

REQUEST FOR PROPOSALS
RECREATION MASTER PLAN

Towns of Hamilton and Wenham
Essex County
Massachusetts

RFP Issued: October 18th 2011

Proposals Due: November 18th 2011

Hamilton Town Hall
577 Bay Road
Hamilton, MA 01982

REQUEST FOR PROPOSALS (RFP) CONSULTANT SERVICES

Introduction

The Towns of Hamilton and Wenham, Massachusetts are soliciting quotes from qualified Recreation Planning Consulting firms to prepare a Recreation Master Plan for the two towns. Although both towns currently operate an active Joint Recreation Department and several Town Parks offering a multitude of programs and activities to residents, the Towns lack a comprehensive planning document that assesses current infrastructure and projected recreational needs to guide future programmatic decisions and capital improvement planning. A Recreation Master Plan for the Towns of Hamilton and Wenham would create a roadmap for the towns to establish goals and priorities for the next ten years.

Attached to this Request For Proposals are:

- Appendix A: contains a list of current park, athletic playing fields, and related facilities under control of the Towns of Hamilton and Wenham.
- Appendix B: A list of all classes and programs run by the Recreation Department in the previous calendar year.

Background

The Town's of Hamilton and Wenham are rural-suburban located in Essex County on the North Shore of Massachusetts. Approximately 12,000 residents live within the two Town's 14,720 acres or 23 square miles.

The Town is seeking consultant services in each of the following areas:

- Parks and Recreation Facilities Planning
- Recreation programs and services
- Community needs assessment
- Park & Ball Field assessment
- Cost analysis
- Recreation Master Plan and implementation plan

General Conditions

This section for the Request for contains the general conditions and restrictions covering the preparation, submission, and content of Proposals as well as the Professional Services Contract.

Uniform Proposals: To enable the Town to perform a fair comparative analysis and evaluation of proposals, it is essential that a uniform format be employed in structuring each proposal. The required proposal format is specified later in the RFP. The consultant's degree of compliance with the requirements of this Request for Proposals and their clarity in such proposal will be a significant factor in the subsequent evaluation of the proposal. Each proposer must comply with all submission requirements as directed herein. Proposals which are defective, irregular, or not in compliance will be rejected immediately.

Revisions: If it should become necessary to revise any part of this Request for Proposals or otherwise provide additional information, an Addendum will be issued and furnished to all prospective proposers who have obtained copies of this original Request for Proposals.

Clarification of Proposals: The Consultant of any proposal may be required to discuss or clarify its proposal with Town officials at any time during the procurement process.

Proposers Examination of the Request for Proposals: Proposers shall examine all information and materials contained in and with this Request for Proposals. Failure to do so shall be at the proposer's risk. Copies of Hamilton's and Wenham's bylaws and land use regulations (Zoning Bylaws, General Bylaws, and Rules and Regulations Governing the Subdivision of Land), maps and other information are available via the Towns websites (www.hamiltonma.gov & www.wenhamma.gov) In addition, proposers may visit the Town and review current files and information available by contacting the Recreation Director. By submitting a proposal all proposers certify that they have read and agree to comply with each provision of this RFP, and the award of contract (if applicable).

Date of Submission: All proposals must be received by 2:00 P.M. November 18, 2011. Proposals, in sealed envelopes appropriately marked, are to be delivered by that time to:

Sean Timmons
Recreation Director
16 Union St.
Hamilton, MA 01982

Any Proposal received after that time or any proposal that is incomplete will not be accepted, and no exceptions will be made for any reason. The Town will not be responsible for the complete or timely receipt of any proposal or portion thereof.

Independent Contractor: The selected individual or company will be considered an independent contractor and will not be entitled to any benefits provided to regular town employees. The consultant will be responsible for paying his or her own income and Social Security taxes, as well as any other employment benefits.

Compliance with Regulations: The successful proposer must comply with all applicable federal, state, and local laws and regulations.

Withdrawal of Proposals: Proposals may be withdrawn by written or facsimile notice received by the Hamilton Wenham Recreation Department prior to the time specified for receipt of proposals.

Proposals Considered Firm: All proposals in response to this Request for Proposals will be considered "firm" and may not be withdrawn for a period of sixty (60) days after the time specified for receipt of proposals. Proposals must be unconditional.

Amendment of Proposals: Proposals may be amended by written notice received by the Town of Hamilton up to the time specified for receipt of proposals; no amendments will be accepted after the date of submittal. All amendments must be delivered to the Town of Hamilton in an envelope or similar packaging, clearly marked Amendment to Proposal for Consultant Review Services for Recreation Master Plan and include the proposer's name and date of delivery of said amendment to the proposal.

Incurring Costs: The Town shall not be liable for any costs incurred by proposers in preparing, submitting or presenting proposals, or in satisfying and demonstrating requirements. The Town shall not reimburse any costs incurred by proposers in anticipation of being awarded the contract under this Request for Proposals.

Assignment of Contract: The Consultant who is awarded a contract shall not assign, transfer, convey, sublet or otherwise dispose of said contract, or his right, title, obligation, or interest in or to the same, or any part thereof.

Notice to Proceed and Availability of Funds: Services provided by the successful proposer shall be rendered through a Professional Services Contract based on the requirements and conditions provided in this Request for Proposals. After a contract is approved it shall only become operative upon the delivery to the Consultant of a contract signed by the Town of Hamilton. The Town shall only be obligated under the contract to the extent of payments as called for in the approved contract issued pursuant to this Request for Proposals. The Consultant shall build in any and all expenses to their final bill rate. All payments for work will be approved by the Finance Director.

Availability to Hamilton and Wenham: Proposers shall be available to meet with Town officials within three business days of a request.

Force Majeure: Neither party will be liable to the other for any failure or delay in rendering performance arising out of causes beyond its control and without its fault or negligence. Such causes may include, but not be limited to, acts of God or the public enemy, freight embargoes, and unusually severe weather, but the failure or delay must be beyond its control and without its fault or negligence. Dates or times of performance may be extended to the extent of delays excused by this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.

Requests for Clarification: Any questions regarding this Request for Proposals should be submitted in writing to Sean Timmons, Recreation Director.

Proposal Format & Submission Requirements

Responses to this Request for Proposals shall be submitted to the: Town of Hamilton

All proposals shall be submitted as one (1) set of unbound original materials submitted in a three ring binder or otherwise bound but not stapled (to allow copying if necessary) containing an original signature of the firm's principal, and 5 copies of the same, which may be bound, providing that no papers are loose. A thumb drive with a PDF of the proposal shall be submitted as well.

| Tabbed Divider | Title & Contents |
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| 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. Identification of 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 sub consultants. Include resumes of all personnel who will be working directly on the meetings, inventories, plans, reports, site inspections, preservation recommendations and other work or directly overseeing any of such work.</p> <p>C) References: A minimum of three (3) Firm or individual references including name, title, agency, address, phone, fax, and email. (if applicable)</p> <p>D) Firm Interests: Names and addresses of all partners, if a partnership: of all officers, directors, and all persons with an ownership interest in more than five per cent in the proposer if not a partnership.</p> <p>E) Professional Registrations: Indicate any professional registrations (i.e. AICP, AIA, ASLA, etc.) for all participants and applicable staff accordingly.</p> <p>F) Municipal Experience: Previous and on-going experience in similar work. A narrative indicating that your firm has relevant and similar experience with providing parks and recreation planning services similar to those requested in this Request For Proposals. Include a list of all cities and towns within the commonwealth for which the applicant has performed or has entered into a contract to perform consultant review services within five (5) year period immediately preceding the filing of the information required in this section.</p> |
| Section 2 | <p><u>Approach to the Project & Scope of Work*</u></p> <p>Description of Proposed Recreation, Parks & Related Facilities Work: An outline of the firm’s method for providing and delivering services for the Scope of Work below. Include method for coordinating the work of different staff and subcontractors (sub consultants) if applicable. Subcontracted services, for which the firm does not have in-house capabilities, expertise, or qualifications, should be clearly noted within the proposal</p> |
| Section 3 | <p>Attachments & Documentation*</p> <p>A) Certificate of Authority/Vote of corporate Authorization for Execution of Contract. (if applicable)</p> <p>B) Documentation/Certificates of Workmen’s Compensation Insurance and Professional Liability Insurance for the minimum amount as required by applicable state law</p> <p>C) A minimum of three (3) example peer review letters, memorandum, or reports: Each proposal must be accompanied by three such actual documents completed by the proposer. Portions of such documents will be acceptable provided they are representative of the work being sought under this Request For Proposal</p> <p>D) Certificate of Non-Collusional (attached)</p> <p>E) Tax Compliance Form (attached)</p> <p>F) Equal Opportunity Employer (attached)</p> |

If known, indicate subcontracted firm(s) and include applicable information accordingly.

Ownership and Confidentiality of Proposals

Proposals are Public Records: All documents submitted in response to this Request for Proposals are deemed public records under Massachusetts General Laws, Chapter 30B, Section 3: and open to public inspection. Subject to the requirements of the Massachusetts Public Records Laws, all proposal materials are subject to disclosure upon request.

Rights to Submitted Material:

All proposals, responses, inquiries, or correspondence relating to or in reference to this Request for Proposals, and all reports, charts, displays, schedules, exhibits, and other documentation submitted by proposers shall become the property of the Towns of Hamilton and Wenham when received. All material submitted by consultants becomes the irrevocable and sole property of the Towns of Hamilton and Wenham unless otherwise specified in this RFP. The Towns shall be under no obligation to return any proposals or material submitted by a consultant in response to this RFP unless specified in this RFP.

Selection Criteria

All proposers will receive consideration without regard to race, color, creed, age, sex, religion, or national origin. The Town will evaluate all complete and responsive proposals with respect to the following criteria. The Town will evaluate the proposals received and make its selection on the basis of its judgment as to which proposal comprises the best and most appropriate balance or combination of the best realistic cost to the Town; the most qualified and experienced staff for similar work; availability and organizational responsiveness to the Town's officials, proposed team organization and management; and professional, organizational and financial ability to carry out the Project within the proposed timeframe. In addition, the town will evaluate proposals based up on the proposal's assessment of needs and suitability to the Town's goals. The Town may select the proposal offering the greatest advantage to the town, according to its interpretation of the Selection Criteria as determined in its sole discretion, and may select a proposal other than the one offering the lowest cost to the Town.

Selection Procedure

The Town, through its Town Manager and Recreation Director, will open the proposals in the presence of one or more witnesses at 2:01 pm on November 18, 2011. The Town Manager and Recreation Director will then review the proposals in accordance with the criteria noted herein. Proposals received in a timely manner will first be evaluated for completeness. For each evaluation criterion, the Town Manager and Recreation Director will collectively rate each proposal as Highly Advantageous (superior capabilities in all respects); Advantageous (average capabilities overall); Not Advantageous (does not satisfy all requirements or demonstrate an adequate understanding of the needs); or Unacceptable (proposal is incomplete or fails to demonstrate ability to fulfill Town needs). The Town may contact references, interview or seek any information that may assist it in evaluating the written proposals. The Town Manager will select the winning proposal no later than [date]

Execution of Contract

In the event that the successful Consultant fails, neglects or refuses to execute the contract within fourteen (14) days after receiving a letter of award from the Towns, the Towns may at its option terminate and cancel its action in awarding the contract and the selection of the consultant shall become null and void and of no effect. The Towns may then proceed to the next highest rated proposal accordingly. The Consultant shall provide insurance certificates to the Towns prior to award of the contract.

Reservation of Rights

The Towns of Hamilton and Wenham reserve the right to cancel this Request for Proposals, to accept or reject in whole or in part any and all proposals, or to waive any informality in the proposing when it is determined that said cancellation or rejection serves the best interests of the Towns. Reasons for cancellation or rejection shall be stated in writing.

Scope of Work

Purpose

The primary purpose of the consultant services is to create a clear and concise set of goals, policies, and objectives that will provide direction to the Towns of Hamilton and Wenham for future development, re-development, and enhancement of the town's park system, recreation facilities, recreation programs and services. The consultant shall provide a full scope of work and be responsible at a minimum of the following services. This Scope of Work is preliminary and may be expanded if mutually agreeable by both parties for inclusion in Professional Services Contract. Proposers shall indicate any proposed changes, additions, or subtractions from the Scope of Work indicated below. The consultant will be expected to secure Sub consultants as necessary. The Town will arrange for all meetings and times as are deemed necessary to review files, visit sites, and meet with the committee. For each task, the Consultant shall thoroughly review any and all materials and correspondence provided by the Town.

Appendix A (attached) contains a list of current park, ball fields, related facilities, as well as other properties controlled by the Towns of Hamilton and Wenham.

Appendix B (attached)

For all tasks and Deliverables, the Consultant shall deliver both hard-copy (8 paper prints) and electronic version of all files in agreed upon standard file formats accessible by the Town (Word, JPEG, XLS, PDF, PPT, AutoCAD, etc.). Specifically, all inventories and tables shall be provided in 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 and site plans shall be delivered via email or on CD viewable and editable in AutoCAD LT 2007. Any and all such plans shall become the property of the Town's of Hamilton and Wenham and shall be available for use by the Towns as necessary in future without limitation.

Task 1: Initial Meetings & Start-Up

The Consultant shall meet with officials of the Town of Hamilton to discuss the Contract terms, detailed Scope of Work, project timeline, and any concerns either party may have before work begins under the following tasks.

Meetings: The Consultant shall attend meeting as needed.

Task 2: Background Research & Facility Inventory

The Consultant shall prepare a detailed inventory for all properties, parks, ball fields, and recreational facilities under control and/or use by the Towns of Hamilton and Wenham indicating the parcel or facility name, locations (street address and assessors map-lot number), approximate size (sq.ft. and acres), written description of the site and existing and proposed recreation facilities, sketch plans indicating seasonal use areas and usage patterns, and a minimum of five (5) illustrative photographs of the sites. Such sites shall include, but shall not be limited to those listed in Appendix A

Specific attention should be placed on the Patton Park Pool and related

Deliverable: The consultant shall provide the required number of digital and hard copies for all files generated under this task.

Task 3: Recreation Programs and Services

The Consultant shall examine and evaluate the current recreation programs and services, and identify opportunities and deficiencies for future recreation programs and services.

Task 4: Community Needs Assessment

The consultant shall work with various department and organizations to gather feedback for an assessment of the future needs relative to parks and recreation. Including but not limited to:

- Hamilton Wenham Joint Recreation Board
- Hamilton Council on Aging
- Wenham Council on Aging
- Officials from Hamilton Wenham Sports Organizations
- Community Members from both Hamilton and Wenham

The Consultant shall incorporate feedback and results from the above meetings and/or community wide surveys into a comprehensive written Community Needs Assessment for recreational opportunities and facilities of Hamilton and Wenham. The needs assessment shall indicate gaps in the current parks and recreational resources provided for the residents of Hamilton and Wenham and recommend areas for improvement and/or additions.

Deliverables: The consultant shall provide the required number of digital and hard copies for all fields generated under this task.

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Task 5: Recommendations

The Consultant shall develop a draft Recreation Master Plan for meeting the needs identified in the above tasks; utilizing or redeveloping existing facilities as well as developing new facilities. The consultant shall incorporate all information gathered in the above tasks when developing the draft plan

and recommendations, including what can physically be built on each property, based on physical and environmental constraints.

Deliverables: The consultant shall provide the required number of digital and hard copies for all fields generated under this task.

Task 6: Prioritize Recommendations/Projects & Provide Cost Estimates

The Consultant shall – based on a thorough review and completion of the above tasks and criteria provided by the Town of Hamilton – provide a ranking for high, medium, and low priority parks and recreation projects to be undertaken by the Hamilton Wenham Recreation Department as identified and discussed under the above tasks and the draft Recreation Master Plan. All projects recommended and/or identified above shall be illustrated with sketch plans (and other graphics or renderings if appropriate). The Consultant shall provide a conservative rough cost estimate for acquisition and/or construction as applicable to all such projects, facility changes or improvements. Such recommendations will be used for securing project funds from the Town’s Community Preservation Committee (CPC), Town Meeting, grants, Capital Planning, and other sources for proper implementation. As such, this portion of the draft Recreation Master Plan shall indicate the timeline for phased implementation of all recommendations, identifying the applicable year, cost estimate and funding source (including, but not limited to Town Meeting, Community Preservation Fund, and specific state funding and grants programs).

Task 7: Presentation of Initial Findings

The Consultant shall meet with Hamilton and Wenham Officials to present and discuss any and all findings under the above tasks, to discuss the Scope of Work, remaining project timeline, and any concerns either party may have before work begins under the following (remaining) tasks.

The recreation inventory, plan elements and deliverables developed under items 1-6 above shall be reviewed in detail by the Towns of Hamilton for accuracy and completeness. Upon such review and feedback from the Committee, the applicant shall revise all of the Deliverables identified under tasks 1-6 above and submit revised versions to the Town accordingly. The final Deliverables shall be combined as necessary to formulate a final Recreation Master Plan. Said plan shall include each of the above task items and deliverables, and shall include text and illustrations as necessary to provide background.

Deliverables: The consultant shall provide the required number of digital and hard copies for all fields generated under this task.

Task 8: Presentation of Final Plan

The Consultant shall meet with Town Officials to present the final plans and deliverables, discuss any and all findings under the above tasks, discuss the Scope of Work, remaining project timeline, and any concerns either party may have before work begins under the following (remaining) tasks.

Meetings: The Consultant shall attend at least two (2) evening meetings with Town Officials at mutually agreeable times.

Deliverables: The Consultant shall provide the required number of digital and hard copies for all new and revised files generated under this task.

Appendix A

Current Park, Athletic Playing Fields and Related Facilities under the control of the Hamilton Wenham Recreation Department.

1. Hamilton Wenham Recreation Center and Gymnasium
2. Patton Park (small baseball diamond, large baseball diamond, three tennis courts, outdoor basketball court, public swimming pool, lifeguard office, pool restroom and bathhouse, recreation summer program office, playground)
3. Donovan Field (small baseball diamond, multi-use athletic playing field)
4. Fairhaven Field (multi-use athletic playing field)
5. Pingree Park (multi-use athletic playing field, two small baseball diamonds, one large baseball diamond, four tennis courts, playground)
6. West Wenham Park (small athletic playing field)
7. Winthrop Elementary School (small baseball diamond, multi-use athletic playing field)
8. Cutler Elementary School (small baseball diamond, multi-use athletic playing field)
9. Buker Elementary School(two small baseball diamonds, small multi-use athletic playing field)
10. DPW Field (multi-use athletic playing field)

Appendix B

A general overview of classes and programs, sorted by program type, that the Hamilton Wenham Recreation Department has offered over the last calendar year. All specific information on classes is available by contacting the Recreation Department or visiting the Recreation Department's webpage on the Town's website. www.hamiltonma.gov

Youth Sports Programs (Ages 3-15)

Gymnastics
Tennis Lessons
Cheerleading
Basketball
Rock Climbing
Golf Lessons
Girls Kickball
Girls Softball
Horseback Riding
Flag Football
Imagination Station
Soccer
Swim Lessons
Swim Team
Patton Park Summer Park Program

Youth Enrichment Programs (Ages 3-15)

First Steps in Music
Musical Afternoons
Robotics Classes
Art Classes
Video Game Animation
Babysitting Orientation
Science Classes

Adult Sports Programs (Ages 18+)

Boot Camp
Tennis Lessons
Lap Swim
Water Exercise
Walking Club
Volleyball