

Request for Proposals (RFP)

Market Landing Park Expansion



RFP Response Deadline: **Wednesday, December 23, 2020 (10:00 am)**
Site Visit (optional, but recommended): **Thursday, December 3, 2020 (2:00 pm)**

Project Description, Background, Conditions & Instructions to Proposers

Summary Scope of Work, Required Expertise & Project Deliverables

The City of Newburyport seeks a highly qualified consultant team to provide landscape architecture, architecture (limited), civil engineering, environmental and permitting services required to undertake a substantial waterfront park expansion project in downtown Newburyport. All consultants responding to this RFP shall have the aforementioned expertise on the proposed project team. This solicitation from prospective firms calls for Price and Non-Price proposals for the aforementioned services up to and including Final Schematic Design and Detailed Construction Cost Estimates (Tasks 1-6 of the Scope of Services herein), however the City reserves the right to continue with the selected consulting team into Construction Documents, Bid Phase Services, and Construction Administration (Tasks 7-9) pending successful completion of Tasks 1-6.

Key deliverables from the Scope of Services include:

1. Detailed site survey and base plan;
2. Schematic site plans;
3. Detailed construction drawings and specifications suitable for bidding purposes;
4. Illustrative perspective renderings;
5. Both rough (early) and detailed (refined) construction cost estimates, as design progresses;
6. Construction Management Plan addressing parking relocation, site access, staging areas, and traffic control on and around the site during construction.
7. Licensed Site Professional (LSP) guidance on soil remediation and construction protocols within existing Activity and Use Limitation (AUL) areas;
8. Permit approvals required for the project, including but not limited to DEP Chapter 91 Waterways Licensing, DEP Massachusetts Contingency Plan (MCP) reporting requirements, and local approvals from the Conservation Commission (work in riverfront buffer area), Planning Board (Site Plan Approval) and Department of Public Services (Stormwater Management).

A detailed scope of services with required tasks and deliverables is provided in later portions of this RFP.

Project Site, Description & Background

The project site consists of approximately 4.6 acres (202,000 sq.ft.) of land in downtown Newburyport adjacent to the existing Market Landing Park and Mayor Peter J. Matthews Memorial Boardwalk along the Merrimac River. (See East and West lots depicted in Exhibit A.) The subject property was transferred to the City of Newburyport in June 2020 by the state legislature in conjunction with dissolution of the former Newburyport Redevelopment Authority (NRA), which had controlled the subject property for several decades since it was taken by eminent domain during urban renewal efforts in the 1960's. The site had been slated for redevelopment under an Urban Renewal Plan, which expired in 2005. Redevelopment proposals in the last 15 years have also been rejected. For several decades the primary use of this land was two large parking lots serving the downtown area and providing revenues for the NRA. The City now manages the existing parking lots and revenues generated therefrom. The primary purpose of this project is to convert a substantial portion of the existing waterfront parking lots into additional park space flanking both sides of Market Landing Park, and to strengthen the interactivity and maritime opportunities within the adjacent tidal areas of the Merrimack River jointly owned by the City and Waterfront Trust.

Recent "Interim" Park Improvements on the Project Site

In 2019 the City initiated the process of interim park expansion by removing some parking space from both the East and West lots while adding loam and seed to create expanded lawn space. (See Exhibit E for an overview of these recent changes to the project site.) The interim lawn spaces were aligned so as to coincide roughly with the desired location of permanent park space shown on a so-called "framework" plan. The framework plan, which was approved by resolution of the City Council in May 2017, incorporates a curvilinear bike path "spine" separating new park "wings" from parking areas closer to Merrimac Street and Water Street, which will be retained. (See Exhibit D for 3 variations of the "framework" plan to be reconciled by the consultant in final schematic design.)

Order of Magnitude for Primary Park Improvements

Following is a conceptual estimate of the size and scope of notable site improvements to be included in the project, as depicted in Exhibit D:

a. New Park Space (West Lot "wing")	20,000 +/- sq.ft.
b. New Park Space (East Lot "wing")	56,000 +/- sq.ft.
c. Bike Path Connection ("spine")	1,000 +/- linear feet [<i>x 10' paved width</i>]
d. Remaining Parking Lot/Area (West Lot)	30 +/- parking spaces
e. Remaining Parking Lot/Area (East Lot)	90 +/- parking spaces
f. Merrimac Street Pocket Park	7,000 +/- sq.ft.
g. Restrooms/Visitor Center (site area)	5,000 +/- sq.ft. [<i>accessory structure/park amenity</i>]
h. Connecting Walkways & Site Amenities	To Be Determined

Existing & Required Survey Plans

A property line survey has been completed for the project area to depict the metes and bounds of lands now owned by the City (formerly NRA) and Newburyport Waterfront Trust (WFT). This survey, provided to the consultant will need to be updated with a detailed ground survey to incorporate topography and

all physical features with accuracy, and to incorporate the location of subsurface utilities or other features identified by the City's Department of Public Services (DPS) Engineering Division, City Electrician, National Grid and others.

Integration with Existing & Adjacent Site Improvements & Grading

Plans for park expansion on City-owned land (East and West Lots) shall be designed so as to integrate with, and provide a smooth transition to, improvements on adjacent land owned by the WFT, City and others (*e.g. accessible walkways, grading, materials palette, etc.*) It is also anticipated that expanded park "wings" will benefit from the addition of more fill, thereby raising grades to meet the height of an earthen berm separating the central boardwalk from existing parking lots (See Exhibit N) in order to provide better views to the Merrimack River, match the grade of the existing Market Landing Park, and improve the site's resilience in the face of sea-level rise and storm surge. Pedestrian access to the boardwalk from new park areas must align with existing openings in the raised berm. (See Exhibits N & O.) Many of the pathways through Market Landing Park and the City-owned land are "ways to the water" set by a court-approved stipulation, entered into during 1980. (See Exhibit P.)

Known Environmental Conditions

Extensive environmental testing has been done on the subject property. Prior reports obtained by the NRA, City and/or WFT will be provided to the consultant for use in this project. A Phase I Site Assessment was obtained by the WFT in anticipation of proposed park expansion and transfer of land. (See Exhibit J.) A sketch plan depicting the location of previous borings and test pits with available data is also included in Exhibit J. Additional on-site testing may be necessary, pending the development of a conceptual plan for proposed park improvements with topographic information and the anticipated depth of subsurface utilities. In accordance with two existing Activity and Use Limitations (AULs) all site excavation and soil remediation for this project must be managed by a Licensed Site Professional (LSP) with applicable protocols, documentation and reporting. Both AULs permit the proposed park use and related parking lot adjustments provided applicable protocols are followed. (See Exhibits K and L.) Because subsurface excavation is likely to encounter contaminated soils it is essential that the consultant design park improvements, parking areas, irrigation systems, drainage and infrastructure so as to minimize any soil excavation required to construct the project. As a general rule, the City seeks to add fill to the site, and avoid to the extent possible the removal of existing soil, recognizing that proper encapsulation may, in some cases, be required for such soil to remain. For this reason, additional fill should generally extend as far as possible up gradient towards Merrimac Street and Water Street. However, the interface with existing grading will need to be carefully considered with respect to drainage, accessibility, vehicular access, etc.

Design Considerations for Stormwater Management, Sea Level Rise (SLR) & Parking Areas

The consultant shall provide recommendations for both traditional and Low Impact Development (LID) stormwater management features associated with remaining parking areas, including but not limited to rain gardens, pervious pavers and/or pavement. Due to subsurface soil contamination the consultant shall avoid use of underground infiltration systems or other design elements which would require extensive excavation and soil remediation. Integration of proposed stormwater management systems with similar or related features on adjacent property must be coordinated with the City's Department of

Public Services (DPS) Engineering Division and/or others as appropriate. Within the remaining parking areas to be retained, the consultant shall provide layout plans to provide the maximum number of parking spaces feasible while taking into account circulation patterns, adequate drive isle access, pedestrian connectivity, adjacent landscaping and screening, among other typical considerations.

While the adjacent Merrimack River is tidally influenced and stormwater attenuation is therefore not required by stormwater policy, any feasible water quality treatment will be an essential improvement over existing conditions (i.e. sheet flow). The Consultant shall work with the City's Engineering Division (Department of Public Services) to identify any subsurface stormwater management features on the Project Site, or connected and in the nearby vicinity, which should be further examined and/or upgraded prior to installation of final park and/or parking improvements (e.g. granite or wood box culverts, undersized or collapsed pipes/culverts, etc.). It will also be necessary to account for existing and projected base flood elevations, anticipated sea-level rise (SLR) and storm surge from the adjacent Merrimack River, including salt water overflows into the park (impacting proposed plantings and lawn space) and potentially resulting in storm water inflows across Market Square, Ferry Wharf Way, and other locations on the Project Site or adjacent thereto. Accordingly, the expanded park should incorporate drainage systems with backflow preventers, stormwater outlets through the existing bulkhead wall (where feasible), use of salt-tolerant plantings, etc. The expanded park should incorporate resilient design features and reduced long-term operation and maintenance (O&M) obligations so as not to create an undue financial burden on the city's taxpayers. See Exhibit F for maps depicting existing base flood elevations and projected sea level rise on and around the project site in downtown Newburyport.

For additional background a copy of the City's recently developed Climate Resiliency Plan can be viewed and downloaded here:

https://www.cityofnewburyport.com/sites/g/files/vyhlf3521/f/uploads/newburyport_climate_resiliency_plan_10-08-2020_final.pdf

Additional Design Requirements & Considerations

While the general location of primary site improvements (e.g. park, parking and bike path alignment) has already been determined through broad local input over the course of many years, culminating in the City Council's adoption of the framework plan in May 2017, community input will be needed in the course of conceptual/schematic design, particularly on the nature of improvements proposed in new park areas (the "wings" to Market Landing Park"). In addition, as noted above, a settlement agreement memorialized years ago (See Exhibit P) requires the establishment of a revived public way providing pedestrian access to the waterfront and central boardwalk. This revived "Ferry Wharf Way" (See Exhibit A) is to be constructed in accordance with said settlement agreement between Market Square and the central boardwalk. A second revived Central Wharf Way (non-vehicular) is to be constructed in the West Lot opposite Unicorn Street in accordance with said settlement agreement. Additional design requirements or expectations for this park expansion project can be found in both the Special Act and City Council Resolution contained in Exhibit Q (*see highlighted portions*) both of which are incorporated herein by reference. In general, views to the Merrimack River from Merrimac Street and Water Street are to be maintained down public ways and across the Project Site.

There are two small temporary structures in the West lot adjacent to Market Landing Park providing seasonal bathroom facilities and visitor information. (See Exhibit M.) Design for this area of the project should include a small permanent structure facing Merrimac Street to replace these aging facilities, compatible with architecture in the adjacent Market Square area of downtown Newburyport (e.g. use of brick, granite, metal and glass). No other buildings are proposed or anticipated in relation to this project. Because the design costs for this facility are expected to be below \$30K and the construction costs are estimated to be below \$300K this project is exempt from the so-called designer selection law applicable to larger building projects.

For a schematic overlay of the project site noting major site and project features proposed, and their relative size, see Exhibit A. It should be noted that proposed park improvements should be designed to maintain both physical access and off-season storage of the harbormaster's docks and crane access to the water's edge. (See label in Exhibit A). Representative photos of the existing site, including parking areas, Market Landing Park, the central boardwalk, perpendicular public walkways, adjacent buildings, streetscapes and sidewalks is included in Exhibits N and O. A few interpretive panels will be installed as an amenity within the proposed park expansion, on topics such as the park's history, the history of downtown Newburyport, the City's maritime history, Urban Renewal or other subjects as determined by the City. (See Exhibit H for Newburyport standard.)

Project Management & Stakeholder Input

The consultant's scope of services will be undertaken in periodic consultation with an established "Ad Hoc Committee on Central Waterfront" and under the direct supervision of the City's Director of Planning & Development who will serve as Project Manager for the City.

Timeframe for Completion

The City would like to complete this design phase for the project (Tasks 1-6 as described herein) within a six (6) month period, roughly between February 1, 2021 and August 1, 2021. Written proposals shall include a proposed project timeline following the itemized tasks listed herein and adhering to this timeframe to the extent feasible. The consultant's proposed timeline will be considered as part of the non-price proposals reviewed and evaluated under this RFP.

Public Meetings & Public Participation

The Consultant will meet regularly with the Director of Planning & Development throughout the project, typically during the day. At this time, due to the ongoing coronavirus pandemic we anticipate use of the Zoom meeting platform for various meetings, however some meetings and site visits will be necessary on-site or at City facilities to facilitate coordination between the consultant and City officials.

Periodic meetings with the Ad Hoc Committee on Central Waterfront will also be required, typically during evenings. Two or more broad public meetings will be held during the course of this project to inform the larger community about the progress of work, schematic plans, cost estimates, the nature of proposed park and site improvements, and overall timeline for bidding and construction.

Scope of Work by Task

The consultant will supply all labor, materials, out-of-pocket expenses and travel necessary to complete the following Scope of Services, inclusive. Time is of the essence. The consultant must be available to start immediately and diligently and systematically advance the project as described herein.

For all tasks and deliverables, the Consultant shall deliver both hard-copy and electronic versions of all files (plans, reports, etc.) in agreed-upon standard file formats accessible by the City (Word, Excel, JPEG, PDF, PPT, AutoCAD, ArcGIS, etc.). Specifically, all inventories and tables shall be provided in Word or Microsoft Excel format, all text documents shall be provided in Microsoft Word format, all presentations shall be provided in Microsoft PowerPoint format, and all photographs or scanned media shall be provided in JPEG image format. All survey information, site plans, architectural drawings, schematic or otherwise shall be delivered via email or download links, viewable and editable in AutoCAD 2015 and Adobe PDF. Original/native file formats shall be provided along with the PDF versions for all deliverables. An alternative program or electronic plan format may be used subject to approval by the City's Director of Planning & Development (Project Manager). Any and all such plans, reports and deliverables shall become the property of the City and shall be available for use by the City as necessary in the future without limitation.

Work for this project is divided into the following key tasks:

Task 1: Initial Site Assessment/Review of Reports

The Consultant shall obtain, and review, copies of any existing plans and reports related to the project site provided by the Director of Planning & Development and other City officials. All plans previously scanned or digitized by the City will be provided to the Consultant accordingly, as will the property survey and drawings detailing existing infrastructure on or adjacent to the project site.

The Consultant shall meet with the Director of Planning & Development and other City officials to conduct a thorough inspection and assessment of existing conditions at the project site and all abutting properties where integration of park design is required. The Consultant shall provide the Director of Planning & Development with a memorandum and schematic site plan summarizing the discussions, comments, concerns and/or findings regarding existing conditions, constraints and/or areas of concern obtained during this process.

Deliverables: The Consultant shall provide one (1) digital copy of the summary memorandum developed during this task, including any associated plans and reports described herein.

Meetings: The Consultant shall schedule two (2) days of site visits to the project site with the Director of Planning & Development and other City officials at mutually agreeable times. These meetings will be during weekday work hours. It shall be the responsibility of the Consultant to ensure attendance by any and all subconsultants required for the assessment and/or involved in the design of proposed improvements. Meetings for purposes other than

on-site inspection may be in person or remote via Zoom (at the discretion of the Director of Planning & Development).

Task 2: Site Survey & Base Plan Preparation

Using existing site survey plans available from the City, the Consultant shall undertake a detailed site survey of the project site to obtain and confirm topographic information, precise location of all physical features, and the location of known subsurface utilities and conditions that may impact the project. Grading plans shall take into account topography on adjacent property within 50' of the Project Site boundaries (See Exhibit A) and utility plans shall encompass any and all upstream stormwater management features directly or indirectly connected to the Project Site (e.g. manholes, rim/invert elevations, pipe diameters, etc.) The City will make available to the Consultant any existing reports, plans, data and/or details related to this project for incorporation into base drawings. While existing plans will be made available to the consultant, it shall be the sole responsibility of the Consultant to verify the accuracy and comprehensiveness of the resulting survey/base plan set used in this project. Such plans shall be suitable for use as the scaled base drawing for both schematic design development and final Bid Documents required for this project in remaining Tasks.

Detailed photographs shall be taken of existing conditions throughout the project site and of adjacent properties where integration of park design is required.

Deliverables: The Consultant shall provide one (1) digital copy of the site survey and base plan set developed during this task, including any associated plans and reports.

Task 3: Meetings with the Director of Planning & Ad Hoc Committee

The Consultant shall meet with the Director of Planning & Development and Ad Hoc Committee on Central Waterfront to summarize and review information obtained in the previous Tasks and to obtain stakeholder input on potential site improvements where the "Framework Plan" requires more detail (e.g. layout and elements to be included in the new park "wings"). The Consultant shall provide the Director of Planning and Development with a memorandum summarizing the discussions, comments, concerns and/or findings obtained during these meetings.

Deliverables: The Consultant shall provide one (1) digital copy of the summary memorandum developed during this task, including any associated plans and reports.

Meetings: The Consultant shall also attend one (1) meeting with the Director of Planning & Development and other City officials. This meeting will be during weekday work hours. The Consultant shall also attend one (1) meeting with the Director of Planning & Development and Ad Hoc Committee on Central Waterfront. This meeting will be during weekday evening hours. Meetings may be in person or remote via Zoom (at the discretion of the Director of Planning & Development).

Throughout the remainder of the project, the Consultant shall meet with the Director of Planning & Development, and other officials as deemed necessary by the City, approximately once every two weeks, during weekday work hours to ensure that the project remains on schedule and to review any and all relevant project details. Meetings may be in person or remote via Zoom (at the discretion of the Director of Planning & Development).

Task 4: Schematic Design Development & Construction Cost Estimates

Based on all information gathered, generated and discussed under the above Tasks, and consistent with the scope of work, background and considerations described in this RFP, the Consultant shall provide no less than three (3) conceptual/schematic design plans of potential park improvements (*and one overall perspective rendering of each*) for review by the Director of Planning & Development and Ad Hoc Committee on Central Waterfront. A memorandum shall be submitted summarizing the key elements included within each concept plan and noting the substantive differences between the alternatives. A rough cost estimate shall be included with each scenario to indicate the order of magnitude costs associated with proposed site improvements and all ancillary costs associated with final design, bidding, construction and/or construction administration necessary to complete the project.

Deliverables: The Consultant shall provide one (1) digital copy of the plans, cost estimates and summary memorandum developed during this task.

Task 5: Obtain Feedback from City Officials

The conceptual plans and memorandum developed under Task 4 shall be reviewed by the City (Director of Planning & Development, Ad Hoc Committee on Central Waterfront and other City officials) in order to provide feedback and direction to the Consultant. The City, (through the Director of Planning & Development and Ad Hoc Committee on Central Waterfront) shall provide direction to the Consultant as to which of the alternative schematic/concept plans is preferred, and what other changes or adjustments may be desired in the preferred concept plan. The Consultant shall provide a detailed memorandum summarizing all feedback, findings and recommendations accordingly.

Deliverables: The Consultant shall provide one (1) copy of the summary memorandum developed during this task, including any associated plans and reports.

Meetings: The Consultant shall attend two (2) meetings with the Director of Planning & Development and other City officials to review and obtain feedback on schematic/conceptual design plans developed under Task 4. These are expected to be daytime meetings.

Meetings: The Consultant shall attend three (3) public meetings with the Ad Hoc Committee on Central Waterfront and/or general public, to present a summary of tasks completed to date, review alternative schematic plans, and present the preferred alternative plan for proposed improvements. These will be evening meetings.

Task 6: Finalize Schematic Design Plans & Construction Cost Estimates

Based on all information gathered, generated and discussed under the above Tasks, and in response to feedback and direction from City officials, the consultant shall revise and finalize the schematic design plans and the associated construction cost estimate for the preferred alternative schematic/concept plan selected by the City. Final schematic plans for proposed park improvements shall incorporate all changes and/or adjustments as desired by the City. One overall perspective rendering of the proposed plans shall also be provided to convey the selected design concept to a larger public audience.

Deliverables: The Consultant shall provide one (1) digital copy of the summary memorandum developed during this task, including any associated plans and reports described herein.

Meetings: The Consultant shall attend three (3) meetings with the Director of Planning & Development, Mayor, Council President and/or other City officials to review and obtain feedback on schematic/conceptual design plans developed under Task 4. These are expected to be daytime meetings.

Meetings: The Consultant shall attend two (2) public meetings with the Ad Hoc Committee on Central Waterfront and general public to present a summary of tasks completed to date, review alternative schematic plans, and present the preferred alternative plan for proposed improvements. This will be an evening meeting.

OPTIONAL TASKS BELOW ASSOCIATED WITH CONTRACT EXTENSION FOR ADDITIONAL DESIGN SERVICES

Upon successful completion of the above Tasks 1-6 the City may elect to extend the consultant's contract to include design services associated with full design, preparation of bid package drawings and specifications, bid phase services and construction administration services. The consultant's fee for these additional services (Tasks 7-9) will be negotiated at that time, following successful completion of Final Schematic Design.

Task 7: Construction Documents (Bid Package, Drawings & Specifications)

The Consultant shall prepare a complete Bid Package, plans/drawings, specifications and other materials suitable for bidding the proposed project (based on the preferred alternative selected by the City under the previous Tasks) under Massachusetts public procurement laws, in coordination with the Director of Planning & Development.

Draft (75%) Construction Documents: After sufficient consultation meetings, the design Consultant shall deliver 75% design plans, details and specifications to the City for review and comment, along with detailed cost estimates for comparison with anticipated construction bids. The Consultant shall customize a first draft of the required front-end bid documents (for the selected Contractor) which will be supplied in proper form by the City.

Final (100%) Construction Documents: Based upon City review and approval of the Draft 75% submittal above, the Consultant shall prepare final stamped construction drawings, plans and specifications suitable for bidding along with a final detailed cost estimate. All documents must be checked and coordinated for completeness and consistency.

During this Task/Phase the Consultant shall also apply for and obtain all permit approvals required for construction of the project, including but not limited to DEP Chapter 91 Waterways Licensing, DEP Massachusetts Contingency Plan (MCP) reporting requirements, and local approvals from the Conservation Commission (work in riverfront buffer area), Planning Board (Site Plan Approval) and Department of Public Services (Stormwater Management). Copies of these permit approvals shall be included in the bid package issued to prospective contractors under Task 8 below. The Consultant shall be responsible for any and all modifications to the proposed plans or submissions required by any of the aforementioned permit granting authorities prior to their finalization.

Deliverables: The Consultant shall provide copies of the entire bid package (including plans, details, specifications and front-end documents). The consultant shall provide three (3) sets of 24"x36" plans, plus one (1) digital set of all plans and documents developed under this task in both CAD and PDF format.

Meetings: The Consultant shall attend two (2) meetings with the Director of Planning & Development and other City officials to review the Draft 75% package before the Final 100% package is prepared. These will be daytime meetings.

Meetings: The Consultant shall attend any and all meetings, or public hearings, required by the aforementioned permit granting authorities in order to obtain their written approval of the proposed project and improvements. These will most likely be evening meetings.

Task 8: Bid Phase Services

The Consultant shall, in coordination with, and as directed by the City, compile bid documents for distribution to interested contractors responding to the invitation to bid developed in Task 7, respond to questions, and issue any required addenda. The Consultant shall prepare a written response to all questions from Contractors regarding the bid documents during the bid phase for review by the Director of Planning & Development prior to issuance. The Consultant shall facilitate and participate in the Pre-Bid Conference. Bids shall be evaluated by the Consultant along with the qualifications and responsibility of the apparent low bidder(s), with a recommendation thereon, for the City's consideration prior to award of a construction contract.

Deliverables: The Consultant shall provide one (1) digital copy of any memoranda, correspondence, tabulation or reports developed during this task, including any associated plans and reports. All communications with contractors shall be coordinated in advance with the Director of Planning & Development.

Task 9: Construction Administration

The Consultant shall provide Construction Administration (CA) Services during construction of the project. This includes, but is not limited to, attendance at regular progress meetings, review of shop drawings and submissions from the Contractor, resolution of any discrepancies found in the bid package, guidance on plan changes required due to unforeseen field conditions, preparation of punch lists, and review of payment requisitions.

The Consultant shall attend a Pre-Construction Conference with the Director of Planning & Development and selected Contractor to review construction activities for the project. The Consultant shall make routine visits to the site to monitor progress and quality of the contractor's work and to certify that work performed is in accordance with the contract documents. The Consultant shall review and approve all shop drawings and submittals, clarify design intent and interpret contract drawings, and provide change orders as needed.

The Consultant shall coordinate with the contractor to provide as-built record drawings at the end of the project to reflect any changes to the completed project from the original plans and bid package.

The Consultant shall provide the City with an operations and maintenance manual summarizing the materials, suppliers, and systems utilized in the project, and specifying the regular assessments and routine or preventative maintenance required to maximize the life cycle of the improvements.

Deliverables: The Consultant shall provide one (1) digital copy of any plans, memoranda, correspondence, tabulation or reports developed during this task. All communications with contractors shall be coordinated in advance with the Director of Planning & Development. Three (3) sets of 24"x36" as-built plans, plus one (1) digital set shall be submitted to the Director of Planning & Development in both CAD and PDF formats.

Site Visit / Walk-Through (Briefing Session)

All firms interested in submitting a response to this RFP are invited to attend a walk-through of the central waterfront at **2:00 pm on Thursday, December 3, 2020** (meet on the central granite stage at Market Landing Park). The purpose of the walk-through is to familiarize interested firms with the project area and its context prior to submission of a Proposal. The walk-through (briefing session) is not mandatory, but highly recommended and attendance will be noted.

Project Contact

The City's Project Manager and primary contact for this project will be:

Andrew R. Port, Director of Planning & Development
Office of Planning & Development
Newburyport City Hall
60 Pleasant Street
Newburyport, MA, 01950

Phone: (978) 465-4400
Email: aport@cityofnewburyport.com

All questions regarding this RFP, the project and required Scope of Services shall be submitted via email to the Director of Planning & Development.

Proposal Format & Submission Requirements

Deadline & Mailing Address

Responses to this RFP, both hardcopy and electronic, are due no later than **10:00 am on Wednesday, December 23, 2020**. One (1) unbound/non-stapled hard copy of the submission plus a complete digital version (in PDF format) must be provided. All proposals shall be submitted to the City via the following:

Hard Copy: Andrew R. Port, AICP, Director of Planning & Development
Office of Planning and Development
City of Newburyport
60 Pleasant Street
Newburyport, MA 01950

Attn: RFP – Market Landing Park Expansion

Electronic: aport@cityofnewburyport.com

Subject Line: *RFP – Market Landing Park Expansion*

Price Proposals

Price and Non-Price Proposals shall be submitted separately. The Price Proposal shall be submitted only in Hard Copy format, as a short simple letter in a sealed envelope as indicated above. The Price Proposal should not be submitted via email. The inclusion of cost information with the non-price proposal may result in the consultant's disqualification.

The best price for this proposal is the lowest price offered by a proposer deemed to have complied RESPONSIBLY with the requirements and Selection Criteria of this Request for Proposals. Price Proposals shall be submitted as a not-to-exceed price for each itemized Task 1-6 as indicated in the Scope of Work herein and a total not-to-exceed price for the entire Contract (Tasks 1-6 only). As indicated above, the City may elect to extend the consultant’s contract to include the additional design services identified in Tasks 7-9. The consultant’s fee for these additional services will be negotiated at that time, following successful completion of Final Schematic Design (Task 6).

Any costs the successful proposer incurs in fulfilling the contract shall be part of the price proposed including but not limited to salary, overhead, indirect costs and profit, travel time, mileage, copying, telephone, faxing, and any others.

Non-Price Proposals

Submissions must contain the elements listed below, and respondents should clearly identify these sections. There is no minimum or maximum page limit, and respondents are expected to balance the completeness of their response with succinctness and brevity.

Section	Section Title & Contents
Section 1	<p>Qualifications of the Firm</p> <p>A) Letter of Transmittal: Letter of introduction providing a narrative describing the nature, size, background, and qualifications of the firm, the names and background of all personnel who will be working on the contract from all firms, including subcontractors. Identify lead professionals and key personnel in each field of expertise.</p> <p>B) Resumes: Resumes of the principals and staff, lead professionals and key personnel in each field of expertise including any Subconsultants. Identify all firms and key individuals participating in the project, including architects, landscape architects, engineers, preservation professionals, etc. Identify the prime firm, principal-in-charge, project manager and relationship between the prime firm and other firms participating on the team, if any. Provide company profiles and resumes for key individuals. Subcontracted services, for which the firm does not have in-house capabilities, expertise, or qualifications, should be clearly noted within the proposal.</p> <p>C) References: A minimum of three (3) references for previous park design projects including name, title, agency, address, phone and email contact information.</p> <p>D) Professional Registrations: Indicate any professional registrations (i.e. AICP, AIA, ASLA, etc.) for all principals and key staff to be assigned to this project.</p>

	<p>E) Relevant Experience: Previous and on-going experience with similar work. Describe relevant projects and experience for firms and key individuals within the last 5-10 years. Include at least three (3) examples of comparable park designs developed by the firm within the last five 5-10 years.</p>
Section 2	Approach to the Project & Scope of Work
	<p>Approach to Design Work: Written proposals shall include an outline of the firm's method for providing and delivering high quality services and deliverables for the Scope of Work contained in the RFP. Proposals should not restate the scope of work provided herein, but rather suggest the unique approach of the Consultant to this particular project supported by evidence of prior experience.</p> <p>Proposed Schedule: The City would like to complete this design phase for the project (Tasks 1-6) within a six (6) month period, roughly between February 1, 2021 and August 1, 2021. Written proposals shall include a proposed project timeline following the itemized tasks listed herein and adhering to this timeframe to the extent feasible. The consultant's proposed timeline will be considered as part of the non-price proposals reviewed and evaluated under this RFP.</p>
Section 3	Attachments & Documentation
	Certificate of Non-Collusion & Tax Compliance (See Exhibit R for required form.)

Selection Criteria

Review of qualifications and selection of a Consultant shall be made by the Mayor and Director of Planning & Development in direct consultation with the City's Ad Hoc Committee on Central Waterfront. Proposals will be ranked based on the following criteria:

1. **Extent of Experience:** The lead should have a minimum of five (5) years experience. The lead firm and subconsultants must have proven experience and familiarity with Massachusetts public construction laws and procedures. The team should have substantial experience with both conceptual and detailed design of proposed park (and parking) improvements, and provide evidence of successfully completed projects.

Cost Control: The design team should demonstrate that cost estimates for prior projects have been reasonably accurate, that pre-bid estimates were comparable with bids received, and that final project design costs compared favorably with the original contract amounts.

Construction oversight: The design team should demonstrate a track record of maintaining effective working relationships with general contractors, reviewing submissions in a timely

manner, making inspections, keeping projects on schedule, reviewing and negotiating requests for change orders, etc.

2. **Quality of Work/References:** The lead firm and subconsultants must have consistently strong and positive references with credible clients regarding the quality, responsiveness and timeliness of its performance on other projects, consistent with the above.
3. **Communication:** The lead firm and subconsultants must have excellent communication skills as evidenced by the written submission and any interviews of the proposed team.
4. **Approach & Timeframe:** The team must demonstrate a thorough grasp of the City's project and a sound understanding of the City's parameters and desired timeline for completion.
5. **Capacity, Financial Stability, Availability:** Individuals assigned to this project must be available for meetings in the City of Newburyport days or evenings, as required. The volume of the firm's current and projected work load must not adversely affect its ability to immediately initiate work and to follow through with the project in a responsive, timely and professional manner. The firm must be financially stable, and capable of devoting a significant amount of time to this project in order to complete the work within the schedule outlined in this RFP. The firm must have/provide professional liability errors and omissions insurance at its own expense.

The top three (3) ranked finalists among the respondents to this RFP, based on written proposals, may be interviewed by the Mayor, Director of Planning & Development and/or Ad Hoc Committee on Central Waterfront prior to final selection and contract award.

Conditions of this Solicitation

- A. The City will enter into a standard form City contract with the selected Consultant in accordance with this RFP. Incorporated within the Contract shall be a copy of this RFP, the Scope of Work herein, and the consultant's Price and Non-Price Proposals.
- B. All proposals will become a matter of public record, subject to the provisions of the Massachusetts public records law (M.G.L. Chapter 66, Section 10) and the corresponding regulations and exemptions. Submission of a proposal acknowledges the City's obligations under M.G.L Chapter 66 if a public records request is received by the City.
- C. The City reserves the right to interview any and all respondents. The City reserves the right to modify or withdraw this request at any time, to reject any or all proposals, to request additional information either in writing or through interviews of selected proposers, and to award a contract in the City's best interest.

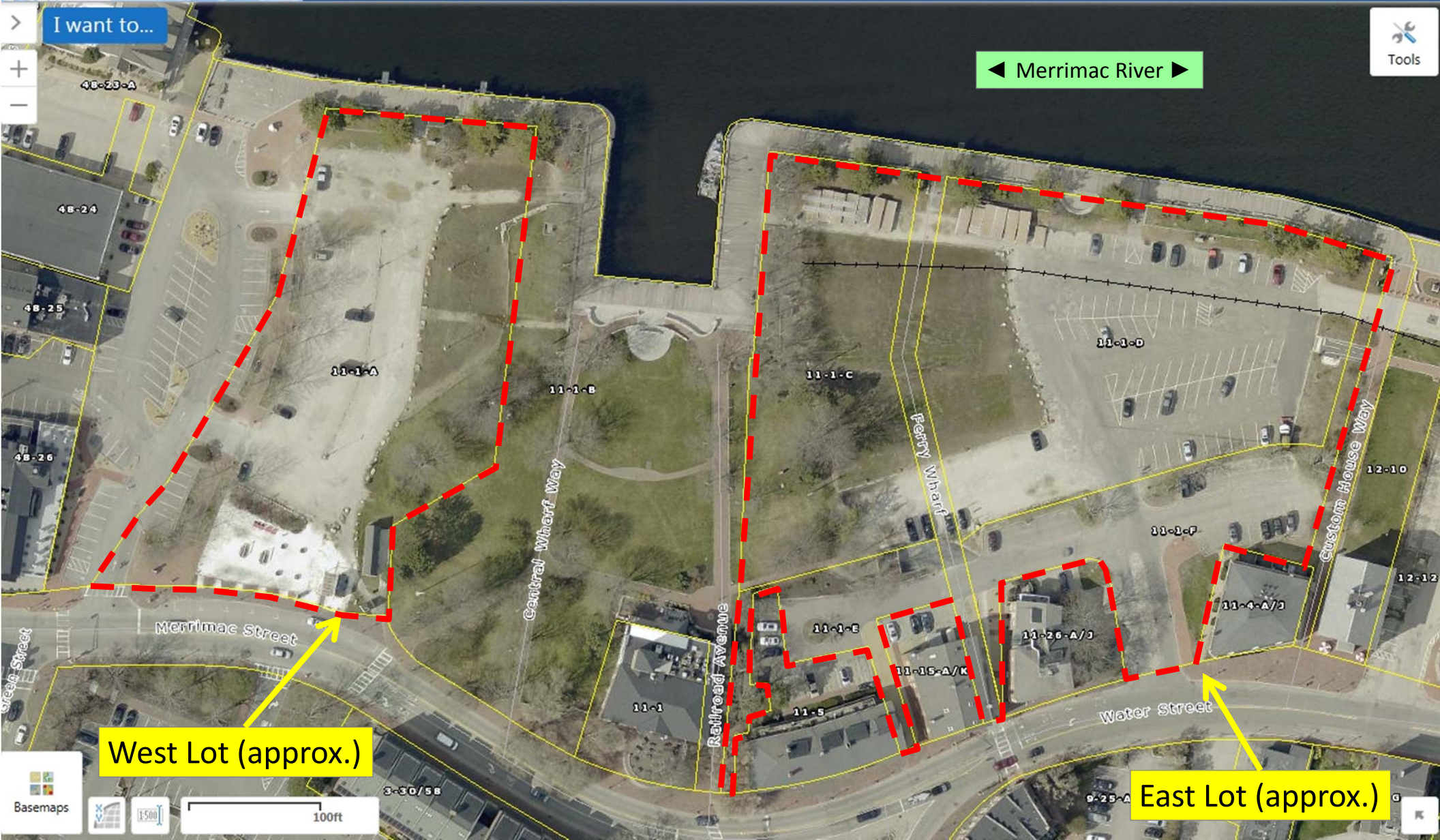
Compliance with Federal, State and Local Laws, Statutes & Regulations

The Consultant (and any subconsultants) shall adhere at all times to a standard of care consistent with that provided by other professionals doing similar work in this region including any professional certifications, standards or guidelines, and any and all laws, statues and regulations, as applicable to the profession(s).

List of Exhibits (RFP Attachments)

- Exhibit A:** Central Waterfront GIS Orthophoto & Approximate Location of Proposed Site Improvements
- Exhibit B:** Central Waterfront Property Survey
- Exhibit C:** Known Environmental Conditions & Previous Test Pits and Boring Locations
- Exhibit D:** Conceptual “Framework Plan” for Park Expansion
(3 variations to be “reconciled” in final schematic design)
- Exhibit E:** Interim Park/Lawn Improvements & Parking Reductions
- Exhibit F:** Maps Depicting Flood Zones & Projected Sea Level Rise (SLR)
- Exhibit G:** Central Waterfront – Oblique Aerial Photos
- Exhibit H:** Standard Interpretive Panel Design – Newburyport, MA
- Exhibit I:** Members: Ad Hoc Committee on Central Waterfront
- Exhibit J:** Phase I Site Assessment
- Exhibit K:** Activity & Use Limitation (AUL) - West Lot
- Exhibit L:** Activity & Use Limitation (AUL) - East Lot
- Exhibit M:** Existing Interim/Seasonal Public Restrooms & Visitor Booth
- Exhibit N:** Photos of Existing Central Boardwalk & Market Landing Park
- Exhibit O:** Photos of Parking Lots, Existing Public Walkways, Pop-Up Pocket Park
- Exhibit P:** Settlement Agreement/Stipulation Regarding Pedestrian Ways & Access to the Waterfront
- Exhibit Q:** Special Act & City Council Resolution *(portions applicable to Park Design & Construction)*
- Exhibit R:** Certificate of Non-Collusion & Tax Compliance
(Required with all RFP responses)

Exhibit A
Central Waterfront GIS Orthophoto
&
Approximate Location of Proposed Site Improvements



I want to...

◀ Merrimac River ▶



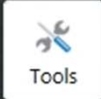
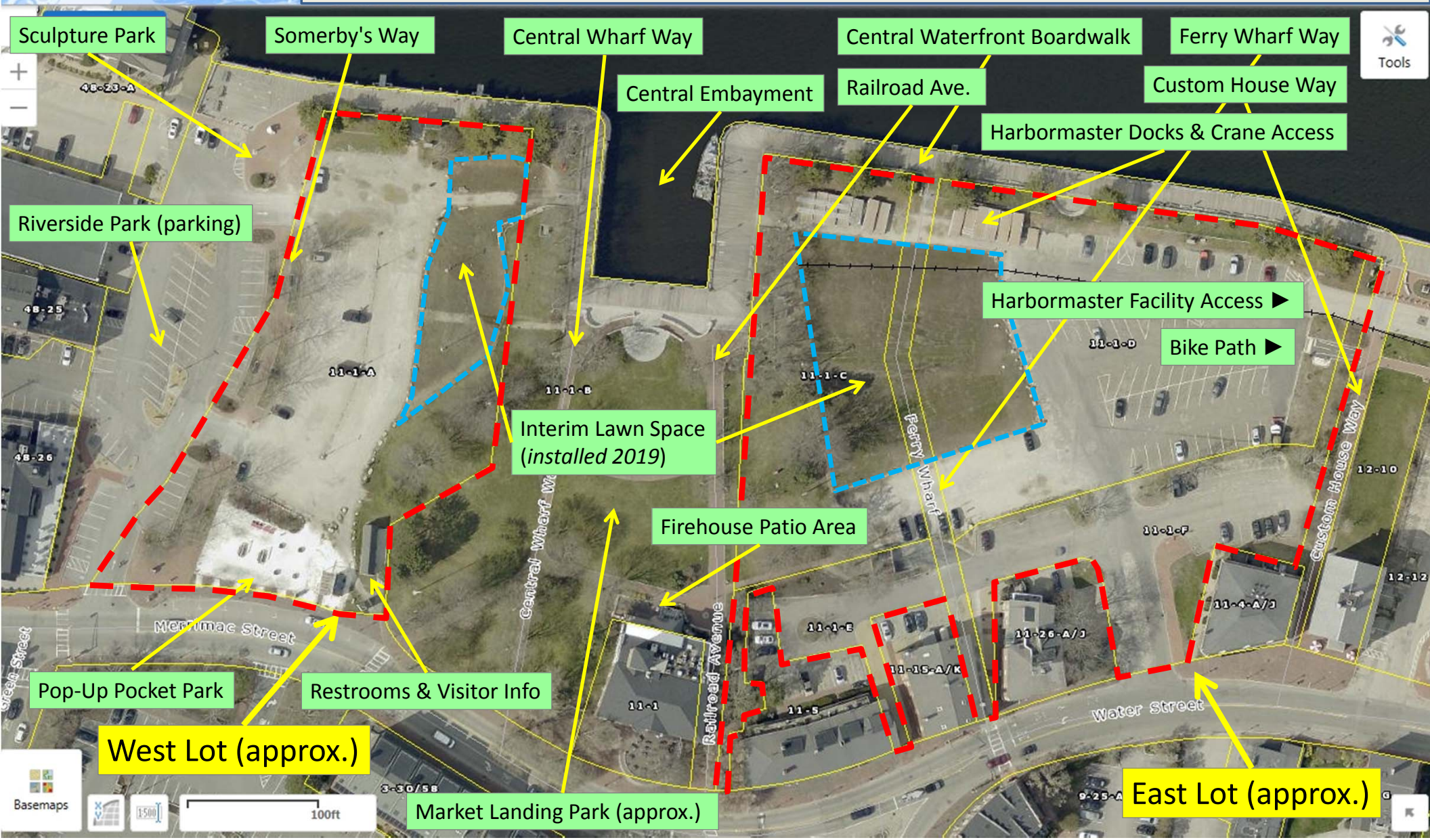
Tools

West Lot (approx.)

East Lot (approx.)



Basemaps ESRI



Sculpture Park

Somerby's Way

Central Wharf Way

Central Waterfront Boardwalk

Ferry Wharf Way

Central Embayment

Railroad Ave.

Custom House Way

Riverside Park (parking)

Harbormaster Docks & Crane Access

Interim Lawn Space
(installed 2019)

Harbormaster Facility Access

Bike Path

Firehouse Patio Area

Pop-Up Pocket Park

Restrooms & Visitor Info

West Lot (approx.)

Market Landing Park (approx.)

East Lot (approx.)

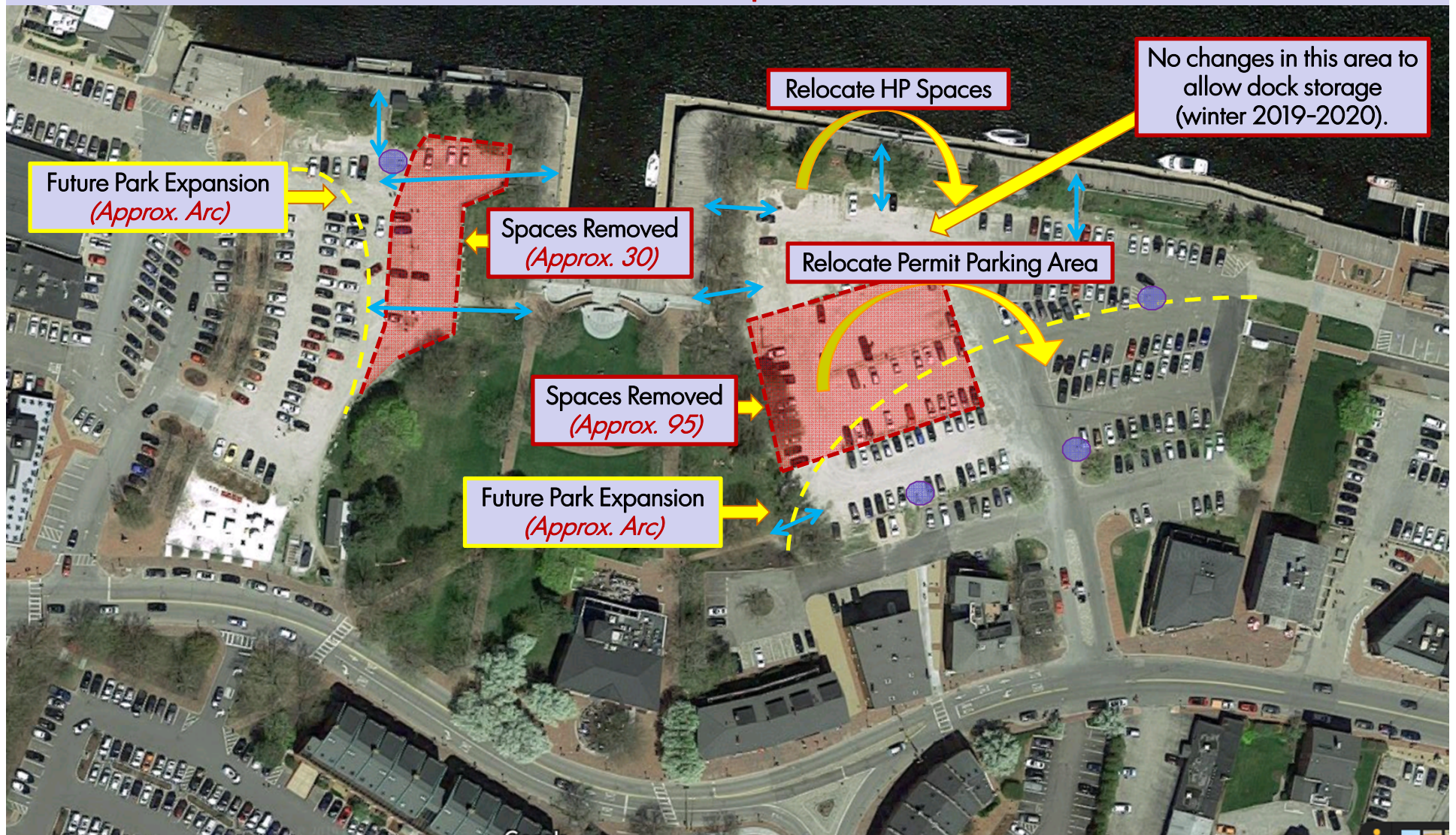


Exhibit E

Interim Park/Lawn Improvements & Parking Reductions

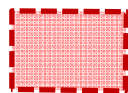
2019 Central Waterfront Parking Reductions – NRA East & West Lots

Interim Park Improvements



↔ Maintain Access to Pedestrian Path

● Maintain Access to Payment Kiosk



6" Loam & Seed

Signage:

Future Park Space
*additional parking available in the
 Titcomb Street Parking Garage*

Exhibit G

Central Waterfront – Oblique Aerial Photos





Exhibit I

Members: Ad Hoc Committee on Central Waterfront

Members:

1. Cllr. Jared Eigerman, Ward 2, Council President
2. Cllr. Barry Connell, At Large, Chair, Cmte. on Neighborhood & City Service
3. Cllr. Sharif Zeid, Ward 1
4. Cllr. Heather Shand, Ward 3, Chair, Cmte. on Planning & Development
5. Cllr. Jim McCauley, Ward 5

Ex Officio (Non-Voting) Members:

1. Mayor Donna Holaday
2. Kim Turner, Chair, Parks Commission
3. Planning Director Andy Port
4. Parks Director Lise Reid
5. DPS Director Tony Furnari
6. City Engineer Jon-Eric White
7. Harbormaster Paul Hogg
8. Matt Pieniasek, Waterfront Trust, Trustee
9. Bill Harris, Waterfront Trust, Settlor

To Be Involved:

Finance Director Ethan Manning
Parking Clerk Richard Jones