



OFFICE OF THE PURCHASING AGENT

TOWN OF ARLINGTON  
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DATE: June 2, 2021

TO ALL BIDDERS

BID NO. 21-28

SUBJECT: Minuteman Bikeway Planning Project

**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**

**ADDENDUM MUST BE ACKNOWLEDGED WITH BID SUBMISSION.**

All other terms, conditions and specifications remain unchanged.

Very truly yours,

Town of Arlington

Domenic R. Lanzillotti  
Purchasing Officer



RFP 21-28, Minuteman Bikeway Planning Project  
Briefing Session, Conducted via Remote Participation (Zoom)  
May 27, 2021; 3:00 PM

Responses to questions about the RFP:

1. What type of data does the Town have about the Bikeway that would be available for the project?

GIS data is available from the Navigating the Minuteman Bikeway project, including signs, entries/access, amenities, etc. However, it is dated and much of it has not been updated since that project was completed. The Town also has GIS data more generally including about adjacent roadways, sidewalks, pavement markings, and lighting. Utility poles and lighting would be included, particularly along roadways.

2. Can you be more specific about the consultant's role in the public engagement? What can the Town do and what would the consultant need to do, including for translation and reaching equity populations?

The consultant's role is to assist with devising the engagement strategies, design and produce materials collaboratively with Town staff and the Bicycle Advisory Committee, and work with staff and residents to communicate it to the public. This includes developing a project-specific outreach plan, which may include meeting people where they (i.e., on the Bikeway), which Town staff and interested committee members and residents would implement. Creative ideas for how the Town can engage with different equity populations – including a range of ideas for in-person and virtual strategies for reaching different populations – that fit within the scope and budget are welcome. Town staff can provide information and assistance regarding translation needs and identifying equity populations. The consultant would also be expected to organize and attend certain meetings as described in the RFP, with staff assistance. Committee meetings are open to the public but will be more about guiding the development of the plan, while public/community meetings are for informing and engaging the wider public and gathering feedback.

3. How much detail are you expecting regarding signage? Will this require graphic design of signs and specific placement information?

The task related to signage is more about looking at the corridor as a whole and how signage can assist with safety, trail etiquette, wayfinding, and other important messages to communicate. It could include recommendations of standard signs to use that may be applicable (such as from the MUTCD), custom signage in use by other jurisdictions, or specific messages that should be communicated on new signage. Locations can be more general in nature, i.e., what signage should be included before roads or key intersections, where to include wayfinding, and frequency of etiquette signage. Examples of how these elements interact with one another will be helpful.

4. Do the three meetings required as part of the RFP include Annual Town Meeting or Select Board meetings?

No, it is expected that Town Staff will handle presentations to Annual Town Meeting and the Select Board as needed. The consultant should focus on outreach to the wider public.

5. In terms of developing concepts for the road crossings, do you want concepts for just the examples in the RFP or would there be others?

The road crossings listed in the RFP are the main at-grade road crossings that would need further review. Technically, the crossing of Mass Ave at Swan Place is another Bikeway crossing, but it is closely associated with the Mass Ave/Mystic/Pleasant crossing. The Bikeway also crosses a private way, Ryder Street, but it is not used for vehicle through-traffic and is included for review in the section about waysides.

6. When should we expect responses after the June 4 question deadline?

Responses are expected to be posted no later than close of business on June 7.