

TOWN OF SUDBURY

NOTICE OF RFP

**“PLANNING AND DESIGN SERVICES FOR IMPROVEMENTS TO
INFRASTRUCTURE, COMMONS AND HISTORIC FEATURES IN
SUDBURY CENTER”**

DECEMBER 7, 2005

The Town of Sudbury, Massachusetts, acting through its Town Manager, is soliciting proposals from experienced, qualified consulting teams to study and create designs for safety and enhancement improvements to public infrastructure in the town’s historic center. The proposal and 10 copies must be received at the Town Manager’s Office, 278 Old Sudbury Road, Sudbury, MA 01776, by **2:00 p.m., Tuesday, January 24, 2006.**

The RFP may be obtained from the Town Manager’s Office at the above address Monday through Friday, between 9:00 a.m. and 5:00 p.m., or the Planning Board Office, Flynn Building, 278 Old Sudbury Road, Sudbury, MA 01776, Monday through Friday, between 9:00 a.m. and 3:30 p.m. In addition, RFP’s will be mailed to interested parties by calling the Planning Board Office at (978)443-2209, ext. 1387 and requesting a copy.

The Town reserves the right to reject any and all proposals, wholly or in part, and to accept any proposal or part thereof deemed to be in the best interest of the Town.

Maureen G. Valente
Town Manager

Section 1. Instructions to Proposers

Proposals (10 copies) must be received by the Town Manager's Office, 278 Old Sudbury Road, Sudbury, MA 01776 by 2:00 P.M. January 24, 2006.

Proposers shall submit separate sealed Price and Technical Proposals marked "RFP: Sudbury Center – Technical Proposal" and "RFP: Sudbury Center – Price Proposal" along with the proposing consultant's name, address and due date.

Regardless of the cause of delay, no proposals which are received by the Town after the terminal time shall be given any consideration. The responsibility for assuring the receipt of proposals before the specified closing time is incumbent upon the proposers.

Section 2. Acceptance or Rejection of Proposals

The Town of Sudbury reserves the right to accept or reject any or all proposals, to waive minor informalities, and to make awards as may be deemed to be in the best interest of the Town. Those who enter into contractual obligations with the Town of Sudbury must not discriminate against qualified, handicapped individuals in their employment decisions. The Town will evaluate the proposals submitted and either accept one proposal or reject all of the proposals.

Proposal corrections, modifications, or withdrawals may be submitted until the proposal deadline; any such shall be in writing in a sealed enveloped appropriately labeled and delivered to the Town Manager as indicated above.

The Town reserves 90 days from the proposal deadline to make the award.

More than one proposal from the same consultant, whether or not the same or different names, shall not be considered. Reasonable proof for believing that any consultant is interested in more than one proposal for the work contemplated shall cause the rejection of said proposals made by him, directly or indirectly.

Material submitted in response to this RFP will not be considered confidential under the terms of the Massachusetts Public Records Law.

Section 3. Pre-submittal Conference

A mandatory pre-submittal meeting will be held on **Friday, January 6, 2006 at 11:00 a.m.** at the Flynn Building, 278 Old Sudbury Road, Sudbury, MA (2nd Floor). All prospective lead consultants, or their representative, must attend. All prospective consultants shall have an opportunity to ask questions of the panelists representing the Town. Questions arising after the pre-submittal conference shall be submitted in writing to Jody Kablack, Town Planner, 278 Old Sudbury Road, Sudbury, MA 01776 no later

than 2:00 p.m. on Thursday, January 12, 2006. Written responses will be prepared by the most appropriate respondent and will be forwarded to all attendees of the pre-submittal meeting.

Section 4. Background

The Town of Sudbury was first settled by European immigrants in the late seventeenth century. The area now known as Sudbury Center is one of the foci of that early settlement. Most of the earliest buildings no longer exist. The buildings currently in the Sudbury Center Historic District were constructed primarily during the eighteenth and nineteenth centuries, with a few in the early twentieth century. When safety concerns, high traffic volume, and a low rating at the main intersection in Sudbury Center required improvements in road layout and alignment, it was determined that this project should take place to provide careful attention to the maintenance and enhancement of the many publicly- and privately-owned historic properties and features in the area.

The Town of Sudbury is interested in making safety and enhancement improvements to public infrastructure in the area of the central intersection in Sudbury Center – the intersection of Concord Road, Hudson Road, and Old Sudbury Road, and these roads leading up to the intersection. This area includes Concord Road north to the Revolutionary Cemetery, Concord Road south to Goodman Hill Road, Hudson Rd. west to Peakham Road, and Old Sudbury Road east to the far boundary of the Methodist Church property. (See Appendix 1) In order to implement these improvements while preserving and enhancing the abutting public right-of-way and private properties, the Town determined that it needed to carefully identify and evaluate not only the specific area to be redeveloped for infrastructure improvements and the design of these improvements, but the areas that are directly affected or enhanced by the project that occur on other public or private land.

In order to undertake the project of redesigning a safe intersection for all users, including automobile and bicycle traffic, and for pedestrians, and to undertake the project in a way that enhances the historic quality of the area, extensive inventories of assets in the area need to be prepared to identify the features to be protected. It was also determined to be important that the Town consider the current and future users of this area to assure that the improvements in the area meet the needs and enhance the experience of these users, and accommodate potential new users as well.

The Town of Sudbury Board of Selectmen appointed a Sudbury Center Improvement Advisory Committee to guide the procedures and progress on this project. The Committee will be reviewing the proposals submitted under this Request for Proposal, and will provide input to and review the development of the plan for road and other improvements in Sudbury Center. This Committee has also agreed to assemble some background information on Sudbury Center that will be made available to the team/firm that is selected to prepare the Improvements to Infrastructure, Commons and Historic Features in Sudbury Center. Given the long history of this area, and the mix of periods

represented in the architecture, the Committee is seeking guidance from the Consultant regarding whether key elements analyzed here should be restored to some earlier period, redeveloped with reproduction features, or updated with newer or more eclectic design features. This is particularly a challenge in designing the necessary road safety improvements.

Standard survey work was prepared in the 1970's and is available to the Consulting Team in undertaking this work. Before the 25% and 75% design work is undertaken, this survey work will be required to be redone in the AutoCAD format. At the same time, borings will be required for the design of signal foundations and an assessment of the pavement conditions. That work will be the subject of another contract when this conceptual work is completed and considered by the Town of Sudbury. It is not believed that any environmental impact will require documentation and permitting, as thresholds are unlikely to be triggered for an ENF or NOI.

Section 5. Characteristics of the Consulting Team

The Town of Sudbury is seeking a multi-disciplinary firm or planning team for the planning and design of the infrastructure and historic features in the Sudbury Center planning area. The several areas of expertise that are required to be included in the proposals include:

- Landscape architecture
- Historic resources
- Traffic and transportation infrastructure
- Civil engineering

Applicant firms should have multi-disciplinary staff within house, or include subconsultants in their proposal that have successful track records in their area of expertise. The Town places significant emphasis on the quality of the visual materials that can best convey the proposed improvements in the area. The proposed improvements must achieve the roadway safety and accommodation of pedestrians and cyclists required by the Town, but must also be attractive and enhance the appearance of the area and its historic features. **As a result, the Team leader for this project must be the landscape architect.**

Section 6. Scope of Services

I. Visioning

One of the first activities of the Consultant Team will be to host a visioning session for the Committee, abutters, and interested residents to identify how they would like the Sudbury Center area to be used and enhanced. This will address uses and users, as well as preservation or redesign of features, new functions, and other issues. The Consultant Team should identify the length and nature of the meeting, what resources should be used to elicit interest and substantive input, and how the Team expects to accomplish this effort.

The end result of visioning process should be a summary report on proposed goals, uses, and appearance of the area in at least general terms, and identification of assets to inventory as listed below. If there are some assets that the Team feels need not be inventoried as a result of this visioning effort, that should be so noted.

The Town of Sudbury will provide the space for the meeting and participate in informing residents of the event.

II. Inventory Assets in the Project Area

A. Review Planning Materials on the Area

Previous work prepared on this area should be reviewed for any information it may provide on such topics as the location of stormwater, underground utility and water lines, the purpose and uses of the parking in the area, zoning and earlier plans for the area, and any other similar work.

The Sudbury Planner and Town Engineer will assemble these materials for the selected consultant. They will also provide a list of contacts for individuals and groups to be interviewed regarding their opinions on the inventories and analysis requested below.

B. Inventory Infrastructure Assets

All public infrastructure in the study area, including roadways, sidewalks, public parking, drainage, water lines, and other utilities will be identified and inventoried, and located on the base plan in so far as their locations are known. Since Sudbury does not currently have a GIS system, consultants responding to this RFP should be clear in their proposal to indicate the best way that they will integrate MassGIS, with local surveyed data, to provide the information that is required as part of this project. Consultants should also indicate if any facilities will be located using GPS, or if any digitized data will be developed as part of this effort. If so, how will that work be integrated. The current condition of infrastructure assets will be evaluated. The Consultant will work with the Sudbury DPW and other sources of information for this inventory.

In order to better understand how abutters use the infrastructure in the study area, phone interviews should be undertaken with representatives of key institutions in the study area, including businesses in the area; school officials, parents, and students; town hall employees; and church officials representing the various churches in the study area.

These interviews should address key issues that the institutions have with the appearance, functioning, and use of infrastructure in the study area. In some cases, in-person meetings may be more appropriate.

The Sudbury Town Engineer will provide the existing plan for the area and any other information that currently exists on the type and location of infrastructure and utilities.

C. Inventory Historic Assets

The consultant shall review the Historic Property Survey prepared on the project area to identify the location of individually-listed properties, the boundaries of any historic districts, and the identity of contributing or non-contributing properties. The Consultant will rely on the Sudbury Historical Commission, Historic Districts Commission and Historical Society to provide additional input on the value and importance of the historic assets. This work item will also address, through photographs and interviews, the configuration of Sudbury Center in historic times as available, and descriptions of the type and appearance of the visible infrastructure and amenities at those times that may be available.

The Sudbury Historical Commission, Historic Districts Commission and Historical Society will provide information on the properties contributing to the Sudbury Center Historic District, and on all key assets in the area that may not be individually listed as contributing to the Historic District. They will provide some analysis of the function and interrelationship of these properties. These groups will also assemble photographs of the area at as many points in time as may be available. Additional information is available on the town's website, under Historic Archives.

D. Inventory Natural Assets

Using MassGIS, or other state and local sources, identify any wetlands, critical habitat, or buffer zones for jurisdictional areas under the Wetlands Protection Act within the project area or directly abutting it. Noteworthy trees and other natural features will also be identified and their general locations identified on the base map. Orthophotos can also be used for this effort.

The Sudbury Conservation Commission will provide any information that they have on the identity and location of such features and the Commission's jurisdictional area.

E. Inventory Recreation Assets

The Sudbury Center road right-of-way area does not contain active recreation areas, but the overall area and abutting parcels are used for passive recreation, including the Mt. Pleasant Cemetery, the Revolutionary Cemetery, Heritage Park and Grinnell Park. The Bruce Freeman bicycle trail is proposed to cross Hudson Road at the west end of the study area. Initial planning is underway on the trail in Sudbury, and some construction funds have been allocated for other portions of the trail. The development of the Bruce

Freeman Trail can make a big difference in bicycle users in the study area, and in potential interest in developing services for these bicycle tourists.

A local committee in 1996 outlined the features and procedures for establishing a Sudbury Town Center History Trail. The Sudbury Center Improvement Advisory Committee has undertaken some assessment of current users of the study area through systematic observation at key potential use times. The Committee will also work with the Consultant to identify future recreational uses of the area, and identify recommendations. This work should be coordinated with the Inventory of Historic Assets work item.

The Sudbury Planner will provide a copy of the History Trail proposal and the Committee observations on current use to the Consultant.

F. Inventory tourism assets

Using information on the recreation users of the area, the proposal for the Sudbury Center History Trail, the proposed activities associated with the Freedom's Way Heritage Trail, and a review of tourism activities in similar communities, the Consultant will evaluate the specific assets within the study area of interest to tourists in the area. Seasonal issues in tourist visits, types of tourists, parking and access, and sanitation issues should be discussed.

Necessary materials to be provided locally are indicated under other inventories.

G. Inventory land use and assets in vacant or underutilized parcels

In order to fully understand how land assets can be enhanced in the redevelopment efforts in Sudbury Center, the Consultant will identify under-utilized and vacant parcels within the study area to identify the role that any could play in new development, new recreation sites, or meeting parking needs.

The Sudbury Town Planner will provide the Consultant with Assessors' data on parcels and land use within the area.

III. Evaluate Conditions and Function of Roadway and Circulation System

A. Roadway Capacity and Usage

The Consultant will review existing physical redevelopment plans for the area, including one prepared in the 1970's that needs updating. Other basic information on this area that may have been prepared by the Boston MPO will also be used as a reference.

The Consultant will use the standard methodology and resources of 1) traffic counts, 2) turning studies, 3) Level of Service studies, and 4) accident data, to assess the current automobile usage of the roadway system in Sudbury Center and any problems with meeting current use of the system. Traffic conditions will be observed during peak traffic

hours during the week and on week-ends to develop both volume and turning data. In addition to undertaking these studies for the intersection within the study area, the Consultant will also undertake these studies at three to five intersections that provide alternative routes used by residents to bypass the traffic congestion at the intersection within the study area. Traffic projections will be made based on anticipated growth that is based on information provided by the Town and by the Metropolitan Area Planning Council (MAPC). Capacity analyses will be performed with the existing and projected volumes to determine the level of service with and without improvements under consideration. Accident data will be provided for the three most recent years for the Sudbury Center study area. The consultants submitting proposals should suggest optimal timing of day and season to undertake these studies, and the number of times that the assessments need to take place.

Consideration should be given to the functioning of the intersection for commuters, residents, bicyclists, pedestrians, and tourists coming via any of the previous methods. Redesign work should consider ways to improve the functioning of the roadway system for the variety of users.

Sudbury DPW officials will provide the Consultant with any previous studies that have been prepared for the area, including a base plan for the area prepared in the 1970's. Accident data will be provided by the Sudbury Police.

IV. Prepare Analysis of Infrastructure Assets

A. Prepare an Engineering Analysis of Existing Infrastructure and Identify Necessary Changes

Develop a base plan indicating the location of physical assets that have been inventoried. As far as possible, this information should be in digital and GIS format. This can incorporate the survey plan prepared in the 1970's, coordinated with MassGIS data as available, and data provided by the various inventories of assets. The Town is asking consultants to provide detailed information on how they intend to integrate various levels of data based on specificity of location, and to provide a cost estimate to provide digitized data on some or all of the new information to be provided as part of this project. The respondent should identify how the information collected can be flexible, and can be integrated into future work in developing a town-based GIS system.

Consultants should evaluate potential new physical installations in the area, such as a potential gazebo, etc., as well as current uses and assets that need to be better accommodated within the study area.

V. Prepare Interim Report on Visioning, Assets, Recommended Design Process

As a result of the visioning, inventory, and assessment work undertaken in the early project activities, prepare a summary analysis of Sudbury Center, indicating what elements are essential components of Sudbury Center, what elements don't work and

need to be changed, and what elements can be enhanced by the redevelopment of infrastructure in Sudbury Center.

The Planning Board, Department of Public Works, Board of Selectmen, abutting institutions, and other Town officials will review the Interim Report and provide direction to the design of the infrastructure improvements and other planning and development activities to enhance the resources and assets in Sudbury Center.

This Interim Report will be presented to the attendees of the Meeting to Receive Visioning and Initial Assessment Work. (See meeting descriptions below)

VI. Prepare Conceptual Design for Sudbury Center

Based on all previous work, the Consulting Team will prepare a design concept for the roadway and appurtenant infrastructure and landscaping, indicating location of the roadway, sidewalks, edge of pavement or curbing, lights, pedestrian amenities, areas to be landscaped and the nature of the landscaping in each area, area of lawn, and any recommended changes for connections and enhancements with abutting properties in the area, including Heritage Park, Grinnell Park, the cemeteries, public and private commercial parking, the Hosmer House, etc. The conceptual design will provide suggested design for key elements, such as light fixtures, traffic signals, benches, sidewalk materials, and design and materials for monuments, interpretive signs, and other features. Several appropriate options should be provided for each feature so the Committee can further refine the design.

It is not expected at this point that any original designs will be produced for the elements, but that off-the-shelf designs will be provided to seed the Committee's thoughts and point the direction to what specific elements should be custom designed and what ones can be selected from a catalogue.

Consultants should provide sketch elevations for key areas within the study area, indicating physical elements and natural elements. Cost estimates should be provided on a per elevation basis so the Committee can determine which and how many elevations they may seek to have produced.

The conceptual design narrative, plan, and elevations selected will be presented at an initial meeting of the Committee, comments will be received on specific and general elements, and these will be incorporated into materials presented at a second meeting that will further refine the Committee's feedback and selection of design elements .

VII. Recommendations for Implementation

The Consultant shall prepare preliminary cost estimates for final design and construction of the project. The Town is also seeking recommendations on specific, feasible funding sources for both final design/engineering and construction. In most cases, this should include several sources of potential funding, with an analysis of which sources of funds

might be most useful for which portion of the design/engineering and construction project.

The Town of Sudbury is also seeking to have consultants propose and estimate costs of preparation of presentation materials to educate residents and local officials regarding the design proposal and its important features. Such proposals could include power point presentations, three dimensional displays, a series of renderings, or a video product. In each case, cost estimates should be prepared on a per unit basis as appropriate.

VIII. Meetings

A minimum of 6 public meetings will be held during the course of this analysis to allow the Consultants to seek input from town residents and board and committee members, and to provide interim reports to them on the progress of the project. Some of these meetings will be attended by the landscape architect, historic consultant, and the engineering consultant, while others may be attended by only one or the other consultant. The first meeting will be the visioning meeting, and is described on page 5 of this document.

The Town of Sudbury will arrange for meeting space and will provide meeting notices and publicity for the meeting.

- 1. Visioning Session** – described on page 5
- 2. Meeting to Receive Visioning and Initial Assessment Work**

This meeting is designed to inform attendees of the results of the visioning session and of the current assets and conditions within the project area, and to consider what changes to the infrastructure in the project area will enhance the current and future assets and uses in the area. This meeting will have a formal, visual presentation of the location and appearance of the current conditions that have been identified for enhancement. It will be used to assist residents in identifying information needs of the Consultants, and to establish a schedule for providing the information. Attendees at this meeting may identify additional assets and issues that will be added to the list of assets and added to the base and concept plans if appropriate. Consideration will be given to the overall schedule and needs of the project.

This meeting will be attended by the entire Consulting Team.

3/4. Asset Assessment Meetings

The Landscape Architect and Historic Consultant will meet with the Committee to further identify and refine proposed enhancements to the area as required.

5/6. Design Review Meetings

There will be at least two design review meetings, attended by the full Team, to present and discuss the full concept plan and make refinements as identified at each meeting.

IX. Required Products

The following is a checklist to assist the respondent in making sure that all requirements are covered in the proposal:

- Base Plan
- Interim Report on Visioning, Asset Analyses, Roadway Analyses, and Recommended Design Process (Presented at Meeting #2)
- Conceptual Design Materials (Presented at Meetings #3/4)
- Concept Plan (Presented at Meetings #5/6)
- Report on the project, including all inventories and analyses as delineated above, and cost estimates for construction

Section 7. Proposal Submission Requirements

Written proposals will be received until **2:00 p.m., Tuesday, January 24, 2006**, at the following address:

Town Manager's Office
Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776

Each proposal must include a sealed Price Proposal, and a Technical Proposal. Each shall be clearly marked "RFP: Sudbury Center" with the lead firm's name and address. Ten (10) copies of the proposal shall be submitted.

All Technical Proposals shall include, as a minimum, the following information:

1. Name of lead consultant.
2. Address of lead consultant.
3. Name of contact person (including phone and fax numbers and email address).
4. Name and address of all partners, officers, and directors and any other person with an ownership interest greater than 5% of all firms working on the project.
5. Names of any Town officials or employees who are related to any of the partners, officials or directors of any firm working on the project, or others who have any ownership interest in the firm.
6. Names and resumes of development team who will be assigned to work on the project including any registrations and required certifications.
7. Demonstration that the proposal meets the Minimum Criteria in Section 8 below.

8. Demonstration that the proposal meets the Comparative Evaluation Criteria in Section 9 below.
9. A list of recent similar projects as required in Sections 8 and 9 below, including a brief description of the project, location, costs, and date services provided. Identify projects as completed or underway. Photographs or other visual representations of recent projects should be included where possible.
10. Contact name, phone number and project name for up to 3 references for similar projects.
11. A description of the general skills of the consultant team, and any specific skills to be brought to this proposal. Any certifications/licenses shall be provided.
12. Other information which will document the team's capabilities and qualifications for the project.

The sealed Price Proposals shall include, as a minimum, the following information:

1. A price for completion of the work described in the Technical Proposal
2. Fee schedule, including breakout of the labor and direct expenses, for personnel expected to work on project.
3. Estimate of any other expenses expected to be incurred during the course of the contract with the Town of Sudbury.
4. Appropriately completed certifications from Appendices.
5. Proposed insurance coverages.

Questions regarding this RFP may be directed to the Town Planner, Jody Kablack, at the Flynn Building, 278 Old Sudbury Road, Sudbury, MA 01776, by:
 e-mail: kablackj@town.sudbury.ma.us , phone (978)443-2209, ext. 1387, or fax: (978)443-0756

Section 8. Minimum Criteria

The Consulting Team must state and demonstrate that they meet or exceed the following:

1. The Landscape Architect and Historical Resources consultant should have more than 5 years experience and must have completed at least 2 municipal projects within the past 5 years
2. The engineering firm must have been in business of preparing traffic analyses and plans for municipalities for a minimum period of five (5) years
3. The engineering firm must have provided services similar to those being requested to at least five clients within the past five (5) years
4. The proposal must include detailed resume of all staff who might be assigned to the aforementioned scope of services. The staff assigned to serve the Town of Sudbury must have the appropriate expertise required for the work to which they are assigned

Section 9. Comparative Evaluation Criteria

In general, firms must be responsive to the requested information set forth in the RFP. Firms submitting proposals deemed to be non-responsive shall be given a ranking of Unacceptable. Specifically, the proposing firms will be evaluated and rated according to the following criteria:

I. The Consultant Team includes all the required skills listed in Section 10:

Highly Advantageous: The Consultant Team includes more than the required skill areas if shown to be appropriate

Advantageous: The Consultant Team includes all of the required skill areas

Not Advantageous: The Consultant Team includes less than the required skill areas

II. The Consultant Team is experienced and highly qualified:

Highly advantageous: Team members have an average of 10 or more years experience in the work for which each will be responsible

Advantageous: Team members have an average of 5-10 years experience in the work for which each will be responsible

Not Advantageous: Team members have an average of less than 5 years experience in the work for which each will be responsible

III. The Consultant Team is experienced with similar roadway projects in historic areas:

Highly Advantageous: At least half the Consultant Team has experience with 5 or more similar projects

Advantageous: At least half the Consultant Team has experience with 3-5 or more similar projects

Not Advantageous: Less than half of the Consultant Team has experience with 3 or more similar projects

IV. Presentation skills of the Consultant Team:

Highly Advantageous: The Consultant Team demonstrates extensive experience in public presentation with visual presentation materials and physical plans

Advantageous: The Consultant Team demonstrates some experience in public presentation with visual presentation materials and physical plans

Not Advantageous: The Consultant Team demonstrates little or no experience in public presentation with visual elements and physical plans

V. Quality of the References provided:

Highly Advantageous: The work of the Consultant Team is deemed excellent by all of their 3 references

Advantageous: The work of the Consultant Team or its individual members is deemed good or excellent by at least 2 of their 3 references

Not Advantageous: The work of the Consultant Team is deemed good or excellent by 1 reference, or deemed poor by any reference

VI. Readiness to Proceed:

Highly Advantageous: Consultant can begin upon written notification to proceed

Advantageous: Consultant able to begin upon execution of contract (within two weeks of notice to proceed)

Not Advantageous: Unable to begin within 60 days of notification to proceed

Section 10. Final Selection

The Sudbury Center Improvement Advisory Committee will review and rate the proposals received, and will select up to five (5) firms representing the most highly advantageous proposals for interviews. After the initial interview and prior to final selection, the Interview Team may conduct a site visit of projects listed in the proposal to review and rate the project(s). After the site visits have been completed, compiled scores for each firm's proposal, interview results and completed project assessment will be generated. A recommendation will then be made to the Town Manager.

Section 11. Award of Contract

The contract will be awarded by the Town Manager upon determination of the most advantageous proposal from a responsible, qualified and responsive proposer, taking into consideration price and all evaluation criteria set forth in the RFP, and as voted by the Board of Selectmen.

The team selected for the work will need to provide certification of insurance coverage and will be required to indemnify and hold the Town of Sudbury harmless.

Award of a contract related to this RFP is subject to funding being secured to complete the project. No contract will be awarded prior to the Town obtaining funding.

Section 12. Timetable

Some of the major milestones foreseen at this time relating to the submission, review, and approval of proposals, and to certain other aspects of the project development process are as follows:

STEPS	TASKS	COMPLETION DATE
1	Pre-submittal Meeting	January 6, 2005
2	Questions submitted in writing	January 12, 2005
3	Deadline for proposal submission	January 24, 2006
4	Evaluation of proposals by the Committee completed/Recommendation on team to Board of Selectmen	February 28, 2006
5	Award of contract	March 1, 2006
6	Visioning Session (Meeting #1)	Mid to late March, 2006
7	Inventories Conducted	April 2006
8	Roadway and Circulation Evaluations	May 2006
9	Analysis/Interim Report/Conceptual Plans (Meeting #2)	June-August 2006
10	Work with Committee on Design Concepts (Meetings #3/4/5)	Sept/Oct 2006
11	Public Meeting on Design Concept (Meeting #6)	Mid-Late October 2006
12	Final Report Due	November 15, 2006

Section 13. Appendices

1. Map of Project Area
2. Certificate of Taxes/Tax Attestation
3. Certificate of Non-collusion