CITY of **BOSTON**

REQUEST FOR PROPOSALS: Roxbury Resilient Corridors Planning and Engineering



Boston Transportation Commissioner Nicholas Gove **EV00013556**

PROJECT SUMMARY:

The City of Boston invites submissions from qualified consultants ("Consultant") to provide public engagement, stakeholder coordination and design services for the Roxbury Resilient Corridors project. Starting with Malcolm X Boulevard, the Consultant will gather community input and incorporate feedback into the concept design of the road, sidewalk, green infrastructure and public space redesign of three major corridors in Roxbury. This process will then be replicated for Melnea Cass Boulevard and Warren Street. The consultant must complete each task in a high-quality, collaborative, and timely fashion through efficient and responsive communication patterns with City staff.

RFP SCHEDULE:

EVENT	DATE
RFP Issue Date	Monday, February 19, 2024 at 10 AM ET
Deadline to submit written questions	Friday, March 1, 2024 at noon (12 PM) ET
Consolidated Q&A Posted by the City	Wednesday, March 6, 2024 at noon (12 PM) ET
Deadline for Proposals	Friday, March 15, 2024 at noon (12 PM) ET
Consultant Interviews	March 25 - 29, 2024

CONTACT INFORMATION:

Maria Castillo | maria.castillocastillo@boston.gov

All questions should be emailed with the **RFP number EV00013556** in the subject line. You can access **RFP EV00013556** and related documents through the supplier portal found at <u>boston.gov/procurement</u>.

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:

- $\hfill\square$ 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.
- □ Submit written questions by Friday, **March 1st at noon** (12:00 pm) ET by email to <u>maria.castillocastillo@boston.gov</u>.
- □ Submit your final technical and price proposals, as well as any necessary forms by **March 15 at noon ET**. Be sure to leave plenty of time for submission.

RFP Structure:



Read Sections 1 - 4



Respond to Section 5 - 6



Follow the directions in Sections 7-10

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SECTION 1 | NOTICE TO SUBMITTERS

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ADVERTISEMENT CITY OF BOSTON TRANSPORTATION DEPARTMENT

Request for Proposals Roxbury Resilient Corridors

EV00013556 **Contact Information** Maria Castillo maria.castillocastillo@boston.gov

The City of Boston ("the City"), acting through its Commissioner of Transportation, invites submittals for the performance of the services generally described above, and particularly as set forth in the Request for Proposals Documents ("RFP").

The RFP shall be available from **10:00 am on Monday, February 19, 2024** from the City's Supplier Portal at boston.gov/supplierportal (EV00013556). This contract is procured under the provisions of the City Charter and is exempt from Chapter 30B § 1(b) (32A) of the Massachusetts General Laws.

Proposals are due no later than **noon (12:00 pm) on Friday, March 15, 2024**. Please submit proposals via the supplier portal and by email to <u>maria.castillocastillo@boston.gov</u> and Patrick Hoey at <u>patrick.hoey@boston.gov</u>. Also copy Vineet Gupta on email submissions at <u>vineet.gupta@boston.gov</u>. Refer to Section 2 of the RFP for complete information on the submission process and details.

Nicholas S. Gove, Commissioner (February 19, February 26, 2024)

SECTION 2 | SUBMISSION PROCESS

NOTE: Failure to read and follow the instructions carefully may result in proposal rejection.

RFP TIMELINE

• Monday, February 19, 2024 at 10:00am

RFP made available to interested vendors.

• Friday, March 1, 2024 at noon (12:00pm)

Deadline to submit written questions. Vendors are encouraged to submit questions well before this deadline.

- Wednesday, March 6, 2024 at at noon (12:00pm)
 - Final date for City to respond to written questions. All questions will be compiled and answers will be posted on the City's Supplier Portal at boston.gov/supplierportal (Bid Event EV00013556).
 - Individual answers will not be supplied. Answers will not be emailed to individual vendors. Question answers may be posted anytime between Monday, March 4th, 2024 at noon and Wednesday, March 6th, 2024 at noon.
- Friday, March 15, 2024 at noon (12:00 pm)

Proposals due ("submission deadline").

• March 25 - March 29, 2024

Interviews, if necessary, will be held during this time.

PROPOSAL SUBMISSION

- Proposals must be sent electronically by the submission deadline indicated above on one email to the following:
 - Patrick Hoey, Neighborhood Planning Team Director, <u>patrick.hoey@boston.gov</u>
 - Maria Castillo, Transportation Planner, <u>maria.castillocastillo@boston.gov</u>
 - Vineet Gupta, Streets Cabinet Director of Planning, vineet.gupta@boston.gov
- Proposals must be submitted as **TWO (2) SEPARATE FILES**:
 - The NON-PRICE PROPOSAL file should be clearly labeled with "BTD Request for Proposals for the Roxbury Resilient Corridors – NON-PRICE PROPOSAL – Vendor Name". This file should have NO reference to the price proposal. The non-price proposal and all

contract forms should be included in this file. Not including forms and resumes, the non-price proposal should be no more than 50 pages in length. Link-outs to sample work products or other references are acceptable.

- The PRICE PROPOSAL file should be clearly labeled with "BTD -Request for Proposals for Roxbury Resilient Corridors - PRICE PROPOSAL - Vendor Name". The Billing Rates and estimated budget by Task worksheet(s) should all be included in this file.
- Any additional submission materials, such as project examples, should be included in the Non-Price Proposal and follow the guidelines for example projects as described in Section 5.5 Format of the Non-Price Proposal.
- I. Any supplemental amendments or addenda to the RFP will be provided on the City's Supplier Portal at boston.gov/supplierportal (Bid Event EV00013556), and will become part of the RFP requirements.
- II. Proposers are advised that the City is a public entity and its records, including statements submitted in response to RFPs, are public records, unless specifically exempted under M.G.L. Ch. 4, S. 7, clause 26. The content of all submissions shall remain confidential until submissions are opened after the submission deadline.
- III. By submitting a proposal, a submitter represents that it has fully informed itself regarding all RFP and City contract terms and conditions.
- IV. The City accepts no financial responsibility for costs incurred by any proposer in responding to the RFP.
- V. After the opening of submissions, a proposer may not change any provision of its submission, although the Official may waive minor deviations that do not impact substance.
- VI. The Official or their designee reserves the right to accept or reject in whole or in part any or all responses, to waive any informality of the RFP process, or to cancel the RFP, all as in their sole judgment is deemed to be in the City's best interest. The City shall be the sole judge as to which submission is most advantageous to the City, taking into consideration qualitative evaluation criteria.
- VII. Interviews prior to final selection will most likely be scheduled by BTD during the week following the submission deadline. BTD reserves the right to short-list the firms to be interviewed.

SECTION 3 | PROJECT GOALS AND OBJECTIVES

The City of Boston, acting through the Commissioner of the Boston Transportation Department ("BTD"), invites submissions from qualified consultants ("Consultant") to provide public engagement, planning, concept design and engineering services for the Roxbury Resilient Corridors described within this document. The City's long-term transportation plan, Go Boston 2030, highlights the need for improved multimodal facilities along critical transportation routes in Roxbury. The scope of work will include three corridors. The first corridor to be studied and redesigned is Malcolm X Boulevard, with extensive community engagement to co-develop a concept design. When finalizing the concept design for Malcolm X Boulevard, the Consultant will start focusing on community engagement on Melnea Cass Boulevard and Warren Street, simultaneously, to also co-develop concept designs.

PROJECT OVERVIEW

The Roxbury neighborhood, along with Dorchester and Mattapan, stands as the heart of Black culture in Boston. It boasts vibrant small businesses, essential cultural and educational establishments, and tightly-knit residential communities. However, the major thoroughfares linking Roxbury to these neighboring areas and the broader Boston region fall short of adequately catering to local residents. Despite over a third of Roxbury's residents relying on public transit for their commutes, there exists limited bus priority facilities. Consequently, this gives rise to significant disruptions and extended wait times for bus riders. These delays significantly contribute to the unequal transit services experienced by Black communities in Boston. Travelers of all modes suffer from long travel times along these routes. Data shows that Roxbury residents, regardless of their chosen mode of transportation, face travel times that surpass the citywide average in Boston.

Both Melnea Cass Boulevard and Warren Street are part of Boston's High Crash Network, and the Massachusetts Avenue and Melnea Cass intersection is part of the High Crash Intersections. These networks represent the top 7% of Boston's streets in density of crashes between 2015 and 2017 for all modes, and prioritize safety interventions. Overall traffic safety is a central concern on these corridors. Malcolm X Boulevard and Warren Street lack cycling infrastructure, posing a risk to cyclists who utilize these routes and potentially leading to conflicts with other users of the corridors. The three corridors are all within formerly redlined areas, disproportionately affected by climate change, with increasingly higher temperatures (both daytime and nighttime) than many other parts of Boston and significant exposure to stormwater flood risk. As a result of the land clearance in the 1960s, these corridors also lack the historic tree canopy of older Boston neighborhoods which significantly contributes to the heat island effect. Large expanses of asphalt are a heat risk for transit riders because of the lack of sufficient shade and shelter along key bus routes. Reducing impervious surfaces, adding new green space, and implementing green infrastructure will be essential to increase resilience to stormwater flooding along these corridors.

These facts underline the imperative for a transformation and a fresh perspective in reshaping these corridors to more effectively meet the community's needs. However, the City alone cannot carry out the essential public engagement process required to involve local residents in these redesign efforts. The City is committed to working with relevant stakeholders and community members to collectively create the most suitable vision for each of these corridors, and to take the project ideas to implementation.

3.1 PROJECT GOALS

The primary goal of the Roxbury Resilient Corridors project is to enhance the connectivity of the neighboring areas' transportation systems, both for local residents and for the greater Boston Area residents. This Project seeks to enhance cross-town access and advance overall road safety for all users while proactively including innovative approaches for climate resilience. This project will increase neighborhood resiliency by providing high-quality transportation access, protecting the health and safety of residents and visitors, and mitigating both stormwater-induced flooding and high temperatures during heatwaves. Throughout the planning and design phases, engaging the community will be a pivotal element, ensuring that any necessary changes are guided by the input of local residents. The deliverables from this work will facilitate and inform the ultimate design and engineering for the aforementioned corridors.

It is crucial to establish a clear project vision, outlining specific outcomes that will be achieved upon project completion. These objectives will steer the project's trajectory in terms of its planning and design. The refinement of these objectives will be a collaborative effort involving the community, consultants, and pertinent city agencies. Lastly, the City aims to bring near-term permanent improvements to the corridors that users can take advantage of early on. This project must carefully consider mitigation strategies during construction so that residents are not critically affected by road closures and transit changes. The design of these nearer-term improvements will be brought to PS&E, requiring in-depth engineering knowledge and skills.

3.1.1 ADVANCE TRANSPORTATION ACCESS

The Project aims to completely transform these corridors by embracing the Boston Complete Streets approach, thereby enhancing their functionality for both individuals and communities. The key challenges faced by all three corridors include their failure to offer secure, sufficient, and dependable amenities for walking, rolling, cycling, or using public transit. The oversized roadways significantly impact the residents' quality of life, discourage the utilization of public transportation, and give rise to substantial safety concerns across all modes of transportation.

3.1.2 COMMUNITY ENGAGEMENT & CONSENSUS BUILDING

The City's commitment lies in building trust within our planning procedures and initiatives. The objective is to enable community-based organizations and local residents to engage as equitable collaborators in the decision-making processes. Ensuring effective communication will be pivotal in ensuring the triumph of our engagement endeavors. Considering the diverse character of the Malcolm X Boulevard, Melnea Cass Boulevard, and Warren Street corridors, residents harbor increased concerns about potential displacement. Consequently, any community engagement strategy must encompass actions to prevent gentrification, preserve affordable housing, and promote neighborhood stability.

3.1.3 IMPROVE MOBILITY & SAFETY

Improving safety and avoiding fatal and serious traffic crashes is a top priority throughout the City. Safety concerns in locations with high traffic volumes hinder pedestrian activity, sometimes inciting more car travel and preventing road users from taking alternative modes of transportation. Thus, in order to improve mobility and traffic for all road users, it is of utmost importance to ensure all transportation modes are safe for people of all ages and of all physical abilities. Through design interventions and policies, safety can be enforced to attract more pedestrian traffic and provide more efficient services in corridors that already carry some of the busiest public transit routes.

3.1.4 INCORPORATE GREEN INFRASTRUCTURE

Localized stormwater flooding along the three corridors is expected to increase as Boston experiences more frequent and intense storm events. Areas with extensive paving and other hard surfaces generate more stormwater than green permeable surfaces found in other, less densely developed, neighborhoods. Unmanaged stormwater poses a risk to public safety and accessibility, as sidewalks, bike infrastructure and other travel lanes become impassable when flooded. Stormwater also carries pollutants, litter and debris to nearby water bodies when it does not receive adequate pretreatment before entering the storm drain system. Increasing climate resiliency through green infrastructure and tree coverage is a fundamental component of this project.

The Office of Green Infrastructure (OGI) at the City of Boston has Design Guides and other resources for streets and public spaces, and will be an important partner on this project. Green infrastructure (GI), which is increasingly used for stormwater management, uses plants, soil and other natural materials to remove pollutants and allow stormwater to absorb back into the ground. These features help prevent flooding and reduce the amount of polluted water that goes to the City's water bodies. GI enhances public transit accessibility by creating shade, improving air quality, providing access to nature in heavily paved areas and enhancing aesthetics, ultimately positively impacting mental health. GI creates natural buffers that help protect pedestrians and cyclists from motorized traffic, prevent the formation of puddles, and improve people's experiences on sidewalks. GI will provide benefits for the tree canopy by improving water quality and access, which accelerates tree growth. Additional water and environmental quality benefits of GI include flood mitigation, groundwater recharge, and ecological habitat enhancement and creation.

3.1.5 CREATE STRATEGIES FOR URBAN HEAT ISLAND MITIGATION

Similarly, maintaining the existing tree canopy and increasing tree coverage where needed is crucial to mitigating the urban heat island effect that is exacerbated by roadways and high traffic volumes. This project will greatly benefit from close collaboration with the Environment Department as it offers an exciting opportunity to include hot-spot mitigation. As summer temperatures continue to increase in Boston, heatwaves are anticipated to become more frequent, stronger and last longer than before. Thus, it is vital to plan resilient corridors that not only accommodate users during different seasons, but that can provide shade and comfort, and serve as cooling spaces and places of rest.

Heat Resilience Solutions for Boston ("Heat Plan") identifies transportation opportunities to help mitigate heat at the neighborhood and city scales. Strategies aim to create cooler commutes by reducing localized extreme heat and increasing access to cooling resources while supporting local businesses in streets and public spaces. These initiatives provide benefits from heat reduction, heat relief, adaptive capacity, public health, economic opportunity, environmental benefits and environmental justice and equity.

The Cool Main Streets strategy includes integrating resilient design with programmatic and educational elements. Shade structures (i.e. bus shelters), seating, vegetated pathways, opportunities for potable public water access, targeted awareness building, and operational service improvements are part of a holistic resilience strategy that can keep people safe during hot weather. Importantly, these spaces can help with emergency preparedness as cooling resource distribution points and mobile cooling pop-ups as part of the pre-heat-wave resources mobilization and pop-up heat relief.

3.1.6 MITIGATE AIR AND NOISE POLLUTION

Along with safety improvements, reducing vehicle traffic reduces greenhouse gas emissions and improves local air quality. Reducing single occupancy vehicle traffic, that is, shifting modes from single occupancy vehicles to active, sustainable and/or public means of transportation, enables more resources and space to be put into improving public transit, and cycling and pedestrian infrastructure, all while reducing air pollution emissions (both particle and gaseous pollutants).

Reducing vehicle emissions is also associated with reducing noise and visual obstructions, ultimately improving people's mental health and well-being. Air and noise pollution reductions should go hand in hand with mobility improvements and traffic calming as pedestrian and cyclist traffic increases. In order to create a safe and healthy environment for everyone, especially for those doing physical activity outdoors, environmental health hazards, such as pollution, need to be mitigated.

3.2 PROJECT OBJECTIVES

3.2.1 ENGAGEMENT PRINCIPLES

The Consultant's role will be establishing a transparent public engagement procedure that effectively communicates the objectives of the project, pivotal decision-making points, and the necessary trade-offs inherent in designing the Roxbury Resilient Corridors. The Consultant's approach will give precedence to engagement methods that cultivate trust among residents, fostering a sense of confidence in the planning process.

Throughout the project's duration, the Consultant will assist residents in evaluating and harmonizing the conflicting demands posed by various modes of transportation, ultimately determining the primary focuses for the three corridors. Special attention will be directed towards soliciting input from transit-dependent groups, including individuals with low incomes, people of color, seniors, individuals with disabilities, and those residing in households with limited or no access to vehicles. Employing an interactive approach, the Consultant will effectively relay these priorities to the design consultants, ensuring that community input is seamlessly integrated throughout the project.

The engagement process will:

- Demonstrate a proactive commitment to racial equity;
- Be co-designed with and by the diverse communities it serves, honoring their past history and ambitions for the future;
- Directly engage with bus riders, pedestrians, and bicyclists in the community;

- Communicate the importance of environmental resilience;
- Highlight the potential benefits to the community's physical and mental health and wellbeing.

3.2.2 DESIGN PRINCIPLES

The primary objective of the Roxbury Resilient Corridors project is to enhance the quality of life for the residents of Roxbury by making it safer, more convenient, and more enjoyable for them to get to their destinations. Thus, the community can reap the benefits of the neighborhood's corridors and public spaces that go beyond mobility improvements. Design plans shall meet the following objectives of this project, listed in no particular order:

Improve Safety

Any design plan for this project must consider pedestrian, bicycle, and motorist safety, include necessary accommodations to foster safe travel by all modes, and minimize the likelihood of crashes. The City's Vision Zero initiative defines High Crash Networks and Intersections in Boston as priorities for safety interventions. They represent the top 7% of Boston's streets in terms of density of crashes between 2015 and 2017 for all modes. Melnea Cass Boulevard and Warren Street are in the Network.

Improve accessibility for older adults and people with disabilities

Collaborate with the Commission for Disabilities and the Age Strong Commission to integrate best practices in designing safe, accessible, and comfortable sidewalks, street crossings, and bus stops.

Encourage modal shift to sustainable travel options

Go Boston 2030 aims to shift travel patterns away from private single occupancy modes of transportation towards public transportation, biking, and walking, including the use of the City-owned fleet of Bluebikes. This transition will not only create healthier and more environmentally friendly travel patterns, but also align with the city's goal of reducing carbon emissions.

Address Parking and Traffic Flow Concerns

The design of the corridor should consider community feedback on parking and traffic flow issues. The placement of parking spots should be determined by the nearby land uses and evaluated based on access for all modes of transportation. Additionally, safety should be given priority over speed when managing traffic flow in the neighborhood.

Promote Environmental Resilience and Environmental Justice

Amidst our changing climate, it is imperative to take into account the potential hazards arising from stormwater flooding, urban heat islands, and air pollution along these corridors. The heavily paved nature of these corridors and the surrounding areas heightens their susceptibility to stormwater flooding, and increased urban heat, leading to adverse health effects and discouraging the use of active transportation methods like walking, biking, or cycling to a bus stop. According to the Roxbury Heat Resiliency study conducted by the City, the regions surrounding these corridors typically register temperatures two to five degrees hotter than the median area in Boston.

Improve the public realm, including open spaces and green spaces

The City of Boston emphasizes that corridors are much more than the travel lanes on our roads. They include the sidewalks, greenery, seating opportunities, and other amenities that make a space comfortable and enjoyable to traverse or to stay a while. We expect that the designs arrived at through this project will improve and create people-friendly public spaces. This way, enhancing the pedestrian experience through intentional design is beneficial for the community's health as well as for sustainability purposes. Taking advantage of this principle, the Project will further contribute to increasing community cohesion through the use of arts and culture to create appropriate place-making methodologies.

SECTION 4 | DESIGNING IN CONTEXT

Transportation planning and design must be integrated with the needs of housing, environment, and small businesses to align with both citywide aspirations and local needs. The project areas around the Malcolm X Boulevard, Melnea Cass Boulevard, and Warren Street corridors are at the heart of several interconnected initiatives that require a comprehensive approach to transportation initiatives to prevent displacement, reduce the heat island effect, foster a thriving small business community, and support local artists.

4.1 PROJECT AREA



Figure 1: Action Plan Area Map

The image above outlines the geographic extent of the project, referred to as "Project Area" throughout this Request for Proposal document.

4.2 RELATED CITYWIDE INITIATIVES

4.2.1 GO BOSTON 2030

Boston's citywide transportation plan, Go Boston 2030, lays out a forward-thinking roadmap for the city's transportation future. It sets ambitious goals for increasing transit ridership by a third, walking by nearly half, and biking by a factor of four, while reducing the percentage of individuals driving alone to work in Boston by almost half. This initiative aims to support these mode choice objectives established in Go Boston 2030 by creating designs that achieve a more equitable allocation of modal choices on these corridors.

4.2.2 VISION ZERO BOSTON

With the belief that a single fatality is one too many, Vision Zero Boston reflects the City's commitment to concentrate our efforts on effective tactics to eradicate fatal and severe traffic accidents in the City by 2030. Prioritizing safety, Vision Zero Boston adopts a people-centered approach to transportation and community development. By introducing additional transportation alternatives and addressing the safety concerns of users on the corridor directly, the Roxbury Resilient Corridors project will support the creation of a safer multimodal network in the neighborhood.

4.2.3 CLIMATE READY BOSTON

Climate Ready Boston aligns with Imagine Boston 2030, the first citywide plan in half a century to steer Boston towards a future that is more equitable, affordable, connected, and resilient, as well as with the 100 Resilient Cities vision. Climate Ready Boston examines the potential effects of Boston's three significant climate hazards, namely, extreme heat, stormwater flooding, and coastal and riverine flooding. The report identifies resilience projects to assist Boston in addressing these risks and thriving amid the climate change crisis. These initiatives should be kept in mind, along with any opportunity to contribute to them, when undertaking these projects.

4.2.4 HEAT RESILIENCE SOLUTIONS FOR BOSTON (THE HEAT PLAN)

The Heat Plan provides a citywide framework to prepare Boston for hotter summers, with particular focus on Boston's environmental justice neighborhoods. The plan helps prepare Boston's communities, buildings, infrastructure, and natural spaces for the impacts of climate change. Increasing climate resilience using a health equity lens, the Plan provides data-driven planning solutions that prioritize multiple benefits (e.g., carbon mitigation, increased green spaces, and improved health) to address the root causes of environmental justice challenges. This to ensure that the City of Boston equitably protects all residents and effectively addresses the needs of the most overburdened residents. Roxbury is a neighborhood focus area for heat resilience solutions as it is one of the hottest

neighborhoods of Boston with high daytime and nighttime temperatures and longer duration of extreme heat conditions. Additionally, these conditions overlap with areas that have been historically redlined and are also currently environmental justice communities.

4.2.5 MBTA BUS NETWORK REDESIGN

The Bus Network Redesign Project is an initiative by the Massachusetts Bay Transportation Authority (MBTA) to review and restructure its bus network to better meet the needs of its customers. The project aims to provide more frequent, reliable, and faster bus service, as well as improve connections to other modes of transportation. The redesign includes changes to bus routes, schedules, and service levels, as well as upgrades to bus stops and customer information. The project has involved extensive community engagement, including feedback from riders and stakeholders, to ensure that the redesigned network reflects the needs and priorities of the communities it serves. We anticipate that the redesign of these three significant corridors will have a crucial role in the transformation of the updated bus network and its service. In particular, we anticipate this project will benefit the flow of the increased number of high-frequency bus routes that will go through Malcolm X Boulevard, which will make Malcolm X Boulevard carry a bus every minute.

4.2.6 MBTA BUS PRIORITY VISION

The MBTA Bus Priority Vision is a plan by the Massachusetts Bay Transportation Authority (MBTA) that targets existing bus transit customers and delays. The Vision is a regional network map of bus priority opportunities – such as bus lanes, transit signal priority, and bus stop treatments – that support existing service and is aligned with the Bus Network Redesign described above. The map is a detailed corridor-by-corridor analysis that enables the MBTA to articulate roadway needs to cities and towns to deliver a fast, frequent, accessible, and reliable bus network over the next 5-7 years. The Bus Priority Vision targets 26 bus corridors which accounts for 10-15% of the bus network, yet benefits 80% of bus riders. One of the bus corridors identified in the Vision is Malcolm X Boulevard from Nubian Sq to LMA.

4.2.7 GREEN INFRASTRUCTURE SITE ASSESSMENT AND PRIORITIZATION

The Office of Green Infrastructure will perform site assessments and prioritization citywide, as well as conceptual and design services for various sites, to further green infrastructure implementation across the City of Boston. This OGI initiative will be done in parallel to our project, and may include critical spots in Roxbury at or near our corridors. Thus, coordination with OGI will be important throughout the duration of this project.

4.2.8 SAFETY SURGE

Safety Surge's precursor, Neighborhood Slow Streets, focused on identifying streets suitable for a speed limit of 20 mph — instead of the citywide 25 mph. As safety has been highly prioritized, the City developed the Safety Surge initiative to ensure reduced traffic speeds using speed humps can be achieved in more neighborhoods, more quickly. Based on demographic data, crash history and a street network audit, the City created a plan to intervene on streets on a year-by-year basis. While this strategy does not include all necessary improvements at once, it has proven to be an effective way to advance urgent city-wide goals around Boston's neighborhoods.

4.3 RELATED NEIGHBORHOOD INITIATIVES

City staff will support the Consultant in ensuring coordination with other ongoing City planning and construction projects. For a comprehensive list of ongoing Boston Transportation Department projects, please visit the <u>BTD transportation projects website.</u>

4.3.1 PLAN: NUBIAN SQUARE

At the heart of the city and home to the region's busiest bus station, Nubian Square is a prime corridor for job creation, commerce, and transit-oriented development. PLAN: Nubian Square will revisit the visions presented in both the Roxbury Strategic Master Plan and Dudley Vision to evaluate if they still align with current community goals. Using these past plans as a framework, PLAN: Nubian Square will offer the City and community the opportunity to think strategically about the types of uses, public realm, and scale of development that are best suited for the future of the area. Additionally, BTD's Nubian Square Design initiative and community planning process will develop roadway, intersection, and streetscape design plans for construction in Nubian Square.

4.3.2 NUBIAN SQUARE REDESIGN AND RECONSTRUCTION PROJECT

The Nubian Square redesign and reconstruction is a City of Boston Capital Improvement project for rebuilding and improving streets and intersections at Nubian Square. This project considers a range of improvements for: traffic and parking; buses, pedestrians, and bicycles; accessibility; green infrastructure, and the overall safety and beauty of the streets and sidewalks. This redesign helps set the stage for Malcolm X Boulevard given it is updating the hardscape and infrastructure around Nubian Square, and extending the protected, fully separated bike lane. Ultimately, the redesign and improved circulation will result in benefits for all bus riders in time savings, and for all other road users in safety improvements. Additionally, this project will benefit from emission reductions from increased traffic flow efficiency and better stormwater management from green infrastructure.

4.3.3 COLUMBUS AVENUE BUS LANES - PHASE 2: TREMONT/COLUMBUS

Phase 2 of the Columbus Avenue Bus Lanes project will provide multimodal transportation and safety improvements on the 1.2-mile segment of Columbus Avenue and Tremont Street located roughly between Jackson Square and Ruggles Station. This project will build upon the successful implementation of Phase 1, which implemented New England's first center-running bus lanes. It will benefit a number of bus routes, including the 14, 15, 22, 23, 28, 41, 44, 45, and 66. This Project also includes comprehensive incorporation of green infrastructure features along the corridor for environmental resilience and corridor users, mainly pedestrians.

4.3.4 LOWER ROXBURY TRANSPORTATION STUDY

A community engagement process between 2019 and 2023 guided the investments in Lower Roxbuyr's streets in nine locations. In 2023, the City of Boston developed the final design plans incorporating the community's feedback. Some improvements include clear corners, crossing islands, curb extensions, raised crosswalks, 'T' intersections, contraflow bike lanes, and green infrastructure.

4.3.5 DISTRICT 7 ARTS CORRIDOR

The District 7 arts corridor, the ARTery, is a corridor and community revitalization plan spanning from Massachusetts Avenue and Columbus Avenue, to Grove Hall. The route contains a high prevalence of diverse local businesses, but suffers from numerous vacant lots, low foot traffic, and a diminishing number of public spaces. The project is focused on highlighting existing public art along the route and commissioning local artists to activate business storefronts and surrounding spaces. The ARTery will transform city owned infrastructure, including streets and vacant lots, into eye catching and deeply meaningful representations of culture, freedom, and resilience for communities.

4.3.6 ROXBURY SAFE ROUTES TO SCHOOL

The objective of Safe Routes to School (SRTS) Boston is to encourage walking and biking to school while also promoting community engagement to create safe, enjoyable, and popular routes. This citywide effort is part of the Boston Public Health Commission's campaign to encourage residents to use active transportation to get around the city. In Roxbury, SRTS is partnering with residents and schools in the Garrison Trotter neighborhood, developing plans for slowing vehicle traffic speeds and creating safer crossings around Ellis Elementary School.

4.3.7 BLUE HILL AVENUE TRANSPORTATION ACTION PLAN

For almost two years, the City of Boston has been working with community-based consultants and organizations to learn more about residents' experiences with Blue Hill Avenue between Grove Hall and Mattapan Square to understand how to best move forward with the Blue Hill Avenue Transportation Action Plan. Warren Street is a main connector from Blue Hill Avenue to Nubian Square connecting the Roxbury, Dorchester and Mattapan communities.

4.3.8 BOWDOIN/GENEVA TRANSPORTATION ACTION PLAN

The BTD is collaborating with the Bowdoin/Geneva neighborhood to devise design strategies aimed at enhancing the safety of pedestrians, mitigating traffic hazards, and reducing speeding on local roadways. Coordination with projects in these neighboring communities is necessary to mitigate construction impacts and overall transportation accessibility.

SECTION 5 | SCOPE OF SERVICES

The Scope of Services covered in Section 5 of the Request for Proposal (RFP) detail the specific duties that the City of Boston requires the Consultant Project Team ("Project Team") to carry out for the Roxbury Resilient Corridors project. It also specifies the necessary expertise and qualifications that the Consultant must possess to fulfill the project's Design Goals and Objectives outlined in Section 3 of this RFP.

As mentioned in Section 3. Project Goals, this Project will be carried out in two phases. The anticipated services from this section will apply to both phases, but will be carried out at separate times.

- **Phase 1:** Community engagement for Malcolm X Boulevard (12-18 months) leading to final concept design. This Phase will require tight coordination and collaboration with the MBTA.
- **Phase 2**: Community engagement and concept design for Warren Street and Melnea Cass Boulevard will start in 2025. The beginning of Phase 2 may overlap with the last months of Phase 1.

5.1 ANTICIPATED SERVICES

The scope of work for this project encompasses Community Engagement, Planning, and Design. The work will be guided by a thorough public engagement process, coordinated with the designated BTD Project Manager. To ensure efficient workflow between the Consultant and City staff, the Consultant must complete each task collaboratively and through streamlined communication channels. **The Consultant will be required to attend weekly coordination meetings with City Staff as directed by the BTD Project Manager**.

The Consultant is asked to review the outlined Anticipated Services below and prepare a written response to the RFP that conveys their qualifications, relevant experience, and how they would approach this project. The successful Consultant will be required to provide a full range of management and strategic skills to complete the services required. More details of the proposal submission are outlined in Section 5.5 "Format of the Non-Price Proposal".

TASK 1: PUBLIC OUTREACH & COMMUNITY ENGAGEMENT

The Consultant selected for this project will be responsible for facilitating the outreach and engagement process. The BTD Project Manager is eager to collaborate with the selected Project Team to develop new engagement and analysis methods in alignment with Citywide policies and priorities for efficient transportation. The Project Team will play a critical role in piloting these methods, and the City looks forward to a successful partnership.

The City welcomes creative proposals for community engagement from the Consultant. On top of existing and traditional community engagement methods and processes, piloting other more community-centered engagement processes for this project is also encouraged. The Consultant will work with multiple city agencies and stakeholders to build an equitable, entertaining, and truly collaborative community engagement process that guides and empowers the community to envision the future of each of the three corridors.

BTD is partnering with the Full Frame Initiative (FFI) to complement the community engagement process that will be designed by the Project Team. The BTD Project Manager and FFI will be working with local community leaders to conduct a survey that focuses on FFI's concept of wellbeing. It is anticipated that the selected Project Team will integrate FFI's work with their public outreach efforts. To learn more about FFI's work and mission, including The Wellbeing Insights, Assets & Tradeoffs Tool (WIATT), please visit https://www.fullframeinitiative.org/.

Subtask 1.1 - Create a **Goals Memorandum** – a statement of objectives that will establish the basis for the planning and implementation of the engagement, planning, and design process

Subtask 1.2 - Create a **Community Engagement and Outreach Plan** that will facilitate community feedback throughout the entire duration of the project.

The Community Engagement and Outreach Plan is a document that guides the community engagement and outreach efforts of this Project. The Project Team will be asked to collaborate with the BTD Project Manager and City agencies to complete this task. At a minimum, this plan must include the following components and other components based on further discussion:

- Community engagement goals.
- A list of community engagement **strategies** that help the Project Team reach those that are traditionally underserved, marginalized, and hard to reach.
- A detailed, clear, and **actionable timeline** detailing community engagement efforts.
- **Evaluation metrics** for the community engagement efforts. The Consultant will be responsible for developing a method to track the demographics, including age, gender, disability, ethnicity, and geography, as well as modal choices, of individuals involved in the engagement process. This tracking will help ensure that the information collected is representative of the diversity of corridor users.

Subtask 1.3 - The Consultant will **propose innovative and creative community engagement methods** beyond virtual meetings, such as open houses, office hours, workshops, and interactive web tools.

- The Consultant will allocate resources to bringing the three aforementioned corridors to the Concept Design phases, starting with Malcolm X Boulevard.
- The Consultant will utilize a multifaceted approach to engagement that provides diverse opportunities for local residents and corridor users to participate. This approach will go beyond traditional outreach methods and include both in-person activities such as site walks, pop-up events, and bike rides, as well as online opportunities such as surveys, virtual meetings, and an updated project website. The Consultant will prioritize meeting people where they are in order to increase participation and will assist the BTD Project Manager with the planning, preparation and facilitation of such activities.

Subtask 1.4 - Provide the BTD Project Manager with outreach materials related to Tasks 1-3 for dissemination to the public and stakeholders. The Consultant will design project brochures and pamphlets aimed at raising public awareness of the progress of the project and encouraging community participation.

TASK 2: EXISTING CONDITIONS & NEEDS ASSESSMENT

The scope of the project, as depicted in *Figure 1*: *Action Plan Area Map*, encompasses several communities and their critical connections. The Consultant's focus will be on enhancing the safety and connectivity for pedestrians, cyclists, and transit users. The Consultant is required to comprehensively document current conditions, identify necessary improvements, and propose alterations to street design and signal programming. The Roxbury neighborhood is defined by the official <u>BPDA Map</u>. We expect the Consultant may have to analyze areas outside of the Action Plan area, to some extent, in order to understand vital neighborhood connections and movements.

In addition to assessing the conditions for this project to happen, it is crucial that the Consultant helps the BTD Project Manager in understanding the Project timeline and progress in order to coordinate with other ongoing projects. Some points that need to be addressed include:

- Ensure community engagement strategies are coordinated to avoid meeting fatigue.
- Identify early action improvements that can be implemented to benefit people early on in the project, such as sidewalks and raised crosswalks, and that will also help build and strengthen trust.
- Work with BTD and MBTA to coordinate timely transit mitigation plans for construction times.

Subtask 2.1 - Assess and analyze current conditions in areas of interest to create an analysis report. At a minimum, consider:

• Current Street Uses

- Understand how major stakeholders use the streets today
- Identify key areas of interests for these stakeholders (e.g., schools and cultural and religious centers) and whether there are any special uses (e.g., school buses)
- Identify underutilized areas and/or unpaved areas that do not need to be paved but can serves as opportunities for depaving and installing green infrastructure

• Key Area Destinations

- Cultural and tourist sites
- Employment and retail clusters
- Residential areas
- Public parks and plazas
- Schools, community centers and public libraries
- On-going and pending development projects

• Key Roadways

- Major arterial streets and cross streets
- Existing congestion
- Existing and proposed bicycle infrastructure
- Pedestrian infrastructure
- Parking regulations on selected streets

• Bus Service

- Ridership projections by corridor as proposed by the MBTA Bus Network Redesign
- Local bus and shuttle routes and stops, including their location, amenities, and accessibility characteristics
- Stop-to-stop ridership, delay, and reliability metrics for relevant MBTA bus routes
- Other pertinent infrastructure in regard to bus stations services

• Rail Service

- Current subway and commuter rail services in the Plan area, including ridership, frequency, fares, and other attributes
- Planning level evaluation of site conditions at Commuter Rail stations in the Action Plan Area, ADA accessibility, and general station conditions.

Subtask 2.2 - Conduct a detailed survey of existing roadway conditions. This subtask may include connecting with other City departments or teams (e.g., bikeshare team) to understand existing information and missing data gaps:

- Roadway dimensions, lane widths, median widths, current striping
- Identify existing ponding, puddling and flooding locations
- Sidewalk width, material, & condition
- Ramp locations, dimensions and condition
- Curb heights, curb cut locations and dimensions
- Crosswalk dimensions & condition
- Tree locations and pit size
- Signal and street signs locations
- Location of bicycle parking & BlueBikes stations
- Hydrant locations, manholes and handholes
- Site furnishings (seating, waste bins, etc.) and lighting
- Parking space locations and curbside regulations

Subtask 2.3 – Conduct a comprehensive assessment of the operational performance of intersections, including:

- Pedestrian volumes with crossing directions for Malcolm X Boulevard, Melnea Cass Boulevard, and Warren Street at key intersections
- Conduct a thorough analysis of pedestrian crossing volumes at midblock crossings, unmarked locations (desire lines), and crossings that are not in compliance with traffic signals
- Bicycle volumes & share of riders on sidewalks
- Pedestrian and bicycle/vehicle conflict areas

Subtask 2.4 - Assess and report environmental considerations and constraints:

As a part of the feasibility study, using city-wide available data when available and generating new data as needed, the Consultant will determine the overall environmental conditions of each of the three corridors, including air quality, noise pollution, heat, tree canopy, shade, visual obstructions, flooding risk, and what is currently being done or planned to reduce and mitigate these environmental hazards.

Subtask 2.5 - After conducting a review of the existing conditions, the Consultant will be responsible for **identifying necessary improvements and offering suggestions for crucial aspects of the redesign and significant intersections within the project scope**. The

designs should apply the Streets Green Infrastructure (GI) Policy where applicable (e.g., curb extensions and bump outs). This subtask should include, but not be limited to, recommendations regarding:

- Stormwater management features and locations
- Heat island reduction and cooling features
- Air quality and heat monitoring locations
- Improvements to key intersections outlined in Subtask 2.2
- Reducing crossing distances through sidewalk widening, bump outs, and/or crosswalk realignment, road rightsizing, and improved mid-block crossings
- Sidewalk widening & curb radii reduction on vehicle speeds and turns for design vehicle, control vehicle & managed vehicle
- Bicycle infrastructure improvements (bike lanes, traffic calming, wayfinding) focused on connections to key destinations
- Improvements to the public realm
- Increased daylighting; improved signage, pavement markings, and lighting

TASK 3: DESIGNS FOR NEAR-TERM OPPORTUNITIES

As the implementation of the Roxbury Resilient Corridors project is a long-term process, the City would like to explore nearer-term solutions to improve the areas around the three corridors. By working closely with the City, the community, and other relevant parties, the Consultant should bring designs requested under this task to PS&E for implementation.

In the Summer 2024, the BTD in collaboration with the Environment Department, the Mayor's Office of New Urban Mechanics, and the Office of Green Infrastructure will be pilot-testing some strategies to mitigate heat island impacts and stormwater flooding along Malcolm X Boulevard. These installations will introduce additional green infrastructure features and shade at bus stop locations. Examples may include retrofitted bus shelters with green roofs. The Project Team must utilize these strategies, and any other interventions that happen during the summer, as learning opportunities to integrate climate resilience into transit infrastructure to improve safety and comfort for commuters.

While Malcolm X Boulevard is not immediately surrounded by highly residential areas, there are several important stakeholders for whom early implementation initiatives would be highly beneficial. For example, the middle and high schools in the area, as well as the cultural centers, will be directly affected by the longer construction periods, hence would benefit from immediate interventions that help mitigate potential inconveniences during construction, as well as help set the stage for longer term interventions.

After identifying the necessary improvements and recommendations, the Consultant will

identify near-term opportunities for high-impact, low-cost, rapid implementation interventions to improve safety and enhance the public realm in the interim. The Consultant shall offer design and engineering services to develop final design projects for early implementation in the field.

TASK 4: CONCEPT DESIGN FOR THE THREE CORRIDORS

Starting with Malcolm X Boulevard, the Consultant will work with the City's Team to develop the concept design for the entire corridor, including roadways, sidewalks, green infrastructure and public realm interventions. Concept designs should thoroughly incorporate the feedback given by the public through the community engagement process. The Consultant should proactively ask the community for inputs on new design ideas. The consultant should also work closely with the City to understand where other development projects in Roxbury are at in order to coordinate efforts, engagement activities and designs. For example, for Malcolm X Boulevard, the Consultant must coordinate the designs with the Nubian Square Phase II implementation.

Importantly, green infrastructure features must be taken into consideration from the beginning of the design process. The City of Boston Disabilities Commission will be an important partner in ensuring green infrastructure features comply with ADA Standards for Accessible Design, and the Age Strong Commission will help ensure designs are inclusive for people of all ages.

Subtask 4.1 - The Consultant shall develop a concept design of the project area including the following:

- Preliminary right-of way plans to document land ownership
- Street functionality with the allocation of the right-of-way for modes of travel
- Roadway geometry: layout of the roadway, typical sections, preliminary roadway cross section design, preliminary lane markings, sidewalk layout, and ADA compliance
- Proposed bus and bike related facilities including lanes, bus stops, and Bluebike locations
- Proposed locations for GoHubs!, Boston's program for neighborhood mobility hubs
- Proposals for street trees and green infrastructure to be considered in the 25% design phase
- Basic understanding of any potential conflicts with underground, surface, or overhead utilities

• Development of concept design alternatives leading to a final concept design

Finalizing the Concept Design for Malcolm X Boulevard in 2024 may overlap with the beginning of the Melnea Cass Boulevard and Warren Street community engagement processes, to be carried out in 2025. All Concept Designs should be detailed so as to provide a base for the work to be advanced to 25% in a subsequent phase and contract, at the discretion of the City.

The City reserves the right to extend the contract to include advancing the Concept Designs to additional design phases leading to 100% Design conditional on availability of funding.

SUMMARY OF DELIVERABLES

1. Public Outreach & Community Engagement

- 1.1. Community Engagement Goals Memorandum
- 1.2. Community Engagement and Outreach Plan
- 1.3. Community Engagement Methods
- 1.4. Community Engagement Materials for Dissemination

2. Existing Conditions & Needs Assessment

- 2.1. Existing Conditions Data Analysis Report
- 2.2. Detailed Survey of Existing Roadway Conditions
- 2.3. Operational Performance of Intersections Assessment
- 2.4. Environmental Considerations and Constraints Assessment and Report
- 2.5. Identify Necessary Improvements and Offer Suggestions for the Redesign

3. Designs for Near-Term Opportunities

3.1. Engineered Plans for Near-Term Project Implementation

4. Concept Designs

- 4.1. Concept Design for Malcolm X Boulevard
- 4.2. Concept Design for Melnea Cass Boulevard and Warren Street

5.2 PROJECT ADMINISTRATION

The Boston Transportation Department (BTD) is administering the project with collaboration from other City and State agencies. BTD will provide project management, and the assigned BTD Project Manager will be the primary point of contact for daily communication and will oversee the public agency interface with the Consultant Project Team. The City of Boston will be responsible for reviewing the engineering aspects of the project, while MassDOT and other state agencies may also have oversight if applicable.

The MBTA will be a key partner in overseeing the design of this project and reviewing the engineering aspects, particularly those pertaining to transit priority and bus shelters. The MBTA will help coordinate work with neighboring transit priority projects and will provide updates from the Bus Network Redesign implementation status. Thus, close collaboration with the MBTA will be required.

Throughout the project, the City's Team will work collaboratively to ensure the engagement of each discipline, the timely completion of project milestones, adherence to the City's engineering standards, and the feasibility of the final product for bidding and awarding. This coordination may involve various internal city agencies, including but not limited to the Boston Public Works Department, Boston Planning and Development Agency, Boston Commission for Persons with Disabilities, Boston Age Strong Commission, and Office of Green Infrastructure.

Furthermore, the design of bus improvements on Malcolm X Boulevard, Melnea Cass Boulevard, and Warren Street will involve a significant contribution from the MBTA. The Consultant will work closely with BTD's Transit Team to establish clear roles and a communication channel for regular updates during the project. The Consultant must ensure that the Roxbury Resilient Corridors redesign is compatible with the MBTA's designs while avoiding any redundancy in work.

5.3 FUNDING

Funding for this contract is provided by the City of Boston's Capital Plan, with a budget of around \$2,000,000 for achieving at least a 25% Design and implementing a few interim tactical improvements along the three corridors. Respondents should consider this as a general reference and note that the City of Boston will work with the chosen Consultant to determine the specific scope for each major task assigned.

Please note that this project is funded in part by a federal grant through the RAISE program. A contract will be signed with the selected qualified Consultant only after a Memorandum of Agreement is signed between the City and FTA. It is anticipated that this MOU will be signed in Spring 2024. **The term of the contract shall be for three (3) years, with options to extend for two (2) additional years at the City's sole discretion**

SECTION 6 | EVALUATION CRITERIA

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



Evaluation Areas:

- 6.1. Consultant Project Team Experience
- 6.2. Responsiveness to Scope of Work and Proposal Quality
- 6.3. Interview and Presentation

The City will consider the ratings of the Technical Submissions when selecting the most advantageous proposal. Any reference to specific dollar amounts must be limited to the Billing Rates Submissions, which will be opened and analyzed during the review. The City of Boston reserves the right to interview those vendors providing the submissions that it has determined are the most advantageous

6.1 CONSULTANT PROJECT TEAM EXPERIENCE

6.1.1 PROJECT MANAGER EXPERIENCE

QUALIFICATIONS

The Consultant Project Manager:

- Demonstrates a thorough understanding of federal standards and guidelines, MassDOT standards and guidelines, Complete Streets principles and guidelines, NACTO guidelines, and best practices in pedestrian, transit, and bicycle design.
- Has experience with the planning of transit priority lanes and complex multimodal urban intersections.
- Has experience working on projects with a high degree of public interest and community engagement.
- Has expertise and practical experience in successfully managing a multi-disciplinary team on complex transportation and streetscape reconstruction projects.
- Has experience working with public sector clients.

Highly advantageous

The Consultant meets all five (5) of the qualifications listed above

Advantageous

The Consultant meets four (4) of the qualifications listed above

Non-advantageous

The Consultant meets three (3) or fewer of the qualifications listed above

6.1.2 TEAM EXPERIENCE AND STRUCTURE

QUALIFICATIONS

The Project team:

- Is composed of a core unit of planners and analysts who have documented, practical, and relevant experience to the tasks as described.
- Has availability to work on the project from start to finish.
- Has clearly defined roles for each staff member and a decision-making hierarchy that identifies the person ultimately responsible for the soundness of policy changes.
- Encompasses the variety of skill sets needed to expeditiously and creatively complete the scope of services
- Represents the diversity of employees and residents in the City of Boston as well as the project area.

Highly advantageous

The Consultant meets all five (5) of the qualifications listed above

Advantageous

The Consultant meets four (4) of the qualifications listed above

Non-advantageous

The Consultant meets three (3) or fewer of the qualifications listed above

6.1.3 PUBLIC ENGAGEMENT TEAM EXPERIENCE

QUALIFICATIONS

The Consultant Project Team:

• Possesses substantial experience in designing and implementing multi-stakeholder, collaborative, and equitable civic and community engagement campaigns.

- Has a dedicated record of antiracist practices, including methods on how to balance the priorities of stakeholders in a way that centers those that are vulnerable or historically marginalized.
- Is deeply tied to the Boston community (Roxbury in particular), with local knowledge, partners, and awareness of the mix of cultures that exist there.
- Is comprised of members who are representative of the neighborhoods within the Project Area.
- Demonstrates knowledge of and experience with urban planning projects and/or the issues facing urban residents and governments.
- Illustrates excellent habits of communication, with the ability to tailor messages so that they are relevant to their intended audience, and a demonstrated ability to translate data and planning designs into usable information.

Highly advantageous

The Consultant meets all six (6) of the qualifications listed above

Advantageous

The Consultant meets five (5) of the qualifications listed above

Non-advantageous

The Consultant meets four (4) or fewer of the qualifications listed above

6.2 RESPONSIVENESS TO THE SCOPE OF WORK AND PROPOSAL QUALITY

Highly advantageous

The Consultant has:

- Demonstrated a thorough understanding of the scope of work and presented a well-conceived and organized work plan.
- Recommended and incorporated well-conceived ideas to facilitate planning and design.
- Produced a proposal that is free of typographical and grammatical errors and demonstrates sound graphic design and page layout.

Advantageous

The Consultant has:

• Submitted a written proposal that is mostly organized, focused, relevant, and free of typographical and grammatical errors.

• The proposed scope demonstrates an understanding of the scope of services and incorporates well-conceived ideas to facilitate community outreach and engagement.

Non-advantageous

The Consultant has:

- Submitted a substandard written proposal that contains typographical or grammatical errors; the proposal does not demonstrate sound graphic design and page layout principles.
- Failed to demonstrate adequate understanding of the scope of services and did not recommend or incorporate ideas to facilitate community outreach and engagement.

6.3 PROPOSAL QUALITY AND PRESENTATION

The City reserves the right to invite the highest scoring firms for an in-person interview and presentation. The below evaluation will be applicable only to those firms.

CRITERIA

During the oral presentation, the Consultant:

- Concisely described their approach to the project and full scope of work
- Slides used were well-organized, visually appealing, and supported oral presentation
- Gave direct, complete answers to questions

Highly advantageous

The Consultant meets all three(3) of the qualifications listed above

Advantageous

The Consultant meets two (2) of the qualifications listed above

Non-advantageous

The Consultant meets one or none of the qualifications listed above

6.4 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.

SECTION 7 | 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.

7.1 ALLOWABLE COSTS

The Consultant shall submit invoices for services performed hereunder. There shall be two categories of charges:

- Labor Costs by Task
- Non-Labor Direct Expenses

The minimum billing period shall not be greater than one-half of an hour, and no premium shall be paid for overtime work.

Reimbursement for Direct Expense for both the Consultant and any sub-consultants as allowed under this contract shall be for the actual costs incurred. Prior written approval by email is required for reimbursement for all direct expenses.

All billing of direct expenses shall be itemized by dates and names of persons incurring such expenses and shall include all other data relevant to verify that expense. The City will not reimburse for parking tickets.

Detailed labor costs must be provided for all hours worked, including work performed by sub-consultants. The invoice shall provide a description of all work performed by task number and shall list all work products generated. In addition, it must include a list by name and title/position of each person contributing to the costs of that task, along with the hours billed, the hourly rate, and the total cost. Invoices shall include the total billed to the task in the invoice, the approved task budget, and the percentage of budget spent down to date. This billing procedure may be modified as necessary during the term of the contract.

7.2 FORMAT OF THE NON-PRICE PROPOSAL

The submitted non-price proposal should be double-sided, include page numbers, and be bound (spiral or other secure binding). Not including forms and resumes, the non-price proposal should be no more than 50 pages in length. The proposal sections shall be titled as follows:

- 1. Introductory Letter
- 2. Table of Contents
- 3. Project approach, work plan, and organizational chart
- 4. Key personnel and summary of qualifications
- 5. Example Projects
- 6. Scope of Services
 - a. Task 1: Public Outreach & Community Engagement
 - b. Task 2: Existing Conditions & Needs Assessment
 - c. Task 3: Designs for Near-Term Opportunities
 - d. Task 4: Concept Designs
- 7. Personnel Billing Rates (DO NOT PROVIDE COSTS)
- 8. Plan for diversity and equity
- 9. Insurance documentation
- 10. Current workload and availability of the Project Manager

All applicants are required to review (but not sign or submit) the forms listed in Appendix 3

7.2.1 INTRODUCTORY LETTER

Highlight why you would be a good partner for the City on this project; the Project Team; any relevant examples; and firms, organizations and individuals that are part of this proposal. Total length should be 1-2 pages.

7.2.2 TABLE OF CONTENTS

Include a table of contents (note the page limit).

7.2.3 PROJECT APPROACH, WORK PLAN, AND ORGANIZATIONAL CHART

This project will require a core team of dedicated staff with a breadth of public engagement, planning and design experience working in close collaboration. The Consultants should clearly articulate the reasoning behind the composition and leadership structure of their Project Team, how it demonstrates their philosophy for this project, and how the expertise of each member will be applied to the assignment in an organized and efficient manner. Include any examples of project management tools and processes that the Project Manager will bring to managing the Project Team and its workflow.

7.2.4 KEY PERSONNEL AND SUMMARY OF QUALIFICATIONS

The proposal shall include a detailed list of all personnel to be assigned to this project. Qualifications should include the roles of the staff personnel, the length of their work experience, areas of expertise, and the address of the office in which their work will be performed. Resumés, no more than two (2) pages per individual may be included. There are several characteristics of the Consultant which the City has identified as essential.

The Consultant Project Manager must have:

- Demonstrated expertise and practical experience in managing a multidisciplinary team on complex transportation and streetscape projects in an urban environment such as Boston.
- A thorough understanding of City guidelines (including those by the Public Works Department and the Office of Green Infrastructure), and federal standards and guidelines, MassDOT standards and guidelines, Complete Streets principles and guidelines, NACTO guidelines, and best practices in transit, pedestrian, and bicycle design.
- Experience working on projects with a high degree of public interest and community engagement.
- Available time to properly manage and oversee planning and design work that must be accomplished in an accelerated timeline.

The Consultant Project Team:

- Demonstrated expertise and practical experience in designing and shepherding a long-term community engagement process with an expected end deliverable.
- Must feature a small, core unit of planning and design staff with direct, application experience who will work on the project from start to finish.
- Must include clearly defined roles and hierarchies.
- Must include staff who understand the perspectives of pedestrian, transit, and bicycle commuters, as demonstrated by the inclusion of staff who regularly commute by these modes.
- Must include staff that specializes in stormwater management and green infrastructure design.
- Must include the person ultimately responsible for the soundness of the design.
- May include additional team members, with a demonstration of how each member will contribute meaningfully to the work.

7.2.5 GUIDELINES FOR EXAMPLE PROJECTS

For all projects listed as examples of experience, proposals must include the TOTAL project cost in US dollars and the dollar amount that was allocated to the Consultant's Project Team. All examples should clearly state which team members played a role and provide a 1-2 sentence summary of their role in the project. Examples may be provided as brief summaries with links to project websites, plans, documents, and other files as needed to demonstrate competency.

Examples provided may overlap for any number of tasks, project approach, personnel qualifications, or evaluation criteria. Consultants are encouraged to include overlapping example projects only once in the proposal, not inclusive of individual staff resumes.

7.2.6 SCOPE OF SERVICES

The Consultant should demonstrate thorough understanding of the Scope of Services as described in Section 5.1 .

Describe any recommended additions to or deletions from the scope of work (**NOTE**: DO NOT provide any cost estimates for said additions and/or deletions.)

7.2.7 PERSONNEL BILLING RATES (DO NOT PROVIDE COSTS)

Use form titled **Billing Rates** in Appendix 2. Complete one form for each firm.

7.2.8 INSURANCE DOCUMENTATION

Attach documentation of your insurance coverage. The City's recommended levels of insurance are listed in **Appendix 4**.

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

7.2.9 CURRENT WORKLOAD

Refer to Appendix 1 | Workload Affidavit.

7.2.10 PLAN FOR DIVERSITY AND EQUITY

Q1. Is <u>your organization</u> a small, local, minority-owned, women-owned, and/or veteran-owned business?¹ (Yes or No)

🗌 Small

- □ Local
- □ Minority-Owned
- □ Women-Owned
- □ Veteran Owned

Q2: Is <u>your organization</u> 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: <u>https://www.boston.gov/certified-business-directory</u>

□ Yes

🗌 No

If you are not certified but would like to be, you can find directions for how to apply here: <u>https://www.boston.gov/certified-business-application</u> 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 <u>here</u>)
- 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 <u>subcontractors</u> a small, local, minority-owned, women-owned, and/or veteran-owned business?²

- 🗌 Yes
- 🗌 No

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

Response:

² Same as above.

¹ This information helps us improve our outreach to all potential partners; this RFP is open to any vendor who would like to respond.

SECTION 8 | 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 <u>all pricing information</u> 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.

Please enter the total price for the contact work in the Supplier Portal. More detailed instructions are available in the following section, Section 9 | Submission Instructions. Instructions can also be found on the <u>Procurement Information Page</u>.

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).

SECTION 9| SUBMISSION INSTRUCTIONS

This section shows you how to submit your application.

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- To be considered for funding, each applicant must submit a <u>complete</u> proposal prior to March 15, noon (12:00 pm), EST.
 - See the checklist below (Section 9.1) for the requirements for a complete application.
- Complete applications must be submitted in two ways:
 - Through the <u>City of Boston Supplier Portal</u> (see Section 9.2)
 - By email
- Applicants often run into technical issues with the <u>City of Boston Supplier Portal</u>. 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 team has been selected for an interview
 - 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.

9.1 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 separate technical and price proposals. (Do NOT inc	lude <u>any</u>			
price information in your technical proposal, otherwise your proposal will b	e rejected.)			
A. TECHNICAL PROPOSAL				
Included an introductory letter and table of contents				
Detailed the project approach, work plan, and organizational chart				
Provided key personnel, summary of qualification and example projects				
Detailed the Scope of Services				
Included required documentation of personnel billing rates and				
insurance				
Provided Plan for Diversity and Equity				
Included current workload and availability of the Project Manager				
B. PRICE PROPOSAL				
Provided detailed budget and pricing				
C. REVIEW CONTRACT TERMS & CONDITIONS				
Read and reviewed contract terms, conditions, and additional forms				
If awarded the contract, you will be required to sign and submit these forms				

9.2 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 <u>boston.gov/procurement</u> at the Supplier Portal link.

In addition, please **submit via email** to <u>maria.castillocastillo@boston.gov</u>, Patrick Hoey at <u>patrick.hoey@boston.gov</u>, and Vineet Gupta at <u>vineet.gupta@boston.gov</u>.

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

- 1. **REGISTER** (If you are not yet registered as a "bidder" on the Supplier Portal)
 - a. <u>https://www.boston.gov/departments/procurement/how-use-supplier-portal</u> 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 "EV00013556" into the search box and click the "Search" button.
- d. Click "EV00013556"
- e. Click "View Event Package." Here you can download forms and documentation linked to this RFP. We recommend starting with the "Roxbury Resilient Corridors 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.³

³ Please note that Supplier Portal file uploads are limited to a 59-character file name length.

SECTION 10 | APPENDICES

APPENDIX 1 | WORKLOAD AFFIDAVIT

"On behalf of ________, I hereby certify that we shall proceed with the services described in this Proposal within ten (10) days of receipt of "NOTICE TO PROCEED" from the BTD and shall complete the services within the times stipulated in this REQUEST FOR PROPOSAL and/or the NOTICE TO PROCEED or as may be modified from time to time by BTD. Furthermore, the service to be provided under this project will be accomplished utilizing the staff identified in our Proposal, to the extent possible, and substitutions of the key personnel shall not be made without prior discussions and concurrence with the Commissioner or his designated representative. These terms shall remain in effect for a period of six (6) months from the date of this Proposal".

FIRM

AUTHORIZED SIGNATURE

DATE

PRINTED NAME

TITLE

APPENDIX 2 | BILLING RATES

Complete one billing worksheet for each firm.

FIRM:		
NAME	TITLE	RATE*
	· · · ·	
	:	
*Direct hourly rate.		
FIXED FEE:		

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

Certificate of Liability Insurance

o This form is not provided by the City of Boston and should be completed by the company to be sent along with the other contract forms

APPENDIX 4 | INSURANCE REQUIREMENTS AND RECOMMENDATIONS

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.