

PURCHASING DEPARTMENT

**TOWN OF ARLINGTON**

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November 5, 2025

Request for Proposals (RFP #25-59)

**Urban Wilds Initiative**

**ADDENDUM NO. 1**

The attention of individuals and firms submitting responses to the above-referenced RFP is directed to the following Addendum. The items set forth herein, whether of omission, addition, subtraction, or clarification, shall be included in and form a part of the proposal submitted and shall become part of the Contract.

**QUESTIONS SUBMITTED BY INTERESTED PARTIES**

- 1. Can you clarify whether design concepts and implementations are expected for all 14 sites or just for selected ones?**

*Answer: The scope includes assessment of 14 properties and implementation of improvements at one site. The landscape ecological analysis will involve all 14 properties, but design work is only expected at one site.*

- 2. Could you please provide a list of the 14 Conservation Commission properties?**

*Answer: The properties are all small holdings, generally 0-lots on the following streets.*

- 1. Brand Street*
- 2. Brattle Street*
- 3. Central Street*
- 4. Concord Turnpike*
- 5. Forest Street*
- 6. Hemlock Street*
- 7. Inverness Street*
- 8. Mohawk Road*
- 9. Philemon Street*
- 10. Ridge Street*
- 11. Rublee Street*
- 12. Short Street*
- 13. Stone Road*
- 14. Woodside Lane*

**3. How should respondents price the implementation portion of the project, considering that the scope will not be fully defined until after the award?**

*Answer: It is expected that approximately 20% of the budget will be allocated for implementation.*

**4. Is it possible to move the timeline back to allow plant and pollinator assessments to occur in May or June, given their visibility during late spring/early summer?**

*Answer: Yes, the timeline can be adjusted for seasonality.*

**5. Does the scope require surveys of individual pollinator species, or only of habitat and pollinator-supportive plants? Will these be desktop or field surveys?**

*Answer: The applicant is free to propose a methodology for how best to accomplish the survey. The data collected will be used to inform the eventual designs. As such, the applicant should draft a proposal that is suitable for collecting the information necessary to perform design development.*

**6. What is the relevance of the Hazard Mitigation Plan to this project, and is it a requirement for this RFP?**

*Answer: The Hazard Mitigation Plan was referenced in error in the RFP. Please disregard any mention of it. The selection criteria for this RFP will instead focus on implementation of (especially urban) habitat and ecosystem enhancement projects, such as biodiversity informed green infrastructure, ecological restoration, etc.*

**7. Is the vendor expected to organize the Community Bioblitz, or will it be a coordination role with Town Staff?**

*Answer: The bioblitz will be coordinated with staff. The vendor will assist with planning and facilitate during the event.*

**8. Will the vendor actively recruit volunteers, or will they provide a stewardship plan while the Town's Conservation Commission leads the recruitment?**

*Answer: The Town has an active volunteer base it will rely on, and the vendor will assist by offering recommendations for additional recruitment.*

**9. Is the Town expecting the vendor to take on signage design, or will it subcontract to a graphic design team?**

*Answer: It is at the applicant's discretion to propose a cost-effective approach to signage design. Subcontracting is allowed.*

**10. Is the vendor expected to design custom infographics or visual materials?**

*Answer: Yes, a visual identity for the Urban Wilds Initiative is among the deliverables.*

**11. Can project meetings be held virtually, or is in-person attendance preferred?**

*Answer: Project meetings may be held virtually with staff. In-person attendance is needed for the bioblitz and any other events where the public will be present.*

**12. Can you clarify the total number, format, and consultant involvement of required forums, workshops, and public meetings?**

*Answer: A minimum of five project meetings is required in addition to the two public forums. One public workshop (i.e., bioblitz) is required in addition to the foregoing.*

**13. What details should soil test results include, and how many tests are required per site?**

*Answer: One soil test is required per site. The UMass Extension lab's routine soil analysis for turf, ornamentals, and landscaping will be used.*

**14. Does the Project Schedule Table on page 5 represent the contract schedule?**

*Answer: Yes, the project schedule and the contract schedule should match as closely as possible, with the exception of adjustments for seasonality and other time-sensitive activities.*

**15. What is expected from the consultant in terms of concept plans versus 100% construction documents?**

*Answer: The deliverable is a 100% design for one site. If construction is proposed, the final design must include construction-ready plans. It is expected that little to no construction will be needed, only installation of plants.*

**16. If 100% construction documents are required, do they need to be stamped by a Landscape Architect or Engineer?**

*Answer: Yes, stamped plans would be required, and the certification of the professional is to be determined based on the scope.*

**17. What is the consultant's role in the Implementation/Oversight Phase outlined in Section IV?**

*Answer: The vendor will be expected to complete a monitoring plan, propose methods for recruiting additional volunteers, and provide guidance for replicating the implementation process across the remaining sites.*

**18. What specific responsibilities does the consultant have regarding volunteers, including recruitment and training?**

*Answer: The vendor will provide Town staff with a plan for engaging the community to recruit volunteers. The vendor will staff the bioblitz and provide training in iNaturalist for attendees. Guidance and materials for the recruitment and trainings will be provided in a replicable format.*

**19. Is a bid deposit required, and if so, what percentage of the total bid amount should be submitted?**

*Answer: No bid deposit is required.*

**20. What are the minimum insurance coverage requirements for this project?**

*Answer: Per the Town's standard contract:*

*The Contractor shall maintain for the duration of the Contract professional, liability, and other insurance as required by the solicitation or as otherwise required by Town, but in no event less than the amount and type of insurance coverage sufficient to cover the performance.*

**21. Does the stated project budget cover the installation of plant materials, benches, and paths, or are these future phases outside the scope?**

*Answer: Yes, it is expected that approximately 20% of the budget will be expended on materials and installation.*

**22. Will the consultant work with the same volunteers at each site, or will different volunteers be used for different locations?**

*Answer: Volunteer activities will take place at only one site during the phase covered by this contract.*

**23. Does the Town have an anticipated number of volunteers per site or event for planning purposes?**

*Answer: There is no expectation of the number to be recruited, but 10-15 would be optimal for an event.*

**24. Is permitting required for this project, specifically regarding the Conservation Commission's Notice of Intent for Order of Conditions?**

*Answer: This will depend on the site selected and the scope of work, however in either event it is not expected that the vendor will prepare a Notice of Intent.*

**25. Will the Town assign an LSP, or is that the consultant's responsibility?**

*Answer: The vendor will be responsible for any additional contractors.*

**26. Can you elaborate on the nature and extent of the planned environmental educational signage and overall visual identity for the Urban Wilds Initiative?**

*Answer: Signage should include, without limitation, the name of the parcel, the geophysical and ecological conditions of the site, and the parcel's role in Arlington's landscape ecology. The visual identity should be negotiated with the community during public forums, but must include official elements such as the Town seal.*

**27. Is signage and visual identity expected for all 14 Conservation Commission-owned properties or just for selected sites?**

*Answer: Signage is expected for only the one site to be implemented. The identity will characterize the program cohesively.*

**28. Is the Town envisioning temporary signage or durable installations?**

*Answer: The signage is expected to be permanently installed.*

**29. During implementation, should the consultant handle all responsibilities related to signage, or will volunteers assist in fabrication and installation?**

*Answer: The vendor will be responsible for fabrication and installation. Town DPW staff may be available to assist with installation.*

**30. Does "Staff" refer to Town of Arlington personnel who will support scheduling, meeting notices, and baseline data coordination?**

*Answer: Yes, specifically this will be the role of the Environmental Planner, who is project lead.*

**31. What initial community outreach is anticipated as part of the project?**

*Answer: Community outreach should focus on the neighborhood surrounding the site chosen for implementation. Town staff will activate existing volunteer networks for additional engagement.*

**32. Would an email or digital upload be acceptable for the proposal instead of a USB flash drive?**

*Answer: No, the Town cannot receive emailed or linked proposals.*

All other terms and conditions of the RFP remain unchanged.

**ADDENDUM MUST BE ACKNOWLEDGED IN THE RESPONDER'S SUBMISSION.  
FAILURE TO ACKNOWLEDGE ANY OR ALL ADDENDA COULD RESULT IN REJECTION  
OF YOUR SUBMISSION AS NON-RESPONSIVE.**

James Feeney  
Town Manager