



OFFICE OF THE PURCHASING AGENT

TOWN OF ARLINGTON
730 Massachusetts Avenue
Arlington, MA 02476

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DATE: July 22, 2019

TO ALL BIDDERS

BID NO. 19-36

SUBJECT: Landscape Design Services/Whittemore Park
Revitalization Project, Phase 1

ADDENDUM NO. 2

TO WHOM IT MAY CONCERN:

With reference to the bid request relative to the above subject, please note the following:

SEE ATTACHED QUESTIONS & RESPONSES

ADDENDUM MUST BE ACKNOWLEDGED WITH BID SUBMISSION.

All other terms, conditions and specifications remain unchanged.

Very truly yours,

Town of Arlington

Domenic R. Lanzillotti
Purchasing Officer



TOWN OF ARLINGTON

DEPARTMENT OF PLANNING and
COMMUNITY DEVELOPMENT

TOWN HALL, 730 MASSACHUSETTS AVENUE
ARLINGTON, MASSACHUSETTS 02476
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Responses to questions received at the Whittemore Park briefing session and other questions received via email prior to deadline

1. Is there a copy of the conceptual plan and cost analysis available?

Yes. Please refer to [RFP 19-36 Addenda No. 1](#).

2. Will the firm that prepared the conceptual design also be allowed to bid on the final design?

Yes.

3. To what degree is the final design to follow the conceptual plan verbatim?

The conceptual plan was the outcome of an extensive community outreach process. However, alternative proposals that adhere to the principles of improving circulation, accessibility, and creating a safe community gathering space that enhances Arlington Center in a way that respects the town's history and culture within a similar budget are acceptable.

4. Is the cost estimate presented in Addenda No. 1 the agreed-upon design budget?

The budget presented in Addenda No. 1 is based on available Community Preservation Act (CPA) funding. Please refer to the February 2019 CPA memo for a detailed explanation of how the budget presented in the Whittemore Park Conceptual Plan was revised based on available CPA funding. There may be opportunities to find funding elsewhere for park amenities as described in the February 2019 CPA memo.

5. The RFP describes Phase 1. How does that fit in with other phases?

Phase 1 will focus on the portion of the park from the brick walkway in front of the Jefferson Cutter House to Massachusetts Avenue. Phase 2 is work around the house itself, enhancing the accessibility and connectivity of the house to the park, which will most likely be funded by Community Development Block Grant funds. Phase 3 is the back portion of the park that faces the parking lot; it includes the area to the rear of the Jefferson Cutter House and how it connects to the municipal parking lot and the adjacent private property. Phase 3 may be funded by capital planning funds. Phase 1 does not affect the side gardens, which will be part of Phase 2.

6. Is the deadline for proposals references July 31 or August 1?

The deadline is August 1 at 1 PM.

7. Is the selection process based on proposals or interviews?

The first round of the selection process will be based on proposals received in response to RFP 19-36 by the appointed deadline. A second round will include interviews. The selection will be made based on the proposal that meets the criteria after going through both rounds of the selection process.

8. Does the landscape architect need to retain a civil engineer/MEP to address potential issues related to drainage and electrical capacity for lighting in the park?

Additional sub-consultants with specific subject expertise such as stormwater and other infrastructure may be needed.

9. The RFP states that a historic and cultural resources specialist may be needed. If so, will they be selected by the Town or by the landscape architect? Will their work have to be achieved within the presented budget?

The selected firm will need to address the historical and cultural interpretation of elements of the design. This may also be an additional service or may be part of the firm's expertise. This work is included in the estimate.

10. The RFP refers to assistance during the bidding process. What specific assistance will be needed?

The Town anticipates that assistance will be needed with reviewing bids and other documents submitted during the bidding process.

11. Can you provide clarification on community engagement and outreach that is expected as part of this project?

The community engagement for Phase 1 will be built into the other review processes described in the Scope of Services.

12. Who will be in the staff role referred to in the RFP?

The Department of Planning and Community Development (DPCD) staff member assigned to this project is Allison Carter, Economic Development Coordinator, under supervision of Jennifer Raitt, Director of Planning and Community Development.

13. What is the page limit for proposals?

There is no page limit for proposals.

14. Who will be the review select committee?

Representatives from Arlington Redevelopment Board (ARB), CPA Committee, Arlington Historical Commission (AHC), The Cyrus Dallin Museum, and Town staff will be on the advisory committee for the project. The selection committee will include an ARB representative, DPCD and Department of Public Works staff; it is unlikely to include a representative from the AHC.

15. Was the cost estimate completed by an outside consultant?

The cost estimates in the conceptual plan were completed by the consultant who prepared the plan. The amended budget is based on the cost estimates in the conceptual plan revised to align with available CPA funding.

16. Does the Town intend to maintain the rail line?

The tracks will remain, as they are an historic asset of contributing significance in the Arlington Center National Register Historic District, however in the conceptual plan there is some flexibility with regard to their treatment.

17. Is the 2018 survey by VHB the latest survey of the site? If additional survey is needed (for items such as the missing catch basin, depth to utilities, and spot elevations) will the cost be considered additional services or should it be included in the Price Proposal?

In the Phase I Amended Budget (Addenda No. 1, p. 2), there is \$9,500 estimated for additional survey work.

18. The Phase 1 cost estimate (page 2 of Addenda #1) includes a line item for irrigation expansion/modifications. Does the Town have a plan for the existing irrigation system? If significant modifications are necessary would the irrigation design be considered additional services or should it be included in the Price Proposal?

The existing irrigation system is in good working order, and it is expected that any expansion or modification of the existing system can be accomplished within the estimated budget for the project.

19. Have any soil borings been done for the site? If soil borings are needed will the cost be considered additional services or should it be included in the Price Proposal?

Soil borings have not been done for this site. Any additional services, such as soil work, should be included in the proposal.

20. The Phase 1 cost estimate (page 2 of Addenda #1) includes a line item to remove the existing electrical box. Is the park intended for programmed gatherings such as performances and, if so, will new electrical service be needed? If new electrical service is needed will the cost for electrical engineering be considered additional services or should they be included in the Price Proposal?

The park is intended for programming, and conduit for wiring and post lights has been included in the Phase I Amended Budget (Addenda No. 1, p. 2) under the "New Work" category.



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DEPARTMENT OF PLANNING &
COMMUNITY DEVELOPMENT

M E M O R A N D U M

To: Community Preservation Action Committee
Cc: Jennifer Raitt, Director of Planning & Community Development
From: Ali Carter, Economic Development Coordinator
Date: February 7, 2019
Re: Whittemore Park Proposal Budget Revisions

At the request of the Chair of the Arlington Community Preservation Act (CPA) Committee, two budget scenarios for the Whittemore Park Plan are detailed herein. The Proposed budget represents what is achievable for the project within the scope originally outlined in our application submitted on December 7, 2018. The Expanded budget was developed with the possibility of an additional \$125,000–\$150,000 CPA funds being available, as another application during this funding round could potentially be funded using Community Development Block Grant (CDBG) funds.

Proposed Budget: The proposed budget includes key aspects of the conceptual plan, which was the result of a design process that included a community-wide survey, two community forums, one “design day” in Whittemore Park, several meetings of an advisory committee comprised of key stakeholders, and many more staff meetings with the landscape architect selected for the project. All told, over 600 people participated in the formulation of the conceptual plan. This proposed budget would achieve all of the community and design goals that were incorporated into that plan, which are to:

- improve accessibility and circulation;
- increase visibility and prominence of the park;
- cultivate opportunities for passive recreation, programs, and events; and
- enhance historic, cultural, and natural landscape in Arlington Center.

These would result in a park that is used by many types of people for many different kinds of activities and would inspire stewardship and community pride in Arlington.

The Proposed budget amounts to \$414,000 while the Expanded budget totals \$556,000; a difference of \$142,000. Both budgets account for a survey of the portion of the park to the north of the Jefferson Cutter House, all site preparation including tree pruning and root invigoration, and all of the necessary design fees and construction document preparation to realize the project.

The Expanded budget includes the following items not listed in the Proposed budget:

- Replacement of ballast with stone dust in railroad track: \$4,606
- Concrete seat wall: \$41,400

- Wall-top bench (3): \$5,400
- Freestanding bench (6): \$11,400
- Trash barrel (3): \$2,700
- Post light (7): \$26,600
- Flood light (2): \$2,700

If the project were to be funded for the Proposed budget and not the Expanded budget, we would seek funding for some of these elements from other sources. For example, amenities such as benches, trash barrels, and lighting could be supported by Arlington Center Parking Benefit District funds. Other more substantial elements, such as the concrete seat wall and interpretive treatments could be funded through a Mass Development Commonwealth Places matching grant (up to \$100,000), which we could work on collaboratively with the Arlington Commission for Arts and Culture, the Arlington Cultural District, the Arlington Tourism and Economic Development committee, and the Battle Road Scenic Byway committee. With Whittemore Park located on the Battle Road Scenic Byway, and indeed an important site on it, the project may also be eligible for Federal Scenic Byway funds in FY2020, contingent upon federal legislation.

The process of advancing from the conceptual plan to a final design would be overseen by several Town officials and governmental regulatory bodies, including the Town Manager, the Select Board, the Arlington Redevelopment Board, the Arlington Historical Commission, and the Massachusetts Historical Commission.

The Department of Planning and Community Development is grateful to the members of the CPA committee for reviewing our application as well as these supplementary materials.

Expanded budget

Cost Estimate--Phase 1					
Site Prep and Demolition	Item	Quantity	Unit	Unit Price	Cost
	Strip and stockpile front lawn	9105	SF	\$2	\$18,210
	Remove brick paths in front lawn	2644	SF	\$10	\$26,440
	Remove granite curb around tracks	216	LF	\$25	\$5,400
	Remove granite post and steel rail fence	374	LF	\$10	\$3,740
	Remove wood picket fence	130	LF	\$10	\$1,300
	Remove bench	6	EA	\$150	\$900
	Remove trash barrel	4	EA	\$100	\$400
	Remove post light	4	EA	\$800	\$3,200
	Remove wood signs	5	EA	\$100	\$500
	Remove electrical box	1	EA	\$800	\$800
	Remove and salvage memorial boulder	1	EA	\$3,800	\$3,800
	Tree pruning and root invigoration	1	LS	\$15,790	\$15,790
	Tree protection	1	LS	\$3,000	\$3,000
	Rough grading	180	CY	\$35	\$6,300
	Survey	1	LS	\$9,500	\$9,500
	Temporary barriers and protection	1	LS	\$11,500	\$11,500
					\$110,780
New Work	Restore segment of rail corridor	1	LS	\$10,000	\$10,000
	Replace wooden rail ties	3	EA	\$900	\$2,700
	Replace ballast with stone dust	658	SF	\$7	\$4,606
	Prep planting beds	2962	SF	\$2	\$5,924
	Exposed aggregate concrete path	3039	SF	\$12	\$36,468
	Concrete seat wall	60	LF	\$690	\$41,400
	Granite curb	153	LF	\$38	\$5,814
	Wall-top bench	3	EA	\$1,800	\$5,400
	Freestanding bench	6	EA	\$1,900	\$11,400
	Trash barrel	3	EA	\$900	\$2,700
	Post light	7	EA	\$3,800	\$26,600
	Flood light	2	EA	\$1,350	\$2,700
	Conduit for wiring and post lights	840	LF	\$38	\$31,920
	Temporary barriers and protection	1	LS	\$20,400	\$20,400
					\$208,032
Planting	Sod	5691	SF	\$300	\$17,073
	Groundcover, 4" pot	1834	EA	\$8	\$14,672
	Shrubs, 3' height	112	EA	\$60	\$6,720
	Tree, 4" caliper	5	EA	\$1,900	\$9,500
	Understory tree, 12-15' high	2	EA	\$1,800	\$3,600
	Soil for sod	152	CY	\$60	\$9,120
	Soil for groundcover	37	CY	\$60	\$2,220
	Soil for shrubs	224	CY	\$75	\$16,800
	Soil for trees	28	CY	\$75	\$2,100
	Irrigation expansion/modification	1	LS	\$5,000	\$5,000
					\$86,805
					\$405,617
Fees	12% Design fee				\$48,783
	10% Construction contingency				\$40,600
	15% General contractor/conditions				\$61,000
TOTAL					\$556,000