

**Request for Qualifications**  
**Comprehensive Trail System Analysis and Implementation Plan**  
**McLean Open Space Land**  
**Town of Belmont**  
**March 15, 2007**

INTRODUCTION

By issuance of this Request for Qualifications (RFQ), the Land Management Committee (LMC) on behalf of the Town of Belmont, seeks a qualified consultant to produce a comprehensive trail system analysis and plan for the implementation of a revitalized trail system whether it include existing trails, new trails or proposed opportunities for further expansion and linkage through approximately 128 acres of Conservation Restricted public access open space commonly known as the McLean Open Space Land (the "Subject Property") (see Figure 1, McLean District Zoning Map). For a brief summary of the Subject Property including its history, property description, and prior uses see Appendix A.

The Subject Property is an important component of a unique regional western greenway, and users commonly travel unimpeded along trails to abutting parcels (see Figure 2, Western Belmont Protected Open Space and Trails, February 2007). For example, beginning with state conservation land in Alewife, this belt stretches to the Massachusetts Audubon Society "Habitat" Wildlife Sanctuary, and onto the abutting Rock Meadow Conservation Area, which accesses the Beaver Brook North Reservation (DCR) and is also close to Beaver Brook Reservation (DCR).

In general, the Selected Consultant of this RFQ will be responsible for the following deliverables:

- Assessment of existing trails located on the Subject property
- Summary of all current and anticipated abutting land users and connection points to Subject Property
- Preparation of proposed preliminary comprehensive trail system plan for the Subject Property along with a proposed review and comment schedule and summary of public input process
- Suggestion of a maintenance plan for the proposed trail system and estimated budget
- Preparation of an oversight budget for a consultant to oversee the final design/build phase of the proposed trail system once design is approved by LMC
- List of potential government programs to assist in funding trail reconstruction

Land Management Committee

The Town and McLean Hospital created the Land Management Committee (LMC) to develop policies and to guide the management of the Subject Property that includes habitats ranging from a hardwood forest and Pine Allee, to meadows and vernal pools. The LMC is comprised of nine members: four appointed by the Town, four appointed by McLean Hospital, and the ninth seat held by an appointee of The Trustees of Reservations (TTOR), the holder of the Conservation Restrictions. (See Appendix B for a current committee listing). In connection with the RFQ, the LMC will be the awarding authority and will select the trail system consultant from the responses to the RFQ in accordance with the selection criteria set forth herein. Thereafter, in conjunction with the Belmont Office of Community Development, the LMC will oversee the Selected Consultant's work and the trail system implementation.

The LMC has (i) established goals and objectives for its oversight of the land, (ii) in conjunction with the BSC Consulting Group, developed an ecological management plan for the Subject Property, and (iii) accepted ownership to the Subject Property subject to certain terms and conditions set forth in the Memorandum of Agreement between the Town of Belmont and McLean Hospital (MOA) and certain conservation restrictions held by The Trustees of Reservations included in MOA (see Appendix C, D and E, respectively). In addition to the foregoing documents, there are several studies, plans and maps that will be made available to the Selected Consultant to review as part of the scope of work (a complete list is set forth in Appendix E). **Note: other than Appendix A, copies of all figures and appendices referenced herein are set forth on the Town of Belmont website at [http://www.town.belmont.ma.us/Public\\_Documents/BelmontMA\\_Bcomm/mclean](http://www.town.belmont.ma.us/Public_Documents/BelmontMA_Bcomm/mclean)**  
OR: town.belmont.ma.us then click on (Town Government), then (Boards, Committees and Commissions), finally under Permanent Committees select (McLean Land Management Committee)

Moreover, LMC has partnered with a private conservation group, the Judith K. Record Memorial Conservation Fund (JKR Fund), which has helped to propel and fund some of the work of the LMC to mutual ends. The LMC anticipates continuing this relationship with the JKR Fund in addition to reaching out to the entire Belmont community throughout the trail system development process.

### Plan Objectives

The primary purpose of the comprehensive trail plan is to provide the LMC and all users of the Subject property with an inventory of existing and proposed trails, as well as to identify potential access points and adjacencies to other trails for connections. LMC seeks to implement and maintain an enhanced trail system for public use by a variety of users throughout the year. To date, the only regular trail maintenance activity has been the clearing of fire roads throughout the Subject Property.

The LMC looks to the Selected Consultant to provide recommendations regarding the addition and/or elimination of trails. Protecting environmental assets is a high priority; therefore limiting, redirecting, or adding trails may need to be done, particularly to accommodate the varying impact from different types of trail users. Consideration must also be given to how trail usage, volume, and access may be affected by the Subject Property's new abutting users of the Town's Highland Meadow Cemetery and the development of zones 1-4, and 6 on the former McLean Hospital property (see Figure 1).

### Scope of Work Requirements of Selected Consultant

#### A. Public Meeting Requirements

The Selected Consultant will be required to attend four (4) meetings with the Land Management Committee and an additional open, public meeting. At least one of these meeting is likely to include a significant public input opportunity for citizens. Meetings are typically two hour periods held from 7 – 9 p.m. on week nights or 8 – 10 a.m. in Belmont.

B. Deliverables

The Selected Consultant will be responsible for the following deliverables, all of which must be submitted in print (14 copies) as well as electronic format (PDF) suitable for reproduction and placement on the Town's website.

- Assessment of existing trails
- Summary of all current abutting land users and connection points to Subject Property
- Preparation of proposed preliminary comprehensive trail system plan addressing various users, environmental concerns, access points and adjacencies to other trail systems
- Creation of a maintenance plan for the proposed trail system and estimated budget
- Preparation of an oversight budget for a consultant to oversee the final design/build phase of the proposed trail system once design is approved by LMC
- List of potential government programs to assist in funding trail reconstruction

Qualifications & References & Proposed Bid

As part of the response to this RFQ, all respondents must provide copies of three (3) trail system plans or similar activities/plans where they have been responsible for or were a primary contributor to its completion. These activities/plans may be either public or private sector assignments.

All submittals shall include the names and phone numbers of three (3) references the respondent has worked for in the last 5 years.

In addition, the resumes of the project manager, key staff members, and subcontractors (if any) must be provided.

All respondents must explain in detail its experience in handling community review and public input in connection with other trail proposals and/or implementation plans.

Finally, all respondents must provide a proposed cost to undertake all of the deliverables described in this RFQ.

Selection Criteria

LMC will designate the Selected Contractor under the RFQ based on the following criteria:

- Conformance with the RFQ Requirements
- Strength of Resume
- Complexity and Quality of Past Trail System Projects
- Capacity to Undertake the RFQ's Scope of Work
- Strength of References
- Proposed Cost
- Proposed Schedule

### Contact Information

Questions regarding this RFQ and/or requests to arrange for a tour of the Subject Property, must be submitted to the following individual no later than March 30th:

Ellen O'Brien Cushman – Land Management Committee, Chairman  
Address: c/o Town of Belmont Office of Community Development  
Homer Building  
19 Moore Street  
Belmont, MA 02478  
Phone: 617/484-4817  
Email: [jpc01@aol.com](mailto:jpc01@aol.com)

The complete text of all questions and the responses to each shall be provided to each of the potential bidders who received the original RFQ. You must provide your email address to receive the document.

### RFQ Schedule

Responses to this RFQ are due by **4:00 p.m. on Friday, April 13, 2007**, at the Office of Community Development, 19 Moore Street, Belmont, MA 02478.

The LMC reserves the right to contact any and all of the respondents hereto to schedule an interview with LMC members.

It is anticipated that the LMC will designate its Selected Contractor by early May 2007 and that the Selected Contractor would be able to provide the proposed preliminary plan in draft form to the LMC for discussion purposes no later than June 15, 2007.

Figure 1

McLean Zoning District Map

Figure 2

Western Belmont Protected Open Space and Trails Aerial

## Appendix A

### Property History and Description

As part of a municipal rezoning and development agreement, the Town of Belmont became the owner of more than 100 acres of property formerly owned by the McLean Hospital. This land has been permanently dedicated as open space by Conservation Restrictions and combined with other protected land on the campus, comprises more than 140 acres. Historically, McLean Hospital allowed passive public use of the trails on the land, allowing bicycles and pedestrian access. All motorized vehicles are prohibited. The land transfer included 13.9 acres to be used as a new municipal cemetery, four acres of which are currently under development for use immediately. The remaining 9.9 acres of the cemetery land appears as open space until developed as cemetery and trail access to that portion must be considered as well.

The Subject Property abuts the Metropolitan District Commission (MDC) Beaver Brook Reservation, the municipally owned Belmont Rock Meadow Conservation Area and the Massachusetts Audubon Society "Habitat" Wildlife Sanctuary with indirect access to the Metropolitan State Hospital Complex currently owned by the Division of Capital Asset Management (DCAM). The property boasts an extensive internal trail network with most of the existing trails available for continued use after the land transfer to the Town. Users commonly travel unimpeded along this trail system to the abutting parcels. However, the trails were developed informally with no consideration to existing physical and/or environmental concerns, user types, access/egress, their proximity to neighbors and other concerns common to more formally planned trail networks.

One of the goals of the LMC is to maintain and enhance the trail system for continued public use, although it has not yet been determined whether all of the current informal uses should be continued. The trails are heavily used by joggers, birders, walkers and cyclists. Cross-country skiers are common in the winter months. The only on-going trail maintenance activity has been opening of the fire roads throughout the property. The lack of trail maintenance and intensive use by various users has caused some problems and conflicts as the trail system was developed informally. In addition, the encroachment of invasive plant species onto the trails represents an ongoing challenge.

Appendix B

LMC Goals and Objectives, 9/4/2003

Appendix C

McLean Hospital Open Space Ecological  
Management Plan prepared by the BSC Group (May 2001)

Appendix D

Excerpts from the Memorandum of Agreement between  
McLean Hospital and the Town of Belmont  
– the Conservation Restrictions Summary

## Appendix E

### Additional Studies, Plans, and Maps

- Highland Meadow Cemetery master plan and phase one development plan prepared by Halvorson Design Partnership for the Belmont Cemetery Commission
- “Recommendations for Field Management at the McLean Hospital Open Space”, by Jeff. Collins, Mass Audubon Ecological Extension Service (2006)
- “McLean Trail Assessment” report prepared by the New England Mountain Bike Association, (October 17, 2001)