

REQUEST FOR QUOTATION (RFQ)
OPEN SPACE & RECREATION PLAN UPDATE

TOWN OF NORTH READING
235 NORTH STREET
NORTH READING MA, 01864

DATE
August 8, 2019

SUMMARY AND BACKGROUND

The Town of North Reading (*the Town*) is planning to update its Open Space and Recreation Plan (OSRP) in accordance with the Executive Office of Energy and Environmental Affairs (EOEEA) standards and guidelines. The selected vendor will be retained to develop the plan for the Town. Quotes are requested from qualified vendors for the scope of work as set forth below. **The deadline for quotations is August 22, 2019 at 3:00 p.m., by email to dmcknight@northreadingma.gov.**

Vendor Minimum Requirements: The Town will accept quotes only from vendors that meet the following requirements:

Prior Experience: The selected vendor will have experience having prepared Open Space and Recreation Plans that have been approved by EOEEA in the past.

Maximum Project Budget: The town has appropriated \$20,000 for preparation of this plan update.

Scope of Services to be Provided Under the Contract:

The Consultant will prepare an Open Space and Recreation Plan update in accordance with the Executive Office of Energy and Environmental Affairs (EOEEA) standards and guidelines. For reference, the current OSRP can be found at: https://www.northreadingma.gov/sites/northreadingma/files/uploads/osrp_2013.pdf. This seven-year plan was completed in March 2013 and will expire January 31, 2020.

Planning and Project Strategy; Completion of Plan: The selected vendor shall develop and execute a Project Strategy that includes public outreach, meetings with Town staff and boards, evaluation of the current OSRP and determining, along with the Town, which sections need to be updated. Currently, the Town anticipates needing to update the following from its current plan:

1. Plan Summary
2. Introduction: Statement of Purpose, Planning Process/Public Participation
3. Community Setting: Regional Context, Population Characteristics, Growth & Development Patterns
4. Environmental Inventory and Analysis: Water Resources
5. Inventory of Lands of Conservation and Recreation Interest: Private Parcels, Public and Nonprofit Parcels

6. Community Vision/Goals: Description of Process, Statement of Open Space & Recreation Goals
7. Analysis of Needs: Summary of Community's Needs, Management Needs, Potential Change of Use
8. Goals and Objectives
9. Seven-Year Action Plan
10. Public Comments
11. References
12. Section 504 Accessibility Report
13. Appendices

The plan will also include all other maps and plan elements required by EOEEA. The Town will make GIS data available to the vendor as necessary.

Rejection of Quotes: The Town reserves the right in its sole discretion to reject any or all quotes, without incurring any cost or liability whatsoever. The Town reserves the right to cancel the quotation at any time.

Award and Execution of Contract: Subject to the Town's right to reject any or all quotes, the lowest priced vendor meeting the minimum qualifications will be awarded the contract.

Completion of Work: All work must be completed by January 15, 2020.

Questions and Communications: Questions regarding the Town's award of any contract on the basis of quotes submitted in response to this RFQ, or on any matter in connection with the selection process, should be address in writing to the Town Planner– Danielle McKnight via email at dmcknight@northreadingma.gov .