

REQUEST FOR PROPOSALS (RFP)
MYSTIC RIVER PATH CONNECTION TO THE MINUTEMAN BIKEWAY DESIGN
TOWN OF ARLINGTON RFP #24-02

The Town of Arlington, acting through its Department of Planning and Community Development, is requesting proposals from qualified individuals and firms for project development, design, and engineering consulting services for the Mystic River Path Connection to the Minuteman Bikeway.

The purpose of this project is to design, prepare construction plans, specifications, construction cost estimates, prepare and obtain all required permits and approvals as necessary, and provide Bidding and Construction Phase Services for the Mystic River Path Connection to the Minuteman Bikeway in accordance with all MassDOT and FHWA requirements. In 2022, the Town completed a [Feasibility Study](#) to evaluate options for a path that will strengthen the walking and biking network in and around Arlington while bolstering community access to the unique natural areas of Lower Mystic Lake and Mystic River. This project will advance the recommended conceptual designs from the Feasibility Study into construction ready documents with the ultimate goal of having this project constructed through the Boston MPO Transportation Improvement Program (TIP).

The design fee shall not exceed \$1,000,000.00.

A copy of the RFP outlining the requirements for submission is available for download from the Town's website www.arlingtonma.gov/purchasing. For further information contact John Alessi, Senior Transportation Planner, at 781-316-3093, or jalessi@town.arlington.ma.us.

Proposals will be received by the Purchasing Officer, Town of Arlington, Massachusetts, **on or before 11:00 a.m., April 19, 2024** 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. A virtual informational meeting will take place **on March 11, 2024** with meeting details shared upon request. Questions about the RFP may be submitted **on or before 10:00 a.m., March 14, 2024**.

Five (5) hard copies of the operating proposal and one (1) electronic copy of said proposal on a USB flash drive shall be submitted in a sealed envelope marked "**RFP #24-02 Consultant/ Mystic River Path Connection to the Minuteman Bikeway Design – Operating Proposal**". One (1) hard copy of the price proposal shall be submitted in a separate sealed envelope marked "**RFP #24-02 Consultant/ Mystic River Path Connection to the Minuteman Bikeway Design - Price Proposal**". Proposers are discouraged from submitting proposals in three-ring binders.

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.

James Feeney, Town Manager
February 29, 2024

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MYSTIC RIVER PATH CONNECTION TO THE MINUTEMAN BIKEWAY DESIGN
TOWN OF ARLINGTON RFP #24-02

- Proposals Due:** **April 19, 2024, at 11:00 a.m.**
Late Responses Will Be Rejected
- Deliver Complete Responses To:** James Feeney, Town Manager
Town Manager’s Office/Purchasing Department
Town Hall Annex 2nd floor
730 Massachusetts Avenue
Arlington, MA 02476
- For Further Information, contact:** John Alessi, Senior Transportation Planner
Department of Planning & Community Development
781 316-3093
jalessi@town.arlington.ma.us.
- RFP Schedule:** February 29, 2024 – RFP Circulated
March 11, 2024 – Informational Meeting (virtual)
March 14, 2024 – Questions due by 10:00am
March 18, 2024 – Responses to questions posted online
April 19, 2024 – Proposals due by 11:00am
May 13, 2024 – Finalist interviews TBD between 1-4pm
May 14, 2024 – Finalist Interview TBD between 1-4pm
May 15, 2024 – Finalist Interview TBD between 1-4pm
Week of May 27, 2024 – Consultant selected
June to July 2024 – Contracts circulated

I. OVERVIEW / PURPOSE / PROJECT GOALS

The Town of Arlington, acting through its Department of Planning & Community Development (DPCD), seeks proposals from consultants to design the Mystic River Path Connection to the Minuteman Bikeway. In 2022, the Town completed a [Feasibility Study](#) to evaluate options for a path that will strengthen the walking and biking network in and around Arlington while bolstering community access to the unique natural areas of Lower Mystic Lake and Mystic River. DPCD seeks project development, design, and engineering services from a MassDOT prequalified firm to design, prepare construction plans, specifications, construction cost estimates, prepare and obtain all required permits and approvals as necessary, and provide Bidding and Construction Phase Services for the project in accordance with all MassDOT and FHWA requirements. The selected 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), and MassDOT throughout the course of the project.

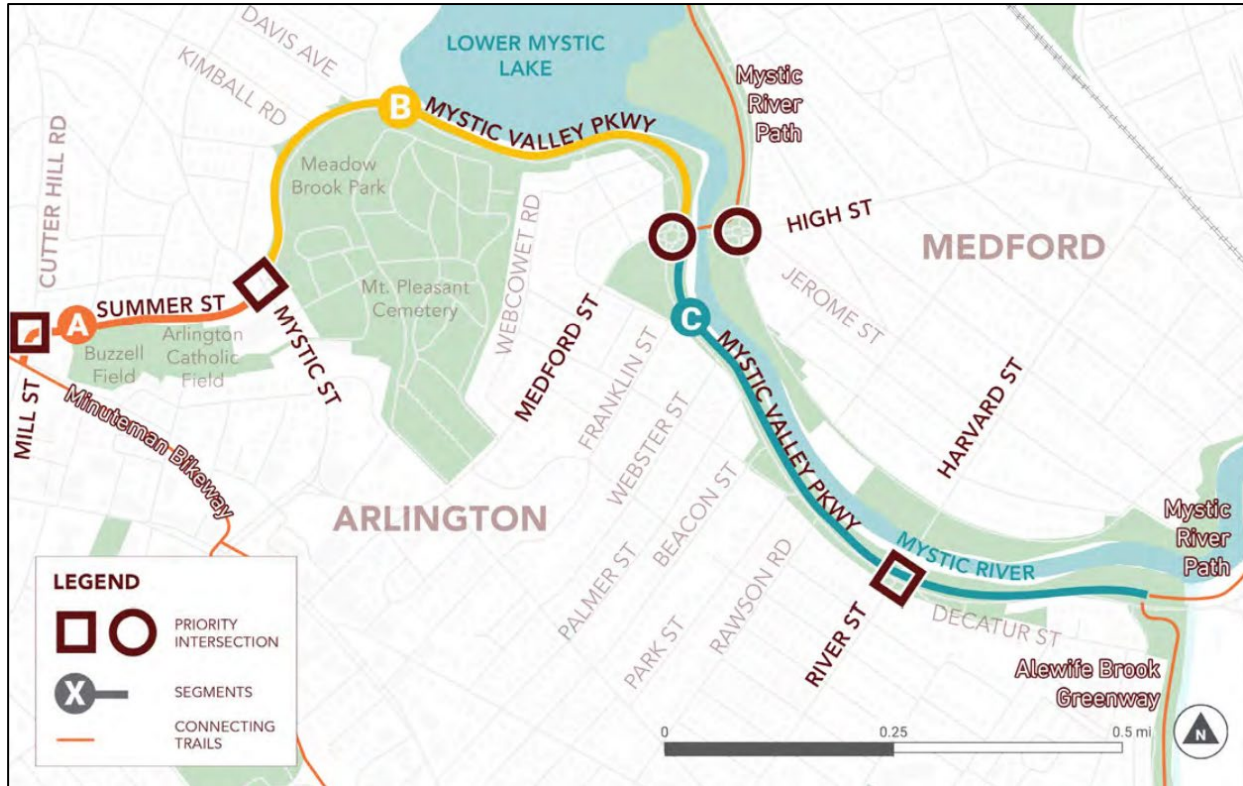
II. BACKGROUND INFORMATION

The Mystic River Path Connection to the Minuteman Bikeway will be a new shared-use path that provides multi-modal transportation options and expands the region's growing trail network. This project will advance the recommended conceptual designs from the Feasibility Study into construction ready documents. Recommendations from the study were developed through extensive site analysis, community input, and an iterative process of conceptual design. In addition to the continuous shared use path for multiple non-motorized modes, the recommended conceptual design includes pedestrian only paths and on-street bike lanes to accommodate a variety of mobility needs and preserve opportunities for experiencing nature and riverside strolling. The path will connect through intersections that are redesigned to improve safety, comfort, and ADA accessibility. Connections from neighborhood streets will be formalized and made accessible for greater integration of the path into adjacent residential areas. The Feasibility Study also proposes various spaces to enhance the experience of path users. Placemaking proposals for the corridor focus on celebrating and protecting parkland trees and the natural ecosystems along the lake and river. A placemaking plan identifies potential gateway spaces to welcome path users with wayfinding, interpretative materials, and seating. Potential locations for waterside overlooks and opportunities for ecological restoration or other nature-based design are also identified. The Feasibility Study also includes a Memorandum on Existing Conditions that will be shared with the selected consultant, including refined cost estimates, traffic analyses, bicycle/pedestrian activity, a summary of community feedback, and other information related to the project.

As part of the federal FY2023 Consolidated Appropriations Act, Arlington received \$1,000,000 from the \$1.7 trillion spending bill signed in December 2022 to design the Mystic River Path Connection to the Minuteman Bikeway. The Town has already initiated the project through MassDOT, received MassDOT Project Review Committee approval, and it has been assigned project number 613593. It is expected that the project will be constructed using funding from the Boston MPO's TIP.

The overall project is divided into three segments based on roadway character, cross sections, and roadway jurisdiction. The project has five intersections found under DCR or Town of Arlington jurisdiction. Segment A includes Summer Street between Mill Street and Mystic Street under Town of Arlington jurisdiction, while Segments B and C include the Mystic Valley Parkway corridor under DCR jurisdiction. There are two intersections under the Town of Arlington's jurisdiction: Summer Street and Mill Street, and Summer Street and Mystic Street. There are three intersections under DCR jurisdiction, including the Medford Street Rotary, High Street Rotary, and intersection of the Mystic Valley Parkway with Harvard Avenue and River Street. Segment C is mainly within the Mystic Valley Parkway trail area between the Medford Street Rotary and Harvard Avenue/River Street intersection and is being designed and constructed by DCR. However, the recommended conceptual design also includes buffered bike lanes on the Parkway itself, so the design of these bike lanes will

be a part of this project’s scope and separate from DCR’s trail design. The Harvard Avenue/River Street intersection on Mystic Valley Parkway will also be designed and reconstructed as part of this project. The following map from the Feasibility Study shows the three segments and priority intersections.



Source: Feasibility Study for the Mystic River Path Connection to the Minuteman Bikeway (2022)

III. SCOPE OF SERVICES

It is the intention of the Town of Arlington to retain a MassDOT prequalified firm (or team of firms) who will be responsible for complying with all necessary MassDOT project development guidelines to ensure the project is eligible for funding through the Boston MPO TIP. The basis of design for this effort will be the Feasibility Study (2022) prepared by Toole Design Group.

It will be the selected firm’s/firms’ responsibility to ensure that all MassDOT requirements are identified and complied as part of the design and that all necessary supportive documentation is addressed. In retaining a firm/firms, the Town will execute a contract initially to advance the project through the full 25% design phase, including responses to all MassDOT comments and preparations of materials and attendance at a 25% Required Design Public Hearing. Once the 25% phase has been accepted and approval has been given to advance the design by MassDOT, the Town will execute the remaining phases of the contract.

The following sections are not meant to be a complete representation of all work that may be required within the design phases. Rather, it is a broad guideline as to the general scope of services the Town is expecting to address as part of the project. Proposers are encouraged to include any additional tasks they would recommend for satisfying the goals of the project. Proposers shall clearly identify tasks that are additional to the General Requirements below and the typical MassDOT requirements for project development and design.

A. General Requirements

Town Project Team

The selected designer will work closely with the Senior Transportation Planner in the Department of Planning and Community Development as the main municipal contact, as well as other Town Committees, Boards, and Departments. These include, but are not limited to, the Select Board, Bicycle Advisory Committee, Transportation Advisory Committee, Department of Public Works (DPW), Police, Fire, Parks & Recreation Department, etc.

Partner Agency Coordination

The selected designer is required to coordinate with state agencies including MassDOT and the Department of Conservation and Recreation (DCR). Although Summer Street is Town of Arlington jurisdiction, with some abutting properties under the Arlington Housing Authority and Arlington Parks and Recreation Commission, the Mystic Valley Parkway and adjacent parkland are owned and managed by DCR. MassDOT owns the High Street and Harvard Avenue/River Street bridges and the culvert over the Mill Brook and Mystic Valley Parkway at the western end of Lower Mystic Lake.

Arlington Stakeholders/Design Review Committee

In order to provide a compressed and effective public process, The Town will form a Design Review Committee composed of local stakeholder representatives to both guide design development and coordinate with the appointees' respective Boards, Commissions or Neighborhood Associations. When formed, the Committee could have representatives from any/all of the following groups:

- Select Board
- Transportation Advisory Committee
- Bicycle Advisory Committee
- Conservation Commission
- Tree Committee
- Open Space Committee
- Parks & Recreation Committee
- Disability Commission
- Neighborhood Organizations
- Town Meeting Members
- Clean Energy Future Committee

Project Meetings

The selected designer will prepare for and conduct meetings with the Town of Arlington, MassDOT, DCR, and other entities as needed. These will include a kick-off meeting, site walks, meetings with neighborhood groups and/or elected officials, and required MassDOT Meetings. The Town will be responsible for arranging meeting locations as applicable. Assume that Town-led project meetings will be held at Arlington Town Hall or virtually. The selected designer shall prepare all presentation materials and facilitate the meetings as necessary. The selected designer shall provide meeting summaries with action items for all meetings and shall distribute those to all members of the Town and consultant team within seventy-two (72) hours after the meeting.

Public Outreach Process

Soliciting public input and keeping the public engaged and informed will be a critical part of the design process, particularly through preliminary design when there are many important choices to be made. The Mystic River Path Connection to the Minuteman Bikeway Feasibility Study process generated broad interest throughout Arlington and its surrounding communities. The selected designer must provide a robust public engagement plan as a part of its proposal that guides the Town and its residents through the design process. As described in Task 6, the designer will be required to attend Design Review Committee meetings and host public hearings at the 25%, 75% and 100% design phases.

Plan Review Process and Period

The designer shall adhere to all MassDOT review processes and periods and shall distribute documents for review in accordance with MassDOT guidelines. Unless otherwise noted, assume a minimum 30-day period for Town reviews and approvals on all major milestone deliverables.

Project Documents

The designer shall prepare plans, specifications, and estimates (PS&E) suitable for bidding. Plan sheets shall be delivered with supporting documentation at appropriate design stages as further specified in the latest version of the MassDOT Project Development and Design Guide. Cost estimates shall be provided with each plan submission and shall be based on the latest weighted unit prices found on the MassDOT website.

All project drawings shall be provided to the Town in PDF and AutoCAD formats, as well as five physical copies to be provided to the Town's Engineering Department for each submission. A professional engineer licensed in the Commonwealth of Massachusetts shall stamp and sign their seal on all Plan sheets and the title page of Specifications.

Additional Services

The selected designer shall list hourly rates for all consultant team members for any additional services. Every effort must be made by the consultant team to avoid additional services. Under no circumstance may the consultant team perform additional services or charge additional time above and beyond what was estimated in the Proposal, without written approval from the Town.

Project Design Schedule Development and Monthly Updates

The selected designer will be required to develop and submit for approval a project design schedule and monthly updates to the MassDOT Project Manager in accordance with MassDOT policies and procedures.

B. MassDOT Project Development Requirements

Since the Mystic River Path Connection to the Minuteman Bikeway is expected to be constructed using funding from the Boston MPO's TIP, this project must adhere to MassDOT's Project Development guidelines. The requirements listed below were shared with the Town by MassDOT upon receiving Project Review Committee approval. The designer shall take into consideration all of the following when developing a proposed scope of work. Note - The designer should also familiarize themselves and review MassDOT's latest engineering directives for any changes that may be incorporated into the Project Development Process after the release of this RFP.

1. The municipality is responsible for the completion of the project design in accordance with the 2006 Massachusetts Highway Department Project Development and Design Guide, Engineering Directives, SOPs, and other relevant Highway Division standards and criteria. The Highway Division requires formal approval of design exceptions when any of the controlling design criteria identified in the Project Development and Design Guide (Chapter 2 Section 11) and Engineering Directive E-14-006 cannot be met.
2. If the municipality requires the services of a Surveyor or Design Consultant, it must hire a firm that is currently pre-qualified for the appropriate type of work by the Highway Division's Architects and Engineers Review Board. Lists of pre-qualified firms are available on the Highway Division website.
https://hwy.massdot.state.ma.us/webapps/MHDConsultants/MHD_Consultants.asp
3. When soliciting services from Surveyors or Design Consultants, the Highway Division requires the municipality use a qualifications-based selection process. In addition, the municipality shall refer to the Municipal Project Guide during the project development and contract negotiation process. Please contact us for a copy of this document prior to initiating project development.
4. Municipalities shall use MassDOT's Standardized Scope of Work and Work Hour Estimate Form for Design Services as a template for municipal agreements with design consultants. These documents are available on the Highway Division website and must be submitted to this District Office for review and approval. The District and MassDOT Project Manager must be copied on the Notice to Proceed when issued to the design consultant.
<https://www.mass.gov/lists/massdot-highway-contract-and-invoicing-tools>
5. All projects require some level of construction phase engineering services by the design consultant. The municipality is responsible for ensuring that any contracts with design consultants include appropriate consideration for these important services.

6. The traffic control measures developed for this project must be prepared consistent with 701 CMR 7.00 (Use of Road Flaggers and Police Details on Public Works Projects). The Highway Division will only advertise for construction projects that have been developed consistent with the Road Flagger and Police Detail Guidelines that are found at our website: <https://www.mass.gov/road-flaggers-and-police-detail>
7. Prior to the beginning of preliminary survey work, the project designer shall contact the District Survey Engineer to coordinate the establishment of horizontal and vertical control points near the beginning and end of the project. All survey work must be prepared in accordance with the *MassDOT Survey Manual*. Layout needs to be located by an instrument survey and suitable to develop a recordable plan in accordance with the applicable sections of 250 CMR 6.01 & 6.02.
8. The municipality is responsible for acquiring the necessary rights, including temporary and permanent easements, on private and public property in accordance with the Federal Uniform Act Requirements. The Right-of-Way process is time consuming and expensive. The municipality will need to perform title exams on all parcels needed for the project. They will need to allocate significant staffing resources to work with impacted property owners. Property owners are entitled to an appraisal and an appraisal review. Property owners are entitled to receive Just Compensation. Your municipality is responsible for all Right-of-Way acquisition expenses including recording fees at the Registry of Deeds. Your municipality will be assigned a MassDOT Community Compliance Officer to oversee the process and ensure compliance to state and federal regulations. Right-of-Way requirements, guidelines and checklists are enclosed for your reference. Please ensure that sufficient work-hours are provided in the design contract for the design consultant to prepare all necessary Right-of-Way plans and documents. The preparation of Right-of-Way plans are required at every stage of design submission based on an instrument survey that meets 250 CMR 6.01 and 6.02. Recordable plans and instrument will be required.
9. This project is subject to Early Environmental Coordination as described in the Thresholds, Timelines, and Submission Requirements as outlined in the *MassDOT 2006 Project Development and Design Guide*. Submissions for this project shall include documentation of any coordination that has been completed by the municipality. The Highway Division will not initiate the 25% design submission review until the Environmental Review Checklist has been submitted to the Highway Division. The latest version of the ERC is available on our website: <https://www.mass.gov/lists/forms-documents-massdot-environmental-services#early-coordination-files>

C. Scope of Work Guidance

Task 1 – Project Development Engineering

1. Field Observations
 - a. The selected designer shall visit the project area to observe existing conditions and gather information relating to roadway and pathway intersections.
2. Topographic Survey

- a. The selected designer shall conduct a comprehensive survey of the project area conforming to MassDOT State Survey standards and using a surveyor on MassDOT's pre-approved list of consultants. The survey must include necessary topographical, utility, ROW, environmental, and other information necessary to develop a detailed final design, including at minimum:
 - i. Establish horizontal and vertical control.
 - ii. Establish coordinates and closed sets of base lines for streets, reproduce historical base lines where possible.
 - iii. Locate surface and materials including traffic signals, signs, utility poles, driveways, walks, railroads, street trees (including species and diameter at breast height), fences, mailboxes, and other street furniture.
 - iv. Determine existing ground cross sections in 50-foot intervals and at critical locations.
 - v. Locate utilities that are visible or marked in the field .
 - vi. Obtain pipe sizes, invert and rim elevations, and detail sketches for drainage and sanitary structures.
 - vii. Retrace all existing rights of way within the project area and compile property owner information.
 - viii. Reduce, check, and plot survey data at appropriate scale. Surface detail shall include buildings, bridges, railways, culverts, doorways, curbs, sidewalks, utility poles, utility covers, rights-of-way, and any other man-made or natural features that will impact design.

3. Traffic Counts

- a. The Feasibility Study was developed using traffic counts collected in December 2021. To satisfy MassDOT project development requirements, the designer shall collect new traffic counts for all roadway users throughout the project areas. At minimum, traffic counts should be collected with continuous 48-hour traffic counts capturing volume of vehicles, bicycles, and pedestrians passing through a given point on a corridor in addition to speed and vehicle classification. Intersection Turning Movement Counts collecting vehicular, pedestrian, bicycle and vehicle classification between 7 am and 6 pm should also be collected. All this work should be conducted at the project's major intersections:
 - 1. Summer Street (Rte 2A) at Mill Street / Cutter Hill Road.
 - 2. Summer Street (Rte 2A)/Mystic Street (Rte 3)/Mystic Valley Parkway.
 - 3. Mystic Valley Parkway / Medford Street (Rte 60) rotary in Arlington.
 - 4. Mystic Valley Parkway / High Street (Rte 60) rotary in Medford.
 - 5. Mystic Valley Parkway at River Street / Harvard Avenue bridge (Arlington side only).

4. Review Relevant Planning Context

- a. The designer should be familiar with all planning documents related to the project, like the [Feasibility Study](#), [Connect Arlington – Sustainable Transportation Plan](#), and the [Minuteman Bikeway Planning Project](#).

5. Pre-25% Design

- a. The designer shall undertake all necessary steps to complete the MassDOT pre-25% design process as identified in MassDOT Engineering Directive E-21-002 inclusive of over the shoulder review and ICE evaluations. The designer shall prepare a 10% design roll plan depicting the preferred alternative for the Mystic River Path Connection to the Minuteman Bikeway to facilitate this process in addition to early design review and discussion with the Town, MassDOT, and DCR more generally. The design shall reflect the design intent of the Feasibility Study's preferred alternatives and shall reflect design considerations previously noted.

Task 2 – Environmental & Permitting

In addition to MassDOT's requirements, the environmentally and culturally sensitive areas within the path corridor were identified through the Feasibility Study. The permitting and review process will be extensive because of the historic significance of this parkway and ecological importance of the corridor.

1. Environmental Review Checklist

- a. The selected designer will conduct early environmental coordination in accordance with MassDOT's most recent PDDG, including the following permitting research, reports, forms and other items

2. Determine MEPA and NEPA Project Category

- a. The selected designer, in coordination with the MassDOT Environmental Section, will determine the MEPA and NEPA project category. The designer shall obtain or develop the necessary information to enable this determination to be made prior to the most recent PDDG.

3. Determine Other Applicable Federal/State/Local Permits

- a. The selected designer, in coordination with the MassDOT Environmental Section, shall be responsible for identifying and complying with all other federal, state, and local environmental laws and regulations. The designer shall develop a checklist of anticipated environmental documentation and permits and schedule a coordination meeting to review these assumptions and their requirements with the MassDOT Environmental Section.
- b. The designer shall meet with permitting authorities to understand planning goals and BMPs for the project site, prepare draft permit filings to local, State, and Federal authorities as required for the proposed work, customize permit plans as necessary for each filing, prepare for and attend public hearings in support of permit filings, and record the filings.
- c. The Feasibility Study identified likely permits to be required as part of this project. They are summarized briefly below, but also available in the Feasibility Study for more information on the type of permit/review required, project area or component, and application requirements.

- i. Floodplain and Floodway – FEMA
 - ii. Floodplain and Floodway (bordering land subject to flooding) – MassDEP
 - iii. Floodplain/Floodway, Riparian Habitat, Wetlands, Waterbodies – Town of Arlington
 - iv. Wildlife Habitat – MassDEP
 - v. Public Waterfront – MassDEP
 - vi. Historic Landscapes and Structures – Mass Historical Commission (MHC)
 - vii. Impervious area, Wetlands, Historic Structures, Mature trees – Mass. Executive Office of Energy and Environmental Affairs (EEA)
- 4. Hazardous Materials Research/Review
 - a. As part of the Early Environmental Coordination, the presence of possible hazardous waste contamination within the project area will be researched using the Department of Environmental Protection (DEP) on-line Site File Reviewer for any sites that may impact the project area. A memorandum will be prepared summarizing the results of this review.
- 5. Categorical Exclusion (CE) – NEPA
 - a. The selected designer will prepare an Individual Categorical Exclusion (CE) Checklist and Supplemental Information document in accordance with the MassDOT requirements and the Federal Highway Administration’s (FHWA’s) NEPA regulations. A draft document will be submitted to the Town of Arlington for review and comments addressed before a final document is filed with MassDOT. It is noted that CE checklist is required for all federally-funded construction projects under the Transportation Improvement Program.
- 6. MassDOT Water Quality Data Form
 - a. The preparation of water quality data forms will be necessary as part of the 25% & 75% design submissions. The purpose of this is to determine the receiving water bodies tributary to the project area and determine if there are any known impairment of total maximum daily loads, and if so, determine opportunities for best management practices suitable to mitigate proposed improvements.
- 7. Mill Brook Culvert Inspection
 - a. The Feasibility Study identified that the Mill Brook Culvert (MassDOT jurisdiction) likely requires improvements, especially if any new roadway or path is constructed above. At minimum, an inspection of the culvert will be needed to determine its structural integrity and any needed improvements early in the design process.
- 8. DCR Construction Access Permit
 - a. The designer shall submit a DCR Construction Access Permit at the 75% design stage. This is also outlined under Task 7 - Final Design (75%, 100%, PS&E).

Task 3 – Functional Design Report (FDR)

1. Crash Data Research

- a. The designer should be prepared to review the most recent crash data and confirm additional safety concerns have not taken place since the completion of the analysis within the Feasibility Study. Crash records will be researched from the Arlington Police Department records as well as state records for the period available since the period analyzed as part of the Feasibility Study (January 2017 – December 2020). Collision diagrams will be prepared for project intersections and existing crash rates will be determined for all intersections. These crash rates will then be compared to the region's average. The Senior Transportation Planner will send a letter to the Town's Police Department to request the most recent crash information for the relevant period available. The total number of crashes will be reviewed and compared to the total obtained from the state's database. All costs to obtain crash data research shall be included in the fee.

2. Report Preparation

- a. A technical report will be prepared and submitted to MassDOT for the 25% design review documenting the preferred alternative and the parameters for design. Information previously prepared under Task 1 and as part of the Feasibility Study will be incorporated into this FDR. The following highway and traffic engineering issues will be addressed in the FDR:
 - i. Evaluation of existing conditions
 - ii. Presentation of existing and expected future traffic volumes
 - iii. Safety analysis using Road Safety Audit (RSA) findings and crash data
 - iv. Signal warrant analyses
 - v. Existing and future operation analysis including capacity and queuing analysis for peak periods
 - vi. A description of the proposed design, including alternatives considered, proposed geometric changes, and bicycle and pedestrian accommodations
 - vii. Traffic Management

Task 4 – Design Justification Workbook

1. Report Preparation

- a. A workbook will be prepared and submitted to MassDOT for the 25% design review documenting the preferred alternative and the alternative's relationship to applicable Controlling Criteria. Information previously prepared under Task 1 and Task 3 will be incorporated into the workbook.

Task 5 – Preliminary Design

1. Preliminary Design (25% Plans)

- a. The selected designer will prepare preliminary traffic, roadway, and pathway plans based on the 10% Concept Plan developed in Task 1. The 25% design plans shall reflect all design considerations as previously noted. In preparing the plans, the designer shall perform the following services:
 - i. Prepare geometrics of roadway, pathway, and intersection alignments
 - ii. Design signalized intersections including lane configurations, basic signal layout, signal timing and sequencing
 - iii. Define horizontal and vertical geometrics
 - iv. Design typical roadway and pathway cross sections
 - v. Coordinate with the landscape designer to anticipate placemaking/landscaping needs defined at later stages of design. The following elements are outlined in the Feasibility Study:
 - 1. Ecological Preservation: New trees and plants that support existing habitats. Stormwater infiltration best practices to prevent flooding and erosion. Plantings can be incorporated into rain gardens or swales along the path to mitigate the impacts of constructing an impervious asphalt path in regulated riverfront area.
 - 2. Scenic Overlooks: Offer opportunities to rest, relax, and take in views of Lower Mystic Lake and Mystic River. ‘Stepdowns’, stone steps or ramps that provide direct access to the river may also be considered at certain locations. Overlooks and stepdowns can stand alone or be integrated with a nature opportunity area.
 - 3. Nature Opportunity Areas: Immersive natural areas that can be experienced along the shared use path, such as riparian restoration, native pollinator habitat plantings, and rain gardens for stormwater filtration.
 - 4. Gateways: Small plaza areas located at key access points to the trail and serve to welcome trail users with orientation and wayfinding information.
 - 5. Other Placemaking Considerations: Wayfinding signage, seating, bike racks, etc.
 - vi. Develop a preliminary pavement design
 - vii. Define project limits, construction materials, and conceptual details
 - viii. Develop preliminary right of way plans (See Task 8)
 - ix. Develop street lighting design, particularly for the Medford St and High St rotaries since this will be required per MassDOT standards
 - b. The designer shall prepare an accompanying preliminary design cost estimate based on the latest project information. The estimate will be as complete as possible and should reflect project costs as accurately as possible at the 25% design stage. The estimate shall itemize participating (costs covered by the funding source) and non-participating (costs covered by the proponent) items.
2. Boston MPO Transportation Improvement Program (TIP) Application

- a. The selected designer will draft an application to the Boston MPO TIP for project construction funding when the preliminary design (25%) is complete or near-completion.
3. Meetings
 - a. The selected designer will attend project meetings as described in General Requirements, as well as a MassDOT Comment Resolution Meeting and DUCE walk. Since the project will be built on DCR land, expect meetings with DCR staff to review the design and confirm adherence to their standards, like those outlined in the [DCR Parkways Master Plan \(2020\)](#).

Task 6 – Design Review Committee and Public Hearings

1. Design Review Committee Meetings
 - a. Arlington’s Senior Transportation Planner will facilitate a Design Review Committee to help steer the project’s design. A minimum series of five (5) committee meetings should be anticipated, all of which will be held on weekday evenings, and either virtual or in-person. The Senior Transportation Planner will host these meetings, but the designer is expected to prepare accompanying materials related to the design.
2. Design Public Hearings
 - a. In addition to committee meetings and Neighborhood outreach meetings, the designer shall prepare for at least three (3) design public hearing in accordance with the MassDOT process at the 25% design, 75% design, and 100% design. These should be held on weekday evenings either virtual or in-person. Note – The 25% design public hearing is required under MassDOT requirements, but the 75% and 100% design public hearings are preferred by the Town of Arlington in order to engage with residents outside of the Design Review Committee meetings.

Task 7 – Final Design (75%, 100%, PS&E)

1. 75% Design Plans
 - a. Upon approval of 25% design plans and successful completion of the 25% design public hearing, the selected designer shall prepare detailed 75% design traffic, roadway, and pathway plans based on the approved 25% design from Task 5. The 75% design plans shall reflect all design considerations as previously noted. In preparing the plans, the designer shall perform the following services:
 - i. Revise geometrics of roadway, pathway, and intersection alignments
 - ii. Refine signalized intersection designs including detailed specification of all required signal equipment
 - iii. Develop detailed placemaking and landscaping plans for the elements described in Task 5
 - iv. Refine horizontal and vertical geometrics and cross-sections
 - v. Finalize pavement design

- vi. Refine preliminary right of way plans (See Task 8)
 - vii. Street lighting design
 - b. The designer shall prepare an accompanying office calculation booklet based on the latest project information. The estimate will be as complete as possible and should reflect project costs as accurately as possible at the 75% design stage. The estimate shall itemize participating (costs covered by the funding source) and non-participating (costs covered by the proponent) items.
 - c. Special provisions
 - i. Provide response to prior comments
 - ii. Draft required Environmental Permits (See Task 2)
 - d. DCR Construction Access Permit
 - i. Upon completion of the 75% design, the designer shall submit a Construction Access Permit to DCR since the project is to be built on DCR owned land. DCR staff will weigh in on the design through this permitting process to confirm that the project adheres to DCR roadway standards, particularly the [DCR Parkways Master Plan \(2020\)](#).
- 2. 100% Design Plans
 - a. Upon approval of 75% design plans, the selected designer shall prepare 100% design traffic, roadway, and pathway plans based on the approved 75% design in accordance with MassDOT requirements.
- 3. PS&E
 - a. Upon approval of 100% design plans, the selected designer shall prepare Plans, Specifications, and Estimates (PS&E) for all proposed traffic, roadway, and pathway improvements based on the approved 100%. The plans, specifications, and estimates shall be sealed by a Massachusetts registered Professional Engineer and/or Massachusetts registered Professional Landscape Architect as appropriate.
- 4. Meetings
 - a. The selected designer will attend project meetings as described in General Requirements.

Task 8 – Right of Way

The proposed project may require permanent easements, takings, or changes in existing right-of-way alignment, as well as access rights, rights of entry, or temporary easements. Roadway improvements are expected to be mainly within the existing Town right-of-way layout but may require permanent easements or changes in right-of-way layout to accommodate accessible paths of travel or modified intersection geometry.

The acquisition of temporary easements will be needed for construction outside the layout. In certain situations, right-of-entry may suffice.

1. Preliminary ROW Plans

- a. The selected designer will prepare Preliminary Right-of-Way Plans that identify and define the limits of work along each property required to construct the proposed improvements. The preliminary ROW shall meet the requirements of the MassDOT ROW Manual (Version 3.0).
 - b. Preliminary Right-of-Way plans will be developed and submitted for Town and MassDOT review in parallel with the 25% design and 75% design.
2. Layout Plans
- a. Pending approval of the 75% design, the selected designer shall prepare Layout Plans. The plans shall detail all proposed temporary and permanent takings, easements, and rights of entry. The designer shall provide Layout Plans meeting Registry of Deed requirements, the Written Instrument, and ROW acquisition support as necessary per MassDOT, FHWA, and Town of Arlington policy. MassDOT Community Compliance Section will coordinate Right of Way process to meet Federal/State policies and procedures.

Task 9 – Geotechnical Design

- 1. Geotechnical Investigation
 - a. The selected designer shall conduct a geotechnical investigation in support of all pavement design, foundation design, and other project needs. All findings from the geotechnical investigation shall be summarized in a report in a manner consistent with requirements for MassDOT project development.

IV. PROJECT SCHEDULE

Respondents should propose an anticipated project schedule based on the scope of work guidance and general conditions. It should take into consideration major milestones like design submissions to MassDOT and applying to the Boston MPO TIP for future construction funding (December of each year). The operating proposal should give a tentative project schedule with the potential duration of tasks knowing that they are subject to change. Monthly project schedules in accordance with MassDOT requirements will be needed as referenced in Task 1 - Project Development Engineering.

V. MINIMUM QUALIFICATIONS

At a minimum, the proposing firm/team must meet the following requirements:

- 1. The firm/project manager/team must have at least three (3) years of experience in designing public roadway projects and be a MassDOT pre-qualified firm.
- 2. Successful completion of at least one (1) public roadway project within the last five (5) years that followed MassDOT Project Development & Design standards.

VI. EVALUATION CRITERIA

The Town will award the contract to the respondent 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. Plan of services methodology, as well as a demonstrated understanding of all project components.

Highly Advantageous: The plan of services proposes a detailed, logical, and highly efficient scheme for producing a comprehensive project that goes beyond all MassDOT requirements as outlined in the Scope of Services.

Advantageous: The plan of services proposes a credible scheme for producing a complete project that follows all MassDOT requirements as outlined in the Scope of Services.

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 that follows the MassDOT requirements as outlined in the Scope of Services.

Unacceptable: The plan of services does not include a plan for producing a complete project that follows MassDOT requirements as outlined in the Scope of Services.

2. Depth of experience designing similar public roadway projects and prior experience with design contracts that follow MassDOT Project Development and Design requirements.

Highly Advantageous: The Consultant has at least ten (10) years of experience consulting 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, three (3) of which have followed MassDOT Project Development and Design requirements.

Advantageous: The Consultant has at least seven (7) 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, two (2) of which have followed MassDOT Project Development and Design requirements.

Not Advantageous: The Consultant has at least three (3) years of experience

consulting on projects of similar size and scope to this project. The Consultant can demonstrate the successful completion of at least (1) similar project within the last five (5) years which followed MassDOT Project Development and Design requirements.

Unacceptable: The Consultant has less than three (3) years of experience consulting on projects of similar size and scope to this project or the Consultant cannot demonstrate the successful completion of one (1) similar project within the last five (5) years which followed MassDOT Project Development and Design requirements.

3. Organizational capacity, 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: Applicant demonstrates thorough capacity with comprehensive staff levels to complete the project as described in the scope of services, as well as a project team with highly advantageous professional credentials and experience.

Advantageous: Applicant demonstrates full capacity, including acceptable staff levels and relevant professional credentials, to complete the project as described in the scope of services.

Not Advantageous: Applicant demonstrates some capacity and related professional credentials to complete the project as described in the scope of services.

Unacceptable: Applicant does not demonstrate capacity or professional credentials to complete the project as described in the scope of services.

4. Demonstrated ability to engage with the public and coordinate amongst multiple jurisdictional bodies to build support for the project.

Highly Advantageous: Applicant describes a clear, logical, equitable, and creative public engagement process and demonstrates significant experience completing projects that require multi-jurisdictional coordination.

Advantageous: Applicant describes a general approach to a public engagement

process and demonstrates relevant experience completing projects that require multi-jurisdictional coordination.

Not Advantageous: Applicant does not describe a clear approach to public engagement or provides few details on how they will conduct engagement, and demonstrates little experience completing projects that require multi-jurisdictional coordination.

Unacceptable: Applicant does not describe any approach to public engagement, provide details on how they will conduct engagement, nor demonstrate any experience completing projects that require multi-jurisdictional coordination.

Selection will be based upon the qualifications that the design team has previously exhibited in providing consulting services to other clients. Judgements of the value of services will be based upon comparisons of performances of competing firms as determined from the qualifications, submittals, resumes, and references of each firm. The evaluations will consider both objective and subjective criteria and selection will be decided based upon judging which firm will most likely provide the best products and value to the Town.

VII. SUBMITTAL REQUIREMENTS

Interested qualified firms must submit five (5) hard copies of the operating proposal and one electronic copy of said proposal on a USB flash drive in a sealed envelope marked "**RFP #24-02 Consultant/ Mystic River Path Connection to the Minuteman Bikeway Design– Operating Proposal**" addressing the objectives and scope 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 designing public roadway projects.
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. The Scope of Services should be described in sufficient detail to permit the Town to understand the work to be done, the sequence of the tasks and the results expected from each task. The objective of the Scope of Services is to enable the Town's selection team to efficiently comprehend the proposed work approach, the integration of public process and agency review, the process to fulfill all of MassDOT's Project Development and Design requirements, and the resulting deliverables.
4. An outline of the tentative 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 Certificate of Non-Collusion and Certificate of Tax Compliance Forms.
 9. Evidence of insurance coverage, including general and professional liability and Workers' Compensation insurance.

Proposers are discouraged from submitting proposals in three-ring binders.

Additionally, proposers must submit in a separate sealed envelope clearly marked "**RFP #24-02 Consultant/ Mystic River Path Connection to the Minuteman Bikeway Design - Price Proposal**" one (1) copy of 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 meet all Submittal Requirements and should include a section addressing each of the Minimum Qualifications and each of the Evaluation 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 a selection committee representing the Department of Planning & Community Development and the Department of Public Works.

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 John Alessi, Senior Transportation Planner at jalessi@town.arlington.ma.us / 781-316-3093 **on or before 10:00 a.m., March 14, 2024.**

Responses to the RFP are due **on or before 11:00a.m., April 19, 2024**. Facsimile and/or emailed responses will not be accepted. All responses should be submitted to:

James Feeney, Town Manager
Town Manager's Office/Purchasing Department
Town Hall Annex 2nd floor
730 Massachusetts Avenue
Arlington, MA 02476

**CERTIFICATE OF NON-COLLUSION FORM
TOWN OF ARLINGTON**

MYSTIC RIVER PATH CONNECTION TO THE MINUTEMAN BIKEWAY 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**

MYSTIC RIVER PATH CONNECTION TO THE MINUTEMAN BIKEWAY 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
TOWN OF ARLINGTON**

MYSTIC RIVER PATH CONNECTION TO THE MINUTEMAN BIKEWAY DESIGN

RFP #24-02

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

PROPOSER:

PROJECT: Mystic River Path Connection to the Minuteman Bikeway Design

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 _____