

REQUEST FOR PROPOSAL (RFP)
Town of Arlington Whittemore Park Planning Project
RFP # 17-60

The Department of Planning and Community Development (DPCD) acting through the Town Manager is requesting proposals from qualified individuals and firms for Consulting Services to develop and complete a Whittemore Park Plan for the Town of Arlington.

A copy of the RFP outlining the requirements for submission is available at the address below, between the hours of 8:00 a.m. through 4:00 p.m. Mondays through Wednesdays; 8:00 a.m. through 7:00 p.m. on Thursdays; and 8:00 a.m. through 12:00 p.m. on Fridays, or from the Purchasing Agent at dlanzillotti@town.arlington.ma.us. For further information contact Jennifer Raitt, Director of Planning and Community Development, at 781-316-3092, or jraitt@town.arlington.ma.us. The proposal may be viewed and downloaded from the Town website www.arlingtonma.gov/purchasing.

Proposals are invited and will be received by the Purchasing Officer, Town of Arlington, Massachusetts on or before 1:00 p.m., January 3, 2018 at the Town Manager's/Purchasing Office, Town Hall Annex 2nd floor, 730 Massachusetts Avenue, Arlington, MA 02476. Proposals delivered after the appointed time and date will not be considered. A briefing on the RFP and the scope of work is scheduled for Wednesday December 13, 2017 at 9:00 a.m. in the 1st floor conference room, Town Hall Annex. All prospective applicants are encouraged to attend. Questions about the RFP may be submitted by December 15, 2017. Responses to questions, including those raised at the briefing session, will be sent to those requesting the RFP and posted online as addenda to the RFP.

Five (5) copies of the proposal shall be submitted in a sealed envelope marked "RFP #17-60 Consultant/Whittemore Park Planning Project" and one (1) copy of the price proposal in a sealed envelope marked "RFP #17-60 Consultant/Whittemore Park Planning Project - Price Proposal"

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

Adam W. Chapdelaine
Town Manager

December 6, 2017

**REQUEST FOR PROPOSALS
TOWN OF ARLINGTON
Whittemore Park Planning Project**

Responses Due: January 3, 2018 at 1:00pm
Late Responses Will Be Rejected

Deliver Complete Responses To: Town Manager
Town Manager's/Purchasing Dept.
Town Hall Annex 2nd floor
730 Massachusetts Avenue
Arlington, MA 02476

For Further Information Please Contact: Jennifer Raitt, 781 316-3092
Email: jraitt@town.arlington.ma.us

RFP No. 17 – 60

I. OVERVIEW/ PURPOSE/ PROJECT GOALS

The Town of Arlington, acting through its Department of Planning & Community Development (hereinafter referred to as DPCD) seeks proposals from consultants to create a plan for Whittemore Park at 611 Massachusetts Avenue. Whittemore Park is managed by the Arlington Redevelopment Board (ARB). The Town anticipates a robust planning and design process for the park which will eventually lead to physical improvements to the park.

The planning and design process will engage the community, key Town departments and commissions (including Recreation, Historical, Historic District, and Public Works), the business community, local nonprofit organizations based in the Jefferson Cutter House at 611 Massachusetts Avenue and in the vicinity, and others. Consultation with the Massachusetts Historical Commission will be done after this initial phase of work. The consultant will be expected to help advance conceptual plans and renderings, design and facilitate public forums, and provide a set of recommendations for potential changes to the park. The next phase of work would include hiring a registered landscape architect to develop construction documents that will lead to the revitalization of the park. This project has three goals: improve access to a recreational opportunity in Arlington Center; improve interpretation of an historic and cultural resource in Arlington Center; and revitalize space for community arts and cultural activities. At present, the Jefferson Cutter House, which directly abuts the park, contains the Cyrus Dallin Museum, offices for the Arlington Chamber of Commerce, and the Cutter Gallery which also serves as a community meeting space.

Two significant activities occurred in 2016 that relate to the need for this planning and design project. The Jefferson Cutter House underwent substantial exterior renovations to update the exterior, including roof and door replacement and new painting. The Town concluded the Massachusetts Avenue Streetscape Concept Plan, which will guide the design and engineering to update Arlington Center's roads, sidewalks, lighting, and street furniture from Pond Lane to Mill Street. This latter plan, by VHB, focuses on four key nodes along this section of the Massachusetts Avenue corridor, including Whittemore Park (please see Appendix A for more information). The completion of the Whittemore Park Revitalization project would represent the first implemented piece of that Plan.

This project also builds on momentum generated by past projects (as chronicled below) aimed at transforming the park space into a focal point for recreation, civic functions, and appreciation of the Town's history:

- 1979 – The 0.3 acre park was created by the Arlington Redevelopment Board (ARB) as part of \$2.5 million Urban Systems Project in Arlington Center, which involved the installation of new roadways, sidewalks, lighting, and street furniture.
- 1988 – The park was redesigned in the style of a New England Town Common, which Arlington lacked, and space was designated at the park's edge for the Jefferson Cutter House.
- 1989 – The Jefferson Cutter House was moved to the park from 1149 Massachusetts Avenue.
- 1990 – A Preservation Restriction was placed on the Jefferson Cutter House and park.
- 1992 - The U.S. Department of the Interior designated the Arlington Multiple Resource Area on the National Register of Historic Places.
- 1992 - The U.S. Department of the Interior designated the Jefferson Cutter House and park on the National Register of Historic Places.

II. BACKGROUND INFORMATION

The Town is governed by a five-member Board of Selectmen and Representative Town Meeting. Daily management is vested in a Town Manager appointed by the Board of Selectmen. Planning and development is controlled by Massachusetts General Law, the Arlington Town Manager Act, the Town Bylaws, and the Arlington Zoning Bylaw. The Arlington Redevelopment Board (ARB) has both planning board and urban renewal authority. Four members of the ARB are appointed by the Town Manager with approval of the Board of Selectmen and one member is a gubernatorial appointee.

This project addresses several critical community needs that are identified by existing town plans, including the Master Plan and Open Space and Recreation Plan. The planning and design process will find ways for views of the historic Jefferson Cutter House and Whittemore Park to be improved. Further, the process will lead to the enhancement of the visual appeal of Arlington Center. The plan dovetails with area arts and cultural efforts to highlight local cultural resources and encourage people who might otherwise drive, ride, or walk through the town's center to stop and enjoy the many cultural and commercial resources that center has to offer. References to specific town plans are listed below.

This project will help achieve priorities in both the Open Space and Recreation Plan and the Master Plan. The project would align with Goal 2 of the Town of Arlington Open Space and Recreation Plan (2015–2022): “Preserve, maintain, and enhance Arlington’s existing open spaces, including...parks...and outdoor recreational facilities; and historic sites and cultural landscapes (p. 122).” Furthermore, action item 2-c-2 of the plan states, “Work with the Town to preserve and maintain historic, cultural and recreational properties in need of attention (p. 129).”

In the Master Plan, residents clearly state their desire for community gathering places and for the revitalization of the business districts. This project would provide a more welcoming environment for community events and spontaneous gatherings. It would also help attract more people to the surrounding business district.

Overall, this project would assist in fulfilling the Master Plan's vision (p. v), which emphasizes “civic connections that encourage social interaction and foster a sense of community.” Several of the connection types highlighted by the vision are relevant:

- Open spaces and corridors that link neighborhoods
- Stewardship and promotion of our historic heritage

- Cultural and recreational resources that provide shared experiences
- A walkable public realm where residents meet their neighbors

This project would also assist in fulfilling the following goals, policies, and recommendations:

Historic & Cultural Resources

Goals/Policies (p. 11):

1. Maintain, protect, preserve, and promote historic and diverse cultural resources in all neighborhoods.
2. Provide attractive, well-maintained spaces for residents to meet, play, and grow.
3. Provide space for arts and cultural activities for all ages.

Recommendations (p. 16):

1. Preserve the character of historic districts.
2. Preserve Town-owned historic resources.

Natural Resources & Open Space

Goals/Policies (p. 11):

1. Value, protect, and enhance the physical beauty and natural resources of Arlington.
2. Treasure our open spaces, parks, recreational facilities and natural areas.

Public Facilities & Services

Goal/Policy (p. 11):

Maintain and beautify our public parks, trails, play areas, and streetscapes.

III. SCOPE OF SERVICES

The Consultant will, to the maximum extent feasible, utilize existing information, reports, and studies provided by the Town. The Consultant will work closely with the DPCD and a Working Group. The Consultant will participate in some Working Group meetings and at least two (2) public forums, not to exceed six (6) meetings total. The Consultant will work with staff to keep town officials and the community well-informed as the process moves forward by assisting staff in implementing a successful community outreach program and providing content and materials for the Town's website.

The following outline is offered to describe the general extent of services to be provided by the Consultant. This outline is not necessarily all-inclusive, and the Consultant will include in the proposal any tasks or alternatives and services deemed necessary to satisfactorily complete the project. Consultants are encouraged to bring both design expertise and creative ideas tested elsewhere to help the community design and implement an approach that best suits the Town.

A. Park Plan, Schematics, Costs, and Schedule

The park planning and design process shall advance the three goals outlined above. It is anticipated that a consultant that specializes in landscape architecture, urban planning, urban design, historic preservation, and community engagement will advance a conceptual plan, design and facilitate public forums, and provide a set of recommendations for potential physical changes to the park. Improvements at the park were the focus of several public discussions in the spring and summer of 2016 as part of the Massachusetts Avenue Phase II Streetscape Concept Plan process. The park was a destination for a workshop as part of that process. Further public engagement, planning and design are

needed to finalize a park plan. The consultant shall provide a park plan, a schematic level cost estimate, and a schematic construction schedule. A survey will be provided.

B. Public Participation

The credibility and utility of the planning and design process and the prospect for its implementation will rest heavily on an engaging, public participation process. The Consultant will work with DPCD and the Working Group to develop two public forums and other provide recommendations for other engagement techniques that can be used throughout the project planning and construction process.

Staff Role

DPCD will be closely involved, but the Consultant is expected to devote the time needed to conduct research, write documents, and participate in meetings as needed. Staff will take primary responsibility for scheduling meetings, posting notices for meetings, preparing meeting minutes, and attending all meetings. Staff will provide any reasonably necessary baseline data and any other relevant materials needed by the Consultant.

IV. PROJECT SCHEDULE

The Town anticipates a project start after contract signing in December with the final Whittemore Park Plan submitted to the Town by June 30, 2018. All public outreach should occur prior to June 1, 2017 with the remainder of time spent on finalizing the plan. The Consultant is expected to present at two public forums for the project.

The Consultant is expected to complete the project based on the anticipated schedule above. If the Consultant believes that the Project cannot meet the schedule noted above, this should be outlined in the Response.

V. DELIVERABLES

The Consultant will deliver twenty-five (25) copies and one unbound version of the final Whittemore Park Plan. The final version of each deliverable should be submitted in electronic format and contain a Microsoft Word compatible version, and a searchable PDF version. All images should be in Microsoft Office compatible format. The final park plan should be delivered via AutoCAD with at least two renderings. Any GIS data created by the consultant and used in any maps in the final version shall also be provided. All materials will become the property of the Town of Arlington.

VI. CONSULTANT QUALIFICATIONS

At a minimum, the proposing firm/team must meet the following requirements:

1. The firm/project manager/team must have at least five (5) years of experience in municipal planning, parks and open space planning, and community engagement.

2. The principal and project manager to be assigned to this project must be available for meetings with the Town on days or evenings, as required.
3. The firm/team must have previous experience in the management of public information processes and successful park plans. Successful completion of a minimum of three (3) such projects within the last five (5) years is required, and completion of five (5) overall is desired.
4. The firm/team must have proven experience in the public sector.
5. The volume of the proposed project managers and firm's current and projected workload must not adversely affect its ability to immediately initiate work and to follow through with the project in a timely and professional manner. The firm and all team members must be capable of devoting a significant amount of time to this project in order to complete the work within the schedule outlined in this RFP.

VII. SELECTION CRITERIA

The Town will award the contract to the Consultant offering the most advantageous response to this RFP, taking into consideration all evaluation criteria. The selection process will include an evaluation procedure based on the criteria identified below. Finalists will be required to appear for an interview.

1. Staffing Plan and Methodology, including the professional qualifications of all project personnel with particular attention to training, educational background, professional certification or registration, and professional experience. Demonstrated expertise and experience of the Principal-in-Charge, Project Manager, and other key personnel, and any Consultants to be assigned to the Project, including professional registration of the Consultants and their qualifications.

Highly Advantageous: The plan of services proposes a detailed, logical, creative, and highly efficient scheme for producing a complete project that addresses all Goals and Priorities of this project and meets all the minimum applicant qualifications detailed in Section VI, "Consultant Qualifications".

Advantageous: The plan of services proposes a credible scheme for producing a complete project that addresses all of the required issues and meets all the minimum applicant qualifications detailed in Section VI, "Consultant Qualifications".

Not Advantageous: The plan of services is not sufficiently detailed to fully evaluate, or the plan does not contain all the components necessary to produce a complete project that addresses all of the required issues and meets all the minimum applicant qualifications detailed in Section VI, "Consultant Qualifications".

Unacceptable: The plan of services does not meet all the minimum applicant qualifications detailed in Section VI, "Consultant Qualifications".

2. Depth of experience with similar projects, and prior experience with public contracts and relevant local planning projects.

Highly Advantageous: The Consultant has at least seven (7) years of experience consulting with Massachusetts municipalities on projects of similar size and scope to this project. The Consultant can demonstrate the successful completion of five (5) similar projects within the last five (5) years.

Advantageous: The Consultant has at least five (5) years of experience on projects of similar size and scope to this project. The Consultant can demonstrate the successful completion of three (3) similar projects within the last five (5) years.

Not Advantageous: The Consultant has less than four (4) years of experience but more than one (1) year consulting on projects of similar size and scope to this project. The Consultant can demonstrate the successful completion of two (2) similar projects within the last five (5) years.

Unacceptable: The Consultant has less than four (4) years of experience consulting on projects of similar size and scope to this project. The Consultant cannot demonstrate the successful completion of similar projects.

3. Desirability of approach to the project, as well as a demonstrated understanding of all project components and public outreach needs.

Highly Advantageous: The response contains a clear, creative, and comprehensive plan that addresses all project Goals and Priorities as stated in the RFP.

Advantageous: The response contains a clear plan that addresses most of the project Goals and Priorities as stated in the RFP.

Not Advantageous: The response does not contain a clear plan to address many of the project Goals and Priorities as stated in the RFP.

Unacceptable: The response does not contain any plan to address the project objectives stated in the RFP.

4. Demonstrated ability to meet project budget and project schedule.

Highly Advantageous: All of the Consultant's references indicate that the projects were completed within budget and on schedule or with minimal, insignificant delays.

Advantageous: One of the Consultant's references indicates that the project was not completed within budget attributable to the Consultant or with substantial delays attributable to the Consultant, and no current project or project completed in the last three years experienced substantial delays attributable to the Consultant.

Not Advantageous: Two of the Consultant's references indicate that the project was not completed within budget attributable to the Consultant or was completed with substantial delays attributable to the Consultant, and no current project or project completed in the last year experienced substantial delays attributable to the Consultant.

Unacceptable: More than two of the Consultant's references indicate that the project was not completed within budget attributable to the Consultant or was completed with substantial delays attributable to the Consultant.

VIII. SUBMITTAL REQUIREMENTS

Interested qualified firms must submit five (5) paper copies of the proposal marked "RFP #17-60 Consultant/ Whittemore Park Planning Project Proposal" addressing the objectives, scope and schedule described in this RFP. Responses must include each of the following:

1. General description of the firm/team's experience.
2. Description, with examples, of the firm/team's experience in completing park plans and designing and conducting public meetings.
3. A detailed scope of services for the proposed work, including the firm/team's general approach to such work, evidence of the firm/team's understanding of the goals and objectives of the project, and methodology for accomplishing the tasks as listed in this RFP.
4. An outline of the schedule for completion of tasks (timeline) as presented in the firm/team's approach to the scope of services.
5. Description of or resumes for the assigned staffs' experience, educational background, availability, and chain of responsibility, including the name and title of the principal and project manager assigned to the project, names of all sub-consultants, and resumes of all personnel to be associated with the project.
6. At least three (3) references, including name, title, agency, address, description of project, project cost, and telephone number and the email address for clients with similar projects completed by the Consultant within the last five years (including dates).
7. Other pertinent information about the firm(s) that would aid the Town in making a selection.
8. Completed Attachments in Section X Required Forms (not included in page limit).
9. Evidence of insurance coverage, including general and professional liability and Workers' Compensation insurance as shown in Attachment E.

Additionally, a sealed submission of one (1) copy clearly marked "RFP #17-60 Consultant/ Whittemore Park Planning Project - Price Proposal" with the following:

1. Completed Price Proposal Form (attached).

2. Estimated breakdown by planning element of professional service fees (including expenses), assigned project staff and hourly billing rates of all staff assigned to provide services (including any sub-consultants).

Proposals must clearly address all submittal requirements; that is, the response should include a section addressing all of the minimum qualifications, the minimum submittal requirements, and each of the review criteria. The proposal will be reviewed based on each of these items and it will be to the benefit of the responder to clearly address each of the items. Where the requirements specify a minimum level of experience, indicate the dates of said experience.

A committee will be convened to review proposals. Committee members will be drawn from Town staff, an ARB member, and may include other community members.

The Town reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any RFP, and to accept or reject any item or combination of items. The Town also reserves the right to seek additional information and revised proposals prior to selection of a Consultant through written notice to all of the respondents.

Questions and/or comments may be submitted to Jennifer Raitt, Director of Planning and Community Development at jraitt@town.arlington.ma.us / 781 316-3092 by December 15, 2017.

Responses to the RFP are due by 1 PM on January 3, 2018. Facsimile and/or emailed responses will not be accepted. All responses should be submitted to:

Adam W. Chapdelaine
Town Manager
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476

IX. PROJECT FUNDING

Consultants must complete the attached Price Proposal Form under separate cover. Project fees must be provided for each Project Component of work as described in the Scope of Services. Fees shown will include all costs and expenses (copying, mileage, photographs, maps, etc.) to complete the Scope of Services defined in this RFP. Also, the selected Consultant will be required to submit invoices identifying hours, expenses and total cost by specific tasks. The final contract scope, price and fee will be negotiated with the highest ranked responder.

X. REQUIRED FORMS

All required forms must be submitted with the proposal.

- A. Certificate of Non-Collusion
- B. Certificate of Tax Compliance
- C. Price Proposal Form

CERTIFICATE OF NON-COLLUSION FORM
TOWN OF ARLINGTON
Whittemore Park Planning Project

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

BY STATE LAW THIS NON-COLLUSION FORM MUST BE SIGNED AND SUBMITTED WITH THE BID OR PROPOSAL.

CERTIFICATE OF TAX COMPLIANCE FORM
TOWN OF ARLINGTON
Whittemore Park Planning Project

Pursuant to MGL Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature and Title of Individual or
Responsible Corporate Officer

BY STATE LAW THIS CERTIFICATE OF TAX COMPLIANCE FORM MUST BE SIGNED AND SUBMITTED WITH THE BID OR PROPOSAL.

PRICE PROPOSAL FORM

RFP #17-___ Consultant Services
TOWN OF ARLINGTON
Whittemore Park Planning Project
Arlington, MA 02476

CONTRACTOR: Town Manager
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476

PROPOSER:

PROJECT: Consultant Services for Whittemore Park Planning Project

Proposed Price (in words): _____

Proposed Price (in numbers): \$ _____

Please attach estimated budget and breakdown by planning element of professional service fees, assigned project staff and hourly billing rates of staff.

Print Name Title

Signed Date