SOUTHEASTERN REGIONAL PLANNING AND
ECONOMIC DEVELOPMENT DISTRICT
88 BROADWAY
TAUNTON, MA 02780

REQUEST FOR PROPOSALS– CONSULTING SERVICES RELATING TO ACUSHNET RIVER TRAIL GRAPHIC DESIGN PROJECT

Request for Proposals

CONSULTING SERVICES RELATING TO LANDSCAPE DESIGN OF A PROPOSED RIVER TRAIL

ISSUED BY THE SOUTHEASTERN REGIONAL PLANNING AND ECONOMIC DEVELOPMENT DISTRICT

Request for Proposals: **Acushnet River Trail Graphic Design Project**

Purchasing Entity: **Southeastern Regional Planning & Economic Development District (SRPEDD)**

Comprehensive Planning Department

Address: **88 Broadway, Taunton, MA 02780**

Telephone: **508-824-1367**
Fax: **508-823-1803**

E-mail Address: **ndurfee@srpedd.org**

RFP File Name/Title: **Acushnet River Trail**

Procurement Team Leader/Contact Person:

Nancy Durfee, Fiduciary Agent

Procurement Management Team:

Southeastern Regional Planning & Economic Development District, Comprehensive Planning Department

I. General Information

Unless otherwise specified, all communications, responses, and documentation must be in English, all measurements must be provided in feet, inches, and pounds and all cost proposals or figures in U.S. Currency. All responses must be submitted in accordance with the specific terms of this RFP.

Bidder Communication. Bidders are prohibited from communicating directly with any employee of the procuring department except as specified in this RFP, and no other individual Commonwealth employee or representative is authorized to provide any information or respond to any question or inquiry

concerning this RFP. Bidders may contact the contact person for this RFP in the event this RFP is incomplete or the Bidder is having trouble obtaining any required attachments electronically.

Reasonable Accommodation. Bidders with disabilities or hardships that seek reasonable accommodation, which may include the receipt of RFP information in an alternative format, must communicate such requests in writing to the contact person. Requests for accommodation will be addressed on a case-by-case basis. A Bidder requesting accommodation must submit a written statement that describes the requested accommodation to the contact person for the RFP. The Procurement Management Team (PMT) reserves the right to reject unreasonable requests.

Public Records. All responses and information submitted in response to this RFP are subject to the Massachusetts Public Records Law, M.G.L., Chapter 66, Section 10, and to Chapter 4, Section 7, Subsection 26. Any statements in submitted responses that are inconsistent with these statutes shall be disregarded.

Best Value Selection and Negotiation. The PMT may select the response(s) that demonstrates the best value overall, including proposed alternatives that will achieve the procurement goals of the department. The PMT and a selected Bidder, or a Contractor, may negotiate a change in any element of contract performance or cost identified in the original RFP or the selected Bidder's or Contractor's response which results in lower costs or a most cost effective or better value than was presented in the selected Bidder's or Contractor's original response.

Costs. Costs that are not specifically identified in the Bidder's response, and accepted by a department as part of a contract, will not be compensated under any contract awarded pursuant to this RFP. Southeastern Regional Planning and Economic Development District (SRPEDD) will not be responsible for any costs or expenses incurred by Bidders responding to this RFP.

Contract Expansion. If additional funds become available during the contract duration period, the department reserves the right to increase the maximum obligation to some or all contracts executed as a result of this RFP or to execute contracts with contractors not funded in the initial selection process, subject to available funding, satisfactory contract performance and service or commodity need.

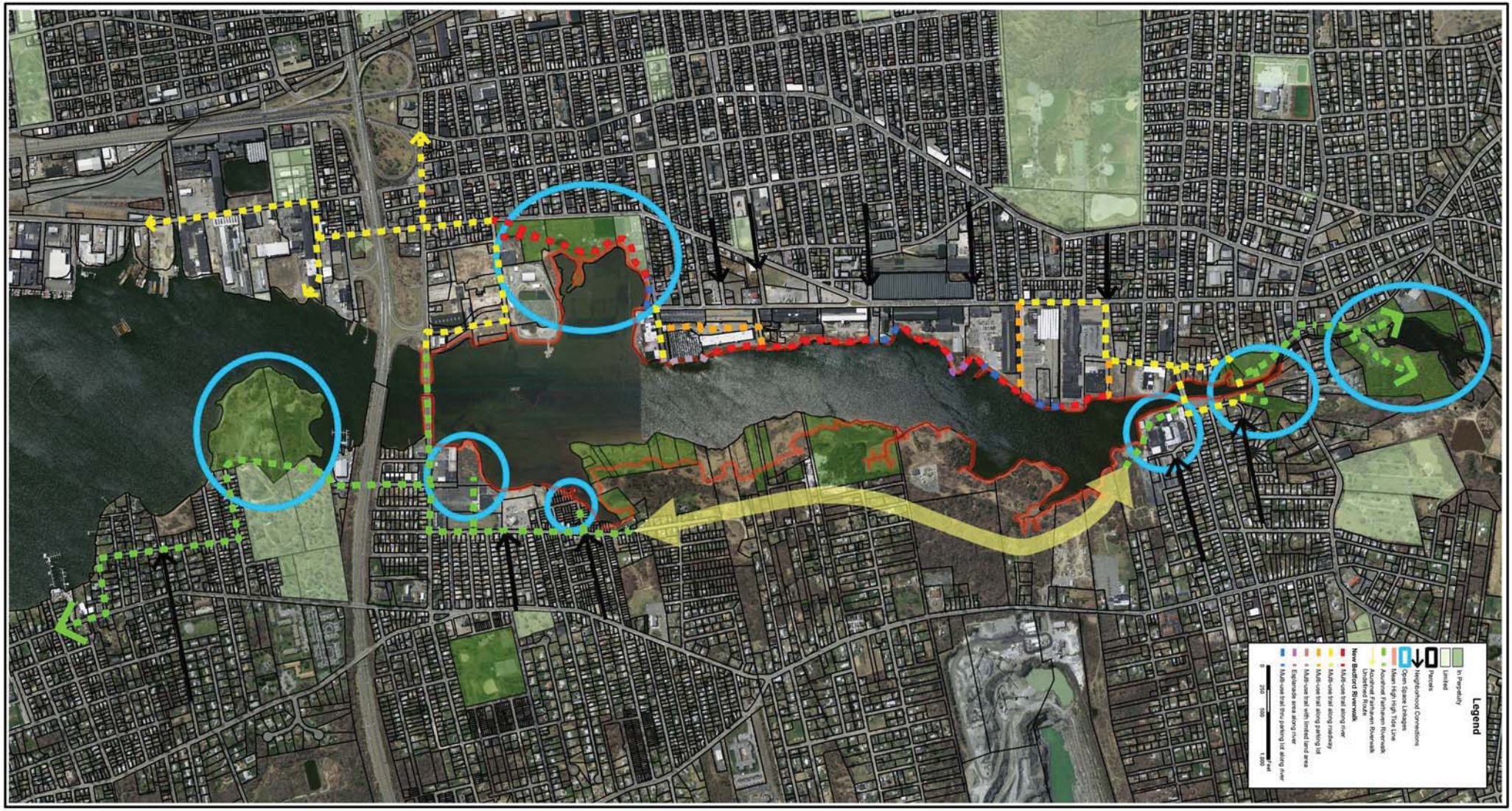
Affirmative Market Program (AMP). Massachusetts Executive Order 390 established a policy to promote the award of state contracts in a manner that develops and strengthens Minority and Women Business Enterprises (M/WBEs) and resulted in the Affirmative Market Program in Public

Contracting. As a result, M/WBEs are strongly encouraged to submit responses to this RFR, either as prime vendors, subcontractors, joint venture partners or other type of business partnerships.

Subcontracting Policies. Prior approval of the department is required for any subcontracted service of the contract. Contractors are responsible for the satisfactory performance and adequate oversight of its subcontractors. Subcontractors are required to meet the same state and federal financial and program reporting requirements and are held to the same state and federal financial and program reporting requirements and held to the same reimbursable cost standards as contractors.

RIVERWALK TRAIL

DRAFT



II. Description or Purpose of Procurement

1. Introduction

Project Background:

The Southeastern Regional Planning and Economic Development District (SRPEDD) is seeking the services of a Landscape Architect, Architect, Engineer and/or Graphic Designer to work with the Acushnet River Trail Regional Committee to *create a series of three renderings* of the proposed Acushnet River Trail. Technical Assistance for this project was funded through the South Coast Rail project requested by the Towns of Acushnet and Fairhaven by a grant for up to $10,000. It is also consider a Priority Protection and Development Area identified through the South Coast Rail Economic Development and Land Use Corridor Plan released in 2009.

Study Area:
The Acushnet River Trail begins at the Coggeshall Street Bridge in New Bedford winding north along the river**,** where accessibility is possible**,** and on the roadway system**,** where it is not feasible. The Trail then heads east over the Wood Street Bridge where the connection splits with one spur heading north and another heading south. Heading north toward the Acushnet Saw Mills, the trail crosses over the river at the Riverside Park in Acushnet into the Reliable Truss site in New Bedford. Heading south from the Wood Street Bridge in the Town of Acushnet continue south along the river into the Town of Fairhaven onto Sycamore Street travelling west onto the Coggeshall Street Bridge reconnecting with the river trail in New Bedford. The vision is to continue the river trail in all directions, north/south and east/west, to create interconnectivity between the various transportation projects in the region.

The three renderings will need to depict the unique nature of the project with regards to the three participating communities of the City of New Bedford, Town's of Acushnet and Fairhaven. It is envisioned that the renderings will capture the design, character and diversity of the project. The concept for the renderings is to have a bird's eye oblique aerial view from three different locations, one within each community. It is envisioned that the Fairhaven view will encorporate the planned marsh restoration and pathway on Marsh Island. Accushnet's view will be of a proposed bridge that will connect the Acushnet Riverside Park to Reliable Truss Park north and New Bedford's view will encompass the path as it makes its way along the renovated Mills.

Goals & Objectives:
The conditions for the proposed trail vary across the project area and thus the final renderings will need to reflect and strengthen both the urban and natural setting.
The overall goal is to advance the plans for a multi-use river trail surrounding the Acushnet River to a more specific design level so that individual sections can be implemented utilizing a consistent palette of materials, furnishings, and lighting to create a cohesive waterfront experience for a bicycle and pedestrian path. The consultant(s)

will create a rendering design for the trail that includes pedestrian, bike and transit connections, materials, streetscape, parks esplanades, and furnishings. The renderings will be used to develop the design of the Trail and in public outreach undertaken to widen support and construct this project.

All guidelines will be developed incorporating materials and fixtures that are of high enough quality to be long-lasting, vandal-resistant, and as low-maintenance as possible. Additionally, materials and fixtures should be selected with the knowledge that they will be installed over a large area and therefore must be cost-efficient.

Guidance for the renderings will be based on input from the Acushnet River Trail/Walk Committee.

SRPEDD is therefore seeking qualified consultants to provide design renderings for a river trail with streetscape elements such as paving material, plantings, furniture and lighting, as well as an ideal spacing/placement of these items.

Consultant Qualifications:
SRPEDD seeks a consultant, such as but not limited to, Landscape Architecture, Architecture, Engineering or Graphic Design that is highly qualified in working on both urban and natural trail projects and multi-use trail projects.

Project Management:
This project will be directly managed by SRPEDD staff and overseen by the Town Planners in the Towns of Acushnet and Fairhaven and the Acushnet River Trail Regional Committee. SRPEDD will also convene representatives from various town and city departments and non-profit agencies to advise and guide the work.

2. Scope of Work

The Landscape Architect, Architect, Engineer or Graphic Designer will work with SRPEDD by:

a) Attending (up to three) meetings.

b) Assisting SRPEDD staff in the preparation of the meetings/workshop(s) used to create the rendering.

c) Assisting SRPEDD staff in the running of the design workshop(s).

d) Prepare an iteration of rendering(s) which reflects the committee input. The rendering should seek to address the goals and objectives outlined in the introduction. The rendering should be a complete drawing of the trail. When

determining the trail alignment, existing conditions such as shoreline slope and elevation changes should be considered.

Consultant's Role:
The selected consultant will work with SRPEDD in developing the renderings of what the Acushnet River Trail will become. The consultant will also work with SRPEDD staff in the outreach meetings/workshops with the committee and other stakeholders. The primary purpose of the meetings/workshops is to solicit feedback and ideas from stakeholders in order to develop the look and feel of the River Trail. The renderings should be based on the input from these meetings/workshops, but there will be room for creativity in design and concept from the selected consultant. Consultant will attend up to (two or three) meetings/workshops and present the final rendering. The consultant will provide three boards and an electronic version of the final product

Regional Planning Agency's Role:
SRPEDD will provide the selected consultant with available data and information on the proposed Acushnet River Trail. SRPEDD will assist the consultant in facilitation the meetings with local officials and stakeholders and provide direction and oversight to the project.

3. Budget & Justification

The total cost of the work outline above in the Scope of Work (2a through 2d) and shall not exceed $10,000.

4. Schedule

A schedule of dates for this RFP follows: (deadlines are bolded)

Request for Proposals Released: **February 2, 2012**

Proposal Submission Deadline: **February 16, 2012 at 4:00 PM**

Interview Finalist(s): **February 23, 2012**

Open Price Proposals: **February 27, 2012 at 4:00 PM**

Award Contract by: **March 1, 2012**

Deadline for completion of work: **June 18, 2012**

All funds awarded under this contract must be spent by **June 30, 2012**.

5. Requires Submittals

A complete proposal will consist of the following:

A. Non-Price (Technical) Proposal

i. Relevant experience: Requires job-related experience that would be relevant to this project.

ii. Samples of work: A minimum of two samples of job related experience that would be relevant to this project.

All applications must be submitted in the following order:

1. Cover sheet
2. Timeline for deliverables
3. Description of methods/technology to be used
4. List of qualifications, including evidence of previous related work.
5. References

B. Price Proposals

Price proposals should be sealed separately from the technical proposals and shall contain the following information:

i. Billing rate

ii. Total price.

6. Proposal Opening

The Southeastern Regional Planning and Economic Development District will accept complete proposals for the Acushnet River Trail bike path through **February 16, 2012, at 4:00 pm**. The consultant must submit a separate sealed non-price (technical) and price proposals plainly marked as such and labeled "Acushnet River Trail bike path" in the lower left corner. The Consultant shall submit one (1) original and three (3) copies of the non-price technical proposals and one (1) original and three (3) copies of the price proposals. All packages must be complete and provide all the information requested herein. Proposals that are incomplete, not properly endorsed or signed, or otherwise contrary to instructions, will be rejected as non-responsive by the Procurement Officer.

All proposals should be mailed or delivered to:

Nancy Durfee: Chief Procurement Officer
Southeastern Regional Planning and Economic Development District
88 Broadway
Taunton, MA 02780

The Southeastern Regional Planning and Economic Development District reserves the right to accept or reject any or all proposals in total or in part, and reserves the right to waive minor inconsistencies, as they deem, in the best interest of the public. Technical proposals will be opened in the presence of one or more witnesses and a register of all proposals will be prepared. The Chief Procurement Officer pursuant to M.G.L. c.30B shall conduct the RFP opening and the contents of the proposals shall be kept confidential until the evaluation process is completed. Proposals will be evaluated based on the criteria contained in Sections 9 and 10. Responsive proposals meeting the minimum criteria will be evaluated and rated based on the evaluation criteria. Finalists may be interviewed. Price proposals will be opened after evaluation of the Technical proposals and the interviews, if any, have been completed.

7. Award

The contract will be awarded in writing to the consultant submitting the most advantageous proposal considering the evaluation criteria and price.

8. Contract

The Consultant will be held to the terms and prices within the proposal for the duration of the contract if both parties sign a contract. All applicable statutory provisions of the laws of the United States and the Commonwealth of Massachusetts will bind the Consultant selected. Any restrictions, qualifications, or deviations from the services requested must appear in the proposal submittal. A draft copy of the contract that will be executed with the Southeastern Regional Planning and Economic Development District (SRPEDD) will be provided. As part of the Contract, the Consultant will be asked to acknowledge that much of the information collected and evaluated under the contract's scope of services may be considered confidential.

9. Proposal Evaluation

Minimum Evaluation Criteria
The following is the Minimum Criteria that proposals must meet to be considered for further evaluation.

A. Submission of a complete proposal that meets the requirements stated in this RFP;
B. Experience with preparing and facilitating meetings/workshops;
C. Experience with design and visual presentations of planning and landscape renderings;
D. Experience with planning issues in a Massachusetts Gateway City and Community;

E. Direct experience with design and visual presentation of planning and community development as it relates to river trail, parks and recreation development in an urban and natural setting. .

10. Comparative Evaluation Criteria

Proposals will be evaluated according to the following criteria:

- Qualifications of consultant – i.e. knowledge of the field, appropriate educational background.
- Degree to which purpose of the RFP is met.
- Relevant experience of consultant.
- Appropriate budget and timeline, including cost effectiveness of activities outlined in the proposal and feasibility of timeline.
- Clear writing style free of jargon, and understandable to practitioners, as reflected in other products.

Finalist may be interviewed. After an evaluation of the proposals and interviews with finalists, have been completed, a tabulation of the finalist evaluations will be prepared. Price proposals will be compared only after all non-price proposals have been ranked according to the comparative evaluation criteria above. The contract will be awarded to the finalist who submits the most advantageous proposal, based on all of the evaluation criteria and price.