

**Request for Proposals
Town of Arlington
Old Burying Ground Condition Assessment and Preservation Plan
August 14, 2017**

1. Introduction

The Town of Arlington invites proposals from qualified landscape architecture/engineering firms for a study of the Old Burying Ground(OBG) and selected tombs in the Mount Pleasant Cemetery (MPC) to assess current conditions and to develop a preservation plan for these historic treasures. 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 is posted on the Town website (www.arlingtonma.gov/purchasing).

The Town will accept proposals delivered in person or by mail. All proposals must be received by Tuesday, September 19th 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

This project is a joint effort between the Town of Arlington, Arlington Cemetery Commission, Arlington Historical Commission and Arlington Historical Society. The project team will also include an independent historic building and monument conservator hired by the Town of Arlington. The project was approved for fiscal year 2018 Community Preservation Act (CPA) funding under the historic preservation designation. The CPA application is available for viewing at:

<http://www.arlingtonma.gov/home/showdocument?id=35081>

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.

2. Project Location

The OBG is located just south the Unitarian Universalist Church at the corner of Massachusetts Avenue and Pleasant Street. This church forms the northern border of the OBG. The Robbins Library and its parking lot constitute the western boundary of the OBG and Pleasant Street demarks its eastern boundary. The Verizon Building at 67 Pleasant Street constitutes its southern border. See attached Map (Appendix 1)

The Tombs under consideration at MPC are located just off of Medford St (Latitude: 42.41707 (42° 25' 1.46" N) Longitude: -71.14891 (71° 8' 56.06" W)
<https://maps.google.com?q=42.417073,-71.148905>

See attached Map.

3. Project Background

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

- In the Fall of 2007, an extensive survey of then existing conditions at the OBG was undertaken and documented. Conditions Assessment Report for the Markers, Tombs, and Walls in Arlington's Old Burying Ground, 2 volumes, prepared by Ivan Myjer, Building and Monument Conservation, June 2008.
- 2016 -With the passage of the Community Preservation Act by Town Meeting in 2015, funding for Historic Preservation in Arlington became available. The Cemetery Commission (Michelle Hassler) and the Arlington Historic Commission (JoAnn Robinson) and subsequently the Arlington Historical Society (George Parsons and Paul Fennelly) formed the OBG Working Committee and applied for a grant from the Arlington Community Preservation Committee to assess conditions at the OBG and selected tombs at MPC and make recommendations for a Preservation Plan.
- On May 1st, 2017, the Arlington Town Meeting voted to fund the grant.

4. Materials for Consultant Review

The consultant may review the following information (Appendices to this RFP) at the Assistant Town Manager's office on the second floor of the Town Hall Annex at 730 Massachusetts Avenue:

1. Map of OBG
2. Map of Tombs at MPC
3. Conditions Assessment Report for the Markers, Tombs, and Walls in Arlington's Old Burying Ground, 2 volumes, prepared by Ivan Myjer, Building and Monument Conservation, June 2008.

5. Project Goals

1. The goal of this CPA project is to produce a Preservation Management Plan which is a plan of action to ensure the protection of the historic fabric and valuable cultural resources within a burying ground for future generations.
2. This can be accomplished through documentary research, evaluation, inventory, conditions assessment survey and identification of threats to historic elements.
3. The proposed Scope of Work for a Preservation Management Plan includes three key components: documentary research consisting of an in-depth land-use history of the burying ground much of which already exists, a preservation assessment that evaluates all of the identified needs requiring conservation activities, including a cost analysis of at-risk markers/monuments; and may include a one day ground penetrating radar (GPR) survey geared to answering research-oriented questions about the burying ground.
4. In addition, a proposal regarding the structural needs of 5 tombs within the Mt. Pleasant Cemetery at 70 Medford St. in Arlington of the Pierce/Locke/Clarke families must be prepared and a cost analysis of the repair work that will be needed.
5. Please note that under a separate contract, Ivan Myjer of Building Monument Conservation, will update his 2008 survey of the markers, tombs, and walls in Arlington's Old Burying Ground as a part of the current CPA project

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. All work will be performed in accordance with the United States Secretary of the Interior's Standard for the Treatment of Historic Properties, Guidelines for the Treatment of Cultural Landscapes.

- A. Project Start Up/Program Development. Meet with the members of the Arlington Historical Commission and Arlington Cemetery Commission and other interested parties (referred to hereinafter as the "Committee") to review the scope of work and

schedule and confirm the project goals and objectives. Develop a preliminary program of improvements to be included in the preservation plan and summarize the program in writing. Submit to the Committee.

- B. Historic Research/Documentation: Obtain and review existing historical documentation pertaining to the physical development of the burying ground landscape, including written histories of Arlington and the burying ground, historic maps and historic photos, available at the following locations:
- a. Robbins Library
 - b. Arlington Historical Society
 - c. Arlington Town Clerk
 - d. Arlington Department of Public Works

Establish a "period of historical significance", the period or periods in time during which the burying ground reached its highest degree of integrity. Provide a concise narrative outlining the historical development of the burying ground landscape and defining the period(s) of significance.

- C. Survey/Mapping. Complete a detailed survey of the burying ground including topography (1'0" contours), structures (walls, tombs, plot copings), above ground utilities, trees and pathways. Prepare the survey in AutoCAD format and manually update the survey to include gravestones (using 2007 gravestone map prepared by Ivan Myjer).
- D. Assessment. Using the map created in Task C as a base, conduct an assessment (including inventory, analysis and evaluation) of existing natural, built and functional features. The inventory will document the cemetery's existing features while the analysis will determine their conditions and historical relevancy. Evaluation will consist of a series of preliminary recommendations for preserving the features. Selected tombs at Mt Pleasant Cemetery will also be assessed. A summary of this assessment in written form will be prepared.
- E. Meeting/Presentation. Meet with the Committee to review the historical summary, the period(s) of significance, and the assessment and amend, as required.
- F. Recommendations/Implementation. Based on the period(s) of significance and the assessment, provide a set of specific recommendations for treating the existing landscape, including improvement and management of circulation (entrances and paths), walls and other structures, gravestones and trees. Recommendations for preservation of selected tombs at MPC will also be included. Identify treatment methods according to the Secretary of the Interior's standard cited above including:
- a. Preservation, where existing form, integrity and materials of the landscape should be sustained

- b. Rehabilitation, where features in the landscape should be repaired or altered to make their use compatible with the property's historical value
- c. Restoration, where landscape features should be returned to their original form and
- d. Reconstruction, where landscape features no longer extant should be recreated
- G. Budget Projections. Prepare opinions on the cost for each recommendation including costs to prepare bid documents, manage bid process(s) and oversee conservation/construction tasks. These costs will be calculated at the planning level to be used for the purposes of fundraising and submitted to the Committee for review.
- H. Management Guide. Develop a guide for managing the burying ground landscape, including walls, tombs and other structure, paths, gravestones, trees and ground cover.
- I. Meeting/Presentation. Meet with the Committee to review preliminary recommendation, budget projections and management guide and modify as needed.
- J. Draft Preservation Plan for Arlington's Old Burying Ground. Compile all the materials completed and revised during Task A through I into a draft plan which will include:
 - a. A Summary
 - b. An introduction (including project background, goals and objective.)
 - c. The historical development of the burying ground
 - d. The landscape assessment (landscape and gravestones)
 - e. Recommendation (including priorities, phasing and costs)
 - f. A plan for managing the burying ground landscape over time
 - g. Recommendations for future research/studies/documentation
 - h. Appendices, as required
- K. Public Forum. Participation in and presentation to a Public Forum to be hosted by the Committee to present the plan to the residents of Arlington and others interested in the history of this and other burying grounds.
- L. Final Arlington Old Burying Ground Preservation Plan. Revise the draft plan as required and prepare a complete final document. Copies will be submitted in the following formats:
 - a. One (1) original unbound copy on archival quality paper
 - b. Five (5) original bound copies of the plan on archival quality paper
 - c. Three (3) in PDF on archival quality DVDs and/or USB Drives
- M. Ivan Myjer will be contracted separately to update his 2008 Conditions Assessment Report for the Markers, Tombs, and Walls in Arlington's Old Burying Ground.

7. **Required Areas of Expertise**

The applicants shall have expertise in the following disciplines: landscape architecture, surveying, civil engineering, 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 Old Burying Ground Condition Assessment and Preservation Plan, with the applicant's name and address on the front. Applicants should provide one (1) signed original proposal and four (4) copies. 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.

Applicants must also execute and include in the sealed submission the Certificate of Vote, Certificate of Non-Collusion, and the Certificate of Tax Compliance. 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.

Proposals must be signed as follows: a) if the bidder is an individual, by her/him personally; b) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and c) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

All proposals must be received and registered by the Purchasing Department by Tuesday, September 19th, 2017 at 1:00pm. All outer envelopes/packages must be labeled Project Manager- Old Burying Ground and Mt. Pleasant Cemetery Tombs 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
 - g. 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.
- 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: James Feeney, Assistant Town Manager Arlington Town Hall, 730 Massachusetts Avenue, Arlington, MA 02476, or they may be emailed to jfeeney@town.arlington.ma.us. Questions/inquiries must be received by Thursday, August 24, 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) by addendum by Monday, August 28, 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), 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, James Feeney, Assistant Town Manager 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), 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 pre-proposal site briefing will held on Monday August 21st, 2017 at 10:00am at the Pleasant Street entrance of the Old Burying Ground.

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 October 2nd, 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 October 30, 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 November 27th, 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 \$47,600. 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

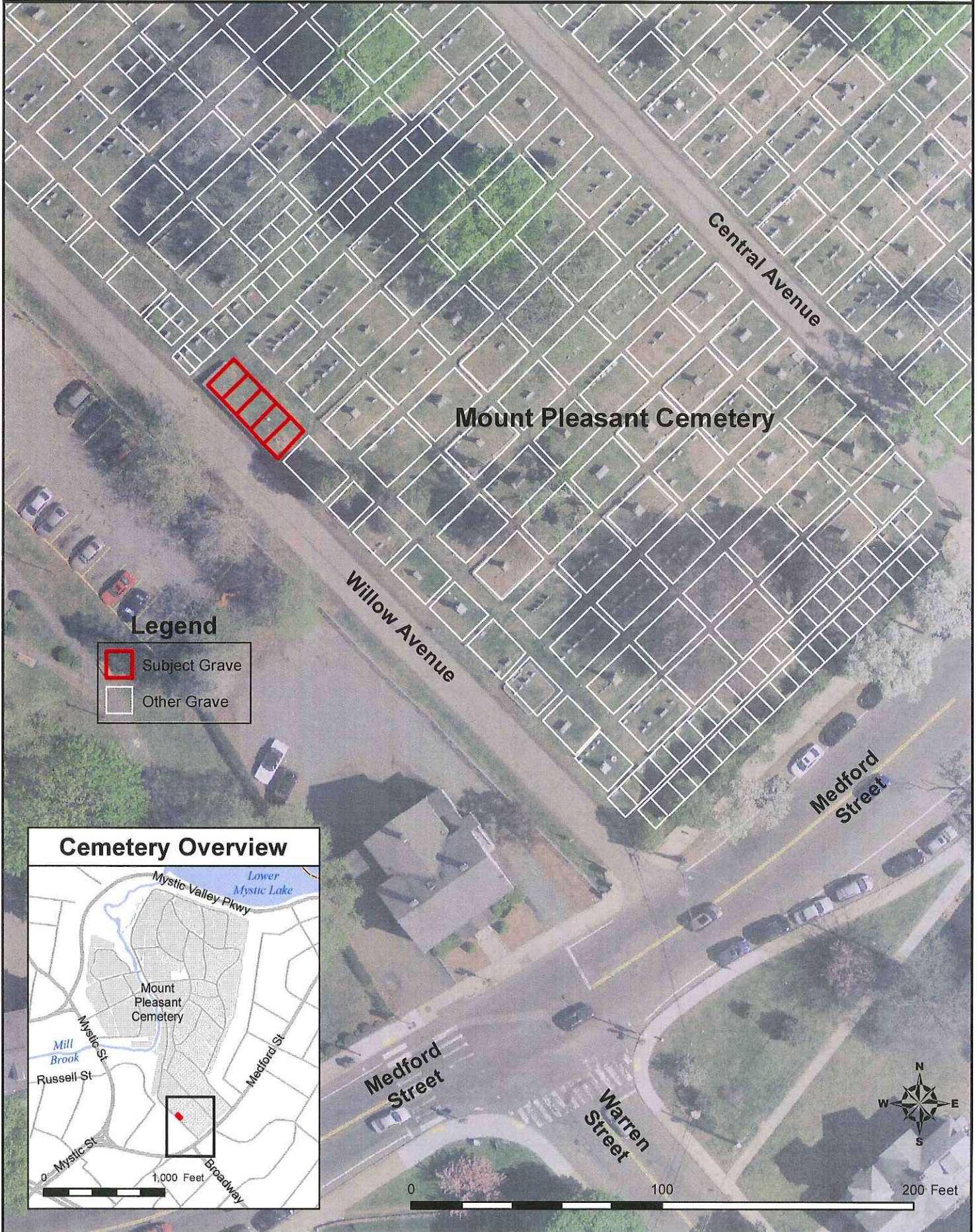
The Town may schedule interviews with the three highest scoring applicants. The Town will rank the finalists based on consideration of the minimum criteria/qualifications, the comparative evaluation criteria, and the interview (if applicable).

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 September 29th, 2017.

Mount Pleasant Cemetery

Arlington, MA

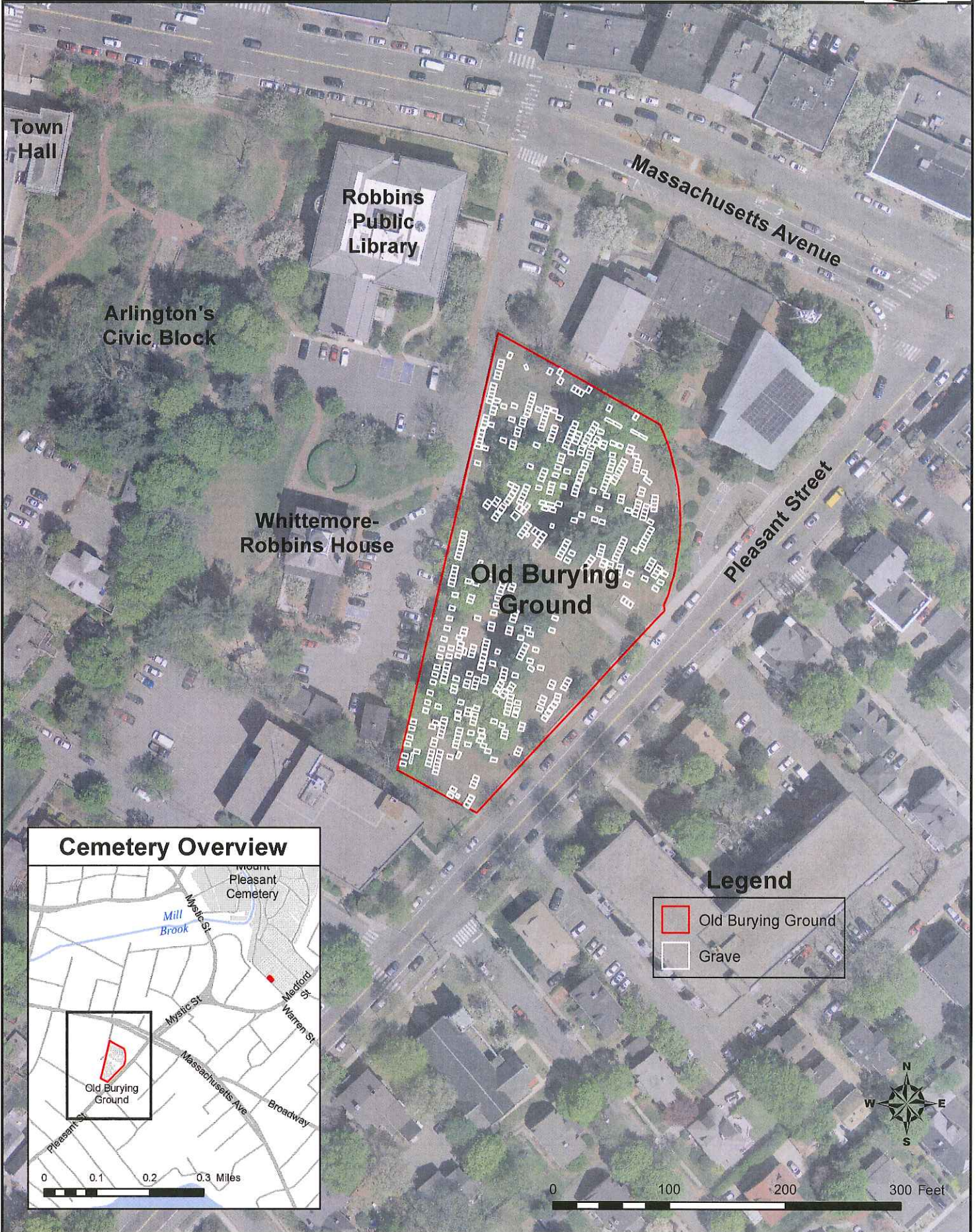
Map for created by the
Arlington GIS Office, 8/14/2017.



Old Burying Ground

Arlington, MA

Map for created by the
Arlington GIS Office, 8/14/2017.



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**