

**TOWN OF EASTHAM
REQUEST FOR PROPOSALS TO IDENTIFY RECREATIONAL LAND USE
OPPORTUNITIES AND DEVELOP A PLAN TO RENOVATE, IMPROVE AND/OR
EXPAND EASTHAM'S CURRENT RECREATIONAL LAND**

I.0 Request for Proposal

The Town of Eastham is seeking the services of a qualified consultant to develop a comprehensive plan to renovate, modernize, and upgrade our active recreation areas. In addition to identify new areas for expansion of recreational activities, using Town of Eastham owned property and private property that may be currently available for acquisition.

Specifically, the town is seeking the services of an engineering individual or firm with a strong understanding of Massachusetts General Law Chapter 61B and experience in Recreational Land Use projects.

2.0 General Requirements

Applicants should submit proposals in two sealed envelopes as follows: (1) an original *non-price* proposal with three (3) copies and (2) an original *price* proposal with two (2) copies, on or before **Friday, February 20, 2015 at 2:00PM:**

Town of Eastham
Attn: Sheila Vanderhoef,
Chief Procurement Officer
2500 State Highway
Eastham, MA 02642

Proposals should be submitted in two separate envelopes and marked as follows:

NON-PRICE PROPOSAL
"RECREATIONAL LAND USE PROJECT"

PRICE PROPOSAL
"RECREATIONAL LAND USE PROJECT"

Proposals received after this time will be deemed non-responsive and will not be accepted. Faxed or e-mailed proposals will be deemed non-responsive and will be rejected. Responses to this Request for Proposals must include all required documents, completed and signed per the instructions and attached forms included in this bid packet.

Applicants are cautioned to allow sufficient time for their proposals to be hand-delivered or received by mail. The Town of Eastham reserves the right to reject all proposals or proposals that are incomplete or deemed non-responsive or that are not in the best interest of the Town.

The Town of Eastham has determined that while consultant activities are not strictly regulated by 30B, this Request for Proposals is issued consistent with the Uniform Procurement Act, M.G.L. c30B. Therefore, the provisions of M.G.L. c30B are incorporated herein by reference.

3.0 Project Description

To identify recreation land use in Eastham and plan to renovate, repair, and/or expand the recreational offerings in the Town based on the following:

- New recreation fields will meet a long awaited community need
- Benefits of new recreational fields in Eastham will broaden the participation of youth and adult sport leagues
- Current use of fields is hampered by traffic congestion and lack of parking in Town Hall area
- Look at present Field of Dreams and recommend renovations/improvements
- Inability to expand new area due to land restrictions and parking
- Need to be aware of community preservation funding for active recreation activities
- A new recreational area with bike paths, open space, and recreation would increase value to residents and commercial property owners
- Often sited as top reason to locate business or residents, year round or summer, within a Town
- These new first class outdoor facilities, if approved, would benefit the senior, adult, and youth population of Eastham

4.0 Tasks

The successful proposal will identify staff capable of carrying out all the duties related to this work, including but not limited to:

- Applicants shall be available to meet with Town Officials within 3 days of request
- The Town will arrange all meetings and times, as are deemed necessary, to review files, visit sites and meet with Town Officials
- For each task, the Consultant shall thoroughly review and all material and correspondence provided by the Town
- Initial meeting and start-up:
 - Consultant shall meet with officials of the Town of Eastham to discuss contract terms, detailed scope of work, project timelines and any concerns either party may have before work begins
- Identify properties which are suitable within the Town of Eastham that will serve both adult and youth populations
- Identify properties which will have adequate parking for participants and spectators
- Hold public hearings to receive community input about recreational needs throughout the Town of Eastham
- Develop a long range plan in which activities such as the following will be incorporated with the new recreational areas

- Pickle ball
- Walking track
- Life courses
- Senior exercise area
- Soccer field (Town currently uses baseball fields)
- Multi-purpose field for baseball, softball, football, and soccer for youth and adult
- Playground (music playground/challenging area)
- Splash pad
- Outdoor theatre
- Shaded picnic area
- Outdoor volleyball/sand volleyball
- Tennis backboard practice
- Tetherball
- Zip line
- Basketball court
- Community gardens
- Multi-purpose court for volley ball, hopscotch, etc
- Provide the Town with conceptual drawings on:
 - Field of Dreams improvements (including cost estimates)
 - Off site location which is found to be most desirable (and include cost estimate breakdown, ie cost of track, senior playground, etc.)
- Assist the Town of Eastham in preparing grants for CPC funding and any other state/federal funding which may be available

5.0 Evaluation Criteria

All proposals will be evaluated and ranked in accordance with stated criteria as:

Highly Advantageous: Meeting and exceeding the requirements or criteria.

Advantageous: Meeting the requirements or criteria.

Disadvantageous: Does not meet the requirements or criteria.

Specifically, the criteria for evaluating proposals will include the following;

- 5.1.1 Applicant response conforms to all submission requirements, and is complete;
- 5.1.2 The individual/firm has experience with similar projects, within the last 5 years;
- 5.1.3 The individual/firm has experience in towns with similar geographic and demographic criteria as the Town of Eastham, within the last 5 years;
- 5.1.4 The individual/firm has successful experience securing federal, state, and/or local grants for similar projects;

Project proposals meeting at least three (3) of the above criteria will be ranked responsive, and reviewed further.

6.0 Submission Requirements

All submissions shall include:

- A. Description of Intended Use
 - Description of all activities to take place on the Property
 - Calendar of activities, include typical daily schedule(s) as applicable
 - Approximate number of participants and staff using the Property
 - Proposed alterations and improvement plan for Property
 - Description of Property preservation and conservation intent
 - Maintenance and custodial plan for Property
- B. Proposed Purchase Terms
 - Purchase price
 - Finance options
- C. Statement of Qualifications
 - Firm name, contact information, firm structure, firm size, years in business
 - Names of principals along with their résumé
 - List of other similar projects managed
 - List of any regulatory action or litigation within the last 10 years involving the Firm or its employees
 - 3 references
- D. Statement of Environmental Intent
 - Conservation plan for the Property's plants, animals, endangered species and natural habitats
 - Traffic plan in sufficient detail for the scope of uses including Bus and/or Car drop off and parking

Additionally, all proposals shall include:

- Letter of interest signed by firm principals
- Résumé of all proposed project team members
- Narrative description of approach
- Signed and Completed Certificate of Non-Collusion and Statement of Tax Compliance (*Attachment 1*)

The successful Firm(s) will be interviewed and it is expected that the full project team as well as the project manager will attend.

All submissions for consideration shall be received by **2:00PM, Friday, February 20, 2015** at the following address:

Town of Eastham
Attn: Sheila Vanderhoef,
Chief Procurement Officer
2500 State Highway
Eastham, MA 02642

With a price and non-price proposal in separate envelopes and so labeled as shown, and with the name of the respondent prominently shown on the envelope.

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7.0 Questions

All questions shall be in writing (**email preferred**) and addressed to:

Town of Eastham
Sheila Vanderhoef, Chief Procurement Officer
2500 State Highway,
Eastham, MA 02642
Or (www.jbeebe@eastham-ma.gov)

All written questions shall be received no later than **Friday, February 6, 2015**, and will be answered in email by **Friday, February 13, 2014**. Responses will be distributed to all firms that have registered on the Town website under this RFP.

ATTACHMENT 1

TOWN OF EASTHAM

CERTIFICATE OF NON-COLLUSION

EXHIBIT B

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.

(Signature of individual signing bid or proposal)

(Name of business)

STATEMENT OF TAX COMPLIANCE

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under penalties of perjury that I, to my best knowledge and belief, have complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Social Security or Federal
Identification Number _____

Signature of Individual signing proposal
