

REQUEST FOR PROPOSALS (RFP)
Sustainable Transportation Plan
RFP # 19-50

The Department of Planning and Community Development (DPCD) acting through the Town Manager is requesting proposals from qualified individuals and firms for Consulting Services related to developing a sustainable transportation plan for the Town of Arlington.

For further information contact Jennifer Raitt, Director of Planning and Community Development, at 781-316-3092, or jraitt@town.arlington.ma.us.

The RFP may be viewed and downloaded from the Town website www.arlingtonma.gov/purchasing.

Proposals must be received by the Purchasing Officer, Town of Arlington, Massachusetts on or before 2:00 p.m. Tuesday, November 5, 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 October 23, 2019 at 1:30 p.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 4:00 p.m. Thursday October 24, 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.

Three (3) copies of technical proposal and a USB drive with the technical proposal in searchable PDF format must be submitted in a sealed envelope marked "RFP #19-50 – Sustainable Transportation Plan - Technical Proposal" and one (1) copy of the price proposal in a sealed envelope marked "RFP #19-50 – Sustainable Transportation Plan - 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

October 16, 2019

**REQUEST FOR PROPOSALS
SUSTAINABLE TRANSPORTATION PLAN
OCTOBER 16, 2019**

Responses Due: November 5, 2019 at 2:00pm
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 –50

I. OVERVIEW/ PURPOSE

The Town of Arlington, acting through its Department of Planning & Community Development (hereinafter referred to as DPCD) seeks proposals from consultants to develop a sustainable transportation plan. Specifically, DPCD seeks the professional services from experienced planning, transportation or engineering firms qualified to prepare a town-wide transportation plan with a 20-year vision that addresses and balances the needs of all transportation modes. The sustainable transportation plan should emphasize transitioning everyday travel to environmentally-sustainable modes such as walking, bicycling, public transportation, rideshare, micro-mobility, and emerging low-carbon technologies, including electric automobiles. The final deliverable should include a mix of text, photographs, maps, and illustrative drawings such as map diagrams, infographics and/or street cross-sections. The project will be overseen by DPCD. A Sustainable Transportation Plan Advisory Committee will work with DPCD on the plan process and provide input as the plan develops.

This effort is funded through an appropriation of \$60,000 from Town Meeting for Fiscal Year 2020, and \$20,000 in Arlington Community Development Block Grant funds, for a total project budget of \$80,000.

II. BACKGROUND INFORMATION

Arlington transformed into a streetcar suburb in the early to mid-20th century and is now a densely developed town of approximately 45,000 people. About 85% of the land area in Arlington is zoned residential and the remaining 15% of land is zoned open space, commercial, and industrial. The business and industrial districts are generally along Massachusetts Avenue and Broadway in the southeast and between Massachusetts Avenue and Summer and Lowell Streets in the northwest. Arlington has approximately 33 acres of protected open space.

Arlington has a strong network of streets, sidewalks, pathways, and trails. Although most of the older neighborhoods in town were laid out on compact and connected street grids, with narrow streets,

sidewalks, and shade trees, newer neighborhoods in the hillier northern sections have suburban street patterns that may lack sidewalks and easy connections between streets. Several major state roadways are easily accessible to residents or pass directly through town. These include Route 2, on the southern border of the town separating it from Belmont; Route 16, on the eastern border separating Arlington from Cambridge and Somerville; Route 2A; Route 3; and Route 60. The town features ten MBTA bus routes traversing the town, including Route 77, a frequent bus route along Mass Ave that is also an MBTA Key Bus Route. Alewife Station in Cambridge is located to the southeast of town, providing Red Line service directly to Somerville, Cambridge, and Boston. The Minuteman Bikeway provides non-motorized travel through the middle of town and connects directly to Alewife to the east, a critical “last mile” connection for pedestrians and cyclists to a key public transportation hub, and to Lexington and Bedford to the west. The Alewife Brook Greenway provides a unique recreational resource along the east edge of the town and also serves as an enhanced connection to Alewife Station and parts of Somerville.

According to the 2015 Arlington Master Plan, 66.5% of commuters drive to work alone, 6.8% carpool, 17.7% take public transportation, 0.9% bicycle, 1.8% walk, 4.7% work at home, and 0.3% use other means to get to work. Top commuting destinations for workers are Boston, Cambridge, Lexington, Burlington, and within Arlington. More recently the 2019 Envision Arlington Town Survey,¹ which received just over 4,500 responses, also asked about mobility within Arlington. The majority of respondents to the survey (72%) drive a personal car as their primary mode of transportation, followed by walking (14%), public transportation (7%), and bicycling (5%). Focusing on walking and bicycling, the Minuteman Bikeway is one of the most frequently traveled non-motorized corridors in the state, with an average of 2,700 trips per day and peaks of well over 4,000 trips on weekends.

The Town is involved in several regional transportation initiatives and committees. These include: participation in the MAPC regional bike share initiative; membership as an At-Large Town on the Boston Region Metropolitan Planning Organization; and BostonBRT, for which the town received \$100,000 to pilot bus rapid transit elements on Mass Ave in East Arlington in fall 2018, and as a result is permanently installing a bus priority lane in October 2019.

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. The Select Board also oversees traffic and parking issues in the town, and approves most town actions that affect transportation. The Transportation Advisory Committee (TAC) serves as an advisory committee to the Select Board on matters of transportation, and is made up of eight citizen members appointed by the Select Board and three members representing the following town departments: DPCD, Public Works, and Police. The Arlington Bicycle Advisory Committee (ABAC) is tasked with promoting bicycling and addressing issues about bicycle travel around town, with a particular emphasis on the Minuteman Bikeway. The Parking Advisory Committee (PAC) reviews issues related to parking and meter management, especially in Arlington Center, although its charter has recently been updated to include commercial areas in East Arlington and Arlington Heights. In addition to town committees, there are two organizations within the town that advocate on transportation issues and often collect data on walking and bicycling: Walking In Arlington and East Arlington Livable Streets (EALS). In fall 2018, the Town hired a Senior Transportation Planner, a member of DPCD, to coordinate various transportation initiatives underway and provide strategic and operational staff support on transportation matters. The Senior Transportation Planner will serve as the project manager for this effort.

¹ <https://www.arlingtonma.gov/town-governance/all-boards-and-committees/envision-arlington/survey-results>

The Master Plan² and Subsequent Implementation

In May 2015, Arlington Town Meeting voted to endorse the Arlington Master Plan, “Your Town Your Future” with approximately 75% of Town Meeting Members voting in favor of the plan. The Master Plan sets forth policy goals and strategies for the community. Specific to transportation within the town, the Master Plan discusses existing traffic conditions and services, parking, bicycle and pedestrian facilities, public transportation, safety concerns, and broad transportation issues such as areas of high congestion. Several recommendations are identified to improve multi-modal access and conditions, address parking issues, and improve traffic flow.

While the Master Plan provides goals and strategies for transportation planning in Town, a number of emerging mobility issues were not fully addressed, including technologies that are starting to change travel patterns and behaviors, such as connected and Autonomous Vehicles, transportation network companies, shared micro-mobility services, and electrification. Recent projects are challenging established notions of how curbside space should be used, methods for reducing congestion, and how to prioritize moving people versus moving vehicles particularly the bus priority lane and other bus rapid transit elements on Massachusetts Avenue in East Arlington. The challenges of sharing streets for multiple modes are happening locally, and are highlighted in the Commission on the Future of Transportation in the Commonwealth’s 2018 Report (“Choices for Stewardship: Recommendations to Meet the Transportation Future”)³ and the recently released 2019 MassDOT report on statewide congestion (“Congestion in the Commonwealth: Report to the Governor 2019”).⁴ Beyond transportation safety and access within the town itself, regional connections and collaboration with neighboring communities are becoming increasingly important to combat acute traffic congestion, create seamless connections for bicycling and walking, and accelerate public transportation operations.

Plan Scope and Included Elements

The scope of the plan should cover a wide variety of transportation issues for the whole town. Data, enforcement, maintenance, sustainability, access, and equity will be important threads throughout the entire plan. Elements may include:

- Shifting to increased use of environmentally-sustainable transportation modes
- Transportation sector’s impact on greenhouse gas emissions and net zero carbon efforts
- Demographic trends and shifts affecting transportation
- Safety, accessibility, and Vision Zero efforts
- Quick response tactical interventions
- Electrification of the transportation system
- Safe Routes to Schools and safe walking and biking access for children
- Emerging and alternative technologies
- Data-driven decision making to act with awareness of the full context
- The street as a place for people
- Regional transportation connections
- Human service transportation planning connections
- Public engagement in transportation process and decisions
- Curbside space and management

² <https://www.arlingtonma.gov/departments/planning-community-development/master-plan>

³ <https://www.mass.gov/orgs/commission-on-the-future-of-transportation>

⁴ <https://www.mass.gov/service-details/congestion-in-the-commonwealth-2019>

- First mile/last mile connections
- How land use and urban design can influence travel behavior and support sustainable transportation modes

These elements must be analyzed within the context of existing policies and plans related to transportation the Town has in place. Besides the Master Plan, these include but are not limited to: the Town Bylaw Title III, Public and Private Ways, the Traffic Rules and Orders, the Complete Streets Policy and Prioritization Plan; Arlington Center Parking Study and previous parking studies for East Arlington; Mass Ave Phase 2 Redesign; Town of Arlington Transportation Assessment Study (2002); the Koff Report; and various guidelines and policies developed by the TAC or ABAC, including the Crosswalk Guidelines, Traffic Calming Guidelines, and Bicycle Facility Design Guidelines. The plan will also connect to parallel Town planning efforts coordinated by DPCD and currently taking place or upcoming, such as the Climate Action Plan and Net Zero Action Plan.

III. SCOPE OF SERVICES

The selected consultant will be expected to complete the following Scope of Services.

A. Data Analysis, Visioning, and Implementation Strategy:

The plan should be composed of three main elements: 1) data collection and analysis of existing conditions; 2) visioning for the future of the transportation system in Arlington; and 3) an implementation strategy linked to the Town's annual and five-year capital planning and long-range financial planning process with performance measures and targets.

1. Data collection and analysis is a critical component of the plan. Any data collected should be multimodal in nature, including walking, bicycling, public transit usage, freight, private vehicles, and private shuttles as data is available. The consultant will be expected to leverage existing data to:
 - a. analyze the existing transportation system's capacity and utilization for all modes and identify gaps or deficiencies in the system, both for the present and forecasted into the future
 - b. develop a set of data-based measures for tracking progress towards meeting goals and targets, particularly those related to the function of the system (performance measures); and
 - c. present all data and metrics using succinct and compelling data visualization techniques.
2. The primary goal of this project is to develop a transformative vision for the future of transportation in the Town of Arlington that is informed by data analysis, demographic trends and forecasts, emerging climate change issues, existing infrastructure needs, and national/regional best practices. The plan and the implementation strategy should be imbued with a contemporary understanding of how people get around; current design approaches grounded in complete streets, green streets, active transportation, and shared streets concepts; and technology where mobile internet platforms inform how transportation choices are made.
3. The implementation strategy will include an Action Plan and be strategically linked to fiscal planning processes and policy changes. Realistic targets and trackable milestones are needed to ensure the Town is moving towards implementing the recommendations of the plan. The plan

should recommend lower-cost “early action” projects, transportation network improvements, and future projects and programs for each mode with a strategic implementation plan. It should also include approaches that utilize pilots and demonstration projects and provide models for how the Town can address transportation issues in the future. Arlington recognizes that significant constraints in transportation funding limit the extent to which major transportation projects will be accomplished. Therefore, Arlington’s Sustainable Transportation Plan should work within this constraint, identifying low-cost approaches, public/private partnerships, and other innovative ways of accomplishing more with less.

B. Public Participation and Outreach

Public outreach and community buy-in are critical to the implementation of the Sustainable Transportation Plan. To advise and provide feedback on the development of the Plan, the Arlington Select Board approved the creation of a Sustainable Transportation Plan Advisory Committee. The Committee is made up of citizen representatives from transportation-related existing town committees, business owners and residents, local advocacy groups, and several key Town Departments:

1. Transportation Advisory Committee
2. Bicycle Advisory Committee
3. Parking Advisory Committee
4. Disability Commission
5. East Arlington Livable Streets
6. Walking In Arlington
7. Department of Planning and Community Development
8. Department of Public Works
9. Arlington Police Department
10. Health and Human Services Department
11. Town Manager’s Office
12. Arlington business community

The Consultant will be expected to engage with this committee at critical points along the development of the plan, and attend up to four (4) meetings; however, committee oversight and administration will be handled by the DPCD.

To develop the Sustainable Transportation Plan, the Consultant should develop a public participation plan in consultation with the Advisory Committee to be carried out for efficiently engaging with the public to maximize public involvement and opportunity for review and comment. This includes developing materials and drafts of plan elements that can be presented to the public. Engagement with a diverse and broadly representative segment of the population in a variety of means should be considered, including focus groups and online resources such as Survey Monkey and/or an interactive input map. The Consultant should expect to attend up to two (2) pre-scheduled events as part of the public outreach process. However, the majority of the public participation tasks and events may be conducted by Town staff and the Advisory Committee. The Consultant’s time should be oriented towards plan development as described in the previous section.

In addition, the resulting plan should be easily accessible to the public, in terms of its format and narrative description. Use of graphical elements such as maps, photographs, charts, infographics, and

tables should be utilized to ensure clarity in its analysis, conclusions, implementation strategy, and overall intent.

C. Staff Role

Town of Arlington staff, primarily from DPCD, will be closely involved and oversee the project. The Consultant is expected to attend meetings with staff and the Sustainable Transportation Advisory Committee and develop the necessary materials, including handouts, maps and slide presentations. Town staff may present information prepared by the Consultant at Town Meeting or to the Select Board without the Consultant's attendance. Additionally, staff will take primary responsibility for scheduling meetings, posting notices for meetings, preparing meeting minutes, and attending all meetings. Staff will provide any reasonably necessary baseline data, traffic and speed counts, the Master Plan, GIS data and maps, and any other relevant materials in electronic format.⁵

IV. PROJECT SCHEDULE

Work is expected to start in January 2020. The timeframe of developing the plan, from start to finish, is expected to be approximately twelve (12) months. The Consultant must submit a reasonable timeline to complete the project as part of the proposal.

V. DELIVERABLES

The Consultant will deliver two (2) color hard copies of the final report, along with high-quality electronic copies of the same in a Microsoft Word compatible version and a searchable PDF version. Any data collected in support of the plan shall be provided to the Town, including GIS data and background data for charts and graphs. All materials will become the property of the Town of Arlington.

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 transportation planning and engineering and community engagement on projects of similar size and scope, with a particular emphasis on walking, bicycling, and public transportation.
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/team must have previous experience in similar projects. Successful completion of a minimum of three (3) similar projects within the last five (5) years is required, and completion of five (5) overall is desired.
4. The firm/team must have proven experience in the public and private sector and in working with federal, state and municipal agencies, and neighborhood/business organizations.
5. The volume of the proposed project manager's 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.

⁵ Some older information may only be available in a hard copy format.

6. The firm/project manager/team must have strong skills in facilitation of large and small public meetings and managing the process of collaborative public participation, or be able to provide and work with someone with that skill set.

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. The Town reserves the right to conduct interviews as part of the selection process.

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 sub-consultants to be assigned to the Project, including professional registration of the sub-consultants and their qualifications.

Highly Advantageous: The plan of services proposes a detailed, logical, creative, collaborative 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 in sustainable transportation planning and engineering and community engagement, prior experience with community-wide transportation plans, and understanding of innovative transportation technologies.

Highly Advantageous: The Consultant has at least five (7) years of experience consulting with public and private entities the successful completion of five (5) similar transportation-oriented projects within the last five (5) years.

Advantageous: The Consultant has at least five (5) years of experience consulting with public and private entities on transportation-oriented 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 public and private entities on transportation-oriented 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 public and private entities on transportation-oriented projects of similar size and scope to this project. The Consultant cannot demonstrate the successful completion of similar projects.

3. Responsiveness of proposal, including a demonstrated understanding of all project components, creativity in addressing emerging transportation topics, and public outreach needs.

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.

4. Strength and credibility of client references. The Consultant shall demonstrate prior client satisfaction with working relationship, project management capabilities, meeting project budget and schedule, and technical expertise in developing similar projects. References should aim to include clients who have worked with the designated Principal and/or project manager.

Highly Advantageous: More than three clients who consider your services satisfactory or better. Projects were completed within budget and on schedule with minimal, insignificant delays.

Advantageous: Three clients who consider your services satisfactory or better. 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: Three or more clients not all of whom consider your services satisfactory or better. 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: Fewer than three clients who consider your services satisfactory or better, or three or more clients who consider your services unsatisfactory. 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 their 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 “RFP #19-50- Sustainable Transportation Plan - Technical Proposal”.
 1. Cover letter, including a profile introducing the firm, as well as the name, telephone numbers, and email address of the primary contact for the project.
 2. General description of the firm/team's experience.
 3. Description, with examples, of the firm/team's experience in working with municipalities to successfully complete sustainable transportation and implementation plans.
 4. A detailed work plan, based on the 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.
 5. An outline of the schedule for completion of tasks (timeline) as presented in the firm/team's approach to the scope of services.
 6. 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.
 7. Three (3) to five (5) 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).
 8. Other pertinent information about the firm(s) that would aid the Town in making a selection.
 9. Completed Required Forms.
 10. Evidence of insurance coverage, including general and professional liability and Workers' Compensation insurance.
- Sealed Submission, one (1) copy, clearly marked “RFP #19-50- Sustainable Transportation Plan - Price Proposal”.
 1. Completed Price Proposal Form (attached)
 2. Estimated breakdown by task 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.

A Selection Committee will be convened to review proposals. Committee members will be drawn from Town staff, Sustainable Transportation Advisory Committee members, 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 Consultant through written notice to all of the respondents.

An optional Project Briefing Session to address Consultants' questions and provide access to relevant Town plans and studies will be held in the Arlington Town Hall on Wednesday October 23, 2019 at 1:30 p.m. To confirm your attendance at the project briefing session, please contact Jennifer Raitt at (781) 316-3092 or by email at jraitt@town.arlington.ma.us. 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 4:00 p.m. Thursday October 24, 2019 .

Responses to the RFP are due by **2 PM on November 5, 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

If it is determined to be necessary, any interviews with prospective consultants will be scheduled in November 2019.

IX. PROJECT FUNDING

Consultants must complete the attached Price Proposal Form under separate cover. The project funding is a lump sum fee of \$80,000. Project fees must be provided for each Project Component of work as described in the Scope of Services. Fees shown must 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
SUSTAINABLE TRANSPORTATION PLAN**

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
SUSTAINABLE TRANSPORTATION PLAN**

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
(To be place in a separate sealed envelope)

RFP #19-50 Consultant Services
TOWN OF ARLINGTON
SUSTAINABLE TRANSPORTATION PLAN
Arlington, MA 02476

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

PROPOSER

PROJECT: Consultant Services for Sustainable Transportation Plan

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