

SEPTEMBER 15, 2009

WELLESLEY PLANNING BOARD

REQUEST FOR PROPOSALS

ST. JAMES THE GREAT – 900 WORCESTER STREET

1.0 INTRODUCTION

The Town of Wellesley Planning Board ("the Board") is seeking to engage a planning consultant ("the Consultant"), for the purposes of considering multiple land use alternatives for the current Saint James the Great church and property located at 900 Worcester Street, Wellesley, MA 02482, "St. James".

St. James is a Roman Catholic Church property consisting of two structures, a sanctuary (constructed in 1947) and a rectory (constructed in 1954), which was closed by the Archdiocese of Boston in the summer of 2004. Since the closure of the church, the Parishioners have conducted a peaceful protest that to date has lasted 4 years and 301 days. The Parishioners have appealed every step of the closure, and are in final stages of appeal to the Vatican.

The Town of Wellesley is aware of the sensitive nature of beginning a land use study of the St. James parcel while the appeals are underway, but feels it is necessary at this time to ensure adequate provisions are in place to guide future development to best serve the town as a whole, should the Archdiocese of Boston sell the property pending the Parishioner's final appeal.

This study ("the Project"), which is more specifically defined in Section 4, Scope of Service, below, shall consist of:

An "Interactive Public Process" to involve residential and commercial property owners, parishioners, residents, institutions and town officials;

Preparation of a minimum of three alternative land use development scenarios that establish goals for single family or multifamily residential, town recreational facilities, and/or commercial development to maintain and enhance an appropriate function, economic vitality, vehicular and pedestrian circulation, safety, aesthetics, landscaping, and quality of life of the property, its surroundings and the Town; and

Completion of a detailed description of the various land use development scenarios and a description of the necessary steps to implement such scenarios based on the top three land use development scenarios selected by the Planning Board ;

1.1 BACKGROUND

Community Location

The Town of Wellesley (incorporated in 1881), Norfolk County, is approximately 10 miles west of Boston. It is bordered by Natick on the west, Weston and Newton on the north and northeast, Needham on the southeast and Dover on the southwest. It is approximately 10.5 square miles in area.

1.2 ST. JAMES PROPERTY

Parcel Location

The St. James property is located at 900 Worcester Street with direct frontage on Route 9, a State Highway. The property is substantially rectangular and consists of approximately eight acres entirely within a Single Family Residence District having a minimum lot size of 10,000 square feet. The property is surrounded on all but one side by single family zoning. It is bordered on this remaining side (east) by an Administrative and Professional District (Wayne Office Park). Approximately one-third of the land at the westerly side is within a flood plain "Zone A" on the Federal Flood Insurance Map. This would affect any building on this portion of the site. The entire property lies within the Town's Water Supply Protection District. This particular district protects the areas of influence on the most productive of the Town's wells by restricting the uses of the property within the district (See attached GIS map). The property is also within close proximity to Morses Pond and the Cochituate Aqueduct (with trails), two recreation amenities.

Distinguishing Characteristics

The St. James property is a transitional property buffering the Administrative and Professional office buildings located at 888 Worcester Street (east) from a small number of residential properties to the west. The site is in fairly close proximity to the business properties located further west on Route 9 at the Natick line. The site is also directly across the street from Overbrook Reservation, which is underutilized town parkland.

In terms of residential development, St. James is segmented from other residential neighborhoods, with the exception of three abutting residential homes along Dale Street. Single family properties abut the parcel to the south, but steep grade changes prevent accessibility. The only access to the site is from Route 9 eastbound. Access for vehicles traveling west must be gained from a turnaround at the Overbrook Drive/Route 9 intersection.

The site, in addition to being in the flood plain, has a significant vegetative wetland located in the rear south/southwest corner of the property that occupies nearly 25% of the site.

Zoning

Zoning Districts include the Single Residence District and the Water Supply Protection District.

Land Uses

The current land uses in addition to the religious use include off-street parking for a car dealership in Natick (Special Permit extended until September 2010). Residential uses adjacent to the study area include single family homes.

2.0 ACCESS TO REPORTS

The Board will make available all relevant public information on file at the Planning Board Office. This information is available for inspection from Meghan C. Jop, Planning Director, or Planning Board Office, Wellesley Town Hall, 525 Washington Street, Wellesley, MA 02181. Please call 781-431-1019 extensions 2232 or 2234 for an appointment to see the material.

The Consultant shall, to the maximum extent feasible, utilize existing information, reports and studies on file with the Town so as not to duplicate work already done.

2.1 AVAILABLE REPORTS

The following reports are available for examination in the Planning Board Office:

- a. Wellesley Comprehensive Plan, 2007-2017; the entire document is available on-line at *wellesleyma.gov*;
- b. Wellesley Zoning Bylaw available on-line or copies are available for examination at the Planning Board Office or may be purchased at the Office of the Town Clerk;
- c. Wellesley Design Guidelines available on-line or copies are available for examination at the Planning Board Office or may be purchased at the Planning Board Office;
- d. Morses Pond Restoration Plan; the document is available on-line on the Natural Resource Commissions webpage;
- e. Wellesley West Gateway Vision; available on-line or copies are available for examination at the Planning Board Office;
- f. Route 9 Corridor Analysis Phase 1 Study, conducted by MAPC and Metrowest Growth Management Committee available online at www.metrowestgrowth.org.

3.0 SELECTION CRITERIA

The Board reserves the exclusive right to select or reject the Consultant(s) that it deems to be in its best interest to accomplish the Project. The selection of the Consultant(s) will be based on the following criteria:

- a. A clear understanding of the Town's needs, the objective and goals to be achieved, the work involved, and the content of the proposal;
- b. The quality, depth of the experience, expertise of the individuals who will do the work;
- c. Strength in land use planning, open space and landscape design, architectural design and graphics capabilities;

- d. A background and track record in promoting and sustaining a high degree of participation by the property owners and merchants, active involvement of elected officials, boards and commissions as well as participation by non-governmental groups which must include experience in conducting forums or similar large-scale "brainstorming" sessions;
- e. Success with projects in similar communities including experience in promoting the interests of small business, recreational resources, and housing;
- f. Quality of the Consultant's technical approach with emphasis on techniques for incorporating the Town's needs and concerns of the public into the Project;
- g. Appropriateness of the Consultant's fee schedule, overall cost and the ability to perform the assigned tasks within the identified time frame and budget;
- h. Appropriateness of the Project organization and team members. The identity, qualifications and competence of the individuals (including sub-consultants) who would actually do and/or be responsible for conducting the Project, and the role of each in its completion. The Board desires to obtain an individual or a team composed of individuals who will actively participate throughout the duration of the Project, and shall not be replaced without prior agreement of the Board;
- i. The Consultant's demonstrated ability to prepare and support the Project;
- k. Preference to Massachusetts firms; and
- l. Other relevant criteria (to be applied uniformly to all respondents).

The Board reserves the right to approve any and all consultants under sub-contract.

Selection will be made on criteria set forth in this RFP. A contract will be negotiated with the selected Consultant. Should agreement not be reached, the Board would then negotiate with the remaining consultants in order of their ranking until a suitable agreement could be reached.

The Board reserves the right to discontinue the selection process at any time prior to the awarding of a contract. There will be no reimbursement to any candidate, for any reason, if selection is terminated.

4.0 SCOPE OF SERVICE

The Project shall include:

- An Interactive Public Process to engage and solicit input from area stake-holders.

- Three Public Forums (typically evening sessions) involving presentation of alternative land use development scenarios in a large group session with public discussion. The Forum discussions shall be guided by the following subject areas:
 - Conceptual land use goals/alternative for the area focusing on single family residential, recreational facilities, and/or potential commercial or mixed uses.
 - Potential to rehabilitate/reuse the existing structure(s).
 - Sustainable design elements and criteria.
 - Desirable future commercial and recreational uses of the property.
 - Should certain uses be encouraged or discouraged?
 - Should a mixed use project be pursued?
 - Pedestrian and bicycle circulation, sidewalks and amenities with attention to safety and links to and between existing uses in the area, through the area, and adjacent to the area.
 - Traffic circulation, destination-traffic, through-traffic and traffic calming.
 - Transportation Demand Management (if applicable)
 - Off street parking availability and management.
 - Retention and protection of water resources.
 - Impact of culvert on proposed site conditions.
- A minimum of three alternative land use development scenarios for the study area reflecting discussion from the Forum and the Interactive Public Process.
- A detailed description of the implementation steps necessary for each of the top three land use development scenarios chosen by the Planning Board recommending marketing strategies, implementation strategies, and indentifying how development or change in this area might assist, mitigate, lessen impacts of other projects or developments and otherwise “fit” into the Town as a whole.

5.0 PUBLIC MEETINGS

The Consultant shall anticipate a minimum of five meetings with the Planning Board and a minimum of three meetings with Planning Department Staff, in addition to the Public Forums during the course of the contract.

6.0 SCHEDULE AND FORMAT OF DELIVERABLES

Each page of the Final Report shall be printed double-sided on high quality 20 pound bond paper with no read through, 8.5" x 11" format spiral or loose leaf bound. Each Final Report as shall include a copy of the plans referred to above at a reduced scale in legible format.

The Consultant shall deliver:

- a. 20 hard copies and 1 digital copy of the preliminary draft and recommendations by February 12, 2010; and

- b. 20 hard copies and 1 digital copy of the completed Project by April 9, 2009;

7.0 PRE-AWARD CONFERENCE

The selected Consultant shall attend a pre-award conference with the Board approximately one week after selection as the successful Consultant. Contract documentation and the selected Consultant's proposal shall be reviewed to assure precise understanding of contract requirements and to review the selected Consultant's proposal to accomplish all tasks.

8.0 CONTENTS, REQUIREMENTS AND ORDER OF PRESENTATION OF PROPOSAL SUBMISSION

Proposals must respond in writing to all requirements of this RFP in the order of the items listed below. Responses should reflect detailed consideration of the issues and opportunities presented. Any additional information that is felt relevant by the Consultant, but does not apply to the categories listed, should be added after the items listed below.

Statement of Project Requirements

State in succinct terms the Consultant's understanding of what is required by this RFP.

Response to RFP

Describe in narrative form the Consultant's approach and technical plan for accomplishing the work listed above. The Consultant shall provide a detailed summary of how the Project will be accomplished in accordance with above.

Team

Provide names and complete curriculum vitae for all professional members of the Consultant's and sub-consultant's (if any) team. Each member's educational background shall be provided. Special skills should be summarized, including recent seminars and relevant courses. Identify the person(s) who will be the team leader with ultimate responsibility for the work. Team members must be available throughout the duration of the project to actively participate.

Similar Experience

Provide details of experience and past performance of the Consultant and members of the team on comparable work for government entities. This section should cover, as a minimum, the substantive nature of comparable engagements, the experience of members of the team in working successfully in matters of similar complexity and the record of the members of the Consultant's team for timely performance. Consultants are requested to give sufficient information of their experience to permit the Town to understand and verify the exact nature of contribution to other projects and entities. The Consultant is requested to disclose previous work experience within the Town.

Competing Commitments

Consultants shall discuss the means by which adequate and timely attention to this engagement will be assured.

References

Provide the names, titles and telephone numbers of three persons who can substantiate the Consultant's summary of qualifications and experience relevant to this project. Indicate the linkage between the persons listed and the professional work of the Consultant.

Provide a list of similar projects completed since 2004 with names and telephone numbers of contact persons in those communities.

9.0 COSTS

The Consultant shall submit an estimated cost summary, **not to exceed \$20,000** to provide the services required to fully complete the Project.

10.0 PROPOSAL SUBMISSION

Two submissions shall be made. One shall be marked:

"Non-Pricing Information St. James"

The other shall be in a sealed envelope marked:

"Pricing Information St. James"

Delivery of submissions to any office or location other than the address indicated will not constitute receipt.

The Non-Pricing Information will be opened and available for examination at 3:00 p.m. on **October 16, 2009**. The Pricing Information will be opened by the Planning Board after the interview process has been completed.

11.0 TOWN'S REPRESENTATIVE

The Town's coordinator for this contract will be Meghan C. Jop, Planning Director, Wellesley Planning Board, Town Hall, 525 Washington Street, Wellesley, MA 02181; telephone: (781) 431-1019. Ms. Jop will be responsible for coordinating actions and for responding to all questions.

12.0 DUE DATE

Thirteen copies of the proposal are required. Each proposal shall be limited to ten (10) pages, exclusive of information relative to a Consultants qualifications and past experience, delivered on or before, **Thursday, October 15, 2009, 3:00 p.m.** to:

Meghan C. Jop, Planning Director
Town Hall, 525 Washington Street
Wellesley, MA 02482

Consultants submitting proposals should be prepared to meet with the Planning Board for interviews on Monday October 26, 2009.

13.0 OWNERSHIP OF INFORMATION PROVIDED

All information provided by the Town and all material developed for this project shall be returned or delivered to the Town before final payment and will not be used by the Consultant for other purposes or released to others without permission of the Board.