



**TOWN OF HUDSON  
PARK COMMISSION  
Division of Recreation**

Town Hall  
78 Main Street  
Hudson, MA 01749

## **Request for Proposals – Hudson Dog Park**

The Town of Hudson, Park Commission – Division of Recreation is seeking a qualified consultant to assist with Initial Planning, Site Selection, Design Development and Preparation of bid-ready Construction Documents for a Dog park located in Hudson, MA. The Town intends to seek both Design and Construction Grant Funds through the Stanton Foundation Canine Welfare Grant Programs.

Proposals should be emailed directly to Steven L. Santos, Director of Recreation at [ssantos@townofhudson.org](mailto:ssantos@townofhudson.org)

Proposals should be received by no later than 4:00pm, Monday, March 6, 2023. Proposals will be evaluated by town staff and a qualified consultant will be recommended to the Hudson Select Board.

It is anticipated that a contract will be awarded and a notice to proceed will be issued as early as Monday, March 13, 2023 via the Hudson Select Board.

Once a contract between the Town of Hudson and the consultant is executed, the Town of Hudson, Park Commission – Division of Recreation anticipates this project starting immediately.

### **Scope of Work:**

#### *Phase One: Initial Planning, Design and Location Selection*

A. Consultant will meet with Park Commission and Recreation Staff to:

- Discuss previous efforts, project goals and identify key stakeholders and Town Departments.
- Develop a public engagement and outreach action plan.

B. Consultant will review 2020 Recreation Town-Wide Master Plan and 2018 Community Workshops & Survey Reports to gain a better understanding of town recreation assets and community wants/needs.

C. Consultant, with assistance from the Recreation Staff, will engage with Residents to obtain input on wants/needs specific to a dog park in Hudson, MA.

D. Consultant will visit two (2) locations to perform an initial assessment to identify:

- Overall site conditions as it relates to project feasibility
- Availability or lack thereof of utilities and infrastructure required when constructing a Dog Park using Stanton Foundation Grant Funds.
- Potential protected areas such as wetlands, streams, etc. that may impact design and construction of a Dog Park.

E. Consultant to create illustrative concept plans, sketches and diagrams for a Dog Park as well as an initial assessment summary report to include the pros/cons, site challenges and preliminary cost estimates for each of the two (2) locations.

F. Consultant to present findings (concept plans, sketches, diagrams and initial assessment summary report) to the Park Commission for review.

Note: This presentation will be held during an open public meeting, where the Park Commission may so choose to solicit Resident input based on the presentation.

G. Park Commission to select a final location for a Dog Park in Hudson, MA.

H. Consultant to assist Park Commission in completing and filing a Design Grant Application with the Stanton Foundation. Consultant will provide all required application planning documents including but not limited to preliminary plans, sketches, cost estimates, and draft budgets.

I. Park Commission to apply for Stanton Foundation Design Grant to fund "Phase Two: Final Design".

### Phase Two: Final Design

A. Consultant to perform a comprehensive site survey to include any survey/delineations/reports required for impacted protected land areas.

B. Consultant to assist Park Commission in identifying which Town Boards, Committees, Commissions and/or Departments need to review Design Plans.

B. Consultant to create a 25% Design Plans and cost estimates to be presented to the Park Commission for review.

Note: This presentation will be held during an open public meeting, where the Park Commission may so choose to solicit Residents input based on the presentation.

C. Consultant, in conjunction with Recreation Staff, to present 25% Design Plans to appropriate Town Boards, Committees, Commissions and/or Departments for review.

D. Consultant to utilize input received to create 75% Design Plans to be presented to Town Boards, Committees, Commissions and/or Departments who may need to provide final approval/comment.

E. Consultant to create and deliver 100% Design Plans, Cost Estimates and Bid-Ready Construction Documents.

F. Park Commission to apply for Stanton Foundation Construction Grant, as well as Community Preservation Funds to support project construction.

### **Project Timeline:**

The Park Commission is looking to fast-track this project. However, project funding sources will drive the project schedule. The Park Commission plans to apply for both design and construction funds via the Stanton Foundation. Additionally, it is the intent of the Park Commission to apply for Community Preservation funds to support this project.

**Consultant Minimum Qualifications:**

- Demonstrated experience in designing dog parks in Massachusetts in accordance with Stanton Foundation Grant funding requirements.
- Experience in coordinating public outreach and engagement specific to dog park planning and design.
- Employ a wide array of staff capable of providing full range comprehensive design and associated support services, that may be required to execute a project of this scope and size.

*Preferred consultant will meet the above minimum qualifications and will also have completed at least 1 dog park planning and design project, utilizing Stanton Foundation Grant Programs, within the last 3 years.*

**Proposal Submittal:**

Proposals must be submitted in a condensed and concise format. Proposal should include a brief narrative, explaining the firms experience with similar projects, while highlighting key project team members who will be responsible for executing the project. Additionally, the proposal should include direct responses to the questions below and list 3 references from communities where your firm has completed similar projects.

Proposals must clearly list quotes for the services requested in the Scope of Work. Quotes should be listed as to indicate the costs associated with 1) "Phase One: Initial Planning, Design, and Location Selection" and 2) "Phase Two: Final Design". Additionally, proposal should provide an estimated cost for the following added future services (not included in the Scope of Work): Construction Administration and Oversight.

**Proposal Questions:**

How many dog parks has your firm designed within the last 10 years (please list City/Town and State)?  
Of those...

Were they funded by the Stanton Foundation?

Did your firm provide Construction Administration Services for during build out?

How many dog parks has your firm designed within the last 5 years (please list City/Town and State)?  
Of those...

Were they funded by the Stanton Foundation?

Did your firm provide Construction Administration Services for during build out?

Please describe the tools and/or methods your firm plans to utilize to engage the public in order to gather input related to this project?

Please identify what sets your firm apart from others, specific to the design development of dog parks?

Are there any services not requested, that your firm would suggest we consider as part of this project?  
If so, please identify what those may be and the additional cost estimates for these added services.

Please identify a project schedule that your firm feels is attainable in order to complete a project of this scope.