

REQUEST FOR QUOTES (RFQ)
Town of Arlington
Open Space and Recreation Plan Update
RFQ # 20-45

The Department of Planning and Community Development (DPCD) acting through the Town Manager is requesting quotes from qualified individuals and firms for Consulting Services related to updating the Open Space and Recreation Plan for the Town of Arlington.

For further information contact Emily Sullivan, Environmental Planner, at 781-316-3012, or esullivan@town.arlington.ma.us. The RFQ may be viewed and downloaded from the Town website www.arlingtonma.gov/purchasing.

Proposals must be received by the Purchasing Agent, Town of Arlington, Massachusetts on or before 1:00 p.m., Thursday, October 29, 2020 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 virtual briefing on the RFQ and the scope of work is scheduled for Wednesday, October 21, 2020 at 1:00 p.m. via Zoom. All prospective applicants are encouraged to attend. Questions about the RFQ may be submitted by Thursday, October 22, 2020. Responses to questions, including those raised at the briefing session, will be sent to those requesting the RFQ and posted online as addenda to the RFQ. Please email Emily Sullivan, esullivan@town.arlington.ma.us, to get the Zoom meeting information for the virtual briefing and to submit questions.

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 "RFQ #20-45 Open Space and Recreation Plan Update - Technical Proposal" and one (1) copy of the price proposal in a sealed envelope marked "RFQ #20-45 Open Space and Recreation Plan Update - 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 12, 2020

REQUEST FOR QUOTES
Open Space and Recreation Plan Update

Responses Due: October 29 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: Emily Sullivan, 781-316-3012
Email: esullivan@town.arlington.ma.us

RFQ No. 20-45

I. OVERVIEW/ PURPOSE

The Town of Arlington, acting through its Department of Planning and Community Development (hereinafter referred to as DPCD), seeks proposals from Consultants to update the current 2015-2022 Open Space and Recreation Plan, which is due to expire in May 2022. Specifically, DPCD seeks professional services from experienced planning and environmental design firms qualified to prepare Open Space and Recreation Plans in accordance with the guidelines and requirements developed by the Massachusetts Executive Office of Energy and Environmental Affairs, Division of Conservation Services (EOEEA/DCS). It is expected that the Consultant will work with DPCD staff, members of the Open Space Committee (hereinafter referred to as OSC), and other Town staff and committee members as appropriate to prepare a draft updated Plan for state approval.

This project is funded through the Arlington Community Preservation Act Committee as approved by Town Meeting for Fiscal Year 2021 for up to \$35,000.

The current 2015-2022 Plan is available for viewing on the Town's Open Space Committee web page at <https://www.arlingtonma.gov/town-governance/all-boards-and-committees/open-space-committee>

II. BACKGROUND INFORMATION

The Town of Arlington is located in eastern Massachusetts, six miles northwest of Boston at the edge of the Boston Basin floodplain. The community is about 5.5 square miles in size with a population of about 44,000. About 80 percent of the land area is developed in small residential lots ranging from 3,500 to 9,000 sq. ft. Open space and recreation facilities constituting about 13 percent of land are distributed throughout the town and many are linked by the Minuteman Bikeway corridor parallel to Massachusetts Avenue, the primary roadway through town. About 8 percent of undeveloped areas consist of lakes and ponds throughout the town.

The Town of Arlington has had an Open Space Committee and a state-approved Open Space and Recreation Plan in place since 1996. This update will be the fifth such consecutive Plan. The current Plan is integral to the Town of Arlington Master Plan (2015), which addresses a wide range of town goals and needs, as well as to many other Town plans, reports and programs relating to parks, playgrounds, playing fields, natural resources, conservation land, sustainable development, climate resiliency, and other open space issues. The Open Space and Recreation Plan has also been integral in the development of the Town's Municipal Vulnerability Preparedness Report (2018) and Hazard Mitigation Plan (2020).

The Open Space Committee membership includes interested citizens and representatives from the following departments and commissions: Department of Planning and Community Development, Department of Public Works, Park and Recreation Commission, Conservation Commission, Envision Arlington, and Arlington Redevelopment Board. As with many Arlington town committees, the members are recommended by the Town Manager and approved by the Select Board for three-year terms.

III. SCOPE OF SERVICES

A. Background Review

Kick-off Meeting: The Consultant will meet with OSC members to discuss the Goals and Priorities of the Plan Update Process, review the Scope of Work and project timeline, and assess the related available documents. Members of the committee will be involved in helping to gather information and reviewing draft sections of the Plan, but the Consultant is expected to devote the time needed to conduct research, prepare all required documents, and participate in meetings with the committee and engagement events with the community.

Document Review: The Consultant will review relevant materials, including previous Arlington Open Space and Recreation Plans and other related Town plans and reports.

B. Goals and Priorities of the Plan Update Process

The Consultant will meet all current state requirements by collating and analyzing information from many sources to be incorporated into the Plan goals, objectives, and action plan for the next seven years. These materials will include local print and social media, online resources, Envision Arlington's annual surveys, public meetings, town staff and committees, and other sources to ensure that the updated Plan accurately reflects current residents' views about open space and recreation issues and needs.

The Consultant will undertake several critical tasks, among other responsibilities as needed:

- 1) conduct research and compile demographic statistics and other technical information as required by the state guidelines to bring the Plan up-to-date in 2022;
- 2) coordinate with OSC members and others to document town-wide open space and recreation inventories, projects, and accomplishments since the previous Plan update in 2015;
- 3) conduct surveys, public meetings, and other outreach to obtain a full range of community input to develop new goals and objectives for the next seven years;
- 4) provide editorial and graphic design services to ensure that the final Open Space and Recreation Plan document (in both print and electronic versions) is of high quality and meets the needs of the town and the state's requirements;

The Open Space Committee members have already begun to gather information about achievements related to the goals and objectives outlined in the 2015-2022 Plan, and are documenting many projects and activities already underway in the town's parks and conservation areas.

The final updated Plan must be submitted to the state EOEEA/DCS in March or April 2022 so it can be approved before May 2022, when the current Plan expires. This project scope includes any follow-up information required by EOEEA/DCS prior to their granting final approval.

C. Projected Timeline:

Time	Task
2019-2021	Open Space Committee gathers information for the updated Plan
Fall 2020/Winter 2021	Hire Consultant to work with OSC members on the planning and updating process
2021-2022	Continue research, data gathering, public meetings, and other work to draft an updated Plan
Spring 2022	Submit updated Open Space and Recreation Plan to EOEEA/DCS for state approval
May 2022	Receive state approval for updated Plan

D. Preparation of Draft Plan Sections

The Consultant will prepare drafts for all chapters and sections of the Plan, including required appendices, for review by OSC members and others as needed. The drafts should be user-friendly and provide a balanced mixture of text and graphics (including maps and photographs) to meet the state guidelines, accurately describe current conditions, and provide readers with a clear set of open space and recreation goals and objectives for implementation over future years.

The Consultant will prepare up to two iterative drafts for each chapter of the Plan, and schedule an appropriate amount of time for OSC members and other stakeholders to review and provide feedback for incorporation into a revised draft. A final draft of the entire Plan and appendices will be submitted to the Open Space Committee for a comprehensive review. Drafts shall be submitted in an editable electronic format.

E. Preparation of Final Open Space and Recreation Plan

The Consultant will prepare the final, complete Plan and appendices following review and consultation with OSC members and DPCD staff.

F. Submittal of Open Space and Recreation Plan for EOEEA/DCS Approval

The Consultant will work with OSC members to submit the final Plan to EOEEA/DCS for approval and make any revisions as directed by EOEEA/DCS for approval.

IV. PROJECT SCHEDULE

Work is expected to begin in late 2020 or early 2021. The goal is to present the final Plan to EOEEA/DCS in the early spring (March-April) of 2022. The Consultant shall prepare a reasonable timeline to initiate and complete all aspects of the project.

V. DELIVERABLES

The Consultant will deliver twenty-five (25) printed copies of all final reports as approved by the state, along with high-quality electronic copies of the same in a Microsoft Word compatible version and a searchable PDF version. 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 the successful preparation of Open Space and Recreation Plans for similar types of municipalities in Massachusetts.
2. The firm/team must have familiarity with all state guidelines and requirements for such plans. Successful completion and state approval 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 principal and project manager to be assigned to this project must be available for meetings with the committee on days or evenings, as required.
4. 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 RFQ.

VII. SELECTION CRITERIA

The Town will award the contract to the Consultant offering the most advantageous response to this RFQ, taking into consideration all evaluation criteria. The selection process will include an evaluation procedure based on the criteria identified below. Finalists may 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 Consultants to be assigned to the Project, including professional registration of the Consultants and their qualifications.

Highly Advantageous: The plan of services proposes a detailed, logical, creative, 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 managing and preparing similar Open Space and Recreation Plan updates.

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

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

3. Strength and credibility of client references. The Consultant shall demonstrate prior client satisfaction with working relationship, project management capabilities, technical expertise, and adherence to the state requirements in developing similar projects.

Highly Advantageous: More than three clients who consider your services satisfactory or better.

Advantageous: Three clients who consider your services satisfactory or better.

Not Advantageous: Three or more clients not all of whom consider your services satisfactory or better.

Unacceptable: Fewer than three clients who consider your services satisfactory or better, or three or more clients who consider your services unsatisfactory.

4. 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, creative, and comprehensive plan that addresses all project Goals and Priorities as stated in the RFQ.

Advantageous: The response contains a clear plan that addresses most of the project Goals and Priorities as stated in the RFQ.

Not Advantageous: The response does not contain a clear plan to address many of the project Goals and Priorities as stated in the RFQ.

Unacceptable: The response does not contain any plan to address the project objectives stated in the RFQ.

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

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

Advantageous: 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: 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: 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

Each interested qualified firm must submit its response addressing the objectives, scope and schedule described in this RFQ. 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 "RFQ #20-45 Open Space and Recreation Plan Update - Technical Proposal".
 1. Cover letter, including a profile introducing the firm, as well as the name, telephone number, 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 implement recent Open Space and Recreation 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 RFQ.
 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. 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).
 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 "RFQ #20-45 Open Space and Recreation Plan Update - 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 and OCS 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 RFQ, 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.

A Project Briefing Session to address Consultants' questions and provide access to relevant Town plans and studies will be held in virtually via Zoom on Wednesday, October 21, 2020 at 1:00 p.m. To confirm your attendance at the project briefing session, please contact Emily Sullivan at 781-316-3012 or by email at esullivan@town.arlington.ma.us. Questions and/or comments may be submitted to Emily Sullivan, Environmental Planner at esullivan@town.arlington.ma.us / 781-316-3012 by October 22, 2020.

Responses to the RFQ are due by **1 PM on October 29**. 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 or early December 2020.

IX. PROJECT FUNDING

Consultants 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 RFQ. 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
Open Space and Recreation Plan Update

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
Open Space and Recreation Plan Update

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)

RFQ #20-45 Technical Consultant Services
TOWN OF ARLINGTON
Open Space and Recreation Plan Update
Arlington, MA 02476

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

PROPOSER

PROJECT: Consultant Services for Open Space and Recreation Plan Update

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