

REQUEST FOR QUALIFICATIONS (“RFQ”) CITY OF NEWTON PLANNING AND DEVELOPMENT DEPARTMENT

The City of Newton is currently seeking the services of a consultant to work with the Planning and Development Department to undertake a reconnaissance survey and develop planning strategies to identify and protect heritage landscapes in Newton. Services include cultural landscape identification and analysis, land use planning, GIS/GPS, and archaeological consultation.

The award of this contract is exempt from the bidding requirements of Massachusetts General Laws Chapter 30B. Accordingly, this RFQ and the services required herein are not subject to Chapter 30B.

Project Background and Goals

The Planning and Development Department seeks to hire a consultant with experience conducting heritage landscape inventories based on the model established by the Massachusetts Department of Conservation and Recreation (DCR). The consultant will work with Planning and Development Department staff to facilitate the community outreach and fieldwork necessary for completion of a Heritage Landscape Inventory Reconnaissance Report for Newton. The consultant will utilize the model established by DCR of identifying, documenting and planning for the protection of the heritage landscapes; the special places created by human interaction with the environment that help define the character of Newton as a community and reflect its past.

Once completed, the inventory will be used to guide historic landscape preservation in the city. It will help City departments to budget and plan for preservation efforts, and may help nonprofits and “friends of” groups raise money for preservation efforts. It will also become an important part of the City’s Recreation and Open Space Plan.

Project Overview

The consultant will facilitate four heritage landscape identification meetings in different areas of the City, followed by fieldwork and research to assess prioritized landscapes, resulting in a reconnaissance report for Newton. These reports provide communities an indication of the wide range of heritage landscapes that exists in their communities, and recommendations for their protection that can be pursued and implemented.

As stated previously, the methodology employed by DCR in their regional Heritage Landscape Inventory Program will be utilized as the basis for this project. Additionally, the consulting team shall refer to the following:

- Reading the Land, Massachusetts Heritage Landscapes: A Guide to Identification and Protection, available at www.mass.gov/dcr/stewardship/histland/publications.htm
- Terra Firma: An Introduction to Historic Landscape Preservation, available at: <http://www.mass.gov/dcr/stewardship/histland/publications.htm>
- Historic Properties Survey Manual, available at: www.sec.state.ma.us/mhc/mhcpdf/lhcsun.pdf

Consultant Scope of Services

The consultant will be responsible for the following tasks and products.

Tasks

Phase I

Participate in the project start-up meeting with Planning and Development Department staff to:

- Refine consultant/staff roles and expectations, and
- Discuss content and format of four community meetings.

Phase II

- Conduct four local identification meetings (each approximately 2 hours in duration) to review potential heritage landscapes with community members. The location of the meetings will be

determined by staff, with one in each quadrant of the city. The meetings will serve to solicit input from a range of community members about potential heritage landscapes, foster discussion about specific landscapes of concern and develop a large list of potential heritage landscapes that are prioritized to anywhere between 5 and 10 to serve as the basis of the fieldwork.

- Fieldwork and research by the consulting team (approximately 4 hours in duration per neighborhood) to review these prioritized landscapes.
- Preparation of a draft reconnaissance report, within 2 weeks of having completed the fieldwork, submitted electronically to the Planning and Development Department for distribution to reviewers.
- Preparation of draft GIS maps for the city identifying the location of all high priority heritage landscapes.
- Participation in one community meeting (citywide) to discuss results of fieldwork, obtain input on draft products, and solicit input on Phase III.

Phase III

- Incorporation of comments received on draft community reconnaissance report and map and preparation of final reconnaissance report and map.
- Preparation of a final report for the project. This report will include a spreadsheet (prepared in Excel format) of all landscapes identified in the reconnaissance survey.
- Meet with the Planning and Development Department staff to discuss recommendations and potential projects that could be undertaken and determine phase III final product.
- Present final report to the Community Preservation Committee at their regular monthly meeting. Aldermen will be invited to attend.

Products

Heritage Landscape Inventory Reconnaissance Report – a draft and a final, produced by lead consultant with team input. The report will provide specific planning recommendations for each high priority heritage landscape identified, and a prioritized action agenda to pursue these recommendations. The report will also include a spreadsheet of all heritage landscapes identified through this process. A GIS map will also be a part of the report.

The final reconnaissance report will be submitted to the Planning and Development Department in both hardcopy and electronic formats. The hard copy will be double sided, printed on paper of recycled content. The electronic version will be submitted in *.pdf format or in another format that is agreed to by the Planning and Development Department.

Scheduling

The City is eager to develop the Heritage Landscape Inventory. With this in mind, the schedule for the development of the inventory is listed below.

Activity/Event	When
Consultant team selected and contract executed	June 2008
Phase I	
Project start-up meeting	July 2008
Phase II	
Conduct four community identification meetings to generate list of significant landscapes	September 2008
Conduct fieldwork to review landscapes	September 2008
Prepare draft HLI Reconnaissance Report	October 2008
Phase III	
Conduct community meeting to solicit feedback on draft report	November 2008
Prepare final HLI Reconnaissance Report	December 2008
Submit the final report to the City and present to CPC	January 2008

Planning and Development Department Responsibilities

A number of preparatory tasks that complement and facilitate the work of the consultant will be undertaken by the Planning and Development Department.

- Coordinating the scheduling for each local identification meeting and the fieldwork time with local contacts and the consulting team.
- Developing the invitation list and sending invitations for all community meetings.
- Developing press releases and other publicity for the project.
- Coordinating and participating in the review of all draft products.
- Organizing a closeout group meeting with City staff.

Minority Outreach

Qualified minority individuals and firms are encouraged to submit a response to this RFQ.

Equal Opportunity Requirements

Offerors are hereby advised that compliance with the following non-discrimination provisions is required:

Title VI, Civil Rights Act of 1964 as amended
Title VII, Civil Rights Act of 1968, as amended
Executive Order 11063 and 11246

Submission Requirements

Please provide three copies of your qualifications. Please respond to the following items:

1. Firm Name – Please briefly describe background and history. Please also list the type of organization (individual, partnership, corporation or joint venture).
2. Provide summary information regarding your current insurance coverage, including Professional Liability, Workers Compensation and General Liability Insurance.
3. List the person assigned as the lead on this project. This individual must have a minimum of three years experience in conducting Heritage Landscape Inventories.
4. Identify and briefly describe your experience with similar projects. Give names, addresses and telephone numbers of these clients.
5. Describe your familiarity with Newton landscapes and historic resources.
6. Provide your proposed itemized fee for services. The City strongly prefers a lump sum price. If hourly rates are provided, please state the estimated total hours/price. Should the project scope expand as requested, please submit a hourly rate.
7. Please state why you feel your firm should be selected for this project.

The contract award, if any, will be made to the best-qualified individual or firm showing satisfactory completion of similar projects, a demonstrated familiarity with Newton, its landscapes and historic resources, and a competitive price. The contract award shall be made in the sole discretion of the City. The City reserves the right to reject all submissions as determined to be in the best interests of the City.

All products delivered to the City under the contract shall become the property of the City. .

Please mail or deliver your proposal no later than **Friday, June 20, 2008, by 5:00 p.m.** to:

Amy Yuhasz, Community Development Program Manager
Newton Planning and Development Department
1000 Commonwealth Avenue
Newton, MA 02459

If you have questions about this RFQ, please call or email Amy Yuhasz at (617) 796-1122 or ayuhasz@newtonma.gov.