

Request for Proposals
19-41
Town of Arlington
Design Services
Old Burying Ground – Perimeter Wall Repairs
Mt. Pleasant Cemetery – Mound Tomb Repairs

1. Introduction

The Town of Arlington, acting through the Town Manager, invites proposals from qualified engineering and/or landscape architecture firms to provide design services for the repair of two historic treasures, including the perimeter wall enclosing the Old Burying Ground (OBG) and selected mound tombs in the Mount Pleasant Cemetery (MPC). Design Services include the preparation of any necessary design plans, construction specifications and documents, as well as assistance with the public bidding process and construction administration.

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 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 Thursday, August 29th at 10:00am 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

The OBG portion of the project is a joint effort between the Town of Arlington, Arlington Cemetery Commission, Arlington Historical Commission and Arlington Historical Society. The MPC portion of the project is a joint effort between the Town of Arlington and the Cemetery Commission.

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>)

3. Project Background

In April 2017, Arlington Town Meeting voted to approve FY18 funding for a comprehensive conditions assessment and preservation plan for the Old Burying Ground and selected tombs at Mt. Pleasant Cemetery. In accordance with the priorities outlined in the Preservation Plan, this RFP seeks a Consultant to provide design services for repair of the perimeter wall surrounding the Old Burying Ground, as well as repairing the specified tombs at Mt. Pleasant Cemetery.

Both of these historic assets are in varying states of disrepair, and the Town of Arlington wishes to restore them as closely as possible to their original condition using as much of the original building materials as practicable. The OBG is protected by a Massachusetts Historical Commission Preservation Restriction Agreement as a contributing property to the Arlington Town Center National Register Historic District.

The estimated construction cost for repairing the OBG perimeter wall is \$625,000. It is currently projected to be funded in three phases as depicted below.

Phase 1	\$300,000
Phase 2	\$175,000
Phase 3	\$150,000

Presently, funding has been secured for Phase 1 of the OBG perimeter wall repairs via a fiscal year 2020 Community Preservation Act (CPA) funding under the historic preservation designation. Funding is also available for the MPC tomb repairs, which carry an estimated construction cost of \$25,000.

4. Materials for Consultant Review

1. The Consultant may review the FY20 CPA Grant Application at:

<https://www.arlingtonma.gov/home/showdocument?id=44986>

The CPA Grant Application incorporates a construction engineering memorandum for the OBG wall repairs prepared by Simpson Gumpertz & Heger.

2. The Consultant may review the Preservation Plan at:

<https://www.arlingtonma.gov/Home/ShowDocument?id=45250>

The Preservation Plan incorporates detailed reports of the wall and various tombs prepared by Structures North and Building & Monument Conservation in the appendix. Further, Samiotes Consulting has prepared an on-the-ground survey of the OBG property.

5. Project Goal

The goal of this project is to stabilize and restore these valuable cultural resources in a technically sound and historically appropriate fashion in order to preserve them for enjoyment by future generations.

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 technical specifications should be prepared 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: Meet with the designated Project Team to review the scope of work, develop a preliminary schedule, review historical attributes, and confirm the project goals and objectives.
- B. Design Development Package
- C. 95% Construction Documents
- D. 100% Construction Documents

- E. Bidding Support
- F. Construction Administration

* It is understood the designated Project Teams may require additional in-person meetings to review the project deliverables noted above and provide feedback.

7. **Required Areas of Expertise**

The Consultant shall have expertise in the following disciplines: civil and structural engineering, masonry restoration, landscape architecture, and MA public bidding and construction.

8. **Submission Deadline and Instructions**

Qualified applicants are requested to submit technical proposals marked 19-41 Design Services - Old Burying Ground and Mt. Pleasant Cemetery-Technical Proposal with the applicant's name and address on the front. Applicants should provide one (1) signed original proposal and four (4) copies. In a separate envelope submit cost proposal on form provided in envelope marked 19-41 Design Services - Old Burying Ground and Mt. Pleasant Cemetery-Price Proposal Fax or electronic submissions will not be accepted as substitutes for paper copies.

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 Thursday, August 29th at 10:00am 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.

Technical Proposal shall respond to the Scope of Services and shall be presented in the following format:

- a. Letter of Transmittal
- b. Project Narrative
 - Describe the general approach to completing the project
 - Describe the specific tasks, including those listed in the Scope of Services, necessary to complete the project and the level of effort associated with each of the tasks
- c. Schedule
 - Outline of the schedule for completion of tasks (timeline) as presented in the Project Narrative.
 - Estimate the total time required to complete the work.
- d. Project Management & Personnel
 - Describe the organization of the design team, including sub-consultant participation
 - Name and provide a resume for key personnel
- e. Firm Qualifications
 - A brief statement describing the firm's qualifications
 - Provide examples of similar projects the firm has completed

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 Friday, August 23, 2019 at 12:00pm 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 26, 2019 at 4:00pm.

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.

Applicants 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.

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. Pre-Proposal Briefing

A pre-proposal site briefing will held on **Tuesday August 20th, 2019 at 10:00am** at the Pleasant Street entrance of the Old Burying Ground.

11. 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.

12. 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:

Highly advantageous 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 begin the project by September 16, 2019 and proceed uninterrupted until project completion will be considered Highly Advantageous (5 points)
 - ♦ Ability to devote sufficient resources to begin the project by October 16, 2019 and proceed uninterrupted until project completion will be considered will be considered Advantageous (3 points)
 - ♦ Ability to devote sufficient resources to begin the project by November 16, 2019 and proceed uninterrupted until project completion will be considered 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 five (5) or more previous contracts will be considered Highly Advantageous (5 points)
 - ◆ Favorable references regarding three (3) but less than five (5) 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)

13. Initial Fee Proposal

The proposed fees, which are to be itemized by project site and will be subject to negotiation, are not to exceed \$60,000. 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.

14. 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*.

Price Proposal Form
Town of Arlington
Design Services
A. Old Burying Ground – Perimeter Wall Repairs
B. Mt. Pleasant Cemetery – Mound Tomb Repairs
August 29, 2019

PROPOSER:

PROJECT: Design Services for:

A. Old Burying Ground – Perimeter Wall Repairs

Proposed Price (in words): _____

Proposed Price (in numbers): \$ _____

B. Mt. Pleasant Cemetery – Mound Tomb Repairs

Proposed Price (in words): _____

Proposed Price (in numbers): \$ _____

*Please attach estimated budget and breakdown by project task per project site of professional service fees, assigned project staff and hourly billing rates.

Print Name

Title

Signed

Date

CERTIFICATE OF NON-COLLUSION FORM
Town of Arlington
Design Services
A. Old Burying Ground – Perimeter Wall Repairs
B. Mt. Pleasant Cemetery – Mound Tomb Repairs

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

Design Services

A. Old Burying Ground – Perimeter Wall Repairs

B. Mt. Pleasant Cemetery – Mound Tomb Repairs

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.**