

**RFP # 385 – Feasibility Study & Landscape Design Services**  
**Walk Through & Briefing Session**  
**May 18, 2018**

A non-mandatory walk-through and briefing session was conducted, on site, at 369 Commonwealth Ave. in Concord starting at 10:00 AM on Friday, May 18, 2018. Below are the questions asked and their responses relative to the RFP.

1. Page 2 of the RFP states that bids must, *“Include a valid price summary form as shown in section. No substitute form will be accepted.”* This is an error, price forms may be submitted by firms in whatever format is chosen. Please disregard this clause.

2. Additional addendums and proposal forms should have been attached to the RFP as is the Town’s standard procedure; they were inadvertently left out. The required forms are attached to this document. Additionally, copies of these forms are also available on the Recreation Department’s Website under the Recreation Commission Tab – “Ongoing Projects” section.

3. Scope Clarification.

The project scope outlined in the RFP is the entirety of the project, likely to be several phases over several years. However, for clarification, the Town would like to further define the scope of what we need immediately.

- Feasibility and/or Master Plan: We are looking for a firm to develop at least three concepts for the park after the input and information is gathered from the community and town officials as outlined within the RFP. (p.6-7, s.2.2-2.3)
- Survey: We are looking for a complete survey which includes boundaries and topography of the full 7.03 acres. (p.9, s.5.1)
- Plan designs should include rough cost estimates for budgetary planning. (p.10 s.5.1)
- We are looking for an approximate cost to move the existing single family home located in the center of the parcel to the area closest to the edge of the property along Commonwealth Ave. The estimated cost of that action may determine the Town’s decision on whether to keep the home or to conduct a ‘green’ demolition of it. (p.6, s.2.2)

Our goal is to have the chosen firm continue to work with the town in developing construction plans, landscape architectural designs and other phased work in the creation of the park.

4. Page 7, Section 2.4: Design Process Clarifications

Site Analysis:

- ⇒ Relative to the creation of three designs, including interfacing with the community to develop a master plan and schematics which the community may choose from.
- ⇒ The designs should include rough cost estimates.
- ⇒ This includes a survey of the acreage.
- ⇒ This is PHASE I of the project for which we need proposals and price proposals from each firm. Once the firm is chosen, the Town has the option to continue with the other items listed in the RFP.

Design Development:

- ⇒ Once a final design has been chosen by the community, the firm shall develop a 100% construction design plan.

Bid & Negotiation:

- ⇒ The firm will be asked to assist the town with the bid documents and contract negotiation.

Construction Administration:

- ⇒ The firm will be asked to assist the town in the administration of the site construction.

**Town of Concord**

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under the penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, club, or other organization, entity, or group of individuals.

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(Signature of individual submitting bid or proposal)

**Town of Concord**  
**RFP #385**

**TAX COMPLIANCE CERTIFICATION:**

Pursuant to M.G.L. c.62C, S.49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all the laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

NAME OF PROPOSER(S): \_\_\_\_\_

SIGNATURE(S): \_\_\_\_\_

\_\_\_\_\_

PRINTED NAME(S) AND TITLE(S): \_\_\_\_\_

\_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

SOCIAL SECURITY NUMBER(S) OR FEDERAL ID NUMBER: \_\_\_\_\_

**Town of Concord**  
**RFP #385**  
**Feasibility & Design Services**

**Disclosure of Beneficial Interests in Real Property Transaction**

This form contains a disclosure of the names and addresses of all persons with a direct or indirect beneficial interest in the real estate transaction described below. This form must be filed with the Massachusetts Commissioner of Capital Asset Management and Maintenance, as required by M.G.L. c.7, S.40J, prior to the conveyance of or execution of a lease for the real property described below. Attach additional sheets if necessary.

1. Public agency involved in this transaction: \_\_\_\_\_  
(Name of jurisdiction)

2. Complete legal description of the property:

3. Type of transaction:      \_\_\_ Sale   \_\_\_ Lease or rental for \_\_\_\_\_ (term).

4. Seller(s) or Lessor(s): \_\_\_\_\_

Purchaser(s) or Lessee(s): \_\_\_\_\_

5. Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above. Note: If a corporation has, or will have a direct or indirect beneficial interest in the real property, the names of all stockholders must also be listed except that, if the stock of the corporation is listed for sale to the general public, the name of any person holding less than ten percent of the outstanding voting shares need **not** be disclosed.

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____

5. Continued  
None of the persons listed in this section is an official elected to public office in the Commonwealth of Massachusetts except as noted below:

Name	Title or position
_____	_____
_____	_____

6. This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named in item 1. If this form is signed on behalf of a corporation, it must be signed by a duly authorized officer of that corporation.

The undersigned acknowledges that any changes or addition to item 4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Asset Management and Maintenance within 30 days following the change or addition.

The undersigned swears under the pains and penalties of perjury that this form is complete and accurate in all respects.

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_