

**TOWN OF SOUTHBOROUGH, MA**  
**REQUEST FOR PROPOSALS FOR**  
**LANDSCAPE DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES**  
**CORDAVILLE TRIANGLE PARK**

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**Your participation is invited with regard to the above referenced Request for Proposals.**

**TOWN OF SOUTHBOROUGH  
REQUEST FOR LANDSCAPE DESIGN SERVICES &  
CONSTRUCTION ADMINISTRATION  
Cordaville Triangle Park, Southborough, MA**

**SECTION I: SCOPE OF SERVICES**

Overview

The Town of Southborough invites applications from appropriately qualified and experienced registered Landscape Architects to assist in the completion of the design and construction oversight of the Cordaville Triangle Park in Southborough, MA. This project involves the development of final design plans and the selection and oversight of a contractor to complete the landscaping of the Triangle Park.

The Cordaville Woolen Factory, formerly located southwest of the Southborough Triangle, was the town's largest factory in the 19th century. The factory was the center of a small self-sustaining mill village named Cordaville, surrounded by workers' housing built by the original mill owner. Although few physical remains of the industrial enterprise survive, the sturdy mid-19th century workers' houses anchor the Southborough Triangle to the west. The improvements follow on those completed by the MBTA in order to create an inviting space that is both functional and attractive. We believe that the combination of landscaping, seating, and a focal point that presents the history of the area will readily create a new town landmark.

The piece of land proposed for landscape design and implementation encompasses approximately one third (1/3) of an acre of land. This property is located between River Street, Cordaville Road and Southville Road on the south end of the town of Southborough. This piece of land is located at a very busy intersection and one of several primary entryways into the town of Southborough. Since the implementation of the MBTA Commuter rail station the amount of traffic into this location has dramatically increased. The commuter rail station has also changed the landscape of this area. The Cordaville area is a quaint historic neighborhood. The implementation of the current design plan will not only enhance the landscape of the area by provided an aesthetic functional park, but will also bring forth and help to preserve the historical significance of Cordaville. The project also addresses one of the most strongly supported goals of the town's current master plan which is the revitalization of the town's historic villages.

Site plans were developed for the project site by the Conway School of Landscape Design in 2002 and are available for review at the Southborough Planning Department. These plans have been modified and have been notated based on recent site reviews and the objectives of the

Community Preservation Program grant award made for this project (see attached plan). Based on the revisions to the site plan recommended by the MBTA Triangle Committee a revised final site plan needs to be developed which will serve as the basis of obtaining construction bids for the construction of the project in 2009.

### Tasks and Deliverables

#### Task 1 – Development of Site Plan

In accordance with recommendations of the MBTA Triangle Committee, conduct a site review with members of the Committee and develop a revised landscape site plan which meets the intent of the Community Preservation Act application. A base plan will be provided to the consultant for the preparation of the final plan. The MBTA Triangle Committee has made plan suggestions associated with tree/shrub planting, walking paths, stone walls, etc. which are located on a site plan for reviews and local knowledge. The consultant shall review these recommendations and make suggestions as to their applicability and general appropriateness. The result of this task will be to develop a landscape site plan as well as construction documents adequate for construction bidding. The Consultant shall also make specific design recommendations for the design of an appropriate structure for the historic bell housing that is included in the project. In addition, the Consultant will review the original construction estimate developed for the project and revise where required.

Product: Revised Landscape Site Plan and Construction Documentation

#### Task 2 – Solicitation of Construction Bids

The MBTA Triangle Committee/Town of Southborough will solicit construction bids for the project. The Consultant will assist the committee in the review of the bids and qualifications of firms.

Product: Summary Memorandum: Review of construction bids/interview construction firms

#### Task 3 – Construction Oversight

The Consultant shall be responsible for the oversight of the construction of the project through the review of construction progress. Weekly project summaries shall be prepared and sent to the MBTA Triangle Committee (designee) and the Town Planner. The Consultant shall advise the committee of any issues or problems that may occur during construction as soon as possible. A final review of the construction will be made as a walk-through with the Committee and the Town Planner to assure that project plans and details have been completed.

Product: Weekly memo and final review

## Timeline

Approximate schedule:

- Fall 2008 – Winter 2009: production of bid documents and specifications and alternates
- Spring 2009: Issuance of Request for Proposals, including site meeting with prospective bidders
- Spring 2009: Bid opening; award of contract by Board of Selectmen; construction begins
- July 2009: Project completion

Primary project oversight will fall on the MBTA Triangle Committee and the Town Planner. Vera Koliass, AICP, Town Planner, will be the primary contact.

## **SECTION II: GENERAL TERMS AND CONDITIONS**

1. The contract for this project will be between the Town of Southborough and the Consultant, and will be administered by the Town Administrator's Office.
2. A proposal will remain in effect for a period of 90 calendar days from the deadline for submission of proposals or until it is formally withdrawn, a contract is executed or this RFP is canceled, whichever occurs first. The Town reserves the right to reject any and all proposals.
3. The Town will have the option to cancel the contract provided that written notice is given 30 days prior to the effective termination date. Any changes or additions to consultants or personnel named in the application must be submitted in writing and approved by the Town
4. This project is funded through the Community Preservation Act, as approved by the 2008 Annual Town Meeting.

## **SECTION III: INSTRUCTIONS TO OFFERORS**

1. One original and (8) copies of the proposal marked "Cordaville Triangle Park Landscape Design Services" must be received by Vera Koliass, AICP, Town Planner, Town of Southborough, 17 Common Street, Southborough, MA 01772, **no later than Thursday, November 13, 2008 at 4:00 p.m.** Price will be negotiated after finalists have been selected. Facsimiles are not acceptable.

2. Fee proposal should be submitted under separate cover to the above address and indicated as: "Cordaville Triangle Park Landscape Design Services" – FEE PROPOSAL. Facsimiles are not acceptable.
3. Proposers requesting a change in or interpretation of existing specifications or terms and conditions must deliver said request for change or interpretation IN WRITING OR VIA E-MAIL to the Town Planner, 17 Common Street, Southborough, MA 01772 vkolias@southboroughma.com on or before 12:00 Noon, on Thursday, November 6, 2008.
4. Failure to answer any question, to complete any form or to provide the documentation required will be deemed non-responsive and result in an automatic rejection of the proposal unless the Town determines that such failure constitutes a minor informality.

#### **SECTION IV: EVALUATION OF THE PROPOSALS**

1. Proposals: Each offeror must submit a written proposal to this RFP which includes full and clear descriptions of evaluation criteria outlined in Section V. A Selection Committee will evaluate each proposal based on these evaluation criteria.
2. Price Proposal: Price will not be considered when initially evaluating a proposal. After the finalists have been ranked, the Town will enter in price negotiations with the offeror.
3. References: References will be contacted to determine if the offeror is responsive and responsible. References will be asked about their overall impression of the offeror, quality of work performed, understanding of factors effecting implementation, and the timeliness of the product. The Town and/or its representative may visit up to three comparable projects by each architect to be interviewed.
4. Interviews: The MBTA Triangle Committee may choose to interview finalists if the offeror is responsive and responsible, and meets the needs of the Town. The Town Administrator reserves the right to interview all finalists if she so chooses, after the MBTA Triangle Committee's deliberations.
5. Award of Contract: The Town will award one contract to a responsive and responsible offeror. The Town reserves the right to reject any and all proposals if it determines that it is in the best interest of the Town to do so.

#### **SECTION V: MINIMUM EVALUATION CRITERIA**

The purpose of information requested in this section is to assist the Town in evaluating the offeror's overall qualifications, including its methodologies and technical abilities, and previous experience.

In order to be considered for selection the project team shall meet the following minimum criteria:

- Experience and design approach demonstrated by the Consultant in community/public landscape design projects;
- Completion of similar or comparable projects; work in Massachusetts communities preferred;
- Quality of work, as determined by references from other landscape design projects on which the Consultant has worked. Project management within budget and cost control will be evaluated as well;
- Demonstrated expertise in the technical and professional background required by this project, particularly in the development on construction and bid documentation;
- Demonstrated ability to complete the project within an approved project schedule. Please submit a timeframe for completion;
- Demonstrated success in construction contract services;
- Submission of all required information specified herein.

Proposals which are most advantageous upon consideration of the evaluation criteria will be selected. Final selection of consultants will be made in as timely a manner as possible.

#### **SECTION VI: PROPOSAL SUBMISSION REQUIREMENTS**

1. Designer Selection Application (DSB-1).
2. A list of at least three entities, for which you have conducted similar community/public landscape design work. Please include the name and telephone number of the contact person at each, the year of the contract, and the nature of the project. These contacts shall serve as references. Such references will be used to determine an offeror's responsibility.
3. As per MGL Ch. 7, §38H(f), the proposal shall include copies of worker's compensation insurance and liability insurance of at least one million dollars (\$1,000,000).

