



Request for Proposal: Professional Design Services

LOWER FALLS SHARED-USE TRAIL FEASIBILITY STUDY – QUINOBEQUIN ROAD TO LEO J. MARTIN GOLF COURSE NEWTON AND WELLESLEY, MA CONTRACT #P20-3380-D1A

RFP Issued: January 17, 2020

Proposal Due Date: February 14, 2020

PART 1: RFP REQUIREMENTS

A. Professional Services Required:

The Department of Conservation and Recreation (DCR) seeks professional consulting services under PRF 69 Facilities Engineering Services Master Contract to conduct a feasibility study for a shared-use trail connection between the Route I-95 rail bridge at the southeast corner of Leo J. Martin Golf Course, Wellesley, and the south side of the I-95 Overpass on Quinobequin Road, Newton, MA. The consultant team shall inventory DCR-owned parklands, other open space and roadway right of ways to propose alternative layouts for safe and accessible bicycle and pedestrian accommodations. The professional services required may include (but not be limited to):

- Landscape architect
- Transportation engineer familiar with bicycle and pedestrian accommodations
- Civil engineer familiar with green infrastructure design and installation
- Structural engineer for bridge, tunnel and boardwalk assessment
- Environmental engineer/ ecologist/ archeologist for environmental impacts and permitting strategy
- Public process facilitator

The principal-in-charge of the prime and subconsultant firms shall be a professional registered in the Commonwealth of Massachusetts.

B. DCR Project Manager:

Ginna Johnson, Deputy Chief, Design & Project Management
Department of Conservation and Recreation
251 Causeway Street, Suite 600
Boston, MA 02114
Email: ginna.johnson@mass.gov
Phone: 857-324-1424

C. Proposal Submission:

Electronic proposals must be received via COMMBUYS no later than **12:00 pm on Friday, February 14,**

2020 to be considered. Proposals shall be addressed to the attention of the Project Manager. A pre-proposal site walk is scheduled for **Thursday, February 6, 2020 at 2:00 pm.** at Pine Grove Avenue, Newton. All questions must be submitted to the Project Manager listed above no later than **5:00 pm on Friday, February 7, 2020.**

Proposals shall include:

1. Letter of Transmittal
2. Project Understanding
3. 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 for each. DCR will consider the proposed personnel a commitment by the consultant for project staffing.
4. Project Schedule and Scope of Services:
Provide a spreadsheet with Project Phases and Tasks and the amount of time anticipated for each, including meetings and deliverable dates. See RFP Attachments for spreadsheet template.
5. Project Cost:
Using the same list of Phases and Tasks, provide a spreadsheet of level of effort associated with each, total fees, and estimated expenses.
6. Relevant Experience:
Provide a brief statement and project descriptions describing 3 projects total completed by your firm and subconsultant firms. Include construction completion dates.
7. References:
Submit 3 client references for relevant project work.

D. Proposal Evaluation Criteria:

Proposals will be evaluated by a Consultant Selection Committee based on the following criteria:

1. Understanding of the project goals and appropriateness of the approach presented;
2. Composition and qualifications of the consultant team;
3. Demonstrated experience and past performance of the consultant team on similar projects;
4. Feasibility of the proposed schedule and the ability of the consultant team to accomplish the task within the stated timeframes;
5. Quality and responsiveness of the proposal (proposals shall be clear, concise and complete);
6. References; and
7. Cost.

PART 2: PROJECT PROGRAM AND SCOPE OF SERVICES

A. Project Limit of Work:

See the RFP Attachments for the Project Area Diagram. The Project Area extends from the south side of the I-95 Overpass on Quinobequin Road in the southeast to the I-95 rail bridge at Leo J. Martin Golf Course in the northwest and includes Commonwealth and municipal-owned roadways and DCR-owned properties between the trail connection points.

B. Project Background:

Quinobequin is the Native American name for the Charles River, which is variously recorded as meaning “long still water,” “winding water,” or “river that turns back on itself.” The segment of Quinobequin

from Boylston Street/ Route 9 up to the I-95 Overpass is now undergoing design for reconstruction of the roadway and construction of a shared-use trail along the Charles River side. The objective of this feasibility study is to continue the planned shared-use trail along Quinobequin Road northwest from the I-95 Overpass, across Route 16 to the bridge over I-95 in the southeast corner of the Leo J. Martin Golf Course. When the bridge is renovated the shared-use trail will connect to Charles River parklands and the Riverside T Station east of I-95.

Planning studies for adjacent areas include the MDC's 2002 *Master Plan for the Charles River Basin*, which extends to the Watertown Dam, and the 2019 *Riverside Greenway Working Group Conceptual Plan*.

C. Proposed Program and Design Goals:

The proposed program and design goals for the Project include:

- A statement of purpose and need for the trail connection.
- A summary of past planning efforts.
- Alternative layouts for the bicycle and pedestrian accommodations along the project length.
- Inventory of the open space considered for the routes, including ownership, easements, utilities, topography, accessibility, safety and visual character.
- Inventory of adjacent open space and trails for potential greenway and habitat corridor connections.
- Public outreach to understand stakeholder and resident visions and concerns.
- Permitting impacts and process for the proposed alternatives.
- Environmental impacts for the proposed alternatives.
- Concept cost estimates for the proposed alternatives.
- Concept design, summary of impact and costs for the preferred alternative, revised per DCR direction.

It is important to note during planning phases that Commonwealth-wide, DCR's design goals include:

- **Public Access and Circulation:** Create a welcoming environment with enhanced public access that meets or exceeds the requirements of the Architectural Access Board (or, where directed by DCR, the USDA Forest Service Trail Accessibility Guidelines). Design circulation infrastructure that is low-maintenance, safe and convenient for all users, using *Complete Streets* design criteria where appropriate. Layout roads and paths to integrate visitor programming, maintenance regimens, emergency access, special event staging (where required) and ecosystem function efficiently.
- **Low-impact Design:** Specify durable, low-maintenance details and materials to improve water quality and eco-system 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 eco-systems, including stormwater erosion and invasive plants whenever possible. Design for climate resilience, anticipating the effects of extreme storm events, heat, drought, sea level rise and other impacts.
- **Site-Specific Design:** Protect cultural resources. Specify materials that reflect the natural and cultural history of the site. Design interpretive signage to educate visitors about site history.

D. Scope of Services

General Requirements:

- See the RFP attachments for Project Locus, Limit of Work Diagram, Project Phase and Task Spreadsheet Template.
- DCR Project Team: The team will consist of representatives from DCR's Operations, Resource

- Stewardship, Design and Engineering and External Affairs divisions; all team communication will be through the DCR project manager. Consultant shall coordinate with DCR project manager as required to facilitate all phases of the work.
- Project Meetings: Consultant will prepare for and conduct meetings with DCR and City of Newton and Town of Wellesley officials, including DCR team meetings, site walks, meetings with neighborhood groups and/or elected officials. Assume project meetings will be held at the project site or at DCR's Headquarters at 251 Causeway Street, Boston. Consultant shall prepare all presentation materials and facilitate the meetings. Consultant shall provide meeting summaries with action items for all meetings and shall distribute those to all members of the DCR and consultant team within seventy-two (72) hours after the meeting.
- Public Outreach Process: Early and continuing public involvement opportunities throughout the transportation planning and programming process is crucial for the project. DCR project manager shall notify the town/city about the potential project and coordinate stakeholder meetings and/ or interviews. DCR's Office of External Affairs shall coordinate public presentation venue and publicity for public presentations. External Affairs will also coordinate public comments, which will be accepted for two weeks after each the public presentation via DCR's website. Assume public presentations will be held at an ADA accessible public venue close to the site. Prepare public presentations in PowerPoint format and provide handouts as required. Include one rehearsal meeting at Causeway Street for each presentation. Provide meeting summaries with action items for all presentations.
- DCR Review Period: Assume a two-week period for review and approvals for each of the DCR reviews listed in the Scope of Services.
- Project Documents: Provide all drawings in PDF and, as required, GIS or AutoCAD format. Professionals licensed in the Commonwealth of Massachusetts shall stamp and sign their seal on the final report.
- Estimates of Probable Cost: Submit for all alternatives and the preferred scheme. The cost estimate shall be based on the latest weighted unit prices found on the MassDOT web site.
- Additional Services: List the hourly rates for all consultant team members for any additional services. Every effort must be made by the consultant team to avoid additional services. While DCR recognizes that the scope of work may change after the Notice to Proceed is awarded, we expect the consultant to alert DCR to anything that may result in a request for Additional Services as soon as possible. Under no circumstance may the consultant team perform additional services or charge additional time beyond what was estimated in the Proposal without written approval from DCR.

Proposed Phase and Task List:

DCR anticipates three project phases for the Feasibility Study:

Phase 1: Project Area Inventory and Analysis

Phase 2: Shared-Use Trail Alternatives and Preferred Plan

Phase 3: Feasibility Study

Below follows an outline of phases and tasks anticipated by DCR. Consultant teams should review and revise or augment this list as they feel is required based on their project understanding or experience on projects of similar scope. Consultant teams should then use their proposed Phase and Task List as the basis of their Timeline and Fee.

Phase 1: Project Area Inventory and Analysis

- 1.1 Site Visit w/ Project Team. Include up to (1) meeting.
- 1.2 GIS Base Map research and assembly

- 1.3 Existing Conditions Inventory:
- Obtain, review and synthesize available documents relevant to the project area.
 - DCR archives
 - Environmental Review
 - Permitting Documents from previous projects
 - Traffic Data
 - Meet with DCR Project Team and Operations Staff to understand potential maintenance activities and challenges. Include up to (1) meeting.
 - Meet with municipal officials, stakeholder groups and/ or abutters as identified by DCR to understand community use and goals for the site. Include up to (2) meetings.
 - Include the amount of time required on site to thoroughly research, observe and understand the use of the site during different seasons, times of day and special events.
- 1.4 Site Analysis:
- Existing Conditions Base Map(s): Create a legible version of the base map(s) illustrating existing site features, including ownership, easements, topography, drainage, utilities, resource areas, footpaths, vegetation, etc.
 - Site Analysis Diagram(s): Create a diagram(s) of roadways, traffic movements and crosswalks, utilities, natural conditions such as wind, solar exposure, topography, existing vegetation as well as the visitor experience, including accessibility, views and cultural landmarks.
- ** DCR Review
- 1.5 Revise and submit draft summary of Phase 1 conclusions, to form part of the final report.

Phase 1 Summary:

- *Meetings: (4)*
- *Deliverables:*
 - *Base Map(s)*
 - *Project Area Inventory and Analysis Maps and Diagrams*
 - *Draft Summary*

Phase 2: Shared-Use Trail Alternatives and Preferred Plan

- 2.1 Meet with DCR Project Team for a design workshop on sketch alternatives. Include up to (1) meeting.
- 2.2 Feasibility Study Alternatives:
- Plans: Develop a minimum of (3) design alternatives with potential easements, land acquisition and environmental impacts for each.
 - Estimate of Probable Costs: Develop conceptual costs for each
- ** DCR Review
- 2.3 Meet with DCR Project Team. Revise the Alternatives according to DCR direction. Include up to (1) meeting.
- 2.4 Public Presentation Rehearsal: Prepare graphics and PowerPoint for public presentation. Meet with DCR to rehearse for Public Meeting. Include up to (1) meeting.
- 2.5 Public Presentation: Prepare for and attend a public presentation on a weekday evening. Present the Alternatives and solicit comment and ideas from those in attendance.
- ** DCR Review
- 2.6 Preferred Plan: Revise the Alternative(s) according to DCR direction to create the Preferred Plan.
- 2.7 Submit draft summary of Phase 2 conclusions, to form part of the final report.

Phase 2 Summary:

- *Meetings: (3)*
- *Public Presentations: (1)*
- *Deliverables:*
 - *Alternatives Plans and Diagrams*
 - *Preferred Plan*
 - *Draft Summary*

Phase 3: Feasibility Study

- 3.1 Meet with DCR Project Team to review and comment on Phase 2. Include up to (1) meeting.
- 3.2 Prepare Draft Report using the following outline:
 - Acknowledgements
 - Executive Summary
 - Project Overview and Goals
 - Past Planning Efforts
 - Site Inventory and Analysis
 - Alternatives Analysis
 - Preferred Plan
 - Recommend Project Phasing (and phasing diagram)
 - Estimate of Probable Construction Cost (for each phase)
- ** DCR Review
- 3.3 Meet with DCR Project Team to review Draft Report. Include up to (1) meeting.
- 3.4 Final Master Plan: Revisions and Submittal (as above)

Phase 3 Summary:

- *Meetings: (2)*
- *Deliverables:*
 - *Alternatives Plans and Diagrams*
 - *Preferred Plan*
 - *Draft Summary*

E. Project Schedule

DCR's deadline for completion of the feasibility study is no later than June 30, 2020. Please use the attached Project Phase and Task Spreadsheet (or consultant software) to indicate the consultant team's anticipated schedule for each task and phase to meet DCR's milestones for the project.

F. Attachments:

1. Project Locus Map and Project Area Diagram
2. Project Phase and Task Spreadsheet Template