



TOWN OF ARLINGTON

MASSACHUSETTS

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

REQUEST FOR QUALIFICATIONS Public Land Management Plan

Responses Due: January 14, 2022, at 1:00 p.m.
Late Responses Will Be Rejected

Deliver Complete Responses to and for Further Information: David Morgan
Environmental Planner + Conservation Agent
Department of Planning and Community Development
730 Massachusetts Avenue
Arlington, MA 02476
781-316-3012
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The Town of Arlington, through the Department of Planning and Community Development (DPCD), is developing a Public Land Management Plan. The primary goal of the project is to create a short- and long-term management plan for all open space, recreational land, and other natural resources. The final Public Land Management Plan will detail a structure for maintaining and managing relevant lands, provide analysis of the policies that govern the lands in question, and advise on the treatment of such lands, including recommendations of best practices.

The Public Land Management Plan will address ongoing management of open spaces and Town-owned resources. It will also evaluate resources that are not currently managed and/or are underutilized. The types of resources to be considered include, without limitation: athletic fields, parks, playgrounds, water bodies, conservation lands, historic landscapes and cemeteries, and ornamental historic gardens. The plan will assess these parcels for invasive species, erosion, restoration opportunities, signage, educational opportunities, trails, connectivity, and other concerns.

Experienced landscape architecture firms qualified to prepare Public Land Management Plans would be good candidates for consulting on this effort. The planning effort will ensure that the development process is inclusive and represents the current priorities of town residents, businesses, as well as the respective Town Departments, committees, and organizations that are responsible for managing and maintaining these parcels. The Public Land Management Planning process will be led by DPCD with support from the

Public Land Management Working Group (whose members include representatives from the Town Manager's Office, Parks and Recreation Commission, Conservation Commission, Open Space Committee, Finance Committee, Department of Public Works, Planning and Community Development, Recreation, and residents).

This project is funded through the Arlington Community Preservation Act Committee as approved by Town Meeting for Fiscal Year 2021 for up to \$30,000.

Scope of Services

The purpose of this project is to survey open space resources in the Town of Arlington and identify objectives for their management. The goal is to identify common management approaches to be employed town wide and to recommend a governance structure for the administration of those approaches.

At the outset of the project, the contractor will draft a plan for public engagement. Elements of this plan will include facilitation of and presentations during public meetings and may include surveys or other engagement tactics. The engagement plan will reflect the timeline below and designate roles for DPCD and the Public Land Management Working Group, who will be responsible for conducting outreach.

The project will be divided into four phases to be completed in a six-month timeframe.

- Phase 1 – Assessment of public open space resources and inventory of their current uses
- Phase 2 – Identification and analysis of state and local legal/regulatory environment pertinent to Town management of open space
- Phase 3 – Survey of best management practices for municipal-scale open space and funding opportunities for plan implementation
- Phase 4 – Production of final open space assessment reports and maps; submission of the management plan to the Town

Project phases may coincide. Consulting project personnel will meet with the Public Land Management Working Group and DPCD staff to review project progress and products outlined herein at the specified points in the project timeline below.

What the Contractor will Provide

Work to be carried out during Phase 1 includes analysis of the geographical extent of Arlington's open space resources. The contractor will rely on Town plans, reports, and

GIS products to identify open space resources. Key among these plans are the 2018 Study of Town-Owned Lots and the Open Space and Recreation Plan. Other plans, reports, project-specific operations and maintenance documents (e.g., leases, agreements, contracts, etc.) may be suggested by the Public Land Management Working Group.

The contractor will also identify resources that are Town owned which do not yet have a specified use.

During Phase 2, the contractor will identify Town laws and regulations related to open space management and the Massachusetts state enabling legislation. The work will include analysis of the legal/regulatory environment to identify the responsible authorities for different land management requirements, the techniques to be employed, and processes to be followed. Upon the completion of Phase 2, or by March 14, 2022, whichever happens sooner, the contractor will prepare and submit to DPCD and the Public Land Management Working Group a technical memo describing the work completed in the first two phases.

Phase 3 will require the contractor to survey the scientific, social scientific, and gray literature to identify best open space land management practices not yet (widely) employed by the Town. In addition to the management activities named above (i.e., invasive species, erosion, restoration opportunities, signage, educational opportunities, trails, connectivity, and other concerns), known priorities for this survey include climate change adaptation and environmental justice. The contractor will also identify regional, state, and municipal funding opportunities for the implementation of common open space land management approaches. This work will build on the prior two phases and include approaches that are applicable across multiple resources or Town-wide, funding opportunities to support them, and whether the funds are available, committed, or under stakeholder consideration.

Lastly, Phase 4 will involve presentation of the final materials specified above to the Public Land Management Working Group and the public. The final plan shall include a narrative for each identified resource, the responsible authority for management, governing law and regulations, and opportunities to employ best practices. In this phase, the contractor will develop recommendations for the administration of common open space land management approaches identified in prior phases. At the close of Phase 4, the chosen Consultant will provide editorial and graphic design services to ensure that the final Plan is of high quality and meets the needs of the Town and prepare print- and screen-ready digital versions for broader usage. The contractor will submit any final output layers from GIS to the Town for inclusion in its geodatabase. All materials will become the property of the Town of Arlington.

What the Town will Provide

The Town, through its Public Land Management Working Group, will coordinate with the contractor to review key deliverables according to the timeline below.

DPCD and the Public Land Management Working Group will be responsible for public engagement, including conducting outreach and coordinating event logistics according to the plan developed by the contractor.

The Town shall allocate funds for printing at least 25 hard copies of the final plan and any appendices and distribute to relevant town departments and commissions.

Projected Timeline

January 14, 2022 – Application deadline

January 31, 2022 – Project launch

February 16, 2022 - Meeting with DPCD and Public Land Management Working Group

March 1, 2022 – Existing conditions presentation

March 14, 2022 – Technical memo deadline

May 16, 2022 – Preliminary plan presentation

June 15, 2022 – Deadline for comments, revisions

June 30, 2022 – Public presentation of final product, final submission deadline

Your Qualifications

How to Submit Your Qualifications

Statements of qualifications must include three (3) paper copies of the technical proposal and a USB drive with the technical proposal in searchable PDF format submitted in a sealed envelope marked “RFQ - Public Land Management Plan - Technical Proposal” and one (1) copy of the price proposal in a sealed envelope marked “RFQ - Public Land Management Plan - Price Proposal”. All materials must be submitted to the Town Manager’s office at 730 Massachusetts Avenue, Arlington.

Price Proposal

The Price Proposal should simply state the cost to provide the services in your Technical Proposal, not to exceed \$30,000.

Technical Proposal

The Technical Proposal should detail how the applicant plans to deliver on the scope of services detailed above. Please submit a written proposal that describes your firm’s:

1. Experience providing similar services, including a list and description of any public land management plans the firm have drafted, and the number of years that the firm has provided those services.

2. Subject matter expertise concerning land management actions including invasive species management, erosion control, restoration potential assessment, and habitat/landscape connectivity, as well as signage, educational opportunities, and recreational trails.
3. Familiarity with issues of climate change adaptation and resiliency planning and environmental justice pertinent to issues of open space land management.
4. Staffing plan and identify key personnel who will manage this program, including their general working days and hours.

How We Will Choose

The Town will choose the firm who is most responsive to this RFQ and within the range of funding provided by the Town of Arlington for this project.

All applicants must meet the following minimum requirements:

1. Experience successfully drafting land management plans.
2. Desirable approach to the project, as well as a demonstrated understanding of all project components and public outreach needs.
3. Sufficient staffing plan and methodology, including professional qualifications of all project personnel.
4. Ability to meet project budget and project schedule, including schedule availability of all project personnel.
5. Signing of the Certificate of Non-Collusion, Tax Compliance Certification, and Price Proposal Form to be submitted with the response to this RFQ.

When considering proposals, the Town will favor those respondents who have extensive experience providing similar services, submit a desirable approach, and describe adequate capacity (including staffing levels and scheduling). Each proposal will be evaluated based on how well it addresses these criteria. Responses to each section will be determined to be highly advantageous, advantageous, or not advantageous, based upon the criteria in the table below.

Category	Highly Advantageous	Advantageous	Not Advantageous
Organizational Experience	Applicant has at least 7 years' experience consulting with municipalities on projects of similar size and scope to this project with successful completion of 5 similar projects in the last 5 years	Applicant has at least 5 years' experience consulting with municipalities on projects of similar size and scope to this project with successful completion of 3 similar projects in the last 5 years	Applicant has less than 4 years' experience consulting with municipalities on projects of similar size and scope to this project with successful completion of 2 similar projects in the last 5 years
Desirability of Approach	Applicant's response contains a clear, creative, and comprehensive plan that addresses the entire scope of work as presented in this RFQ	Applicant's response contains a clear plan that addresses most of the scope of work as presented in this RFQ	Applicant's response does not contain a clear plan to address the scope of work as presented in this RFQ
Organizational Capacity - Staffing	The applicant's response proposes a detailed, logical, creative, and highly efficient scheme for producing a complete project that addresses the entire scope of work	The applicant's response proposes a credible scheme for producing a complete project that addresses all the required issues	The applicant's response is not sufficiently detailed to fully evaluate, or the proposal does not contain all the components necessary to produce a complete project that addresses all the required issues
Organizational Capacity - Schedule	Applicant's references indicate that projects were completed within budget and on schedule or with minimal, insignificant delays	One (1) of the applicant's references indicates that the project was not completed within budget attributable to the applicant or with substantial delays attributable to the applicant, and no current project or project completed in the last 3 years experienced substantial delays attributable to the applicant	Two (2) or more of the applicant's references indicates that the project was not completed within budget attributable to the applicant or with substantial delays attributable to the applicant, and no current project or project completed in the last 3 years experienced substantial delays attributable to the applicant

Submissions will be evaluated by the Department of Planning and Community Development. The award decision will be made by the Town Manager and the Director of Planning and Community Development.

The Town reserves the right to interview respondents (including by phone or video conference) and to conduct reference checks. Information obtained may be used in the evaluation.

The Town reserves the right to accept or reject any and/or all proposals, to waive minor irregularities and technicalities, and to request resubmission. All proposals that do not meet the minimum requirements will not be considered. Any contract for services related to the RFQ may be cancelled if funds are not appropriated or otherwise made available to support the contract.

Submittal Requirements

Each interested qualified applicant must submit a response addressing the objectives, scope and schedule described in this RFQ. 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 “RFQ - Public Land Management Plan - Technical Proposal”.
 1. Cover letter, including a profile introducing the firm, as well as the name, telephone number, and email address of the primary contact for the project.
 2. General description of the firm/team's experience.
 3. Description, with examples, of the firm/team's experience in working with municipalities to successfully implement recent Public Land Management Plans.
 4. A detailed work plan based on the scope of services for the proposed work, including the applicant's general approach to such work, evidence of the applicant's understanding of the goals and objectives of the project, and methodology for accomplishing the tasks as listed in this RFQ.

5. An outline of the schedule for completion of tasks (timeline) as presented in the applicant's approach to the scope of services.
 6. 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.
 7. 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).
 8. Other pertinent information about the firm(s) that would aid the Town in making a selection.
 9. Completed Required Forms.
 10. Evidence of insurance coverage, including general and professional liability and Workers' Compensation insurance.
- Sealed Submission, one (1) copy, clearly marked "RFQ - Public Land Management Plan Update - 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).

CERTIFICATE OF NON-COLLUSION FORM
TOWN OF ARLINGTON
Public Land Management Plan

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

Public Land Management Plan

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.

<hr/> Social Security Number or Federal Identification Number	<hr/> Signature and Title of Individual or Responsible Corporate Officer
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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

RFQ for Technical Consultant Services

TOWN OF ARLINGTON

Public Land Management Plan

Arlington, MA 02476

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

PROPOSER

PROJECT: Consultant Services for Public Land Management Plan

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