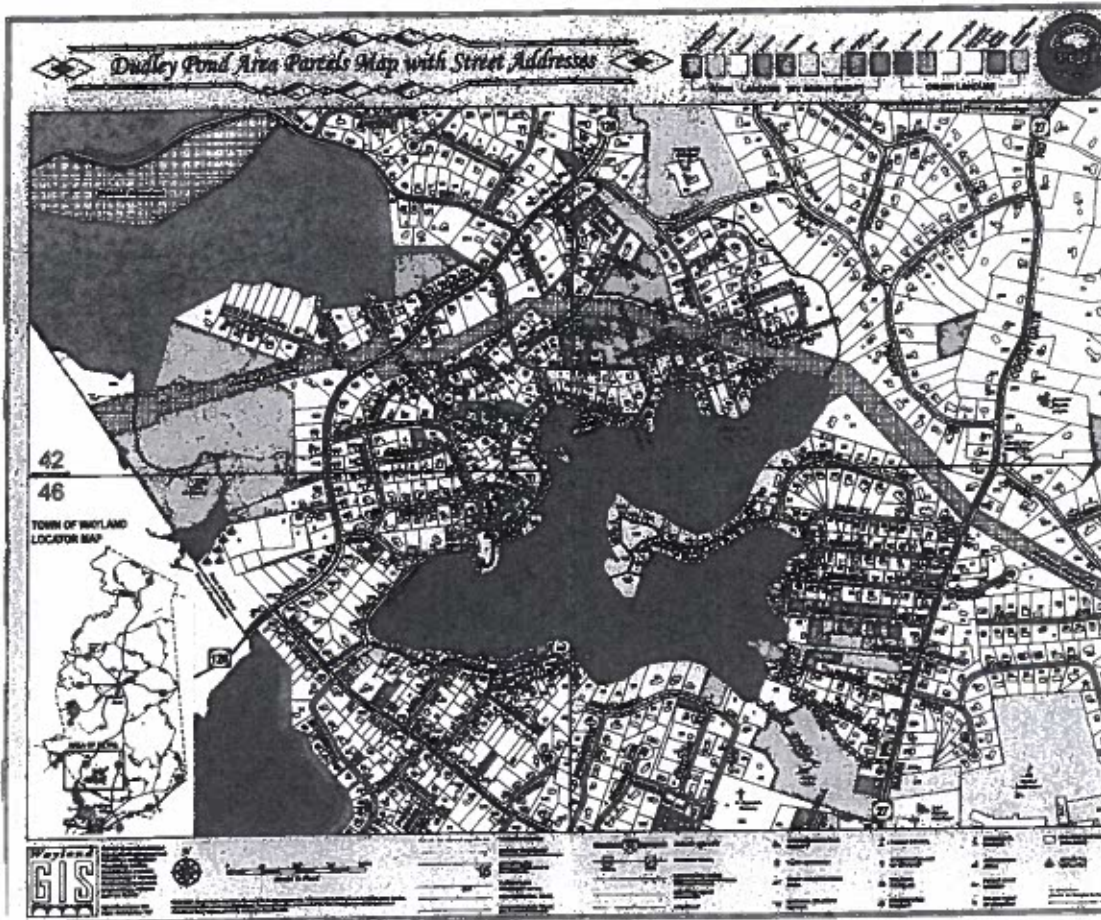


October 30, 2015

## Proposal: 2. Dudley Woods Walking Trail

Understanding (From RFI)

Seeking Design & Construction Services to construct ADA Accessible Trails.



This project proposes to design & construct ADA accessible walking trails that loop through & around the 7 acre parcel known as "Dudley Woods". The trails must meet ADA specified standards, and depending on final cost, asphalt or an appropriate type of crushed stone would be considered as the surface for the trails. Along the trails, we would like to incorporate signage that identifies unique historical memories and artifacts that this land is known for. Also along the trails, the Recreation Commission may be working on a collaborative effort with the Council on Aging to include multi-generational, outdoor, workout type equipment along the trail. Possible benches and picnic areas may also be considered in the design in feasible. Rain Gardens along the trails and within the property for storm water management and control are also desired as part of the final design plan. It is also anticipated that parking for approx. 4 cars will be off of Pond Drive. Parking can either be paved or an appropriate crushed gravel/stone, and signage and a trail linkage must be included in the design from the parking area. A possible trail linkage to the "Rocky Point Area" may also be included in the design if possible given the landscape.

As part of the design process, the awarded contract designer must work with the Recreation Commission, Historical Commission, Conservation Commission, Planning Board, Department of Public Works, and Council on Aging, and other interested boards to seek input prior to the final design. Historical mapping of the property has been completed, and areas of avoidance must be identified as part of the design process. Archeological monitoring will also be a part of this design and construction process. The town's surveyor will survey the property and provide survey work as needed.

Proposals for design services for this project should include total cost estimates to design the site and assist us through permitting and obtaining bid level ready documents. Our total budget for design and construction for this project is no more than \$75,000, therefore that should be considered as part of the proposal.

## **Scope of Services**

### **Task One – Program and Site Analysis**

Developing this walking trail considering the richness of the environment and history of the land presents a unique and exciting opportunity. (Over the years we have completed similar projects and often with the involvement of the Council on Aging.) Given the gravel surface and somewhat narrow streets in the area it will be important to consider the residents adjacent to the access and site development.

Before beginning the site analysis we will consult with the Recreation Commission, Historical Commission, Conservation Commission, Planning Board, Department of Public Works, Council on Aging as well with the School Committee, Facilities Department and Department of Public Works as to their vision for the parcel, concerns and available background information.

A site survey should be prepared showing physical features, detailed topography and location of trees. A few test pits excavated by shovel to measure the depth of the soils will be useful. We will research available data on the history of the property and artifacts as well as the vegetation and wildlife including birds and water fowl. Also the wetlands will be flagged and an ANRAD filed with the Conservation Commission.

**Task Two- Design**

Based on the established program guidelines and site survey we will develop several design options for review including details of walking surfaces and signage.

The options will be presented at a public meeting for review and comments. Following this meeting a detailed estimate of construction and schedule will be prepared and submitted. The design will be finalized for approval.

**Task Three – Construction Documents, Permits and Bidding**

The approved design and construction budget will be the basis for preparation of technical specifications and construction drawings for bidding the project to Contractors. During this Phase we will prepare a Notice of Intent and submit this to the Conservation Commission and DEP. On approval by Conservation and issuance of an Order of Conditions our office will oversee the printing and advertising of the project and will conduct a pre-bid conference and prepare any needed Addenda. Based on the Bids we will check the experience and references of the two lowest bidders and prepare a report to the Town.

**Task Four – Construction**

During construction we will render administrative services including conducting a preconstruction conference, observing construction weekly, reviewing shop drawings and payment request, preparing any clarification or change order drawings and instructions and completing final punch list.

**Schedule**

Assuming a November 9, 2015 award Marshall/Gary proposes the following tentative schedule with the contract schedule to be confirmed by the Town:

<u>Task</u>	<u>Completion Date</u>
Task One – Program and Site Analysis	November 30, 2015
Task Two – Design	December 30, 2015
Task Three – Construction Documents and Bidding	March 30, 2016
Task Four – Construction	September 30, 2016

**Fee**

The following schedule of fees is proposed based on the Scope of Services and Schedule and includes the **filing of conservation permit applications (ANRAD and NOI)**:

<u>Task</u>	<u>Fee</u>
Task One – Program and Site Analysis	\$2,500
Task Two – Design	\$1,500
Task Three – Construction Documents and Bidding	\$5,000
Task Four – Construction	<u>\$2,500</u>
<b>Total</b>	<b>\$11,500</b>