



Concord Housing  
Development Corporation

# REQUEST FOR PROPOSALS

for

Junction Village Open Space Engineering

August 20, 2018

*ISSUED BY*

CONCORD HOUSING DEVELOPMENT  
CORPORATION

141 KEYES ROAD

CONCORD, MA 01742



## Concord Housing Development Corporation

### I. REQUESTED SERVICES; TERM; FEES.

The Concord Housing Development Corporation (CHDC) owns a 12.8 acre site known as the Junction Village property located at the end of Winthrop Street in West Concord. The site, formerly owned by the State, is designated to be used exclusively for affordable housing and open space purposes. A Comprehensive Permit has been approved for the development of an affordable assisted living facility on approximately half of the site in 2017.

The remaining portion of the site is planned to be protected with a Conservation Restriction for passive recreational purposes. The CHDC commissioned an Open Space Planning Study in 2016, and is now planning to advance that study into an Open Space Master Plan. The master plan will be guided by a Junction Village Open Space Task Force appointed by the Concord Select Board.

In order to provide the Task Force with basic information needed to begin the planning process, the CHDC seeks to engage a qualified engineering consultant to collect additional information about the site.

The specific tasks required include:

1. Delineation of the existing 200-foot Riverfront Area;
2. Location and identification of significant trees (12-inch DBH or greater);
3. Location and identification of large patches of invasive plant species;
4. Location of meadow areas and site features (such as the existing two stands of sumac);
5. The location of the existing/proposed emergency access easement over the Massachusetts Department of Corrections property;
6. The location of the proposed drainage easement area as shown on the approved 2017 Comprehensive Permit plan.
7. Survey of the Open Space portion of the property, the Conservation Area
8. On-going support to the Task Force as needed.

It is expected that the work would conclude within 12 months after contract, with the draft final report and deliverables delivered in 8 months, giving 4 months for final review and approval.

There is no minimum or maximum guaranteed contract amount for services rendered. Fees will be based upon an hourly rate for services on matters specifically requested by the CHDC. Fees shall remain unchanged for each one-year term of the contract.

CHDC reserves the right to reject any or all proposals and to cancel this solicitation.



## Concord Housing Development Corporation

### II. BACKGROUND; DESCRIPTION OF CHDC.

CHDC is a non-profit corporation created pursuant to special legislation, Chapter 275 of the Acts of 2006 (See Exhibit A). CHDC operates as a Board of Directors each of whom is appointed by the Concord Select Board. All Board members are volunteers and Concord residents.

CHDC receives staffing assistance from the Regional Housing Services Office under a contract with the Town of Concord.

CHDC is charged with creating, preserving and maintaining affordable housing in the Town of Concord. CHDC receives funding to perform its mission from Community Preservation Act grant funding, charitable and private donations and other sources including proceeds from the sale or lease of real property it owns.

Additional resources can be found on the Town website: <http://concordma.gov/653/Junction-Village>, some of which are listed below. In addition, prior work products will be made available to the consultant once contracted.

- Comprehensive Permit
- Open Space Planning Study
- Site Plan
- Junction Village Open Space Task Force Charge



## Concord Housing Development Corporation

### III. SELECTION PROCESS AND SELECTION CRITERIA

*This procurement is not subject to the provisions of M.G.L. c. 30B.*

The selection process for CHDC engineering is as follows:

- A selection committee of the CHDC will review proposals and check references.
- The CHDC may interview selected proposers.
- The CHDC Board of Directors will make the final selection.

CHDC will consider the criteria detailed below and the relative weight assigned to each criterion:

#### *Ability and Qualifications (20Points)*

- Demonstrated ability of the proposer to provide the engineering services requested with the staff presented.

#### *Relevant Experience (20 points)*

- Demonstrated experience with similar projects;
- Demonstrated experience working locally with municipalities.

#### *References (10 points)*

- Past performance feedback from clients with projects of similar size, scope and complexity;
- Proposer's experience and willingness to work collaboratively.

#### *Proposal/Interview (20 points)*

- Clarity of proposal;
- Ability of proposer to present complex issues in a concise and understandable manner;
- Well developed, thoughtful approach to undertaking and managing this type of project;
- Team organization, and identification of responsible and qualified primary and secondary (if applicable) team members;
- Quality of proposal/interview.

#### *Proposed Fee and Fee Structure (20 points)*

- Hourly Rates and other fee structure.

#### *Other (10 points)*

- -Such other qualifications and characteristics as the CHDC may deem valuable.



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### IV. PROPOSAL REQUIREMENTS

Persons and firms interested in applying must submit nine (9) hard copies and one electronic (delivered by e-mail) of the proposal containing the following minimum information:

#### Qualifications and Experience

Describe proposer's general qualifications and experience, including any relevant experience with similar projects.

#### Identification of Project Team Members

List all team members to be assigned to the Junction Village Open Space Engineering project. Identify specific roles and responsibilities of each, identify any subcontractors or other outside parties to be retained.

#### References

Provide at least two references for clients of similar size, scope and complexity, and describe the role each team member played for the client. At least two relevant references must be provided for each member of the proposed team.

#### Proposed Project Timeframe and Budget

Based on the scope provided, include an estimated level of effort, timeline duration, and estimated cost for the project.

#### Proposed Fee Structure

Proposers will be evaluated based on their proposed hourly rates and/or other fee structure. Please provide hourly rates for each person, including staff and any and all other expenses or charges that will be charged to CHDC.

#### Submission of Proposal

Proposals must be submitted to the Concord Housing Development Corporation c/o Regional Housing Services Office, Attention: Elizabeth Rust, 141 Keyes Road, Concord, MA 01742, and by e-mail at Liz@RHSOHousing.org **no later than 12:00 p.m. September 20, 2018.**

For further information, questions or requests for additional information please contact Elizabeth Rust by email at Liz@RHSOHousing.org.