

REQUEST FOR PROPOSALS:

Dorchester Greenway Planning and Engineering



Boston Transportation
Commissioner Nicholas Gove
EV00013495

PROJECT SUMMARY:

The Streets Cabinet in the City of Boston (“the City”) is requesting proposals from a team of qualified consultants (“the Consultant”) to conduct a feasibility study of a proposed 0.7 mile long linear park or greenway on top of the Red Line tunnel between Ashmont Station and Park Street. This project is hereinafter referred to as the “Dorchester Greenway”.

The feasibility study includes a site survey, structural analysis of the tunnel, mapping and title search of property ownership within the Right of Way (ROW), preparation of a low cost, easy to implement “Quick Build” design, and preparation of a concept design of a more capital-intensive, “Long Term Plan,” in close collaboration with the City of Boston, MBTA, and members of the Dorchester community. A separate consultant is under contract to plan the engagement process.

The feasibility study is under a tight timeline. Ideally the structural engineering, site survey, and ROW scope would be substantially completed within 12 weeks of Notice to Proceed (NTP), the Quick Build design would be completed by the end of 2024, and the concept design for the Long Term Plan would be completed by June 30, 2025. Community engagement led by the City and the MBTA would take place in parallel with this work.

RFP SCHEDULE:

EVENT	DATE
RFP Issue Date	February 19, 2024 at 10 AM ET
Virtual Pre-Proposal Q&A Meeting Registration Link	March 6, 2024 at 3 PM ET
Proposal Due Date	March 19, 2024 at noon ET

CONTACT INFORMATION:

Charlotte Fleetwood | charlotte.fleetwood@boston.gov

All questions should be emailed with the **RFP number EV00013495** in the subject line.

You can access **RFP EV00013495** and related documents through the supplier portal found at boston.gov/procurement .

WHAT IS A REQUEST FOR PROPOSALS (RFP) AND HOW DOES IT WORK?

What: An RFP is a document that explains what services the City of Boston needs and is looking to purchase from vendors (you!).

Why: An RFP is important for three primary reasons.

1. RFPs outline the scope of work for the services that the City wants to buy, and what a vendor can expect.
2. RFPs explain what a vendor needs to do to bid for the contract.
3. RFPs ensure that all eligible vendors have the opportunity to bid on City contracts.

How:

- ☐ Read through the RFP and decide if you want to bid for the contract.
- ☐ Register as a vendor on the Supplier Portal (if you aren't already).
- ☐ Put together your technical proposal and price proposal. Be sure to read each section of the RFP carefully.
- ☐ If you have questions, attend the [Virtual Pre-Proposal Q&A Meeting](#) on March 6 at 3 pm ET or email questions to charlotte.fleetwood@boston.gov by March 8, 5 pm ET.
- ☐ Submit your final technical and price proposals, as well as any necessary forms. Be sure to leave plenty of time for submission.

RFP Structure:



Read sections I and II



Respond to sections III and IV



Follow the directions in section V

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I. INTRODUCTION AND SCOPE OF WORK



1.1 THE OPPORTUNITY

The proposed [Dorchester Greenway](#) is a community initiated vision for a 0.7 mile long off-road path along the MBTA's Red Line tunnel ROW between Ashmont Station and Park Street in Dorchester. The path would provide a comfortable route for people in Dorchester to walk or bike to MBTA stations, schools, businesses, health care facilities, and places of worship in the Greater Ashmont, Fields Corner, and Codman Square neighborhoods. The greenway would also serve as a new public space where people can stroll, roll, relax, or gather with friends and neighbors in a traffic-free, low-stress environment.

At a larger scale, the project would be a new segment or “Green Link” in the growing network of greenways that are accessible to Boston residents. It is also part of the “Emerald Network”, a vision led by LivableStreets Alliance (LSA) to enable residents in greater Boston to access over 200 miles of connected greenways.

1.2 BACKGROUND

The idea for a greenway on top of the Red Line tunnel has been discussed by members of the Dorchester community for over a decade. In 2017, [Greater Ashmont Main Streets](#) in partnership with OJB Landscape Architects, RODE Architects, TLee Development, LSA, and members of the community created initial concepts for the greenway (Initial Proposed Concept) to help advance discussion. The [Initial Proposed Concept](#) includes one or more paved paths, plantings, benches, lighting, wayfinding signage, public art, and other amenities. The Initial Proposed Concept is the inspiration for this feasibility study.

The ROW for the greenway is approximately 0.7 miles long and 25 to 60 feet wide, and is mostly fenced from public access, except for a 0.13 mile long segment at Shawmut Station. The plaza at Shawmut Station was created as part of a station renovation completed in 2009. The sections that are fenced appear to have an exposed concrete or asphalt surface above the tunnel roof, and plants that have established themselves along the edges.

The neighborhood surrounding the path is densely populated, with multi-family homes, schools, and tree-lined streets. The path would be within a 10 minute walk from a variety of destinations in Greater Ashmont Main Streets, Fields Corner Main Streets, and Codman Square.

Nearby Neighborhood Centers

Greater Ashmont Main Streets is located near the southern end of the ROW and is a vibrant commercial district with over 130 small businesses and an active Main Streets organization. The district includes Ashmont Station, which is a major regional transportation hub with access to the Mattapan Trolley, the Red Line, and many local and regional bus routes.

Fields Corner Main Streets is located near the northern end of the ROW and also has an active Main Streets organization. Per the Main Streets website: “Fields Corner is home to a diverse community of Vietnamese, African-American, Cape Verdean, Irish and Latino businesses, and residents. The fabric of our neighborhood is showcased through the vibrancy and unique offerings of over 200 shops, services, and restaurants.” ([Fields Corner Main Streets](#))

The central section of the ROW is a 10 minute walk to Codman Square, a neighborhood center that includes Codman Square Health Center, [Codman Square Neighborhood Development Corporation](#), a branch of Boston Public Library, and a number of schools, churches, and small businesses.

1.3 GOALS

The goals for this project are:

1. Confirm the Red Line tunnel cap can support loads anticipated from pedestrians, cyclists, and maintenance vehicles. Also confirm that it can support design features such as paving, benches, trees, planters, etc.
2. Conduct a site survey to determine grades, surfaces, utilities, trees, and other physical features of the ROW.
3. Confirm ownership of parcels within and adjacent to the ROW, and identify any easements.
4. Develop an implementable Quick-Build Design (plans, specs, and estimates) that would be fully accessible but would require only minimal construction.
5. With MBTA approval and in collaboration with the community, create a concept design for a Long Term Plan for a path with lighting, benches, paths with different surfaces, art, trees, green infrastructure, and other landscape features.

As part of this work, the Consultant shall coordinate and collaborate with the MBTA on all ongoing studies in the tunnels for this stretch of the Red Line (ventilation, tunnel rating reports, etc).

1.4 SCOPE OF WORK

The Consultant will work under the direction of the Project Manager in Boston Transportation in collaboration with the MBTA on the following tasks:

1. Site Survey (including MBTA permitting)
2. Structural analysis and conditions assessment of the Red Line roof and tunnel
3. Structural design: 30% plans (if needed)
4. Title search and preparation of ROW plans
5. Prepare an implementable Quick-Build Design for a path over the tunnel, in collaboration with the MBTA, community members, and local stakeholders.
6. Prepare concept design of a Long Term Plan for a constructed path with landscape amenities, in collaboration with the MBTA, community members, and local stakeholders.

Minimum Qualifications

- The Consultant must commit to an individual project manager with at least 5 years of experience managing projects of similar scope in Massachusetts. It is preferred that the Consultant have experience managing similar projects for the City of Boston and MBTA.
- The Consultant shall possess and comply with all required and necessary licenses as may be specified by Federal, State and/or Local authorities, related to the services referred to in this RFP. Massachusetts registration and licensing is required in all applicable disciplines.
- The Consultant must have thorough knowledge of procedures, requirements, and practices of the Commonwealth of Massachusetts, the City of Boston, and other agencies related to the design and construction of public works.

1. Site Survey

The Consultant shall obtain all permits and licenses needed and perform a survey of the project limits in accordance with the following:

a) Overall project limits are the property boundary lines of the MBTA railroad ROW beginning approximately 200 Ft. north of the intersection of Talbot Avenue and Dorchester Avenue, then proceeding along the right-of-way north to a point approximately 115 Ft. north of the right-of-way crossing with Park Street. The total length of the corridor is approximately 3,800 linear feet, varying 40-60 Ft. in width, with a total area of 4.5 acres.

- b) Survey shall be prepared by Massachusetts Registered Land Surveyor provided in PDF and AutoCAD format.
- c) Survey will pick up the full property boundary along the entire project length, all visible surface features, and any neighboring elements such as fences or structures encroaching into the property.
- d) The survey will include topography with 1 Ft. interval contours referencing the Boston City Base datum. The survey will show the location, path, and limits of visible tracks, but topography will reflect the surface of earth or ballast around the tracks.
- e) Utilities survey, at a minimum, shall include manhole covers, drain grates, valve boxes, hydrants, utility poles, overhead wires, electrical control boxes, transformer pads, etc.
- f) At the Shawmut T Station, the survey of the station and land within the MBTA owned ROW will be included. ROW and documentation of the stations will also be included.
- g) This task includes all MBTA fees, permitting, and ROW safety training for staff who need to access the ROW.

2. Structural analysis and conditions assessment

The Consultant shall perform structural condition assessment of the existing Red Line Tunnel and the applicable section of Shawmut Station to determine parameters needed to develop preliminary and final designs.

- a) Gather and review applicable plans and documentation, including but not limited to:
- Formally request that MBTA provide applicable plans, record drawings, and associated documentation
 - Review available Red Line Tunnel Inspection Reports, plans, rating reports, as well as any documents addressing tunnel repairs/rehabilitation.
 - Review the conceptual layout options from the [Initial Proposed Concept](#)
 - Review all plans the MBTA has for projects within the corridor
- b) Perform structural condition assessment.
- Use available tunnel inspection reports to identify scope and key locations for field evaluation.
 - Provide a condition assessment report for observed elements.
- c) Prepare an existing structural condition plan for the project limits, in AutoCAD.

d) Prepare structural calculations for the tunnel roof and station roof and supporting structure to resist the proposed loading.

- Coordinate with the MBTA via the Project Manager to determine the number of required sections to be analyzed based on the proposed layout, the condition of the structure, and other factors which may affect the load carrying capacity of the structure.
- Coordinate with Project Manager and the MBTA to determine the appropriate pedestrian and maintenance vehicle live loading to be included in the analysis.
- Review potential excavation on the outside of the tunnel and the effects on the tunnel and station structure.
- Incorporate findings from information review (condition assessment, plans) into structural calculations.
- Prepare a final calculation package for the various sections analyzed, for review and comment by the MBTA.

e) Create parameters for short term and long term landscape improvements that would not require strengthening of the existing MBTA Red Line Tunnel Roof and Station Roof.

f) Identify locations of the tunnel roof that would require repairs.

g) Prepare generic repair details for concrete and steel elements.

h) Prepare a cost estimate for repairs that can be addressed using the generic details

h) Attend meetings with the Project Manager, the MBTA, and the design team.

i) This task includes all MBTA fees, permitting, and ROW safety training for staff who need to access the ROW.

j) Submittals must be stamped by registered PE in MA.

3. Structural design: 30% design submittal

If repairs are needed that cannot be addressed with generic details, the Consultant shall perform the following tasks:

- Prepare 30% level tunnel roof structural repair plans based on the findings from the assessment.
- Develop a 30% cost estimate for these plans

4. Title search and preparation of ROW plans

The Consultant shall create ROW plans and perform title searches for properties within the project limits in accordance with the following:

- a) Prepare a set of ROW plans, in accordance with MassDOT standards, for parcels within the project limits and for abutting properties, in AutoCAD.
- b) Conduct title searches to confirm the current owners of privately-owned properties and, if requested by MBTA, properties owned by MBTA. The title search process shall be overseen by a licensed Title Attorney.

5. Prepare Quick Build Design

Using information obtained in previous tasks, the Consultant shall create final plans, specifications, and estimates for a Quick-Build Design for a path in the ROW. The design will be developed by the Consultant in collaboration with the City, the MBTA, and the community.

As part of this task, the Consultant shall reference on the base plan all future projects that the MBTA is planning within the ROW.

During the design development process, the Consultant shall prepare sketches and renderings to help visualize the Quick-Build Design. Assume perspective sketches for up to 3 options in 3 locations, and a plan view rendering of the final design.

The Quick-Build Design must be fully accessible and shall include but not be limited to:

- Existing conditions plans
- ROW plans
- Final design plans (at a minimum, surface treatment, signage, fencing, and temporary lighting; as applicable, site furnishings, plantings, and artwork)
- For street crossings, assume field designed ramps and standard details for crosswalk markings.
- Specifications for specialty items
- Cost estimate

The plans must be stamped by a Landscape Architect, Architect, or PE registered in MA.

6. Prepare Concept Design of a Long Term Plan

Using information obtained in previous tasks, the Consultant shall create concept level design plans and estimate for a more capital-intensive Long Term Plan. The design will be developed by the Consultant in collaboration with the City, the MBTA, and the community.

The Consultant shall reference and account for all future projects that the MBTA is planning within the ROW.

During the design development process, the Consultant shall prepare sketches and renderings to help visualize the concept design. Assume perspective sketches for up to 3 options in 3 locations, and a plan view rendering of the selected concept design.

The concept design must be fully accessible and shall include but not be limited to:

- Existing conditions plans
- ROW plans
- Concept design plans

1.5 PERFORMANCE METRICS

The table below highlights the metrics that will be tracked and reviewed collaboratively with the selected vendor during the contract. This list is an indication of the performance metrics of interest to the City, and is not exhaustive or final.

PERFORMANCE METRIC	DESCRIPTION
Site Survey	Site survey substantially completed within 12 weeks of NTP
Structural Assessment	Structural analysis and conditions assessment substantially completed within 12 weeks of NTP
Title Search and ROW Plans	Title search and ROW plans substantially completed within 12 weeks of NTP
Preparation of Quick Build Design	Concept for Quick Build design substantially completed by September 30, 2024. Final plans, specs and estimate completed by December 31, 2024
Preparation of Concept Design for Long Term Plan	Concept design for Long Term Plan substantially completed by May 30, 2025

1.6 PROPOSAL TIMELINE

The table below shows the preliminary RFP schedule. Dates are subject to change. For the most updated information, please visit the [City of Boston Supplier Portal](#).

EVENT	DATE
RFP Advertised	February 19, 10 am ET
Virtual Pre-Proposal Q&A Meeting Registration Link	March 6, 3pm ET
Questions Due to the City Via email to charlotte.fleetwood@boston.gov	March 8, 5pm ET
Consolidated Q&A Posted by the City	March 12, noon ET
Deadline for Proposals <i>See Submission Instructions for details</i>	March 19, noon ET
Consultant interviews	April 3, 1pm - 4pm ET
Consultant selected	April 5, 2024 5 pm

All times are in Eastern Time

1.7 WHAT TO DO IF YOU HAVE QUESTIONS

Vendors can ask questions live during the **Virtual Pre-Proposal Q&A Meeting** (information in the table above).

Outside of the Q&A Conference Call and before the proposal deadline, all communications must be **emailed to charlotte.fleetwood@boston.gov** with the **RFP number EV00013495** in the subject line.^{1,2}

¹ No other City employee, Consultant, or contractor is empowered to speak for the City with respect to this RFP. Any oral communication is considered unofficial and non-binding to the City.

² **After the proposal deadline, Vendors should not contact the RFP Coordinator or any other City official or employee about this RFP**, except to respond to a request by the RFP Coordinator. Vendors may continue to contact City officials and employees about issues **unrelated** to this RFP.

1.8 CONTRACT DETAILS

The term of the contract will be approximately **14 months**.

- The target implementation dates are May 1, 2024 through June 30, 2025.
- The estimated cost for this project is approximately \$600,000.

1.9 PAYMENT PROCESSES

The selected Vendor must sign up for automatic payment through the City's Vendor Registration Form on the City's Supplier Portal. Information will be provided to the selected Vendor.



II. HOW WE CHOOSE

This section explains how we will evaluate candidates. It provides clear descriptions for what we consider a highly advantageous proposal.

We will evaluate your proposal based on two sets of criteria: **minimum evaluation criteria** and **comparative evaluation criteria**.

2.1 MINIMUM EVALUATION CRITERIA

First, we will review all proposals to see if they meet the minimum evaluation criteria listed below. These criteria reflect the standards that the City considers **essential** for this contract. We will rate any vendor that does not meet these minimum criteria as “not responsive” and they will not be further considered.

The minimum evaluation criteria include:

1. Did the vendor submit the proposal by the **deadline, appropriately and truthfully**?
2. Did the vendor submit **separate technical and price proposals** (with no price information in the technical proposal)? Note: *Any technical proposal that includes price information will be disqualified from consideration.*
3. Did the vendor submit all the necessary **documentation requested in this RFP**?

2.2 COMPARATIVE EVALUATION CRITERIA

Proposals that have met all minimum evaluation criteria will move to the next stage of evaluation. In this stage, we will evaluate proposals according to the comparative evaluation criteria described below.

For each criteria below there are four possible ratings:

- **Highly Advantageous:** The Project Team meets **MOST** of the qualifications listed.
- **Advantageous:** The Project Team meets **SOME** of the qualifications listed.
- **Not Advantageous:** The Project Team meets **FEW** of the qualifications listed.
- **Unacceptable:** The Project Team meets **NONE** of the qualifications listed.

CRITERIA 1: PROJECT MANAGER EXPERIENCE

- Project Manager has at least 5 years of experience managing projects of similar scope in MA.
- Project Manager has at least 5 years of experience managing projects of similar scope with the City of Boston or the MBTA
- Project Manager has at least 5 years of experience managing projects of similar scope with the City of Boston and with the MBTA

CRITERIA 2: STRUCTURAL ENGINEERING CONSULTANT EXPERIENCE

- Key Structural Engineering personnel have experience managing at least 3 projects of similar scope in MA.
- Key Structural Engineering personnel have experience managing at least 3 projects of similar scope with the City of Boston or the MBTA.
- Key Structural Engineering personnel have experience managing at least 3 projects of similar scope with the City of Boston and with the MBTA.

CRITERIA 3: DESIGN CONSULTANT EXPERIENCE

- Key Design personnel have experience managing at least 3 projects of similar scope in MA.
- Key Design personnel have experience managing at least 3 projects of similar scope in Boston.
- Key Design personnel have experience managing at least 3 projects of similar scope in Boston and have deep local knowledge that can be

leveraged in this work.
CRITERIA 4: RESPONSE TO SCOPE OF WORK
<ul style="list-style-type: none"> • How well organized is the proposal? • How relevant is the information included in the proposal? • How strong are the ideas presented? • How clear, informative, and engaging are the graphics and communications?
CRITERIA 5: DIVERSITY, EQUITY, AND INCLUSION
<ul style="list-style-type: none"> • The proposal lays out a bold, creative, and comprehensive approach to DEI that is specific and actionable. • The proposal includes a plan demonstrating that local M/WBE firms or staff will perform the majority of the work. • The training and experience of staff is heavily focused on equity concerns, and the plan demonstrates how the proposer intends to leverage that experience to design and implement the program.

2.3 INTERVIEWS

Bidders who are fully responsive to the RFP **may** be invited for a 45 minute interview with the City and the MBTA on **April 3 between 1 and 4 pm**. If invited, bidders should plan to provide a 20-25 minute presentation of their experience and qualifications, along with examples of their work relevant to the RFP. The remaining 20-25 minutes will be for questions and answers by the City and the MBTA.

CRITERIA: INTERVIEW
<ul style="list-style-type: none"> • The criteria noted above will also be used for the interview • An additional criterion will be the cohesiveness of the team, and the clarity of the presentation.

2.4 AWARD AND CONTRACT

The City will contract with the selected vendor that best meets the City's needs and may not necessarily make an award to the lowest price bidder. Both the technical and price proposals are considered.

Please Note: An award letter or award notification is not a communication of final acceptance of a Vendor's proposal. No final award has been made until the following three steps have occurred:

1. Final **execution of a Contract by the Vendor and the City of Boston** (by its Awarding Authority/Official and the City Auditor);
2. The approval of the final Contract by the Mayor of Boston; and
3. Contractor receipt of a City issued Purchase Order.

Until these steps have occurred, the City may reject any or all proposals or choose not to proceed with this RFP. The Vendor shall not provide any services, equipment, materials or labor unless a fully executed and approved Contract and Purchase Order is received from the City, and funds are appropriated for the Contract.

III. YOUR TECHNICAL PROPOSAL



*Your application will be submitted in two parts. The first part (this section) is the **Technical Proposal**. The Technical Proposal is where you tell us why you are the best candidate for this role.*

Do NOT mention pricing in this section. If you include pricing information in your technical proposal your proposal will be rejected in its entirety.

Why can't you include price in the technical proposal? *The law requires that we look at the technical and pricing proposals separately. This allows us to first determine who would be the best at implementing the project, without considering price. Next, we consider price proposals. Once both technical and price proposals are evaluated, we choose the proposal that provides the best overall value.*

Your technical proposal should consist of the following sections (each detailed in the following pages). Your **technical proposal** should be submitted as one document that addresses all components listed below.

- (3.1) Cover Page
- (3.2) Response to Scope of Work
- (3.3) Plan for Diversity and Equity
- (3.4) Implementation Timeline
- (3.5) References
- (3.6) Insurance Documentation
- (3.7) Standard Contract Forms: All applicants are required to **review (but not sign or submit)** the forms listed in Appendix 1

3.1 COVER PAGE

Please include a cover page as the first page of your technical proposal.

COVER PAGE		
RFP Title and Number	Dorchester Greenway Engineering and Planning EV00013495	
Primary Organization Name		
Contact Information	Name	
	Title	
	Address	
	Email	
	Phone	
A brief introduction highlighting why you would be a good partner for the City on this project (4-5 sentences).		

3.2 RESPONSE TO SCOPE OF WORK

This section is where you tell us how your solution meets or exceeds our needs by answering the questions/prompts below. Feel free to use anything (e.g. graphics, links to your work, etc.) that helps you make your case. Suggested response lengths are for guidance only. Feel free to answer with more or less detail as needed to best answer the question, and feel free to use anything (e.g., graphics, links to your work, etc.) that helps you make your case.

Q1: Please explain why your organization is best-suited to manage this RFP? (Suggested length: 1-2 paragraphs)

An ideal answer will include the following information, focusing on why these qualities of your organization make it best-suited to manage this RFP:

- ☐ What services your organization provides

- ☐ How long your organizations has been providing these services
- ☐ Your organization's structure
- ☐ Your organization's strategy
- ☐ Any relevant awards your team has received

Response:

Q2: Who will work on this project and why are they best qualified to achieve the goals of this RFP? (1-3 paragraphs)

An ideal answer will include:

- ☐ A description of the team that would work on the project
- ☐ A list of key team members
- ☐ Justification for why they will be great partners on this project, such as resumes or bios.
- ☐ A description of the team structure

Response:

Q3: If your team includes multiple organizations, please let us know (a) how long you have worked together and (b) which one organization will be designated as the prime contractor (all others will be designated as subcontractors). Skip if not applicable to your organization.

	Name	How long you have worked together
Prime contractor		
Subcontractor		
Subcontractor		
Subcontractor		

Q4: Please share a summary of up to 3 similar projects involving structural analysis of a transit tunnel. (Suggested length: one page plus attached excerpt from a deliverable)

Response:

Q5: Please share a summary of up to 3 similar projects involving concept design of a greenway path. (Suggested length: one page plus attached sample graphics illustrating the design)

Response:

Q6: Have you had a contract terminated for default during the past five (5) years, or have been involved in litigation regarding a contract?³

- ☐ Yes
- ☐ No

Q7: If you answered “Yes” to the previous question, what is your position on the matter(s)?

Response:

3.3 PLAN FOR DIVERSITY AND EQUITY

Q1. Is your organization a small, local, minority-owned, women-owned, and/or veteran-owned business?⁴ (Yes or No)

- ☐ Small
- ☐ Local
- ☐ Minority-Owned

³ **Please note:** If you have had a contract terminated for default during the past five (5) years, or have been involved in litigation regarding a contract, this fact must be disclosed along with your position on the matter(s). If you have experienced no such terminations for default in the past five (5) years and have not been involved in contract litigation, then you must indicate as such. The City reserves the right to request a copy of your firm’s audited financial statements, including a detailed balance sheet and profit and loss statement for three years, or Dun & Bradstreet reports or similar financial reports, in order to evaluate the financial strength of your company.

⁴ This information helps us improve our outreach to all potential partners; this RFP is open to any vendor who would like to respond.

- ☐ Women-Owned
- ☐ Veteran Owned

Q2: Is your organization certified as a small, local, minority-owned, women-owned, and/or veteran-owned business with the City of Boston? If you are unsure, you can check here: <https://www.boston.gov/certified-business-directory>

- ☐ Yes
- ☐ No

If you are not certified but would like to be, you can find directions for how to apply here: <https://www.boston.gov/certified-business-application>

Becoming a certified small, local, minority-owned, women-owned, and/or veteran-owned business with the City of Boston provides you with many opportunities:

- Exclusive access to Sheltered Market Program contracts (listed toward the bottom of [this page](#))
- Targeted outreach for released procurements
- Support building your business and navigating the procurement process
- Access to the new M/WBE Written Quote Contract procurements, which provide a simpler way for businesses to get into government contracting.

Q3. Are any of your proposed subcontractors a small, local, minority-owned, women-owned, and/or veteran-owned business?⁵

- ☐ Yes
- ☐ No

Q4. What is your plan for including DEI considerations in this project or service? (1-3 paragraphs)

Response:

⁵ Same as above.

3.4 REFERENCES

REFERENCES		
REFERENCE EXAMPLE	Organization	Smith Events
	Project Manager (or equivalent)	Jennifer Smith
	Phone number	845-111-2222
	Email (if available)	jsmith@smithevents.com
	Project Description	Planned and implemented a family-friendly concert on the steps of City Hall. Worked with diverse community organizations to select performers and vendors. Hosted 150 residents.
	Project Start and End Dates	January 2024 - December 2026
REFERENCE 1	Organization	
	Project Manager (or equivalent)	
	Phone number	
	Email (if available)	
	Project Description	
	Project Start and End Dates	
REFERENCE 2	Organization	
	Project Manager (or equivalent)	
	Phone number	
	Email (if available)	

	Project Description	
	Project Start and End Dates	
REFERENCE 3	Organization	
	Project Manager (or equivalent)	
	Phone number	
	Email (if available)	
	Project Description	
	Project Start and End Dates	

3.5 INSURANCE DOCUMENTATION



Attach documentation of your insurance coverage. The City's recommended levels of insurance are listed in **Appendix 2**.

If you have a different level of coverage, please explain why that is sufficient to manage the risk of this project.

Response:

IV. YOUR PRICE PROPOSAL



The **Pricing Proposal** is where you will share your estimated project budget with us and where you will explain your costs/budget.

IMPORTANT: The Price Proposal (and all pricing information) MUST be submitted separately from the remainder of the proposal. No price information may be included in the Technical Proposal. **If you do not separate all pricing information from your Technical Proposal, your proposal will be rejected.**

The pricing proposal (which lists all costs associated with your proposed deliverable) is required in addition to the technical proposal. There are two steps:

1. **Please complete the price proposal format** provided below.
2. **Please enter the total price for the contact work in the Supplier Portal.** More detailed instructions are available in the following section, Section VI, *Submission Instructions*. Instructions can also be found on the [Procurement Information Page](#).

Please note:

- The **total price** will be used to compare price proposals.
- In the price proposal, the City asks that you provide detailed pricing for all deliverables in the scope of work with the understanding that the deliverables and quantities of goods and services the City notes in this RFP are estimates only and that the final scope of work may change during contract negotiations between the City and the selected vendor(s).
- **No additional charges** will be allowed, unless they are included in your Price Proposal, including travel and related lodging, subsistence, miscellaneous (ad-hoc) expenses or other expenses.
- The vendor will bear the onus of any **errors** made in pricing the services (e.g., omitting a component of the services).

4.1 PRICE PROPOSAL (REQUIRED)

The pricing proposal format is found in APPENDIX 3.

V. SUBMISSION INSTRUCTIONS



This section shows you how to submit your application.

- To be considered for funding, each applicant must submit a **complete proposal prior to March 19, noon, EST.**
 - See the checklist below (section 5.1) for the requirements for a complete application.
- Complete applications must be submitted in two ways:
 - Through the [City of Boston Supplier Portal](#) (see section 5.2)
 - By email (see section 5.3)
- Applicants often run into technical issues with the [City of Boston Supplier Portal](#). We STRONGLY recommend submitting your proposal in advance of the deadline to allow for enough time to navigate any technical issues you may have.
- The contact you listed in your submitted proposal will receive periodic email updates to let you know:
 - If your application has been received
 - If your proposal has been awarded or denied the contract
 - If we need any follow up information

The City will NOT be able to consider proposals that are submitted late or that do not follow these guidelines.

5.1 CHECKLIST FOR SUBMITTING PROPOSAL

This checklist is for your use only; you do not need to submit this checklist along with your proposal.

CHECKLIST ITEM	COMPLETE (✓)
IMPORTANT: Submit <u>separate</u> technical and price proposals. (Do NOT include <u>any</u> price information in your technical proposal, otherwise your proposal will be rejected.)	
A. TECHNICAL PROPOSAL	
Included a cover page with all required information	
Responded to questions and prompts in “Response to Scope of Work”	
Provided Plan for Diversity and Equity	
Provided 3 references	
Included required documentation of insurance	
B. PRICE PROPOSAL	
Provided detailed budget and pricing	
C. REVIEW CONTRACT TERMS & CONDITIONS	
Read and reviewed contract terms, conditions, and additional forms <i>If awarded the contract, you will be required to sign and submit these forms</i>	

5.2 SUBMITTING PROPOSAL VIA BOSTON’S SUPPLIER PORTAL AND EMAIL

Vendors must submit a proposal electronically through the Supplier Portal. You can access the Supplier Portal from [boston.gov/procurement](https://www.boston.gov/procurement) at the Supplier Portal link. ***In addition, please submit via email to charlotte.fleetwood@boston.gov.***

To submit using the Supplier Portal, follow the steps on this website https://www.boston.gov/sites/default/files/embed/e/entering_a_bid_on-line_1.pdf. Below is a summary of those steps:

1. **REGISTER** (If you are not yet registered as a “bidder” on the Supplier Portal)
 - a. <https://www.boston.gov/departments/procurement/how-use-supplier-portal> provides step-by-step instructions to register.
2. **FIND EVENT:**
 - a. Log in to your account.
 - b. Click Main Menu > Manage Events and Place Bids > View Events and Place Bids.

- c. Enter “EV00013495” into the search box and click “Search” button.
 - d. Click “”
 - e. Click “View Event Package.” Here you can download forms and documentation linked to this RFP. We recommend starting with “Dorchester Greenway Engineering and Planning RFP.”
 - f. Click the ‘OK’ button to return to the ‘Event Details’ page.
3. **ENTER YOUR PROPOSAL (BID):**
 - a. Click on the ‘Bid On Event’ button.
 - b. Attach or enter your technical proposal, price proposal and forms.
 4. **SUBMIT YOUR PROPOSAL (BID):**
 - a. Once you have responded to all required fields, you may click “Validate Entries” to confirm if your application is ready to be submitted.
 - b. To submit your bid, click “Submit Bid.”

We recommend submitting your proposal at least 24 hours prior to the deadline.⁶

VI. APPENDICES

APPENDIX 1: CONTRACT TERMS AND CONDITIONS

Please be familiar with these terms and conditions at the time of proposal submission to ensure that you are able to meet them if awarded the contract.

All applicants are required to **review (but not sign or submit)** the following documents at this stage. By submitting a proposal, an applicant acknowledges that if they are selected as the winning bidder, they will be required to complete and provide each of the below forms to the City as part of the contract package. Failure to submit completed versions of the following forms during the contracting process will result in the vendor’s disqualification:

1. [Form CM-06](#) – Certificate of Authority (Only Required for Corporations)
2. [Form CM-09](#) – Contractor Certification
3. [Form CM-10](#) – Standard Contract Document
4. [Form CM-11](#) – Standard Contract General Conditions
5. CM Forms [15A](#), [15B](#) – CORI Compliance & Standard
6. [Form CM-16](#) – Wage Theft Prevention
7. [Form LW-1](#) – Requirements Of The Boston Jobs and Living Wage Ordinance
8. [Form LW-2](#) – Covered Vendors Living Wage Agreement
9. [Form LW-8](#) – Vendors Living Wage Affidavit

⁶ Please note that Supplier Portal file uploads are limited to a 59-character file name length.

APPENDIX 2: INSURANCE REQUIREMENTS AND RECOMMENDATIONS

As noted in Section III, *Your Technical Proposal*, the City recommends the following levels of insurance. If you have a different level of coverage, please remember to explain in your Technical Proposal why that is sufficient for the work required under this RFP.

The Contractor shall purchase and maintain during the term of the Contract all insurance required by the Commonwealth of Massachusetts and as required in this section, and will assure that subcontractors carry similar and appropriate coverage. These requirements shall not be construed to limit the liability of the Contractor or its insurer.

Insurance will be issued by insurance companies licensed to write insurance in their domicile state and the Commonwealth of Massachusetts, and will have a current Best's rating of A- VII or above. Insurance Certificates on Acord Form 25 evidencing all requirements listed below shall be delivered to the Official by the selected vendor prior to the execution of any contract. Additionally, renewal certificates must be delivered within 30 days prior to the expiration of the preceding policy.

Insurance Recommendations:

1. **Workers' Compensation** insurance as required from under General Laws c.152 (the Workers' Compensation Law) and including employer's liability limits of one million (\$1,000,000) per accident and per employee, including disease.
2. **Commercial General Liability** with coverage no less than ISO CGL Form, CG00 01 0413, for one million (\$1,000,000) per occurrence and two million (\$2,000,000) annual aggregate limit per location or project basis.
3. **Umbrella Liability excess of Commercial General Liability, Employer's Liability and Auto Liability** for one million (\$1,000,000) each occurrence. In lieu of umbrella liability, required limits may be achieved by purchasing higher limits on individual policies.
4. **Technology Errors & Omissions / Cyber Liability / Security & Privacy:** for one million (\$1,000,000) per claim and one million (\$1,000,000) in the aggregate with coverage continuing for one year after completion or termination of the Agreement. Policy must specifically include: a) computer or network systems attacks, b) denial or loss of service, c) introduction, implantation or spread of malicious software code, d) unauthorized Access and Use of computer systems, e) privacy liability, and f) breach response coverage equaling at least 50% of liability limit.

General Conditions:

- City of Boston must be named as Additional Insured on all policies except, Workers' Compensation and Employer's Liability.
- Above insurance shall be primary and noncontributory over any such insurance available to the City of Boston, its officials, employees and volunteers.
- Waiver of Subrogation will be included as respects all coverages listed above in favor of the City of Boston. The Workers' Compensation Policy must be specifically endorsed and noted as such in the required certificate.
- All policies will be endorsed to provide thirty days written notice to the certificate holder, the City of Boston, in the event of cancellation, non-renewal or material changes in coverage. Such endorsements must be attached to the Certificate.

APPENDIX 3: PRICE PROPOSAL FORMAT

DORCHESTER GREENWAY ENGINEERING AND DESIGN PRICE PROPOSAL

1. Site Survey

Site Survey	
MBTA Permitting, fees, and flaggers	
SUBTOTAL	\$0

2. Structural Analysis and Conditions Assessment

Structural Analysis and Conditions Assessment	
MBTA Permitting, fees, and flaggers	
SUBTOTAL	\$0

3. Structural Design: 30% Design Submittal

DO NOT INCLUDE IN BID PRICE. THIS WILL BE NEGOTIATED AS AN ADDITIONAL SERVICE IF NEEDED.	
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4. Title Search and ROW Plans

Title Search	
ROW Plans	
SUBTOTAL	\$0

5. Design of implementable quick-build plans for a path over the tunnel

Plans, specifications, and estimates	
Graphics to support community engagement	
Direct costs for community engagement (printing of boards, etc.)	
SUBTOTAL	\$0

6. Concept design plans for a constructed path with landscape amenities

Concept plans	
Graphics to support community engagement	
Direct costs for community engagement (printing of boards, etc.)	
SUBTOTAL	\$0
TOTAL	\$0