

**TOWN OF ARLINGTON
MASSACHUSETTS**

REQUEST FOR PROPOSAL

The Town of Arlington, acting thru its Town Manager, is currently seeking proposals from qualified individuals and firms for the completion of a master plan, environmental assessment and detailed survey for the Arlington Reservoir. The approach will require assessing the current conditions of the entire reservoir site including land and water. Public meetings and input will be an important approach in completing this project.

RFP #17-42

ARLINGTON RESERVOIR MASTER PLAN, ENVIRONMENTAL ASSESSMENT & LAND SURVEY

Proposals are invited and will be received by the Town Manager, Town of Arlington, Massachusetts on or before **10:00 A.M., Wednesday, July 19, 2017** at the Town Manager's Office/Purchasing Department, Town Hall Annex, 730 Massachusetts Avenue, Arlington, MA 02476.

Proposal Package available for Download: www.arlingtonma.gov/purchasing

TOWN OF ARLINGTON

Adam W. Chapdelaine
Town Manager

June 23, 2017

Request for Proposals

Arlington Reservoir Master Plan and Survey

The Arlington Park and Recreation Commission, in consultation with the Arlington Conservation Commission, is soliciting Proposals from selected consulting firms with environmental engineering, land surveying and recreational landscape design expertise to provide services that include the following:

Master Plan

- *Engage in an extensive public visioning/input process that will include members of the general public, as well as all major stakeholders;*
- *Identify renovations required to existing beach amenities (bathhouse, playground, concession stand, fixtures, etc.);*
- *Analyze the berm surrounding the beach swimming area and all mechanical systems necessary for beach operation;*
- *Recommend upgrades to the swimming area beach and lawn areas;*
- *Define improvements to parking area to make it more usable, while also protecting the Res from runoff and contamination and providing safe pedestrian access;*
- *Determine the feasibility and potential location for a boat ramp to be used recreationally for small boat launching and to assist in invasive water-chestnut removal;*
- *Recommend possible additional recreational amenities to support multiple year-round public use at the beach and in surrounding areas owned by the Town of Arlington, including upgrades to the natural walking paths;*
- *Recommend landscape modifications and additions;*
- *Recommend actions to maintain and enhance the natural vegetated areas around the reservoir perimeter including invasive plant management;*
- *Assess and make recommendations regarding the open water areas for boating and fishing activities;*
- *Incorporate accessibility needs, as identified in the Town's ADA Self-evaluation Study conducted by the Institute for Human Centered Design in 2015;*
- *Recommend repairs and/or replacement of fencing along Lowell St.;*
- *Make suggestions for graphics and signage.*

Environmental Assessment

- *Assess water quality (nutrients, dissolved oxygen, etc.), and habit for aquatic animals (fish, turtles, muskrats) and water birds;*
- *Evaluate all water inflows – Quality and quantity of water inflow from Munroe Brook and the two Lexington storm drain outlets. Overland and ground water quantities and effects;*
- *Identify measures to control shoreline and bank erosion, while providing controlled access to the water for fishing and other activities;*
- *Create an inventory of land and aquatic plant species, identifying those with positive habitat value and making recommendations for improvements;*
- *Identify options for control of invasive land & aquatic vegetation and nuisance geese;*
- *Assess overall tree health, landscaping, and identify plant species on the land surrounding the Res;*
- *Review and recommend appropriate protocols for managing the water level for recreational, ecological and flood control purposes.*

Land Survey

- *Complete a land survey to determine exact boundaries of Town of Arlington owned land;*
- *Survey of wetland areas (in and adjacent to the Reservoir) and identification of issues/potential solutions.*

The available budget for the project is \$100,000 including all fees and contingency.

This project was approved for Community Preservation Act (CPA) funding under the open space and recreational land designation. The full CPA application is available for viewing at: <http://www.arlingtonma.gov/town-governance/all-boards-and-committees/community-preservation-committee/past-projects> (see FY18 Arlington Park and Recreation Commission: Arlington Master Plan and Survey)

Proposals are due July 19, 2017 no later than 10:00am at the Arlington Town Hall, 730 Massachusetts Ave, Arlington, MA 02476, attention Adam Chapdelaine, Town Manager. 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.

Arlington Reservoir Master Plan and Survey

The Arlington Reservoir is located on Lowell Street in Arlington Heights and is used by community members and others year-round for a variety of passive and active recreational activities, including walking, jogging, bird-watching, fishing, non-motorized boating, skating, dog walking and gardening. During the months of June, July and August, the Town operates a gated, chlorinated and filtered sandy beach for resident and non-resident tag holders. The beach area includes a bathhouse, concession stand, pump house with water systems, picnic tables, benches and playground. The area surrounding the beach has a dam for flood mitigation, a natural parking lot, wooded conservation lands, a habitat garden and a slightly less than one mile walking/jogging/cross-country path that encircles the water.

The total area of the Res and its shoreline is approximately 65 acres. Although all of the Res and its shoreline is owned by the Town of Arlington, about half of the area is located in Lexington. It is part of the watershed connecting Arlington's Great Meadows in Lexington to the Mystic Lakes and Mystic River via Mill Brook and would be the gateway to the Mill Brook linear pathway.

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 and Conservation Commissions with defining and implementing improvements to the conservation and recreational uses of the land known as the Arlington Reservoir:

- *On site observations and review of existing documents provided by the Town.*
- *Multiple public meetings with community representatives for visioning of uses and enhancements – estimated minimum of 3 meetings.*
- *Regular meetings with representatives of the Park and Recreation (PRC) and Conservation (ConComm) Commissions – estimated minimum of 7 meetings.*

- *Preparation of documentation that will constitute an ecological assessment and inventory to be presented to the PRC and ConComm.*
- *Preparation and presentation of illustrative site plans with potential site improvements and alternatives for preliminary design development.*
- *Narrative description of potential recreational and environmental improvements, describing possible design alternatives and phasing.*
- *Boundary and topographical drawings that identify land ownership of the Town of Arlington and municipality boundaries.*
- *Identification of permitting requirements for an environmentally sensitive area that spans multiple jurisdictions.*
- *Preliminary estimated costs that will serve to help secure funding for final design, engineering, construction and project management and suggestions for project phasing.*
- *Assistance with documentation required to secure project funding for implementation of the plan from potential sources (CPA, state and/or federal grants, CDBG, Town of Arlington capital, etc.)*

Proposed Schedule

- Issue RFP – June 2017
- Proposals Due – July 24, 2017
- Consultant Selection – July 2017
- Notice to Proceed – August 2017
- Public Input – August/September 2017
- Preliminary Determination of Phasing – October 2017
- Complete Land Survey – October 2017
- CPA Preliminary Funding Application Due – October 2017
- Finalize Phasing Approach – December 2017
- CPA Final Application Due – December 2017
- Complete Ecological Assessment – January 2017
- Complete Master Plan – February 2018

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 Jon Marshall, Director of Recreation, Arlington Recreation Department, 781-316-3880 or via email to jrmarshall@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**