

**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 # 21-62 LANDSCAPE ARCHITECTURAL DESIGN SERVICES –
STRATTON SCHOOL PLAYGROUND, BISHOP SCHOOL PLAYGROUND
& PEIRCE SCHOOL PLAYGROUND**

The Town of Arlington, acting through 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 Stratton School Playground, Bishop School Playground, and Peirce School Playground.

Proposals are invited and will be received by the Town Manager, Town of Arlington, Massachusetts on or before **Thursday, December 16, 2021** the Town Manager's Office/Purchasing Department, Town Hall Annex, 730 Massachusetts Avenue, Arlington MA 02476-4908.

One hard copy of technical proposal and one electronic copy shall be submitted in a sealed envelope marked "Bid #21-62 Landscape Architectural Design Services Stratton School Playground, Bishop School Playground, and Peirce School Playground. — Technical Proposal" and one (1) copy of the price proposal in a sealed envelope marked "Bid # 21-62 Landscape Architectural Design Services – Stratton School Playground, Bishop School Playground, and Peirce 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.

December 1, 2021

TOWN OF ARLINGTON
Adam W. Chapdelaine
Town Manager

Request for Proposal
Stratton School, Bishop School & Peirce School
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 Stratton School, Bishop School, and Peirce School playgrounds. This includes all necessary ADA upgrades to the facility per the 2014 ADA Audit. The available budget for the construction is **\$1,800,000**.

Proposals are due **December 16, 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.

The Stratton School, Bishop School and Peirce School playgrounds were all identified as hazard 1 playgrounds and recommended for 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.

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 these facilities:

- Site observations and review of existing documents provided by the Town.
- A separate price should be submitted for survey work.
- Preparation of illustrative site plans of potential site improvements and alternatives during design and all other phases 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. Provide additional pricing if necessary.
- 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 (2 minimum for each project). All other permitting agencies such as the Conservation Commission as needed (2 minimum).
- Creation, distribution, and tabulation of Town-wide surveys for each playground.
- Preparation and presentation of the final design phase to the Park and Recreation Commission for approval.
- Preparation of construction documents, bid documents and supporting bid materials including assistance with the bid opening and bidder evaluations/selection
- Construction Oversight and Final Inspection

Proposed Schedule

- Issue RFP – November, 2021**
- Proposals Due – December 16, 2021***
- Notice to Proceed – January 14, 2022***
- Complete Design – March 14, 2022***
- Bid Project – March 2022***
- Construction Administration - June 2022 to completion, approximately October 2022***

Proposal Submission Requirements

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

- Relevant Experience
- Project Team
- Approach
- Proposed Detailed Schedule
- Fee Proposal
- Separate Fee Proposal 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, the quality of the written proposal and approach to completing the project, experience with similar projects, and the proposed fee. The Park and Recreation Commission may conduct interviews with the qualified firms to assist with the final selection process, the quality of the interview and the answers to any questions will also factor in the selection process. Please address any questions regarding this RFP to Joseph Connelly, Director of Recreation at 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.

(Signature of individual submitting bid or proposal)

(Name of individual submitting bid or proposal)

Name of Business

Date

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.

Social Security Number or
Federal Identification Number

Signature of Individual or Responsible
Corporate Officer and Title

NON-COLLUSION FORMS
MUST BE SIGNED AND
SUBMITTED WITH BID