



**REQUEST FOR PROPOSAL: PROFESSIONAL DESIGN SERVICES**  
PASSIVE RECREATION PARK AT 95 NORTH ST., GRAFTON, MA

RFP ISSUED: FEBRUARY 16, 2022  
PROPOSAL DUE DATE: MARCH 22, 2022 AT 3:00PM

PROJECTDOG #: 847899

*Request for Proposal (RFP) documents are available online at [www.Projectdog.com](http://www.Projectdog.com). Enter the Project Code **847899** in the project locator box and select "Acquire Documents" to download documents. Offerors must have an active online account on [www.Projectdog.com](http://www.Projectdog.com) to acquire documents, receive project notifications, and to submit Proposals electronically.*

## **PART 1: RFP REQUIREMENTS**

### **A. Professional Services Required**

The Town of Grafton is seeking professional landscape architect services to design, permit, estimate costs and prepare construction documents for a passive recreation park on a 17-acre parcel of land at 95 North Street which is to occur in two phases. Phase 1 shall consist of Programming through Schematic Design & Cost Estimate. Phase 2, which is contingent on a positive vote at Town Meeting scheduled for **October 17, 2022**, includes Design Development, Construction Documents & Construction Administration through project completion.

The selected Professional Landscape Architect shall work with the Town's Representative(s) and associated vendors, the Recreation and Conservation Commissions/Departments and other Town entities to provide design services.

All firms must possess the following minimum qualifications:

1. Massachusetts registration and licensing in all applicable disciplines (please list).
2. Thorough knowledge of procedures, requirements, and practices of the Commonwealth of Massachusetts, and other agencies, related to procurement, building codes, fire/life safety codes, the Americans with Disabilities Act (ADA) and Architectural Access Board (AAB) compliance, and energy efficient building products under MGL Chapter 149 as amended.
3. Sufficient levels of staff to complete the project. Indicate lead staff that will be assigned to the project.

### **B. Project Contacts**

RFP questions:

William Blake, Management Analyst/Communications Specialist, blakew@grafton-ma.gov

Project Managers:

Leah Cameron, Conservation Agent, cameronl@grafton-ma.gov

Jen Andersen, Recreation Director, andersenj@grafton-ma.gov

### **C. Proposal Submission**

Firms shall be required to submit proposals via electronic filing through ProjectDog.com (view additional submission information in Attachment H) no later than **March 22, 2022 at 3:00pm. Responses received after this date will not be considered.**

An optional pre-bid site walk is scheduled for **March 2, 2022 at 10:00am.**

All questions should be submitted in writing by **March 9, 2022 at 3:00pm**. Refer to Part 3, Section C for additional information.

Proposals shall include the following in the order presented:

1. Cover Letter: To include your project understanding, approach to the project, and summary of the consultant's qualifications and relevant experience.
2. Consultant Team: Describe the organization of your project team including subconsultants. Identify key project personnel, including Principal-in-Charge, the Project Manager, and staff, as well as key subconsultant personnel, and include a resume with qualification for each.
3. Project Schedule and Scope of Services: Provide a spreadsheet with a start date and work plan and amount of time anticipated for each Project Phase and associated tasks, including meetings, and deliverable dates.
4. Project Cost: Using the same list of Project Phases and tasks, provide a spreadsheet with level of effort associated with each, total fees, and estimated expenses.
5. Relevant Experience: List all relevant projects completed within the past five (5) years providing the name, contact, brief description, and date of completion.
6. References: Submit a total of three (3) client references from relevant project work with information on the projects.
7. The current "Standard Designer Application Form for Municipalities and Public Agencies not within the DSB Jurisdiction," which is available for download from the Massachusetts Designer Selection Board website at Designer Selection Board Procedure or Municipalities. The application form may be amended to include additional information as needed and is included as Attachment B.
8. Attachments C and D.

The Town requests that proposals are limited to the above-requested information. Proposals containing superfluous information will not be considered.

#### **D. Proposal Evaluation Criteria**

Proposals will be evaluated by the Review Committee based on the following:

1. Understanding of the project goals and appropriateness of the approach presented (20%);
2. Demonstrated experience and past performance of the consultant team on passive recreational areas of similar size and nature in the last five years (20%);
3. Composition and qualifications of the consultant team and its capacity and capability to accomplish the task within the stated timeframes (15%);
4. Feasibility of the proposed schedule and competitiveness of proposed cost for each project phase (15%);
5. Quality, responsiveness and completeness of the proposal (10%);
6. Evidence of financial stability (10%);

7. References (10%);
8. Any other criteria that the Town considers relevant to the project.

After review of all factors, terms and conditions, the Town of Grafton reserves the right to reject any and all proposals, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the Town of Grafton.

#### **E. Proposal Selection**

Proposals will be reviewed by the Recreation & Conservation Commission/Department staff, the Town's Representative(s), and other officials as necessary that constitute the Review Committee; such review is tentatively scheduled for **March 24 and 25**. Proposals will be evaluated for minimum evaluation criteria as described above. Proposals that meet the minimum criteria will be placed on a short list of recommended proposers. From this short list, the Review Committee, the Town's Representative(s) or designee may select proposers to participate in interviews with Town officials the **week of March 28**. Finalists will then be ranked and evaluated, and the reasons for the ranking will be documented. The contract will then be awarded by the Select Board to the consultant who has the highest-ranking proposal based solely on qualifications and on the opinion and recommendation of the Review Committee. The tentative date for award is **April 12, 2022**.

### **PART 2: PROJECT BACKGROUND AND SCOPE OF SERVICES**

#### **A. Project Background and Description**

Grafton is a community of approximately 18,000 people located in south-central Massachusetts. The town is proud of its history and has maintained a balance between historic significance and contemporary lifestyle. The parcel of land identified for this project is former farmland; a vegetable farm, apple and peach orchard, and Christmas tree farm, and was donated to the town to preserve open space, develop passive recreation opportunities, preserve wildlife habitat, and maintain the integrity of its history. It was donated by the Engvall Family in honor of the late Virginia Ainsworth Engvall. Conservation and Recreation staff have been in communication with the Family about their wishes for passive recreation on the property. The Family assembled a draft layout for the town, shown in Attachment E. The Family also donated an old hitching post which is present on the property to point back to its history. They have also suggested the name Ainsworth/Engvall Farm Memorial Conservation Area for the property.

Improvements to be considered for the site include but are not limited to: a small parking area, ADA accessible multi-use trails, a picnic area, a pavilion, open lawn area, garden areas, and other nature based and outdoor classroom opportunities.

There is also potential to connect to a trail network to the common use area behind the newly created parcels in the Grafton Hill subdivision at Clearview St. and more long-term, expanding the sidewalk access to the elementary school .4 miles away.

## **B. General Design Goals**

- **Low-Impact Design:** Specify durable, low-maintenance details and materials to improve water quality and ecosystem function, including native plant communities and green infrastructure BMPs. Preserve existing native vegetation and soil structure from the impacts of construction whenever possible. Include the restoration of low-functioning ecosystems, including stormwater erosion and invasive plants whenever possible. Design for climate resilience, anticipating the effects of extreme storm events, heat, drought, and other impacts.
- **Site-Specific Design:** Project cultural resources and specify materials that reflect and respect the natural and cultural history of the site.
- **Universal accessibility** to the fullest extent possible.

## **C. Scope of Services**

The Professional Landscape Architect, in connection with the Scope of Services described herein, shall perform in a satisfactory and proper manner in accordance with standard design practices currently used in the industry in Massachusetts and as determined by the Town of Grafton.

### **Phase 1: Programming through Schematic Design & Cost Estimate**

1. Kick off meeting at the site with the project team.
2. One (1) meeting with Recreation and Conservation Commissions/Departments and the Town's Representative(s) to familiarize the firm with offerings and review programming and conceptual ideas.
3. Perform any necessary survey work beyond that already completed and attached as Attachment G. The survey shall incorporate the updated wetland delineation completed separately from this RFP by EcoTec, Inc. since that shown on Attachment G is outdated. Survey work shall include, but is not limited to: property lines, rights of way, utilities, contours, spot grades, manmade and natural features. Survey work shall be done under the supervision of an Engineer or Professional Land Surveyor (PLS) registered in and licensed by the Commonwealth of Massachusetts, who shall certify under their seal the accuracy of the survey. Survey plans shall conform to the provisions of 250 CMR 1.00 - 6.00. The Engineer or PLS shall also install monumentation along the property line abutting the four new frontage lots.
4. Determine permits to be required.
5. Produce conceptual design plans with two or more concept design alternatives to include:
  - Schematic Design level drawings and specifications including site plans and equipment plans that are sufficient to develop a project cost estimate.

- Capital construction cost estimates and schedules, including phasing, site development and construction staging areas as required.
  - Furnishings and equipment cost estimates and coordination.
  - Annual Operations/maintenance cost estimates, based on accepted practices.
  - The consultant shall be expected to work collaboratively with the Town's Representative(s) in the provision of services for the project including but not limited to value engineering, construction phasing and overall coordination.
6. Perform any necessary preliminary environmental, soil, and groundwater testing in conjunction with subsurface boring activities beyond that already completed and attached here as Attachment F. Soils shall be sampled for waste characterization for disposal. Limited groundwater sampling shall be conducted to evaluate on site groundwater conditions as they relate to dewatering activities.
  7. Develop and continuously update a construction cost estimate throughout the design phase. The cost estimates shall include all estimated soft costs associated with a project of this type.
  8. Community Outreach and Presentations to include at least one (1) public survey, two (2) public input sessions, three (3) stakeholder meetings, and one (1) town meeting, as well as the preparation of any necessary presentation materials for such items.

## **Phase 2: Design Development, Construction Documents & Construction Administration**

### 1. Contract Documents

Stamped construction documents to be prepared include:

- a. Complete working plans and specifications in sufficient detail for all required professional design services (including but not limited to civil, site, geotechnical, landscape, plumbing and electrical) utilizing approved conceptual site plans to permit firm bids in open competition for construction of the 95 North St. Park.
- b. Summary of disciplines for which filed sub-bids will be required.
- c. Detailed cost estimates for the Park, including quantities of all materials and unit prices for labor and materials as well as cost estimates for each item of work. The Town of Grafton will purchase any equipment available through COMMBUYS.
- d. Summary of permits required to obtain project approval. The consultant shall prepare and submit necessary applications for said permits and represent the project at any associated meetings or hearings.
- e. Drawings shall be prepared in accordance with Massachusetts General Laws (M.G.L.) Chapter 149 and shall include drawings and specifications.

### 2. Bidding Services

Perform bidding oversight as follows:

- a. The consultant shall prepare final (100%) construction documents including drawings and specifications, final bid construction documents and construction cost estimate.

- b. The consultant shall assist in distributing the bid documents to prospective proposers and assist the Town's Representative(s) in prequalifying proposers.
- c. The consultant shall prepare and distribute all addenda and shall conduct a pre-bid conference.
- d. The consultant shall review all bids and make a recommendation of award to the Town.

### 3. Construction Administration

Perform construction administration services as follows:

- a. The consultant must be present and active on the site for at least one (1) hour weekly during the lifetime of the project. Construction oversight must be coordinated with the Town's Representative(s) to assure work is in accordance with the specifications until the completion and acceptance of the project.
- b. Participate, on-site, in weekly project meetings with the General Contractor, the Town's Representative(s) and others as required by the Town.
- c. Require each consultant employed by the consultant to make site visits periodically for the same purposes during the progress of that portion of the construction to which the consultant's services relate; and to report in writing thereon to the consultant.
- d. Check and approve samples, schedule, shop drawings and other submissions by the General Contractor as required in the project specifications.
- e. Recommend rejection of all project work observed by the consultant that fails to conform to the contract documents.
- f. Decide all questions regarding interpretation of or compliance with the construction documents, except as the Town may, in writing, otherwise determine.
- g. Review and act on all requests for changes in the plans, specifications, or contracts for the project.
- h. Report to the Town, in writing, on the progress of the construction.
- i. Conduct semi-final and final observations of the construction project, prepare a punch list with each observation, and report the results of such inspections in writing to the Town.

## **PART 3: PROPOSED SCHEDULE AND GENERAL INFORMATION**

### **A. Proposed Schedule**

Prebid Meeting: March 2, 2022 at 10:00am

Questions due in Writing by: March 9, 2022 at 3:00pm

Submission of Proposals by: March 22, 2022 at 3:00pm

Review of Proposals: March 24 and 25, 2022

Candidate Interviews (if applicable): Week of March 28, 2022

Select Board Vote to Award Contract: April 12, 2022  
Completion of Schematic Design/Cost Estimate: July 12, 2022  
Town Meeting Approval: October 17, 2022  
Completion of Design Dev/Construction Docs: March 15, 2023  
Construction Begins: June 15, 2023

## **B. Fee**

The fee for the consultant will be negotiated and will include all costs associated with, but not limited to: staffing, consultants, staffing back-ups, telephone, computer, electronic communications, fax, postage, courier/special handling and delivery fees, camera, technical assistants, expense of additional insurance including professional liability insurance, travel mileage, or photocopying or reproduction, project photographs, and applicable cost estimating. A detailed scope of service will be reviewed with the consultant at the fee negotiating stage.

If unable to negotiate a contract with the first-ranked selection, the Town will then commence negotiation with the second ranked selection and so on, until a contract is successfully negotiated and approved by the Town.

The Town reserves the right to re-advertise if a fee and/or final scope of work cannot be negotiated with one of the top three ranked firms. The negotiated fee will include all expenses, direct and indirect, related to this project.

## **C. Questions**

No oral interpretations made to any respondent as to the meaning of any of these documents shall be binding or shall modify any terms or provisions of this request. Every request for an interpretation shall be made in writing. Questions shall be sent via email to [blakew@grafon-ma.gov](mailto:blakew@grafon-ma.gov) and are due by **March 9, 2022 at 3:00pm**.

The Town of Grafton will arrange an addendum, which shall become a part of the proposal, with all questions received as above provided and the decision regarding each. The Town will post a copy of these addenda by **March 16** to ProjectDog and shall notify each of those who have registered on the site.

Non-receipt of said addenda shall not excuse compliance with said addenda. It is the responsibility of each respondent to determine whether any addenda have been issued, and if so, whether he/she has received a copy of each.

## **D. General Information**

- The Town of Grafton reserves the right to waive any defect or any irregularity in the RFP and reserves the right to reject any or all proposals or any part thereof if, in the Town's sole discretion, that is in the Town's best interests.



- This RFP does not commit the Town of Grafton to pay any costs incurred in the preparation of the bidder's response to this RFP, or to engage any entity.
- The Town reserves a period of up to sixty (60) calendar days following the opening of the qualifications in which to evaluate and award the contract. All submitted pricing shall remain valid for this period.
- The consultant must possess and identify the physical resources, equipment, and personnel necessary to carry out the work in accordance with the specified requirements.
- The Select Board is the awarding authority for the contract (refer to Attachment A: Sample Contract). Further, the contract will not be binding until it has been approved as to form by Town Counsel and certified as to availability of funds by the Town Accountant.
- All proposals, materials, drawings, plans, etc. submitted in conjunction with the selection process shall become the property of the Town of Grafton and may be disposed of without notification and shall be considered public information.
- The consultant hereby certifies that no officer, agent, or employee of the Town of Grafton has a special interest in the RFP; that the consultant is competing solely on their own behalf without connection with, or obligation to, any undisclosed person or firm; that this proposal is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work (see non-collusion Form Attachment C). The form must be executed and returned with the proposal.
- The Town is exempt from federal and state sales taxes and/or use taxes. Taxes are not to be included in the proposal price to be negotiated with the selected consultant.
- In the event that changes/additions are made to this RFP, written addenda will be issued. Addenda will be emailed to every potential responder on record as receiving the RFP package.
- The consideration of all proposals and subsequent selection of the successful applicant shall be made without regard to race, color, sex, age, gender identity, handicap, religion, political affiliation, or national origin.
- The consultant shall adhere to the provisions of the Fair Employment Practices Law (M.G.L. Chapter 151B).

## **E. ATTACHMENTS**

Attachment A: Town of Grafton Designer Services Agreement SAMPLE

Attachment B: Standard Designer Application Form for Municipalities and Public Agencies  
not within DSB Jurisdiction

Attachment C: Certifications Required by Law

Attachment D: Certifications

Attachment E: Draft Park Layout from Engvall Family

Attachment F: Limited Environmental Assessment dated 5/7/2020 including soil testing data  
& Focused Risk Evaluation

Attachment G: ANR Plan dated 7/14/2020

Attachment H: ProjectDog Submission Information