

TOWN OF ARLINGTON



Recreation Department

REQUEST FOR PROPOSAL (RFP)

18-39

Indoor Recreational Space Study

The Town Manager is requesting proposals from qualified individuals and firms for Consulting Services to develop and complete an Indoor Recreational Space Study focusing on, a pool, gymnasium(s), and programming space in the Town of Arlington.

A copy of the RFP outlining the requirements for submission is available on the Town Website www.arlingtonma.gov/purchasing. For further information contact Jon Marshall, Director of Recreation, at 781-316-3881, or jmarshall@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 PM August 9, 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.

Three (3) copies of technical proposal and a USB drive with the technical proposal in searchable PDF format shall be submitted in a sealed envelope marked "18-39 Indoor Recreational Space Study- Technical Proposal" and one (1) copy of the price proposal in a sealed envelope marked "18-39 Indoor Recreational Space Study-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

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REQUEST FOR PROPOSALS

Responses Due:

1:00 PM August 9, 2018

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:

Jon Marshall, 781 316-3881
Email: jmarshall@town.arlington.ma.us

RFP No. 18-39

I. OVERVIEW/ PURPOSE

The Town of Arlington's youth population has spiked over the last several years. This has had a direct impact on the recreational needs of the community. There are many services provided to the residents through school programming, recreational programming and slew of non-profit and business offerings. Even with these offerings it is our understanding that the demand is greater than what the community can provide. The Town is seeking to explore various options to better provide recreational services to the community. A better understanding of the current uses, capacity, and future needs is required. It is the goal of the town to identify opportunities and at the same time do this in a manner that has the lowest financial impact to the operating budget. Most recreational offerings in the town recover the majority of the costs associated with their services. Without an appropriate cost recovery strategy it is highly unlikely that a major initiative could be undertaken.

II. BACKGROUND INFORMATION

The Town of Arlington has several indoor resources available to the residents. The Town manages the Ed Burns Skating Arena, the school gymnasiums are permitted during the week after 6pm and on weekends, there are two libraries, an auditorium at town hall, a senior center, and several historic buildings. All of these spaces get heavily used and there is still a demand for more.

The town has several programs that service the community including the Boys and Girls Club & Fidelity House, several private and parochial schools, and numerous religious establishments. All of these organizations receive requests for space rentals throughout the year.

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III. SCOPE OF SERVICES

The Scope of Services includes the preparation of the following information to assist the Town of Arlington in identifying opportunities to address the perceived shortfall in recreational amenities provided to the Arlington Residents:

- Engage in an extensive public visioning/input process that will include members of the general public, as well as all major stakeholders
 - *Multiple public meetings with community representatives for visioning of uses and enhancements – estimated minimum of 3 meetings*
 - *Regular meetings with representatives of the feasibility working group– estimated minimum of 7 meetings*
- Complete a needs assessment of indoor active recreational needs of the community by evaluating current uses, identifying shortfalls, and forecasting future needs
- Identify all current options within the town’s portfolio for indoor recreational use, evaluate current uses and make recommendations for increasing capacity
 - Specifically evaluate options for a pool and gymnasium
 - identify associated cost and budget implications
 - Identify cost recovery strategies
 - Identify annual operating costs and future capital needs
- Gather information on the market surrounding Arlington to understand the need and potential impact on the market place
- Identify possible locations for an indoor facility within the Town of Arlington including current land, current buildings, expansion of existing building options, and/or non-town land
- *On site observations and review of existing documents provided by the Town*
 - Review all historical documents including, Arlington Sports Center Master Plan, community building plans, and annual gym use information

IV. PROJECT SCHEDULE

Issue RFP – July 2018

Notice to Proceed – August 2018

10 Months for substantial completion

V. DELIVERABLES

- Preparation of documentation that will constitute an indoor recreational needs assessment for residents of all ages
- Preparation and presentation of illustrative feasibility designs for up to 3 alternatives of what a facility could look like depending on space available
- Narrative description of current uses and how those compare with industry standards
- Operating budget considerations for the proposed facility or facilities
- Suggested long term capital impacts of this facility.

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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 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 must have a background in recreational planning and program experience.
4. 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.

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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.

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 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 5 years.

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Advantageous: The Consultant has at least five (5) 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 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 with Massachusetts municipalities 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 with Massachusetts municipalities on projects of similar size and scope to this project. The Consultant cannot demonstrate the successful completion of similar projects.

3. Strength and credibility of client references. The Consultant shall demonstrate prior client satisfaction with working relationship, project management capabilities, and technical expertise in developing similar projects.

Highly Advantageous: More than three clients who consider your services satisfactory or better.

Advantageous: Three clients who consider your services satisfactory or better.

Not Advantageous: Three or more clients not all of whom consider your services satisfactory or better.

Unacceptable: Fewer than three clients who consider your services satisfactory or better, or three or more clients who consider your services unsatisfactory.

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

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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.

5. 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 its response addressing the objectives, scope and schedule described in this RFP. Responses must include, at a minimum, each of the following:

- Three (3) paper copies of the technical proposal and a USB drive with the technical proposal in searchable PDF format shall be submitted in a sealed envelope marked with the project name.
 1. General description of the firm/team's experience.
 2. Description, with examples, of the firm/team's experience in working with Massachusetts municipalities.

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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 pagelimit).
 9. Evidence of insurance coverage, including general and professional liability and Workers' Compensation insurance as shown in Attachment E.
- Sealed Submission, one (1) copy, clearly marked price proposal.
 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 the 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.

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 Jon Marshall, Director of Recreation at jrmarshall@town.arlington.ma.us 781 316-3881

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

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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

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**CERTIFICATE OF NON-COLLUSION FORM
TOWN OF ARLINGTON**

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.

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**CERTIFICATE OF TAX COMPLIANCE FORM
TOWN OF ARLINGTON**

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 Signature and Title of Individual or
Federal Identification Number Responsible Corporate Officer

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

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**PRICE PROPOSAL FORM
(To be place in a separate sealed envelope)**

**TOWN OF ARLINGTON
Arlington, MA 02476**

CONTRACTOR Town Manager
Town of Arlington
730 Massachusetts Avenue

Arlington, MA 02476

PROPOSER

PROJECT: Consultant Services for Indoor Space Study

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.

Signed Title

Print Name Date Signed