

**REQUEST FOR PROPOSALS (RFP)**  
**Mystic River Path Connection to Minuteman Bikeway Feasibility Study**  
**RFP # 21-47**

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 Mystic River Path Connection to Minuteman Bikeway Feasibility Study.

A copy of the RFP outlining the requirements for submission is available online or from the Purchasing Agent at [dlanzillotti@town.arlington.ma.us](mailto:dlanzillotti@town.arlington.ma.us). For further information contact Daniel Amstutz, Senior Transportation Planner at 781-316-3093 or [damstutz@town.arlington.ma.us](mailto:damstutz@town.arlington.ma.us). The proposal may be viewed and downloaded from the Town website [www.arlingtonma.gov/purchasing](http://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, September 15, 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 also a drop box in the Academy Street parking lot on the side of Town Hall for bids to be submitted.

A briefing on the RFP and the scope of work is scheduled for September 2, 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/tZclc-iuqD8tH9VUzpSBaaCB6vqEB8m1RTMu>. 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 September 8, 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.

Four (4) 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 #21-47 – Mystic River Path Connection to Minuteman Bikeway Feasibility Study" and one (1) copy of the price proposal in a sealed envelope marked "RFP #21-47 – Mystic River Path Connection to Minuteman Bikeway Feasibility Study - 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

August 26, 2021

**REQUEST FOR PROPOSALS**  
**Mystic River Path Connection to Minuteman Bikeway Feasibility Study**  
**RFP 21-47**

Responses Due: September 15, 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. Bids may also be dropped off directly to the Purchasing Department.

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

RFP No. 21-47

**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 feasibility study to connect the Mystic River Path to the Minuteman Bikeway ("the Bikeway"). Specifically, DPCD seeks the professional services from experienced planning, urban design, transportation, or engineering firms qualified to develop a plan for a connection that will address safety and access between the Mystic River Path and Bikeway, identify community goals and priorities, conduct an alternatives analysis of the corridor route and intersection redesigns, and describe an implementation plan for improvements to make the connection a safe, accessible, and enjoyable off-road path for people biking and walking. The implementation plan will describe next steps for bringing the project to construction and include conceptual designs with preliminary cost estimates that could be further developed into design plans for construction. The implementation plan must be actionable and be able to serve as the basis for future grant applications and project development between local and state stakeholders. It is expected that the consultant will work with the Town of Arlington, the City of Medford, the Mystic River Watershed Association, the state Department of Conservation and Recreation (DCR), the Massachusetts Department of Transportation, and the Lawrence and Lillian Solomon Foundation to prepare the plan. This effort will be informed by a public engagement process as well.

This effort is funded through a \$80,000 grant from the State's MassTrails Grant Program funding for Fiscal Year 2022 and through a \$10,000 grant donation from the Lawrence and Lillian Solomon Foundation, for a total funding allocation of \$90,000. The project must be fully completed by June 30, 2022.

**II. BACKGROUND INFORMATION**

This project is a feasibility study and concept design to advance the development of an approximately 1.50-mile off-road trail/shared use path along the Mystic River from Decatur Street in Arlington, west

along the Mystic Valley Parkway, to Summer Street/State Route 2A in Arlington, and over to the Minuteman Bikeway through Buzzell Field. Upgrades to existing trails along the Mystic River and creation of new trails/side paths along the Mystic Valley Parkway and Summer Street/2A in Arlington are part of this study's scope. This project will study the potential to redesign and upgrade portions of the existing DCR-owned Mystic River Path, redesign the rotaries in Arlington and Medford on Route 60 and Mystic Valley Parkway, improve the existing sidewalk along the Mystic Valley Parkway between Route 60 and Mystic Street to a full trail width, redesign the intersection of Mystic Street (Route 3)/Summer Street (Route 2A)/Mystic Valley Parkway, improve the existing sidewalk on Summer Street between Mystic Street and Victoria Road to a full trail width, and improve the existing path connection to the Minuteman Bikeway through Buzzell Field. See Figure 1 for a map of the proposed route to be studied.

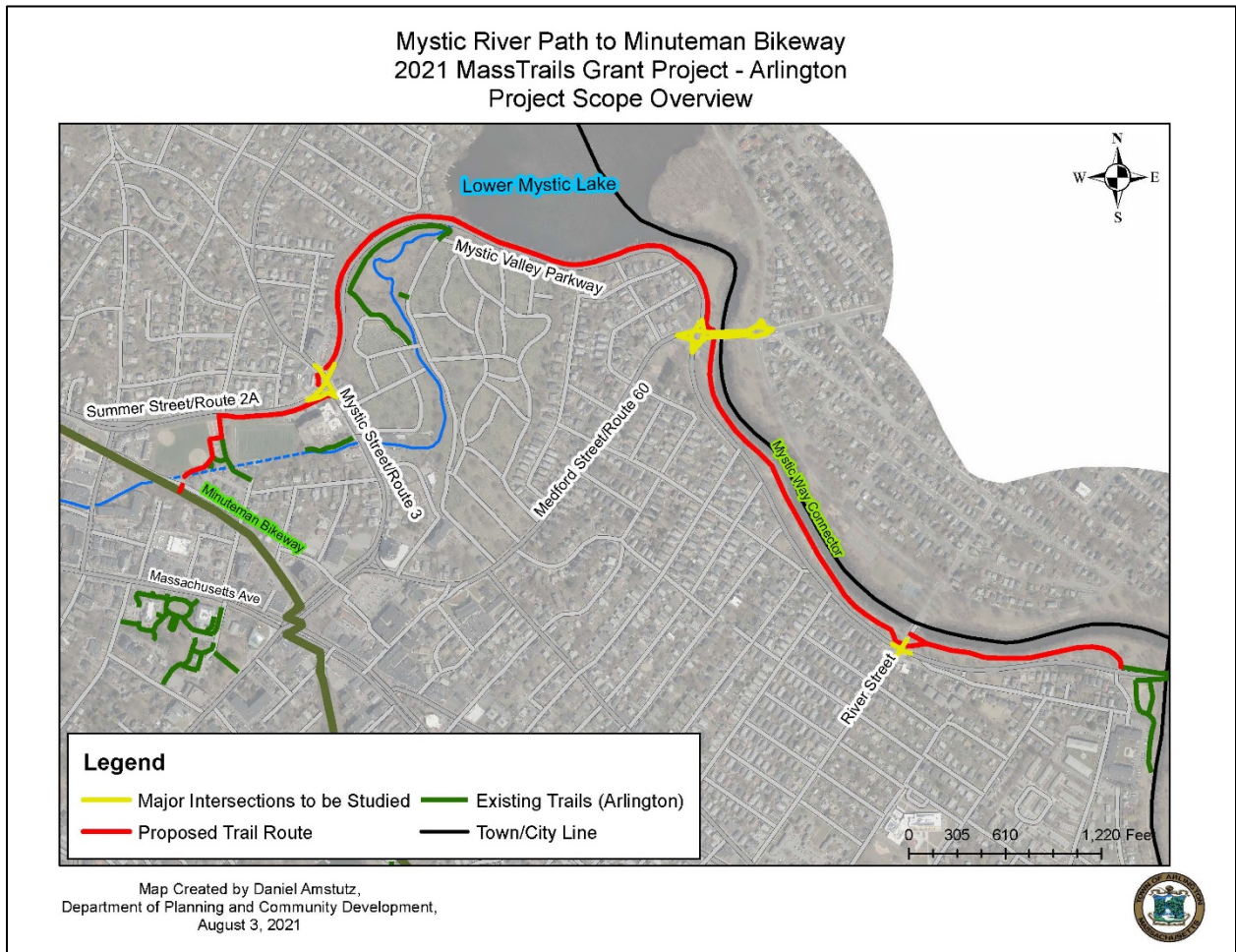


Figure 1 - Project Scope Overview

The project includes developing concepts for bike/pedestrian improvements to the Route 60 bridge over the Mystic River and the River Street/Harvard Ave bridge over the Mystic River to increase walking and biking connectivity to trails along the Mystic River. The study will include data collection on existing conditions, alternatives analysis for alignment of the trail and intersection treatments, review connections to existing bicycle/pedestrian facilities and trails, phasing of future projects, public

engagement around project alternatives, and preliminary cost estimates for future design and construction.

This trail connection is envisioned in several studies and master plans, including the state Department of Conservation and Recreation (DCR) Mystic Reservation Master Plan, the recently released DCR Parkways Master Plan, the Metropolitan Area Planning Council (MAPC) Landlines trail plan, Arlington's Connect Arlington Sustainable Transportation Plan, and the Mystic River Watershed Association's Mystic Greenways Initiative. The MassTrails grant application for this project received significant support from a wide variety of stakeholders, including Representative Sean Garballey, Arlington Town committees, advocacy groups and residents, the Mayor of Medford and Medford community organizations, the City of Somerville, and MAPC. As noted above, the Town also received a commitment of \$10,000 from the Lawrence and Lillian Solomon Foundation to assist with making the funding match for the grant. Town staff will partner with the Mystic River Watershed Association to oversee the project development.

In tandem to this effort, the Town of Arlington is conducting a Minuteman Bikeway Planning Project, also led by the DPCD. For more information about this effort, please refer to the [Request for Proposals](#), which was closed on June 9<sup>th</sup>, 2021. Arlington has awarded this project to Kittelson & Associates.

### **The Master Plan<sup>1</sup>, Connect Arlington, and Other Key Transportation and Recreational Planning Initiatives**

Many recent and current planning efforts recognize the importance of shared use pathways to the Town and suggest strategies for improvement, increasing pathway connections to other land uses, and leveraging paths as critical Town assets.

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. 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."

The Master Plan also envisions broader goals for Arlington, including:

- Open spaces and corridors that link neighborhoods
- Cultural and recreational resources that provide shared experiences
- Natural systems in ecological balance
- A walkable public realm where residents meet their neighbors

The Master Plan explicitly references the Arlington Open Space and Recreation Plan, which identifies improving access to water resources such as Spy Pond, Mystic River, and Mystic Lakes and enhancing open space connectivity as priorities.

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

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<sup>1</sup> <https://www.arlingtonma.gov/departments/planning-community-development/master-plan>

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 enhancing and expanding shared use paths, and this specific path connection is highlighted in Strategy D.2 (Construct a multiuse path from the Minuteman Bikeway at Arlington Center to the Mystic River Path along Summer Street and the Mystic Valley Parkway). This project will advance other strategies laid out in the plan, including Strategy C.4 (Enhance pedestrian safety through design improvements at intersections), Strategy A.3 (Prioritize investments that improve safety at intersections and along road segments with the greatest pedestrian and bicyclist conflicts), and Strategy D.5 (Study potential to redesign major intersections and rotaries/roundabouts to provide dedicated bicycle lanes that improve rider safety and comfort). The Bikeway and other shared use paths are critical parts of advancing many of the goals of the plan including reducing single-occupancy vehicle use and increasing walking and biking mode share. Connect Arlington was unanimously endorsed by the Arlington Select Board on July 19, 2021.<sup>2</sup>

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 likely to provide recommendations to improve access, wayfinding, and business promotion to encourage Bikeway users to shop at local stores.<sup>3</sup>

The Town is in the process of updating its Open Space and Recreation Plan (OSRP).<sup>4</sup> The plan update will be complete in the spring of 2022. The OSRP will take into consideration the open space and recreational needs of residents and outline an action plan to address those needs. A priority of the current OSRP, and an anticipated priority of the OSRP update, is to preserve open space resources while enhancing access to and between them.

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 top priority of the mobility measures in the plan is to support the implementation of Connect Arlington, and by extension the strategies to improve and make this key connection to the Bikeway.<sup>5</sup>

### **III. SCOPE OF SERVICES**

The Town of Arlington seeks proposals for professional services from experienced planning, urban design, transportation, or engineering firms qualified to complete a feasibility study for connecting the Mystic River Path and Bikeway that will address safety and access between the Mystic River Path and Bikeway, identify community goals and priorities, conduct an alternatives analysis of the corridor route and intersection redesigns, and describe an implementation plan for improvements to make the connection a safe, accessible, and enjoyable off-road path for people biking and walking. The implementation plan will describe next steps for bringing the project to construction and include conceptual designs with preliminary cost estimates that could be further developed into design plans for

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<sup>2</sup> The final Connect Arlington plan can be found at: <https://www.arlingtonma.gov/departments/planning-community-development/transportation-planning>

<sup>3</sup><https://www.arlingtonma.gov/Home/Components/News/News/10949/2651?backlist=%2fdepartments%2fplanning-community-development%2feconomic-development>

<sup>4</sup> <https://www.arlingtonma.gov/town-governance/boards-and-committees/open-space-committee>

<sup>5</sup> Link to Net Zero Action Plan: <https://www.arlingtonma.gov/home/showdocument?id=55139>

construction. The implementation plan must be actionable and be able to serve as the basis for future grant applications and project development between local and state stakeholders. The study should include review of safety enhancements and accessibility at at-grade crossings and entry points; “wayside” areas to create a sense of place and providing opportunities to rest, including possible overlooks along the Mystic River or Lower Mystic Lake; review the feasibility of widening the existing pathways, reconstructing pathways, and building new pathways to provide a trail or sidepath facility; and safety and access improvements at cross streets for people biking and walking. The feasibility study should utilize sustainable planning and engineering approaches to design improvements to water quality, reductions to local flooding, and enhancements of the natural resources of the area. A full list of plan elements is provided below.

### **Mystic River Path Connection to Bikeway Feasibility Study**

The Mystic River Path Connection to Bikeway Feasibility Study should include a combination of narrative, diagrams, maps, renderings, data tables, infographics, and other visual forms of communication to effectively convey concepts and data necessary to inform the public. As part of the study development the Consultant should expect to work with an interagency Project Team made up of staff from state and local agencies and local non-profits, including the Town of Arlington, City of Medford, DCR, MassDOT, the Mystic River Watershed Association (MyRWA), and Lawrence & Lillian Solomon Foundation. The Project Team will provide guidance and review of the study development at specified intervals as key stakeholders. Day-to-day oversight will be provided by the Town of Arlington in partnership with MyRWA.

At a minimum, the following components will be included in the plan:

1. **A comprehensive assessment of existing conditions of the area**, 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, and engineering plans along the proposed connection from the Mystic River Path to the Bikeway. The analysis will include studying intersections, drainage, lighting, opportunities to add infrastructure (at key nodes, existing and future access points, waysides for staying and resting opportunities, etc.), and current maintenance. A safety assessment of the route for walking and biking, especially where it crosses roadways and intersections, is a critical element of this existing conditions review. The safety assessment should identify high-crash locations, sight distance and road grade issues, high vehicle speeds conflicting with trail user safety and comfort, traffic and pedestrian signals and cycles, crossing locations, and any other pertinent information to evaluate safety. Other key data points that should be collected include but are not limited to base vehicle traffic counts, bicycle/pedestrian usage, public transit ridership, and local land uses. The Consultant shall provide an existing conditions basemap as part of the final plan.
2. **Develop community goals and priorities for the project and preferred alignment that are in line with and support Connect Arlington**, Arlington’s Sustainable Transportation Plan. This feasibility study should also review and coordinate with other key plans and initiatives, in particular DCR’s Mystic Reservation Master Plan, the DCR Parkways Master Plan, the Mystic River Watershed Association Mystic Greenways Initiative, and MAPC’s Landlines trail planning. A community engagement plan should be developed to gather feedback on these goals and priorities, as well as review the final recommendations and preferred concepts and trail

alignment.

3. **Develop alternatives and preferred options for the alignment of the trail and redesign of intersection crossings that prioritize safety and comfort of trail users.** The Consultant must develop several possible options for the trail alignment and intersection crossings that can be reviewed and evaluated by the Project Team and through public engagement. Deliverables expected include plan views of trail sections showing potential trail alignments; concept designs for intersection and safety improvements at conflict points and neighborhood connections; and renderings showing proposed views of the trail to be used for visualization and promotion of the project. Possible trail alignment options and intersection treatments should include information on potential impacts to adjacent properties and natural areas; impacts to vehicle LOS or on-street parking; drainage; traffic signals and traffic control; order-of-magnitude costs; and any other pertinent information to assist the Project Team and the public to determine the most appropriate alternatives. Trail alignment options should also give particular consideration to minimizing disruption of natural areas and reducing impervious surfaces in the Mystic River Reservation section of the trail route.

Areas where trail routing and facility alternatives may require different approaches and considerations include:

- Sections within the Mystic River Reservation between Decatur Street and Route 60/Medford Street in Arlington, where currently more natural surface paths exist;
- Along the Mystic Valley Parkway from Route 60/Medford Street to Mystic Street/Summer Street, where the road and sidewalk closely abut the Lower Mystic Lake;
- Along Summer Street between Mystic Street and Victoria Road, where on-street parking is heavily utilized for adjacent playing fields; and
- Through Buzzell Field, which is an active park and currently has active uses that may conflict with trail traffic including a playground, basketball court, and two softball/baseball fields.

Trail routing alternatives and upgrades through the Mystic River Reservation may be able to be constructed as standalone DCR projects on a short-term basis, based on prior conversations with DCR and the Project Team. The Consultant should factor this in when developing the implementation plan and devote necessary resources to the more challenging route alternatives.

The alternatives analysis of safety improvements needed at road crossings, rotaries, and neighborhood connections should address the following intersections, at minimum:

- a. River Street and Mystic Valley Parkway,
- b. Palmer Street and Mystic Valley Parkway,
- c. Route 60/Medford Street and Mystic Valley Parkway in Arlington,
- d. Route 60/High Street and Mystic Valley Parkway in Medford,
- e. Hayes Road at Mystic Valley Parkway,
- f. Mystic Street/Summer Street/Mystic Valley Parkway, and
- g. Summer Street/Victoria Road.

The intersections c., d., and f. above are likely to be the most difficult to redesign, and as such the Consultant is expected to focus considerable effort on their review and potential alternatives. The Consultant should also provide recommendations for interim measures to

improve the trail route and the intersections, such as pavement markings, signage, and temporary materials that can be quickly implemented by the appropriate local or state entity.

Additionally, assess ADA accessibility and provide recommendations for improvements, including the connection of the Mystic River Path to the traffic signal at Mystic Valley Parkway and Decatur Street, neighborhood access points, and as part of upgrading existing trails and sidewalks. The analysis of the bridge trail crossings at Route 60 and River Street/Harvard Street should include a planning-level analysis of a grade-separated crossing (underpass) of these bridges.

Finally, assess feasibility of additional amenities to the trail, including viewing platforms along the Mystic River and/or Lower Mystic Lake and other placemaking treatments to enhance the trail experience.

4. **Recommendations for short- and long-term maintenance of the proposed connection,** including pavement rehabilitation, vegetation maintenance, bridges, guard rails, fencing, stormwater management, and snow clearance. Recommendations should include cost estimates and staff capacity needs as applicable, as well as the entities responsible for maintenance.
5. **Create final plan with a recommended trail route and surface material, recommended intersection treatments and redesigns, trail amenities and placemaking treatments, neighborhood connections, and provide an actionable implementation plan for local and state agencies to bring the project to construction.** The final recommended route and intersection treatments should include cost estimates for full project design and construction, renderings of the proposed route and plan views of improvements, responsible parties for completing action steps, and recommendations for funding various stages of the project. The plan should include a narrative describing the process by which the final recommendations were selected, pros and cons of other alternatives considered, and public engagement as part of the process to finalize the recommendations. The plan should also include a phasing plan, as appropriate, to implement the recommended improvements of the plan. Concept designs and proposed routing should be at a design stage to allow further development into construction plans at a later date.

### **Public Meetings and Community Engagement**

Due to the current pandemic and enabling legislation to conduct public meetings virtually, it is likely that public meetings and community outreach will occur both in person and via virtual platforms. As the project progresses, this can be revisited if restrictions are changed.

The planning process will include community engagement and input to inform the feasibility study and develop the overarching vision and goals. The DPCD anticipates holding up to three (3) 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 Mystic River Path and proposed connection to the Bikeway. The second community meeting will be to develop a connection vision, goals, and priorities which build off existing conditions and align with Connect Arlington, the Mystic River Watershed Association Mystic Greenways Initiative, DCR's Mystic Reservation Master Plan, the DCR Parkways Master Plan, and MAPC's Landlines trail planning. The final community meeting will include discussing recommendations and the final draft plan.



As noted above, the Consultant should expect to work with an interagency Project Team made up of staff from state and local agencies and local non-profits, including the Town of Arlington, City of Medford, DCR, MassDOT, the Mystic River Watershed Association (MyRWA), and Lawrence & Lillian Solomon Foundation. The Project Team should meet at least four times (quarterly) to review the status of the project and provide feedback on the progress and development of the study's final recommendations as described above.

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.

### **Staff Role**

Town of Arlington staff, primarily from DPCD, and City of Medford staff, primarily from the Medford Engineering Department and Planning, Development, Sustainability Department, will be closely involved. The Mystic River Watershed Association's Greenways Director will also be involved. Communication with DCR and MassDOT will be necessary due to their property interests in the Parkway and the bridges over the Mystic River on Route 60 and River Street/Harvard Street. The Consultant is expected to devote the time needed to conduct research, write documents, and participate in public meetings and Project Team meetings as described above, and also regularly communicate with Arlington and MyRWA staff for oversight and general project guidance. 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 relevant plans, and any other relevant materials in electronic format.<sup>6</sup>

## **IV. PROJECT SCHEDULE**

Work is expected to start early fall 2021. This project must be completed by June 30, 2022 as required by the Town's Grant Agreement with DCR. The Consultant shall prepare a reasonable schedule to complete the project within this timeframe.

## **V. DELIVERABLES**

The Consultant will deliver four (4) 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 Project Team, including GIS data and background data for charts and graphs. GIS data should be included in Map Package format that can be opened in ArcGIS. All materials will become the property of the Town of Arlington, City of Medford, and Mystic River Watershed Association.

## **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.

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<sup>6</sup> Some older information may only be available in a hard copy format.

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.

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. It shall also be advantageous for the proposer to provide evidence that completed planning or feasibility projects led to further construction of the trail projects that were studied.

**Highly Advantageous:** The Consultant has at least five (5) 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 five (5) similar trail or shared-use path planning and/or feasibility study projects within the last five (5) years. All feasibility studies completed are demonstrated to have led to further project implementation and/or construction.

**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 trail or shared-use path planning and/or feasibility study projects within the last five (5) years. Some feasibility studies completed are demonstrated to have led to further project implementation and/or construction.

**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 trail or shared-use path planning and/or feasibility study projects within the last five (5) years. Feasibility studies referenced have not led to further project implementation and/or construction.

**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 trail or shared-use path planning and/or feasibility study 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:

- Four (4) 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#21-47 – Mystic River Path Connection to Minuteman Bikeway Feasibility Study - 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 #21-47 – Mystic River Path Connection to Minuteman Bikeway Feasibility Study - 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, City staff, Mystic River Watershed Association, 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 September 2, 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/tZclciugD8tH9VUzpSBaaCB6vgEB8m1RTMu>. 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](mailto:damstutz@town.arlington.ma.us) or at 781-316-3093 by September 8, 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 September 15, 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 September or October 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  
MYSTIC RIVER PATH CONNECTION TO MINUTEMAN BIKEWAY FEASIBILITY STUDY**

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  
MYSTIC RIVER PATH CONNECTION TO MINUTEMAN BIKEWAY FEASIBILITY STUDY**

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 #21-47**  
**TOWN OF ARLINGTON**  
**MYSTIC RIVER PATH CONNECTION TO MINUTEMAN BIKEWAY FEASIBILITY STUDY**  
**Arlington, MA 02476**

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

PROPOSER

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PROJECT: Consultant Services for Mystic River Path Connection to Minuteman Bikeway Feasibility Study

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