



OFFICE OF THE PURCHASING AGENT

TOWN OF ARLINGTON
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DATE: October 26, 2020

TO ALL BIDDERS

BID NO. 20-45

SUBJECT: Open Space & Recreation Plan Update

ADDENDUM NO. 1

TO WHOM IT MAY CONCERN:

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

SEE ATTACHED QUESTIONS & RESPONSES

All other terms, conditions and specifications remain unchanged.

Very truly yours,

Town of Arlington

Domenic R. Lanzillotti
Purchasing Officer



Open Space Committee

Open Space and Recreation Plan Update: RFQ Briefing Session October 21, 2020

Attendees:

Kerin Shea, The Ciccolo Group
Jack Cohn, The Ciccolo Group
Krista Moravec, Horsley Witten Group
Mark Racicot, Metropolitan Area Planning Council
Michael Moonan, BL Companies
Roberta Cameron, Community Opportunities Group, Inc.
Ann LeRoy, Town of Arlington, Open Space Committee Chair
Emily Sullivan, Town of Arlington, Environmental Planner

Would Master Plans or Community Preservation Plans in combination with OSRPs help to meet the minimum evaluation criteria?

While other planning efforts are relevant, firms should demonstrate their specific experience with OSRP updates and their ability to comply with the State's OSRP requirements.

Is an ADA Self-Evaluation part of the scope of services?

No, an ADA Self-Evaluation is not within the scope of this project. The most recent one was completed in November 2019.

Do bid documents have to have wet signatures, or are electronic signatures acceptable?

Yes, bid documents need to have wet signatures, electronic signatures will not be accepted.

What are Arlington's expectations for public engagement?

Arlington expects a flexible public engagement plan that mixes virtual surveys and other data gathering methods and in-person engagement opportunities when feasible. The appropriateness of these public engagement opportunities (virtual vs. in-person) will be assessed using public health guidance during the plan update.

What are Arlington's expectations for mapping? Will the Town be creating the maps for the plan update, or will the consultant be responsible for map creation?

The Town expects the consultant to be predominantly responsible for map generation. Arlington's GIS Director may be available to share data as needed.

How does Census 2020 data impact the plan update?

It is likely that Census 2020 data will not be available during the plan update. Other validated data sources, such as the American Community Survey, should be considered for the plan update.

How involved will the Open Space Committee be in the update process?

The Open Space Committee will assist the consultant in updating how much progress has been made for the OSRP's actions since 2015. The Open Space Committee has been tracking projects and will share that information with the consultant. Additionally, the Open Space Committee will assist the consultant in the development of goals and actions for the plan update. The Open Space Committee will also review all draft plan materials and provide feedback.

Can an employee's previous experience from another consultant firm count towards the minimum experience requirements?

Yes, an employee on a firm's project team can use experience from another firm to count towards the minimum experience requirements.

Are there other related plans or documents that the consultant should be aware of and reference through the OSRP update?

The following plans and reports should be included in the plan update:

[Master Plan](#)

[MVP Planning Report](#)

[Hazard Mitigation Plan](#)

[Mill Brook Corridor Report](#)

[ADA Self-Evaluation](#)

[Connect Arlington](#) (transportation plan still under development)

[Arlington Reservoir Master Plan](#)

[Mill Brook and Wellington Park Revitalization Project Summary](#)

[Park and Recreation Commission Playground Study](#)