

Department of Planning and
Community Development

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Town of Weymouth Massachusetts



Robert L. Hedlund
Mayor

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The Town of Weymouth, through its Department of Planning and Community Development, seeks proposals from professionally qualified firms for **Landscape Design Services** to improve the grounds of the Emery Estate – a 24-acre property located on King Oak Hill in East Weymouth.

The Town acquired the estate in 2011 for the protection of open space with \$1.9 million in Community Preservation Act funds. Consistent with the community's Open Space and Recreation Plan, it is the desire of the Town that the Emery Estate should be improved to create new opportunities for passive recreation, programmed outdoor events, and pedestrian connections that will link the property to nearby homes, public transit, and other parks.

Request for Proposals (RFP) packages will be available at the Department of Planning and Community Development, Weymouth Town Hall, 75 Middle Street, Third Floor, Weymouth, MA 02189, during open business hours starting Wednesday, October 19, 2016 after 9:00 am. To receive a package electronically, email a request to Nicholas Bulens, Administrative Services Coordinator, at nbulens@weymouth.ma.us. Include your name and title as well as your firm's name, mailing address, and contact numbers.

The Town will accept questions related to this RFP within a limited time period. Questions will only be accepted by email at nbulens@weymouth.ma.us through 3:00 pm on Tuesday, November 8, 2016. Answers will be emailed to all recipients of the RFP package by 3:00 pm on Thursday, November 10, 2016.

Interested firms should submit six copies of their proposal sealed and clearly marked on the outside of the envelope as follows: *Emery Estate Park Improvements Response Proposal*. In addition, interested proposers should submit a price proposal in a separate sealed envelope, clearly marked on the outside of the envelope as follows: *Emery Estate Park Improvements Price Proposal*. Mail or deliver the envelopes to the Department of Planning and Community Development, C/O Nicholas Bulens, 75 Middle Street, Third Floor, Weymouth, MA 02189 no later than 3:00 pm on Wednesday, November 16, 2016.

The criteria that will be used in the selection of a firm will include the ability of the firm to complete the project's scope of work, the firm's understanding of the project's objectives and requirements, the firm's experience with similar projects, and experience of the personnel assigned to the project, including demonstrated ability to provide professional service in a timely manner and within budgetary constraints.

There will be a non-mandatory, pre-submittal site tour and information session at 11:00 am on Wednesday, November 2, 2016 at the Emery Estate located off Emery Lane in Weymouth, MA 02189. For further information, please contact Nicholas Bulens, Administrative Services Coordinator, at 781-340-5015 or email nbulens@weymouth.ma.us.

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