

Request for Qualifications

FAIRBANK COMMUNITY CENTER AND HASKELL FIELD LANDSCAPE MASTER PLAN DESIGN

I. Invitation:

The Town of Sudbury ("Owner"), by its Town Manager acting through the Combined Facilities Director, is seeking proposals from registered landscape architectural/engineering firms licensed to do business in Massachusetts and experienced in producing Recreation and Athletic Facilities Master Plans to develop a Comprehensive Recreation and Athletic Facilities Landscape Master Plan (LMP) for the Fairbank Community Center and Haskell Field located at 40 Fairbank Road, Sudbury, MA.

The project scope is to conduct an extensive community outreach process to develop a comprehensive LMP plan for the parcels that will provide a broad framework for the long-term development of the Fairbank Community Center grounds and adjacent Haskell Field with an emphasis on community collaboration and recreational opportunities incorporating a pavilion, multi-sport court and circuit accessible pathway. The project scope of work also includes schematic design, design development, construction estimates and construction documents.

The goal of the LMP is to develop a design for both spaces that provide a unifying vision for the physical assets of the two parcels including architecture, landscapes, natural areas, parking and circulation that are consistent with and support the Town's Master Plan framework for the open spaces. The proposed LMP will delve further into developing the details supporting this vision in terms of civic spaces, recreational activities, streetscapes, landscape concepts, signage, gateways, plant and material palettes that mark its preeminent place in the community.

This landscape vision will build upon energy efficient, sustainable universal design concepts developed in the Town's Master Plan, Open Space and Recreation Plan, Open Space Needs Assessment, Field Needs Assessment, ADA Self-Assessment and Transition Plan and operationalize these concepts to landscape policies, projects and priorities.

The selected firm will provide community engagement workshops and focus groups, landscape architecture and civil engineering design services, cost estimating, and policy planning for the LMP. Items deemed to be a priority based on operational need will be considered early action items, (e.g., pavilion and multi-sport court). Accessible pathways, electrical upgrades and data considerations are included in the scope of work.

Copies of the RFQ will be available beginning Thursday, October 16, 2025 by email request to the Office of the Combined Facilities Director at facilities@sudbury.ma.us or in person at the Facilities Office located 275 Old Lancaster Road, Sudbury, MA 01776, Monday through Friday, 8:00am – 3:00pm..

A site visit will be held beginning at 10:00am on Tuesday, October 28, 2025 with an inclement weather date of 10:00am, Wednesday, October 29, 2025. Plan holders will be notified on Monday, October 27, 2025 via email if the rain date will be needed. The site visit will commence at the Playground entrance of Haskell Field.

All RFQ-related questions are due at the Office of the Combined Facilities Director at facilities@sudbury.ma.us no later than Friday, November 7, 2025 by 12:00 PM.

Proposals addressed to the Town of Sudbury Combined Facilities Director will be received at the Office of the Combined Facilities Director, 275 Old Lancaster Rd., Sudbury, MA 01776, until 12:00 PM, Friday, November 14, 2025, addressed to the Combined Facilities Director, DPW Building, 275 Old Lancaster Rd., Sudbury, MA 01776. Proposals received after the deadline will not be accepted. No electronic submissions will be accepted.

The landscape architect/engineering services, as set forth in the RFQ, are expected to commence-upon signing a contract presented by the Town based upon the qualifications of the proposer and an acceptable fee which is targeted not to exceed \$90,000.00.

The Town of Sudbury reserves the right to reject any and all proposals, to waive informalities and to award in the best interest of the Town of Sudbury.

Town of Sudbury

Sandra R. Duran, Combined Facility Director

