



**Christopher J. Gagliastro, MCPPO**  
**Purchasing Agent**

**RFP NO. 8090-W4**  
**ISSUANCE DATE: 10/12/23**

**BUYER: Christopher J. Gagliastro, MCPPO**

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

**RFP TITLE: Consultant – Resilient Community Place Making &  
Miyawaka Forests/ DSR**

***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 consulting services in support of Resilient Community Place Making & Miyawaka Forests for the Department of Sustainability & Resilience as per the attached requirements and specifications.**
2. 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.
3. All terms and conditions are applicable to this proposal except the following section(s) which are hereby deleted from this RFP: 4, 22, 23, 27
4. 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 (see sample on pages 12-13).

**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 Purchasing Division. 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:**

**Christopher J. Gagliastro, MCPPO  
Purchasing Director  
City of Worcester, City Hall  
455 Main Street, Room 201  
Worcester, MA 01608  
[gagliastroc@worcesterma.gov](mailto:gagliastroc@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 M.G.L. c.30B and shall remain confidential until the time specified in c.30B section 6 (d).
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 and maintain in force at all times during the term of the contract derived from this RFP, insurance coverage pertaining to Public Liability, Property Damage and Worker's Compensation as outlined in Section IV. INSURANCE REQUIREMENTS of this RFP.
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 Purchasing Division, 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 Purchasing Agent 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, 3 copies, plus 1 PDF copy on USB drive** of the proposal **must** be labeled as follows:

**Purchasing Agent, City of Worcester**

**Consultant – Resilient Community Place Making & Miyakawa Forests / DSR – Technical Proposal**

**455 Main Street, Room 201  
Worcester, MA 01608**

**Re: RFP No. 8090-W4**

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

**Purchasing Agent, City of Worcester**

**Consultant – Resilient Community Place Making & Miyakawa Forests / DSR – Price Proposal**

**455 Main Street, Room 201  
Worcester, MA 01608**

**Re: RFP No. 8090-W4**

***PRICE PROPOSAL PAGE IS LOCATED AT END OF SPECIFICATIONS***

**Proposals must be delivered no later than Wednesday, November 8, 2023 at 10:00 AM LOCAL TIME. *Late submissions will be rejected, regardless of circumstances.*** The City is not responsible for submittals not properly marked.

The evaluation and cost proposals will remain confidential until a formal and finalized contract has been executed.

## **RFP EVALUATION**

39. The City of Worcester Purchasing Agent will assign an evaluation team, hereafter referred to as the Selection Committee, to perform a full and complete evaluation of RFP submittals. The Purchasing Agent 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.

Comparative criteria will be evaluated by use of four (4) rating categories as set forth by M.G.L. Chapter 30B:

- 1) HIGHLY ADVANTAGEOUS - Vendor's submittal meets all the stated requirements and offers significant performance above the stated requirements.
- 2) ADVANTAGEOUS - Vendor's submittal meets the stated requirements without risk or disadvantage.
- 3) NOT ADVANTAGEOUS - Vendor's submittal contains some risk or disadvantage but is not unacceptable.
- 4) UNACCEPTABLE - Vendor's submittal fails to meet the standards of the stated requirements.

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 Purchasing Agent will identify the most advantageous proposal based upon the rankings of the Selection Committee and an evaluation of the price proposals received. The Purchasing Agent 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
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_____	_____	_____
_____	_____	_____
_____	_____	_____

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>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

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. \_\_\_\_\_

NOTE:

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

E.I. Number of bidder \_\_\_\_\_

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10,  
THE FOLLOWING CERTIFICATION MUST BE PROVIDED:

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

"The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

(Please Print)

\_\_\_\_\_  
Name of Person Signing Bid

\_\_\_\_\_  
Signature of Person Signing Bid

\_\_\_\_\_  
Company

No award will be made without vendor certification of the above.

- **Proposers must sign and submit the above form with their proposal submission.**



## Request for Proposals (RFP) for

### Resilient Community Place-Making and Miyawaki Forests Consulting Services

#### Introduction

The City of Worcester is seeking a qualified consultant to assist with implementation of the “Resilient Community Place-Making and Miyawaki Forests” project, which is funded, in part, by the Massachusetts Executive Office of Energy and Environmental Affairs Municipal Vulnerability Preparedness (MVP) action grant. The project will include project planning, site assessment, urban design and Miyawaki Forest design, managing of community liaisons as well as volunteers, and planting of two Miyawaki Forests.

The project’s main goal is to promote climate resilience to extreme heat for our community’s most vulnerable populations, while at the same time advancing many other sustainability, resilience and community goals related to air quality, flooding, biodiversity, community building, community resilience, and more.

The project will involve designing and planting two (2) Miyawaki Forests on municipally-owned sites, as well as designing two (2) resilient community places by June 2024. All planting sites will be located in Environmental Justice communities, as defined by the State, with high heat vulnerability. Meaningful community engagement (including Community Liaisons serving priority populations to assist with community education, engagement, and outreach) is a key part of this project. The final concept plans for the Resilient Community Places will set the foundation for future implementation (funding TBD).

Miyawaki Forests are densely planted, multi-canopied, urban pocket forests, and are an excellent solution to many sustainability and resilience problems in dense cities with little space to spare. They have demonstrated remarkably high growth and survival rates due to the planting method, which fosters symbiotic relationships between the plants and fungal and microbial life in the soil.

#### Scope of Services

- 1) Kick off and bi-weekly team meetings, and minutes of same.
- 2) Ensure that you have a project team expertise in Miyawaki Forests to develop planting plans, purchase the plants (in accordance with the plans), and then install them with the assistance of the community. The Miyawaki Forests are expected to be located on municipally-owned properties, to be pre-selected by city staff, with input from the public. They are expected to be no less than 10,000 SF in size and likely located in a presently or formerly paved area (such as a large parking lot). Provide short-term and long-term management plans.
- 3) Contract with up to 2 Community Liaisons from Worcester area serving vulnerable populations to assist with community education, engagement, and outreach.
- 4) Engage and Involve the Community.
  - a. Develop and implement a detailed project communication plan.
  - b. Educate community about the project and its benefits.
  - c. Seek ideas for potential 2 Resilient Community Spaces in the designated areas with priority populations, explore feasibility of additional locations.
  - d. Engage people who want to be involved in project implementation, take ownership, and learn from it.
  - e. Once two locations are identified, deeply engage the community in developing ideas for the design of the Resilient Community Spaces (2) that meet community needs.
- 5) Develop concept plans for the chosen two properties, using meaningful community engagement.

**Final principal deliverables will include:**

- A) Two successfully planted pilot Miyawaki Forests in Environmental Justice area with short- and long-term management plans. Ensuring community involvement during planning and implementation, and watering activities (per management plans) through the end of the contract, June 30, 2024.
- B) Two concept plans of two Resilient Community Spaces (with Miyawaki Forest component if practical) that reflect the community's needs and desires.

**City's responsibility:**

- 1) Grant reporting
- 2) Identify two municipal sites and assist with identifying two additional sites for the Resilient Community Spaces in partnership with the Community Liaisons and using its own internal spatial analysis capacity.
- 3) The City will facilitate and pay for asphalt removal and and/or fencing installation around the plantings, as well as access to water for plants' watering, if/as needed.
- 4) Ensuring continued plants' watering and maintenance after the contract with the Consultant ends.

**Submission of Proposals**

Respondents shall submit proposals that include the following requirements. The City reserves the right to reject proposals submitted without these required items.

- A) A short narrative of the project approach.
- B) Key staff to be involved in the project, and their resumes/experiences and percent of time spent on the deliverables.
- C) Examples of completed conceptual urban design plan for open space/recreation/resilience in the last 5 years.
- D) Examples of designed and installed Miyawaki Forests in the last 5 years.
- E) Tasks' timeline, demonstrating the ability to complete all by June 2024.
- F) Please select three (3) clients to act as references, and provide the names, phone numbers, and emails (if available). Please also provide a succinct description of the projects (up to a half page each).

**Minimum Evaluation Criteria**

Respondents must provide information indicating compliance with the minimum requirements listed below:

- A) The respondent has assigned a key member of the team to this project with previous experience of doing a conceptual urban design plan for open space/recreation/resilience in the last 5 years;
- B) The respondent has assigned a key member of the team to this project with previous experience of completing Miyawaki Forest design and planting in a climate similar to New England in the last 5 years;
- C) The respondent has demonstrated experience with effective public outreach or educational campaign; and
- D) The respondent provided acceptable assurances that they can complete all tasks by June 2024.

### **Comparative Evaluation Criteria**

All responsive proposals will be evaluated in the following areas based on comparative evaluation criteria for Highly Advantageous (HA), Advantageous (A), or Not Advantageous (NA). Feedback gained from references may impact the rating in any applicable category:

<b>A. Interview / Oral Presentation of Services</b>	
HA	Respondent's proposal presentation is supported by the individuals who will perform the services and include thorough, highly detailed information regarding how the firm will complete the scope of services. The proposal presentation included multiple relatable examples and dialog from services performed for other similar municipalities/organizations.
A	Respondent's proposal presentation is supported by some of the individuals who will perform the services and included adequately detailed information regarding how the firm will complete the scope of services. The proposal presentation included 3 or less relatable examples and dialog from services performed for other similar municipalities/organizations.
NA	Respondent's presentation was conducted by the firm's sales team and not the individuals who will perform the services. It included some information regarding how the firm will complete the scope of services but was not clear as to the firm's ability to comply with the stated scope of services. The proposal presentation included limited examples and dialog from services performed for other similar municipalities/organizations.

<b>B. Project Management</b>	
HA	Respondent's project approach and proposed schedule (such as a Gantt Chart) show superior understanding of the complexity of the project, interrelatedness of its parts, and demonstrate that the project can be completed in full by the deadline (June 2024).
A	Respondent's project approach and proposed schedule (such as a Gantt Chart) is adequate, but hasn't achieved the specificity needed to implement the project.
NA	Respondent's project approach and proposed schedule are not adequate, and do not demonstrate that the respondent fully understands the entire project's scope.

<b>C. Qualifications of Project Team for Design of Resilient Community Places</b>	
HA	Respondent demonstrates superior training, educational background and work experience appropriate to the work described herein and all key work personnel demonstrate professional experience well beyond the minimum requirements. Key work personnel demonstrate direct recent experience of producing 5 or more conceptual urban design plans for open space/recreation/resilience in the last 5 years, many of which have been constructed.
A	Respondent demonstrates adequate training, educational background and work experience appropriate to the work described herein and all key work personnel demonstrate professional experience well beyond the minimum requirements. Key work personnel demonstrate direct recent experience of producing 3-4 or more conceptual urban design plans for open space/recreation/resilience in the last 5 years, many of which have been constructed.
NA	Respondent demonstrates adequate training, educational background and work experience appropriate to the work described herein and all key work personnel demonstrate professional experience well beyond the minimum requirements. Key work personnel demonstrate direct recent experience of producing 1-2 conceptual urban design plans for open space/recreation/resilience in the last 5 years.

<b>D. Qualifications of Project Team for Miyawaki Forests</b>	
HA	Respondent demonstrates superior training, educational background and work experience appropriate to the work described herein and all key work personnel demonstrate professional experience well beyond the minimum requirements. Work personnel demonstrate direct recent experience of designing and planting three (3) or more Miyawaki Forests in the similar climate to New England in the last 5 years with robust public engagement and community involvement.
A	Respondent demonstrates adequate training, educational background and work experience appropriate to the work described herein and all key work personnel demonstrates professional experience well beyond the minimum requirements. Work personnel demonstrate direct recent experience of designing and planting 1-2 Miyawaki Forests in the similar climate to New England in the last 5 years with robust public engagement and community involvement.
NA	Work personnel demonstrate direct recent experience of designing and planting Miyawaki Forests in the last 5 years, but not in a climate similar to New England.

<b>E. Qualifications of Project Team for Community Engagement</b>	
HA	Respondent demonstrate(s) superior training, educational background and work experience appropriate to community engagement. Personnel demonstrates direct recent experience of community engagement, education and outreach related to urban design for at least 3 projects in the last 6 years.
A	Respondent demonstrate(s) good training, educational background and work experience appropriate to community engagement. Personnel demonstrates direct recent experience of community engagement, education and outreach related to urban design for one or two projects in the last 6 years.
NA	The Respondent's resume(s) do/does NOT demonstrate that proposer has adequate training, educational background and work experience appropriate to the work described herein.

<b>F. Technical Approach: Public Engagement, Outreach and Education</b>	
HA	<p>Proposal demonstrates a superior approach to engaging and involving the community in the project.</p> <p>Proposal demonstrates extensive experience (5 + years) facilitating public meetings and community planning exercises that achieved bringing diverse stakeholders to an agreement on complex topics and goals' prioritization, where there may have been differing opinions, with 5 or more projects specifically focused on urban design and planning.</p> <p>Proposal demonstrates superior knowledge of public engagement and communication methods and excellent examples of outreach materials done in the past, with broad applicability to the City, such as examples of engaging with diverse groups, ability to communicate complex topics in an accessible way, and developing and disseminating outreach materials customized to different audiences.</p>
A	Proposal demonstrates an adequate approach to engaging and involving the community in the project. Proposal demonstrates adequate experience (5 + years) facilitating public meetings and community planning exercises that achieved bringing diverse stakeholders to an agreement on complex topics and goals' prioritization, where there may have been differing opinions, with 3-4 projects specifically focused on urban design and planning. Proposal demonstrates adequate knowledge of public engagement and communication methods and good examples of outreach materials done in the past, though not directly addressing Worcester's community diversity, and diverse approaches.

NA	Proposal demonstrated some experience (less than 5 years) with engaging and involving community, but no more than 1 projects specifically focused on urban design and planning. Outreach and engagement strategy is lacking in breadth and depth.
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**G. Demonstrated successful past experience managing similar projects via references' input.**

HA	The consultant provided 5 or more references, and the majority of references provided excellent feedback with regards to their qualifications related to urban design and Miyawaki Forests, understanding of sustainability and resilience topics, research and analytical capabilities, public facilitation experience, survey skills, public engagement and communication experience, and examples of overcoming challenges.
A	The consultant provided 3-4 references, and the majority of references provided adequate feedback with regards to their qualifications related to urban design and Miyawaki Forests, understanding of sustainability and resilience topics, research and analytical capabilities, public facilitation experience, survey skills, public engagement and communication experience, and examples of overcoming challenges.
NA	The consultant provided 3-4 references, but the reviewing staff was not able to reach at least three references and/or the majority of references did not provide adequate feedback with regards to their qualifications related to urban design and Miyawaki Forests, understanding of sustainability and resilience topics, research and analytical capabilities, public facilitation experience, survey skills, public engagement and communication experience, and examples of overcoming challenges.



**COST / PRICE PROPOSAL****RFP #:** \_\_\_\_\_**(To be completed by the respondent)**

*Fee for services must be submitted as a flat, lump sum fee for all tasks/deliverables/phases in the attached scope of services and required under the contract. Please include any and all costs associated in the lump sum fee. No additional fees will be considered. Proposers may not add additional items. City will pay for approved monthly invoices for services rendered and deliverables provided.*

	<i>Amount (\$)</i>
<i>A. Project Administration</i>	
<i>B. Urban Design of Two Community Resilient Spaces, and associated public engagement</i>	
<i>C. Two Miyawaki Forests' Design and Implementation, and associated public engagement</i>	
<i>Total Cost / Lump Sum for all Services:</i>	

\_\_\_\_\_  
Signature of person submitting proposal\_\_\_\_\_  
Date:

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_