



TOWN OF HINGHAM

REQUEST FOR PROPOSALS

Comprehensive Athletic Field and Outdoor Court Study

I. OVERVIEW

The Town of Hingham, Massachusetts (population 23,000) seeks proposals from qualified consultants to conduct a comprehensive study of Hingham's athletic fields and outdoor tennis and basketball courts. The Town owns and maintains more than 68 acres of athletic fields that are controlled by three separate entities: the Board of Selectmen (controls 25% of acreage), the Recreation Commission (28%), and the School Department (47%).

These fields serve the Town across a wide range of organized and recreational usage. There has been continued and sustained demand from both youth and adult organizations, resulting in the need for the Town to evaluate its ability to meet both current and future community needs as well as to review current operations and maintenance practices to determine if changes are appropriate.

This comprehensive study should result in an independent review of existing athletic fields, an analysis of field and program demands and potential deficiencies, and a final report with findings and recommendations. The information in the report should help the Town ensure adequate access for youth and adult sports leagues to the fields and courts they need, at the times they need them. It should help determine whether team organizations need to seek accommodation outside of Hingham or if existing facilities could be renovated to accommodate additional use. The report should also incorporate natural grass turf maintenance, surface treatment best practices, and field resting recommendations into an overall plan for oversight practice amongst all jurisdictions.

It is understood that all submissions made to the Town by consultants under the Scope of Services herein shall be considered as recommendations and that the Town of Hingham shall reserve to itself the power to determine whether to adopt said recommendations of the consultant in whole or in part, as presented, or with modification.

II. SCOPE OF SERVICES

The Consultant is expected to conduct a comprehensive, independent study of Hingham's athletic fields and outdoor tennis and basketball courts that at a minimum shall include the following:

1. Coordinate with the Field Study Working Group

- A. The Town has formed a Field Study Working Group to oversee this project and work closely with the selected consultant to help guide the process. The Committee consists of representatives from the Recreation Commission, Town Administrator's Office, School Department, Public Works Department, South Shore Country Club, and Hingham Sports Partnership. The Town's Recreation Director will be the liaison for this project.
- B. The consultant will work with the Field Study Working Group to establish and agree upon a basic project schedule for meetings, progress reports, and other deliverables. The consultant will keep the Field Study Working Group up to date on the study's progress, meeting with the Working Group a minimum of four times. The consultant will chair the meetings, compile and analyze the information gathered, and prepare and distribute meeting notes.
- C. The Field Study Working Group will provide the consultant with data and information as requested to help facilitate completion of the study, including contact information for key stakeholders, available maps of existing fields/facilities, etc. Some additional background information is provided in Section X of this document.

2. Facilities Inventory

- A. The consultant will conduct site visits to all Town of Hingham athletic fields and outdoor tennis and basketball courts to review existing facilities. There are approximately 37 fields at 16 locations, 28 tennis courts at 6 locations, and 10 basketball courts at 7 locations in Hingham. Aerial images of outdoor spaces should be included in the final report.
- B. The consultant will visually inspect and report on grass/turf fields and baseball-configured playing field venues; outdoor tennis courts, outdoor basketball courts and other ancillary facilities (e.g., fence systems, backstops, player's benches, bases, goals, etc.); surrounding areas; drainage; lighting; irrigation systems (as appropriate); availability/proximity of restrooms; and other integral site elements. The final report should include findings in both narrative and plan graphic formats of current layouts and should include matrices that summarize the findings.
- C. The consultant will review other key documents provided by the Town of Hingham, including demographic data and the most recent [Open Space and Recreation Plan](#). An analysis of these documents (and other relevant documents) and how the consultant's recommendations relate to the updated Open Space and Recreation Plan should be included in the Final Report.

3. Existing Conditions Analysis

- A. The consultant will meet with the appropriate Town, School, and Recreation personnel, and all facility users including representatives from Hingham Youth Sports to confirm and/or collect additional information on field and court properties (size, use, condition, etc.), existing and future/emerging programs within the Town, participation rates, desired scheduling of programs, and other pertinent information that may arise during discussions. The consultant should conduct on-site interviews with representatives from all respective stakeholders and field user groups.
- B. The consultant will provide all field users with a survey/questionnaire to collect and organize usage data and statistics.
- C. The consultant will review and assess the Town's current field and court maintenance plan.
- D. The consultant will provide a report analyzing existing conditions and the appropriateness of current fields and courts (based on location, size vs. regulation, neighborhood concerns, parking issues, regulatory issues, etc.).

4. Program Quantity Analysis

- A. The consultant will complete a needs assessment process to identify and prioritize community needs for athletic fields and outdoor tennis and basketball courts.
- B. The consultant will take the information provided by field users and organize it into a usable format to easily quantify and compare the information on the various fields and courts. This information should be organized to consider various programs, age groups, seasonal play, and other factors, and then it should be compared to the existing and proposed programming information to determine whether:
 - i. Existing athletic fields and outdoor courts can adequately meet current program demands
 - a. Consultant should quantify any excess field/court capacity or unmet program needs
 - ii. Existing athletic fields and outdoor courts can adequately meet anticipated future program demands over the next 10-15 years
 - a. Consultant should quantify any excess field/court capacity or unmet program needs

- C. To the extent the consultant determines that there is a deficiency in one or more field or court spaces in town or that existing facilities will not meet current or future program needs, the consultant should identify recommendations for:
 - i. Improved field/court maintenance practices, including an optimal field resting schedule;
 - ii. More efficient program scheduling;
 - iii. Proposed field or court renovations or construction of new facilities if necessary, including conceptual sketches of such sites; and/or
 - iv. Other potential solutions to better accommodate program growth and changing community needs.

5. Draft and Final Reports

- A. The consultant will compile the relevant information obtained in above tasks and make recommendations for the Town of Hingham to meet the growing needs of its athletic and recreational community over the next 10-15 years. Findings and recommendations will be presented first in a Draft Report and then a Final Report for the Town of Hingham Comprehensive Athletic Field and Outdoor Court Study.
- B. The consultant will coordinate a meeting to present draft findings to the Field Study Working Group. The consultant will incorporate comments and suggested revisions into the Final Report.
- C. The Consultant may be asked to conduct up to two formal presentations of the Final Report to interested public bodies such as the Recreation Commission, Board of Selectmen, or to other stakeholders in town.

III. PROPOSAL EVALUATION

The Town has determined that an RFP process for this procurement will be most advantageous because it will enable the Town to provide higher ratings to consultants whose key project personnel have extensive experience conducting similar studies for other municipalities.

The evaluation of all technical proposals will be conducted by an Evaluation Team appointed by the Town's Chief Procurement Officer. Those proposals that meet all of the minimum requirements as outlined in this RFP and are determined to be both responsive—those that offer all of the services requested in the RFP and contain all of the required information and forms properly completed—and those that are responsible—those demonstrating the capability, integrity, and reliability to perform the requested services—will be further evaluated using the comparative criteria outlined in this section.

1. Quality Requirements (Minimum Evaluation Criteria)

- A. Consultants should submit a “Plan of Services” with their proposals that identifies their project approach, and describes the steps and process the consultant will follow in completing the study, and outlines an anticipated timeline for project completion.
- B. The Plan of Services should include the resumes and any relevant licenses and or certifications of all staff who will be involved in this project and identify what role each staff person will play. Consultants should also identify whether key staff for this Town of Hingham project have served as the project leader for other athletic field studies.
- C. The consultant shall have been actively engaged in consultant work related to athletic field studies for a minimum of five years. Consultants should provide a list of all clients for whom they completed similar athletic field studies within the last five years.
- D. The consultant shall have prepared at least five athletic field studies of similar scope.
- E. Consultants should submit at least two examples of completed athletic field studies with their technical proposal.
- F. Consultants should submit a completed certificate of tax compliance and a completed certificate of non-collusion with their technical proposal. Both forms are included here in Sections VII and VIII.

2. Comparative Evaluation Criteria

Technical proposals shall be reviewed and rated as “highly advantageous,” “advantageous,” or “not advantageous” for each of the comparative criteria listed below.

The Evaluation Team will also assign an overall composite rating to each technical proposal. The Town may choose to interview any consultant who receives a composite rating of Highly Advantageous or Advantageous as a result of the evaluation process.

- A. The consultant’s experience conducting athletic field studies for municipalities or other entities with facilities of similar size, scope, or attributes.
 - Highly advantageous: Experience conducting 8 or more such athletic field studies
 - Advantageous: Experience conducting at least 5 such athletic field studies
 - Not advantageous: Experience conducting less than 5 such athletic field studies

- B. The commitment of senior staff to this project to ensure a high quality final product and adherence to timelines. Senior staff is defined as someone who has served as the project leader in conducting at least three athletic field studies.
- Highly advantageous: Commitment of at least two senior staff to this project
 - Advantageous: Commitment of one senior staff to this project
 - Not advantageous: Commitment of no senior staff to this project
- C. The quality and comprehensiveness of athletic field studies completed by the consultant for other clients, as verified through the examples of completed studies provided as part of their submission.
- Highly advantageous: Studies performed by the consultant for other clients have been comprehensive, well organized, and provided clear and actionable recommendations.
 - Advantageous: Studies performed by the consultant for other clients fail to adequately address one or more scope components or provide recommendations that are not immediately actionable.
 - Not advantageous: Studies performed by the consultant for other clients lacked thoroughness, were disorganized, or did not provide clear or realistic recommendations.
- D. The quality and comprehensiveness of the Plan of Services submitted in response to this request for proposals.
- Highly advantageous: The plan of services proposes a detailed, logical, and efficient scheme for producing a complete report that addresses all of the required components.
 - Advantageous: The plan of services adequately addresses the project requirements outlined by the Town.
 - Not advantageous: The plan of services is not sufficiently detailed to fully evaluate, or the plan does not contain the elements necessary to produce a complete report that addresses all of the required components.

3. Determination of “Best Price”

The Chief Procurement Officer or his designee will open the cost proposals after evaluation of the technical proposals has been completed. The best price shall be determined by the lowest all-inclusive price in connection with the submissions.

However, price alone will not be the determining factor in the awarding of the contract. The Town will award the contract to the consultant offering the most advantageous proposal, taking into consideration all evaluation criteria as well as price.

IV. PROPOSAL SUBMISSION INSTRUCTIONS

It is the responsibility of every consultant who intends to respond to this RFP to periodically check the Town of Hingham's website at <https://www.hingham-ma.gov/bids.aspx> for any addenda or modification to this solicitation. The RFP and all related documents, including any future addenda, will be posted on that website under "Comprehensive Athletic Field and Outdoor Court Study."

- 1. Technical proposals:** The technical proposals shall consist of all submissions related to the performance of the Scope of Services, excluding only the cost of said services (Price Proposal Form) as well as the Certificate of Non-Collusion and the Certificate of Tax Compliance. Six (6) copies of the technical proposal clearly marked on the front of the envelope "Proposal for Hingham Comprehensive Athletic Field and Outdoor Court Study" shall be submitted to the Town at the address below by the deadline below.
- 2. Price proposals:** Please note that the Price Proposal Form and all information related to the cost of services must be submitted in a sealed envelope clearly marked "Price Proposal," which shall be included in the consultant's submission to the address below. The cost information will include an all-inclusive cost quotation for the scope of services. No cost reference shall be contained in the technical portion of the consultant's proposal.

Please submit six (6) copies of the technical proposal and one (1) separately sealed price proposal to:

Mark Thorell, Recreation Director
Town of Hingham
210 Central Street
Hingham, MA 02043

Proposal submissions must be received by 2:00pm on Wednesday, July 24, 2019. No fax, email, or telephone proposals will be accepted.

The Town reserves the right to reject any or all proposals.

Any questions about this RFP should be directed to Hingham Recreation Director Mark Thorell at thorellm@hinghamrec.com or (781) 741-1464.

V. BUDGET

Hingham Annual Town Meeting 2019 approved an appropriation of \$60,000 from the Community Preservation General Fund for this project. This represents the maximum amount available for the requested services, including any costs billed on a reimbursement basis and any unforeseen

costs that may arise during the course of the project. The Town is unable to make any award that exceeds this appropriation.

VI. TIMELINE

The Town is prepared to move immediately after the evaluation of the proposals to award the contract for the project. The consultant shall be prepared to agree to begin work within seven (7) days after the award of the contract, unless the Town and the consultant mutually agree otherwise. The consultant should complete the field study within 60-90 days or less.

VII. CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this 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.

(Signature of person signing proposal)

(Print Name)

(Name of Business)

(Date)

VIII. CERTIFICATE OF TAX COMPLIANCE

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A, the signatory for

(Print name of person submitting proposal)

Certifies under the pains and penalties of perjury that said person has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

By: _____
(Signature of authorized representative)

(Title)

Date: _____

FEID#: _____

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.

IX. PRICE PROPOSAL FORM

Town of Hingham
Comprehensive Athletic Field and Outdoor Court Study RFP

Price

All-inclusive lump sum price based on the Scope of Services: \$ _____

You may submit additional information regarding your Price Proposal by attaching such additional information to this Price Proposal Form.

Name: _____

Title: _____

Organization: _____

Address: _____

Signature

X. ADDITIONAL BACKGROUND INFORMATION

**Town of Hingham Athletic Fields:
Controlled and Managed by Recreation Commission**

<i>Field</i>	<i>Acres</i>
Cronin Complex	8
A. Cronin Soccer	
B. Cronin Baseball	
C. Haley Field (baseball)	
Thaxter Street	1.5
A. Hersey Field (baseball)	
B. Playground	
Upper Gardner	2.5
A. Kress Field (softball / baseball)	
Ward Street	2.5
A. Margett's 1 (lacrosse)	
Hull Street	2
A. Hull Street Field	
Bradley Woods	3
A. Bradley Woods Field	

**Town of Hingham Athletic Fields:
Controlled by Board of Selectmen, Managed by Recreation Commission**

<i>Field</i>	<i>Acres</i>
Carlson Complex	8
A. Carlson Little League	
B. Carlson Softball	
C. Carlson A multi-use field (soccer / lacrosse)	
D. Carlson B multi-use field (soccer / lacrosse)	
Ward Street	2.5
1. Margett's 2 (lacrosse)	
School Street	1.5
1. Powers (softball)	

**Town of Hingham Athletic Fields:
Controlled by Board of Selectmen, Concession Agreement with Non-Profits**

<i>Field</i>	<i>Acres</i>
Beal Street	5 Acres
A. Lynch Baseball 1	
B. Lynch Baseball 2	
C. Lynch Football 1	
D. Lynch Football 2	

**Town of Hingham Athletic Fields:
Controlled and Managed by School Department**

<i>Field</i>	<i>Acres</i>
High School	25
A. Multi Purpose Turf Field	
B. Softball	
C. Football	
D. Field Hockey (multi use)	
E. Soccer (multi use)	
F. Lacrosse (multi use)	
G. Lacrosse	
H. Multi Use (soccer)	
I. Multi Use (soccer)	
J. Multi Use (soccer)	
K. Multi Use (soccer)	
L. Softball	
M. Baseball	
N. Baseball	
Middle School	3
A. Baseball	
B. Multi-use field	
C. Soccer	
South Elementary School	1
A. Multi-use	
Plymouth River Elementary School	1
A. Softball	
Foster Elementary School	2
A. Baseball	
B. Soccer	
East Elementary School	2
A. Multi-use	
B. Multi-use	

Town of Hingham Outdoor Tennis Courts and Basketball Courts

Outdoor Tennis Courts

1. Controlled and Managed by Recreation Commission
 - A. Cronin – 6 Tennis Courts
 - B. Plymouth River Elementary School – 6 Tennis Courts
2. Controlled and Managed by Board of Selectmen
 - A. South Shore Country Club – 3 Tennis Courts
3. Controlled and Managed by School Department
 - A. High School – 6 Tennis Courts
 - B. Middle School – 4 Tennis Courts
 - C. Foster School – 3 Tennis Courts

Outdoor Basketball Courts

1. Controlled and Managed by Recreation Commission
 - A. Cronin Field – 1 Court
 - B. Kress Field – 1 Court
 - C. Bradley Woods – 1 Court
2. Controlled and Managed by Board of Selectmen
 - A. Carlson – 2 Courts
3. Controlled and Managed by School Department
 - A. Foster Elementary School – 3 Courts
 - B. Plymouth River Elementary School – 1 Court
 - C. South Elementary School – 1 Court