the items described above.

### ***Scope of Services***

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

- Site observations and review of existing documents provided by the Town.
- Preparation of a Schematic Design showing the scope of the proposed new and renovated facilities including the historic farmhouse, dog statue and community gardens.
- Preparation of illustrative site plans and 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. Community Preservation Act Committee, Conservation Commission, 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. A minimum of 3 public input meetings is estimated for this project.
- 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 – August 2016
- Proposals Due – August 25, 2016
- Designer Selection – September 2016
- Notice to Proceed – October 2016
- Complete Design – February 2017
- Bid Project – February/March 2017
- Construction – April 2017 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 RFP to James Feeney, Interim Director of Recreation, Arlington Recreation Department, 781-316-3880 or via email to [jfeeney@town.arlington.ma.us](mailto:jfeeney@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.

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

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

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**Name of Business**

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**Date**

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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.

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Social Security Number or  
Federal Identification Number

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Signature of Individual or Responsible  
Corporate Officer and Title

**NON-COLLUSION FORMS**

***MUST BE SIGNED AND***

**SUBMITTED WITH BID**