

REQUEST FOR PROPOSAL (RFP)
Town of Arlington Whittemore Park Revitalization Project, Phase I
RFP # 19-36

The Department of Planning and Community Development (DPCD) acting through the Town Manager is requesting proposals from qualified individuals and firms for Landscape Design Services to implement Phase I of the 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., August 1, 2019 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 July 17, 2019 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 July 19, 2019. 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 #19-36 Landscape Design Services/ Whittemore Park Revitalization Project, Phase I" and one (1) copy of the price proposal in a sealed envelope marked "RFP #19-36 Landscape Design Services/ Whittemore Park Revitalization Project, Phase I - 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

July 10, 2019

**REQUEST FOR PROPOSALS
TOWN OF ARLINGTON
Whittemore Park Revitalization Project, Phase I**

Responses Due: **August 1, 2019 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. 19-36

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 Landscape Designers for final design plans and construction documents for Whittemore Park at 611 Massachusetts Avenue. Whittemore Park is managed by the Arlington Redevelopment Board (ARB) and the Town's Select Board.

The process of advancing from the conceptual plan to a final design will be the responsibility of the Landscape Designer and will be overseen by several Town officials and governmental entities, including the Town Manager, the Select Board, the Arlington Redevelopment Board, the Arlington Historical Commission, and the Massachusetts Historical Commission.

The process will include opportunities for community input as the final design plans are developed, including engagement opportunities prior to issuance of the 50% design plan. The process may also include the assistance of an historic and cultural resource specialist who will improve the organization of the collection of resources (memorials, signage, granite stones, etc.) currently in the park. The 50% design plan will be reviewed by the Massachusetts Historical Commission (MHC), Arlington Historical Commission (AHC), and Arlington Redevelopment Board (ARB) and presented at a Select Board meeting for their review and feedback. The feedback will be incorporated, and the final plan will be reviewed and approved by MHC, AHC, ARB, and the Select Board prior to proceeding with development of construction documents.

II. BACKGROUND INFORMATION

The Town is governed by a five-member Select Board and Representative Town Meeting. Daily management is vested in a Town Manager appointed by the Select Board. 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.

III. SCOPE OF SERVICES

The Landscape Designer will, to the maximum extent feasible, utilize the conceptual plan approved by the Community Preservation Committee in the Whittemore Park Plan, August 2018. The Landscape Designer will work closely with DPCD. Four project meetings as well as hearings with the Select Board, the Arlington Historical Commission, and the Arlington Redevelopment Board are required. The Landscape Designer will work with staff to keep town officials and the community well informed 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 Landscape Design 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.

A. Park Plan Implementation, Costs, and Schedule

It is anticipated that the Landscape Designer will provide and adhere to a realistic budget and timeline for implementing final design plans and construction documents.

B. Construction Administration

The Landscape Designer will assist with the public bidding and construction administration process.

C. Staff Role

DPCD will be closely involved, but the Landscape Designer is expected to devote the time needed to create final design plans and construction documents and participate in meetings as needed for approval and implementation of the Whittemore Park Plan. Staff will take primary responsibility for scheduling meetings, posting notices for meetings, making presentations at most 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 summer 2019 with construction commencing in spring 2020.

The Landscape Designer 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 Landscape Designer will provide up to four iterations of the plan at 25%, 50%, 75% and 100% final design plan and construction documents. One full copy of each phase shall be provided. The final version of each deliverable should be submitted in electronic format. All images should be in Microsoft Office compatible format. The final park plan should be delivered via AutoCAD. 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. LANDSCAPE DESIGN 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 advancing projects from a conceptual plan to a final design, creating final design plans and construction documents for public parks.
2. 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.
3. The firm/team must have proven experience in the public sector.
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.

VII. SELECTION CRITERIA

The Town will award the contract to the Landscape Designer 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 Landscape Designer to be assigned to the Project, including professional registration of the Landscape Designer and their qualifications.

Highly Advantageous: The plan of services proposes a detailed, logical, and highly efficient scheme for producing a complete project as outlined in the Scope of Services and Project Deliverables and meets all the minimum applicant qualifications detailed in Section VI, “Landscape Designer Qualifications”.

Advantageous: The plan of services proposes a credible scheme for producing a complete project as outlined in the Scope of Services and Project Deliverables and meets all the minimum applicant qualifications detailed in Section VI, “Landscape Designer Qualifications”.

Not Advantageous: The plan of services is not sufficiently detailed to fully evaluate, or the plan does not contain all the components necessary for producing a complete project as outlined in the Scope of Services and Project Deliverables and meets all the minimum applicant qualifications detailed in Section VI, “Landscape Designer Qualifications”.

Unacceptable: The plan of services does not meet all the minimum applicant qualifications detailed in Section VI, “Landscape Designer Qualifications”.

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

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

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

Not Advantageous: The Landscape Designer 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 Landscape Designer can demonstrate the successful completion of two (2) similar projects within the last five (5) years.

Unacceptable: The Landscape Designer has less than four (4) years of experience consulting on projects of similar size and scope to this project. The Landscape Designer 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 and comprehensive plan that addresses all of the details included in the Scope of Services and Project Deliverables as stated in the RFP.

Advantageous: The response contains a clear plan that addresses most of the details included in the Scope of Services and Project Deliverables as stated in the RFP.

Not Advantageous: The response does not contain a clear plan to address many of the details included in the Scope of Services and Project Deliverables as stated in the RFP.

Unacceptable: The response does not contain any plan to address the details included in the Scope of Services and Project Deliverables as stated in the RFP.

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

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

Advantageous: One of the Landscape Designers 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 Landscape Designers 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 Landscape Designers 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 one electronic copy of the proposal marked "RFP Landscape Designer Services/ Whittemore Park Revitalization Project, Phase I 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 advancing projects from conceptual plans to a final design and construction. 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.
3. An outline of the schedule for completion of tasks (timeline) as presented in the firm/team's approach to the scope of services.
4. 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.
5. 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).
6. Other pertinent information about the firm(s) that would aid the Town in making a selection.
7. Completed Attachments in Section X Required Forms (not included in page limit).
8. 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 # Landscape Designer Services/ Whittemore Park Revitalization Project, Phase I - Price Proposal" with the following:

1. Completed Price Proposal Form (attached).

2. Estimated breakdown 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 Landscape Designer 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 July 19, 2019.

Responses to the RFP are due by 1 PM on July 31, 2019. 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

Landscape Designers 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 Revitalization Project,
Phase I

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 Revitalization Project,
Phase I

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 #19-36

**Landscape Design Services
TOWN OF ARLINGTON
Whittemore Park Revitalization Project,
Phase I Arlington, MA 02476**

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

PROPOSER:

PROJECT: Landscape Design Services for Whittemore Park Revitalization Project,
Phase I

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