REQUEST FOR PROPOSALS
TOWN OF FALMOUTH
LANDSCAPE DESIGN SERVICES

1.0 SCOPE

1.1 The Town of Falmouth is seeking bids for design services for a master plan for the restoration and improved public access for a 9.59 acre property, located at 89 Spring Bars Road (Assessor’s ID # 39 lot 15 046 002). The property is under the care and control of the Conservation Commission for the purposes of conservation and passive recreation.

1.2 The master plan shall incorporate the items that are described in the “Stewardship Plans” section of the “Little Pond Conservation Area Land Management Plan” prepared for the Massachusetts Executive Office of Energy and Environmental Affairs, Local Acquisitions for Natural Diversity (LAND) Grant Program. Additionally, the master plan shall be compliant with the prohibited uses and reserved rights as described in the conservation restriction. A restoration budget must be included.

1.3 Proposals must include the following:
   • Meeting with Conservation Commission and Community Preservation Committee staff to review relevant documents and to establish a project schedule
   • Meeting with the Conservation Commission for their input regarding permitting language as some restoration work may require a Notice of Intent if within 100 feet of any resource area and may require a submittal to Natural Heritage and Endangered Species Program (NHESP), which will include fees
   • A process for community input (e.g., one meeting to receive and discuss ideas, a second to review a preliminary plan, and a third to seek further comments)
   • Allowance for restoration of the large wetlands on the site
   • Minimal requirements for expensive site modification and maintenance
   • A schedule to implement the design in phases should be suggested, if appropriate.

1.4 Additional information:

The property abuts 11.16 acres at 0 Spring Bars Road that will be developed for affordable housing.

Much of the property has been disturbed over the years. A concrete business previously operated on the site. The topography has been altered. Restoration of these previously disturbed areas are required to further protect and enhance the scenic, historical and ecological attributes in the area.

Despite the past uses, the two parcels contain a unique “interconnected wetland complex” of Atlantic white cedar swamp, vernal pools, vegetated wetlands, coastal bank and Little Pond, a coastal pond. Because of the juxtaposition, each wetland supports and protects another. This does not exist anywhere else in Falmouth.

• Approximately 5-8 acres of the land are subject to coastal storm flow. The coastal bank serves a valuable role by containing and redirecting storm water, which affects neighboring parcels as well, and by providing buffer to the wetlands, which would otherwise be damaged by saltwater during flooding.
• Atlantic white cedar swamps are a rare wetland, now existing in a narrow band along the East Coast. These swamps take centuries to develop and are especially sensitive to nearby development.
• Little Pond has been identified by the Mass. Estuaries Project as a pond of critical concern. Fresh water from Little River flows into the pond; waters where fresh and salt water mix are some of the most productive parts of estuaries.
• The wooded areas and wetlands are used by a wide diversity of wildlife, such as river otters, ducks, turtles, fox, osprey and red-tailed hawk.

Permitted uses on the property include:

• Creation and use of walking trails (including ADA-compliant footpaths),
• Access to Little Pond for canoeing and kayaking and launch area for non-motorized boats,
• Habitat restoration and restoration of previously disturbed sites,
• Installation of permanent boundary markers,
• Installation of signage to denote property ownership and funding sources,
• Erection of open fence(s) that allow wildlife passage, for purpose of delineating a parking area, property boundaries, foot trails, and protecting agricultural area by wildlife,
• Construction of unplanned driveway and parking area
• Creation of viewsheen to Little Pond,
• Erection of a wooden boardwalk around the bordering vegetated wetland,
• Conduction agricultural uses, such as a community garden, and
• Pursuit of wildlife enhancement practices including erection of poles and platform for osprey nesting.

Please refer to the Conservation Restriction for more information.

Prohibited uses include:
Except as reserved in the Conservation Restriction, any permanent or temporary structures, appurtenances, impervious areas, improvements, mining, excavation, animal husbandry, disturbance or activities detrimental to wildlife or wildlife habitat, hunting, grilling, camping, motorized trail bikes, all terrain vehicles, snowmobiles, any motorized vehicles except emergency vehicles.
The Conservation Restriction will have a complete list.

2.0 CONTRACT DURATION

2.1 The contract shall be effective on the contract execution date, and run up to eighteen months and may be extended by mutual agreement between the Town and the Consultant.

2.2 The time period for the submission of proposals will be (2 weeks from date issued).

3.0 MINIMUM PROPOSAL REQUIREMENTS

3.1 Both a technical and a cost proposal are required. Three copies and one original of the technical proposal shall be submitted in sealed envelope clearly marked “Technical Proposal: Landscape Design Services.” Three copies and one original of the cost proposal shall also be submitted,
under separate cover, in a sealed envelope clearly marked “Cost Proposal: Landscape Design Consultant.”

Both proposals shall include a cover letter bearing the name and address of the firm, the name and title of the firm representative, the signature of the firm representative, federal tax ID number, and a phone number.

Proposals should be prepared simply, providing a straight forward description of the Prospective Consultant’s ability to satisfy the requirements of the Request for Bids. Emphasis should be on completeness and clarity of contents.

3.2 The technical proposal shall include:
The Consultant must provide this information in approximately the following order so that the proposal evaluation and selection process proceeds in an orderly, timely, and equitable manner.

- Prospective consultant’s name and principals in the firm;
- Addresses and telephone numbers of all prospective consultant offices;
- Structure of prospective consultant (i.e., sole proprietorship, partnership, corporation);
- Size of prospective consultant;
- Number of years the prospective consultant has been in business;
- A brief description of the firm’s overall experience and capabilities relevant to the required services;
- A list of a minimum of three (3) relevant consulting projects, including client name, address, contact person, telephone number, dates of service, date ranges and scope of work performed. Also give project title and short description;
- Identify staffing to be used. Provide brief resume (1-2 pages preferred) including educational background for each key professional who will be assigned to work on this contract. Note licenses, registrations or certifications where appropriate;
- Evidence that the prospective consultant has current professional liability insurance applicable to the work; and
- Listing of any actions taken by any regulatory agency or litigation involving the prospective consultant or its agents or employees with respect to any work performed.

3.3 The cost proposal shall include a list of hourly rates and job titles for assigned personnel.

3.4 Proposer shall complete the non-collusive resolution, the State Tax Certificate Clause and the EEO/AA Certification included in this package.

3.5 The Town of Falmouth assumes no responsibility and no liability for costs incurred by the Prospective Consultant in preparation of the Request for Proposals and participation in the selection process prior to issuance of a contract.

3.6 If the Request for Proposals is revised, the revisions will be provided to all Prospective Consultants to whom the Town has mailed or distributed electronically copies of the Request for Proposals. The Town of Falmouth shall bear no responsibility or liability if
copies of the Request for Proposals or any revisions are lost in the mail or misdelivered due to unforeseen circumstances.

3.7 In order to be considered for selection, signed proposals must be received on or before **4:00 p.m. April 5**. Proposals must be addressed and delivered to:

**Office of the Town Manager/Selectmen**

Proposal: Landscape Design Services for CPC

59 Town Hall Square

Falmouth, MA 02540

3.8 The town will determine the most advantageous proposal from a responsible and responsive Prospective Consultant, taking into consideration all evaluation criteria set forth in the Request for Proposals.

Once a finalist has been selected, the Town will begin contract negotiations with the top-ranked finalist. If the Town is unable to negotiate a contract successfully, the Town may then begin contract negotiations with the second- or third-place finalist. The Town reserves the right to reject any proposals submitted for this project.

3.9 The successful Consultant will be required to assume sole responsibility for delivering the services requested by this RFP. The Town will consider the successful Consultant to be the sole point of contact with regard to contractual matters, whether or not subcontractors are used by the consultant for one or more parts of this project.

3.10 All rights, titles to and ownership of all data, material, and documentation resulting from this project and/or prepared for the Town of Falmouth pursuant to this contract shall remain exclusively with the Town of Falmouth.

**4.0 MINIMUM QUALIFICATIONS**

4.1 All prospective consultants must possess the following minimum qualifications. Any prospective consultant not meeting these minimum criteria shall be considered non responsive:

The prospective consultant must demonstrate

- A minimum of 3 years designing for protected areas

- Prospective consultants must have the following educational background:
  - a. Bachelor's Degree in an area relevant to the project; or
  - b. Master's Degree in Landscape Design.

**5.0 COMPARATIVE EVALUATION CRITERIA**
5.1 Proposals, which include all documentation specified under Section 3 Minimum Proposal Requirements, meet the Section 4 Minimum Qualifications and meet the Section 3.7 Response Date, shall be deemed to be responsive.

5.2 All proposals shall be further evaluated on the basis of the following Comparative Evaluation Criteria:

All technical proposals that meet the minimum requirements shall be ranked competitively against one another according to the following evaluation criteria:

- Prospective consultants that demonstrate excellent overall experience and capabilities in Landscape design consulting services most closely matching the scope items as listed in section 1.0 of this RFP, with proven technical experience and qualifications as demonstrated by education and relevant consulting projects, and a high level of accessibility shall be deemed Highly Advantageous.

- Prospective consultants that demonstrate average overall experience and capabilities in Landscape Design consulting services most closely matching the scope items as listed in section 1.0 of this RFP, with acceptable technical experience and qualifications as demonstrated by education and relevant consulting projects, and accessibility shall be deemed Advantageous.

- Prospective consultants that demonstrate below average overall experience and capabilities in Landscape Design consulting services most closely matching the scope items as listed in section 1.0 of this RFP, and leave questions relative to technical experience and qualifications as demonstrated by education and relevant consulting projects, and inadequate accessibility shall be deemed Not Advantageous.

6.0 TIMELINE

6.1 The Town will select a contractor within fourteen (14) days of the submission deadline, and will proceed to award the contract for the project. The consultant must be ready to commence the project within seven (7) calendar days of the contract award.
TOWN OF FALMOUTH
LANDSCAPE DESIGN CONSULTANT

PRICE PROPOSAL FORM

__________________________________________________________________________, doing business at:
Name of Firm or Individual

__________________________________________________________________________
Street Address

__________________________________________________________________________
City or Town    State    Zip Code

__________________________________________________________________________
Designated Contact Person    Telephone Number

__________________________________________________________________________
E-mail Address    Facsimile Number

Hereby proposes to provide Landscape Design consulting services for the Town of Falmouth as
described in the attached Request for Quotes for the following
hourly fee of $_________________.

__________________________________________________________________________    ________________
Signature    Date

Fee Proposals should be separately sealed and clearly marked on the envelope “Cost
Proposal”. All proposals should be submitted to:
Office of Town Manager / Selectmen
Cost Proposal: Landscape Design Consultant
59 Town Hall Square
Falmouth, MA 02540
CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the provisions of Chapter 701 of the Act of 1983 and under the penalties of perjury, that this is in all respects bona fide, fair and made without collusion of fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Executed under and as a sealed instrument this _____ day of _________________2012.

Respectfully submitted,

_______________________________________________
(Name of bidder)

________________________________________________
(Signature)

________________________________________________
(Type name and title)

Date: __________
TOWN OF FALMOUTH

STATE TAXES CERTIFICATION CLAUSE

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes under the law.

___________________________  By:___________________________
* Signature of individual or  Corporate Officer
Corporate Name (Mandatory)  (Mandatory, if applicable)

___________________________
**Social Security # (Voluntary)
or Federal Identification #

EEO/AA Certificate

The Applicant hereby certifies he/she shall comply with the minority manpower ration and specific action steps contained in the Town O Falmouth Affirmative Action Plan, including compliance with the minority contractor compliance. The Contractor receiving the award of the Contract shall be required to obtain from each of his/her sub-contractors and submit to the contracting or Administering Agency prior to the performance of any work under this Contract, a Certification by said sub-contractor, that he will comply with the minority manpower and specific Affirmative Action steps contained in the EEO/AA Program.

Date:_______________________

Signature:___________________________