

**TOWN OF ARLINGTON  
MASSACHUSETTS**

**REQUEST FOR PROPOSALS**

The Town of Arlington is seeking proposals from qualified individuals and firms for professional services for the following:

**BID #21-43 LANDSCAPE ARCHITECTURAL DESIGN SERVICES –  
SPY POND PLAYGROUND/NORTH BEACH RAMP  
AND PARMENTER SCHOOL PLAYGROUND**

The Town of Arlington, acting thru the Park and Recreation Commission seeks proposals from Landscape Architectural Firms to prepare a final design and construction administration for upgrades and improvements to the Spy Pond Playground/North Beach Ramp and Parmenter School Playground.

Proposals are invited and will be received by the Town Manager, Town of Arlington, Massachusetts on or before **September 13, 2021 1:00 PM** the Town Manager's Office/Purchasing Department, Town Hall Annex, 730 Massachusetts Avenue, Arlington MA 02476-4908.

Six (6) copies of technical proposal shall be submitted in a sealed envelope marked "Bid #21-43 Landscape Architectural Design Services -- Technical Proposal" and one (1) copy of the price proposal in a sealed envelope marked "Bid #21-43 Landscape Architectural Design Services – Spy Pond Playground/North Beach Ramp and Parmenter School Playground - Price Proposal"

Proposals delivered after the appointed time and date will not be considered.

General information, proposal instructions, and the scope of work are available at the Town Manager's Office/Purchasing Department.

The Town Manager reserves the right to cancel any request for proposals, to reject in whole or in part any and all proposals when it is deemed in the best interest of the Town of Arlington to do so.

August 18, 2021

TOWN OF ARLINGTON  
Adam W. Chapdelaine  
Town Manager

**Request for Proposal**  
**Spy Pond Playground/North Beach Ramp &  
Parmenter Playground Design**

The Town of Arlington, acting thru the Park and Recreation Commission seeks proposals from Landscape Architectural Firms to prepare a final design and construction administration for upgrades and improvements to the Spy Pond Playground/North Beach and Parmenter School Playground This includes all necessary ADA upgrades to the facility per the 2014 ADA Audit. The available budget for the project is **\$880,000**.

Proposals are due **September 13, 2021, no later than 1:00 PM** at the Town Managers Office/Purchasing Dept., Town Hall Annex, 730 Massachusetts Ave., Arlington, MA 02476.

The following is a description of the selected site and anticipated Scope of Work.

Both Spy Pond Playground and the Parmenter Playground were identified as needing full replacement in the last playground audit. Both playgrounds are to be fully renovated with equipment, surfacing, site furnishings, pathways, landscaping, and all necessary ADA compliant upgrades. The Town of Arlington Park Commission completed a park feasibility study in 2021 and conceptual plans and draft budget are available on line for review.

The Conservation Commission's Spy Pond CPA project was initiated in 2016 with specific recreational and environmental goals, including: stabilizing the pond's banks, mitigating erosion, controlling access to the shore, increasing water recreation opportunities, enhancing ADA access, and enhancing storm water management. Although this larger project is now complete, the North Beach switchback ramp, which was an add-alternate option in the original project, was not repaved with porous pavement material due to cost constraints. The Commission has all of the construction plans needed to renovate the ramp.

#### Scope of Services

The Scope of Services for the above project includes the preparation of the following information to assist the Park and Recreation Commission in the final design and construction of this facility.

- Site observations and review of existing documents provided by the town.
- Preparation of illustrative site plans of potential site improvements and alternatives during design development and all other phase of the project
- Narrative description of proposed improvements describing the anticipated design and construction. Including detail about play equipment.
- Define requirements for any other Board, Committee or Commission. i.e. Conservation Commission and Redevelopment Board
- Detailed Cost Estimate from Preliminary Design to Final Design (each phase)
- Estimated Construction Schedule for Final Project
- Regular meetings with representatives of the Park and Recreation Commission (3 minimum) and Public Hearings (3 minimum for each project). All other permitting agencies such as the Conservation Commission as needed (estimate 3).
- Preparation and presentation of the final design phase to the Park and Recreation Commission for approval.

- Bid Documents and Bid Materials including assistance with the bid opening and bidder evaluations/selection
- Construction Oversight and Final Inspection

#### Schedule

- Issue RFP – August 2021
- Proposals Due – September 13, 2021***
- Notice to Proceed – September 2021***
- Complete Design – February 2022***
- Bid Project – February/March 2022***
- Construction Oversight - June 2022 to completion***

#### Proposal Submission Requirements

The response to this RFP can be in letter form and should include the following information.

- Relevant Experience
- Project Team
- Approach
- Fee
- Separate Price for Survey

The selection criteria will be based on the ability of the firm to produce the work within the time frame set forth by the Park and Recreation Commission, experience with similar projects and the proposed fee. The Park Commission may conduct interviews with the qualified firms to assist with the final selection process. Please address any questions regarding this RFP to Joseph Connelly, Director of Recreation at [jconnelly@town.arlington.ma.us](mailto:jconnelly@town.arlington.ma.us).

## CERTIFICATE OF NON-COLLUSION

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.

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**(Signature of individual submitting bid or proposal)**

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**(Name of individual submitting bid or proposal)**

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**Name of Business**

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**Date**

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Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

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Social Security Number or  
Federal Identification Number

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Signature of Individual or Responsible  
Corporate Officer and Title

**NON-COLLUSION FORMS**

***MUST BE SIGNED AND***

**SUBMITTED WITH BID**