



The City of Worcester

Department of Transportation & Mobility
Stephen S. Rolle, P.E., Commissioner
76 E. Worcester Street
Worcester, MA 0160
P: 508-929-1300 ext. 49500
mobility@worcesterma.gov

Stephen S. Rolle, PE
Commissioner

RFP NO. 1001-27
ISSUANCE DATE: 7/7/26

BUYER: Stephen S. Rolle, PE

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
REQUEST FOR PROPOSALS
NOTICE TO PROPOSERS**

RFP TITLE: Engineering Services – Mill Street / DTM

REFER TO PAGE 7 FOR PROPOSAL SUBMISSION INFORMATION

General Conditions:

All proposals are subject to the terms, conditions and specifications herein set forth:

- 1. Scope: Provide professional engineering design services for Mill Street per the attached requirements and specifications City of Worcester Department of Transportation & Mobility and Massachusetts Department of Transportation.**
- A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the amount of N/A must accompany this proposal. This must be submitted under separate sealed cover marked "Proposal Security." In the case of default, the surety shall be forfeited to the City as liquidated damages.
- All terms and conditions are applicable to this proposal except the following section(s) which are hereby deleted from this RFP: 4, 27
- A performance bond in the amount of **not applicable** will be required. If this proposal is accepted by the City and the Proposer shall fail to contract as set forth in these requirements and to give a bond in the aforementioned amount, within ten (10) days, (not including Sundays, Saturdays, or a legal Holiday) from the date of the mailing of a notice from the City to the Proposer, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the proposer has abandoned the contract and thereupon the proposal and acceptance shall be null and void and the proposal security accompanying this proposal shall become the property of the City as liquidated damages. Performance bond shall be on the City's form only.

Any prospective proposer requesting a change in or interpretation of existing specifications or terms and conditions must do so within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal opening date. All requests are to be in writing to the Department of Transportation & Mobility. No changes will be considered nor will any interpretation issued unless request is in our hands within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal submission date.

Any inquiries related to technical or contractual matters must be submitted in writing to:

**Todd M. Kirrane, Assistant
Director
City of Worcester
76 E Worcester Street
Worcester, MA 01604
kirranet@worcesterma.gov**

5. Nothing herein is intended to exclude any responsible Proposer or in any way restrain competition. All responsible Proposers are encouraged to submit proposals. The City encourages participation by Minority and Women Owned Business Enterprises (M/WBE).
6. The following meanings are attached to the defined words when used in this RFP.
 - a) The word "City" means The City of Worcester, Massachusetts.
 - b) The word "Proposer" or "Respondent" means the person, firm or corporation submitting proposal on these specifications or any part thereof.
 - c) The word "Contractor" means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
 - d) The words "Firm Price" shall mean a guarantee against price increase during the life of the contract.
7. All proposals and other documents relating to this RFP are subject to the public records provisions of the Commonwealth of Massachusetts and shall remain confidential until the time specified herein.
8. All material submitted by vendors becomes the property of the City. The City is under no obligations to return any of the material submitted by a vendor in response to this RFP.
9. Each vendor's proposal must remain in effect for at least 120 days from the deadline for its submission. The City will decide upon acceptance within 120 days of submission.
10. It is understood and agreed that it shall be a material breach of any contract resulting from this RFP for the Contractor to engage in any practice which shall violate any provision of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color,

religious creed, national origin, sex, age or ancestry.

11. The City reserves the right to accept or reject any or all proposals submitted and waive informalities and technicalities.
12. The City will review and analyze each proposal and reserve the right to interview selected proposers. The City shall select the proposer, which in the City's opinion, has made the proposal best suited to the needs and goals of the City and its operations and deemed to be in compliance with the terms of this RFP.
13. The Contractor will be required to indemnify and save harmless the City of Worcester for all damages to life and property that may occur due to his or her negligence or that of his or her employees, subcontractors, etc. during the contract derived from this RFP.
14. The Contract Agreement will be drafted by the City's Law Department in compliance with the terms of the RFP and may incorporate the terms of this RFP and of the proposal selected.
15. The Proposer must certify that no official or employee of the City of Worcester, Massachusetts, is pecuniarily interested in this proposal or in the contract which the proposer offers to execute or in expected profits to arise therefrom, unless there has been compliance with the provisions of G.L.C. 43 section 27, and that this proposal is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
16. Any proposal withdrawn after time and date specified, the proposer shall forfeit deposit on proposal as liquidated damages.
17. A vendor conference will be held as follows: n/a
18. The Contractor shall not assign, transfer, sublet, convey or otherwise dispose of any contract which results from this RFP, or its right, title or interest therein or its power to execute the same to any other person, firm, partnership, company or corporation without the previous consent in writing of the City. Should the Contractor attempt any of the above without the written consent of the City, the City reserves the right to declare the Contractor in default and terminate the contract for cause.
19. The Contractor shall obtain professional liability insurance covering the negligent acts, errors and omissions of the Contractor, and of any person or business entity for whose performance the Contractor is legally liable arising out of the performance of the contract derived from this RFP. The amount of this coverage shall equal to the greater of one million dollars (\$1,000,000) or ten percent (10%) of the Project's estimated cost of construction for the applicable period of limitations. If the coverage is on a "claims made" basis (rather than occurrence basis), the Contractor shall obtain from its insurer a six year extending reporting coverage ("tail") policy covering continuing such coverage.

The Contractor shall also obtain and maintain in force at all times during the term of the Contract, occurrence basis insurance coverages pertaining to commercial liability, property damage and motor vehicle in at least the following amounts:

- a. Commercial General Liability - \$1,000,000 per occurrence/\$2,000,000 aggregate
- b. Excess / Umbrella Liability - \$2,000,000
- c. Automobile Liability/Combined Single Limit - \$1,000,000
(all owned, scheduled, hired, and non-owned autos)
- d. Workers Compensation insurance satisfying the Massachusetts statutory requirements.

The City of Worcester shall be named as an additional insured on said coverage and certificates, except professional liability coverage and workers compensation coverage. The Commissioner of Transportation & Mobility shall be identified as a Certificate Holder.

- 20. The Contractor shall carry Public Liability Insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contract or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for anyone in his or her employ during the execution of the contract derived from this RFP.
- 21. Prior to starting on the contract derived from this RFP, the Contractor shall deposit with the Department of Transportation & Mobility, certificate from the insurer to the effect that the insurance policies required in the above paragraph have been issued to the Contractor. The certificates must be on a form satisfactory to the City.
- 22. All prices quoted must include inside delivery, and set-up in place F.O.B. destination to pre-designated City of Worcester departments.
- 23. No special charges will be allowed for rigging, packing, crating, freight, express, or carriage unless specifically stated and included in the vendor's proposal.
- 24. The award to the successful proposer may be cancelled in the event of vendor nonperformance as may be determined by the City.
- 25. The successful proposer shall comply with all applicable federal, state and local laws, ordinances, and regulations. The awarded contract shall be governed under the laws of the Commonwealth of Massachusetts.
- 26. Purchases made by the City are exempt from Federal and Massachusetts state taxes and proposal prices must exclude any such taxes. Tax exemption certificates will be furnished upon request.
- 27. When the contract is executed, a performance bond, in the full amount of the contract, is required. See paragraph 4. The bond will be of a surety company qualified to do business under the laws of the Commonwealth of Massachusetts. The cost of this bond is the vendor's responsibility. Bonds shall remain in force and effect thru the performance of the contract.
- 28. Expenditures by the City and authorization to spend for particular purposes are made on fiscal year basis. The City's fiscal year is the twelve-month period ending June 30 of each year. The obligations of the City under any agreement to be reached are subject to the

appropriation or authorization of the necessary funds. The City agrees to make reasonable efforts to obtain funding and all necessary authorization.

29. No amendment to the contract shall be effective unless it is in writing and signed by authorized representatives of both parties and is accepted by the City of Worcester.
30. The vendor (and its insurers, if any) shall bear all risk of loss or damage to the equipment which occurs in transit to the user site. The risk of loss or damage to purchased equipment shall remain with the vendor until the purchase price has been paid and title has passed. The vendor shall also bear the risk of loss or damage to leased or rented equipment during the City of Worcester's possession and use thereof subject, however to such conditions and limitations as may be stated elsewhere in the contract.
31. The vendor shall not assign or in any way transfer any interest in the contract without the prior written consent of the City provided, however, that claims for money due or to become due to vendor from the City may be assigned to a bank, trust company, or other financial institution without such consent so long as notice of such assignment is furnished promptly to the City. Any such assignment shall be expressly made subject to all defenses, setoffs, or counterclaims which would have been available to the City against the vendor in the absence of such assignment.
32. None of the services to be provided by the vendor pursuant to the contract shall be subcontracted or delegated to any other organization, association, individual, corporation, partnership or other such entity without the prior written consent of the City. No subcontract or delegation shall relieve or discharge the vendor from any obligation or liability under the contract except as specifically set forth in the instrument of consent. Any subcontract to which the City has consented shall be attached to the original of the contract on file in the City of Worcester.
33. Neither party will be liable to the other or be deemed to be in breach of the contract for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight, embargoes, and unusually severe weather. If the vendor's failure to perform is caused by the default of the subcontractor, and if such default arises out of causes beyond the reasonable control of both the vendor and the subcontractor, and without the fault or negligence of either of them, the vendor shall not be liable for any excess costs for failure to perform, unless the equipment or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the vendor to meet the required delivery schedule. Dates or times of performance will be extended to the extent of delays excused in this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.
34. The vendor shall provide to the City of Worcester a warranty and a commitment which clearly states that all equipment and services proposed and supplied by the Vendor, and/or its subcontractors, performs as expected and promised by the Vendor.
35. The vendor represents that no person other than bona fide employees working solely for the vendor, have been employed or retained to solicit or secure this agreement upon an

arrangement or understanding for a commission, percentage, brokerage fee, gift or any other consideration contingent upon the award or making of this contract. For breach or violation of the representation, the City shall have the right to annul the contract without liability, or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage fee or other consideration.

36. Any contract made by the City in which the Commissioner of Transportation & Mobility or any employee of his/her department, the heads of using agencies or any other officer or employee of the City having a part in the placing of such contract is financially interested, directly or indirectly, shall be void.
37. The vendor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion or medical handicap. The vendor agrees to comply with all applicable Federal and State Statutes, rules and regulations prohibiting discrimination in employment including: Title VII of the Civil Rights Acts of 1964; The Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; Massachusetts General Laws Chapter 151B, Section 4 (1) and all relevant administrative orders and executive orders.

If a complaint or claim alleging violation by the vendor of such statutes, rules or regulations is presented to the Massachusetts Commission Against Discrimination (MCAD), the vendor agrees to cooperate with MCAD in the investigation and disposition of such complaint or claim.

In the event of vendor noncompliance with the provisions of this section, the City shall impose such sanctions as it deems appropriate, including but limited to:

- 1) Withholding of payments due vendor under the contract until vendor complies.
- 2) Termination or suspension of the contract.

SUBMISSION OF PROPOSALS

38. Proposals must be submitted in two (2) packages according to the instructions below. The City intends to consider responses in the Technical Proposal evaluation requirements before considering costs. *Therefore, no reference to pricing may be made in the Technical Proposal.*

A sealed package containing **the original, 5 copies, plus 1 PDF copy on USB drive** of the proposal **must** be labeled as follows:

Commissioner of Transportation & Mobility, City of Worcester

Engineering Services – Mill Street / DTM – *Technical Proposal*

**76 E Worcester St
Worcester, MA 01604**

Re: RFP No. 1001-27

A sealed package containing **the original copy** of the proposal **must** be labeled as follows:

Commissioner of Transportation & Mobility, City of Worcester

Engineering Services – Mill Street / DTM – *Price Proposal*

**76 E Worcester St
Worcester, MA 01604**

Re: RFP No. 1001-27

<p>Proposals must be delivered no later than <u>Wednesday, August 19, 2026 at 10:00 AM LOCAL TIME.</u> <i>Late submissions will be rejected, regardless of circumstances.</i> The City is not responsible for submittals not properly marked.</p>
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The evaluation and cost proposals will remain confidential until a formal and finalized contract has been executed.

RFP EVALUATION

39. The City of Worcester Commissioner of Transportation & Mobility will assign an evaluation team, hereafter referred to as the Selection Committee, to perform a full and complete evaluation of RFP submittals. The Commissioner of Transportation & Mobility will ultimately forward a formal recommendation of award to the City Manager who has final award authority.

40. RFP evaluation responses will be evaluated by the Selection Committee based directly upon vendor's response to mandatory and comparative evaluation criteria. Vendors must meet or exceed the mandatory criteria requirements or be rejected as non-responsive. *Mandatory requirement to be prequalified by MassDOT.*

After proposals have been assigned ratings on the basis of each evaluation criterion, a composite rating will be established by the Selection Committee. Submittals will then be ranked based upon finalized composite rating.

41. The Commissioner of Transportation & Mobility will identify the most advantageous proposal based upon the rankings of the Selection Committee and an evaluation of the price proposals received. The Commissioner of Transportation & Mobility will forward a recommendation for award to the City Manager based upon the most advantageous proposal received considering evaluation rankings and price proposals received.

GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

Name	Address	Zip Code
_____	_____	_____
_____	_____	_____
_____	_____	_____

KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:

(1) If an Individual or Proprietorship

Name of Owner: _____

Business Address: _____

Zip Code _____ Telephone No. _____

Email _____

Home Address _____

Zip Code _____ Telephone No. _____

(2) If a Partnership, Full names and addresses of all partners

<u>Name</u>	<u>Address</u>	<u>Zip Code</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Business Address _____ Zip Code _____

Tel. No. _____

(3) If a Corporation

Full Legal Name: _____

State of Incorporation: _____ Qualified in Massachusetts? Yes _____ No _____

Principal Place of Business _____
Street P.O. Box

City/Town State Zip

Email: _____

Telephone No. _____

Place of Business in Massachusetts _____
Street P.O. Box

City/Town State Zip

Telephone No. _____

GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY

Full Legal Name of Surety Company _____

State of Incorporation _____ Admitted in Massachusetts? Yes _____ No _____

Principal Place of Business _____
Street P.O. Box

City/Town State Zip

Place of Business in Massachusetts _____
Street P.O. Box

City/Town State Zip

Telephone No. _____

CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of the _____
held on _____ Directors were present or waived notice,
(name of corporation) (date)

it was voted that _____ of this company be and hereby is
(officer and title)

authorized to execute contracts and bonds in the name and behalf of said company, and affix its Corporate Seal thereto, and such execution of any contract or bond of obligation in this company's name shall be valid and binding upon this company.

A TRUE COPY, ATTEST:

[Signed]

[Company Name and Address]

I hereby certify that I am the _____ of the _____
(Title) (Name of Corporation)

that _____ is the duly elected _____
(Name of Officer) (Title)

of said company, and the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

Signature: _____

Name/Title: _____

Date: _____

(Corporate Seal)

COMMONWEALTH OF MASSACHUSETTS

WORCESTER, SS.

On this ____ day of _____, 2024, before me the undersigned notary public, personally appeared _____, who proved to me through satisfactory evidence of identification, which was/were _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me he/she signed it voluntarily for its stated purpose.

Notary Public

My commission expires:

CONFLICT OF INTEREST

The Consultant is advised that its performance of work for MassDOT may, at any time, raise questions about real or perceived conflicts of interest because of the Consultant's relationship to other entities or individuals, including without limitation: (1) private and public owners of properties that abut or may be affected by the Project, and/or (2) other state-created entities with potentially conflicting interests and/or concerns.

Conflicts may also arise as a result of the Consultant's role at an earlier stage of a project. If the Consultant's role at an earlier stage was significant, e.g., it included assistance in the development of instructions to bidders, detailed cost estimates, project schedules, evaluation criteria or other key documents and information that assisted MassDOT in determining the scope, budget or schedule of the Project, or in choosing among design alternatives or design firms, the Consultant may be precluded from participation in the Project at a later stage. All potential conflicts must be disclosed to MassDOT and MassDOT will determine whether or not the Consultant may be awarded a contract or assignment.

The Consultant agrees to certify from time to time, in a form approved by MassDOT, that in connection with its work, it is in full compliance with the provisions of Chapter 268A of the Massachusetts General Laws, and any other applicable conflict of interest laws.

Signature: _____

Name/Title: _____

Date: _____

(Corporate Seal)

FEDERAL DEBARMENT OR SUSPENSION CERTIFICATION FORM

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transaction to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement of goods or services equal to or in excess of \$100,000. Vendors receiving individual awards of \$100,000 or more and all sub-recipients must certify that the organizations and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, this bidder/proposer: (1) Certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Firm's Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Authorized Company Official's Name: _____
(Typed or printed)

Title of Authorized Representative: _____
(Typed or printed)

Signature of Authorized Company Official: _____

Date Signed:

I. OVERVIEW

The City of Worcester (City), acting through its Department of Transportation & Mobility (DTM), seeks proposals from Massachusetts Department of Transportation (MassDOT) prequalified Architectural and Engineering firms who have successfully organized a team of specialists in complete streets roadway design and ancillary fields to perform all necessary engineering services per City of Worcester, MassDOT, and FHWA standards related to the proposed **Mill Street Reconstruction Project (Project)**.

The project limits extend approximately 2.3 miles along Mill Street between Airport Drive and Park Avenue, inclusive of both intersections.

II. PROJECT HISTORY, SITE LOCATION AND CONTEXT

The Mill Street Reconstruction Project is located in the southwestern quadrant of the city adjacent to Coes Reservoir and Patch Reservoir. While the Mill Street corridor overall extends from Pleasant Street in Tatnuck Square to Main Street in Webster Square, this project involves only the 2.3-mile section extending between the intersections of Mill Street at Airport Drive and Mill Street at Park Avenue, including both intersections and their approaches. Note that the bridge over Tatnuck Brook is external to the project corridor and not part of this design effort.

The City of Worcester has long been interested in improving Mill Street to better address multi-modal transportation needs, improve safety, and provide better access to the diversity of uses in the area. Mill Street is home to residents living in housing types that range from single-family homes to large-scale multi-family developments. It links important natural resources and recreational facilities at Coes Park, Coes Beach, Patch Reservoir, and Logan Field. As a transportation corridor, it provides important east-west connections linking Tatnuck Square and Webster Square and is an access route to the Worcester Regional Airport via Airport Drive. Mill Street is also the location of a diverse set of businesses and educational facilities including Worcester Public School's Mill Swan Head Start program.

The Mill Street corridor has local and regional significance, connecting residential neighborhoods in southwestern Worcester with commercial destinations. It provides access to important recreational facilities at Coes Park, Coes Beach, Patch Reservoir, and Logan Field as well as the Worcester Regional Airport via connecting Airport Drive. Located within an Environmental Justice neighborhood and an Area of Persistent Poverty, the road serves four low-income complexes (two are Worcester Redevelopment Authority managed) as well as the Mill Swan School head start program. WRTA bus service is provided along portions of the corridor.

The City had previously prepared conceptual plans that envisions a complete transformation of the corridor to provide two travel lanes for vehicular traffic (plus turn lanes where necessary), establish high quality active transportation infrastructure, and significantly enhance streetscape to complement existing open spaces. These plans envision a modest expansion of park land at Coes Beach and introduction of improved streetscapes and landscaping in association with active transportation improvements to link Coes Park to Logan Park. These conceptual plans are illustrative and should be considered examples of how the desired corridor elements could be implemented, but they do not represent a definitive approach to a redesign of the corridor.

At the end of 2023, the City of Worcester implemented interim complete streets measures to help manage vehicular travel speeds and introduce bicycle infrastructure to the corridor in conjunction with a much-needed pavement preservation project. Following resurfacing of a portion of the corridor, a revised lane marking plan was implemented that reduced the former four-lane cross section (Coes Pond to Airport Dr) to one travel lane in each direction, while also introducing parking protected bike lanes. Pedestrian crosswalks were improved at Mill Swan School, June Street and Airport Drive, but given the narrow scope of the pavement rehabilitation project, additional pedestrian improvements were not incorporated. The pavement preservation/interim complete streets project also did not address stormwater management, intersection configuration/traffic control, street lighting nor streetscape.

III. PROJECT PURPOSE

The purpose of the project is to redesign Mill Street to better serve the neighborhood and broader community through a Complete Street design that creates a multi-modal corridor providing safe passage for people of all ages, abilities, and modes. The project will accommodate planned expansion of park areas east of Coes Beach as generally depicted in previously prepared concept plans and will establish a high-quality active transportation corridor throughout.

The approximately 2.3-mile project is an important component of a multi-modal transportation network that will help the city achieve its goals of improving health and safety, environmental sustainability, and access to recreation, commerce, and jobs with a strong focus on equity and vulnerable roadway users. The City is seeking a transformative full redesign of the corridor that includes one driving lane in each direction, but also potentially creates a linear park with separated bike and pedestrian access, safe pedestrian crossings, trees, green infrastructure and more.

IV. PLANNING CONTEXT

The Mill Street project will be developed in the context of extensive planning efforts by the City of Worcester related to road safety, complete streets, climate mitigation, neighborhood development, environmental justice, public health, recreation and

open space. See the following planning documents for detailed information on the planning context of the Mill Street Corridor:

- Green Worcester Plan: <https://www.worcesterma.gov/sustainability-resilience/green-worcester>
- Mobility Action Plan (MAP): <https://www.worcesterma.gov/mobility/worcester-mobility-action-plan>
- Open Space and Recreation Plan (City Parks plans): <https://www.worcesterma.gov/city-parks>
- Worcester Now|Next Plan: <https://www.worcesterma.gov/worcester-now-next>
- Vision Zero Safety Action Plan: <https://www.worcesterma.gov/mobility/vision-zero>

A portion of the corridor is served by WRTA route 19, and the project team will be expected to coordinate with WRTA concerning bus stop locations, design and future planning efforts.

The parcel at #195 is a significant redevelopment site. The selected team should be prepared to engage with the City's Economic Development and Planning staff concerning site access and anticipated development levels.

The project corridor is comprised of the following major intersections and segments:

Park Avenue/Mill Street Intersection: At the southeasterly end of the corridor, the signalized intersection with Park Avenue experiences congestion during peak periods and is a high crash location. As part of this project, the City seeks to improve the intersection to better accommodate traffic patterns, reduce crashes and crash severity, and improve micromobility and active transportation accommodations.

Park Avenue – Coes Beach segment: Two travel lanes, shoulders and sidewalks comprise this segment of Mill Street. On-street parking is not permitted due to cross-section constraints. Design interventions here will look to establish micromobility network and improve pedestrian crossing opportunities.

Coes Beach to June St segment: Here, the corridor widens significantly, providing opportunities for a complete reimaging of how the right-of-way is used. A center median separates each direction of travel currently. On-street parking is generally provided throughout the corridor but is lightly utilized in commercial areas owing to plentiful off-street parking. Mill Swan School is located on this segment of the corridor.

June Street/Mill Street intersection: June Street is presently stop controlled, while Mill Street approaches are uncontrolled. The City is interested in evaluating alternatives for improving intersection safety and access from June Street.

June St to Airport Dr segment: A wide right-of-way continues throughout this segment, which is residential in nature. Logan Field (sports fields) is located at the north end of this segment.

June Street/Park Avenue intersection: June Street is presently stop controlled, while Mill Street approaches are uncontrolled. The City is interested in evaluating alternatives for improving intersection safety and access from June Street.

V. Additional Considerations

The following is a summary of design considerations that will need to be accounted for as part of the design process. This summary is not intended to represent all considerations that the selected team will need to account for in delivery of the Project construction documents.

A. ADA/MAAB Accessibility Accommodations

Scrutinize relevant and current ADA accessibility standards and guidelines available from the US Access Board, as well as those of the Massachusetts Architectural Access Board (MAAB). All designs must accommodate the most recent accessibility guidelines and best practices. These will guide the design of compliant walkways, shared use paths, ramps, and other access points.

B. Landscaping and Green Infrastructure

Designers are encouraged to consider the applicability of green stormwater infrastructure given the corridor's proximity to Coes Reservoir, Patch Reservoir and their watershed. Selection of green infrastructure components should give consideration to maintenance needs, with preference for low maintenance approaches.

The wide corridor right-of-way between Coes Beach and Airport Drive affords unique opportunities for streetscaping and landscaping, including the possibility of establishing linear open space environments potentially incorporating active transportation and micromobility features.

C. Active Transportation and Micromobility

A key aspect of the project is the design of accommodation for pedestrians, bicyclists and other micromobility users. The corridor affords a unique opportunity to provide high-quality, regionally significant accommodations to safely and comfortably accommodate a variety of users. The design should reflect the anticipated volumes and user types in determining width considerations and amenities. Dedicated pedestrian facilities with pedestrian scale lighting are key to safe and accessible use of the corridor. The designer should consider pedestrian scale lighting. The shared use path should be separate from the typical curbside sidewalks.

VI. SCOPE OF SERVICES

The project is funded through a Congressional Directed Spending earmark administered through the Central Massachusetts Metropolitan Planning Organization Transportation Improvement Program (TIP) and thus must follow the MassDOT project development process.

The City intends to retain a MassDOT pre-qualified firm (or team led by a qualified firm) who will be responsible for complying with all necessary MassDOT project development guidelines to ensure the project is eligible for funding through the CMMPO TIP. Please note that the construction project is not currently PRC approved nor is it programmed on the current CMMPO 5-year TIP. It will be the selected firm's' responsibility to ensure that all MassDOT requirements are identified and complied with as part of the design project, and that all necessary supportive documentation is addressed and provided. MassDOT pre-qualification is required for the lead consultant and is a condition of MassDOT and FHWA. There is no requirement for MBE/DBE participation.

While it is possible that the project will be constructed in separate phases depending on the availability of construction funding, the scope of work calls for complete design of improvements to the entirety of the 2.3-mile corridor.

The following sub-sections are not meant to be a complete representation of all work that may be required within the design phases. Rather, it is a broad guideline as to the general scope of services the City is expecting to address as part of the project. Proposers are encouraged to include any additional tasks they would recommend for satisfying the goals of the project. Proposers shall clearly identify tasks that are additional to the General Requirements below and the typical MassDOT requirements for project development and design.

A. General Requirements

City Project Team

The selected designer will work closely with the City of Worcester staff, including, but not limited to, the Department of Transportation & Mobility, Department of Public Works, Department of Parks & Recreation, Department of Sustainability and Resilience, Police, Fire, and Worcester Public Schools, as well as relevant boards and committees.

Partner Agency Coordination

The selected designer will coordinate with state and regional agencies including the Worcester Regional Transit Authority (WRTA), Central Massachusetts Regional Planning Commission/Metropolitan Planning Organization (CMRPC/CMMPO), and MassDOT.

Project Meetings

The selected designer will prepare for and conduct meetings with the City and MassDOT including a kick-off meeting, site walks, and meetings with neighborhood groups and/or elected officials. The City will be responsible for arranging meeting locations. Assume project meetings will be held at a public meeting space or virtually. The selected designer shall prepare all presentation materials and facilitate the meetings as necessary. The selected designer shall provide meeting summaries with

action items for all meetings and shall distribute those to all members of the city and consultant team within seventy-two (72) hours after the meeting.

Public Outreach Process

Soliciting public input and keeping the community engaged and informed will be a critical part of the design process, particularly through preliminary design when there are many important choices to be made. The selected designer must provide a robust public engagement plan as a part of its proposal that guides the City and its residents through the pre-25%, 25%, 75%, and 100% design process. The public outreach process and timeline should be detailed in the respondent's proposal.

Plan Review Process and Period

The designer shall adhere to all MassDOT review processes and periods and shall distribute documents for review in accordance with MassDOT guidelines. Unless otherwise noted, assume a minimum 30-day period for City reviews and approvals on all major milestone deliverables.

Project Manager

The Project Manager must be licensed by the Commonwealth of Massachusetts as a Professional Engineer and/or Registered Landscape Architect and have demonstrated experience in project management activities for similar projects. Further, the Project Manager is expected to have primary responsibility for overseeing the planning, organization, management, and control of the work products, staff, schedules, cost, quality, communications, and procurement of outside services, if applicable.

Project Documents

The designer shall prepare plans, specifications, and estimates (PS&E) suitable for MassDOT bidding. Plan sheets shall be delivered with supporting documentation at appropriate design stages as further specified in the latest version of the MassDOT Project Development and Design Guide. Cost estimates shall be provided with each plan submission and shall be based on the latest weighted unit prices found on the MassDOT website.

All project drawings shall be provided to the City in PDF and AutoCAD formats, as well as five physical copies for each submission. A professional engineer licensed in the Commonwealth of Massachusetts shall stamp and sign their seal on all Plan sheets and the title page of Specifications.

Project Design Schedule Development and Monthly Updates

The selected designer will develop and submit for approval a project design schedule and monthly updates to the MassDOT Project Manager in accordance with MassDOT policies and procedures.

B. MassDOT Project Development Requirements

Since the Project is expected to be constructed with funding from the CMMPO TIP, this project must adhere to MassDOT's Project Development guidelines. The designer shall take into consideration all of the following MassDOT requirements when developing a proposed scope of work. Note: The designers should also familiarize themselves and review MassDOT's latest engineering directives for any changes that may be incorporated into the Project Development Process after the release of this RFP. Note that the project has not been through the Project Review Committee (PRC) and the consultant will be required to complete the proper forms to submit the project to the PRC for approval.

1. The municipality is responsible for the completion of the project design in accordance with the 2023 MassDOT Project Development and Design Guide, Engineering Directives, SOPs, and other relevant Highway Division standards and criteria. The Highway Division requires formal approval of design exceptions when any of the controlling design criteria identified in the Project Development and Design Guide and Engineering Directive E-20-001 cannot be met.
2. If the municipality requires the services of a Surveyor or Design Consultant, it must hire a firm that is currently pre-qualified for the appropriate type of work by the Highway Division's Architects and Engineers Review Board. Lists of pre-qualified firms are available on the Highway Division website: https://hwy.massdot.state.ma.us/webapps/MHDConsultants/MHD_Consultants.asp.
3. When soliciting services from Surveyors or Design Consultants, the Highway Division requires the municipality to use a qualifications-based selection process. In addition, the municipality shall refer to the Municipal Project Guide during the project development and contract negotiation process. Please contact us for a copy of this document prior to initiating project development.
4. Municipalities shall use MassDOT's Standardized Scope of Work and Work Hour Estimate Form for Design Services as a template for municipal agreements with design consultants. These documents are available on the Highway Division website and will be submitted to MassDOT and FHWA for review and approval.
5. All projects require some level of construction phase engineering services by the design consultant. The municipality is responsible for ensuring that any contracts with design consultants include appropriate consideration for these important services.
6. The traffic control measures developed for this project must be prepared consistent with 701 CMR 7.00 (Use of Road Flaggers and Police Details on Public Works Projects). The Highway Division will only advertise for construction projects that have been developed consistent with the Road

Flagger and Police Detail Guidelines that are found at our website:
<https://www.mass.gov/road-flaggers-and-police-detail>

7. Prior to the beginning of preliminary survey work, the project designer shall contact the District Survey Engineer to coordinate the establishment of horizontal and vertical control points near the beginning and end of the project. All survey work must be prepared in accordance with the *MassDOT Survey Manual*. Layout needs to be located by an instrument survey and suitable to develop a recordable plan in accordance with the applicable sections of 250 CMR 6.01 & 6.02.
8. The municipality is responsible for acquiring the necessary rights, including temporary and permanent easements, on private and public property in accordance with the Federal Uniform Act Requirements. The Right-of-Way process is time consuming and expensive. The municipality will need to perform title exams on all parcels needed for the project. They will need to allocate significant staffing resources to work with impacted property owners. Property owners are entitled to an appraisal and an appraisal review. Property owners are entitled to receive Just Compensation. Your municipality is responsible for all Right-of-Way acquisition expenses including recording fees at the Registry of Deeds. Your municipality will be assigned a MassDOT Community Compliance Officer to oversee the process and ensure compliance with state and federal regulations. Right-of-Way requirements, guidelines and checklists are enclosed for your reference. Please ensure that sufficient work hours are provided in the design contract for the design consultant to prepare all necessary Right-of- Way plans and documents. The preparation of Right-of-Way plans are required at every stage of design submission based on an instrument survey that meets 250 CMR 6.01 and 6.02. Recordable plans and instrument will be required.
9. This project is subject to Early Environmental Coordination as described in the Thresholds, Timelines, and Submission Requirements as outlined in the *MassDOT 2023 Project Development and Design Guide*. Submissions for this project shall include documentation of any coordination that has been completed by the municipality. The Highway Division will not initiate the 25% design submission review until the Environmental Review Checklist has been submitted to the Highway Division. The latest version of the ERC is available on our website: <https://www.mass.gov/lists/forms-documents-massdot-environmental-services#early-coordination-files>

VII. SCOPE OF WORK GUIDANCE

Task 1 – Project Development Engineering

1. Preparation and Submittal of Project Initiation Form (PIF)

The selected designer shall work with the City to prepare and submit a PIF to MassDOT in order to be recognized as a project eligible for TIP funding. The PIF shall be prepared in support of the Preferred Alternative as identified through the process.

2. Field Observations

The selected designer shall visit the project area to observe existing conditions and gather information relating to roadway, pathway, and railway intersections.

3. Topographic Survey

The selected designer shall conduct a comprehensive survey of the project area conforming to MassDOT State Survey standards. The survey must include necessary topographical, utility, ROW, environmental, and other information necessary to develop a detailed final design, including at minimum:

- a. Establish horizontal and vertical control
- b. Establish coordinates and closed sets of base lines for streets, reproduce historical base lines where possible
- c. Locate surface and materials including traffic signals, signs, utility poles, driveways, walks, street trees (including species and diameter at breast height), fences, mailboxes, and other street furniture
- d. Determine existing ground cross sections in 50-foot intervals and at critical locations
- e. Locate utilities that are visible or marked in the field
- f. Obtain pipe sizes, invert and rim elevations, and detail sketches for drainage and sanitary structures
- g. Retrace all existing rights of way within the project area and compile property owner information
- h. Reduce, check, and plot survey data at appropriate scale. Surface detail shall include buildings, bridges, railways, culverts, doorways, curbs, sidewalks, utility poles, utility covers, rights-of-way, and any other man-made or natural features that will impact design
- i. Subsurface Utility Engineering (SUE)

4. Traffic Counts

The designer shall collect traffic counts for all roadway users throughout the project area. At a minimum, traffic counts should be collected with continuous 48-hour traffic counts capturing volume of vehicles, bicycles, and pedestrians passing through 4 given points on a corridor in addition to speed and vehicle classification. These points should be located, in conjunction with the City, between the following segments:

- Park Avenue and 173 Mill Street
- Coes Beach and Mill Swan School
- Mill Swan School and June Street

- June Street and Airport Drive
- North of Airport Drive

Intersection Turning Movement Counts collecting vehicular, pedestrian, bicycle and vehicle classification for weekday am peak, pm peak, and Saturday afternoon should also be collected at the following intersections:

- Mill Street at Park Avenue
- Mill Street at June Street
- Mill Street at Airport Drive

DTM also currently to the Streetlight Data traffic analytics service and intends to grant access to the platform to the selected team. However, this data should be considered supplemental and will not be considered substitutes for the aforementioned traffic counts.

5. Review Relevant Planning Context

The designer should be familiar with all planning documents as previously identified and otherwise noted by the City.

6. Scoping Meeting

The designer shall attend a scoping meeting with the City and MassDOT to verify the Project Purpose & Need, review existing and required data collection, and discuss project scope. The meeting sets the basis for the scope & fee for the designer to develop following the meeting and determines what deliverables & alternatives must be evaluated for the OTS.

In anticipation of this project, the City conducted an initial neighborhood visioning meeting on July 24, 2024, and results from that meeting will be made available to the selected project team.

7. Road Safety Audit

Conduct a Road Safety Audit at the intersection of Mill Street and Park Avenue. Said audit shall fully comply with the latest version of the Massachusetts Department of Transportation Road Safety Audit Guidelines.

8. Intersection Control Evaluation

Conduct an Intersection Control Evaluation for all applicable intersections within the project limits. Said evaluation shall fully comply with the latest version of the Massachusetts Department of Transportation Intersection Control Evaluation (ICE) Procedure Requirements Guidelines.

9. Conceptual Alternatives Development and Evaluation

Prior to advancing to a preferred alternative, the designer shall develop and

document conceptual alternative sufficient to compare, gather public input, and evaluate potential design approaches. A written description of alternatives considered and present an evaluation matrix to facilitate selection of a preferred alternative.

This evaluation will consider, at a minimum, alternatives for the following segments and intersections:

- Intersection improvements at Park Ave
- Corridor cross sections between Park Ave and Coes Beach
- Corridor cross sections between Coes Beach and June St
- Intersection improvements at June St
- Corridor cross-sections between June St and Airport Dr
- Intersection improvements at Airport Dr

10. Pre-25% Design

The designer shall undertake all necessary steps to complete the MassDOT pre-25% design process as identified in MassDOT PDDG Chapter 2 inclusive of over-the-shoulder review and approved ICE evaluations. The designer shall prepare a 10% design roll plan depicting the preferred alternative for Mill Street to facilitate this process in addition to early design review and discussion with the City and MassDOT. The design shall reflect design considerations previously noted.

11. Parking Study

The designer shall conduct a thorough assessment of on-street parking, identifying major parking generators, assessing the current location and quantities of on-street parking, and evaluating utilization. The results of this analysis will be important when discussing the corridor's future curbside use in the conceptual design stage. Findings will be presented in a memo format with charts, maps, photos, etc. as necessary to clearly convey the information. The memo will make recommendations regarding the location, quantity and regulation of on-street parking throughout the corridor.

Task 2 – Environmental

1. Early Environmental Coordination & Checklist

The selected designer will conduct early environmental coordination in accordance with MassDOT's most recent PDDG, including the required permitting research, reports, forms and other items.

2. Determine MEPA and NEPA Project Category

The selected designer, in coordination with the MassDOT Environmental Section, will determine the MEPA and NEPA project category. The designer shall obtain or develop the necessary information to enable this determination

to be made prior to the most recent PDDG.

3. Determine Other Applicable Environmental Permits

- a. The selected designer, in coordination with the MassDOT Environmental Section, shall be responsible for identifying and complying with all other federal, state, and local environmental laws and regulations. The designer shall develop a checklist of anticipated environmental documentation and permits and schedule a coordination meeting to review these assumptions and their requirements with the MassDOT Environmental Section.
- b. The designer shall meet with permitting authorities to understand planning goals and BMPs for the project site, prepare draft permit filings to local, State, and Federal authorities as required for the proposed work, customize permit plans as necessary for each filing, prepare for and attend public hearings in support of permit filings, and record the filings.

4. Hazardous Materials Research/Review

As part of the Early Environmental Coordination, the presence of possible hazardous waste contamination within the project area will be researched using the Department of Environmental Protection (DEP) on-line Site File Reviewer for any sites that may impact the project area. A memorandum will be prepared summarizing the results of this review.

5. Categorical Exclusion (CE) – NEPA

The selected designer will prepare an Individual Categorical Exclusion (CE) Checklist and Supplemental Information document in accordance with the MassDOT requirements and the Federal Highway Administration's (FHWA's) NEPA regulations. A draft document will be submitted to the City of Worcester for review and comments addressed before a final document is filed with MassDOT. It is noted that CE checklist is required for all federally-funded construction projects under the Transportation Improvement Program (TIP).

6. MassDOT Water Quality Data Form

The preparation of water quality data forms will be necessary as part of the 25% & 75% design submissions. The purpose of this is to determine the receiving water bodies tributary to the project area and determine if there are any known impairment of total maximum daily loads, and if so, determine opportunities for best management practices suitable to mitigate proposed improvements.

Task 3 – Functional Design Report (FDR)

1. Crash Data Research

The designer shall review available crash data and confirm potential safety concerns both prior to and post-implementation of the interim complete

streets project.

DTM has compiled crash records for the portion of the corridor between Coes Beach and Airport Drive and will make these records available to the designer. Crash records elsewhere on the corridor shall be obtained by the designer from Worcester Police Department records and MassDOT records for the most recent five-year period. Collision diagrams will be prepared for major project intersections and existing crash rates will be determined for all intersections and major corridor segments. These crash rates will then be compared to applicable statewide and/or regional averages. All costs to obtain crash data research shall be included in the Engineer's fee.

Note that the interim complete streets improvements implemented in 2024 changed the corridor configuration significantly, with 2024-25 crash data representing current conditions, and 2023 and earlier data representing prior conditions. Further, prior analysis demonstrates that corridor crashes dropped sharply during the COVID pandemic in 2020 and 2021.

2. Report Preparation

A technical report will be prepared and submitted to MassDOT for the 25% design review documenting the preferred alternative and the parameters for design. The following highway and traffic engineering issues will be addressed in the FDR:

- a. Evaluation of existing conditions
- b. Presentation of existing and expected future traffic volumes
- c. Safety analysis using RSA findings and crash data
- d. Signal warrant analyses
- e. Existing and future operation analysis including capacity and queuing analysis for peak periods
- f. A description of the proposed design, including alternatives considered, proposed geometric changes, and bicycle and pedestrian accommodations.
- g. Traffic Management

Task 4 – Design Justification Workbook

1. Report Preparation

- a. A workbook will be prepared and submitted to MassDOT for the 25% design review documenting the preferred alternative and the alternative's relationship to applicable Controlling Criteria. Information previously prepared under Task 1 and Task 3 will be incorporated into the workbook.

Task 5 – Preliminary Design

1. Preliminary Design (25% Plans)

- a. The selected designer will prepare preliminary traffic, roadway, and pathway plans based on the 10% Concept Plan developed in Task 1. The 25% design plans shall reflect all design considerations as previously noted. In preparing the plans, the designer shall perform the following services:
 - i. Prepare geometrics of roadway, pathway, and intersection alignments
 - ii. Design signalized intersection include lane configurations, basic signal layout, signal timing and sequencing
 - iii. Define horizontal and vertical geometrics
 - iv. Design typical roadway and pathway cross sections
 - v. Coordinate with the landscape designer to anticipate landscape needs defined at later stage of design
 - vi. Coordinate with the stormwater mitigation designer to anticipate landscape needs defined at later stage of design
 - vii. Develop a preliminary pavement design
 - viii. Define project limits, construction materials, and conceptual details
 - ix. Develop preliminary right of way plans (See Task 8)
 - x. Gateways: Small plaza areas located at key access points to users and serve to welcome trail users with orientation and wayfinding information.
 - xi. Other Placemaking Considerations: Wayfinding signage, seating, bike racks, etc.
- b. The designer shall prepare an accompanying preliminary design cost estimate based on the latest project information. The estimate will be as complete as possible and should reflect project costs as accurately as possible at the 25% design stage. The estimate shall itemize participating (costs covered by the funding source) and non-participating (costs covered by the proponent) items.
- c. Develop preliminary right of way plans (See Task 8)

2. Meetings

The selected designer will attend project meeting as described in General Requirements.

Task 6 – Public Engagement

The designer is required to create a robust engagement plan. At a minimum, it will need to include the following meetings. All public engagement meetings shall be held in the evening. Unless stated otherwise, the city will host the meetings, but the designer is expected to provide all materials and presentation related to the design, take notes, and facilitate feedback activities.

1. **Public Meeting 1: Kick-off Meeting**
Review existing conditions, summary of suggestions from the July 2024 visioning meeting, review project process and expectations for public input. Opportunity for additional public input.
2. **Presentation to City Council**
Present the project purpose, preliminary data, summary of public input, initial project concepts.
3. **Public meeting 2: Project Concept Presentation**
Present project concepts and progress. Engage public and collect input.
4. **MassDOT Project Information Meeting (PIM)**
Present preferred concept and collect feedback.
5. **Design Public Hearing**
A design public hearing to be held in accordance with MassDOT process at the 25% design stage. This should be held on a weekday evening either virtually or in person, depending on the preference of the MassDOT Project Manager.
6. **Public Meeting 3: Project Status and Progress**
To be held prior to 75% design submittal, the meeting is intended to update the public on the project's status and progress.

Task 7 – Final Design (75%, 100%, PS&E)

1. 75% Design Plans
 - a. Upon approval of 25% design plans and successful completion of the 25% design public hearing the selected designer shall prepare detailed 75% design traffic, roadway, and pathway plans based on the approved 25% design from Task 5. The 75% design plans shall reflect all design considerations as previously noted. In preparing the plans, the designer shall perform the following services:
 - i. Revise geometrics of roadway, pathway, and intersection alignments
 - ii. Refine signalized intersection designs including detailed specifications of all required signal equipment
 - iii. Develop detailed landscaping plans, including green infrastructure design, and define material palettes.
 - iv. Develop detailed stormwater plans, including all necessary structures and pipe networks
 - v. Refine horizontal and vertical geometrics and cross-sections
 - vi. Finalize pavement design
 - vii. Street lighting
 - b. Provide response to prior comments

- c. The designer shall prepare an accompanying office calculation booklet based on the latest project information. The estimate will be as complete as possible and should reflect project costs as accurately as possible at the 75% design stage. The estimate shall itemize participating (costs covered by the funding source) and non-participating (costs covered by the proponent) items.
 - d. Special provisions
 - e. Draft required Environmental Permits (See Task 2)
 - f. Refine right-of-way plans (see Task 8)
2. 100% Design Plans
Upon approval of 75% design plans, the selected designer shall prepare 100% design traffic, roadway, and pathway plans based on the approved 75% design in accordance with MassDOT requirements.
 3. PS&E
Upon approval of 100% design plans, the selected designer shall prepare Plans, Specifications, and Estimates (PS&E) for all proposed traffic, roadway, and pathway improvements based on the approved 100%. The plans, specifications, and estimates shall be sealed by a Massachusetts registered Professional Engineer and/or Massachusetts registered Professional Landscape Architect as appropriate.
 4. Meetings
The selected designer will attend project meeting as described in General Requirements.

Task 8 – Right of Way

The proposed project is anticipated to require minimal permanent easements, takings, or changes in existing right-of-way alignment. Roadway improvements are expected to be within the existing City right-of-way layout but may require permanent easements or changes in right-of-way layout to accommodate accessible paths of travel or modified intersection geometry.

The acquisition of temporary easements will be needed for construction outside the layout. In certain situations, right-of-entry may suffice.

1. Preliminary ROW Plans
 - a. The selected designer will prepare Preliminary Right-of-Way Plans that identify and define the limits of work along each property required to construct the proposed improvements. The preliminary ROW shall meet the requirements of the MassDOT ROW Manual (Version 3.0).
 - b. Preliminary Right-of-Way plans will be developed and submitted for City and MassDOT review in parallel with the 25% design and 75% design.

2. Layout Plans

Pending approval of the 75% design, the selected designer shall prepare layout Plans. The final plans shall detail all proposed temporary and permanent takings, easements, and rights of entry. The designer shall provide Layout Plans, Written Instrument, and ROW acquisition support as necessary per MassDOT, FHWA, and City of Worcester policy. MassDOT Community Compliance Section will coordinate Right of Way process to meet Federal/State policies and procedures.

Task 9 – Geotechnical Design

1. Geotechnical Investigation

- a. The selected designer shall conduct a geotechnical investigation in support of all pavement design, foundation design, green infrastructure, and other project needs. All findings from the geotechnical investigation shall be summarized in a report in a manner consistent with requirements for MassDOT project development.

Task 10 – Construction Phase Services

1. Construction Phase Services

- a. MassDOT will provide a full-time construction engineer who will serve as the Clerk of the Works. While the Consultant should expect to be the designer on record, their role will be limited to shop drawings, RFIs, signal inspections, attending site visits, etc. Construction phase services will not be included in the initial contract and should not be included in the scope and fee.

VIII. TIMELINESS

Respondents should propose an anticipated project schedule based on the scope of work guidance and general conditions. It should take into consideration major milestones like design submissions to MassDOT. The proposal should give a tentative project schedule with the potential duration of tasks, knowing that they are subject to change. Monthly project schedules in accordance with MassDOT requirements will be needed as referenced in Task 1 – Project Development Engineering. For purposes of developing a project schedule, a notice to proceed is anticipated around May 1, 2026

IX. PROJECT FUNDING

With support from Congressman James McGovern (Massachusetts Second District) and through Massachusetts Department of Transportation, the City secured \$2,000,000 in federal funding with \$500,000 in matching funds provided by the City.

The design funding is made available through the 2025 element of the 2025-2029 CMMPO TIP.

Through this request for proposals, the City anticipates executing a contract for engineering services to develop design plans through PS&E and Final ROW.

Total funding available for this work is currently \$2,500,000.

X. MINIMUM QUALIFICATIONS

At a minimum, the proposing firm/team must meet the following requirements:

1. The firm/project manager/team must have at least three (3) years of experience in designing public roadway projects and be a MassDOT pre-qualified firm.
2. Successful completion of at least one (1) public roadway project within the last five (5) years that followed MassDOT Project Development & Design standards.
3. The Project Manager must be licensed by the Commonwealth of Massachusetts as a Professional Engineer and/or Registered Landscape Architect

XII. SUBMITTAL REQUIREMENTS

There is no specified page limit or organizational style for submittal documents. However, a succinct, orderly document which forthrightly responds to the provisions of this RFP is most favorable.

The submittal requirements of each firm interested in being considered for this engagement should include the following format and content:

A. RFP Response for Mill Street Re-Design – Non-Price Proposal

1. Overview of the Firm/Team experience

Introduction to the project team, including the roles of all firms comprising the team. General overview of qualifications and the team's relevant experience.

2. Resumes

Proposal should include the resume all team members assigned to this engagement, whether in-house professional staff or proposed sub-consultants, as well as brief profiles highlighting their individual or company's expertise.

3. Project Histories

Similar Projects: List and/or provide single sheet profiles of all engagements completed in the past five years in which your firm's proposed Project

Manager and/or project team (including sub-consultants) have had significant involvement. At minimum, each relevant project should document the following basic descriptive information, whether on a list or on the project profile sheet:

- Listing of Similar Engagements of
- (Lead Firm and/or Sub-Consulting Firms)

- Project Name:
 - Project Lead/Sub-Consultant(s): Project Manager:
 - Time Period:
 - Project Description:
 - Cost Management
 - Construction Cost:
 - Planning/Design-Engineering Fees:
 - Construction Phase Services Fees:
- Involvement in the Project:
- Owner
 - Name of Agency:
 - Address:
 - Owner's Representative, Telephone, and Email

Release Authorization: It is expected that with the submission of the proposal, an inherent release is granted to the City of Worcester by which its officers and employees are therewith authorized to interview the owners, clients, sub-consultants, contractors, subcontractors, and regulators of the referenced projects. The release will further authorize these parties to discuss their opinions of the submitting firm's services, including working relationships, management styles, timeliness, quality of work, level of care, communications, work products, consistency of staffing and payments to sub-consultants, subcontractors and vendors, as well as cost and billing information.

The City assures each submitting firm that the information realized from these interviews will be used solely for the purpose of evaluating which of the submitting firms (teams) is likely to provide the most value to the City of Worcester for this engagement. The City will hold the information in its confidence.

4. Project Approach

An overview of the design team's approach to efficiently and effectively develop a viable Design and accurate Cost Estimate, integrating both public process and MassDOT review, while identifying transportation strengths, should be stated in the proposal submittal. Please refer to

project components described in the RFP including Project Description, Scope of Work, Public Process, and Transportation Study.

The purpose of this section of the submittal is to provide teams with the opportunity to suggest means of design development which will capture all salient design, cost and City considerations.

5. Scope of Services

Submittal should outline the services the design team proposes to provide to the City. The listing of services should closely capture those identified in the project's Description and Scope of Work as detailed in the RFP.

The Scope of Services should be described in sufficient detail to permit the City to understand the work to be done, the sequence of the tasks and the results expected from each task. The objective of the Scope of Services is to enable the City's selection team to efficiently comprehend the proposed work approach, the integration of public process and agency review, and the resulting deliverables. It is recommended that the scope follow the MassDOT Standard Scope of Services Guidance for preparing work hour estimate forms (see Section 9A) for consultant services.

6. Schedule

Respondents should propose an anticipated project schedule based on the scope of work guidance and general conditions. It should take into consideration major milestones like design submissions to MassDOT and applying to the CMMPO TIP for future construction funding. The operating proposal should give a tentative project schedule with the potential duration of tasks, knowing that they are subject to change. Monthly project schedules in accordance with MassDOT requirements will be needed as referenced in Task 1 - Project Development Engineering. For the purposes of developing a project schedule, a notice to proceed is expected to be given within the first quarter of calendar year 2026.

7. References

At least (3) references, including name, title, agency, address, description of project, project cost, and telephone number and email address for clients with similar projects completed by the Consultant within the last five years (including dates).

8. Completed Certifications and Forms

- Certificate of Non-collusion Form
- Certificate of Tax Compliance Form
- Conflict-of-Interest Statement
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (Lower Tier Covered Transactions) and Lobbying as specified in 2 CFR part 1200 and 2 CFR part 180

9. Form of Contract

This work will be contracted on a Cost-plus basis. At its discretion, the City may elect to pursue a phased design approach by contracting for a portion of the full scope of work initially, based on projected costs and available budget at the time of contracting. Should this approach be pursued, the initial contract will cover work through 25 percent design, at a minimum, and additional phases may be authorized subject to the availability of funding and satisfactory performance under the initial phase.

A. Price Proposal

Proposers must submit in a separate sealed envelope clearly marked “**Mill Street Reconstruction Project - Price Proposal**” one (1) hard copy of the following documents and (1) electronic copy of the following documents and a USB flash drive:

1. Completed Price Proposal Form (attached)
2. Estimated breakdown of professional service fees (including expenses), assigned project staff and hourly billing rates of all staff assigned to provide services (including sub-consultants).

Respondents are encouraged to submit pricing based on MassDOT’s Standardized Scope of Service Guidance for Preparing Work Hour Estimate Forms for Consultant Services and spreadsheet.

The price proposal shall include a breakdown of professional service fees (including expenses), assigned project staff and hourly billing rates of all staff assigned to provide services (including any sub-consultants). Labor hours and prices shall be summarized by project task, and a total estimate of labor hours and total price calculated for the entire scope of work. Indirect costs (overhead rates) shall be in conformance with the audited FAR rates reported on the firm’s Certificate of Indirect Costs filed with MassDOT. Maximum permissible net fee is 10 percent.

Please note that the selected team will be required to participate in a MassDOT scoping meeting prior to contract negotiations. The project scope may be modified as a result of this process, and the selected team will have the opportunity to adjust the fee schedule accordingly. In addition, The City is required to conduct a third-party review of the selected consultant’s scope and price proposals as part of contract negotiations, which may also result in further refinement to the scope and budget. This review before any contracting takes place with the selected consultant.

XI. SELECTION PROCESS

Proposals must meet all Submittal Requirements and should include a section addressing each of the Minimum Qualifications and each of the Evaluation Criteria. The proposal will be reviewed based on each of these items and it will be to the

benefit of the responder to clearly address all of them. Where the requirements specify a minimum level of experience, please indicate the dates of said experience.

Submitted proposals will be reviewed and scored relative to the comparative evaluation criteria listed herein. The City, at its discretion, may schedule interviews with respondents submitting responsive proposals if deemed necessary by the committee. Judgements of the value of services will be based upon comparisons of performances of competing firms as determined from the qualifications, submittals, resumes, and references of each firm. The evaluations will consider both objective and subjective criteria and selection will be decided based upon judging which firm will most likely provide the best products and value to the City.

The primary basis for judgement will be an assessment of the extent and relevance of the experience and ability of the team, in general, and the strengths of the project manager and lead professionals to anticipate, plan, organize, manage, and control the multiple elements needed for project success, including:

- a. **Experience of the Project Manager and Technical Leads (15%):** The extent and pertinence of the experience of the firm, and specifically the designated project manager and lead engineer(s) or architect(s), in designing, pricing, permitting and constructing multi-modal facilities similar to the proposed project.
- b. **Proposed Scope of Services (30%):** The demonstrated expertise and experience of the professional team to undertake the primary work items detailed in the scope of services in this RFP is essential to a successful project, namely Complete Streets design development, multi-modal design development, accessibility solutions, design/construction efficiencies, public process, and transportation studies.
- c. **Timeliness (5%):** The ability of the firm to develop and maintain timely schedules of the multiple/overlapping elements of work.
- d. **Cost Control (5%):** The ability of the firm to anticipate, plan, and control the cost of the project.
- e. **Quality Control (5%):** The ability of the firm to provide quality deliverables that meet the expectations and needs of the City as identified in this RFP.
- f. **Project Team (25%):** The quality, diversity and experience of the assembled project team and their ability to effectively address all aspects of the scope of work.
- g. **Communications and Documentation (15%):** The ability of the team to creatively explore, develop, and visually present viable project designs to the City, state agencies, and the general public.

The City reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any RFP, and to accept or reject any item or combination of items. The City also reserves the right to seek additional

information and revised proposals prior to selecting a consultant through written notice to all of the respondents.