

**REQUEST FOR PROPOSALS (RFP)**  
**MT. GILBOA FEASIBILITY STUDY**  
RFP #23-15

The Department of Planning and Community Development (DPCD) acting through the Town Manager is requesting proposals from qualified individuals and firms for Consulting Services to implement a feasibility study for Mt. Gilboa in the Town of Arlington. The purpose of this project is to assess community visions for Mt. Gilboa, focused on understanding desirable uses for the structures at the top of the hill and enhancing the property's ecology and conservation value.

A copy of the RFP outlining the requirements for submission is available at the address below, between the hours of 8:00 a.m. and 4:00 p.m., Mondays through Wednesdays; 8:00 a.m. and 7:00 p.m. on Thursdays; and 8:00 a.m. and 12:00 noon on Fridays, or from the Purchasing Agent at [MDeNatale@town.arlington.ma.us](mailto:MDeNatale@town.arlington.ma.us). For further information contact David Morgan, Environmental Planner, at 781-316-3012, or [dmorgan@town.arlington.ma.us](mailto:dmorgan@town.arlington.ma.us). The proposal may be viewed and downloaded from the Town website <http://www.arlingtonma.gov/purchasing>.

Proposals are invited and will be received by the Purchasing Officer, Town of Arlington, Massachusetts on or before **12:00 noon, March 23, 2023**, at the Town Manager's/Purchasing Office, Town Hall Annex 2<sup>nd</sup> floor, 730 Massachusetts Avenue, Arlington, MA 02476. Proposals delivered after the appointed time and date will not be considered. Questions about the RFP may be submitted by March 20, 2023.

Five (5) copies of the proposal shall be submitted in a sealed envelope marked "RFP #23-15 Consultant/ Mt. Gilboa Feasibility Study" and one (1) copy of the price proposal in a sealed envelope marked "RFP #23-15 Consultant/ Mt. Gilboa 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.

Sanford Pooler  
Town Manager

March 9, 2023

**REQUEST FOR PROPOSALS  
TOWN OF ARLINGTON  
MT. GILBOA FEASIBILITY STUDY**

**Responses Due:** March 23, 2023, at 12:00 noon  
Late Responses Will Be Rejected

**Deliver Complete Responses To:** Town Manager  
Town Manager's/Purchasing Dept.  
Town Hall Annex 2<sup>nd</sup> floor  
730 Massachusetts Avenue  
Arlington, MA 02476

**For Further Information Please Contact:** David Morgan, 781 316-3012  
Email: [dmorgan@town.arlington.ma.us](mailto:dmorgan@town.arlington.ma.us)

RFP No. 23-15

**I. OVERVIEW/ PURPOSE/ PROJECT GOALS**

The Town of Arlington, acting through its Department of Planning & Community Development (hereinafter referred to as DPCD) and Conservation Commission, seeks proposals from consultants for a feasibility study for Mt. Gilboa at 1 Gilboa Road. Mt. Gilboa is an open space conservation area in Arlington Heights comprised of eight Town owned parcels. The site is managed through a partnership between the Conservation Commission and the Town Manager's office. As Mt. Gilboa is Article 97 land, the feasibility analysis shall include research and recommendations about the allowable uses and potential repurposing of the parcels.

Firms experienced in historic landscape preservation, conservation planning, and community engagement will have the qualifications needed for a successful application. The Consultant will convene an advisory committee, conduct a building assessment of the Mt. Gilboa house and garage, document the regulatory and deeded use limitations, survey stakeholders, and design and facilitate public forums. The Consultant will be overseen by the Environmental Planner in the Department of Planning and Community Development.

The process will include one public forum for community input to publicly summarize the results of the building assessment and stakeholder survey and present initial findings.

This project is funded through the Community Preservation Act. Proposals should be limited to the project budget of \$57,000.

## II. BACKGROUND INFORMATION

The Town is governed by a five-member Select Board and Representative Town Meeting. Daily management is vested in a Town Manager appointed by the Select Board. Planning and development are controlled by Massachusetts General Law, the Arlington Town Manager Act, the Town Bylaws, and the Arlington Zoning Bylaw.

Conservation Commissioners are appointed by the Town Manager with the approval of the Select Board. At any time, there are seven Commissioners and one or more Associate Commissioners on the Conservation Commission.

When the Crescent Hill Subdivision of 1872 was laid out, two and a half acres of land on top of Mt. Gilboa was designated as a park site. There was talk of an observatory on top of the hill. That vision was not realized, and instead a house was constructed 50 years later. Over the years, there have been various proposals for Mt. Gilboa. The goals of this proposed project/feasibility study are to solicit input from the community and various stakeholders to develop an actionable plan that will realize the community's visions for Mt. Gilboa, making the property more accessible to the community and enhancing it as a conservation asset.

Mt. Gilboa is comprised of 10.2 acres of wooded land in northwest Arlington. Mt. Gilboa is one of the highest points in Arlington and is the largest property under the jurisdiction of the Conservation Commission. The buildings on the property are managed by the Town Manager's Office and were rented through summer 2021; they have since been vacant. This tall, wooded hillside features walking trails available to the public, affording great views from the top. There are few other woodlands in Arlington that provide comparable areas for passive recreational activities and nature observation. It is, however, a complicated property. In addition to public trails, a residential building is sited on the crest of the hill. The house and its surroundings are part of the Mt. Gilboa-Crescent Hill Historic District. The house has also been considered for potential redevelopment as affordable housing. A two-car garage is near but not attached to the house.

The site consists of eight parcels of land, owned either by the Town of Arlington or the Arlington Conservation Commission. Various Town Meeting records indicate support for utilizing the property for nature education programs, public gatherings, and as a general viewshed of the region. The Mt. Gilboa property is a protected site under the state's Article 97 of the Massachusetts Constitution and the state's Article 97 policy (a change in use requires an affirmative 2/3 vote from Town Meeting and a 2/3 vote from the state legislature, and under federal Land and Water Conservation Fund regulations).

The entirety of the site is zoned Open Space. The stated purpose of the Open Space district is

“to protect and preserve open space as a natural resource, for the conservation of natural conditions for flora and fauna, and to serve as urban amenity for scenic and aesthetic enjoyment and recreational use.” Arlington’s Zoning Bylaw states that open space shall “encourage social interaction, maximize its utility, and facilitate maintenance” and “[s]tructures, where present, are clearly accessory to the principal open space and recreation functions of the property.” This provision is relevant to the structure on the Mt. Gilboa property.

Mt. Gilboa is recognized by the Arlington Historic District Commission as historically significant and is part of the 31-acre Mt. Gilboa/Crescent Hill Historic District established in 1991 (bounded by Westminster Ave, Crescent Hill Ave, Montague St, and Westmoreland Ave). Per the 1991 report to Town Meeting, the district was established to provide comprehensive protection of the land and achieve a neighborhood goal to provide a local park.

Locating a park on top of Mt. Gilboa was discussed as far back as 1874. As the 1991 Report to Town Meeting notes: “Description of the proposed park in the 1874 Arlington Advocate described the view from the park, ranging from the urban center of Boston and Cambridge to the peaks of Monadnock. All those and more can be seen from Gilboa Rock, and on this elevated eminence it is proposed to lay out a park, and area of about 2 1/2 acres, with an observatory...” The 1991 Report further notes: “A Committee was formed by Article II of the 1884 Town Meeting and was supposed to report to the March 1885 Town Meeting. No records exist as to why the attempt failed. Forgotten, the park site was subdivided into 11 house lots, although only one house, the Lester Hayden house, was ever built on site.”

The Lester Hayden House, a 1,960 sf (finished area) home constructed in 1924, is listed in the *Inventory of Historically or Architecturally Significant Properties in the Town of Arlington*. The Arlington Historic Districts Commission maintains jurisdiction over any construction or exterior alteration of the building. Long-term maintenance of the house is a challenge for the Town, and its current state of disrepair has raised safety and liability concerns.

### III. SCOPE OF SERVICES

The Consultant will work closely with DPCD and report to the Conservation Commission. A minimum of five monthly project meetings are required. The Consultant will work with staff to keep town officials and the community well informed by assisting staff in implementing a successful community outreach program and providing content and materials for the Town’s website.

The following outline is offered to describe the general extent of services to be provided by the Consultant. This outline is not necessarily all-inclusive, and the Consultant will include in the proposal any tasks or alternatives and services deemed necessary to satisfactorily

complete the project.

#### **A. Plan Implementation, Costs, and Schedule**

It is anticipated that the Consultant will provide and adhere to a realistic budget and timeline for legal analysis, feasibility analysis, community visioning, funding opportunity identification, and issuance of the final report. The budget for this project is capped at \$57,000.

#### **B. Staff Role**

DPCD will be closely involved, but the Consultant is expected to devote the time needed to conduct building assessment, legal analysis, community visioning, funding opportunity identification, and issue the final report. Staff will take primary responsibility for scheduling meetings and posting notices for meetings. Staff will provide any reasonably necessary baseline data and any other relevant materials needed by the Consultant.

### **IV. PROJECT SCHEDULE**

The Town anticipates a project start after contract signing in spring 2023. The following schedule is proposed and shall be refined by the Consultant. One monthly meeting is required with Town staff and/or the Conservation Commission.

|         |                                                                                                         |
|---------|---------------------------------------------------------------------------------------------------------|
| Month 1 | Begin building assessment, convene advisory committee and jointly determine community visioning process |
| Month 2 | Document the regulatory and deeded use limitations                                                      |
| Month 3 | Public Forum to present building assessment, share survey results, and receive input on use priorities  |
| Month 4 | Present Final Feasibility Analysis, and Resource Identification to Conservation Commission              |
| Month 5 | Project completion, submission of final report                                                          |

The Consultant is expected to complete the project based on the anticipated schedule above. If the Consultant believes that the Project cannot meet the schedule noted above, this should be outlined in the Response.

### **V. DELIVERABLES**

The Consultant will:

- Review all property and grant-related legal documents for historic and conservation restrictions and deliver a report summarizing the possible uses for the site given

zoning, land use, funding, and other constraints

- Conduct a building assessment to be completed by a professional engineer of the two structures (residence and garage) on site for safety and structural integrity.
- Develop and execute a stakeholder survey to gather feedback on desired uses of Mt. Gilboa. The Consultant will document and report survey results.
- Identify state or federal grant funding opportunities to assist with any proposed recommendations and deliver a list summarizing such with details about the applicability of each source, deadlines, and other information as determined by the Town.
- Issue a final report with a summary of findings, presenting actionable steps and recommendations for further consideration of repurposing the Mt. Gilboa house and garage.

The final version of each deliverable should be submitted in electronic and print formats. All images should be in Microsoft Office compatible format. Any GIS data created by the consultant and used in any maps in the final version shall also be provided. All materials will become the property of the Town of Arlington.

## **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 developing feasibility analyses for historic landscapes.
2. Successful completion of a minimum of three (3) such projects within the last five (5) years is required, and completion of five (5) overall is desired.
3. The firm/team must have proven experience in the public sector.
4. The volume of the proposed project manager's 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 capable of devoting a significant amount of time to this project 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.

1. Staffing Plan and Methodology, 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.

**Highly Advantageous:** The plan of services proposes a detailed, logical, and highly efficient scheme for producing a complete project as outlined in the Scope of Services and Project Deliverables 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 as outlined in the Scope of Services and Project Deliverables 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 for producing a complete project as outlined in the Scope of Services and Project Deliverables 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 with similar projects, and prior experience with public contracts and relevant local planning projects.

**Highly Advantageous:** The Consultant has at least seven (7) years of experience consulting with Massachusetts municipalities on projects of similar size and scope to this project. The Consultant can demonstrate the successful completion of five (5) similar projects within the last five (5) years.

**Advantageous:** The Consultant has at least five (5) years of experience on projects of similar size and scope to this project. The Consultant can demonstrate the successful completion of three (3) similar projects within the last five (5) years.

**Not Advantageous:** The Consultant has less than four (4) years of experience but

more than one (1) year consulting on projects of similar size and scope to this project. The Consultant can demonstrate the successful completion of two (2) similar projects within the last five (5) years.

**Unacceptable:** The Consultant has less than four (4) years of experience consulting on projects of similar size and scope to this project. The Consultant cannot demonstrate the successful completion of similar projects.

3. Desirability of approach to the project, as well as a demonstrated understanding of all project components and public outreach needs.

**Highly Advantageous:** The response contains a clear and comprehensive plan that addresses all of the details included in the Scope of Services and Project Deliverables as stated in the RFP.

**Advantageous:** The response contains a clear plan that addresses most of the details included in the Scope of Services and Project Deliverables as stated in the RFP.

**Not Advantageous:** The response does not contain a clear plan to address many of the details included in the Scope of Services and Project Deliverables as stated in the RFP.

**Unacceptable:** The response does not contain any plan to address the details included in the Scope of Services and Project Deliverables as stated in the RFP.

4. Demonstrated ability to meet project budget and project schedule.

**Highly Advantageous:** All of the Consultant's references indicate that the projects were completed within budget and on schedule or with minimal, insignificant delays.

**Advantageous:** 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:** 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:*** 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 one electronic copy of the proposal marked "RFP 23-15 Consultant/ Mt. Gilboa Feasibility Study Proposal" addressing the objectives, scope and schedule described in this RFP. Responses must include each of the following:

1. General description of the firm/team's experience.
2. Description, with examples, of the firm/team's experience in advancing projects from conceptual plans to a final design and construction. 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.
3. An outline of the schedule for completion of tasks (timeline) as presented in the firm/team's approach to the scope of services.
4. 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.
5. 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).
6. Other pertinent information about the firm(s) that would aid the Town in making a selection.
7. Completed Certificate of Non-Collusion and Certificate of Tax Compliance Forms.
8. Evidence of insurance coverage, including general and professional liability and Workers' Compensation insurance.

Additionally, a sealed submission of one (1) copy clearly marked "RFP #23-15 Consultant/ Mt. Gilboa Feasibility Study - Price Proposal" with the following:

1. Completed Price Proposal Form (attached).

2. Estimated breakdown 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 submittal requirements; that is, the response should include a section addressing all of 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.

Proposals will be reviewed by Department of Planning and Community Development staff.

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 of the respondents.

Questions and/or comments may be submitted to David Morgan, Environmental Planner at [dmorgan@town.arlington.ma.us](mailto:dmorgan@town.arlington.ma.us) / 781-316-3012 by March 20, 2023.

Responses to the RFP are due by 12 noon on **March 23, 2023**. Facsimile and/or emailed responses will not be accepted. All responses should be submitted to:

Sandy Pooler  
Town Manager  
Town of Arlington  
730 Massachusetts Avenue  
Arlington, MA 02476

## IX. PROJECT FUNDING

Consultants must complete the attached Price Proposal Form under separate cover. The budget for this project is \$57,000, funded by the Community Preservation Act. 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

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**CERTIFICATE OF NON-COLLUSION FORM**  
**TOWN OF ARLINGTON**  
**Mt. Gilboa 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**  
**Mt. Gilboa 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**

**RFP #23 Consultant Services  
TOWN OF ARLINGTON  
Mt. Gilboa Feasibility Study  
Arlington, MA 02476**

**AWARDING  
AUTHORITY:** Town Manager  
Town of Arlington  
730 Massachusetts Avenue  
Arlington, MA 02476

**PROPOSER:**

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**PROJECT:** Consultant Services for Mt. Gilboa 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.

\_\_\_\_\_  
Print Name Title

\_\_\_\_\_  
Signed Date