

**REQUEST FOR PROPOSALS (RFP)**  
**MILL BROOK AND NO NAME BROOK BANK STABILIZATION DESIGN**  
TOWN OF ARLINGTON RFP #23-47

The Town of Arlington, acting through its Department of Planning and Community Development, Conservation Commission, and Open Space Committee, is requesting proposals from qualified individuals and firms for Consulting Services to scope and design improvements to Mill Brook and No Name Brook. The chosen Consultant will conduct two feasibility studies (one for each waterway) and likewise develop two related preliminary design concepts.

The purpose of this project is to identify needed improvements to the banks of both brooks to protect appurtenant infrastructure while enhancing the ecological and recreational value of the waterways. Special attention shall be given to the climate resilience of the area, particularly regarding stormwater management. The Mill Brook portion of the work includes utilizing a previously developed hydraulic model of Mill Brook to develop 75% design and preliminary bid document preparation, while the deliverable for the No Name Brook portion is a concept design including at least three alternatives, one of which can be no-action.

The project budget is \$140,750, funded with a combination of two Community Preservation Act awards. The Mill Brook aspect of the project is funded by an award to the Arlington Conservation Commission and the No Name Brook work is funded by an award given to the Open Space Committee.

A copy of the RFP outlining the requirements for submission is available for download from the Town's website [www.arlingtonma.gov/purchasing](http://www.arlingtonma.gov/purchasing). For further information contact David Morgan, Environmental Planner, at 781-316-3012, or [dmorgan@town.arlington.ma.us](mailto:dmorgan@town.arlington.ma.us).

Proposals will be received by the Purchasing Officer, Town of Arlington, Massachusetts, **on or before 12:00 noon, August 3, 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 **July 27, 2023**.

Five (5) copies of the proposal shall be submitted in a sealed envelope marked "RFP #23-47 Consultant/ Mill Brook and No Name Brook Bank Stabilization Design" and one (1) copy of the price proposal in a sealed envelope marked "RFP #23-47 Consultant/ Mill Brook and No Name Brook Bank Stabilization Design - 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

**REQUEST FOR PROPOSALS**  
**MILL BROOK AND NO NAME BROOK BANK STABILIZATION DESIGN**  
TOWN OF ARLINGTON RFP #23-47

**Responses Due:** August 3, 2023, at 12:00 PM  
Late Responses Will Be Rejected

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

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

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

The Town of Arlington seeks proposals from qualified consultants to deliver two feasibility studies and preliminary design concepts for Mill Brook, which runs east to west and bisects the Town of Arlington, and No Name Brook, which is proximate to Mill Brook and runs alongside the Minuteman Bikeway on MBTA-owned land licensed to the Town of Arlington. The specific location of the Mill Brook project limits include two parcels in the upper reach of the brook near the Arlington Reservoir. The principal goal of both aspects of the project is to identify and design bank stabilization interventions using green infrastructure best practices. This will potentially include changes to the design and function of Mill Brook and will entail a redesign of No Name Brook.

Firms experienced in climate resilience planning, stormwater engineering, ecological land management, and community engagement will have the qualifications needed for a successful application.

Overseen by the Town's Environmental Planner, the Consultant will design and facilitate a public engagement campaign including four public forums. Outreach will also include a publicity campaign to rename No Name Brook. The first forum will launch the related projects and describe existing conditions of the project loci. The first forum will also debut the renaming campaign for No Name Brook. At the second forum, the Consultant will present draft conceptual plans for both waterways and collect recommendations about the proposed improvements. The third forum will include presentation of the final conceptual designs and recommendations for both sites, including invasive vegetation management strategies. The fourth forum will follow permit applications for Mill Brook and will summarize for the public what changes to the 75% design were sought by permitting agencies. Timing of this forum will depend on permit approvals

and may be as much as a year after the third forum. At this forum, the Consultant will also cover next steps for both aspects of the project.

The chosen Consultant will:

- Conduct four public forums as outlined above, and attend, facilitate, and administer a minimum of eight meetings with Town staff
- Perform site evaluations of Mill Brook and No Name Brook, including assessments of the existing conditions of resident vegetation, topography, stormwater hydrology, and other details as described in this narrative
- Develop concept designs for improvements to both locations using nature-based/green infrastructure bank stabilization techniques
  - Incorporate transportation (e.g., repair and/or realignment of the bike path and appurtenant infrastructure, green infrastructure stormwater management for the bike path) and recreational amenities (wayside natural areas and views, wayfinding, interpretive signage) along No Name Brook
- Propose a management strategy for invasive plant removal along both waterways
- Design and advance the Mill Brook conceptual plan to 75% design, including an analysis using a provided hydraulic model of the brook
- Identify, write, and submit necessary permit applications and prepare bid documents for construction of the Mill Brook design
- Design, conduct, and report on a publicity campaign to engage residents in renaming No Name Brook

The Consultant will coordinate with key Town departments and commissions (including among others Open Space, Conservation, Public Works), and residents.

## **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.

### ***Mill Brook***

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.

The Arlington Conservation Commission seeks to preserve approximately 2,400 linear feet of the degraded and heavily eroded banks along the upper reaches of Mill Brook. The project will be accomplished by using bioengineered bank stabilization treatments, enhancement plantings,

select invasive species management, and green infrastructure stormwater management. Select invasive species control and planting of native wetland and upland plant species will improve habitat and increase plant diversity while beautifying the area next to the newly renovated Reservoir, Hurd Field, and Drake Village.

This project can be seen as an extension of the recent renovations at Arlington Reservoir and Hurd Field. Mill Brook runs along the border of these two properties; most of the project lies within the Town-owned Reservoir parcel with a portion of the brook falling on the adjacent Hurd Field parcel. The surrounding properties have been recently improved. The Res has extensive new plantings and is managed for invasive species. Hurd Field was redesigned and now includes green infrastructure, native plantings, and stormwater management.

The project will determine the degree of stabilization required for the banks of Mill Brook, the best methods for achieving it, and a design that will be advanced toward implementation. The overall aim is to improve the ecological integrity and stability of the brook and thereby preserve its condition and that of the Reservoir and Hurd Field.

The first goal will be accomplished primarily by identifying needed streambank improvements. Utilizing the Mill Brook hydraulic model currently being updated by Weston & Sampson, the selected consultant will consider the brook's characteristics (bank full elevations, thalweg, etc.), behavior under varying conditions (size, flows, and velocities), and appropriate methods for preserving those aspects that ensure the brook's health and that of the Res and Hurd Field.

A second goal is to reach a 75% design that will preserve Mill Brook and the adjacent properties. The selected consultant will work with the Conservation Commission to determine the parameters of the design. Consideration will be given to the permitting process and regulatory constraints. The 75% design will be shared with Town departments (e.g., DPW, Recreation) and other boards and committees for input. The agreed upon design will be advanced for permitting.

The third goal is related to the first two, in that stabilizing the banks of the brook will necessitate preserving healthy vegetation. A plan for eradicating harmful vegetation and a proposal for replacements will accompany the study. Removal of species like Japanese knotweed and poison ivy will treat nuisance vegetation that spreads from the brook to the Reservoir and Hurd Field.

### ***No Name Brook***

There are ten resident members who serve on the Open Space Committee. Among these are designees from the Park and Recreation Commission, Envision Arlington, Department of Planning and Community Development, Arlington Redevelopment Board, and Conservation Commission. Members are appointed by the Town Manager with the approval of the Select Board.

No Name Brook is a ~1,600 linear foot water body that runs parallel to the Minuteman Bikeway

in Arlington Heights. Already severely degraded, the brook is prone to further damage resulting from bank destabilization, invasive species, blockage, stormwater pollution, and infrastructure failure. No Name is in critical need of preservation to prevent further deterioration to the brook and its appurtenant infrastructure. The Town's Hazard Mitigation Plan first listed it as a priority hazard area in 2012. Its improvement will facilitate Town plans to preserve the character of the Minuteman Bikeway, as is reflected in the recently completed Minuteman Bikeway Plan.

No Name Brook falls entirely within the Minuteman Bikeway right of way, which is owned by the MBTA and licensed to the Town. No coordination is needed with MBTA for the study; however, a license will need to be secured for construction in a subsequent phase of the project.

The Minuteman Bikeway Plan identified several action items to be addressed by the proposed study. Each of the action items was suggested to remedy known issues along the reach of No Name Brook. The actions include the following.

- Improving the character and quality of the stretch from the Mill Brook crossing to Bow Street
- Replacing the railing at Lowell Street underpass
- Providing natural areas and views, as well as wayside components like wayfinding and interpretive signage.

An essential deliverable in line with the above list of actions is a proposal for invasive species management along No Name Brook.

Other priorities for the feasibility study include the following. The priorities noted with an asterisk are supported by the Minuteman Bikeway Plan.

- Landscape concept design for a preserved brook and bikeway amenity
  - Bank stabilization and path repair\*
  - Native plantings appropriate for roadsides
- Consider realignment of the bikeway to allow for more open space next to the brook.
- Altering the informal bikeway connections at Nourse Street and Lowell Street Place
  - Changes to the damaged barriers at the end of both roads to prevent contaminants from entering the brook (e.g., road salts from plowing, trash and debris)

It is essential to the brook and the bikeway's preservation to understand the role No Name plays in stormwater management. Field observations in advance of the preliminary application showed that the brook functions as stormwater infrastructure for an even larger area than is mapped. Surface runoff from Lowell Street and other adjacent impervious surfaces are directed to No Name via private lots that receive and redirect water to the brook. No Name Brook also receives waters from Mill Brook in extreme weather events. A tertiary goal of the project is to better

understand and prepare to manage these flows, in line with the Town’s Hazard Mitigation Plan and Municipal Vulnerability Preparedness Findings & Recommendations. Regarding this goal, the following considerations would be made within the feasibility study.

- Rain gardens within public rights of way (e.g., Nourse Street and Lowell Street Place) to collect and treat stormwater runoff into No Name Brook
- A hydraulic connection to Mill Brook for stormwater management

Finally, a public engagement campaign to rename the brook will complement the feasibility study. The Conservation Commission’s Water Bodies Working Group (WBWG) first identified the opportunity. Names would be solicited from the community by the Department of Planning and Community Development, whose staff would manage outreach and the contest process. A winning name will be chosen by the WBWG and submitted to the Select Board for approval if necessary. The name will be formally recorded with the USGS Board on Geographic Names.

### III. SCOPE OF SERVICES

The Consultant will work closely with the Environmental Planner in the Department of Planning and Community Development, whose role is to staff the Conservation Commission and Open Space Committee. A minimum of eight 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 collecting input, developing concept designs, and issuing the final report. The budget for the project is \$140,750, per the below estimated costs.

<b>Initial Costs</b>	<b>Estimated Cost</b>
Existing Conditions Plan and Survey	\$ 28,000
Site Characterization and Management Report	\$ 5,000
Design of Concept Alternatives	\$ 18,000
Concept Development	\$ 18,000
Permit application preparation and submittal	\$ 30,000
Bid document preparation	\$ 15,000

Project coordination, public meetings	\$ 12,000
10% contingency	\$ 14,750
<b>Proposal Total</b>	<b>\$140,750</b>

**B. Staff Role**

The Department of Planning and Community Development, Conservation Commission, and Open Space Committee will be closely involved, but the Consultant is expected to devote the time needed to assess the feasibility of improvements, create a concept design, and participate in meetings as needed. The Consultant will take primary responsibility for scheduling meetings, making presentations at most meetings, preparing meeting minutes, and attending all meetings. Staff will post notices for meetings and 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 summer 2023. The proposed schedule should adhere to the timeline below.

September 2023	Conduct existing conditions survey, document findings, deliver report, launch No Name Brook renaming campaign and present to the public at public forum #1
December 2023	Deliver initial concept designs and preliminary report, present to the public at public forum #2
February 2024	Deliver final concept design for No Name Brook and 75% design for Mill Brook, deliver invasive vegetation management strategies, present to the public at forum #3
May 2024	Submit permit applications, deliver bid documents
June 2024	Conclude renaming campaign, deliver final report on both waterways, present to the public at public forum #4

All work should be completed before July 2024.

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**

*Mill Brook*

The Consultant will provide one 75% design along with bid documents for construction and

the requisite permit applications for each permit identified as necessary during the design process. One full copy of each plan shall be provided.

*No Name Brook*

The Consultant will provide one concept design.

An invasive vegetation management plan shall be included for each waterway.

The final version of each deliverable should be submitted in electronic and print formats. All images should be in Microsoft Office compatible format. The final concepts should be delivered via AutoCAD. 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 conceptual plans for public **nature based infrastructure**.
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 Consultant/ Mill Brook and No Name Brook Bank Stabilization Design 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 conceptual plans. 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 (not included in page limit).
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 #23-47 Consultant/ Mill Brook and No Name Brook Bank Stabilization Design - 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 **July 27, 2023**.

Responses to the RFP are due by **12:00 noon on August 3, 2023**. Facsimile and/or emailed responses will not be accepted. All responses should be submitted to:

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 the project is \$140,750, funded through 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

**CERTIFICATE OF NON-COLLUSION FORM**  
**TOWN OF ARLINGTON**  
**Mill Brook and No Name Brook Bank Stabilization Design**

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**  
**Mill Brook and No Name Brook Bank Stabilization Design**

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 #23-47 Consultant Services  
TOWN OF ARLINGTON  
Mill Brook and No Name Brook Bank Stabilization Design  
Arlington, MA 02476**

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

**PROPOSER:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROJECT:** Consultant Services for Mill Brook Feasibility Study and Preliminary Design Concepts

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