

**Request for Proposals**  
**Town of Arlington**  
**#17-40 Spy Pond Edge & Erosion Control - Phase 2**  
**June 13, 2017**

**1. Introduction**

The Town of Arlington, acting thru its Town Manager, invites proposals from qualified landscape architecture/engineering firms for Edge Protection and Erosion Damage Mitigation services for four Town-owned parcels bordering Spy Pond in Arlington. Qualified firms are requested to submit their proposals to the Purchasing Officer at the Town Hall, 730 Massachusetts Ave., Arlington, MA, in accordance with the instructions contained within this Request for Proposals (RFP).

Notice of this RFP is published in the Central Register and Commbuys, and is posted on the Town website ([www.arlingtonma.gov/purchasing](http://www.arlingtonma.gov/purchasing)).

The Town will accept proposals delivered in person or by mail. All proposals must be received by Thursday, July 20<sup>th</sup>, 2017 at 1:00pm to be considered. Proposals submitted by fax or by electronic mail will not be considered. All proposals must be submitted to:

Mr. Domenic Lanzillotti, Purchasing Officer  
Arlington Town Hall  
730 Massachusetts Ave.  
Arlington, MA 02476

The available budget for the project is \$552,900 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://www.arlingtonma.gov/town-governance/all-boards-and-committees/conservation-commission/projects>

This is not a price competition. Rather, the Town's decision will be based upon qualifications and experience with similar projects. The Town will evaluate proposals and enter negotiations with the highest scoring applicant. If unsuccessful, the Town may attempt to negotiate with the second highest scoring applicant.

The Town may cancel this RFP or reject in whole or in part any and all proposals, if it is determined that cancellation or rejection serves the best interests of the Town.

Adam W. Chapdelaine, Town Manager

June 20, 2017

## **2. Project Location**

Spy Pond is a 103-acre kettle hole pond located between Route 2 and Massachusetts Avenue, and next to East Arlington and the town center commercial area. This project will occur at the following locations:

- Arlington Boys and Girls Club Shoreline
  - The Boys and Girls Club is located at 60 Pond Lane.
- Scannell Field Shoreline
  - Scannell Field is a little league baseball facility located at the end of Linwood Street.
- Spring Valley Street Shoreline
  - The shoreline is located on a small parcel of land at the end of the street.
- Spy Pond Park Shoreline
  - Spy Pond Park is located on the north shore of Spy Pond off of Pond Lane, and is the pond's main public access point. The park is heavily utilized, and includes a playground, public boat ramp (for kayaks, canoes, motorized boats up to 10 MP, and emergency response vehicles), picnic areas, and access to the adjacent Minuteman Bikeway.

## **3. Project Background**

The following is a timeline and summary of recent shoreline rehabilitation efforts:

- 1992 - The Town renovated Spy Pond Park, but the grass, paths, and shoreline deteriorated rapidly.
- 1999 - Pat Loheed Landscape Architects completed an erosion study.
- 2003 - The Town completed a preliminary plan for a Spy Pond renovation project.
- 2005/2006 - The Town undertook a project to restore approximately 1,700 linear feet of shoreline at Spy Pond Park. The existing bank had been severely eroded by stormwater runoff, resulting in compromised water quality, including high phosphorous levels in the pond. The project included surveying the wetland resource areas and sources of stormwater runoff, applying stormwater management techniques, restoring and enhancing bank and shorefront plantings, and addressing the public's desire for access to the water. The park reopened in the Spring of 2006.

- 2013 - The Conservation Commission noticed that the shoreline edge was again deteriorating and that there was the potential for long-term failure adjacent to public open space.
- 2014 - The Commission invited the Friends of Spy Pond Park and other advocacy groups to discuss ways of enhancing, protecting, and further stabilizing the shoreline.
- 2017 - Based on the discussions with the advocacy groups, the Commission applied for and received 2017 Community Preservation Act funding for a Spy Pond Edge Protection and Erosion Control Feasibility Study (i.e., Phase 1 of this project). The study includes an assessment of the existing shoreline condition, alternative preservation and protection strategies that address shoreline stabilization and erosion control, and a final concept plan for the four Town-owned parcels.

#### **4. Materials for Consultant Review**

The consultant may review the following information at the Conservation Commission's office on the first floor of the Town Hall Annex at 730 Massachusetts Avenue:

1. Plan of Route 2 – Spy Pond Outlet
2. Plans of Route 2 Drainage Repairs and Improvements at Various Locations (Spy Pond), RDA Submission, prepared for MassDOT.
3. Spy Pond, A Diagnostic Study 1980-1981, prepared by the Massachusetts Department of Environmental Quality Engineering.
4. Feasibility Study of Lake Restoration in Spy Pond, Arlington, prepared by EDP Environmental Design and Planning, Inc., 1982.
5. Spy Pond Bank Stabilization, prepared by William Green Associates, 1992.
6. Review of Recommendations for the Restoration of Spy Pond, Arlington, Massachusetts, prepared by HydroAnalysis, Inc., 1997.
7. Characterization and Cycling of Phosphorous and Arsenic in Spy Pond, prepared for Massachusetts Department of Environmental Management, Lakes and Ponds Program, 2000.
8. Spy Pond Park, 50% Construction Documents, prepared by Carol R. Johnson Associates, 2004.
9. Spy Pond Stormwater Management Program (s319), prepared by the Town of Arlington, 2007.
10. Request for Determination of Applicability, prepared by Vanasse Hangen Brustlin, Inc. (VHB), for Route 2 Stormwater Improvement, 2012.
11. Spring Valley Street, Arlington, Concept Plan for a Green Infrastructure Retrofit, prepared by Chester Engineers, 2014.

12. Spy Pond Edge Protection and Erosion Control Project, Final Concept Plan, prepared by Chester Engineers, 2016.
13. Spy Pond Edge Protection and Erosion Control Project, Site Characterization Report, prepared by Chester Engineers, 2016.
14. Spy Pond Edge Protection and Erosion Control Project, Public Meeting Presentations (10.24/11.17/ 12.1), 2016.

## 5. Project Goals

1. Preserve, stabilize, and strengthen the pond's banks
2. Control bank erosion
3. Protect and enhance wildlife habitat
4. Control access to prevent unauthorized paths
5. Encourage commitment from constituency groups
6. Increase quality of water and opportunity for water use
7. Promote stormwater infiltration along the shoreline
8. Implement environmental education

## 6. Scope of Services

The following scope of services is intended to serve as a guide for Consultants in preparing their respective technical proposals and shall include, but not be limited to, the tasks described below.

### *Task 1: Site Evaluation*

The consultant shall complete the following:

- (1.1) Interdisciplinary team site walk
- (1.2) Identification of invasive vegetation and coordination with surveyor
- (1.3) Survey, which includes tree survey > 4in dbh, ID species, dbh, canopy diameter, spot grates; delineate and survey resource area boundaries; boundary survey for Spring Valley Street; add soil sample, invasive vegetation, and protect sedge locations to base survey
- (1.4) Soil sampling (up to six (6) samples for heavy metals)
- (1.5) Site evaluation review meeting with Town of Arlington (one, 1-person meeting)
- (1.6) Task 1 project management and coordination

### *Task 2: Construction Documents*

- (2.1) Review soil and planting soil test results
- (2.2) Develop slope stabilization/drainage design
- (2.3) Additional site visit (one, 2-person meeting)
- (2.4) Prepare 30% construction documents drawings (CAD)
- (2.5) Prepare opinion of probable construction costs, 30% CD level
- (2.6) Prepare 60% construction document drawings (CAD)
- (2.7) Prepare 60% technical specifications
- (2.8) Develop 60% opinion of probable construction costs
- (2.9) Develop vegetation management and educational signage plans
- (2.10) Prepare 100% technical specifications and cost estimate
- (2.11) Finalize 100% construction document drawings (CAD)
- (2.12) Finalize 100% specifications
- (2.13) Coordination with Town of Arlington Purchasing Department for div 0 and 1 specs
- (2.14) Review meeting with Town of Arlington and working group (two, 2-person meetings)
- (2.15) Public Meeting (one, 2-person weekday evening meeting, including PowerPoint presentation and boards) after preparation of 30% plans and before preparation of 60% plans
- (2.16) Task 2 project management and coordination
- (2.17) QA/QC

*Task 3: Permitting*

- (3.1) Preparation of Notice of Intent (NOI) submittal package to Conservation Commission
- (3.2) Develop O&M plan and narrative
- (3.3) Coordination with NHESP, MHC, & USACE
- (3.4) Submittal of NOI package to Conservation Commission, DEP, and NHESP
- (3.5) Perform site walk with Conservation Commission representatives
- (3.6) Presentation of NOI submittal to Conservation Commission (two, 2-person evening meetings)
- (3.7) Preparation of presentation graphics
- (3.8) Revisions per Commission comments
- (3.9) Record OOC at Registry of Deeds
- (3.10) SWPPP and eNOI (assume > 1 acre disturbance)

- (3.11) Chapter 91 application, notice, and public hearing (if required); revisions per public and DEP comments, notice, and public hearing (if required); revisions per public and DEP comments
- (3.12) Preparation and submittal of MEPA ENF or other required MEPA application and review
- (3.13) Task 3 project management and coordination
- (3.14) QA/QC

*Task 4: Bidding and Award Support*

- (4.1) Submit bid package and coordinate with Town of Arlington Purchasing Department
- (4.2) Attend pre-bid conference (including prep)
- (4.3) Provide oral and written response to bidder's questions
- (4.4.) Assist Town of Arlington bidder investigations
- (4.5) Task 4 project management and coordination

*Task 5: Construction Administration*

- (5.1) Attend meeting and site visits
  - Pre-construction conferences, including Conservation Commission administrator (2 meetings, 2-person)
  - Nursery site visit to tag plants (1 trip)
  - Weekly observation site visits (estimated 16 meetings, including man-hours, with memorandum of each meeting filed with Town within a week of each meeting)
- (5.2) Review construction schedule and revise if needed
- (5.3) Review shop drawings for educational signage (and other details if needed) and product submittals
- (5.4) Certify quantities for payments
- (5.5) Change order processing in the event of unforeseen circumstances
- (5.6) Review and submit the final and Complete Record Set of Construction Documents to the Town
- (5.7) Submit application to Conservation Commission to receive Certificate of Compliance
- (5.8) One on-site training for session for DPW and volunteers
- (5.9) Prepare presentation on the Operations & Maintenance manual
- (5.10) Annual site visits to document planting maintenance (three, one-person visits, including site reports of each to be submitted no later than one week after each visit)
- (5.11) Task 5 project management and coordination

**7. Required Areas of Expertise**

The applicants shall have expertise in the following disciplines: landscape architecture, bioengineering, surveying, civil engineering, wetland science, soil science, civic engagement, environmental permitting, and state and federal ADA regulations and compliance.

**8. Submission Deadline and Instructions**

Qualified applicants are requested to submit proposals marked Spy Pond Edge & Erosion Control – Phase 2- Technical Proposal, with the applicant’s name and address on the front. Applicants should provide one (1) signed original proposal and four (4) copies. In a separate envelope marked Spy Pond Edge & Erosion Control – Phase 2- Price Proposal, 1 copy of price proposal Certificate of Non-Collusion, and the Certificate of Tax Compliance. Fax or electronic submissions will not be accepted as substitutes for paper copies. In addition, an electronic copy in PDF format shall be submitted on a CD-ROM or USB drive.

The Town is the awarding authority and reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information, and minor irregularities; to accept exceptions to these specifications; and to award contracts or to cancel this Request for Proposals if it is in the Town’s best interest to do so.

All proposals must be received and registered by the Purchasing Department by Thursday, July 20<sup>th</sup>, 2017 at 1:00pm. All outer envelopes/packages must be labeled Spy Pond Edge & Erosion Control – Phase 2 and mailed or hand delivered to the following address:

Mr. Domenic Lanzillotti, Purchasing Officer  
Arlington Town Hall  
730 Massachusetts Ave.  
Arlington, MA 02476

No proposals will be accepted after the time and date noted. Late delivery of materials due to any type of delivery system shall be cause for rejection. If on the date and time of the submittal deadline the Town Hall is closed due to an uncontrolled event such as fire, snow, ice, wind, or building evacuation, the submittal deadline will be postponed until 12:00 p.m. on the next normal business day.

Proposals shall respond to the Scope of Services and shall be presented in the following format:

- a. Letter of Transmittal
- b. Summary of Proposal

c. Project Narrative

- Describe the general approach to completing tasks.
- Describe the specific planning elements and objectives associated with the completion of each task.

d. Project Management & Personnel

- Describe the organization of the project team, including sub-consultant participation.
- Name and provide a resume for key personnel, including the Principal-in-Charge and the Project Manager.

e. Schedule

- Estimate the total time required to complete the work, the total person days involved, and on a separate table, list the number of sub-consultant person days per task.

f. Costs

- Briefly describe each of the tasks listed in the scope of services, the level of effort associated with each task, and the cost of each task. Provide a total cost for all services. Break costs into four separate parts, i.e., the cost of services at each of the four Town-owned parcels.

g. Firm Qualifications

- A brief statement describing the firm's qualifications.

**9. Questions, Addenda, or Proposal Modifications**

Questions/inquiries concerning this RFP must be submitted in writing to: Nat Strosberg, Senior Planner, Arlington Town Hall, 730 Massachusetts Avenue, Arlington, MA 02476, or they may be emailed to [nstrosberg@town.arlington.ma.us](mailto:nstrosberg@town.arlington.ma.us). Questions/inquiries must be received by Thursday, July 13<sup>th</sup>, 2017 at 4:00pm to be considered. Questions/inquiries may be delivered, mailed, or emailed. Written responses will be posted on the Town's website ([www.arlingtonma.gov/purchasing](http://www.arlingtonma.gov/purchasing)) by addendum by Monday, July 17<sup>th</sup>, 2017 at noon.

If any changes are made to this RFP, an addendum will be posted on the Town's website. It is the sole responsibility of the bidder to ascertain the existence of any addenda and/or modifications issued by the Town. As this RFP has been published on the Town's website



([www.arlingtonma.gov/purchasing](http://www.arlingtonma.gov/purchasing)), all bidders are responsible for checking the website for any addenda and /or modifications that are subsequently made to this RFP.

The Town accepts no liability for and will provide no accommodations to bidders who fail to check for amendments and/or modifications to this RFP and subsequently submit inadequate or incorrect responses. Bidders may not alter (manually or electronically) the RFP language or any RFP component files. Modifications to the body of the RFP, Scope of Work, terms and conditions, or which change the intent of this RFP are prohibited and may disqualify a response.

All proposals submitted in response to this RFP shall remain firm for 90 days following the submittal deadline. It is anticipated that the contract will be awarded within 30 days after the submittal deadline.

Applicants are not to communicate directly with any employee of the, except as specified in this RFP, and no other individual employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFP.

Applicants may contact the Contact Person for this RFP in the event that this RFP is incomplete or the applicant is unable to obtain any part of the RFP electronically through the Town website ([www.arlingtonma.gov/purchasing](http://www.arlingtonma.gov/purchasing)), including, and without limitation, the form and attachments.

#### **10. Modifications to Proposal**

An applicant may correct, modify, or withdraw a proposal by written notice received by the Town prior to the time and date set for the proposal opening. Proposal modifications must be submitted in a sealed envelope clearly labeled "Modification No. \_\_\_\_." Each modification must be numbered in sequence, and must reference the original RFP.

#### **11. Pre-Proposal Briefing**

A briefing will held on Tuesday, July 11<sup>th</sup>, 2017 at 10:00am in the parking lot on Pond Lane within Spy Pond Park.

#### **12. Minimum Criteria/Qualifications**

Each applicant must demonstrate that it meets the following minimum qualifications:

- a) The applicant must have a clear understanding of the project goals and must describe a sound approach for achieving them.

- b) The individual or principal overseeing the project must be a person who is registered by the Commonwealth of Massachusetts (or an equivalent registration entity) in her/his field(s) of expertise, and who has at least five (5) years of professional experience in this field or these fields. In documenting this qualification, the applicant must describe the professional background of the firm and the extent of previous experience of firm personnel or consultants to be assigned to the project, and must identify the anticipated role that each will play in the project.
- c) The applicant must have knowledge of, and experience with, applicable legal and administrative requirements, procedures, and practices.
- d) The applicant must possess all necessary licenses and registrations, either within the firm or through independent consultants, to qualify under Massachusetts' law to undertake this project.
- e) The applicant must provide evidence of insurance for general liability, automobile, worker's compensation (statutory), and professional services liability, as required.
- f) The applicant must provide a detailed description of at least one recent similar project for which the applicant has performed similar services; project references must be identified. Further, individuals who worked on the project must be identified, and it must be stated whether these individuals would be assigned to this project.
- g) The applicant must not be debarred under MGL c149, §44C or disqualified under MGL c7, §38D.
- h) The applicant must submit all required statements and forms.

**13. Comparative Evaluation Criteria**

All proposals meeting the minimum criteria/qualifications will then be evaluated based upon the specific comparative evaluation criteria. The following point schedule will be utilized:

<i>Highly advantageous</i>	5 points	Response excels on the specific criterion
<i>Advantageous</i>	3 points	Response meets evaluation standard for the criterion
<i>Least Advantageous</i>	1 point	Response does not fully meet the criterion or leaves a question or issue not fully addressed
<i>Does Not Meet</i>	0 points *	Does not address the criterion

\* Proposal is automatically eliminated from further consideration if “0 points” is received for any category.

a) Project Management Experience: Successful experience of the applicant in the role of project manager in the Commonwealth of Massachusetts over the last five (5) years:

- Experience completing six (6) or more similar projects will be considered Highly Advantageous (5 points)
- Experience completing three (3) but less than six (6) similar projects will be considered Advantageous (3 points)
- Experience completing one (1) but less than three (3) similar projects will be considered Least Advantageous (1 point)
- No experience with similar projects will be considered Does Not Meet (0 points and elimination from further consideration)

b) Project Oversight: Ability of the applicant to begin work in a timely manner and to maintain the project timetable, and to oversee the work in an efficient and cost-effective manner:

- ◆ Ability to devote sufficient resources to completing the project according to the Town’s timetable, and availability by the beginning of August 14<sup>th</sup>, 2017 to begin work will be considered Highly Advantageous (5 points)
- ◆ Potentially unsatisfactory ability to devote sufficient resources to completing the project and to meeting the project timetable, and availability by the beginning of September 14<sup>th</sup>, 2017 to begin work will be considered Advantageous (3 points)
- ◆ Limited project oversight ability, but potentially able to devote sufficient resources to completing the project in accordance with the project timetable, and availability by October 14<sup>th</sup>, 2017 to begin work will be considered Least Advantageous (1 point)
- ◆ Insufficient project management experience and insufficient resources to meet the project’s timetable will be considered Does Not Meet (0 points and elimination from further consideration)

- c) Team and Key Staff: Qualifications and involvement of key personnel to be assigned to this project and the experience of such personnel in relation to successfully completing similar projects:
- ◆ Key staff that have at least seven (7) years of relevant experience or an individual within the firm having nine (9) years relevant experience will be considered Highly Advantageous (5 points)
  - ◆ Key staff that have at least five (5) years of relevant experience or an individual within the firm having seven (7) years relevant experience will be considered Advantageous (3 points)
  - ◆ Key staff that have at least five (5) years of relevant experience or an individual within the firm having at least five (5) years relevant experience will be considered Least Advantageous (1 point)
  - ◆ Key staff that have less than five (5) years of relevant experience or an individual within the firm having less than five (5) years relevant experience will be considered Does Not Meet (0 points and elimination from further consideration)
- d) Quality of References: References will be evaluated to identify the ability and quality of the applicant's previous work over the last five (5) years:
- ◆ Favorable references regarding six (6) or more previous contracts will be considered Highly Advantageous (5 points)
  - ◆ Favorable references regarding three (3) but less than six (6) previous contracts will be considered Advantageous (3 points)
  - ◆ Favorable references from one (1) but less than three (3) previous contracts will be considered Least Advantageous (1 point)
  - ◆ No favorable references will be considered Does Not Meet (0 points and elimination from further consideration)
- e) Quality of Written Materials: Responses will be reviewed to determine relative quality, readability, responsiveness to the RFP, and understanding of the project:
- ◆ Proposals that organize the response according to the minimum and comparative criteria in the RFP, make it easy to evaluate the response, communicate a high-quality, efficient, and cost-effective work plan, and demonstrate an understanding of this project will be considered Highly Advantageous (5 points)

- ◆ Proposals that do not organize the response according to the minimum and comparative criteria, but which communicate a high-quality, efficient, and cost-effective work plan, and which demonstrate a clear understanding of this project, will be considered Advantageous (3 points)
- ◆ Proposals that do not demonstrate a clear understanding of this project, and have multiple spelling and/or grammatical errors will be considered Least Advantageous (1 point)
- ◆ Proposals that simply reiterate the preliminary scope of services, do not demonstrate a clear understanding of this project, and have multiple spelling and/or grammatical errors will be considered Does Not Meet (0 points and elimination from further consideration)

#### **14. Initial Fee Proposal**

The proposed fees, which will be subject to negotiation, will not exceed \$139,000. The proposed fees will include all direct and indirect expenses, as well as the costs of all sub-consultants and reimbursable expenses. Hourly rates for all proposed professional personnel assigned to the project should be indicated on the fee proposal.

#### **15. Awarding of Contract**

The Town may schedule interviews with the three highest scoring applicants. The Town will rank the finalists based on consideration of the minimum criteria/qualifications, the comparative evaluation criteria, and the interview (if applicable).

The Town will begin discussion of final scope of services and fee negotiations with the top ranked applicant. If unsuccessful in the negotiations, the Town may attempt to negotiate with the next highest scoring applicant (and repeat that process) until successful. If negotiations with one or more of the finalists prove unsuccessful, the Town may reject all responses and may choose to re-advertise if deemed in the Town's best interest. The selected applicant will be required to execute the Town's *Contract for Project Management Services*. It is the Town's intent to finalize and execute all contract documents with the selected applicant by August 14<sup>th</sup>, 2017.

**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**