

COMMONWEALTH OF MASSACHUSETTS
MASSACHUSETTS ENVIRONMENTAL TRUST
100 Cambridge Street, 9th Floor
Boston, MA 02114



REQUEST FOR RESPONSE (RFR)

FOR

Lower Mystic River Improvements

RFR# ENV09 MET 01

CONTACT PERSON: William Hinkley, Program Coordinator
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1. RFR Schedule

The schedule below is estimated. Dates and times are subject to change. Respondents are responsible for checking for any updates on the Comm-PASS system.

RFR posted on www.comm-pass.com :	10 July 2008
Bidders Conference:	6 August 2006
RFR answers to questions posted on Comm-PASS	13 August 2008
RFR proposals due:	16 September 2008 5:00 p.m.
Grant contract awarded:	31 October 2008
Projects must be completed by:	30 June, 2012

2. Bidder's Conference

A bidder's conference will be held on 6 August 2008 at 10:00AM at the EEA offices, 100 Cambridge Street, 9th Floor, Boston, MA 02114. Potential respondents will have the opportunity to ask questions about this RFR and the grant program. Respondents interested in attending the conference **must** RSVP to William Hinkley at 617.626.1177 or william.hinkley@state.ma.us by Friday, August 8, 2008. MET will post responses to questions from the conference or other written questions on Comm-PASS according to the RFR schedule.

3. RFR Distribution

This RFR has been distributed electronically using the Comm-PASS system. It is the responsibility of every respondent to check Comm-PASS for any addenda or modifications to an RFR to which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodations to respondents who fail to check for amended RFRs and submit inadequate or incorrect responses. Potential respondents are advised to check the "last change" field on the summary page of the RFRs for which they submit a response to ensure they have the most recent RFR files.

Respondents may not alter RFR language or any RFR component files. Respondents must respond in accordance to the RFR directions and complete those sections that prompt a respondent for a response. Modifications to the body of this RFR, specifications, terms and conditions, or which change the intent of this RFR are prohibited. Any unauthorized alterations will disqualify response.

4. Description or Purpose of the Procurement

The Massachusetts Environmental Trust (MET) invites proposals that will promote protection of Mystic River water resources by enhancing public access to, stewardship of, and advocacy for the River and its watershed.

The Trust seeks projects that will enhance the river system's natural functions, increase and improve access for residents and visitors to the lower Mystic River including the Chelsea Creek and the Malden River, and foster public awareness and enjoyment of the river system. The Trust is particularly interested in projects that create or enhance riverfront access and enjoyment and restore riverfront areas, including creation or expansion of: walking, jogging, bicycling trails; nature trails; fishing access and boating access; or public parks or conservation areas. Expansion of or major improvements to the existing outdoor recreation amenities and infrastructure will also be considered, in particular, projects that would augment or connect existing conservation

and recreation space including opportunities to improve the ecological function of the existing amenities or infrastructure.

The aim of this program is to:

- Aid in restoration of, improvement of, easements on, or acquisition of any key riverfront parcels for creating or enhancing public access to the riverfront
- Connect key gaps in existing trails and paths.
- Create additional public non-motorized boat launches.
- Increase usage of underutilized recreational and open space assets.

Eligible activities and projects

Outdoor recreation provides many benefits to the community – ranging from increased environmental stewardship to personal fitness. Lack of public access to lower portions of the Mystic River is a major deterrent to usage for recreational purposes.

This program is intended to implement aspects of existing planning efforts rather than fund new studies or plans. Studies and planning projects will generally be ineligible but proposals for construction drawings and plans may be considered with a full funding plan for implementation.

Work **must** be conducted within the Mystic River watershed and be located, at least in part, in the lower Mystic River watershed, located in the cities of: Boston (East Boston and Charlestown only) Chelsea, Everett, Medford, Malden, and/or Somerville.

Proposals may include some or all of the following:

- A. Restoration of, improvement of, easements on, or acquisition of parcels that connect parks, trails, and other public access to the waterfront.
 - i. Projects which are contiguous to publicly accessible property are **desired**.
 - ii. Projects **must** be compatible with existing community planning and “permissible” under all local, state and federal regulations and statutes.
 - iii. Proposals may include some cost to upgrade municipally owned parks if newly acquired or situated on the River but such costs **must** clearly improve access and/or ecological function.
 - iv. Projects **must** result in actual implementation/construction within the project period.
- B. Restoration of, improvement of, easements on, or acquisition of riverfront parcels that could be developed into parks or trails.
 - i. Projects **must** be permissible under all waterfront/riverfront regulations such as designated port areas regulations if applicable.
 - ii. Projects **must** be compatible with existing community planning and “permissible” under all local, state and federal regulations and statutes.
 - iii. If the proposed project exceeds the budgetary limitation of this RFR, or if the response to this RFR is once aspect of a larger funding package, the respondent **must** provide a detailed funding plan for the remainder of the project.
 - iv. Projects which incorporate beneficial reuse of an existing underutilized site are **desired**.

- Note: MET funding will not be available for conversion of ecologically significant parcels for active recreational use, based on the advice of the Mass. Dept of Fish & Game.
- C. Development of additional access points that can be utilized for water-based recreation.
- i. Acquisition of rights for and/or construction or redevelopment of public boat launches for non-motorized craft.
 - ii. Acquisition of rights for and/or construction or redevelopment of public fishing piers.
- D. New or improved connections from transit hubs to Mystic River and parks.
- i. Improved access to River
 - ii. Safety, including improved street crossings and lighting
 - iii. Signage directing routes to parks and/or multi-use trails
 - iv. May include connection from all means of transit, including subway, bus, or commuter rail.

General Provisions:

Preference will be given to projects with multiple benefits that reach significant numbers of users.

Projects proposed **must** include a component to inform residents and visitors of the new or improved recreation opportunity.

Additionally, a long-term operation and maintenance plan **must** be submitted. This may be in the form of a letter from a local municipality that accepts the oversight of the newly-constructed project in perpetuity.

Requirements

- All projects **must** be on or near main stem of Mystic River, downstream of Mystic Lakes to the confluence with the Charles River, also including the Malden River, Island End River, and Chelsea Creek. The Alewife Brook is not eligible.
- Site control is **required**. Any improvement taking place on property not owned by the proponent **must** provide written agreement allowing permanent use of the site.
- Any public or private property acquired or improved through this program **must** be dedicated as permanently protected open space for conservation or public recreation purposes.
- Any proposed projects that are intended to connect to, are adjacent to, or take place on Department of Conservation and Recreation property are **required** to have the written approval of DCR's Division of Planning and Engineering. All such projects **must** be compatible with the Mystic River Master Plan now in draft format.
- Projects related to existing mitigation commitments are not eligible.
- Projects that positively impact water quality and ecosystem health in the lower Mystic are **desirable**.

- The project **must** be open to the general public, be accessible to people of all abilities, and by multiple modes of transportation.
- Written confirmation of any matching commitments, if applicable, **must** be included in proposal.
- Estimations and projections for public utilization of project are **required**. Projections **must** include methodology for calculation.
- Demonstrated community support **must** be included.
- Improvements to existing but underutilized recreation infrastructure to enhance use and enjoyment are permissible.
- Projects **must** not adversely impact the river or other resource area.
- A long-term operation and maintenance plan and funding **must** be demonstrated.
- Adherence to all applicable local, state and federal regulations/laws/statutes is **required**.
- Native, drought tolerant vegetation **must** be used in all plantings.
- Projects **must** adhere to the Massachusetts Water Policy principle of “keeping water local” through infiltration of stormwater on-site via porous pavement and/or other methods if hardscape is planned as part of the project.
- Maintenance of vegetated riverside buffer, or development of one if the buffer does not exist, at the project site is **required**. The buffer may be designed to allow for visibility of the river.

5. Acquisition method

Fee for service

6. Request for single or multiple contractors

Massachusetts Environmental Trust may, at its discretion, make awards to one or more contractors depending upon available funding and the number, quality, and scale of responses.

7. Use of procurement by a single or multiple departments

Single Department Procurement/Single Department User Contract
Comm-PASS - Restricted to Use by Issuing Entity Only

8. Anticipated budget

The anticipated budget for this grant program is \$500,000

9. Respondent eligibility

This grant program is open to any Massachusetts public or 501(c)(3) certified non-profit organizations, including, but not limited to:

- Municipalities
- Nonprofit Organizations (501(c)(3) or fiscal partnerships with 501(c)(3) organizations)
- Regional Planning Agencies
- Colleges and Universities

State and federal agencies and commercial organizations are generally ineligible to apply. Organizations based outside the target area are eligible to apply so long as the work takes place within the project area.

Partnerships and collaborative efforts between organizations are encouraged. Small organizations that wish to apply but have not undertaken a project of this magnitude are strongly encouraged to apply in partnership with a more experienced organization.

10. Anticipated duration of the contract, including renewal options

Projects contracted under this RFR must be completed by 30 June 2012.

11. Performance and contract specifications

A “mandatory” specification is one that **must** be met in order for a proposal to be considered responsive. These are denoted throughout this RFR as “must” or “required”. Any response, regardless of the submission formats allowed below, that fails to meet a mandatory specification of this RFR may be found in non-responsive without further evaluation unless the Massachusetts Environmental Trust, in its discretion, determines that the non-compliance is insubstantial and can be corrected or that an alternative specification meets the requirements of this RFR. All mandatory specifications in this section must be met unless respondents can demonstrate that an alternative is equivalent and will result in meeting the same objectives of this RFR.

In their responses, respondents must demonstrate how they will meet the specifications of this RFR per the proposal submission guidelines in **Section 16**.

12. Budget

Respondents **must** provide a detailed project budget as described in the Project Description section of Section 16 of this RFR. Expenditures made by the selected contractor outside of this budget may not be reimbursed.

13. Performance Measurements

The awarded contractors will be required to demonstrate satisfactory performance under this contract through periodic review by the Massachusetts Environmental Trust. Contractors will be required to provide periodic interim reports and final reports. Contractors must resolve complaints of non-compliance with the above cited Performance and Contract Specifications (Section 8) with the aggrieved department within 45 business days or in a timeframe acceptable to and agreed upon by the department.

14. Evaluation Criteria

A review team will use the information contained in the grant application and the evaluation criteria outlined below to evaluate any proposals received. Awards may be made for less than the amount requested and/or for portions of the work proposed in the grant application.

- Adherence to mandatory specifications
- Clarity of goals, objectives, and scope of work;
- Proximity to riverfront in area described in overview and goals;
- For construction projects, feasibility and technical merit of plan;
- Level of community and financial support for project;
- Sensitivity to the resource area and ability to improve existing conditions to create a more sustainable ecosystem.
- Recreational benefits of the proposed work;
- Level of potential usage by community;

- Potential water quality and ecological benefit of project.
- Cost effectiveness;
- Capacity of applicant to complete the project as proposed in the allotted time frame
- Past experience and qualifications of applicant and team;
- Level of available or potential contributions/funds from other sources
- Potential of project to inspire or leverage additional investment in Mystic River
- Co-benefits of the project.

In reviewing proposals, the Trust will give preference to projects that:

- Are developed and executed by a coalition of partners,
- Create beneficial reuse of degraded locations.
- Are aimed at improving river access to environmental justice populations,
- Implement existing plans rather than create new plans,
 - Applicants are encouraged to consult the Mystic River Watershed Assessment & Action Plan (2006), municipal plans, and other documents by governmental and private agencies. For the Mystic River Watershed Action Plan see http://www.mass.gov/envir/water/publications/mysticriver/mystic_river.html
- Bring new partners and resources with matching funds,
- Help local organizations to grow and prosper,
- Have clear plans for sustaining, funding and maintaining any improvements.
- Result in multiple benefits.

Grant Match

One intent of this program is to stimulate investment in public access to the Mystic River and water quality improvement from the public and private sectors with matching grants, loans, and grants. Matching funds are strongly encouraged but not mandatory; however, quality of matching commitment is a factor in proposal evaluation.

- Match may be from in-kind sources including time of municipal or nonprofit organization employees.
- Match may be cash from external sources.
- Preference will be given to proposals that include commitment of local resources and cash.
- Written commitment of match(es) required in proposal.

15. Letters of Support

Letters confirming commitments of other entities involved in the project are **required**.

16. Instructions for submission of responses

- Submit one (1) clearly marked original proposal. Signatures **must** be original and in blue ink. The signatures are to be made by the signatory authority and hand-dated.
- Submit two (2) additional copies of the proposal for review purposes

Proposals must not exceed ten (10) pages in length in no smaller than twelve (12) point font. The narrative **must** contain the following information:

- Brief summary of organization's history, mission, key achievements
- Overview of organization's structure and programs
- Organization's qualifications to perform work proposed. List relevant work, experiences, and qualifications of the respondent and any external entity that has been identified to perform a significant role in the Scope of Work.
- Description of project
 - General overview and description of project
 - Site Description: Provide an overview of the project site(s). Provide any pertinent information that would illustrate its ecological and recreational importance (including but not limited to: ownership, habitats and/or public access accommodation existing or to be restored, threatened or endangered species, connection to, or association with, nearby habitats and/or recreational facilities, water quality, historical importance, education, and aesthetics, etc.).
 - Project goals and objectives: Explain in a clear and concise narrative—with supporting graphics, maps, figures and tables—the goals and objectives of the proposed project; how, specifically, the project meets the eligibility requirements and will achieve the stated goals; and what the anticipated effects will be on the natural resources and users.
 - Scope of Work / Tasks to be completed under award request: Provide a scope of work for the tasks to be completed under this award request. Provide a specific, step-by-step narrative for each task and include any supporting plans, tables, or graphics. Identify to the best of your ability who will be performing each task and whether the work will be done by the applicant organization or an external firm or group. State deliverables and estimated timelines.
 - Project budget: Provide a detailed itemized budget that lists the cost for each task and item identified in the Scope of Work. Also provide a total budget for the proposed project and identify any indirect costs, including travel, supplies, etc. that were not associated with a specific task or item. Items not identified in this section of the application will not be eligible for award.
- Project partners: List other project partners with contact information and their roles and responsibilities in relation to the project.
- Other funding and matching:
 - List all sources of existing funding for this project, their time restriction or expiration. Also list sources that may be pending (e.g., other grant applications under consideration). Also list any funding requests that have been denied.
 - Describe the source of any matching contributions (cash or in-kind). For in-kind, provide hourly rates, hours, and line item costs. If in-kind match will be provided by an entity outside the Applicant's organization, a letter from an authorized agent of the match provider must be submitted stating a commitment to provide the match.

Attachments

The following documents **must** be attached to proposals (not included in 10 page limit):

- MET Proposal Cover Sheet (attached to this RFR)

- IRS letter confirming tax-exempt status
- Map or diagram of proposed project site(s)
- Resumes of project staff
- Current board approved budget
- Most recent audited financial statements

If selected, the respondent will also be **required** to submit the following forms to complete a contract:

- Commonwealth of Massachusetts Standard Contract Form
- Commonwealth of Massachusetts Standard Terms and Conditions
- W-9 Form
- Electronic Funds Transfer Form
- Consultant Contractor Mandatory Submission Form
- Contractor Signature Authorization Form

These forms are not required for the RFR Response, but respondents are encouraged to review these forms prior to submission. Forms are available at:

http://www.mass.gov/portal/index.jsp?pageID=osdmodulechunk&L=1&L0=Home&sid=Aosd&b=terminalcontent&f=osd_forms&csid=Aosd.

Responses **must** be **postmarked** by the submission deadline (September 16, 2008, 5:00 p.m.) with the following information written clearly on the envelope:

Massachusetts Environmental Trust
100 Cambridge Street, 9th Floor
Boston, MA 02114

ATTN: William Hinkley, Program Coordinator
RFR#: ENV09 MET 01

17. Payment procedure

Funds will be disbursed in accordance with the Terms and Conditions of a Commonwealth Standard Contract that shall be executed between the Grantee and the Executive Office of Energy and Environmental Affairs. (For a copy of the Commonwealth of Massachusetts Standard Contract Form and Terms and Conditions, please see the Massachusetts Operational Services Division (OSD) website at

http://www.mass.gov/portal/index.jsp?pageID=osdmodulechunk&L=1&L0=Home&sid=Aosd&b=terminalcontent&f=osd_forms&csid=Aosd.

The payment procedure for awards is **reimbursement for costs incurred** for the project during the contract period. Advance payments shall not be made. However, the project may be phased so that payments are made for work completed at specific milestones identified in the contract. Reimbursement is generally made within 30 days subsequent to the Grantee submitting a correctly executed invoice with the appropriate backup. No payments shall be made for Massachusetts sales tax. The Grantee shall be reimbursed for eligible project expenses when MET is satisfied that the work described in the invoice has been completed according to the

scope of work in the contract. No allowances will be made for failure of the Grantee to estimate correctly the costs and the nature of performance requirements.

18. Authorizing statutes

The Massachusetts Environmental Trust was established as a state trust by the Legislature in Chapter 236, Section 7 of the Acts of 1988. The Trust is governed by a Board of Trustees appointed by the Secretary for Energy and Environmental Affairs. Grant awards are made subject to 815 CMR 2.00 and 801 CMR 21.00.

PROJECT INFORMATION:

TOTAL AMOUNT REQUESTED: _____ OVER # OF YEARS (1-3 years): _____

TOTAL PROJECT BUDGET (from all sources): _____

TITLE OF PROJECT: _____

SUMMARY OF PROJECT (no more than four sentences):

PROJECT PARTNERS (if applicable)

LIST ALL PREVIOUS SUPPORT FROM MASSACHUSETTS ENVIRONMENTAL TRUST (include fiscal year, title of project, program area, and amount granted):

Signature of Chief Executive

Signature of Project Manager

Print Name

Print Name

Print Title

Print Title