

# REQUEST FOR PROPOSALS

*for*

## CONSULTING SERVICES

Stow Acres

Climate Resilience Master Plan



Town of Stow, Massachusetts

*Denise M. Dembkoski, Town Administrator  
Chief Procurement Officer*

*Kathy Sferra, Conservation Director  
Project Coordinator*

April 5, 2023

## **INVITATION TO SUBMIT PROPOSALS**

The Town of Stow (“Town”) is seeking proposals from qualified multidisciplinary firms or teams (the “Consultant”) to provide consulting services related to the preparation of a Climate Resilience Master Plan for approximately 150 acres of land acquired for conservation and recreation purposes off Randall Road in Stow, the majority of which was recently purchased by the Town of Stow as part of an innovative and proactive Stow Acres Partnership which has received statewide recognition. The Consultant should possess the expertise necessary to carry out the project including, but not limited to landscape architecture/design, ecological design and habitat restoration in both wetland and upland communities, climate resilience, recreation facility planning, community outreach, environmental permitting, project management and cost estimating. This Climate Resilience Master Plan is being funded in part by the Executive Office of Environmental Affairs Municipal Vulnerability Preparedness Program and the town’s expectation is that the selected Consultant will bring creativity, flexibility and innovation in ecological design, and community outreach to this project. The town has established a not to exceed budget of \$200,000 for this project. Applicants can find the full RFP and all supporting documents on the Town of Stow’s website at <https://www.stow-ma.gov/procurement/pages/bids-and-proposals>.

All work shall begin upon issuance of a Notice to Proceed and must be complete with all deliverables to the Town of Stow no later than June 30, 2024. It is expected that the selected Consultant(s) will begin work approximately July 1, 2023.

This Request for Proposals (RFP) has been issued pursuant to Massachusetts General Law Chapter 30B, Uniform Procurement Act, and all stages of the selection process will be governed by MGL Ch. 30B, section 6. The RFP and related information may be obtained beginning April 5, 2023 from the Town of Stow’s website as listed above.

Responses to this RFP require separate Technical Proposals and Price Proposals, each submitted in separate, sealed envelopes. Failure to comply with this and other submittal requirements described herein may result in a Proposal being considered nonresponsive. Questions concerning this request must be emailed to Kathy Sferra, Stow Conservation Director at [conservation@stow-ma.gov](mailto:conservation@stow-ma.gov) by April 25, 2023. A non-mandatory pre-bid conference and site visit will take place in person at the site on April 21, 2023 at 9:30 am at the Stow Acres Clubhouse, 58 Randall Road, Stow MA. Any questions will receive written answers via an addendum to the RFP posted on the Town’s website by April 28, 2023.

Proposals should be submitted to the Town of Stow, Attn: Procurement, Stow Town Building, 380 Great Road, Stow MA 01775 no later than noon on May 18, 2023 at which time all received submissions will be opened. Late proposals will not be accepted.

The Town of Stow reserves the right to reject any or all proposals which are not responsible and/or responsive, in whole or in part, as deemed in the best interests of the Town in accordance with G.L. c. 30B, the Uniform Procurement Act.

## **I. STOW ACRES PROJECT BACKGROUND**

For decades, the future use and development of Stow Acres, the Town's largest (36 hole) golf course and the largest undeveloped parcel in Stow has been foremost in the minds of many Stow residents and officials. This 325-acre property, located on both sides of Randall Road, contains significant conservation values – including riparian corridors along Elizabeth Brook and the Assabet River, scenic views from Randall Road and Gleasondale Road, woodlands and wetlands, significant floodplain areas, and opportunities for significant large-scale conservation and restoration.

In 2019, when rumors began circulating about the possible sale of Stow Acres for development, the Town and the nonprofit Stow Conservation Trust (SCT) reached out proactively to the property owners to begin discussions regarding a comprehensive vision for the property. These discussions led to the creation of a partnership that included the Town, SCT, a private for-profit developer, and the owners of Stow Acres, who worked collaboratively for two years to develop an overall conservation, recreation and housing vision for the entire property. Together, the partnership identified priority locations to focus development and meet the town's housing diversity needs, and areas that had the highest conservation values to support future trails, recreation facilities, restored wetlands and streams, inland flood mitigation, and conserved riparian corridors along Elizabeth Brook and the Assabet River.

The project team held multiple community forums to build community consensus on the overall land use vision for the property. The Town and SCT then worked with the property owners to negotiate a plan for the conservation of more than 85% of the overall property. The funding for protection of this land was approved overwhelmingly by the Town in 2021. The result was the purchase of a permanent Conservation Restriction on the South Course, allowing it to remain in continued golf use and the acquisition of 109 acres of the North Course by the Town for conservation and passive/active recreation purposes in January 2023. As part of the purchase terms, Stow Acres will retain use of portions of the Town property for nine holes of golf for up to 10 years (the driving range for 5 years) after which all golf use of the property will cease. This allows the Town time to prepare a master plan for the property, design and permit proposed uses and facilities, and begin implementation of the master plan for the Town-owned property in a phased manner.

The remaining 1/3 of the North Course (approximately 65 acres) will be developed as a 189-unit New England village style housing community by a private developer, MCO & Associates. The development – which to date has received widespread community support – will significantly advance the town's housing goals. The homes proposed to be built are modest in size and will be located on small lots. The traditional village design creates a walkable scale and interconnecting trails are expected to allow the new residents of the site direct access to town trails on the North and South Courses. Permitting for the development is expected to begin in Spring 2023 and development plans will be available to the Consultant.

Acquisition of the North Course was funded in part by a grant from the Executive Office of Energy and Environment's Municipal Vulnerability Preparedness Program, which is also providing significant funding for the preparation of a Climate Resilience Master Plan for the Town-owned North Course property.

## Climate Resilience Master Plan

The Town is now seeking consulting services to develop a Climate Resilience Master Plan for the 109-acre “Stow Acres North” property acquired by the Town which will guide the overall restoration and use of the property and allow it to serve as a model resilient conservation and park destination. In developing the plan, the town seeks to incorporate scientifically grounded, nature-based solutions aimed at increasing the ecological and landscape diversity of the property, removing golf elements, restoring historically altered wetlands, increasing flood storage, revegetating stream buffers, planting trees and shrubs, providing accessible public trails and needed recreation facilities to encourage fitness and health, and integrating the property with the surrounding neighborhoods. Two adjacent parcels of land will be included in the plan, including 12.7 acres previously acquired by the Conservation Commission and approximately 20 acres at the rear of the housing development to be used as a wellfield, for a total Master Plan area of approximately 145 acres (see map attached).

The Master Planning effort will be guided by a Working Group with a diverse membership which would ensure that we bring our best thinking to this process and engage residents in understanding and incorporating the issues of climate resilience and mitigation into this landscape. The Working Group is expected to meet every 1-2 months for the duration of the project with most or all these meetings occurring via Zoom. A variety of Town staff including the Town Administrator, Conservation Director, Recreation Director, and Planning Director will provide support to the effort, with overall project coordination by the Conservation Director. Three public meetings will be held over the course of the project which will be led by the Consultant with the support of Town Staff. These meetings may be via Zoom or may be in person (or a combination).

The Consultant will prepare the Master Plan and carry out a robust public engagement effort to identify the facilities deemed desirable on the property by stakeholders and educate the community on resilience design and planning. While we have identified a series of methods of engagement for the Climate Resilience Master Planning process, we also would like to leave the door open for our consultant to work with Town staff and the Working Group to add additional engagement methods. For example, we are intrigued by asynchronous public engagement methods to reach those who do not have the time to attend meetings or who have an engagement style that means that they are less likely to attend or speak up at meetings. We are also currently exploring ways to involve local schools and scouts in this effort and committed to doing that as part of the planning process. Longer term, we expect that the project will also provide an opportunity for citizen science, supplemented by professional oversight, to monitor the restoration of natural areas and coordinate with OARS, the watershed association for the Assabet River, to monitor water quality in Elizabeth Brook and the Assabet River.

The final Master Plan should include recommendations and plans that will provide for the ecological restoration and facility development at the site to occur in a phased manner that will be affordable for the Town and allow for adaptive management of restoration areas. Our agreement with Stow Acres provides for 5-year phase out of the driving range (by January 2028) and other golf uses on the Stow Acres North property (by January 2033), with removal of those golf elements by Stow Acres, and the town’s ecological restoration activities will occur in conjunction with this timeline. Trail development is expected to occur sooner so long

as it does not interfere with golf use. Design standards should require any recreation facilities to maximize resilience through drought tolerant grasses, restoration of and/or preservation of healthy soils, water reuse, stormwater recharge, diverse tree and shrub plantings and similar provisions. **Our goal is to have all facilities on the property serve as models for resilience and for users of the property to learn about the anticipated local impacts of climate change and how the property is playing a role in mitigating these impacts through interpretive signage and community education.**

## II. SCOPE OF MASTER PLAN, TASKS AND TIMELINE

The Town envisions the Master Planning Effort to be comprised of three primary phases which are identified in the budget and deliverables of its Municipal Vulnerability Preparedness Grant Contract and which must be completed by June 2024. Revisions to the scope are possible subject to the approval the MVP Program and the Town of Stow.

### Site Characterization Phase: July-October 2023

#### *Consultant Tasks:*

- Site Characterization – Analyze and Map Existing Conditions – Assess the landscape context of the property and complete a Natural Resource inventory of the study area including:
  - site hydrology (wetlands, floodplains, man-made alterations)
  - topography (the consultant should prepare a general topographic survey of the entire project area using publicly available topographic data. For the wetland restoration area, an on-the-ground survey including the driving range and spot grades of culvert inlets and outlets should be conducted to inform the conceptual restoration plan and cost estimate more accurately.)
  - soils
  - areas with higher quality wildlife habitat value
  - location of golf facilities to be removed
  - wooded and open areas

September 2023 [Deliverable: maps and narrative]. Note that a wetland delineation has been approved by the Conservation Commission for the Stow Acres driving range area to be restored as well as for the adjacent development area. Perc test results are also available.
- Carry out Community “Bio-Blitz”/Scavenger Hunt on the site to assist with inventory and encourage people to submit photos of themselves on the land and or images of favorite spots on the site – September 2023
- Attend Working Group Meetings (assume 2 via Zoom) – Introductory Meeting – July 2023; Review Site Characterization – October 2023 [Deliverables: Meeting Notes]
- Attend monthly meetings with Town Staff team coordinating the project to address progress/upcoming meetings. It can be assumed that these meetings will be via Zoom.

#### *Town Staff Supporting Activities during this phase:*

- bimonthly newspaper articles/press releases

- social media posts,
- article in Council on Aging and Recreation Dept Newsletters
- Tax Bill Flyer
- Invasive Species Mapping and management recommendations
- Website updates
- Organize Working Group Meetings and assist with publicizing BioBlitz

### **Visioning & Planning Phase: October 2023-January 2024**

#### *Consultant Tasks*

- Attend Public Meeting #1 - October 2023 [Deliverable: Notes, Attendance List]
  - What does Resilience Mean for Stow Acres?
  - What are your Hopes/Dreams for the Site? Vision Boards
  - Priority Setting Exercise
- Focused Outreach to other key stakeholders: User Groups, Neighboring Communities, Scouts, Seniors (this task will be shared with staff, but the consultant may prepared materials and assist with strategy)
- Implement Electronic or Asynchronous Method of Engagement (e.g., vision boards, virtual focus groups) to engage those unlikely or unable to attend public meetings as part of the overall public engagement strategy for this effort
- Participate in at Least Two Community Site Visits to the Property – November 2023
- Meet with the Conservation Commission and staff to discuss goals and options for the wetland restoration of the Driving Range
- Synthesize Public Comments and hold Public Meeting #2 – January 2024 [Deliverable: Notes, Handouts]
- Attend Working Group Meetings as requested (assume 2 via Zoom)
- Attend monthly meetings with Town Staff team coordinating the project to address progress/upcoming meetings. It can be assumed that these meetings will be via Zoom.

#### *Town Staff Supporting Activities during this phase:*

- bimonthly newspaper articles/press releases,
- social media posts,
- at least two regional newspaper press releases,
- Article in Council on Aging and Recreation Dept Newsletters
- Coordinate Logistics for two Community Site Visits to property
- Website updates
- *Organize Working Group Meetings*

### **Recommendations Phase – January 2024-May 2024**

#### *Consultant Tasks*

- Development of Draft Recommendations and Designs by Consultant Team- January-March 2024
- Development of Conceptual Design Plans and cost estimates for Wetland Restoration at Stow Acres Driving Range – January- March 2024

- Public Meeting #3 – Present Draft Master Plan Recommendations/Designs for Public Comment and Feedback (in person and virtual) – April 2024
- Refine Recommendations/Designs and Finalize Master Plan – May/June 2024
- Attend Working Group Meetings as requested (assume 2 via Zoom)
- Attend monthly meetings with Town Staff team coordinating the project to address progress/upcoming meetings. It can be assumed that these meetings will be via Zoom.

The following are expected to be addressed in the final report and recommendations and concept plans. These may in the form of a narrative and/or site plans as needed to convey concepts and recommendations to the Town and its residents:

- Identification of no longer needed golf elements for removal (including tee boxes, sand traps, and a ¼ mile long 50' high driving range fence, and restoration of affected areas as well as any golf elements that support the future use of the property and should remain;
- Proposed conceptual design for restoration of historically altered floodplain, wetlands and stream corridors at the Stow Acres Driving Range and creation of restored wetlands and enhanced flood storage on a 12-15 acre portion of the site;
- Removal or modification of culverts as needed to enhance riparian flows and increase connectivity for wildlife.
- An evaluation of the existing soil morphology to determine whether the soils can be improved to increase carbon sequestration and vegetative diversity (e.g., meadow communities);
- Restoration of riparian corridors along streams, including Elizabeth Brook, and measures designed to increase biodiversity, landscape complexity and habitat values in the upland areas of the property including creation of open meadows and the planting of trees and shrubs adapted to future climate conditions;
- Creation of an accessible recreational trail around the perimeter of the property interconnecting with recreational elements and the 3-mile trail at the Stow Acres South Course, along with user facilities like benches, overlooks, and shade structures;
- Integration of resilient recreation facilities incorporating nature-based solutions including water features, tree planting, shade structures, drought tolerant grass and plantings, and other elements to help minimize heat island impacts and reduce water use for irrigation. The specific active and passive recreation facilities on the property would be guided by the community outreach that occurs in conjunction with this planning effort and which will also involve outreach to surrounding communities;
- Exploration of the feasibility of water-based recreation through canoe/kayak access to Elizabeth Brook and Wheeler Pond;
- Location of adequate access and parking to serve the town facilities, including redevelopment of the existing driving range parking lot on Randall Road to serve visitors, with interpretive elements overlooking the restored driving range.
- Assessment of the potential for one or more EV charging stations in this parking lot as well as enhanced stormwater recharge;
- Green stormwater measures to manage runoff from any new recreation facilities that are created on the site and encourage stormwater recharge;

- Identification of common invasive species on the site and the development of recommendations for invasive species management (the town has the lead with this task);
- A series of climate resilient design standards that will serve to underpin all future use of the site including pervious surfacing, water reuse, rainwater collection, native plantings, and other elements;
- Identification of opportunities for interpretive trails, inclusive and welcoming signage to direct visitors to the property and educational materials to engage those using the property in understanding climate change and the reason for selection of nature-based solutions on the property; and
- A logical and cost-effective phasing plan with next steps and cost estimates where feasible for construction and maintenance of the various elements. This phasing plan should prioritize some “early wins” in terms of enhancing site resilience and providing opportunities for the public to use and enjoy the property during what is expected to be a 10-15 year implementation plan and identify clear metrics for measuring our progress toward implementation of the elements of the Master Plan.

*Town Staff Supporting Activities during this phase:*

- bimonthly newspaper articles/press releases,
- social media posts,
- at least two regional newspaper press releases,
- Article in Council on Aging and Recreation Dept Newsletters
- Website updates
- Organize Working Group Meetings

Please note that no permitting or regulatory approvals are anticipated as part of this master planning effort. All permits will be secured in conjunction with the final design and construction of various elements. The Consultant is expected to coordinate as needed with permitting agencies to understand regulatory requirements and ensure that our final design is feasible/permittable, particularly with regard to wetlands permitting.

### **III. GENERAL REQUIREMENTS AND PROPOSAL INSTRUCTIONS**

#### **A. Decision to use RFP Process**

Pursuant to M.G.L. c. 30B, s.6(a), the Town’s Chief Procurement Officer has determined that selection of the most advantageous proposal requires comparative judgment of factors in addition to price. The Town seeks proposals for master planning services for the Stow Acres property. The RFP process will enable the Town to provide higher ratings to consultants who have significant experience providing the specific combination of master planning skills and services to other municipalities or private clients as the scale required.

#### **B. Key Project Dates and Schedule**

The following is a tentative schedule noting target dates for phases and tasks to be completed.

<b>TASK</b>	<b>Target Date</b>
1. Central Register Advertisement	April 5, 2023
2. Advertisement in the Stow Independent	April 5, 2023

3. Prebid Meeting/Site Visit at Stow Acres	April 21, 2023, 9:30 am
4. Last Day for questions to Conservation Director	April 25, 2023
5. Answers to Questions Posted	April 28, 2023
6. RFP responses due	May 18, 2023 , noon
7. Review and evaluation of technical proposals	May 22-May 31, 2023
8. Finalist Interviews (if deemed necessary)	June 1-7 ,2023
9. Selection of Proposal and Notice of Award	by June 15, 2023

### **C. Contract and Contract Term**

After selection of the most advantageous Proposal, as determined through the process described below, a written contract shall be executed with the successful Respondent and the Town. The Town anticipates a start date no later than July 1, 2023, and term of the contract is anticipated to be through June 30, 2024.

### **D. Changes to the RFP (Addenda)**

If it becomes necessary to revise any part of the RFP or otherwise provide additional information, an addendum to the RFP will be issued. Respondents who have requested and received a copy of the RFP and/or registered on the Town's website will be notified of such addenda by email. The addenda will also be posted on the Town website. Please check the Town website for addenda before submitting a Proposal to the Town. In their submitted Proposals, Respondents shall acknowledge receipt of all addenda issued.

### **E. Pre-Proposal Briefing and Questions**

A non-mandatory pre-proposal meeting will be held on April 21, 2023 at 9:30 am at the Stow Acres Clubhouse, 58 Randall Road, Stow. All interested qualified proposers are encouraged to attend the meeting. This will be an opportunity to ask questions and tour the site.

Questions and/or requests for clarification rising from these documents shall be submitted by the deadline above to the Stow Conservation Director in writing via email to [conservation@stow-ma.gov](mailto:conservation@stow-ma.gov). All responses to such questions/requests will be posted on the Town's website as addendum to the RFP and will be incorporated into the RFP.

### **F. Responsive Proposals**

A responsive proposal is one that has been properly and timely submitted; contains all required attachments and consists of a separately sealed Technical Proposal and a separately sealed Price Proposal meeting the Submission Requirements below. Any Proposal which fails to include any material information or documentation specified in the Submission Requirements, or which is received after the deadline, is non-responsive and will be rejected.

All Proposals shall remain valid for a minimum period of 90 days following the date Proposals are due. This provision shall be specifically referenced within a submitted Proposal.

## G. Proposal Submittal Requirements

1. **Technical Proposal** – One original and four copies of the Technical Proposal shall be submitted in a sealed envelope which is marked “Technical Proposal – Master Plan – Stow Acres,” submitted by [name of Consultant].” An electronic copy of the Technical Proposal shall be provided on a CD or thumb drive. The Technical Proposal must not contain any reference to price. The Technical Proposal must include the following:
  - i. Cover Letter indicating the Respondent’s interest and ability to complete the Scope of Services contained in this RFP. The cover letter should also acknowledge all addenda issued and be signed by a duly authorized representative of the Respondent.
  - ii. Firm profile – a description of the firm(s) involved and the relevant services offered by said firm(s). The profile should include:
    1. Legal name of the company and all contact information
    2. Principal place of business and any local offices
    3. Number of years in business and services offered
    4. Representative clients and a description of relevant engagements completed over the past five years that are similar to the one described in this RFP. If possible, the status of implementation of plans should be included.
  - iii. Personnel and Statement of Qualifications – Identification and description of the qualifications of the key personnel who will be responsible for providing services to the Town under contract along with the approximate percentage of time or hours each team member will contribute to the project. This shall include for each person:
    1. Description of specific credentials and experience
    2. Number of years of experience in providing relevant services
    3. Description of experience providing services similar to those described in this RFP. Resumes or CVs may be included.
  - iv. Approach to Work and Work Plan – A description of how the Respondent plans to approach and complete the work described in each phase of the Scope of Services and bring innovation and creativity to the items in the Scope of Services including:
    1. Outreach and information gathering
    2. Overall team structure and coordination of work, including project management and oversight structure
    3. Master plan development
    4. Proposed timeline
  - v. Additional Value-Added Services – A description of any additional work or services that the Respondent will provide the Town within the project budget in support of the work outlined in the Scope of Services which would advance community engagement and/or an understanding of the resources on the property.

- vi. Work sample – A representative sample of master planning work completed by the Respondent. Note: In the interest of conserving resources, this work sample may be provided electronically, or a link provided to the firm website. The Town reserves the right to request a hard copy as needed.
- vii. References – A list of all clients to whom the Respondent has provided services similar to those identified in the RFP in the past five years, including name, contact information, and type of engagement.
- viii. Certifications – Completed, signed Certifications from the RFP Appendix

**2. Price Proposal** – A Price Proposal shall be submitted in a sealed envelope which is marked “Price Proposal – Master Plan – Stow Acres, submitted by [name of Consultant].” The Price Proposal must contain a fee schedule, identifying the proposed cost for each phase of the Master Planning project listed in the Scope of Services above, and the total cost of all phases of work. The price proposal should include a separate sheet with the hourly rate(s) for each member of the team should additional services be required.

#### **H. Delivery Requirements**

Proposals shall be mailed or delivered to the following address:

Procurement Administrator  
Town of Stow  
Town Building  
380 Great Road  
Stow MA 01775

All proposals must be received no later than noon, on May 18, 2023. It is the responsibility of the Respondent to ensure that the Technical and Price Proposals are received at the proper location prior to the stated deadline. Respondents should plan accordingly for timely delivery. Faxed or emailed proposals will not be accepted.

#### **I. Town’s Reservation of Rights**

The Town reserves the right to cancel or modify this RFP, or reject all proposals, should such action be in the best interest of the Town. If any modifications are made to the RFP, an addendum will be issued as described above.

The Town reserves the right to waive any mistakes or informalities in the proposals received and may request supplementary information from any Respondent if it is determined that the granting of such waiver or the receipt of such additional information would be in the best interest of the Town.

#### **J. Proposal Corrections and Withdrawals**

Following submission of a Proposal, a Respondent is not permitted to modify such Proposal, except for minor corrections. Corrections shall be in sealed envelopes, clearly marked to indicate contents, with the name and address of the Respondent. No Proposals may be amended so as to prejudice fair competition or the Town. A request for withdrawal may be in writing.

#### **IV. SELECTION PROCEDURES AND EVALUATION CRITERIA**

##### **A. Minimum Criteria**

Proposals must demonstrate satisfaction of all Minimum Criteria below. Proposals that do not satisfy the minimum criteria will not be further considered.

1. The Proposal must be from one or more individuals or established businesses, corporations, partnerships, sole proprietorships, joint stock companies, joint ventures, firms, or other entities engaged in the practice of providing such services as the principal business for which the entities were formed.
2. The proposer must have a minimum of five (5) years of experience in providing site and master planning services to municipalities.
3. The proposer must have completed at least three (3) projects similar to the project described herein for other municipalities. Similar projects should involve, at a minimum, a conceptual site plan and community engagement/ outreach.
4. The proposer must have demonstrated knowledge of the fields of climate resilience, landscape design, and ecological restoration in upland and wetland habitats.
5. The proposer must have a demonstrated knowledge of federal and state regulations relating to permitting work in and near wetlands.
6. The proposer must be prepared to start work within 30 days of the award of the contract (on or about July 1, 2023) and work continuously to complete the project within the time anticipated in this RFP with all deliverables provided by June 30, 2024.
7. All Proposals shall be submitted to the Town of Stow as stated in Section III. H. above. Each Proposal shall be in a SEALED envelope, clearly marked on the outside of the envelope to indicate the contents, and the name and address of the proposer.
8. The Proposal must be received by the Town of Stow before the deadline for receipt of Proposals indicated in Section III. B, Key Project Dates and Schedule, and must

be complete (must include or address all items specified in Section III. G. Submittal Requirements). The proposer is responsible to make sure that their proposal submittal is received at the proper location as stated herein before the due date and time. Do not rely upon stated delivery times from contracted package delivery services. Proposals delivered after the proposal response deadline will be refused.

9. The proposer must have signed the Certificate of Non-Collusion and the State Taxes Certification Clause, and all other required Proposal forms (see Attachment "B") and shall include them in the Proposal package.
10. The Proposal must be signed by an agent of the company who has authority to bind the company to a firm bid price.
11. All responses are to include a statement that the Proposal is in accordance with this Request for Proposals and that the proposer has read and understands all sections and provisions herein. Exceptions, if any, are to be clearly stated.

## **B. Comparative Evaluation Criteria**

Consultants must meet the minimum requirements as specified in Section IV.A. Failure to meet the minimum evaluation criteria will result in immediate rejection of the submittal and will not be subject to further review.

The following criteria will be used in the evaluation of the submittals regarding the Technical or Non-Price Proposal. An **"Unacceptable"** rating in any one of the listed criterions will eliminate the proposal from further consideration. **Consultants are to address each of the following criteria in a clearly labeled section of their response and in the same order.**

1. **The Project Team** – The overall experience of the firm or team submitting the proposal, professional qualifications of the team members, and organization of the team.
  - Unacceptable:** Firm or team has less than 5 years of experience in providing site and master planning services to municipalities for similar public projects and/or no team organizational structure was provided.
  - Not Advantageous:** Firm or team has 5 years of experience in providing site and master planning services for to municipalities for similar public projects. The staffing information provided may meet the Town's needs, but the organization plan provided is not clear enough to make a determination of roles and responsibility.
  - Advantageous:** Firm or team has 5-7 years of experience in providing site and master planning services for similar public projects to municipalities. The staffing information and team organization plan provided will meet the needs of the Town, and shows the proposer's commitment to the project by providing an experienced team of quality professionals with defined roles.
  - Highly Advantageous:** Firm or team has more than 7 years of experience in providing site and master planning services for similar public projects to municipalities. The staffing information and team organization provided will exceed the needs set forth by the Town and shows the proposer's commitment to putting their best and most

experienced staff and resources into this project. Project roles and responsibility are clearly defined

2. **Recent Relevant Experience** with projects comparable to the proposed project involving master planning for recreation facilities, conservation and ecological restoration and enhancing climate resilience in the past ten years.

**Unacceptable:** Firm has no site and master planning experience relevant to this project

**Acceptable:** Firm or team has completed three projects of similar scope.

**Advantageous:** Firm or team has completed 4-9 projects of similar scope

**Highly Advantageous:** Firm or team specializes in work of similar scope with at least ten similar projects completed.

3. **Description of Approach and Work Plan:**

**Unacceptable:** The respondent does not provide an adequate approach or work plan

**Acceptable:** The respondent proposes an acceptable approach and work plan but does little more than list the contents of the Scope of Services and timeline.

**Advantageous:** The respondent proposes an approach and work plan that demonstrates an understanding of the project and meets or exceeds the minimum deliverables and provides an increased opportunity to identify issues and provide detailed recommendations, direction and advice.

**Highly Advantageous:** The respondent proposes a thorough, detailed approach and work plan that exceeds the minimum deliverables and provides a superior opportunity to identify issues and provide in-depth recommendations, directions, and advice.

4. **References:** Provide at least five (5) favorable references with contact names and valid phone numbers of other clients whereby similar work has been performed.

**Unacceptable:** References are not provided.

**Not Advantageous:** References provided are not related to similar project type.

**Acceptable:** At least two (2) references are from similar project experience.

**Advantageous:** More than three (3) references are provided from similar project types.

**Highly Advantageous:** All references provided are for similar project types.

5. **Project Understanding and Approach:**

**Unacceptable** - Proposal did not adequately convey the proposer's understanding of the project and the firm's approach to completing the project successfully.

**Not Advantageous** - The response indicates the proposer may understand the Town's needs, but the plan provided is not clear enough to make a determination. The proposer's approach does not instill confidence in a plan to complete the project in a well thought out manner.

**Advantageous** - The Scope of Services response provided indicates the proposer will meet the needs of the Town; and shows the proposer's demonstrated understanding of the project and their approach to the work required to complete a successful project.

**Highly Advantageous** - The Scope of Services response provided clearly indicates the understanding and ability to successfully meet the needs of the Town; shows the proposer's demonstrated understanding of the project; their ability to bring leadership

to the project and that their approach to the project demonstrates a creative and thorough process

#### 6. Proposed Schedule:

**Unacceptable:** A proposed schedule was not offered.

**Not Advantageous:** The proposed project schedule does not demonstrate a plan to complete the project in a well thought out manner.

**Acceptable:** The proposed project schedule provided indicates the proposer understands the project, its scope, and its timeframes for completing the work adequately.

**Advantageous:** The proposed schedule provided indicates the proposer has more than adequately demonstrated their understanding of the project and the work required to complete a successful project and to meet the requirement of the Town's grant award.

**Highly Advantageous:** The proposed schedule provided indicates the proposer has demonstrated their complete understanding of the project and will monitor and keep the project on schedule. The firm understands the time required to complete a successful project and has clearly demonstrated their process which will meet the requirements of the Town's grant award.

#### 7. General Impression of Proposal

**Unacceptable** - The proposal was not responsive to the Comparative Evaluation Criteria in an acceptable manner.

**Not Advantageous** - Response is informative, meets the criteria for responsiveness. Reviewer feels proposal reflects that proposer can perform in a manner acceptable to the Town but was lacks details and demonstration of proposer's ability to meet project objectives.

**Advantageous** - Response is informative, meets criteria for responsiveness and communicates well. Reviewer feels proposal reflects that proposer can perform in a manner acceptable to the Town, and shows the proposer's commitment to the Town and the project.

**Highly Advantageous** - Response is concise, informative, and highly detailed. Proposal reflects that provider can perform in a manner acceptable to the Town, communicates well and shows the proposer's commitment to the Town and the project. The Selection Committee is confident in the provider's overall ability to provide and administer the services as required by the Town.

### C. Selection Process

#### 1. Opening of Proposals

Following the deadline for the receipt of proposals, a Selection Committee appointed by the Town Administrator will open the non-price proposals and prepare a register of proposals submitted. The non-price proposals will be evaluated and scored by the Selection Committee based on the Minimum Requirements and Comparative Criteria contained in this RFP. If deemed necessary, the Selection Committee may interview one or more proposers as part of this process. The Selection Committee shall notify the Chief Procurement Officer which proposal was deemed most advantageous. The Committee will

then open and evaluate the price proposals and recommend awarding the contract to the most advantageous proposal taking into account the evaluation criteria and price.

## **2. Rule for Award**

Any contract resulting from this RFP shall be awarded to the responsive and responsible Respondent offering the most advantageous proposal, taking into consideration all evaluation criteria and proposal prices. As used herein, the terms “responsive” and “responsible” shall have the meanings given to such terms under M.G.L. Ch. 30B, s.2. Any proposals containing a price that is abnormally low or high, as determined by the Town, may be rejected as not responsible.

## **3. Proposal Acceptance and Execution of Contract**

The Town will provide notice of acceptance of the successful Proposal by award letter which shall include a contract between the Town and the Respondent. This RFP, and the successful Proposal shall be incorporated into the final contract document. The Respondent shall deliver the contract duly signed and properly executed within ten (10) calendar days of receipt of the notice of acceptance. If the successful Respondent fails to execute the contract within such period, or within such period as extended by mutual agreement, the Town may accept another proposal.

## **4. Insurance**

See Article 14, Insurance, of the sample Contract for required insurance coverage and limits (Attachment “A”).

## **5. Indemnification**

The selected Respondent will be required to indemnify, defend, and hold harmless the Town of Stow, all of the town officers, agents and employees from and against all suits and claims of liability of every name and nature, including attorney fees and costs of defending any action or claim, for or on account of any claim, loss, liability or injuries to persons or damage to property of the Town or any person, firm, corporation, or association arising out of or resulting from any act, omission, or negligence of the Respondent, subcontractors, and their agents or employees in the performance of work covered by this Contract and/or their failure to comply with the terms and conditions of this Contract. The foregoing provisions shall not be deemed to be released, waived, or modified in any respect by reason of any surety or insurance provided by the Respondent under contract with the Town.

## **6. Public Records**

All Proposals submitted in response to the RFP are, following completion of the selection process, subject to disclosure under the Massachusetts Public Records Law, G.L. C. 66, s.10 and c.4, s.7, subsection 26. All reports and materials prepared by the Respondent will be public information and shall not be copyrighted.

## **7. Compliance**

In submitting a Proposals, a Respondent agrees that if selected, the Respondent will comply

with all applicable federal, state, and local laws in its performance of a contract with the Town.

**V. REFERENCE DOCUMENTS**

- A.** The following supporting documents are incorporated into this RFP on the following pages:
1. Locus Map
  2. Overall Map of Stow Acres
  3. Map of Master Plan Study Area
  4. EOEA Approved Budget and Deliverables for Climate Resilience Master Plan
- B.** The following additional documents are available to prospective Respondents and the selected Consultant(s) on the Town's website at: <https://www.stow-ma.gov/stow-acres-open-space-recreation-and-housing-page/pages/north-course-climate-resilience-master>
1. Full MVP Grant Application with Appendices
  2. Reduced Copy of ANR Plan with property boundaries for Stow Acres
  3. Phase 1 Environmental Site Assessment – Stow Acres North Course
  4. Stow Acres Retained Rights Agreement Map
  5. Wetland delineation Driving Range Area – 7-31-2017, revised 12/19/17
  6. Resource Area Delineation Plan for MCO and Associates – 12-14-2021, revised 1/20/22 & Order of Resource Area Delineation (portions of the town's property are included)
  7. Stow Acres Driving Range Soil Test Reports – May 2018
  8. Stow Acres Masterplan Base map showing Wetlands and Parcel Lines – Dodson and Flinker



**Town of Stow**  
stow-ma.gov

# Stow Acres

Open Space, Recreation,  
& Housing Project

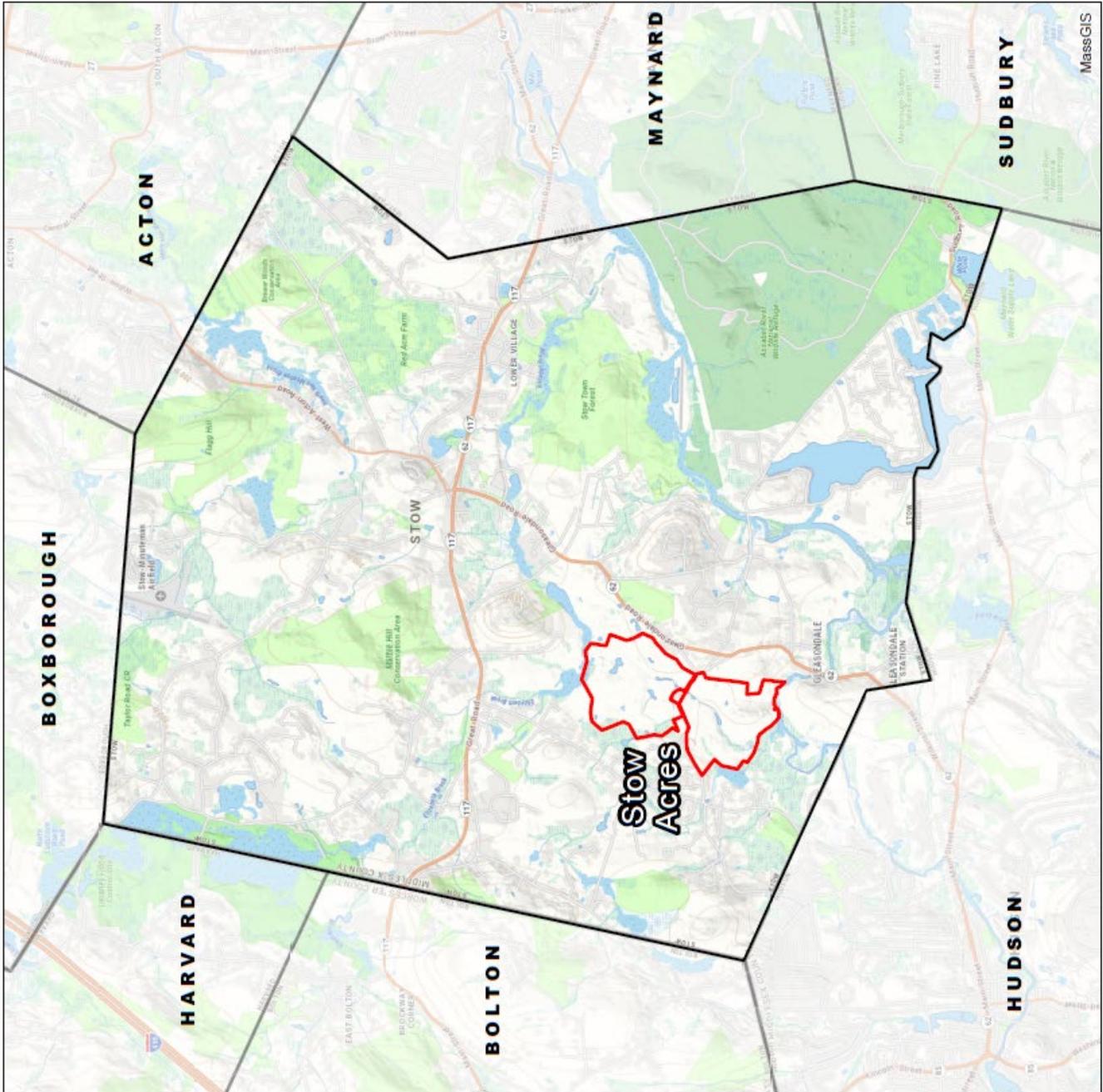
## Map 1 Locus Map



**Site Locus:**  
0 Randall Road  
42.4185824474784,  
-71.53103593282594



Sources: Town of Stow, MassGIS  
Coordinate System:  
NAD 1983 State Plane Massachusetts  
Mainland FIPS 2001 (Meter)  
Map Created: 4/27/2022 by M Ragan



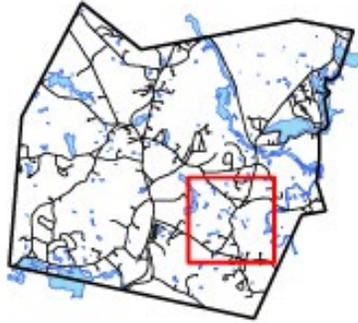


**Town of Stow**  
stow-ma.gov

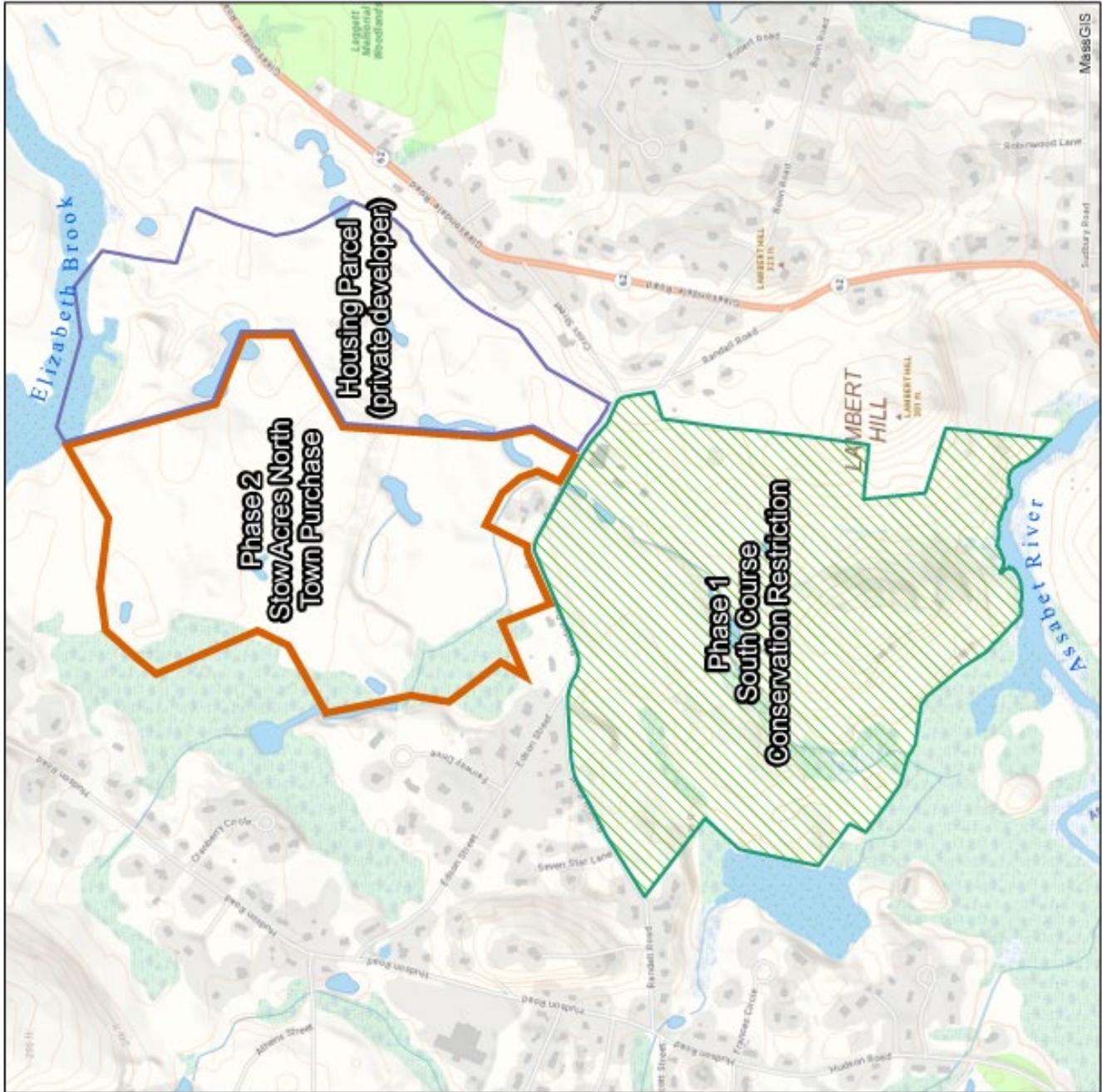
# Stow Acres

Open Space, Recreation,  
& Housing Project

## Map 2 Project Phases



Sources: Town of Stow, MassGIS  
Coordinate System:  
NAD 1983 State Plane Massachusetts  
Mainland FIPS 2001 (Meter)  
Map Created: 4/27/2022 by M Ragan





# Stow Acres

Open Space, Recreation,  
& Housing Project

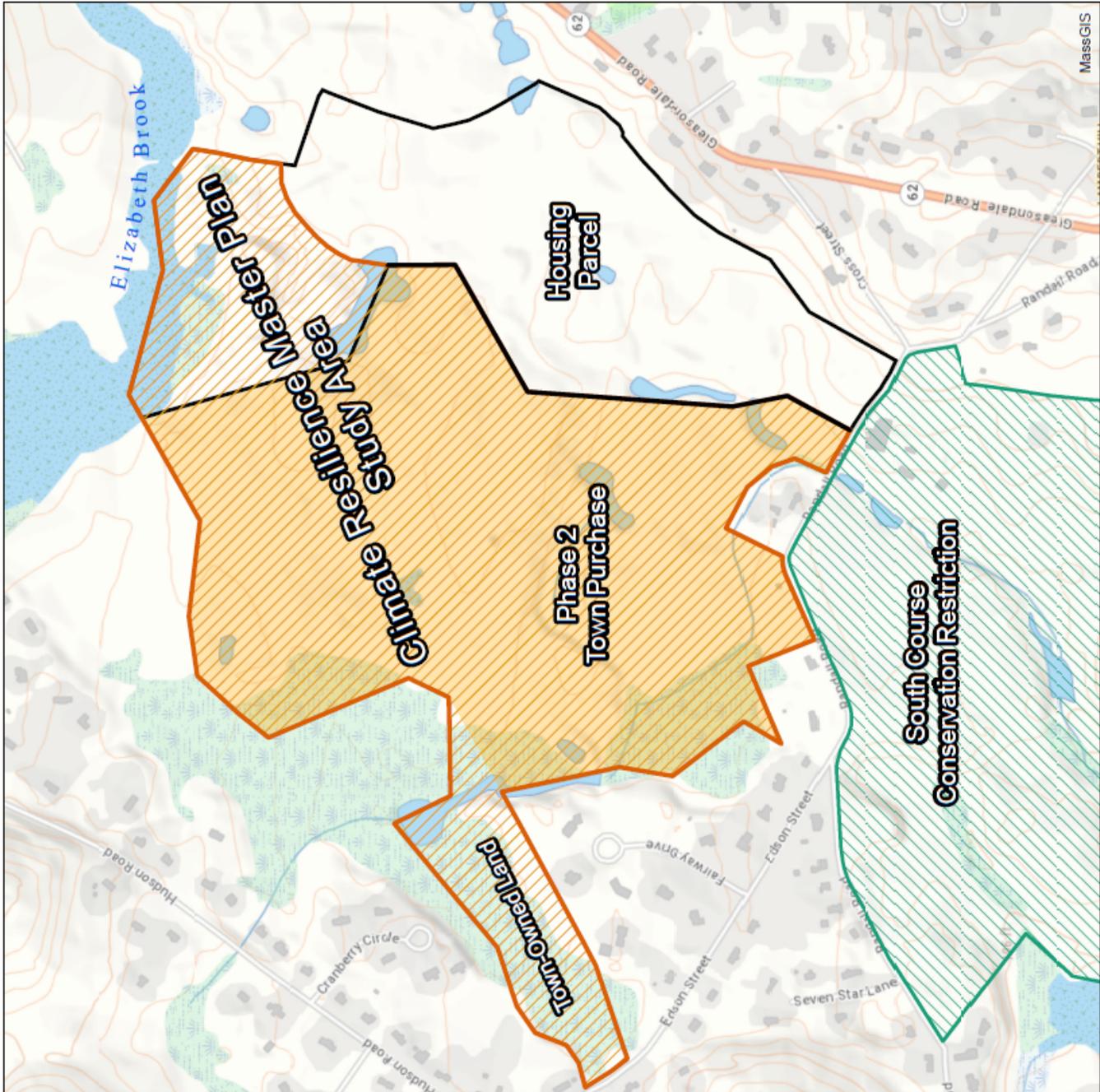
## Map 3

### Climate Resilience Master Planning Locus

-  Climate Resilience Master Plan
-  Phase 2 Town Purchase
-  Housing Parcel
-  South Course Conservation Restriction



Sources: Town of Stow, MassGIS  
 Coordinate System:  
 NAD 1983 State Plane Massachusetts  
 Mainland FIPS 2001 (Meter)  
 Map Created: 4/27/2022 by M Ragan



Stew\_Stow Acres North\_FY23/FY24 MVP Action Grant Scope/Budget

Review the list of instructions on the "Instructions" tab to understand how to use this spreadsheet.

Project Task Description	Deliverables	Approximate Start Date	Approximate End Date	Total Grant	In-Kind Match	Cash Match	Total Match	Total Project Cost
<b>Tasks to be Completed by June 30, 2023</b>								
<b>Task 1: Project Kick-off, Management, and Reporting</b>								
Sub-task 1.1 Kick-off meeting with Town, EEA, and Consultant	Meeting notes, sign-in sheet	Within 30 days of contract	Within 30 days of contract	\$ -	\$ -	\$ -	\$ 580.00	\$ 580.00
Sub-task 1.2 Monthly progress reports FY23 (template provided)	Monthly progress reports submitted by the 30th of each month of the grant period to your MVP Regional Coordinator	1st of each month beginning within 30 days of contract	30-Jun-23	\$ -	\$ -	\$ -	\$ 384.00	\$ 384.00
Sub-task 1.3 Budget, Time, and Financial Tracking	Reimbursement Requests to EOE/EA	Ongoing	30-Jun-23	\$ -	\$ -	\$ -	\$ 1,008.00	\$ 1,008.00
Sub-task 1.4 Monthly Meetings of Acquisition Project Management Team (as needed)	Meeting notes	Ongoing	30-Jan-23	\$ -	\$ -	\$ -	\$ 632.00	\$ 632.00
<b>Total Task 1 Cost</b>				\$ -	\$ -	\$ -	\$ 2,604.00	\$ 2,604.00
<b>Task 2: Public Involvement and Community Engagement in FY23</b>								
Sub-task 2.1 Initial Meeting of Master Planning Project Management Team	Meeting notes and attendee list	1/6/2023	1/30/2023	\$ -	\$ -	\$ -	\$ 580.00	\$ 580.00
Sub-task 2.2 Create/Maintain Master Planning Webpage on Town Site	Screen shot of webpage	1/6/2023	1/30/2023	\$ -	\$ -	\$ -	\$ 480.00	\$ 480.00
Sub-task 2.3 Identify Steering Committee Membership at Least Three Meetings/Prepare Notes	Meeting notes, attendance lists, EEA invited	1/6/2023	6/30/2023	\$ -	\$ -	\$ -	\$ 3,283.00	\$ 3,283.00
Sub-task 2.4 Conduct Two Community Site Visits/Advocate/Write Up Notes	Site Visit Summary notes, EEA invited	3/1/2023	4/30/2023	\$ -	\$ -	\$ -	\$ 914.00	\$ 914.00
Sub-task 2.5 Create Virtual Site Visit with Stew TV	Copy of Video	3/1/2023	4/30/2023	\$ -	\$ -	\$ -	\$ 1,860.00	\$ 1,860.00
<b>Total Task 2 Cost</b>				\$ -	\$ -	\$ -	\$ 7,117.00	\$ 7,117.00
<b>Task 3: Project Site Acquisition</b>								
Sub-task 3.1 Property Cloning	Copy of Recorded Documents, Settlement Sheets	12/1/2022	12/31/2022	\$ 960,000.00	\$ 866.00	\$ -	\$ 2,575,866.00	\$ 3,535,866.00
<b>Total Task 3 Cost</b>				\$ 960,000.00	\$ 866.00	\$ -	\$ 2,575,866.00	\$ 3,535,866.00
<b>Task 4: Outreach regarding Project Significance/Transparency</b>								
Sub-task 4.1 Prepare Project Summary Case Study Powerpoint and White Paper	Copy of Powerpoint and White Paper	12/1/2022	6/30/2023	\$ -	\$ -	\$ -	\$ 686.00	\$ 686.00
Sub-task 4.2 Present at 2-3 Statewide/Regional Forums (e.g. MLT/CMAA/E)	Conference Information	12/1/2022	6/30/2023	\$ -	\$ -	\$ -	\$ 736.00	\$ 736.00
<b>Total Task 4 Cost</b>				\$ -	\$ -	\$ -	\$ 1,422.00	\$ 1,422.00
<b>Task 5: Consultant Selection</b>								
Sub-task 5.1 Develop and Review RFP/Issue RFP/Select Consultant	RFP/Contract	2/1/2023	6/30/2023	\$ -	\$ -	\$ -	\$ 3,513.00	\$ 3,513.00
<b>Total Task 5 Cost</b>				\$ -	\$ -	\$ -	\$ 3,513.00	\$ 3,513.00
<b>TOTAL PROJECT COST FY23</b>								
				\$ 960,000.00	\$ 15,522.00	\$ 2,575,000.00	\$ 2,589,100.00	\$ 3,549,100.00

<b>Tasks to be Completed by June 30, 2024</b>								
<b>Task 6: Project Management and Reporting</b>								
Sub-task 6.1 Monthly progress reports FY24 (template provided)	Monthly progress reports submitted by the 30th of each month of the grant period to your MVP Regional Coordinator	7/1/2023	6/30/2024	\$ -	\$ -	\$ -	\$ 576.00	\$ 576.00
Sub-task 6.2 Project Case Study (template provided)	Final Case Study Report, PowerPoint slide, project photos	4/1/2023	6/30/2024	\$ -	\$ -	\$ -	\$ 338.00	\$ 338.00
Sub-task 6.3 Budget, Time, and Financial Tracking	Reimbursement Requests to EOE/EA	7/1/2023	6/30/2024	\$ -	\$ -	\$ -	\$ 1,440.00	\$ 1,440.00
Sub-task 6.4 Monthly Meetings of Project Management Team	Meeting Notes	7/1/2023	6/30/2024	\$ -	\$ -	\$ -	\$ 3,092.00	\$ 3,092.00
<b>Total Task 6 Cost</b>				\$ -	\$ -	\$ -	\$ 5,446.00	\$ 5,446.00
<b>Task 7: Public Involvement and Community Engagement in FY24</b>								
Sub-task 7.1 Master Planning Kickoff with Consultant and Steering Committee/EEA	Notes and attendee list, EEA staff invited to all meetings	7/1/2023	8/15/2023	\$ 1,000.00	\$ 1,128.00	\$ -	\$ -	\$ 2,128.00

Sub-task 7.2 At Least 3 Bimonthly Steering Committee Meetings	Notes and attendee list, EEA staff invited to all meetings	9/1/2023	6/30/2024	\$	3,192.00	\$	3,192.00	\$	3,192.00	\$	\$6,192.00
Sub-task 7.3 Design and Carry Out 1-2 methods of "Remote Engagement" (e.g. vision boards, asynchronous focus groups)	Summary of Engagement Methods and Results	9/1/2023	2/28/2024	\$	2,230.00	\$	2,230.00	\$	2,230.00	\$	\$7,230.00
Sub-task 7.4 Two Community Site Visits	Site Visit Summary notes, EEA invited	11/1/2023	11/30/2023	\$	1,364.00	\$	1,364.00	\$	1,364.00	\$	\$4,364.00
Sub-task 7.5 Community Forum at Slow Council on Aging	Notes and attendee list	10/1/2023	11/15/2023	\$	824.00	\$	824.00	\$	824.00	\$	\$1,824.00
Sub-task 7.6 Site BioBlitz	Copy of Announcement, Results	9/1/2023	9/30/2023	\$	2,224.00	\$	2,224.00	\$	2,224.00	\$	\$4,224.00
Sub-task 7.7 Prepare at least 2 articles for Senior Scoop publication	Copies of articles	9/1/2023	12/15/2023	\$	192.00	\$	192.00	\$	192.00	\$	\$192.00
Sub-task 7.8 Misc Town Staff Supportive Activities in all Phases (newspaper articles, social media, newsletters, list bill flyer)	Copies of all materials	7/1/2023	6/30/2024	\$	5,072.00	\$	5,072.00	\$	5,072.00	\$	\$6,072.00
<b>Total Task 7 Cost</b>				\$	15,000.00	\$	15,226.00	\$	15,226.00	\$	\$31,226.00
<b>Task 8: Master Planning: Site Characterization Phase</b>											
Sub-task 8.1 Inventory and Mapping of Existing Conditions: Floodplains, Wetlands, Wooded & Open Areas, Hydrology, Soils, Etc.	Maps and Narrative	7/15/2023	9/30/2023	\$	966.00	\$	966.00	\$	966.00	\$	\$70,966.00
Sub-task 8.2 Invasive Species Inventory, maps, summary and management recs	Invasive species inventory, map, recommendations	8/1/2023	11/30/2023	\$	2,600.00	\$	2,600.00	\$	2,600.00	\$	\$2,600.00
Sub-task 8.3 Public Meeting #1 - Presentation of Existing Conditions, Brainstorm Uses/Uses/Vision/Goals	Notes and attendee list, any handouts/slides, EEA invited	10/1/2023	11/15/2023	\$	1,214.00	\$	1,214.00	\$	1,214.00	\$	\$6,214.00
<b>Total Task 8 Cost</b>				\$	76,000.00	\$	4,682.00	\$	4,682.00	\$	\$79,682.00
<b>Task 9: Visioning and Planning Phase</b>											
Sub-task 9.1 Public Meeting #2 - Vision Boards and Prepare Notes	Notes and Attendee list, any handouts/slides, EEA invited	1/1/2024	2/28/2024	\$	1,416.00	\$	1,416.00	\$	1,416.00	\$	\$6,416.00
Sub-task 9.2 Develop Draft Plans and Designs	Draft Plan/Designs	3/1/2024	4/15/2024	\$	1,926.00	\$	1,926.00	\$	1,926.00	\$	\$6,926.00
Sub-task 9.3 Public Meeting #3 - Presentation of Draft Plan and Prepare Notes	Notes and Attendee list, any handouts/slides, EEA invited	4/15/2024	5/1/2024	\$	1,202.00	\$	1,202.00	\$	1,202.00	\$	\$6,202.00
Sub-task 9.4 Synthesize Public Community/Paper Final Plan	Final Plan	4/1/2024	6/15/2024	\$	752.00	\$	752.00	\$	25,752.00	\$	\$45,752.00
Sub-task 9.5 Distribute Plans/Articles in Paper & Website	Copies of Articles	6/1/2024	6/30/2024	\$	1,144.00	\$	1,144.00	\$	1,144.00	\$	\$1,144.00
<b>Total Task 9 Cost</b>				\$	66,000.00	\$	6,442.00	\$	31,442.00	\$	\$116,442.00
<b>Contingency FY24 (for construction projects only)</b>			0.00%	\$	\$0.00	\$	\$0.00	\$	\$0.00	\$	\$0.00
<b>TOTAL PROJECT COST FY24</b>				\$	175,000.00	\$	32,796.00	\$	25,000.00	\$	57,796.00
<b>TOTAL PROJECT COST OVERALL</b>				\$	1,135,000.00	\$	48,318.00	\$	2,600,000.00	\$	2,648,318.00

Match 70.00%

## **Certificate of Non-Collusion**

*Chapter 30B, § 10*

"The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or 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."

---

*Individual or Corporate Name of Proposer*

---

*Signature of Authorized Agent*

---

*Printed Name of Authorized Agent*

---

---

*Date*

## Certificate of Tax Compliance

Pursuant to Massachusetts General Law Chapter 62C, § 49A, I hereby certify under penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns and paid all state taxes required under law.

---

*Social Security or Federal I.D. Number:*

---

*Signature: Individual or Corporate Officer*

---

*Date*

**Please Print**

---

Corporate Name:

---

Address:

---

---

P.O. Box:

---

City, State, Zip Code:

---

\* Your Social Security Number or Federal Identification Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Proposers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of M.G.L. Ch. 62C, § 48A.

**CERTIFICATE OF AUTHORITY**  
**MEETING OF BOARD OF DIRECTORS**

At a meeting of the Directors of the \_\_\_\_\_ duly called  
(Corporation)

and held at \_\_\_\_\_ on the \_\_\_\_\_ day of

\_\_\_\_\_, in the \_\_\_\_\_ year at which a quorum was present and acting, it was

voted, that \_\_\_\_\_ the \_\_\_\_\_ of this Corporation  
(name) (title/position)

is hereby authorized and empowered to make, enter into, sign, seal and deliver, on

behalf of this Corporation a Contract for \_\_\_\_\_

\_\_\_\_\_  
(brief description)

with the Town of Stow, and performance and payment bonds (each in the amount of the

Contract) in connection with such Contract.

*I hereby certify that the above is a true and correct copy of the record, that said vote has not  
been amended or repealed and is in full force and effect as of this date, and that*

\_\_\_\_\_ is duly elected \_\_\_\_\_ of  
this Corporation.

\_\_\_\_\_  
**Clerk or Secretary of the Corporation**