

**TOWN OF ARLINGTON
MASSACHUSETTS**

19-42

REQUEST FOR PROPOSALS

The Town of Arlington is seeking proposals from qualified individuals and firms for professional services for the following:

BID #19-42 LANDSCAPE ARCHITECTURAL DESIGN SERVICES – LUSSIANO/NORTH UNION PLAYGROUND AND CONNECTING PATHWAYS

The Town of Arlington, acting thru the Park and Recreation Commission seeks proposals from Landscape Architectural Firms to prepare a final design and construction administration for upgrades and improvements to the Lussiano/North Union Playground and Connecting Pathways.

Proposals are invited and will be received by the Town Manager, Town of Arlington, Massachusetts on or before **1:00 PM Thursday August 29, 2019** at the Town Manager's Office/Purchasing Department, Town Hall Annex, 730 Massachusetts Avenue, Arlington MA 02476-4908.

Six (6) copies of technical proposal shall be submitted in a sealed envelope marked "**Bid #19-42 Landscape Architectural Design Services – Lussiano/North Union Playground and Connecting Pathways - Technical Proposal**" and one (1) copy of the price proposal in a sealed envelope marked "**Bid #19-42 Landscape Architectural Design Services – Lussiano/North Union Playground and Connecting Pathways - Price Proposal**"

Proposals delivered after the appointed time and date will not be considered.

General information, proposal instructions, and the scope of work are available at the Town Manager's Office/Purchasing Department.

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

August 14, 2019

TOWN OF ARLINGTON
Adam W. Chapdelaine
Town Manager

Request for Proposal
Lussiano/North Union Playground and Connecting Pathways Design

The Arlington Park and Recreation Commission is soliciting Proposals from selected landscape architectural firms to prepare a master plan for the park, final design and construction administration for upgrades and improvements to the Lussiano/North Union Playground and Connecting Pathways. This includes all necessary ADA upgrades to the facility per the ADA. The available budget for the project is **\$425,000**.

Proposals are due **August 29, 2019, no later than 1:00 PM** at the Town Managers Office/Purchasing Dept., Town Hall Annex, 730 Massachusetts Ave., Arlington, MA 02476.

The following is a description of the selected site and anticipated Scope of Work.

Lussiano/North Union Playground and Connecting Pathways is located between North Union Street and Everett Street in Arlington, MA. The scope of work includes upgrades and improvements to the Lussiano Playground and Connecting Pathways, which were last improved over twenty years ago. The project includes connecting pathways from North Union Street and Everett Street. The project does not include improvements to the athletic field. The selected landscape architect should recommend where existing landscape elements can be rehabilitated or reused, and where new design and construction is needed.

Scope of Services

The Scope of Services for the above project includes the preparation of the following information to assist the Park and Recreation Commission in the final design and construction of this facility.

- Site observations and review of existing documents provided by the town.
- Preparation of a Concept Design master plan of the site.
- Preparation of illustrative site plans of potential site improvements and alternatives during Design Development.
- Narrative description of proposed improvements describing the anticipated design and construction.
- Define requirements for any other Board, Committee or Commission. i.e. Conservation Commission and Redevelopment Board
- Detailed Cost Estimate
- Estimated Construction Schedule
- Regular meetings with representatives of the Park and Recreation Commission, and representatives from the Public as needed.
- Preparation and presentation of the final design phase to the Park and Recreation Commission.
- Bid Documents and Bid Materials including assistance with the bid opening and bidder evaluations/selection
- Construction Oversight and Final Inspection

Schedule

- Issue RFP – August 2019
- Proposals Due – August 29, 2019***
- Notice to Proceed – September 2019***
- Complete Design – November 2019***
- Bid Project – January 2020***
- Construction Oversight - February 2020 to completion***

Proposal Submission Requirements

The response to this RFP can be in letter form and should include the following information.

- Relevant Experience
- Project Team
- Approach
- Fee

The selection criteria will be based on the ability of the firm to produce the work within the time frame set forth by the Park and Recreation Commission, experience with similar projects and the proposed fee. Please address any questions regarding this RFQ to Stacey Mulroy, Arlington Recreation Department, 781-316-3880 or via email to smulroy@town.arlington.ma.us.

CERTIFICATE OF NON-COLLUSION

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

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

Social Security Number or
Federal Identification Number

Signature of Individual or Responsible
Corporate Officer and Title

NON-COLLUSION FORMS

MUST BE SIGNED AND

SUBMITTED WITH BID