

# RFP

## Multi-Use Pathway Design

### NOTICE

#### REQUEST FOR PROPOSALS FOR LANDSCAPE ARCHITECT/CIVIL ENGINEERING

The Cambridge Redevelopment Authority (CRA) seeks proposals from qualified and experienced landscape design and civil engineering consultant (Consultant) to provide landscape design and civil engineering related services for a multi-use path on the CRA's proposed easement site located along the boundary of 402, 430, and 432 Rindge Avenue. The selected Consultant will provide design and engineer related services described in section 2.0. The necessary qualifications and submission requirements are outlined herein.

Proposals will be accepted until **5 pm** on **August 26, 2022**, and should be emailed as one PDF file to Fabiola Alikpokou at [falikipokou@cambridgeredevelopment.org](mailto:falikipokou@cambridgeredevelopment.org) with the subject line "Multi-Use Pathway Design RFP."

Copies of this Request for Proposals (RFP) are available online in PDF format at [www.cambridgeredevelopment.org](http://www.cambridgeredevelopment.org) in the About > "RFPs, Contracting, And Other Opportunities" section.

### 1.0 PROJECT INTRODUCTION

#### 1.1 CONTEXT

The CRA is a government redevelopment agency founded in 1956 under the authorization of Massachusetts General Law Chapter 121B. As a redevelopment agency, the CRA revitalizes underutilized areas, encourages new development, invests in public infrastructure, and promotes sound growth in Cambridge. Over the past 62 years, the CRA has undertaken major redevelopment initiatives in Kendall Square and nearby neighborhoods. Recently, the CRA has increased its city-wide project activities, including renovating 99 Bishop Allen in Central Square, redeveloping the Foundry Building in East Cambridge, and implementing connectivity improvements in the Rindge Avenue area of North Cambridge.

The Rindge Avenue community is a residential neighborhood in North Cambridge, consisting predominantly of permanently affordable housing, positioned between Rindge Avenue, Alewife Brook Parkway, the North Cambridge Cemetery, and the Fitchburg Commuter Railroad. The community is diverse, with residents from various ethnic and racial backgrounds, with many households that speak languages other than English. While the neighborhood is geographically close to important community resources, roadways and railroads serve as physical barriers that restrict convenient, direct access to nearby natural and local amenities. The CRA recognizes that the Rindge Avenue community deserves improved connections that allow residents of all ages and mobilities to move between places easily and safely at all times of the day.

The CRA completed a Rindge Neighborhood Connectivity and Open Space Vision Report (the Study) in 2020 to better understand the neighborhood's existing connectivity conditions and potential opportunities. The Study provided an open space vision, conceptual approach, and short-term recommendations to enhance connectivity to and from the neighborhood.

As a step toward implementing improved connectivity, as identified in the Study, the CRA is negotiating an easement located along the boundary of 402, 430, and 432 Rindge Avenue to create a public multi-use path around one of the major properties in the area. The Consultant selected through this RFP process will provide landscape design and engineering services to advance the design and construction implementation of this path system. Additionally, the Consultant will conduct a feasibility study and provide consultation during the construction of the multi-use path along the easement site.

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## 1.2 STATEMENT OF PURPOSE

The CRA aims to solicit responses from qualified Consultants to be selected to develop a schematic design for creating a publicly accessible multi-use path (Phase 1) and to provide full design services through project implementation (Phase II). Services requested of the Consultant will include, but are not limited to, those listed in the Scope of Services provided in Section 2.0 of this document.

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## 1.3 STAKEHOLDERS / USER GROUPS

- CRA Staff and Board
- City of Cambridge
- Abutting landowners
  - o Just-A-Start
  - o The Schochet Companies
  - o MBTA
  - o DCR
- Residents of Schochet owned Fresh Pond Apartments, and Just-A-Start owned Rindge Tower Apartments

## 2.0 SCOPE

As explained above, the CRA seeks to contract with a Consultant team to provide landscape design and civil engineering related services for a public easement located along the boundary of 402, 430, and 432 Rindge Avenue that will be developed into a multi-use path. The Consultant will create a feasibility study in Phase I and provide construction consultation in Phase II. The following is a combined list of tasks the Consultant team will be expected to complete/manage during the contract duration.

### SITE EXPLORATION, RESEARCH & STAKEHOLDER COLLABORATION

- Review existing materials and documentation of projects, open space, and connectivity in the area, including but not limited to the following:
  - Rindge Neighborhood Connectivity Study
  - Pathway Conceptual Design by Gamble Associates
  - Envision Cambridge: Alewife District Plan
  - Just-A-Start Rindge Commons Development Plan
  - Cambridge Bike Plan
  - Urban Forestry Master Plan
- Conduct site visits and document existing conditions.
- Meet with CRA to develop project goals and identify opportunities and challenges.
- Facilitate and host design meetings with stakeholders.

- Understand regulatory constraints that might affect the design
- Evaluate offsite/regional influences on a project to help inform connectivity and design recommendations.
- Perform utility research and coordinate with utility companies and MBTA for work if necessary.
- Perform paper and site surveys for project area subject to landscape design work.

## DESIGN SERVICES

- Develop grading plans, schematic designs, and design development drawings based on approved budget and CRA standards.
- Develop phasing, management, and multi-use circulation plans.
- Develop project cost estimates and schedules.
- Prepare a bid-ready set of contract drawings and specifications (per phase if necessary), including alternates, based upon approved design and budget.
- Conduct value engineering.
- Develop signage design and fabrication drawings for regulatory, informational, directional, and wayfinding signs.

## PROJECT MANAGEMENT

- Attending regular meetings with CRA staff when working on assignments.
- Prepare meeting agendas, presentations, and handouts if necessary.
- Writing meeting notes and action items.
- Compose well-written and comprehensive reports and recommendation memos.
- Obtain permit approvals from appropriate agencies if necessary.
- Construction administration and management.

## 3.0 SUBMISSION REQUIREMENTS

### 3.1 QUALIFICATIONS & EXPERIENCE

Team member expertise must include:

- Thorough knowledge of landscape architecture design, civil engineering services, and methods related to site development activities.
- Knowledge of schematic and development designs, and public bid and construction consultation services as necessary.
- Expertise in providing geotechnical investigation, survey, structural engineering services, and civil project design, preparation of construction documents, and construction engineering for the proposed site utilities
- Ability to prepare designs and drawings.
- Knowledge of sustainable design principles, including concepts for water conservation, xeriscaping, stormwater management, heat island reduction, etc.
- Creativity in design and problem-solving strategies.
- Knowledge of accessibility regulations.
- Ability to present at stakeholder meetings, engage diverse audiences and build consensus.
- Experience evaluating offsite/regional influences on a project to help inform connectivity, design, etc., recommendations.
- Experience designing bicycle and pedestrian facilities and vehicular parking and circulation systems.

- Experience preparing project reports and recommendations, including but not limited to: phasing, maintenance, site, and construction plans.

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## 3.2 FORMAT & CONTENT OF RFP RESPONSES

### FORMAT

RFP responses must be submitted by email with the subject line “Multi-Use Pathway Design RFP” to Fabiola Alikpokou ([falikipokou@cambridgeredevelopment.org](mailto:falikipokou@cambridgeredevelopment.org)) and include one PDF file containing a cover letter, resume for individuals working on the project, three (3) references, demonstration of experience, and an estimated project timetable, work plan, and budget based off the preliminary scope provided.

### MINIMUM PROPOSAL CONTENTS

1. Cover Letter(s) and Resume(s): The cover letter should include the applicant’s approach to achieving the work identified in section 2.0, consisting of:
  - a. a detailed work plan identifying the tasks to be accomplished, timeline, and deliverables at key milestones in the project, and
  - b. a description of the team structure, including the project principal, project manager, key staff, and sub-consultants.
2. Three (3) References: References will be contacted to determine if the applicant is responsive and responsible. They will be asked about their overall impression, the quality of work performed, and the timeliness of work produced by the applicant. Reference information should include:
  - a. Contact’s name, position, email, and telephone number
  - b. Name of company or organization
  - c. Status of work and short description
3. Demonstration of Experience: Applicants should demonstrate how they meet the qualifications and experience listed in section 4.1 by providing information on at least two (2) relevant project experiences.
  - a. Project examples should indicate the role of the applicant, services provided, and the end products. Links to examples or associated data files would be helpful but are not necessary.
4. Budget: Provide standard hourly rates for the prime and sub-consultants (if applicable) and an estimated cost for the project.
5. A signed Anti-Collusion Tax Compliance Form.
6. A copy of a W9 for the individual or team lead.

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## 3.3 QUESTIONS & ADDENDUMS TO RFP

Requests for clarifications or questions concerning the RFP may be submitted to Fabiola Alikpokou, Project Planner, via email at [falikipokou@cambridgeredevelopment.org](mailto:falikipokou@cambridgeredevelopment.org) by **12:00 pm** on **July 29, 2022**. Please provide contact information (name, address, and email) for the person to whom responses should be sent. Answers will be sent by **5 pm** on **August 3, 2022**, to all who asked questions and to those who were originally sent the RFP or expressed interest in some other manner. Any additional addendums to the RFP will be posted and notified in the same manner.

## 4.0 RFP EVALUATION

### 4.1 SELECTION CRITERIA

Due to the highly collaborative nature of the project, the CRA will create a selection committee consisting of stakeholders and the City of Cambridge to help evaluate the RFP responses.

CRA Staff and the selection committee will evaluate each RFP response based on the following evaluation/selection criteria in order to choose any number of finalists to invite for interviews. The CRA welcomes proposals from firms with a diverse workforce, including women and minority-owned firms.

#### A. QUALITY OF PREVIOUS WORK

The previous work examples allow the CRA to understand the Consultant's methodical approach to the project and should demonstrate an understanding of the scope identified in section 2.0. Therefore, the previous work examples should represent the highest level of achievement in landscape design, illustrate the Consultant's ability to implement creative design and problem-solving strategies, show a breadth in design experiences, excellence in graphic design, and well edited and written plans and reports.

#### B. EXPERIENCE AND QUALIFICATIONS OF FIRM & PERSONNEL

The personnel assigned to the project and the firms making up the Consultant team, especially the firm with the position of team lead, should have experience in each of the items listed in Section 3.1, and the proposer has shown examples of successful projects over the past 5 years.

#### C. QUALITY OF REFERENCES

References are able to comment substantively on their experiences with the team (especially the firm serving as team lead) and with the proposed personnel assigned to the project. References have the highest praise for the firm(s) and the personnel in terms of schedule, team coordination, content and comprehensiveness of deliverables, project management, adherence to budget, quality assurance, technical capabilities, capacity of firm, vision, attention to detail, strengths of each firm as well as proficiency and effectiveness of talent.

#### E. TEAM HOURLY RATES

The proposed team hourly rates of those responsible for the work proposed are competitive against other finalists.

#### F. TIMELINESS AND CAPACITY

The project team appears to have the local capacity to undertake projects in a timely manner. The CRA is looking for a team that can masterfully coordinate multiple stakeholders and facilitate comprehensive processes while maintaining the project's focus and scope.

### 4.2 EVALUATION PROCESS

CRA Staff and the selection committee will review all proposals and may select any number of applicants to be interviewed. Proposers should be prepared to travel to Cambridge for this interview, which should include the

team leader and a limited number of additional key personnel who will be working on the project on a day-to-day basis. The CRA will not assume any travel costs related to these interviews. The applicants chosen for interviews will be notified by email and telephone of the date, time, and place for their interviews. Instructions regarding what to prepare for the interviews will be communicated at the time the interview is scheduled. All interviews will be scheduled from **September 6 – 9, 2022**. Teams must be prepared to interview on one of those days if asked.

After the interviews, the CRA Staff will forward its recommendation of the most qualified applicant to the CRA Board at the next regularly scheduled monthly CRA Board meeting planned for **September 21, 2022, at 5:30 pm**. A representative from the recommended finalist may be asked to be present at this CRA Board meeting. The CRA Board may at this time accept or reject the ranking.

A site tour led by CRA staff is available on **July 26, 2022, at 2:00 PM**. If interested, please notify Fabiola Alikpokou, Project Planner, via email at [falikipokou@cambridgeredevelopment.org](mailto:falikipokou@cambridgeredevelopment.org) by **5:00 pm** on **July 22, 2022**.

**A. TENTATIVE RFP SCHEDULE AND SUBMISSION**

The selection schedule is as follows:

RFP Available	July 18, 2022
Site Tour (Optional)	July 26, 2022 (at 2:00 PM)
Deadline for Questions	July 29, 2022
Response to Questions Issued	August 3, 2022
RFP Proposal Submission Deadline	August 26, 2022
Interviews and Negotiations with Top Proposers	September 6-9, 2022
CRA Board Meeting, Contract Award	September 21, 2022

**5.0 GENERAL TERMS & CONDITIONS**

**Acceptance:** Any proposals received after the due date will not be accepted. Delivery to any other contact other than what is noted in Section 3.2 does not constitute compliance. It is the responsibility of the applicant to assure proper and timely delivery. The CRA reserves the right to reject any or all proposals, waive any minor informalities in the proposal process, and accept the proposal deemed to be in the best interest of the CRA.

**Failure to follow instructions:** Failure to answer any question, complete any form, or provide the documentation required will be deemed non-responsive and result in an automatic rejection of the proposal unless the CRA determines that such failure constitutes a minor informality.

**Correction, modification, or withdrawal of proposal:** Prior to the deadline for receipt of proposals, an applicant may correct, modify, or withdraw its proposal by making the request in writing. All corrections, modifications, or

withdrawals must be emailed to the CRA contact noted in Section 4.3 with a notation on the PDF indicating the title of the project, the deadline for the receipt of the proposals, and a notation that the PDF contains a correction, modification, or withdrawal of the original proposal submitted for the particular project.

Duration of RFP responses: A response will remain in effect for a period of 180 calendar days from the deadline for submission of proposals until it is formally withdrawn according to the procedures set forth herein, a contract is executed, or this RFP is cancelled, whichever occurs first. The CRA reserves the right to reject any and all proposals or portions thereof.

Award Contract: The CRA reserves the right to reject any and all proposals if it determines that it is in the best interest of the CRA to do so. The CRA may enter into a contract with a person, a corporation, a partnership, or a joint venture.

Equal Opportunity: The successful offeror must be an Equal Opportunity Employer

Insurance: Certification regarding insurance will be required at the execution of the contract. Minimum required insurance will be outlined for the selected applicant at that time.

MBE/WBE Participation: The CRA encourages participation by minority/women businesses as prime contractors and encourages all prime contractors to make a significant commitment to using minority/women-owned businesses as sub-contractors and suppliers. A list of certified minority and women-owned businesses is maintained by the Commonwealth of Massachusetts Supplier Diversity Resources department at <https://www.sdo.osd.state.ma.us/BusinessDirectory/BusinessDirectory.aspx>

Public Records Law: Public Records Law. All responses and information submitted in response to this RFP are subject to the provisions of the Massachusetts Public Records Law, MGL c. 66, § 10 and c. 4, §7(26), and 950 CMR 32. MGL c. 4, § 7(26)(h) exempts from the definition of “public record,” among other things, “proposals and bids to enter into any contract or agreement until the time for the opening of bids to be opened publicly, and until the time for the receipt of bids or proposals has expired in all other cases,” as well as intra- or inter-agency communications made with respect to reviewing bids and proposals, prior to a decision to enter into negotiations or award contracts. MGL c. 4, §7(26)(g) exempts “trade secrets or commercial or financial information voluntarily provided to an agency for use in developing governmental policy and upon a promise of confidentiality,” though this exemption does not apply to information “submitted [...] as a condition of receiving a governmental contract.”

## 6.0 REFERENCE DOCUMENTS

- Rindge Neighborhood Connectivity Study: <https://www.cambridgeredevelopment.org/rindgeconnectivity>
- Envision Cambridge: Alewife District Plan: <http://envision.cambridgema.gov/>
- Just-A-Start Rindge Commons: <https://rindgecommons.org/>
- Cambridge Bike Plan:  
<https://www.cambridgema.gov/Departments/communitydevelopment/2020bikeplanupdate>
- Urban Forestry Master Plan:  
<https://www.cambridgema.gov/Departments/publicworks/Initiatives/urbanforestmasterplan>

## 7.0 APPENDICES

- Path Concept Presentation
- **Appendix A: Non-collusion, Non-Discrimination, Tax/Employment Statements.** These statements must be signed and returned with your RFP submission.
- **Appendix B: CRA standard consultant services agreement.**

