



## TOWN OF MEDWAY

Department of Community and Economic Development  
155 Village Street, Medway, MA 02053

April 6, 2017

### REQUEST FOR PROPOSALS UPDATE to MEDWAY OPEN SPACE AND RECREATION PLAN

**Introduction** - The Town of Medway is requesting Consultant proposals for the preparation of an update to the 2010 Medway Open Space and Recreation Plan (OSRP) pursuant to the requirements of the Division of Conservation Services (DCS) within the Executive Office of Energy and Environmental Affairs (EOEEA). Medway's current OSRP may be viewed online at the Town's web site as follows: <http://www.townofmedway.org/sites/medwayma/files/uploads/open.pdf>. The State's recognition of Medway's Open Space and Recreation Plan will expire in June 2017.

**Goals for Updating the OSRP** – It is the Town's desire that the process for updating the OSRP will also:

- Provide guidance on the process and criteria for the Town to use in considering future land acquisitions, conservation restrictions and/or easements for open space, trails and recreational activities
- Identify opportunities for public connections to other open space and recreational resources in nearby communities.
- Help the Town establish a plan for the management of its open space resources including monitoring, maintenance and enforcement
- Assist the Town in determining and clarifying the various roles and responsibilities of various Town boards, committees, departments and private entities such as homeowners associations to manage the Town's open space resources
- Serve as the basis for seeking public and private grants and financial resources to support the acquisition of additional open space and recreational resources

**OSRP Update Task Force** - The Planning and Economic Development Board will establish an Open Space and Recreation Plan Update Task Force to work on the preparation of the Plan with the selected Consultant. The Task Force will include a representative from the Open Space Committee, Conservation Commission, Board of Parks Commissioners, Planning and Economic Development Board, School Committee, Board of Selectmen or their designees, and an unaffiliated resident. Key Town staff involved in planning, conservation, and public facilities operations/maintenance will provide staff support and guidance.

**The Consultant shall coordinate the preparation of an update of Medway's OSRP** based on the most current and readily available information/data about Medway to address the following standard elements of a Massachusetts OSRP.

- Regional context, population characteristics and growth/development patterns
- Identification, environmental inventory, mapping and analysis of the community's unique natural resources
- Inventory, assessment and mapping of Medway's public, private, and non-profit conservation, open space and recreation resources and other properties of interest
- American with Disabilities Act (ADA) Self Evaluation Report including an evaluation of accessibility to Medway's open space and recreational facilities and a Transition Plan.
- Analysis of Medway's resource protection and land management needs
- Community's broad open space and recreation goals
- Goals and objectives and a detailed 7 year action plan including land acquisition
- Description of public participation/community engagement in the OSRP planning process

**The Consultant shall also develop the following additional components to the OSRP:**

- Review of other Town planning documents regarding recreation and open space including the 2009 Medway Master Plan, the 2013 Parks, Open Space and Athletic Fields Master Plan Report by Gale Associates, the Management Goals for Medway's Open Space and Conservation Lands adopted by the Conservation Commission and Open Space Committee in 2015, and the recent Parks and Fields Improvement Plan for Choate Park, Cassidy Fields, Oakland Park, and the Middle School.
- Review of the community's progress toward meeting the goals of Medway's 2010 OSRP.
- Review of the Town's current land management plans for Town owned open space parcels.
- Review of regional open space and recreational initiatives with an eye to cooperative opportunities.
- Development of a template for best land management practices for the Town's open space parcels.
- Recommended annual budget for the upkeep and maintenance of the Town's open space parcels.

**Deliverables** – The final deliverable will be an updated OSRP including all identified components. This shall be provided as ten bound and color printed copies and an electronic WORD document.

**Consultant's Proposal** - At a minimum, the proposal should describe how the Consultant will approach the following:

- Preparation of the various components of the Open Space and Recreation Plan
  - ✓ Process to be used for development of the OSRP goals and 7 year action plan.
  - ✓ Involvement by the Open Space and Recreation Plan Update Task Force, Town staff, and key boards and committees in the development of the plan.
- Preparation of the ADA Self Evaluation Report. The Town is receptive to the use of a sub-contractor for this component.

- Public participation. A multi-faceted approach to community engagement is desired beyond the minimum required by DCS and should include outreach to residents, key property owners, and various area conservation/open space organizations. At a minimum the outreach should include:
  - ✓ the development and analysis of a public opinion survey regarding the community's vision for open space/recreational facilities
  - ✓ a series of at least three public forums/visioning sessions
  - ✓ other forms of community engagement/citizen participation that could be effective.

**The proposal should also include the following:**

- Overall schedule for completion of the OSRP update
- Specification of assistance/information/support services needed from Town staff to undertake this project
- Resumes of key personnel assigned to the project
- Identification and credentials of any sub-contractors the consultant will engage to complete various components of the Plan
- List of at least three communities for which your firm has compiled an Open Space and Recreation Plan within the last five years and corresponding contact information

The proposal should not exceed fifteen pages.

**The Town of Medway will:**

- Coordinate scheduling and logistics of Task Force meetings and community forums.
- Secure a representative of the disabled community to be available for site visits to assist in the preparation of the ADA Self Evaluation Report.
- Produce the needed maps in coordination with the Consultant.
- Handle submittal of the draft OSRP to the Division of Conservation Resources for review and comment, seek public comment from local and regional planning officials, and incorporate those comments into the final plan.

**Budget** - Funding for the update to Medway's OSRP is dependent on authorization, by Town Meeting in May 2017, of the use of Community Preservation Act funds. We request a lump sum proposed budget, which will include all labor and expenses required to complete the project. Please include an hourly estimate of the work hours for each task identified in your scope of work to be performed. Clearly specify the costs of any subcontractors.

**Time Frame** – The Consultant shall complete the project within nine months after a contract is signed which is expected in early July 2017.

**Town Leadership** – The Consultant shall report to the Medway Community and Economic Development office.

**Proposal Submittal** - Sealed proposals will be received at the Medway Community and Economic Development office, 155 Village Street, Medway, MA 02053 **until 4:00 PM, on Monday, May 1, 2017.**

- Ten copies of the proposals are to be submitted in a sealed envelope and marked “OSRP Plan Proposal”. The proposal shall also be provided in electronic format (email, disc, thumb drive or ftp site).
- The price proposal shall be provided in a separate sealed envelope marked “OSRP Cost Proposal”.

**Review of Proposals** - The Open Space and Recreation Plan Update Task Force will review the proposals, rank the applicants, and select a finalist to recommend to the Town Administrator/Board of Selectmen. Depending on the number and quality of proposals, interviews may be scheduled. The Town of Medway reserves the right to reject any proposal or any parts thereof deemed not to be in the best interest of the Town of Medway.

Consultant proposals will be evaluated based on the following criteria:

- Familiarity with the OSRP guidelines developed by the Executive Office of Energy and Environmental Affairs – Division of Conservation Services and experience in preparation of OSRP plans
- Qualifications of personnel assigned to the project
- Thoughtfulness and thoroughness of proposed methodology/approach to the project
- The effectiveness of the consultant’s interpersonal and presentation skills as evidenced during the interview process
- Creativity of the plan for citizen participation/community engagement
- Cost effectiveness of price proposal

**Contract** - The selected Consultant will be required to enter into a contract/agreement with the Town of Medway. Upon the acceptance of a Consultant’s proposal, the Town will prepare and submit an Agreement to the successful Consultant for execution. In the event that the successful Consultant fails, neglects, or refuses to execute the Agreement within two weeks after its receipt from the Town, the Town may, at its option, cancel the award and make a new award to another proposer, or reject all proposals and issue a new RFP, or cancel the proposal entirely.

**Questions** - If you have any questions, please contact the Medway Community and Economic Development office at 508-321-4890. Staff members include Stephanie Mercandetti, Bridget Graziano, and Susy Affleck-Childs.