

REQUEST FOR PROPOSALS (RFP)
Minuteman Bikeway Planning Project
RFP # 21-28

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 conducting the Minuteman Bikeway Planning Project.

A copy of the RFP outlining the requirements for submission is available online or from the Purchasing Department. For further information contact Daniel Amstutz, Senior Transportation Planner at 781-316-3093 or damstutz@town.arlington.ma.us. The proposal may be viewed and downloaded from the Town website www.arlingtonma.gov/purchasing.

Proposals are invited and will be received by the Purchasing Officer, Town of Arlington, Massachusetts on or before 2:00 PM, June 9, 2021 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. There is a drop box in the Academy Street parking lot on the side of Town Hall for bids to be submitted as Town Hall is closed to the public.

A briefing on the RFP and the scope of work is scheduled May 27, 2021 at 3:00 PM via Zoom. Please register in advance for the briefing session at: <https://town-arlington-ma-us.zoom.us/meeting/register/tJltcOCqjkvGt1xgimcRdf2eaVRYzHvBXbF>. After registering, you will receive a confirmation email containing information about joining the meeting. All prospective applicants are encouraged to attend. Questions about the RFP may be submitted by June 4, 2021, at 12 PM. 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 shall be submitted in a sealed envelope marked "RFP #21-28 – Minuteman Bikeway Planning Project" and one (1) copy of the price proposal in a sealed envelope marked "RFP #21-28 – Minuteman Bikeway Planning Project - 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

May 20, 2021

REQUEST FOR PROPOSALS
Minuteman Bikeway Planning Project
RFP 21-28

Responses Due: June 9, 2021 at 2:00 PM
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

Please note that there is a drop box in the Academy Street parking lot on the west side of Town Hall where bids may be dropped off as Town Hall is closed to the public.

For Further Information Please Contact: Daniel Amstutz, Senior Transportation Planner
Email: damstutz@town.arlington.ma.us

RFP No. 21-28

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 complete a planning study for the Minuteman Commuter Bikeway ("the Bikeway" or "Minuteman Bikeway"). Specifically, DPCD seeks the professional services from experienced planning, urban design, transportation, or engineering firms qualified to develop a plan for the Bikeway that will address safety and access on the Bikeway, identify community goals and priorities, and describe an implementation plan for improvements to the Bikeway. The implementation plan will prioritize a series of infrastructure upgrades and include corresponding conceptual designs with preliminary cost estimates that are actionable and serve as the basis for future grant applications. It is expected that the consultant will work with DPCD and the Arlington Bicycle Advisory Committee (ABAC) to prepare the plan.

This effort is funded through Community Preservation Act (CPA) funding for Fiscal Year 2021 for a total of \$78,000.

II. BACKGROUND INFORMATION

Arlington transformed into a streetcar suburb in the early to mid-20th Century and is now a vibrant community with approximately 85% of the land area zoned residential and the remaining 15% of land zoned open space, commercial, and industrial. The business and industrial districts are generally along Massachusetts Avenue ("Mass Ave") and Broadway in the southeast and between Mass Ave and Summer and Lowell Streets in the northwest. Arlington has approximately 33 acres of protected open space.

The Minuteman Bikeway is a paved, shared-use path that runs approximately 10 miles between Alewife Station in Cambridge and Depot Park in the Town of Bedford. This includes 3.6 miles in Arlington,

through the middle of town, roughly paralleling Mass Ave. It operates as a critical off-road commuter corridor for cyclists to access the MBTA Red Line at Alewife Station and other bike paths in the region. The Bikeway is also heavily used by pedestrians, runners, parents with strollers, young children and teenagers walking or bicycling, wheelchair users, and other users such as skateboarders. Over the last few years new forms of personal mobility devices have been observed using the Bikeway, including e-bikes, e-scooters, and e-skateboards.

The Minuteman Bikeway is a rail-trail that converted a disused railroad corridor that was once part of the Boston & Maine railway network into a shared-use path. The Massachusetts Bay Transportation Authority (MBTA) bought the rail corridor in 1976, shutting down passenger service in 1977 and freight service in 1981. After many years of planning and advocacy the Bikeway was opened in 1993.¹ The Minuteman Bikeway was entered into the Rails-to-Trails Conservancy's "Rail-Trail Hall of Fame" in 2008 and has the honor of being the country's 500th known rail-trail.²

Within Arlington, the Town Manager oversees the maintenance of the Bikeway and approves changes on the Bikeway property. The Town leases the property for the Bikeway from the MBTA at no cost.³ Encroachments to the rail corridor that are not directly associated with Bikeway maintenance must be approved by the MBTA Real Estate Division. Transportation issues along the Bikeway are often the concern of the Arlington Bicycle Advisory Committee (ABAC) and the Transportation Advisory Committee (TAC). Changes to Bikeway crossings that affect the public right-of-way must be approved by the Arlington Select Board. Other Town committees that have been involved with issues relating to the Bikeway include the Tree Committee, Open Space Committee, Parks & Recreation Commission, Community Preservation Act Committee, and Capital Planning Committee.

There are a variety of entry points to the Bikeway within Arlington, some as a result of at-grade road crossings, in addition to many that have been built specifically to access the Bikeway. Formal and informal crossings make it generally easy for residents to get onto the Bikeway wherever they live in town, although not all of them are ADA-accessible. The three main commercial districts in Arlington (Arlington Center, Arlington Heights, and East Arlington) are easily accessible from the Bikeway, as are many parks, open spaces, and some schools. Providing access to the Bikeway is an important feature for adjacent developments and is frequently used as a selling point for new and existing housing. The proximity of the Bikeway is also used as a factor in analyzing trip generation of proposed developments, with the assumption that access to the Bikeway will increase mode share for walking and biking and decrease automobile mode share.

Connections from the Bikeway to other paths in the Boston Region's growing shared-use path network include the Alewife Linear Path, Fitchburg Cutoff Bike Path, Somerville Community Path, and the Alewife Brook Greenway. Additional connections to the Bikeway are planned or soon to be under construction in the future. The Town of Bedford expects to construct the Minuteman Bikeway Extension in 2022 which will extend the Bikeway towards the Bruce Freeman Rail Trail; this project is funded through the Boston Region Metropolitan Planning Organization (MPO). In addition, the Town of Arlington submitted a MassTrails grant request in early 2021 to perform a feasibility and alternatives study for a trail

¹ For more historical information visit <http://minutemanbikeway.org/> and <https://www.trailink.com/trail/minuteman-commuter-bikeway/>.

² <https://www.railstotrails.org/trailblog/2008/june/01/massachusetts-minuteman-commuter-bikeway/>

³ Link to lease documentation:

<https://www.arlingtonma.gov/home/showdocument?id=56118&t=637551108432875017>

connection along the Mystic Valley Parkway to connect the Bikeway directly to the Mystic River Path and over to the northern end of the Alewife Brook Greenway.

The Bikeway is frequently the site of public art projects, especially in East Arlington. The Arlington Commission for Arts and Culture (ACAC) has developed art projects for the Bikeway since 2017 as part of their PATHWAYS program. Current art installations on the Bikeway include Persistence: A Community Response to Pervasive Plastic by Michelle Lougee & Arlington Craftivists; Dots and Dashes by Johnny Lapham; ExtraOrdinary Birds by Resa Blatman; and Colony II and Colony III by Christopher Frost.⁴

A Maturing Bikeway: Efforts to Improve Access and Safety for a Critical Town Asset

The Minuteman Bikeway is now a mature rail-trail with a robust user base and is highly valued by Arlington residents. It is one of the most frequently traveled non-motorized corridors in Massachusetts and continues to see increased usage, with an average of 2,700 trips per day and peaks of well over 4,000 trips on weekends.⁵ Data collected from 2011-2016 was analyzed by DPCD and showed that Bikeway trips increased by more than 250% on weekdays and approximately 230% on weekends over that period.⁶ Working with ABAC and resident volunteers the Town has collected usage data via manual counts since the Bikeway opened. The manual count data has been provided to the Boston MPO for their count database (Bikeway at Swan Place) at regular intervals.⁷ The local advocacy group East Arlington Livable Streets Coalition (EALS) has also collected manual count data, particularly near Lake Street and the Route 2 underpass. In 2019 the Town installed an automated pedestrian-bicycle counter on the Bikeway with funding assistance from the Massachusetts Department of Transportation (MassDOT).

Over time Arlington has made improvements to the Bikeway to address the interaction between new development and the Bikeway. As referenced above, many new connections have been made to the Bikeway via development projects and to connect to public assets such as parks and schools. These include:

- A plaza and connection to a significant housing development next to the Bikeway known as Brigham Square.
- Addition of a direct connection to the Trader Joe's grocery store in Arlington Heights.
- A direct connection adjacent to a recently completed affordable housing project by the Housing Corporation of Arlington (HCA) in Arlington Heights (19R Park Ave). The HCA was required to make a direct connection to the Bikeway as part of its special permit approval and is currently working on the encroachment agreement with the Town and the MBTA.
- A direct connection from the Bikeway to Arlington High School is included as part of the complete reconstruction of the school which is currently underway.

In addition, two 40B housing projects (1165R Mass Ave and Thorndike Place), currently under review, have used their close proximity to the Bikeway to justify lowered single-occupancy vehicle mode share

⁴ <http://artsarlington.org/programs/pathways-art-on-the-minuteman-bikeway/>

⁵ Link to Bikeway count data from September 2020:

<https://www.arlingtonma.gov/home/showdocument?id=56120&t=637551112641160721>

⁶ Link to 2011-2016 Bikeway trip data and graph:

<https://www.arlingtonma.gov/home/showdocument?id=30497&t=636026977985900000>

⁷ https://www.ctps.org/appsloc/bike_ped5/bike_ped_query.html

in their Traffic Impact Reports and have proposed transportation demand management (TDM) measures to leverage the connectivity of the Bikeway.

Entry and access points along the Bikeway are varied in their formality and accessibility. Several have raised safety concerns due to their poor visibility and incidents that have occurred between pedestrians and cyclists. Several years ago an elderly pedestrian was injured by a cyclist on the Bikeway near Hurd Field and Trader Joe's in Arlington Heights. Eventually the Town installed pedestrian warning signage and stencils with the word "slow" on the Bikeway at this location. Another location of concern is the entry point near Gold's Gym in Arlington Heights, which has poor sight distance due to its proximity to the Park Ave underpass and opens immediately onto the Bikeway through a fence. Other access points suffer from poor accessibility and most are not snow plowed during the winter.

Safety on the path between different types of users is raised as a frequent concern. Slower-moving pedestrians often feel at risk sharing the path with faster-moving cyclists and users of new electric personal mobility devices. This tension was highlighted when two cyclists collided on the Bikeway in Lexington in 2019 and one of them – a resident of Arlington – was killed in the crash. Other minor crashes and incidents of aggressive behavior have been anecdotally reported over the years although no formal database of Bikeway crashes is maintained. The Bicycle Advisory Committees of Arlington, Lexington, and Bedford typically hold a joint annual meeting (the Tri-Town Bikeway Committee) to discuss various issues on the Bikeway and have proposed strategies to address user conflicts such as more and better trail etiquette signage and a Bikeway speed limit enforceable against cyclists. The Arlington DPCD analyzed a request from the Lexington Bicycle Advisory Committee proposing a speed limit and recommended against it for a variety of reasons.⁸

The continued safety of users of the Bikeway, particularly between path users and car drivers at at-grade crossings, has been a focus of transportation projects recently completed by the Town. TAC and ABAC have been involved with these transportation projects in advising the Town on improving safety along the Bikeway; these committees are consulted by Town staff and residents on safety issues. These projects have focused on at-grade roadway crossings in Arlington Center and East Arlington, and include:

- The Lake Street/Bikeway project (2020), which replaced an uncontrolled crossing of the Bikeway at Lake Street with a full traffic signal to improve safety and make the crossing more predictable for Bikeway and road users.
- The Safe Travel Project (2018), which improved and clarified the Bikeway connection through the Center and made other improvements to the intersection of Mass Ave and Mystic St/Pleasant St.
- A Rectangular Rapid Flashing Beacon (RRFB) installed at the intersection of the Bikeway and Mill Street.

West of Mill Street, the Bikeway has no at-grade road crossings until just past the Lexington Town Line.

Other concerns raised by path users and residents include lack of dedicated lighting on the Bikeway; invasive vegetation overgrowth which also blocks visibility; "guerilla" artwork on the Bikeway; stormwater drainage and ponding, creating icy conditions during the winter; and overall maintenance of the path and various infrastructure including bridges and staircases along the Bikeway.

⁸ Link to memo from DPCD to Town Manager about Bikeway speed limits:
<https://www.arlingtonma.gov/home/showdocument?id=56160&t=637552230921300781>

The Master Plan⁹, Connect Arlington, and Other Key Planning Initiatives Related to the Bikeway

Many recent and current planning efforts recognize the importance of the Bikeway to the Town and suggest strategies for improving the Bikeway, its connections to other land uses, and leveraging it as a critical Town asset.

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. Regarding 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. The Master Plan specifically mentions the Bikeway with the recommendation to: “Improve conditions, access, and safety for bicyclists, on the Minuteman Bikeway and on local streets. Strengthen connections between the Minuteman Bikeway and commercial districts to increase customers without increasing need for on street parking.”

To expand on the transportation goals and strategies of the Master Plan and address emerging transportation issues, the Town began work in 2020 on a Sustainable Transportation Plan called Connect Arlington. This plan prioritizes sustainable transportation modes to improve safety, mobility, accessibility, economic development, and transparency over the next twenty years. Connect Arlington calls for the completion of this planning project for the Minuteman Bikeway, along with several related strategies. The Bikeway is a critical part of advancing many of the goals of the plan including reducing single-occupancy vehicle use and increasing walking and biking mode share. Connect Arlington is currently being finalized, with endorsement by the Select Board expected in May 2021.¹⁰

In 2014, supported by a Recreational Trails Grant from the State Department of Conservation and Recreation, the Bikeway communities of Arlington, Lexington and Bedford contracted with Toole Design Group to help create a plan for the Bikeway's future as an amenity that preserves its historical and natural characteristics and enhances its use as a recreational and commuter way. As a plan for the entire Bikeway, the plan lacked many specifics for the Bikeway in Arlington, which implemented only some of the recommendations. Parts of the plan have been implemented in Lexington and Bedford including the custom Bikeway signage.¹¹

In 2015, as an outgrowth from the adoption of the Master Plan, the Town adopted Design Standards for three primary corridors in the town, one of which was the Bikeway. The Design Standards provide recommendations in seven categories of urban design principles for how buildings and new construction should be shaped to enhance the physical environment.¹²

The Town received a Local Rapid Recovery Planning (LRRP) grant from the Massachusetts Downtown Initiative that kicked off in spring 2021. Arlington applied for the grant in partnership with the Towns of Lexington and Bedford with the goal of leveraging the Minuteman Bikeway to support local businesses. In Arlington, this work is focused on the Arlington Heights business district. This project is ongoing and is

⁹ <https://www.arlingtonma.gov/departments/planning-community-development/master-plan>

¹⁰ Link to draft final Connect Arlington plan as of April 2:

<https://www.arlingtonma.gov/home/showdocument?id=55726>

¹¹ Link to Navigating the Minuteman Bikeway Plan: <https://www.arlingtonma.gov/home/showdocument?id=22203>

¹² Link to Design Standards: <https://www.arlingtonma.gov/home/showdocument?id=45347>

likely to provide recommendations to improve access, wayfinding, and business promotion to encourage Bikeway users to shop at local stores.¹³

The Town completed its Net Zero Action Plan in early 2021 to provide a roadmap to get to net zero carbon emissions by 2050. A key part of the mobility measures in the plan is to support the strategies of Connect Arlington, and by extension the improvement of the Bikeway.¹⁴

Arlington recently completed an economic analysis of its industrial zoning districts, many of which abut the Bikeway. Zoning recommendations from this project have been put forth by the Arlington Redevelopment Board for a vote at 2021 Annual Town Meeting.¹⁵

III. SCOPE OF SERVICES

The Town of Arlington seeks proposals for professional services from experienced planning, urban design, transportation, or engineering firms qualified to develop a plan for the Bikeway that will address safety and access on and connectivity to the Bikeway, identify community goals and priorities, and describe an implementation plan for improvements to the Bikeway. The implementation plan will prioritize a series of infrastructure upgrades, address connectivity to community assets, and include corresponding conceptual designs with preliminary cost estimates that are actionable and serve as the basis for future grant applications. Infrastructure upgrades will include safety enhancements at at-grade crossings and entry points; plans for “wayside” areas to create a sense of place and providing opportunities to rest; review the feasibility of widening the trail to make path sharing easier; long-term maintenance needs; and feasibility of providing lighting along the Bikeway. A full list of plan elements is provided below.

Bikeway Planning Project

The Minuteman Bikeway Plan should include a combination of narrative, diagrams, maps, data tables, infographics and other visual forms of communication to effectively convey concepts and data necessary to inform the public. At a minimum, the following components will be included in the plan:

1. **A comprehensive assessment of existing conditions on the Bikeway**, including an infrastructure audit and analysis, a review of existing plans/processes/policies, maintenance practices, entry and access points, ADA access, bridges, proposed and planned new connections, current signage, engineering plans related to the Bikeway, and artwork. The analysis will include studying intersections, drainage, lighting, opportunities to add infrastructure (at key nodes along the Bikeway, existing and future access points, waysides for staying and resting opportunities, and locations for temporary and permanent public art installations), and current maintenance.
2. **Develop community goals and priorities that align with and support Connect Arlington**, the town’s Sustainable Transportation Plan. A community engagement plan should be developed to gather feedback on these goals and priorities, as well as final recommendations.

¹³

<https://www.arlingtonma.gov/Home/Components/News/News/10949/2651?backlist=%2fdepartments%2fplanning-community-development%2feconomic-development>

¹⁴ Link to Net Zero Action Plan: <https://www.arlingtonma.gov/home/showdocument?id=55139>

¹⁵ <https://www.arlingtonma.gov/town-governance/boards-and-committees/master-plan-implementation-committee/zoning-by-law-working-group>

3. **Develop policy recommendations around Bikeway usage.** These should address but are not limited to: use of the Bikeway by e-bikes and other electric devices; special events and road races; and data collection and metrics to track general usage, different demographics, and future data needs.
4. **Recommendations for short- and long-term maintenance of the Bikeway,** including pavement rehabilitation, vegetation maintenance, bridges, guard rails, fencing, stormwater, and snow clearance. Recommendations should include cost estimates and staff capacity needs as applicable.
5. **Review of corridor-wide improvements to the Bikeway, including the following:**
 - a. Review of existing trail level of service on the Bikeway and feasibility of widening the Bikeway to reduce conflicts between users. Include cost estimates and break the path into sections with phasing.
 - b. Review of existing nighttime lighting of the Bikeway, including that which is dedicated to the Bikeway and indirect lighting from road crossings or other adjacent properties, and feasibility of providing dedicated nighttime lighting along the Bikeway in Arlington. Include cost estimates, lighting options to reduce impact to adjacent properties, and infrastructure upgrades needed. Coordinate with recommendations for artwork locations and wayside areas.
 - c. Recommendations for clear and legible signage throughout the corridor to enhance safety and awareness, provide wayfinding to key destinations and commercial areas, and communicate trail etiquette, while minimizing sign clutter. Include cost estimates, signage designs, amount of signage and locations. Coordinate with recommendations for artwork locations and wayside areas.
6. **Safety improvements to the Bikeway needed at road crossings and entry points,** as well as street bicycle/pedestrian accommodations within immediate vicinity of the entry points to examine general ability of non-motorized users to enter the Bikeway:
 - a. Safety review of the at-grade, unsignalized road crossings of the Bikeway. These include crossings at Water Street and Linwood Avenue. Provide recommendations for improvements that prioritize Bikeway movement and safety of Bikeway users. Provide conceptual designs graphically showing recommendations to support narrative.
 - b. Safety review of the at-grade, signalized road crossings of the Bikeway. These include crossings at Mill Street, Mass Ave/Mystic St/Pleasant St, and Lake St. These intersections have been improved, but challenges still exist for Bikeway users and some adjustments may be needed to address continuing concerns. Provide conceptual designs graphically showing recommendations to support narrative.
 - c. Access points/entry points – review safety and sight distance at access points and recommend signage/infrastructure/visibility improvements. This review should include the understanding the quality of the road, sidewalk, or property connection from the public realm onto the Bikeway (i.e., how easy and safe it is for users to find the access point to get on the Bikeway), especially for walking or bicycling.
 - i. Additionally, analyze access points that are ADA accessible and provide recommendations for improvements; include entries on both sides of the Bikeway and determine preferred spacing of accessible entries.

7. **Detailed analysis of existing infrastructure at specific Bikeway intersections/adjacent properties and potential to create places for gathering, staying, and resting (“waysides”).** The analysis should describe the properties/locations, issues with property ownership (as applicable), and their feasibility for placemaking opportunities. Create conceptual plans for the locations that can support improvements, with proposed locations of artwork, outdoor furniture, gathering areas, irrigation (as necessary), and relationship to the Bikeway – ensuring users can pass along the path and enter and exit the area safely. The conceptual plans should include cost estimates of construction and site elements and be able to be advanced to construction plans for future funding and grant applications. Ideally, one location near each of Arlington’s three business districts should be included with the conceptual plans: Arlington Heights, Arlington Center, and East Arlington. The following locations must be reviewed for this project, but others may be identified and proposed at the firm’s discretion:
 - a. Bikeway connections at the Ed Burns Arena, particularly around the Ryder Street access;
 - b. Bikeway connections at Hurd Field and the Trader Joe’s grocery store;
 - c. 0 Brooks Ave (corner of Brooks Ave and Varnum St);
 - d. 21 Pond Lane (abutting the east side of the Minuteman Bikeway and Pond Lane); and
 - e. Non-taxed land at the end of Orvis Road abutting the Bikeway (Orvis Circle).

8. **Develop strategies for achieving goals and an Implementation Plan with an actionable timeline,** funding recommendations, and responsible parties for completing actions.

Public Meetings and Community Outreach

Due to the current pandemic and limitations on public gatherings, it is likely that most, if not all, of the public meetings and community outreach will occur via virtual platforms. As the project progresses, this can be revisited if restrictions are changed.

The planning process will include community outreach and input to inform the needs analysis and develop the overarching vision and goals. The Town anticipates holding up to three public meetings/forums. The first forum should share existing conditions gathered by the consultant as part of the first task and to learn from residents about their experiences, usage, and priorities for the Bikeway. The second community meeting will be to develop a Bikeway vision, goals, and priorities which build off existing conditions and align with Connect Arlington. The final community meeting will include discussing recommendations and the final draft plan.

We expect the Consultant to design a public engagement strategy that is creative and engages with a wide variety of stakeholders and hard to reach populations as much as possible to meet our goals to provide an equitable and inclusive process. Additionally, the outreach strategy cannot be an “off the shelf” strategy. The Bikeway Planning Project and its associated outreach will be a springboard for many improvements to the Bikeway to improve safety, access, and enjoyment for users.

Staff Role

Town of Arlington staff, primarily from DPCD, will be closely involved, but the Consultant is expected to devote the time needed to conduct research, write documents, and participate in up to three meetings with ABAC or other Town committees. 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, GIS data and layers, and access to documentation including the Connect Arlington Sustainable Transportation Plan, previous efforts such as the Navigating the Minuteman Bikeway study, Zoning Bylaw and Map, Master Plan, Arts and Culture Action Plan, the

Town Bylaw, Net Zero Action Plan, Open Space and Recreation Plan, Mill Brook Corridor Report, and any other relevant materials in electronic format.¹⁶

IV. PROJECT SCHEDULE

Work is expected to start in late spring or early summer 2021. The goal is to have the plan in place by spring 2022 to be set up for budget requests and policy changes for a future Town Meeting. The Consultant shall prepare a reasonable timeline to complete the project.

V. DELIVERABLES

The Consultant will deliver two (2) copies of all reports produced, along with high-quality electronic copies of the same in a Microsoft Word compatible version and a searchable PDF version that is ADA-compliant. 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 one of the following practice areas: alternative transportation modes focused on bicycle/pedestrian planning, urban design and landscape architecture, engineering on projects of similar size and scope, with a particular emphasis on trail or shared-use path planning.
2. The firm/project manager/team must have at least five (5) years of community engagement and outreach experience.
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 principal and project manager to be assigned to this project must be available for meetings with the Town on days or evenings, as required.
5. The firm/team must have proven experience in the public and/or private sector and in working with municipalities, particularly planning and community development departments.
6. The volume of the proposed project managers 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 current staff members and capable of devoting a significant amount of time to this project in order to complete the work within the schedule outlined in this RFP.

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. Finalists may be required to appear for an interview.

¹⁶ Some older information may only be available in a hard copy format.

1. Staffing Plan, 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. The Plan of Services should be detailed and logical, and demonstrate efficiencies and creativity in completing the project.

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 in alternative transportation modes focused on bicycle/pedestrian planning, urban design and landscape architecture, engineering on projects of similar size and scope, with a particular emphasis on trail or shared-use path planning.

Highly 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 five (5) similar trail planning projects within the last five (5) years.

Advantageous: The Consultant has at least four (4) years of experience consulting with municipalities on trail planning projects of similar size and scope to this project. The Consultant can demonstrate the successful completion of four (4) similar projects within the last five (5) years.

Not Advantageous: The Consultant has less than three (3) years of experience but more than one (1) year consulting with municipalities on trail planning 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.

Unacceptable: The Consultant has less than one (1) year of experience consulting with municipalities on trail planning 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 trail and shared-use path issues, 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 a 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#21-28 – Minuteman Bikeway Planning Project - Technical Proposal".

1. General description of the firm/team's experience.
 2. Description, with examples, of the firm/team's experience in working with municipalities or private clients to successfully create and implement trail plans and policies and engage the community in the process.
 3. A detailed 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.
 4. An outline of the schedule for completion of tasks (timeline) as presented in the firm/team's approach to the scope of services.
 5. 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.
 6. 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).
 7. Other pertinent information about the firm(s) that would aid the Town in making a selection.
 8. Completed Required Forms.
 9. Evidence of insurance coverage, including general and professional liability and Workers' Compensation insurance.
- Sealed Submission, one (1) copy, clearly marked "RFP #21-28 – Minuteman Bikeway Planning Project - 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 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, ABAC members, and other community stakeholders.

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 the respondents.

A Project Briefing Session will be held virtually on May 27, 2021 at 3:00 PM via Zoom. Please register in advance for the briefing session at: <https://town-arlington-ma.us.zoom.us/meeting/register/tJltcOCqjkvGt1xgimcRdf2eaVRYzHvBXbF>. After registering, you will receive a confirmation email containing information about joining the meeting. All prospective

applicants are encouraged to attend. Questions may be submitted to Daniel Amstutz, Senior Transportation Planner at damstutz@town.arlington.ma.us or at 781-316-3093 by June 4, 2021, at 12 PM. 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.

Responses to the RFP are due by 2 PM on June 9, 2021. 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

There is a drop box in the Academy Street parking lot on the west side of Town Hall for bids to be submitted as Town Hall is closed to the public.

If necessary, any interviews with prospective consultants will be scheduled in June 2021.

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 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
MINUTEMAN BIKEWAY PLANNING PROJECT**

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
MINUTEMAN BIKEWAY PLANNING PROJECT**

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 #21-28
TOWN OF ARLINGTON
MINUTEMAN BIKEWAY PLANNING PROJECT
Arlington, MA 02476

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

PROPOSER

PROJECT: Consultant Services for Minuteman Bikeway Planning Project

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