

Town of Sudbury

Community Preservation Committee

<http://www.sudbury.ma.us>

email: cpc@sudbury.ma.us

PROJECT SUBMISSION FORM

Submitter: Nancy McShea

Submission Date: 11/10/10

Group or Committee Affiliation (if any): Park and Recreation Commission

Submitter's address and phone number:

Purpose (please select all that apply):

Park and Recreation Dept.

Open Space

40 Fairbank Road

Community Housing

Sudbury, MA 01776

Historic

(978) 639-3259

Recreation

Submitter's email address: mcshean@sudbury.ma.us

Project Name: Melone Recreation Feasibility Study

Project Description: This project will entail a feasibility study to determine best recreational use of the Melone Property based on user demand, configuration of fields on site and financial feasibility.

Costs:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (amount and source)
2012	\$38,740.00	\$38,740.00	
2013	\$2,000,000 – \$4,000,000	\$1,700,000 - \$3,000,000	Youth leagues; Friends of Park and Recreation = \$300,000 - \$1,000,000
2014			
2015			
2016			
Total			

How does this project meet the General Criteria and Category Specific Criteria for CPC projects (see attached)? This project will support multiple recreation uses; will serve a significant number of residents through adult sports, youth sports and passive recreation opportunities. The feasibility study will address a documented need from the Gale Field Use Master Plan Study done in 2004. This project will also give a secondary use of the Melone Property and beautify the gravel pit.

Does this project fall within the jurisdiction or interest of other Town Boards, Committees or Departments? If so, please list the boards, committees or departments, whether applications and/or presentations have been made, and what input or recommendations have been given.

Support and Recommendations by Town Boards Committees and Departments

The proposal to develop the Melone property has been under discussion for several years and previous studies have addressed this possible development. Considerable discussion has occurred during the summer and fall of 2010. When the proposal to develop the Melone property as a recreational complex was brought to the Park and Recreation Commission in June 2010, Commissioner Georgette Heerwagen met with Town Planner Jody Kablack and DPW Director Bill Place to assess the many issues involved with any development.

Representatives from the groups (Little League, Babe Ruth and the high school) interested in baseball in Sudbury were invited to the August 30 Park and Recreation Commission meeting where Scott McGavick presented a development proposal. The Commission approved a motion "to support the need and support the concept of Sudbury Baseball's plan for the Melone property. The Commission also would support whatever financial request from the CPC that the Selectmen deemed appropriate for the project." The Melone development has been extensively discussed at Commission meetings on June 28, August 30, October 18 and November 3, 2010.

Scott McGavick met with Jody Kablack on two occasions and also discussed the development with Bill Cossart of the Sudbury Water District and with the Finance Committee. A September 15, 2010 memo from Jody Kablack to Town Manager Maureen Valente outlined the many issues concerned the Melone Re-Development Process. Scott McGavick attended a meeting of the Community Preservation Committee on September 29 when the project potential of the Melone property was discussed.

On September 7, 2010, the proposed development was presented to the Board of Selectmen by Commissioner Georgette Heerwagen and by Scott McGavick. Mike Walsh and Kirk Fredericks provided further information. Maureen Valente and Jody Kablack joined in the discussions at that meeting. The BOS emphasized that the Town needed to assess whether a recreational complex is the "highest and best use" for the Melone property. Town staff and the Park and Recreation Commission were encouraged to further assess Town fields and locations for all of the sports programs. The BOS said that a proposal should be submitted to the CPC this year to begin to garner attention.

The subject of developing the Melone property continued at the September 21, 2010 BOS meeting. The BOS asked that the Park and Recreation Commission consider and report back on which boys' and girls' sports are rapidly increasing and decreasing in participation and what are the Town's needs for particular types of fields. That process has begun and will be further pursued as part of the proposed feasibility study.

Commissioner Dick Williamson met with Maureen Valente on October 28 to better delineate the scope of the assessment process that should be carried out by the Park and Recreation Commission. Again, a needs assessment was emphasized. The role of the Commission is to make a case that the recreational development is a worthy use of the property. Town staff and other committees will be tasked to determine whether recreation is the "highest and best use" for the property. This feasibility study will go a long way in assisting us in making that determination.

For Community Preservation Committee Use:

Form received on: _____

Project presented to CPC on: _____

Reviewed by: _____

Determination: _____

Melone Property CPC Proposal

Cost Estimate with Project Scope



Gale Associates, Inc.

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November 10, 2010

Ms. Nancy McShea
Director of Parks & Recreation
Town Of Sudbury
40 Fairbank Road
Sudbury, MA 01776

Re: Sudbury Municipal Recreation Complex, MA
Proposal for Preliminary Planning

Dear Ms. McShea:

Thank you for the opportunity to discuss your plans for the development of a municipal recreation complex located at the Melone Sandpit Parcel, on Route 117, North Road, in Sudbury. As you are aware, Gale Associates completed some preliminary planning for this development on behalf of the Sudbury Babe Ruth organization last year. We understand that it is your intent to update the previous planning, complete an on-the-ground topographic and property line survey, perform a wetlands delineation, perform a preliminary geotechnical investigation, develop a planning program of functional requirements, prepare a Master Plan for the development, update the project budget, and generally finish the planning effort necessary for this ambitious project to move forward. We will then nominate a phasing plan for the public development of some portion of the build-out. Per your request, Gale Associates, Inc. (Gale) has prepared this letter proposal to assist the Town of Sudbury with this additional planning related to this project.

We have prepared a detailed Scope of Services that defines how we would complete this project and the project deliverables. This revised Scope of Services is provided as *Enclosure 1*. This proposal is broken down by tasks. The services covered by this proposal are all included in Phase 1. For your information, we have provided a description of our scope of services to actually complete the subsequent design and permitting of this facility as an unpriced owner option.

Gale can complete Phase I of this Scope of Services, the additional planning and feasibility study, for a lump sum fixed fee of \$38,740.00, as shown in the attached fee breakdown at *Enclosure 2*. We can initiate services immediately upon the receipt of an executed contract, and complete Phase 1 of this project in 45 days, in accordance with the revised Milestone Schedule at *Enclosure 3*.

Gale's services will be performed in accordance with our General Terms and Conditions and Schedule of Fees, dated January 2010, a copy of which is attached as *Enclosure 4*. If additional services are requested, they will be performed on a time and expense basis in accordance with our Schedule of Fees. Given the limited scope of this project through Phase 1, the reimbursable expenses should not exceed \$500.00.

Boston
Baltimore
Orlando
San Francisco



Should this proposal be acceptable, kindly endorse acceptance in the space provided and return a copy to Gale. Receipt of an executed proposal will serve as a written notice to proceed and as a contract for services.

Thank you for the opportunity to provide this proposal, and please call us with any questions you may have.

Very truly yours,

GALE ASSOCIATES, INC.

Nathan A. Collins, P.E.
Project Manager, Civil Engineering Division

NAC/cmh

- Enclosure 1 – Scope of Services
- Enclosure 2 – Budget Estimate
- Enclosure 3 – Milestone Schedule
- Enclosure 4 – Terms and Conditions, Schedule of Fees

ACCEPTED FOR: Sudbury Recreation

BY: _____
Name of Authorized Agent

Signature Date

SCOPE OF SERVICES

SUDBURY RECREATION PARK, SUDBURY, MA

The Town of Sudbury intends to complete a needs assessment and feasibility study to determine the potential for the redevelopment of the Melone Sandpit parcel for creation of a municipal recreation park that will include a number of athletic fields. The Melone/Sandpit property is located on Route 117, North Road. The property consists of approximately 46 acres, of which 16 acres is located in the Town of Concord. Directly to the East of the parcel is land owned by the Sudbury Water District, consisting of approximately seven (7) acres. The gravel operation has removed material from the Melone property, as well as the Water District property, which leads us to believe that both properties can perhaps be incorporated in the design as long as the existing buildings, communication tower and access drive remain to the Water District. The site is generally cleared and surrounded on two sides by bordering vegetated wetlands resource areas. In addition, the entire site is located in DEP designated Zone II aquifer protection, which will require protections for groundwater.

Gale will generally complete the site investigation, survey, wetlands delineation, preliminary planning, master plan development, construction cost estimating, permitting assessment, development of a phasing plan and a project schematic rendering as follows:

PHASE 1 - PRELIMINARY INVESTIGATIONS AND DESIGN

Task 1.1 - Kickoff Meeting (Project Team Meeting No 1)

Within one week of a Notice to Proceed, Gale will participate in a project startup meeting with the Town. The purpose of this meeting will be to introduce all members of the Project Team, to review project communications, to finalize scope, to review the schedule, to review the permitting strategy, and to discuss, in detail, our design milestones for the subsequent 14 days.

We will also use this meeting to make our initial refinements to the design program, as provided for in the earlier Gale concept plan. We will conduct a series of initial mini-charrettes with the Town to refine the Team's thinking relative to facility program and layout, turf types, turf management, fencing, lighting, scoring, irrigation control, site buildings, and the other host of sub-system issues associated with such projects. We will approach these discussions well armed with data regarding performance, advantages, and cost implications for each such system alternative.

Product: Project Team meeting minutes prepared by Gale

Task 1.2 - Review Background Data

Gale will review the current project layout, previous site investigation reports and permitting files. Gale will collect mapped information on site conditions and constraints, and review regulations pertaining to site development. This will include, but not be limited to, all site plan information available, assessor's maps, Sudbury GIS data, and any "As Built" drawings for existing drainage and utility systems, as available.

We have obtained and will review copies of the Town of Sudbury Planning Regulations, Zoning By-Laws, Conservation Regulations, Board of Health Regulations, and other local regulations, as appropriate. Further, we will review applicable portions of the MA State Building Code, Americans with Disabilities Act, and the layout standards of the intended level of baseball and other potential users.

Gale will work with the Town and its legal counsel to refine our permitting strategy, the intention of which is to identify key permitting issues and minimize project delay. We will meet informally with local and state permitting authorities to review the project scope and our permitting assumptions and approach. We will present a refinement of our permitting strategy and timeline to the Town upon completion of this initial round of informal meetings.

Task 1.3 - Wetlands Delineation and Habitat Assessment

We understand that any previous wetlands delineation workup (if any) is over three years old and will need to be reestablished. Gale's wetland specialist, will complete a field-delineation of Bordering Vegetated Wetlands, Land Under Waterbodies and Waterways, and Bank Resource Areas within 100 feet of project elements using the methods proscribed in the MADEP handbook "Delineating Bordering Vegetated Wetlands" by the MADEP. Soil samples will be taken and evaluated and a wetlands resource area report will be prepared, suitable for filing with the Sudbury Conservation Commission as part of a Request for Determination of Applicability. The resultant wetland flags will be located by survey and revised flag locations will be annotated to the existing conditions plan.

We will also conduct a limited habitat assessment to verify that the parcel has not been identified as critical habitat for rare or endangered species, or if any vernal pools are documented within the parcel. We will determine the Mean Annual High Water Line (MAHWL) associated with potential perennial streams to establish the Riverfront area limits.

The limits of Bordering Land Subject to Flooding will be identified using available information from the Federal Emergency Management Agency USGS map with floodplain boundaries, and the existing conditions plan will be annotated, as required, for preparation of permitting plans. If the resultant plan involves filling of 100-year floodplain areas, Gale will plan for the required compensatory storage elsewhere on site.

Gale understands that there has not been a 21E Environmental Site Assessment performed for the site. We assume that there are no instances of site contamination with bearing on the proposed development. However, Gale's Licensed Site Professional (LSP), will complete a cursory review of MADEP and local records to determine if there is any spill or contamination history inconsistencies. If additional research identifies the need for an environmental site assessment, Gale will provide the required services as an additional service.

Gale will complete a Wetlands Report and update the existing conditions plan to reflect the resource area constraints identified. This report and mapping will be suitable for filing as part of the ANRAD, and Notice of Intent Filing, which will be required for future site development.

Product: Wetlands Report and Delineation Mapping

Task 1.4 - Geotechnical Investigation

Gale will conduct a limited geotechnical investigation to determine the soil design parameters for this effort. At selected key locations, we will establish soil profile, classification, gradation, and bearing capacity and water table elevation. We will conduct percolation tests to establish rates for septic design in the vicinity of likely septic system installations. We will conduct infiltration tests to establish rates for storm drainage design. We will establish a basis for the geotechnical design assumptions for building slab, asphalt pavement base and turf base designs. Constraints to development (e.g., ledge or excessively high groundwater elevations) will be noted. This effort does not include borings, as they are best done when the final locations of the proposed structures have been determined.

Our fee for this task is for the monitoring of test pit excavation and sampling, results interpretation and the preparation of a geotechnical report. We believe that a well located series of 3-4 test pits will be suitable for the proposed feasibility study. We assume that for this purpose the Town will be able to supply a backhoe and operator. Otherwise, Gale will contract for these services as a direct expense reimbursable, which will be invoiced separately. We will locate each of the test pits and borings by field survey and annotate the existing conditions plan accordingly.

As part of the geotechnical investigations, we will also sample and evaluate top soil types and conditions for turf root zone design. For this purpose, we will utilize the agronomy testing lab at UMass. They provide soil supplementation recommendations specifically for high use athletic turf. It will be important to assess the amount and quality of topsoil available for field rootzone construction and which supplementation strategy is most cost effective. We will include the UMass findings and recommendations in our geotechnical report.

Product: Test Pit Logs and Agronomy Reports

Task 1.5 - Topographical and Property Line Survey

Gale will perform a property line and topographic survey of the parcel. We will locate property monuments and other site improvements. We will locate general tree lines, topography to a 1 foot contour interval, test pit locations, wetland flags, and utilities based on record information and above ground appurtenances.

Gale will compile available existing information on utility locations and capacity. Utilities to be researched include water, sanitary sewer/septic systems, storm drainage, electric, telephone and gas. Utility requirements and constraints will be identified, as will the

approximate cost premiums for the extension or upgrading of utilities anticipated to support site development.

Product: Existing Conditions Base Plan

Task 1.6 - Preliminary Traffic Assessment

Gale will perform a pre-development analysis of traffic and assess the current Level of Service on routes impacted by the proposed recreation development. Based on buildout assumptions, we will evaluate the projected trip generation, new parking requirements, and the potential impact on the local Level of Service. We will evaluate line of sight and cuing conditions for existing and proposed curb cuts. This traffic assessment will not include a formal traffic study that includes actual traffic counts and modeling, which is believed to be beyond the requirements of this project.

Product: Traffic Assessment Report

Task 1.7 - Archaeological/Historical Resources Inventory

For purposes of this proposal, we assume that the site is heavily disturbed and an archeological study will not be required.

Product: None

Task 1.8 - Background Study Presentation (Project Team Meeting No 2.)

Following the submission of the various reports noted above, Gale will present its background investigation findings to Town officials. This second team meeting will initially focus on the wetlands delineation, MAHWL determination, geotechnical investigation, utilities investigation, traffic assessment, and survey verification results, and meetings with local and state regulatory officials, and how they impact the proposed development.

We will use the balance of this meeting to continue the refinement of the design program and recreation complex layout planning. With the insights gained from intense study of the prevailing site conditions, we will have verified layout assumptions and constraints. We will review some preliminary layout concepts and obtain additional guidance prior to commencing with Concept design.

As a result of this meeting with the Town, we will develop a revised narrative design program that validates the functional uses and priorities for the intended development of this parcel in light of our initial findings related to site conditions and constraint mapping.

Product: Meeting Minutes and revised Design Program Narrative.

Task 1.9 – Preliminary Design/Concept Plans and Specifications

With a constraints map and design program in hand, Gale will begin the preparation of schematic concept plans for the recreation complex. Some of the layout criteria, beyond those already discussed will be:

- Orientation of the fields in consideration of prevailing winds and sun.
- Optimal traffic flow (both pedestrian and vehicular).
- Sensitivity to environmental concerns (avoidance, mitigation and replication).
- Cost effectiveness and efficiency of the layout and grading scheme.
- Optimal use of available space to meet program demands.
- Preservation of options for future development, such as future site buildings or increased spectator seating.
- Enhanced aesthetics throughout the site which are consistent with the character of the community.
- Integration of the site trails with the adjacent conservation lands and trail system.

Gale will develop 2-3 layout alternatives for the site that essentially accomplish the design program objectives. Layouts will include traffic flow and parking provisions, baseball and multi-purpose field layouts and associated amenities (fencing, lighting, spectator seating, scoreboards, etc.). We will layout other amenities, as may be included in the program (playgrounds, hardscape such as tennis and basketball, etc.). We will note public toilet facilities and potential irrigation and potable water supply sources. Additionally, each layout will address schematic drainage and earthwork provisions. Fields will be laid out to achieve optimal orientation relative to the sun and prevailing winds, to provide for safety of the athletes, to minimize the impact on wetland and resource areas, and to result in an advantageous use of the space and funds available. During schematic design, we will identify selected major pieces of equipment (e.g., turf cultivars, backstops, foul poles, dugouts, batting tunnels, bull pens, irrigation controllers, etc.) that we propose to incorporate into the project, based on safety, aesthetics, life-cycle costs, ease of maintenance and security.

Task 1.10 – Schematic Alternatives (Project Team Meeting No. 3)

At Project Team Meeting No. 3, these layout alternatives will be evaluated with the Town with an assessment of advantages and disadvantages in terms of cost, playing space and all of the other criteria established above. Once an alternative (or hybrid) is selected, Gale will prepare a set of preliminary design level plans. This preliminary plan set will include a schematic layout plan, a grading and drainage concept plan, a traffic concept plan, a landscape concept plan, a wetlands replication concept plan, building schematic elevations and floor plans, and preliminary guide specifications of products for possible incorporation into the project (e.g., turf grass seed mixtures, parking lot lighting fixtures, etc.).

Products: Project Team Meeting No. 3 Minutes and Preliminary Plan Set

Task 1.11 - Preliminary Cost Estimate

The concept plans will be sufficiently detailed to allow for the preparation of a more detailed takeoff estimate of the constructed cost, as it will be based on actual quantities. Based on the number of similar projects bid in the past 24 months, we have an outstanding unit cost database for all aspects of such construction and have a good sense of market trends. We will also engage an athletic field site contractor, RAD Corporation, to review and comment on this preliminary estimate. Cost estimates will include an estimate of the project "soft costs" for each implementation phase for design, permitting, and construction administration.

Product: Preliminary Cost Estimate

Task 1.12 - Master Plan Report

This Preliminary Design Phase will culminate with a formal report and presentation to the Town (Project Team Meeting 4 - Preliminary Master Plan Presentation), defining major elements of the concept plans and the associated cost estimates and permitting implications.

This presentation will include a graphic rendering of the project layout concept, prepared by Gale and suitable for public presentation and fund raising. Throughout this phase, we will participate in the community outreach effort and grant application to assist in securing funding for the project.

We will define a phasing plan for the various improvements proposed in the Master Plan, based on the priority of need, the impact of the work on facility users, fiscal constraints, likely permitting requirements, and other considerations. We will develop a program of improvements for implementation over a predetermined period of 5-10 years. We will attempt to define the state and local permitting requirements associated with each implementation phase. We will comment on the permitting challenges, strategy and likelihood of success.

Phase 1 of the feasibility study project, concluding with the provision of a concept plan set, preliminary pre-design cost estimates and a colored rendering, will be completed within 60 days following a Notice to Proceed.

Gale's final submission will be a bound Master Plan Report for the athletic complex, which will include the following deliverables:

- A surveyed existing conditions plan and site constraints mapping
- A wetlands mapping and characterization report
- A preliminary geotechnical report
- A prioritized design program with identified functional requirements for the park/field complex
- A layout plan for the park complex Master Plan
- Concept planning for various park systems (drainage, utilities, etc.)
- A preliminary cost estimate and breakdown for each Master Plan element
- A phasing plan for development of each master plan element and project timeline
- A permitting requirements summary and strategy

- A colored rendering of the main Master Plan scheme
- Summary of fundraising/grant opportunities

We are fully prepared to assist the Town with the presentation of the Master Plan results at various public forums, as appropriate. This project will not result in detailed plans suitable for permitting, public bidding, or construction.

PROJECT BUDGET ESTIMATE FOR: SUDBURY MUNICIPAL RECREATION COMPLEX - SUDBURY, MA										
Element of Scope / Task	Prof Man. 140	Proj Engr. 110	Biologist 170	Traff. Engr. 110	Land Arch 110	CADD Des 90	Admin. 60	Total Hours	Task Fee	
PHASE 1 - PRELIMINARY INVESTIGATIONS AND DESIGN										
Kick-Off Meeting (Project Team Meeting No. 1)	4	4					1	9	\$ 1,060.00	
Review Background Data	4	8	8			4	2	25	\$ 2,800.00	
Wetlands Delineation and Habitat Assessment	2		16				4	22	\$ 2,280.00	
Geotechnical Investigation	3	8					2	13	\$ 1,420.00	
Topographical and Property Line Survey (Lump Sum Fee)								0	\$ 10,000.00	
Traffic Assessment	2			24		10	8	44	\$ 4,300.00	
Archaeological/Historical Resources Inventory								0	\$ -	
Background Study Presentation (Project Team Meeting No. 2)	5	5					3	13	\$ 1,430.00	
Preliminary Design/Concept Plans and Specifications	12	24			16	16		68	\$ 7,520.00	
Schematic Alternatives (Project Team Meeting No. 3)	5	5					2	12	\$ 1,370.00	
Preliminary Cost Estimate	2	8					2	12	\$ 1,280.00	
Master Plan Report	8	8	8	8	4	8	6	50	\$ 5,280.00	
TOTAL HOURS	47	70	32	32	20	38	30	269		
TOTAL FEE ESTIMATE	\$ 6,580.00	\$ 7,700.00	\$ 3,520.00	\$ 3,520.00	\$ 2,200.00	\$ 3,420.00	\$ 1,800.00		\$ 38,740.00	

**Sudbury Municipal Park Development Feasibility Study
Sudbury, MA**

PRELIMINARY MILESTONE SCHEDULE

<u>Event</u>	<u>Date</u>
• Preliminary Notice To Proceed	November 18, 2010
• Site Assessment, Background Investigation Complete	November 30, 2010
• Geotechnical Investigation Complete	December 7, 2010
• Wetlands Delineation, Wildlife Assessment Complete.....	December 7, 2010
• Topographic and Property Line Survey Complete.....	December 14, 2010
• Traffic Assessment Complete	December 14, 2010
• Community Outreach Programming Meetings Complete	December 14, 2010
• Design Program/Functional Requirements Defined	December 21, 2010
• Schematic Plans, Schematic Design/Cost Estimates.....	December 30, 2010
• Town Review/Approval of Schematic Plans	January 7, 2011
• Final Master Plan/Feasibility Study Report.....	January 15, 2011

GALE ASSOCIATES, INC.
163 Libbey Parkway, P.O. Box 890189
Weymouth, Massachusetts 02189-0004
(781) 335-6465

GENERAL TERMS AND CONDITIONS

JANUARY 2010

The following General Terms and Conditions are incorporated into, and made part of, the attached proposal dated _____ between Gale Associates, Inc. (hereinafter referred to as "GALE") and:

Project Reference:

(hereinafter referred to as "Client", and together are referred to as the "Agreement".

On-Site Testing and Other Exploration

To perform site/building investigations and other explorations, GALE will engage a reputable contractor or contractors, experienced in this work. The contractor's invoice plus a 15% service charge will be added to GALE's fee. Alternatively, at Client's request, GALE can arrange for Client to enter into contract with the contractor(s). In that event, invoices for these outside services will be mailed to Client for direct payment to the contractor(s).

GALE is responsible for recommending a reputable contractor or contractors for this work but cannot undertake to guarantee or be responsible for their performance or the accuracy of their results.

Services of Others

On occasion, GALE will engage the specialized services of individual consultants or other companies to participate in a project. The cost of such services plus a 15% service charge shall be invoiced to Client.

On-Site Services During Project Construction

Should GALE's services be provided on the job site during project construction, it is understood that, in accordance with generally accepted construction practices, the contractor shall be solely and completely responsible for working conditions on the job site, including safety of all persons and property during the performance of the work and compliance with OSHA Regulations, and that these requirements shall apply continuously and not be limited to normal working hours. Any monitoring of the contractor's performance conducted by GALE personnel is not intended to include review of the adequacy of the contractor's safety measures in, on or near the construction site. In addition, GALE shall have no authority and shall not be responsible for the means, methods, techniques, sequences or procedures or safety precautions and programs relating to the construction of the project.

It is further understood that field services provided by GALE personnel shall not relieve the contractor of his responsibilities for performing the work in accordance with the plans and specifications.

Right-of-Entry

Unless otherwise agreed, Client will furnish right-of-entry onto the land and/or facility for GALE to make the planned surveys and other explorations. GALE will take reasonable precautions to minimize damage to the land and facilities for use of equipment, but the fee does not include the cost for restoration of damage that may result from these operations. If GALE is required to restore the land or facility to its former condition, this will be accomplished, and the cost will be added to the fee.

Samples

Unless Client advises GALE otherwise in writing, samples will be discarded 60 days after submission of our report. Upon request, GALE shall ship or deliver the samples, charges collect, or will store them for an agreed storage charge. The remains, if any, of samples subjected to destructive testing shall be discarded 60 days after testing.

Invoices

Invoices will generally be submitted once per month for services performed during the previous month. Payment will be due within 30 days of invoice date. Interest will be added to accounts in arrears at the rate of 1-1/2% per month (18% per annum) or the maximum rate allowed by law, whichever is the lesser, of the outstanding balance. (In the event GALE files suit or engages the use of a "collection agency" to enforce overdue payments, Client will be responsible for all court costs, reasonable attorneys' fees and collection fees).

GALE shall be entitled, without breach of Contract, to suspend or terminate, at its sole option, its obligations under the Agreement if any invoice is not paid within 30 days.

Ownership of Documents

All reports, field data, notes, plans, specifications, calculations and other documents of service, whether in hard copy or machine readable form, which GALE prepares as instruments of service, shall remain the property of GALE. GALE will retain all pertinent records relating to the services performed for a period of ten years following submission of the work, during which period the records will be made available to Client at all reasonable times and costs. Client agrees that all reports and other work furnished by GALE or other agents, which are not paid for, will be returned upon demand and will not be used for any purpose whatsoever.

It is understood and agreed that all documents prepared pursuant to this Agreement, whether in hard copy or machine-readable form, are intended for one-time project specific use. The Client may retain copies for information and reference in connection with the occupancy and use of the project. In the event of Client reuse of documents without engaging GALE, Client shall, to the fullest extent permitted by law, hold harmless and indemnify GALE for all claims and/or damages generated by said reuse.

GALE will retain hard copies of all documents provided in machine readable form. Because of the possibility that the information and data delivered in machine readable form may be altered or damaged, the hard copy shall be referred to as the original and shall govern in the event of any inconsistency between the two.

The Client understands that the automated conversion of machine readable documents provided by GALE from one system and/or format to another cannot be accomplished without risk of the introduction of inexactitudes, anomalies and errors. In the event project documentation provided to the Client in machine readable form is so converted, the Client agrees to assume all risks associated therewith, and shall hold harmless and indemnify GALE from all claims, damages and costs arising from or connected with such conversions.

Insurance

GALE is protected by Workers' Compensation Insurance, Professional Liability Insurance and Standard Public Liability Insurance. Upon request, GALE will furnish information and Certificates of Insurance. GALE will not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance available at the time of claim. GALE will not be responsible for any loss, damage or liability arising from Client's negligent acts, errors and omissions and those of Client's staff, consultants, contractors and agents or from those of any person for whose conduct GALE is not legally responsible.

If damages caused during the course of this project are compensated by an insurer, the parties to the agreement, or as named, waive their right of subrogation for damages. The Client shall require similar waivers from all other parties including contractors, subcontractors consultants and other entities or individuals associated with the project.

Standard of Care

In accepting this Agreement for professional services, Client acknowledges the inherent risks associated with land and building evaluation and construction. In performing professional services, GALE will use that degree of care and skill ordinarily exercised under similar circumstances by members of the profession practicing in the same or similar locality.

Limitation of Liability

For any damage or costs resulting from error, omission or other professional negligence in the performance of GALE'S services, the liability of GALE to all claimants will be limited to an aggregate sum not to exceed \$50,000 or the fee for professional services as computed from the Schedule of Fees, whichever is lesser. It is specifically acknowledged that there are certain uninsurable risks involved in some services provided by GALE (i.e., hazardous waste and asbestos projects).

Miscellaneous

- A. GALE will only commence work on this project upon receipt from the Client of both the authorization to proceed, and the agreed upon retainer. This retainer will be applied to the final invoice for the project.
- B. The Agreement represents the entire and integrated Agreement between the Client and GALE and supersedes all prior negotiations, representations or agreements, either written or oral, and may be amended only by written instrument signed by both the Client and GALE.
- C. GALE has the right to renegotiate the fee if the original scope of work is changed, or if services are not completed within 12 months.

- D. It is recognized that GALE has no control over the cost of labor, materials or equipment for construction, over any Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, GALE cannot, and does not, warrant or represent that bids or negotiated prices will not vary from any cost estimate or evaluation prepared by GALE.
- E. Should any representative of GALE be requested, required ordered or subpoenaed to give any testimony, either at trial, deposition, hearing or otherwise, concerning services performed under this Agreement or concerning the subject matter of this retainer, then Client shall compensate GALE for all reimbursables and time incurred in connection with the preparation for and giving of such testimony at the rates prevalent at the time of the service.
- F. In the event that any part of this contract or proposal shall be held invalid, such invalidity shall not invalidate the whole of contract or proposal, but the remaining portions thereof shall continue to be valid and binding.
- G. It is understood by the parties that the existing or constructed building may, as a result of its construction, use, maintenance, occupation or otherwise, contain or be caused to contain mold substances which can present health hazards and result in bodily injury, property damage and/or necessary remedial measures. If during construction of the Project, GALE knowingly encounters any such substances, GALE shall notify the Client and, without liability for consequential or any other damages, suspend performance of services until the Client retains a qualified specialist to abate and/or remove mold substances. The Client agrees to release and waive all claims against GALE, its subconsultants and their officers, directors and employees arising from or in any way connected with the existence of mold on or about the project site, whether during or after completion of construction. Client further agrees to indemnify and hold GALE harmless from and against all claims, costs, liabilities and damages, including reasonable attorneys' fees and costs, arising in any way from the existence of mold on the project site, whether during or after completion of construction, except for those claims, liabilities, costs or damages caused by the sole gross negligence and/or knowing or willful misconduct of GALE.

Termination

GALE may terminate this Agreement with respect to the Project for convenience, at its option, by sending a written Notice of Termination to Client. Gale shall have the right to terminate this Agreement with respect to the Project for cause if the Client commits a material breach of this Agreement and fails to cure such breach within ten (10) days. If circumstances arise which, in Gale's professional opinion, preclude it for professional or ethical reasons from continuing performance, Gale shall advise Client of the fact. The parties shall immediately enter into good faith efforts to arrive at a mutually satisfactory solution. If this cannot be done to the satisfaction of both parties, either party may terminate this Agreement with respect to the Project. The Notice of Termination shall specify when and which work will be discontinued and when termination shall be effective, provided that no termination shall be effective less than ten (10) calendar days after receipt of the Notice of Termination. GALE shall be paid for all services performed and charges incurred prior to termination.

GALE ASSOCIATES, INC.
163 Libbey Parkway, P.O. Box 890189
Weymouth, Massachusetts 02189-0004
(781) 335-6465

SCHEDULE OF FEES

JANUARY 2010

Fees for services are based on the time worked on the project by staff personnel in accordance with the following schedule:

Principal	\$185/hr
Associate	\$165/hr
Senior Project Manager	\$150/hr
Project Manager/Structural Engineer	\$140/hr
Senior Engineer/Designer	\$120/hr
Staff Engineer/Designer	\$110/hr
Sr. CAD/Technician	

	\$100/hr
CAD/Technician	\$ 90/hr
Administrative Assistant	\$ 70/hr

Fees for pretrial conferences and expert testimony will be billed at 1.5 times the hourly rate.

Overtime will be charged for services provided by staff members when these services require more than 8 hours per day including travel. Overtime is charged at a rate of 1.5 times the hourly rate.

Hourly rates for CAD/Electronic Survey Operator include an equipment usage charge.

This Schedule of Fees will be utilized for a period of six months from the date of submission unless otherwise provided in the Agreement and is subject to revisions at six-month intervals unless otherwise stipulated in the Agreement.

Reimbursable Expenses

Automobile expenses for personal or company vehicles will be charged at \$0.50 per mile, plus toll charges for travel from Gale's office to the project and return, and for travel at the project in the conduct of work.

The following items of direct non-salary expenses shall be billed at Gale's cost plus 15%:

1. Transportation and living expenses incurred for out-of-town projects.
2. Long distance telephone calls, facsimiles, telegrams and cables.
3. Delivery charges for samples, field testing equipment, etc.
4. Laboratory equipment and instrumentation directly identifiable to the project and specifically noted in Gale's proposal.
5. Purchase of specialized equipment and rental of equipment from outside vendors.
6. Photographs for project records and reproduction of drawings and reports.
7. Computer services provided by outside vendors.
8. Drafting and word processing services and other labor provided by outside contract personnel.
9. Use of rental vehicles.

Melone Property CPC Proposal

Statement of need.

Town of Sudbury Community Preservation Committee

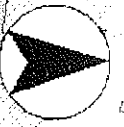
Statement of need:

The Sudbury Park and Recreation Department completed an Athletic Field Master Plan in September 2004, written by Gale Associates. This plan concluded that nearly all of the Park and Recreation fields in the community were seriously overscheduled and overused. Since this report was prepared, the Cutting field has been constructed, and the new L-S community field has been developed. Even with these two new turf fields, there continues to be a need for additional new athletic facilities. The goal of the Park and Recreation master planning effort was to identify cost effective strategies for the creation of 3-4 additional multi-purpose fields, 2-3 new adult baseball/softball fields and the renovation of 2-3 Little League fields to achieve the goals identified. This project has the potential of installing 3-4 baseball/softball fields and a multi-purpose field with numerous uses. Accomplishing this project would allow for us to fulfill the existing and projected needs for diamond fields for the Town's recreational programs for the foreseeable future.

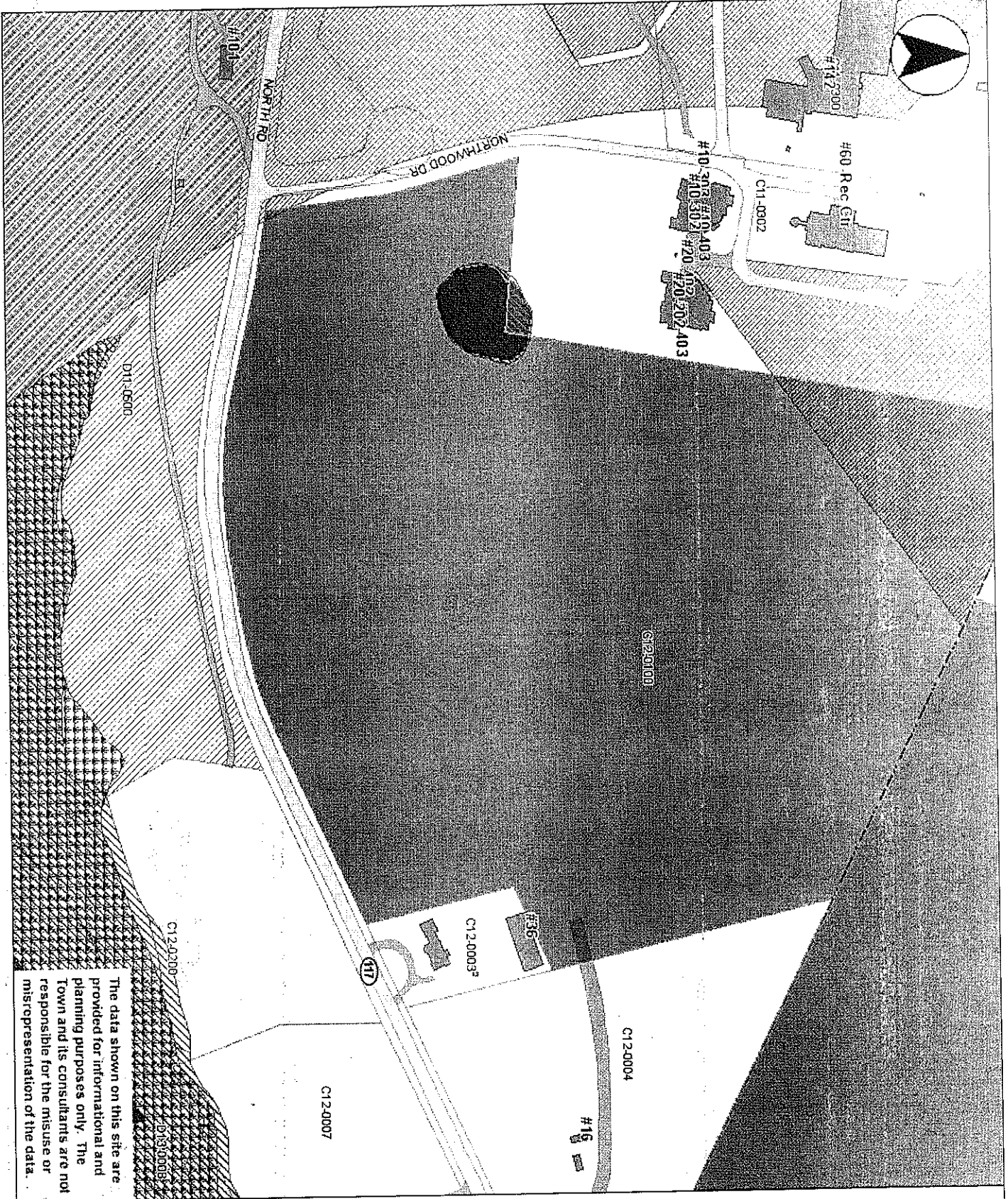
This feasibility study request comes out of the need to determine how many fields, what type of fields and what demand needs can be met at the Melone property. Additionally we will take this study one step further and will explore the financial equation of this project, looking at operating costs, revenue production and long term maintenance of the field and its facilities.

Melone Property CPC Proposal

Reference maps for additional information.



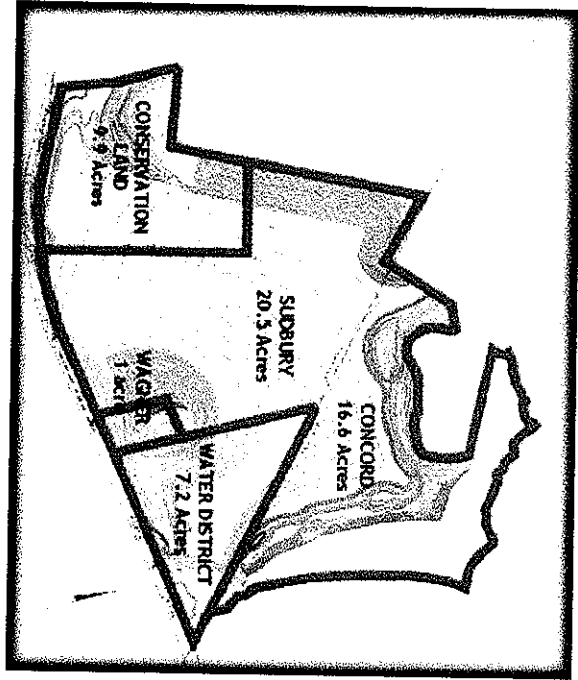
0 250 500 ft



The data shown on this site are provided for informational and planning purposes only. The Town and its consultants are not responsible for the misuse or misrepresentation of the data.



- Town Boundary
- Abutting Towns
- Parcels with Orthos
- Parcels
- Abandoned Railroad
- Buildings
- Roads:**
 - Paved
 - Unpaved
 - Medians
 - Driveways
 - Potential Wetland Pools
 - NH-ESP Certified Wetland Pools
 - Wetlands, Town (2008)
 - Open Water
 - Deep Marsh
 - Shallow Water/Meatowfen
 - Bog
 - Shrub Swamp
 - Wooded Swamp Deciduous
 - Wooded Swamp Coniferous
 - Wooded Swamp Mixed Trees
 - Wetlands, DEP (1992-93)
 - Marsh/Bog
 - Wooded marsh
 - Open Water
 - Reservoir (with PWSID)
 - Streams
 - Open Water
- Recreation**
 - Athletic Fields
 - Baseball Fields
 - Basketball Courts
 - Tennis Courts
 - Bleachers
 - Golf Course
 - Cart Paths
 - Running Trails
 - Paved Path
 - Unpaved Path
 - Recreational Area
 - OpenSpace: Intered Overlay
 - Conserv. Restriction
 - Ag Pres. Restriction
 - Other Legal Interest
 - Water Resource Protection Districts
 - Zone II
 - Zone III



Melone Property CPC Proposal

Examples of similar project proposals in other communities.



October 22, 2010

Mr. Jack Riordan, President
Kingston Youth Sports Organization
P.O. Box 241
Kingston, MA 02364

Re: Request for Proposals
Hall Property Master Plan
Kingston, MA

Dear Mr. Riordan:

Gale Associates, Inc. (Gale) is pleased to apply for consideration to provide designer services including base plan development, schematic planning, cost estimates, and permitting documents and applications for the development of the Hall Property in Kingston, MA. Gale is a 100-person, multi-discipline Architectural/Engineering firm in business for over 45 years. As demonstrated within, Gale specializes in the provision of planning, design, and construction administration services for athletic and recreation facilities for secondary schools, municipalities, and universities. We believe that the Town of Kingston would be well served to give Gale strong consideration for the following reasons:

1. Our exceptional resume of very similar athletic complex projects, primarily on behalf of Massachusetts public schools and municipalities, including several fields for Kingston Public Schools. No New England consultant has a more extensive resume of synthetic turf and natural turf projects than Gale.
2. Our exceptional veteran staff, the primary members of which are each recognized sports industry leaders and have completed over 200 analogous projects over a period of 11 years as a team.
3. Our exceptional track record of exceeding public client expectations as evidenced by our references, letters of recommendation and award winning athletic complex projects.
4. Our cost effectiveness that derives from the synergy of our team, and efficiency based on breadth of related experience, and our demonstrated ability to work within constrained public school design budgets.



Related Project Experience. The design, permitting and construction administration of public athletic facilities that include "filled" synthetic turf, natural turf, and related recreation infrastructure and amenities are clearly a Gale specialty niche. No other Massachusetts consultant has performed successfully on more projects of this type than Gale.

As reflected herein, Gale has completed hundreds of public high school and public athletic complex projects involving synthetic turf, natural turf and site amenities from Maine to Maryland including Dartmouth College, Brown University, Springfield College, Worcester Polytechnic, UMass Lowell, Bentley, Curry, Trinity, Framingham State, Middlebury, Wesleyan and Dean Colleges in just the past six (6) years, with members of our current staff with outstanding results. Similarly, Massachusetts high school projects involving synthetic turf, bleacher and track and field facilities include North Andover, Andover, Lowell, Acton-Boxborough, Durfee, Needham, Franklin, Brockton, Holyoke, Boston College High School, Lincoln-Sudbury, Quincy, Wayland, and many more. This past year, we designed, permitted and bid analogous projects at Cohasset High School, Newton South High School, Winchester High School, North Reading High School, Medford High School, and Middletown High School (RI). This resume has resulted from a strong commitment to client satisfaction, timeliness, innovation, creativity and reasonable fees for value added. Please see Enclosure 3 for Representative Experience.

Gale's more notable athletic field design accomplishments include:

- The first in-filled synthetic turf field in New England - UMass Lowell 1999
- 2002 ACEC Design Excellence Award - Roberts Stadium, Holyoke
- The first fast-track Design-Build field construction - Trinity College
- 2003 Maine Parks Distinguished Facility Award - Fitzpatrick Stadium
- The largest athletic field complex and largest synthetic turf installation in New England - Mass. Youth Soccer Complex (16 fields, 5 synthetic)
- 2007 ASBA Distinguished Multi-purpose Field Award - Mass. Youth Soccer
- 2007 ASBA Distinguished Outdoor Track Award - Wolfboro Track
- 2007 ASBA Distinguished Athletic Field Award - Dartmouth Memorial Stadium
- 2008 ASBA Distinguished Multi-purpose Field - Durfee HS, Fall River
- 2008 ASBA Distinguished Sports Field Award - Brown University
- 2008 ASBA Distinguished Track Complex - Worcester Polytechnic Stadium
- 2009 ASBA Distinguished Multi-purpose facility - DeFazio Park, Needham, MA
- 2009 ASBA Distinguished Field Award - Dartmouth College Red Rolfe Field

Synthetic Turf Consulting. As we understand that there may be a synthetic turf field component in the Hall Property development, it is important to note that since the introduction of "filled" synthetic turf in 1997, Gale has been a national leader in the turf industry and has provided successful consulting on over ninety (90) athletic field projects involving synthetic turf, administering the installation of over 7.5 million square feet. Gale has specified and monitored installation of over nine (9) different types of turf systems, and we are uniquely qualified to assist Kingston to



make informed surfacing decisions relating to athletic performance, longevity, cost, and warranty.

Natural Turf Athletic Fields. Similarly, the current Gale team has completed over a dozen projects involving the development of sand-based natural turf athletic fields. Most notably, our current staff completed the design of facilities at Tyngsborough Elementary School (MA), Backus Lane Athletic Fields (Kingston, MA), Memorial Park (Needham, MA), DeFazio Park (Needham, MA) Adams Park (Quincy), UMass Lowell, and Mass. Youth Soccer.

As a result of our extensive athletic complex design experience, we are fully current on all organizational geometry standards (i.e. USA Lacrosse, Youth Soccer, MIAA, NFHS, etc), and have compiled technical specifications for virtually all athletic surfaces, drainage, bleacher, irrigation, and lighting systems.

Qualified, In-House Technical Staff. Gale is a full-service, multi-discipline engineering consulting firm, offering the Town a very seamless and efficient project team as a result. Our civil engineers and landscape architects are particularly adept at athletic facilities planning and design, and have all required registrations. Our in-house wetlands scientist has performed wetland and riverfront delineations and replication designs for several dozen athletic and park projects. Our traffic engineers are broadly experienced in planning site access, vehicular and pedestrian movement, emergency access, and parking layouts. Our registered building architects and structural engineers are experienced in spectator seating, public toilet and concession building developments. Finally, we offer the geologists, environmental engineers, and surveyors needed to address virtually any other design contingency that may arise. The breadth of services we offer make our design deliverables well-integrated, complete and cost-effective for our clients.

Project Team Qualifications. The proposed **Director of the Athletic and Civil Engineering Group, Mr. William Seymour**, has been the Gale Director of Civil Engineering for over 11 years, and has been a Registered Professional Engineer for 25 years. Mr. Seymour is a 22-year veteran of the Army Corps of Engineers, and has earned civil engineering degrees from both MIT and West Point, where he served as a Professor of Civil Engineering. He has completed the Harvard Graduate School of Design Program on College Athletic Facilities Design. He has been the Director for dozens of high school, municipal and university athletic facility development projects, and has authored several innovative and award winning athletic facilities master plans. He will be the primary presenter at any public hearings related to permitting on this ambitious project.

The primary **Athletic Facilities Project Manager/Designer, Mr. Nathan A. Collins, P.E.**, graduated from Wentworth Institute of Technology (BSCE), began with Gale's Athletic and Recreation Group in 1998, and has been the primary project manager/designer on hundreds of sports complexes to include the Springfield College Soccer Complex, the Worcester Polytechnic Institute track and stadium, Brown



University Football Complex, and athletic fields at Middlebury, Bentley, Curry, Wesleyan, and Dean Colleges. He also served as the project engineer for the original Opachinski Field Development project and has first hand knowledge of the property serving also as a coach within the facility. His familiarity with the Town's politics and local permitting personnel provides first hand knowledge of what is needed to get this project completed. He is also active in the American Sports Builders Association as well as the U.S. Turf Managers Association. Mr. Collins has established a great business rapport with leading athletic field contractors.

The team anchor is **CAD Designer, Ms. Wendy Hawco**. Simply stated, Ms. Hawco has been with Gale for 12 years and has been the primary CAD drafter/designer for every project cited in this proposal. Her ability to provide the registered staff a 90% design solution, quickly and efficiently is the key to Gale's cost effectiveness. She allows the Gale team to focus on innovation and creativity, as she is able to quickly generate multiple design options.

These Gale professionals offer the Town a seasoned and veteran team with years of professional athletic facilities consulting experience, the majority of it as a unified team.

Capacity and Technical Advantage. Gale is a 100-person firm and has the experience, depth and redundancy of staff in each discipline to deliver the project deliverables as outlined in the RFP. In recent months, Gale has designed, permitted and bid several municipal athletic facilities with aggressive schedules, in less than ninety (90) days. Additionally, Gale engineers are supported by a technical staff experienced in state-of-the-art design tools. Drafting and design is performed using AutoCAD (Release 2011) and Land Desktop, facilitating the generation of planning alternatives.

Cost of Services. We are extremely well postured to provide real value to the Town given the project team's breadth of experience on fully analogous projects, and the in-house, seamless nature of the project team. We believe you will find our fee proposal very competitive for the value afforded to the Town (Enclosure 2).

In summary, Gale is uniquely experienced in successful, cost-effective athletic planning, design, permitting and construction administration projects on behalf of Massachusetts public facilities. We have configured a truly experienced, primarily in-house team with the diverse disciplines and capacity to adhere to the Town's delivery schedule.

Mr. Jack Riordan
Kingston Youth Sports Organization
October 22, 2010
Page 5



We have a clear understanding of the project scope and design criteria, and are committed to working closely with the Town of Kingston as the project evolves. Thank you for your consideration.

Very truly yours,

GALE ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "Nathan A. Collins". The signature is fluid and cursive, written over the printed name.

Nathan A. Collins, P.E.
Project Manager, Civil Group

William J. Seymour, P.E.
Director, Civil Engineering Group

WJS/eml

Enclosure 1: Summary of Technical Approach and Scope

Enclosure 2: Fee Proposal

Enclosure 3: Representative Experience

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ENCLOSURE 1

**ENGINEERING AND PROFESSIONAL SERVICES
HALL PROPERTY MASTER PLAN
KINGSTON, MA**

SUMMARY OF TECHNICAL APPROACH AND SCOPE

Background

The Hall Property was recently purchased by the Town of Kingston for potential development of recreation space. The 40+ acre site borders the existing Opachinski Athletic Facility and the intent of the purchase was to develop the Hall Property into additional athletic fields, to include additional parking and a second access route to supplement the use currently seen on the Opachinski fields.

The intent of this project is to prepare a master plan for the development of a new, code-compliant, safe and durable athletic field complex that best meets the needs of the many and diverse user groups within the Town.

Phase 1 - Hall Property Site Analysis

As a master plan study is only as good as the assumptions upon which it is based, the goal of this initial phase is to virtually eliminate all assumptions by developing a complete understanding of the prevailing site conditions, and the constraints and opportunities they afford. The concept plans and cost estimates will have a sound basis as a result.

Task 1.1 - Kickoff Meeting and Records Review. During the background study, we will first conduct a meeting with the Kingston Youth Sports Organization (KYSO) and the various stakeholders having input into project planning and programming to review the final project scope, planning criteria, and our project milestone schedule. If convenient for the Town, the initial kickoff meeting will take place within one (1) week of award.

At the same time, we will review any previous reports noted and other source documentation as may be available. We will obtain and review the planning and zoning regulations for the Town of Kingston as they relate to the proposed improvements. Additionally, we shall obtain local and state regulations on the site's environmental status and the state's funding criteria for athletic facility construction.

Task 1.2 - Geotechnical Investigation. We will review the available geotechnical information to gain an understanding of the prevailing soil classifications and groundwater elevations at key locations. We will conduct a series of test pit excavations and sampling. The results of this testing will provide the soil profile classifications, design parameters for the turf sub-base designs, groundwater



elevation, and drainage infiltration rates. It will also establish the general geotechnical design parameters for such things as pavement design, light tower and bleacher foundation design and stormwater management design. This effort will not include borings, as these are best suited for final design once final (i.e., bleacher footings, light poles, etc) are finalized.

Task 1.3 - Wetlands/Floodplain/Habitat Assessment. The parcel does appear to lie in the vicinity of wetlands, vernal pools, critical habitat or other environmental receptors, however we want to verify this assumption. Gale's Wetland Biologist will complete a field delineation of Bordering Vegetated Wetlands, Land Under Waterbodies and Waterways, and Bank resource areas within 100-feet of proposed project elements using the methods prescribed in the MADEP handbook "Delineating Bordering Vegetated Wetlands". As part of the survey task below, we shall field locate all of the wetland areas flags and annotate the existing conditions plan accordingly.

Gale will consult with the Kingston Conservation Commission and Massachusetts Natural Heritage Atlas to identify possible rare and endangered species habitat or certified vernal pools.

The limits of Bordering Land Subject to Flooding will be identified using available information from the Federal Emergency Management Agency, and the existing conditions plan annotated accordingly as required for the future preparation of schematic plans. Based on our preliminary findings, it appears that the property is not located within the 100-year floodplain.

Task 1.4 - Utilities Investigation. We will complete a utilities investigation based on record locations from the Town and aboveground appurtenances to determine the location and general condition of site utilities that may bear on the renovation planning and design.

Task 1.5 - Survey. Gale will compile existing plan and survey information pertinent to the project parcel, and perform a topographic survey as necessary to complete the base mapping suitable for master planning. The topographic survey will be accomplished using the Global Positioning System (GPS) survey system and Total Station system, and the base plan will be produced in AutoCAD 2011.

Gale will perform a field survey to locate existing property line monuments, topography (with 1-foot contours), roads, utilities, structures, and other site improvements and information as needed for planning and preliminary design. An "Existing Conditions Plan" will then be prepared at a suitable scale showing the above information, including property line delineation

Phase 2 - Program Development and Schematic Design

A cornerstone to effective facility planning is to enfranchise the stakeholders and to develop a full understanding of their needs and vision.



Task 2.1 - Committee Outreach and Design Program Development. Gale will meet with the KYSO in a series of programming meetings to establish the current and projected uses, functional requirements, needs, and priorities. Other interested parties such as the DPW, field maintenance staff and public safety officials will provide important input on the current constraints and their future vision for the Athletic Complex's use and operation.

As part of the Committee Outreach/Design Program Development effort, as done on several planning projects, if the Town thinks it is appropriate, Gale will prepare a needs assessment survey. We will administer the survey, compile the results and define the survey conclusions.

Task 2.2 - Schematic Design. Using the design program, base plan and existing conditions information developed in Phases 1 and 2, Gale will prepare up to three (3) alternative layouts for the proposed Hall Property development project. We will address the various program elements identified above. Additionally, some of the criteria used to compile and evaluate these alternatives include:

- Provide as many multi-purpose rectangular athletic fields within available upland (buildable) areas. These fields should be natural turf fields with engineered sand-based root-zones with irrigation.
- Investigate potential for synthetic turf fields.
- Provide additional parking to supplement the parking on the Opachinski Fields.
- Investigate potential for a second access road for the facility off of Oakdale Street.
- Mitigate off site impacts (noise, light, traffic, trash).
- Assess utility of currently undeveloped areas and "dead space" within the parcel to support development of new or expanded functions. For example, look for opportunities for 6x6 soccer fields as possible.
- Generally enhance the aesthetics of the site, particularly the entrance statement to the Park complexes. Image the complex consistent with the Town's intent.
- Provide for safe, efficient pedestrian and vehicular traffic flow, spectator accommodation, parking adequacy and full ADA accessibility, both at discrete facilities and accessible routes throughout the parcel.
- Provide for appropriate amenities at each field location (scoring, timing, site lighting, trash collection, benches, goals, water fountains, etc.).
- Provide a plan for athletic lighting that is effective for the intended sports and level of play while controlling glare, spill, and providing for energy efficiency. Ensure lights allow for multiple illumination levels to provide cost effective illumination for both varsity sports competitions and recreational walkers.
- Minimize environmental impacts to sensitive receptor areas and provide river front mitigation or replication as required.
- Improved site fencing including security and spectator access to the facility.

This is a partial listing of the schematic design planning criteria each alternative will address. The schematic design submission will include concept drawings for the



facility layouts, landscaping concepts, seating concepts, utility and stormwater management concepts, materials guide specifications, and other information necessary for Kingston officials to make sound decisions prior to commencing with design development, and the production of construction and permitting documents. Several members of the Gale staff are recognized experts in the areas of synthetic turf and track surfacing selection. We will conduct a series of site visits with key Town officials and provide a detailed assessment of the advantages, cost, and schedule implications of the many alternatives. We will meet with Kingston officials to present these project concepts and to provide our analysis as to the advantages, disadvantages, and cost implications of each.

We will conduct a series of planning sessions with key officials to review various master planning alternatives and their implications. This phase of the project will result in a Master Plan report and graphic suitable for incorporation into the overall Master Plans. It will set the stage for the facilities improvement project to follow.

Task 2.3 - Preliminary Construction Cost Estimates. Based on the layout alternatives described above, and the products designated for inclusion into this project, we will prepare preliminary construction cost estimates for each alternative. These estimates will be the first that are based upon actual estimated quantities and unit costs. The unit costs will be derived from over a dozen publicly bid projects of the same scope within the past 18-months, and therefore reflect the current market trends for items such as synthetic turf, natural turf, athletic field lighting, irrigation, spectator seating, chain link fencing and structural steel in the bleacher seating.

We will identify areas within the estimate for potential cost reduction through value engineering and adjust the project scope accordingly. For example, we will define the cost and schedule implications for the use of synthetic turf versus sod versus seed for various design program elements. We will also break out the cost of various project elements that may be treated as alternate bid items. Based on our extensive recent resume of publicly bid athletic facilities projects, we have a sound database of unit costs for park and recreation projects, and our cost estimating results have been excellent. As the project phasing becomes known, we will include reasonable factors for inflations and current material cost trends over time.

Task 2.4 - Presentation Rendering. Upon approval of project concepts by the Town, we will prepare by hand a colored rendering for presentation purposes. This rendering will be suitable for framing and public display.

Phase 3 - Detailed Design and Preparation of Permitting Documents

Task 3.1 - Permitting Plan Development. The detailed design will focus on the preparation of permitting documents consistent with the approved schematic design. The plan sets will generally include:



- Existing Conditions Plans
- Erosion Control and Demolition Plans
- Grading and Drainage Plans and Details
- Finished Grading and Turf Installation Plans and Details
- Synthetic Turf Plans and Details
- Site Electrical and Utility Plans
- Athletic Lighting Plans and Details
- Spectator Seating Plans and Details
- Landscape Plans (to include planting schedules and installation details)
- Miscellaneous Detail Sheets (fencing, scoring, etc.)

During design development, we will perform the hydrology design for site drainage. We will perform stormwater calculations and mitigation as required based on our layout and grading and field underdrainage layout.

Task 3.2 - Project Advocacy. We are fully prepared to assist the Town with the presentation of the feasibility report findings at various public forums as appropriate, and to assist with grant applications for implementation. We can facilitate fund raising efforts and begin a dialog with various permitting agencies.

Phase 4 - Permitting Assistance Services

Task 4.1 - Kingston Planning Board. There are several issues that may trigger a Site Plan Review (increased parking, seating, lighting, etc.). This proposal includes one (1) informal meeting with the Town Planner and the Zoning Department once the final schematic design is approved. In addition, based on comments received from the Town, we will submit an application for Site Plan Review and attend up to two (2) hearings for the project.

Task 4.2 - Kingston Conservation Commission. Gale understands that portions of the proposed construction are within a buffer area of several Bordering Vegetate Wetlands and Beaver Dam Brook. As such, with the submission of the 75% review plan set, Gale will prepare and file a Notice of Intent (NOI) under the Wetlands Protection Act for the entire build-out of the Hall Property renovations. Gale will attend up to two (2) meetings/public hearings related to this requirement.



ENGINEERING PROFESSIONAL SERVICES
HALL PROPERTY MASTER PLAN
KINGSTON, MA

MILESTONE SCHEDULE

Gale can commence work on this study within seven (7) days of a Notice to Proceed. Following the Notice to Proceed, work will generally progress in accordance with the following schedule:

<u>TASK</u>	<u>COMPLETION DATE</u>
Notice To Proceed	November 8, 2010
Kick-off Meeting	November 9, 2010
Geotechnical Investigation.....	November 15-18, 2010
Base Plan Development	November 2 – 22, 2010
Program Development.....	November 15-18, 2010
Schematic Design Alternatives	November 22 – December 13, 2010
Preliminary Cost Estimates	December 13, 2010
Town Review/Approval.....	December 13 - 27, 2010
Final Master Plan.....	January 10, 2011
File NOI and Site Plan Review	January 3, 2011
Permitting Complete (Assumes 30 days).....	February 7, 2011

HALL PROPERTY

Engineering and Professional Services

Kingston Youth Sports Organization
Kingston, MA



SUMMARY

Fee Proposal

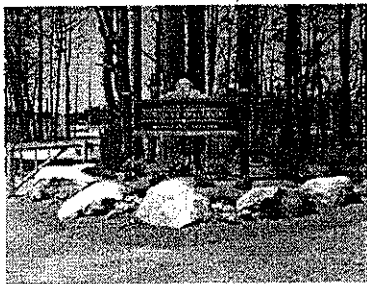
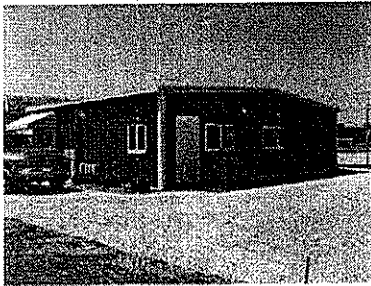
	Fee	Reimb. Budget
Phase 1: <u>Hall Property Site Analysis</u>		
Task 1.1 - Kickoff Meeting and Records Review	\$1,200.00	\$0.00
Task 1.2 - Geotechnical Investigation	\$1,760.00	\$500.00 Backhoe
Task 1.3 - Wetlands/Floodplain/Habitat Assessment	\$2,500.00	\$0.00
Task 1.4 - Utilities Investigation	\$800.00	\$100.00 Mileage
Task 1.5 - Survey	\$12,500.00	\$0.00
Total Phase 1:	\$18,760.00	\$600.00
Phase 2: <u>Program Development and Schematic Design</u>		
Task 2.1 - Community Outreach and Design Program Development	\$3,200.00	\$100.00 Mileage
Task 2.2 - Schematic Design	\$5,500.00	\$100.00 Reproduction
Task 2.3 - Preliminary Construction Cost Estimates	\$1,000.00	\$0.00
Task 2.4 - Presentation Rendering	\$880.00	\$0.00
Total Phase 2:	\$10,580.00	\$100.00
Phase 3: <u>Detailed Design and Preparation of Permitting Documents</u>		
Task 3.1 - Permitting Plan Development	\$9,500.00	\$100.00 Reproduction
Task 3.2 - Project Advocacy	\$880.00	\$0.00
Total Phase 3:	\$10,380.00	\$100.00
Phase 4: <u>Permitting Assistance Services</u>		
Task 4.1 - Kingston Planning Board	\$3,500.00	\$200.00 Reproduction
Task 4.2 - Kingston Conservation Commission	\$3,500.00	\$200.00 Reproduction
Total Phase 5:	\$7,000.00	
Project Total:	\$46,720.00	\$800.00



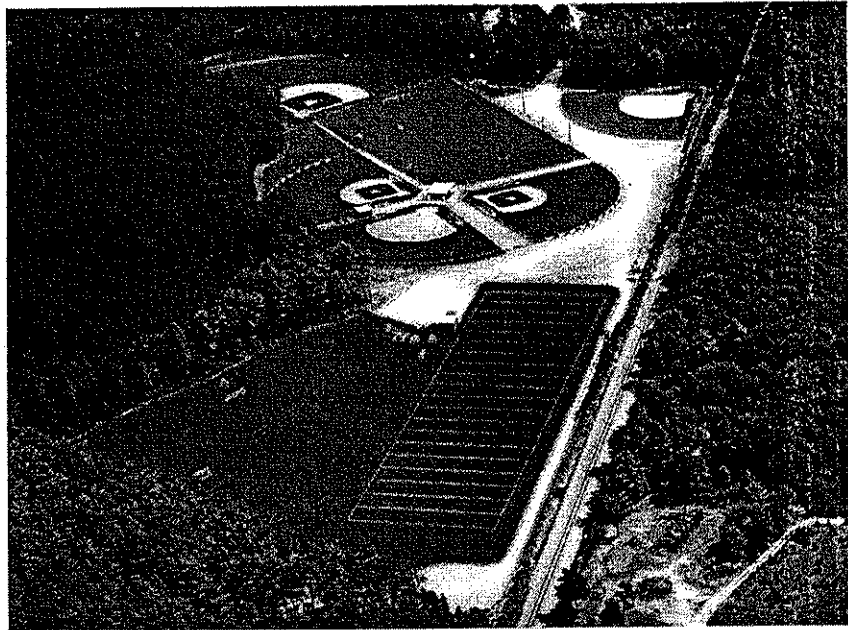
Gale Associates, Inc.
 163 Libbey Parkway | P.O. Box 890189 | Weymouth MA 02189-0004
 P 781.335.6465 F 781.335.6467 www.galeassociates.com

Project Information

- Cost: \$1,250,000
- Client:
 Mr. Ted Alexiades
 Town of Kingston
 (781) 741-1470



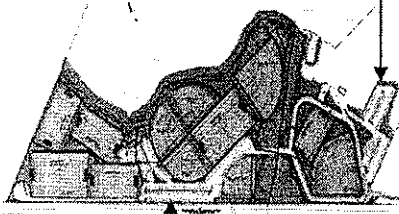
**Pottle Street Municipal Athletic Field Complex
 Kingston, MA**



Gale assisted the Town of Kingston with the planning of a 78-acre municipal athletic field complex. Gale produced permitting documents for both the Conservation Commission and the Planning Board. Gale assisted the Town in obtaining the local permits and then produced bidding and construction documents for the site. Gale was an integral part of construction, assisting the Town with construction monitoring and contract management. The facility was completed from design through construction in only two years.

- Six new baseball/softball fields
- Six new soccer fields
- Roadway, parking and drainage infrastructure throughout the site, to include off-street parking in gravel lots to accommodate up to 350 cars
- Wetlands replication and flood storage mitigation
- Wetlands crossing for access to fields
- Full irrigation of all twelve fields utilizing wells and pressure tanks
- Fencing and backstops for baseball/softball fields
- Concessions/bathroom facility and two storage facilities
- Project completed on-time and \$400,000 under budget

New Parking Lot
 (125 spaces)



New Parking Lot
 (225 spaces)



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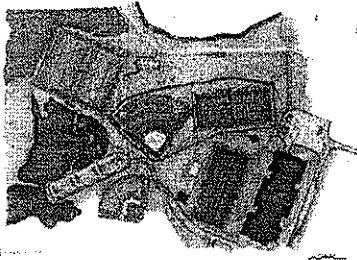
163 Libbey Parkway | P.O. Box 890189 | Weymouth MA 02189-0004

P 781.335.6465 F 781.335.6467 www.galeassociates.com

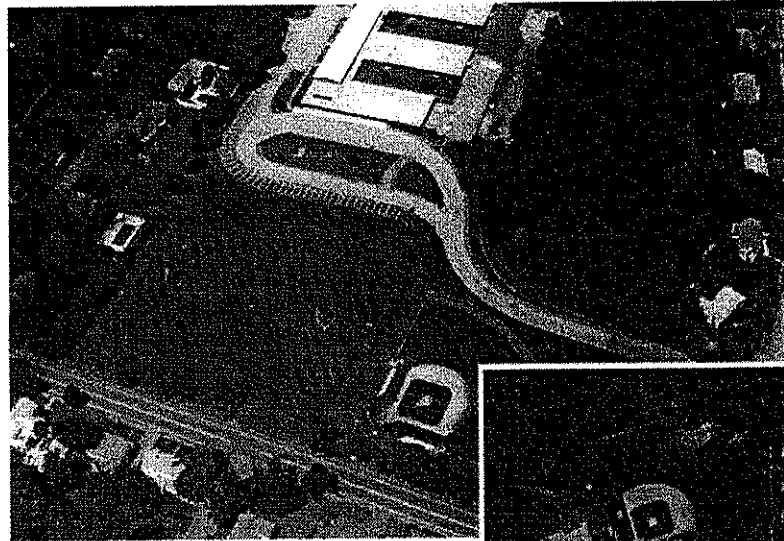
Norwood Town-Wide Recreation Facility Master Plan Norwood Recreation Department, Norwood, MA

Project Information

- Completed: 2002-2005
- Cost: \$40,000 (fee)
- Client:
Norwood Recreation
Department
Mr. Gerald Miller
(781) 762-0466



Norwood Junior High South
(5 of 32 fields included in the
Master Plan – Phase IV)



Oldham School (Phase I)



Willet School (Phase II)

Gale completed a comprehensive, Town-wide recreation area and athletic field needs assessment and redevelopment Master Plan. This evaluation assessed safety, ADA accessibility, serviceability, and adequacy of all of the Town's recreation infrastructure. Gale developed a Master Plan layout for the redevelopment and expansion of 32 fields throughout the Town of Norwood that provided comprehensive solutions for overused, under-maintained athletic fields.

Project elements included the following:

- Developed individual field condition reports based on compliance with applicable standards including MIAA, NFHSO, ADA and Town Regulations
- Developed an interim report that identified immediate repairs needed to resolve safety deficiencies
- Conducted surveys and user group meetings to quantify current and projected demand for fields
- Completed a compiled base plan in AutoCAD for all athletic facilities in the Town
- Provided detailed annual Maintenance Program that defined staffing and budget requirements
- The first three phases of the Master Plan have been designed by Gale and constructed by the Town



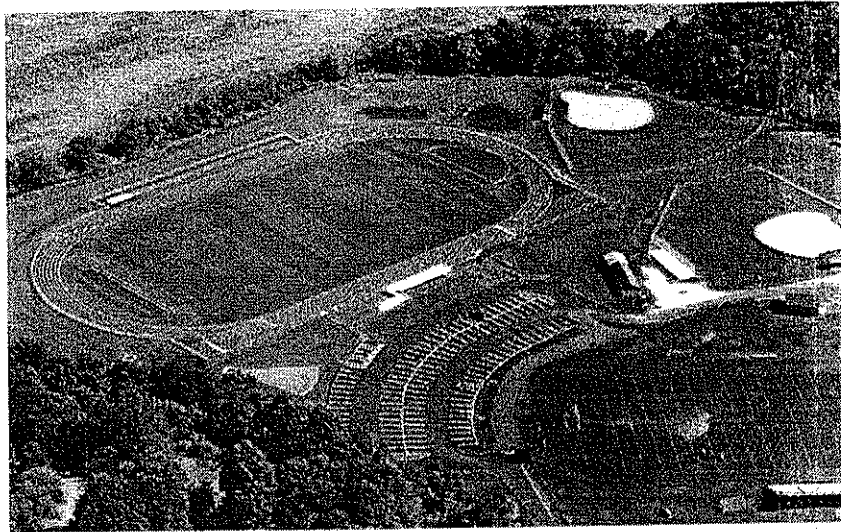
Gale Associates, Inc.

163 Libbey Parkway | P.O. Box 890189 | Weymouth MA 02189-0004

P 781.335.6465 F 781.335.6467 www.galeassociates.com

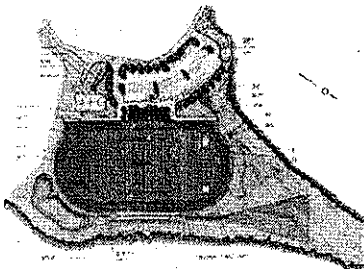
Track and Field Renovations

Monadnock Park, Claremont, NH



Project Information

- Completed: 2005
- Cost: \$835,000
- Client:
City of Claremont
Claremont High School
Mr. Allen Damren
Superintendent
(603) 543-4200 ext. 202



Claremont Public Schools engaged Gale to develop a Master Plan for the revitalization of Monadnock Park. The focal point of the redevelopment effort was a new track and field complex. The track features eight full lanes, duplicate jumping venues and all throwing events. The complex also provides new spectator seating, a basketball court, and a 250-vehicle parking lot.

Given the park's location within a flood plain, and abutting a high value wetlands resource area, permitting was achieved through innovative layout and stormwater management strategies. Poor geotechnical conditions and the proximity of groundwater provided additional design challenges.

The project was concluded the week before record-breaking floods in October 2005, and performed as intended.



Gale Associates, Inc.

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Project Information

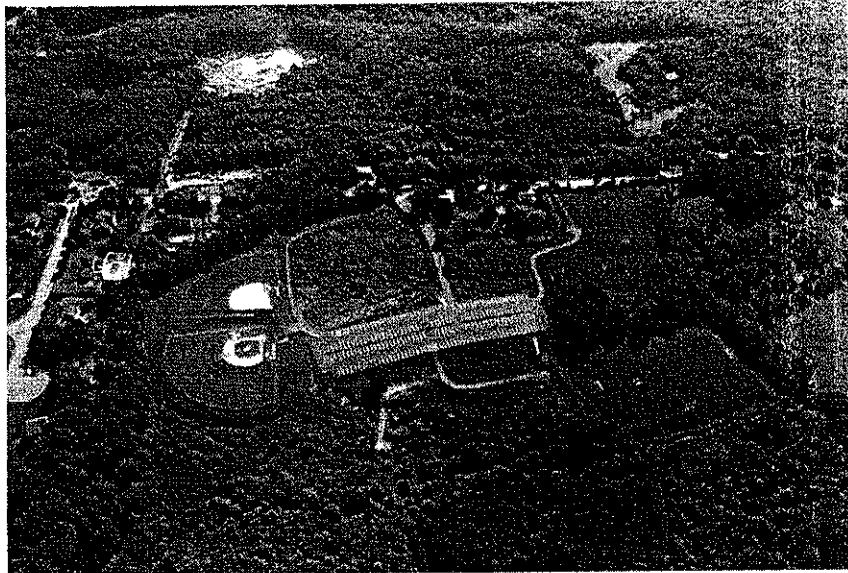
- Cost: \$1,700,000
- Client:
Mr. Michael D'Angelo
Director of Facilities
(508) 553-4802

"It is with complete confidence that I recommend Gale Associates, Inc. for all your engineering needs, particularly in the areas of recreation and athletic facilities design and services related to wetlands permitting."

- Norma Collins

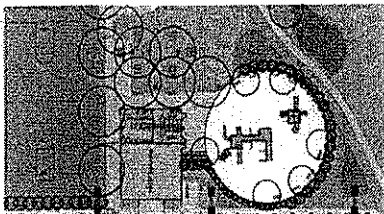
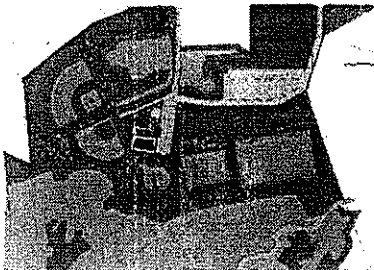
Franklin Neighborhood Park and Athletic Facility

Franklin, MA



Gale Associates, Inc. (Gale) provided master planning, design, permitting, and bidding services for a new 35-acre neighborhood park and athletic facility that included:

- A premium quality adult baseball stadium
- A softball field
- Three youth soccer fields/NCAA regulation soccer field
- Basketball and tennis courts
- Two age-appropriate playgrounds
- Off-street parking for a total vehicle capacity of 200
- A concessions and public toilet building
- Full irrigation
- Athletic and parking area lighting
- Comprehensive landscaping design services for the 35-acre site



Concessions Building and
Playground Concept Plan



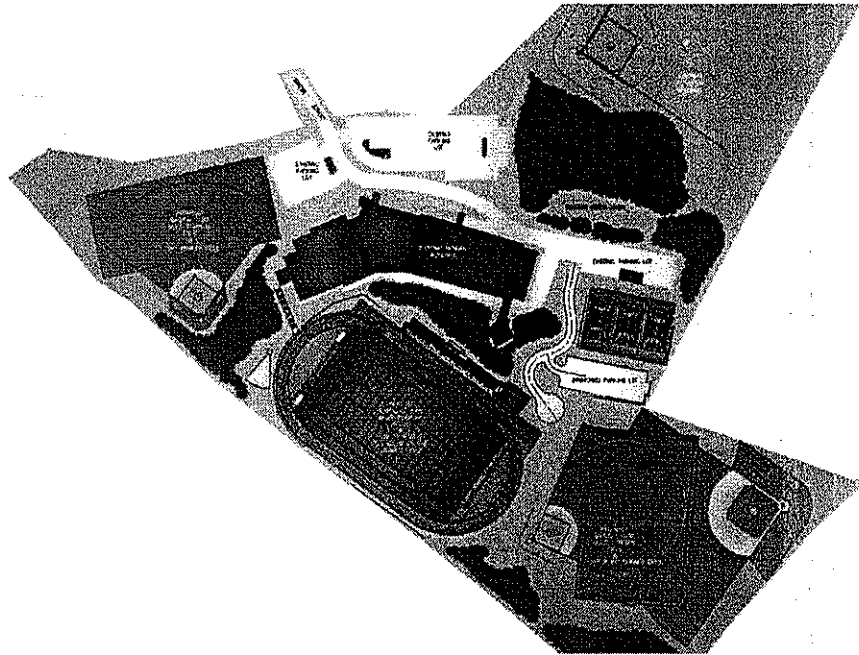
Gale Associates, Inc.
163 Libbey Parkway | P.O. Box 890189 | Weymouth MA 02189-0004
P 781.335.6465 F 781.335.6467 www.galeassociates.com

Project Information

- Completed: 2006
- Cost: \$4,200,000
- Client:
Georgetown Field Committee
Ms. Heather Hartford
Chairperson
(978) 352-8732

Recreation and Athletic Master Plan

Georgetown, MA



Gale Associates, Inc. (Gale) was engaged in the summer of 2006 to assist the Town of Georgetown with the development of a Recreation Master Plan that included the renovation of the Georgetown High School Athletic Facilities. The Master Plan was intended to identify and address the needs of the School Department, Recreation Department and the Town by making the best use of available space, and providing cost-effective, yet state-of-the-art planning solutions for the renovation of the fields to better meet the demands of the current and future sports programs.

The resultant Master Plan provides:

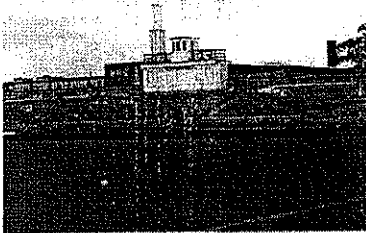
- A schematic level Master Plan layout for the athletic facility reorganization
- A phasing plan for accomplishing the renovation
- An assessment of the permitting effort
- An estimate of the constructed cost for each phase



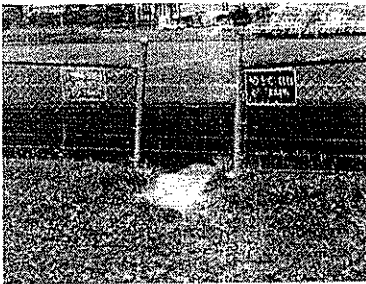
Gale Associates, Inc.
163 Libbey Parkway | P.O. Box 890189 | Weymouth MA 02189-0004
P 781.335.6465 F 781.335.6467 www.galeassociates.com

Project Information

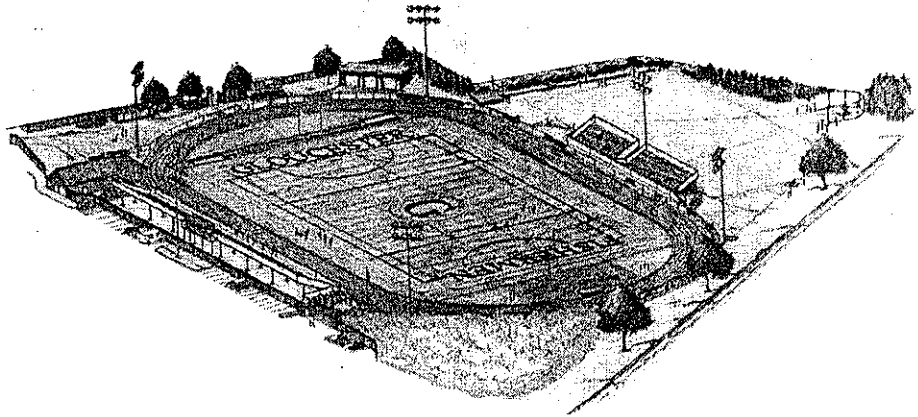
- Completed: 2006
- Cost: \$28,500 (Fee)
- Client:
J.D. MacEachern
City of Gloucester
(978) 281-9856



Existing Conditions



Gloucester High School Newell Stadium Renovations Gloucester, MA



Gale was engaged by the City of Gloucester to prepare a Master Plan for the functionally obsolete facilities at Newell Stadium. The intent of this project was to prepare a Master Plan and Conceptual Design of a new, state-of-the-art, and fully code-compliant facility. Following complete design program validation by Gale with Gloucester officials, the redevelopment included:

- New stadium seating
- New track and field facility
- New multi-sport synthetic turf game field
- Renovated natural turf practice area
- ADA accessible press box and camera platform
- Improved athletic lighting
- Signature entrance statement
- New public toilet facility
- New PA system
- Additional on-site storage



Gale Associates, Inc.

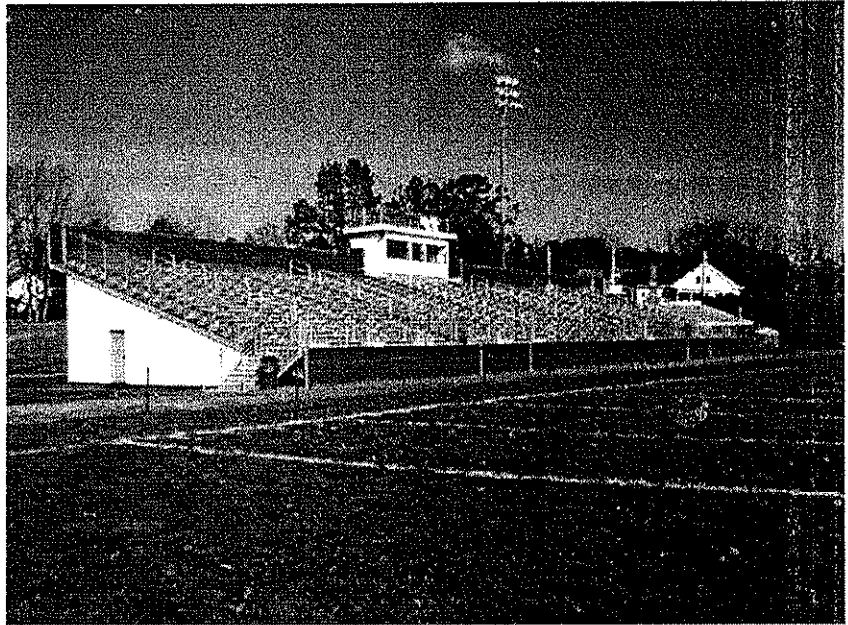
163 Libbey Parkway | P.O. Box 890189 | Weymouth MA 02189-0004
P 781.335.6465 F 781.335.6467 www.galeassociates.com

Southbridge McMahon Fields Master Plan

Southbridge, MA

Project Information

- Estimated Cost: \$2,000,000
- Client:
Mr. Hamer Clarke
Town of Southbridge
Department of Public Works
Southbridge, MA
(508) 764-5405



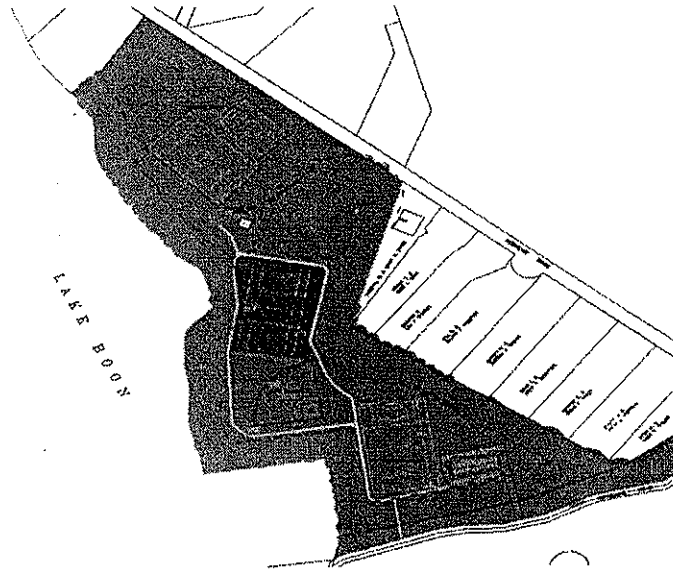
Gale is evaluating the athletic facilities at the seven-acre McMahon field complex. This evaluation includes:

- Assessing existing field house, concessions buildings, football and baseball stadium seating, press box, hard court surfaces (basketball and tennis), track and field facilities, and athletic fields (football, soccer, baseball, and softball)
- Evaluating code compliance, safety, ADA accessibility and performing an engineering comparison of field house renovation versus replacement
- Providing comprehensive recommendations for redevelopment of the McMahon Field facilities and the schematic designs for same
- Establishing program priorities, a phasing plan, and estimated costs by phase
- Phase I of the Master Plan, construction of new grandstand and press box, has been implemented (see photos)

Stow Municipal Recreation Study and Master Plan Stow, MA

Project Information

- Completed: 2007
- Cost: \$15,000 (study fee)
- Client:
Mr. Tim Allaire
Recreation For Stow
Committee
(978) 790-2870



Lake Boone Parcel Redevelopment

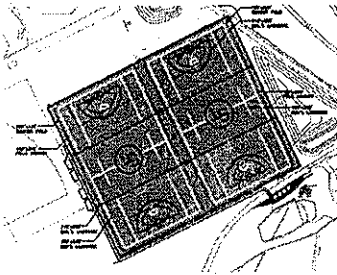
Gale was selected by the Recreation For Stow Committee to complete a Town-wide Recreation Master Plan. The project scope included an evaluation of existing recreation facilities, a community outreach effort to determine the needs and vision of all facility user groups, and the assessment of Town-owned parcels for potential recreational development. The master planning effort focused on two undeveloped parcels, Lake Boone and the Snow Property. Gale prepared schematic plans for the recreational development of both properties that respected environmental restrictions and made best use of the available space to meet community needs for additional recreation space. The Master Plan included detailed cost estimates and permitting assessments for the proposed developments. Gale made a dozen community presentations and presented the final plan at the Stow Town meeting in 2007.



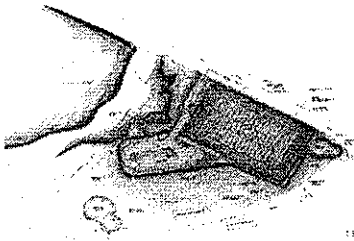
Gale Associates, Inc.
163 Libbey Parkway | P.O. Box 890189 | Weymouth MA 02189-0004
P 781.335.6465 F 781.335.6467 www.galeassociates.com

Project Information

- Completed: 2005
- Cost: \$40,000 (fee)
- Client:
Town of Sudbury
Sudbury Parks and
Recreation Department
Ms. Nancy McShay
(978) 443-1092 ext. 259



Lincoln-Sudbury High School -
Phase I, 2004



Cutting Recreation Area
Phase II, 2005

Town-wide Athletic and Recreation Facilities Assessment and Master Plan

Sudbury, MA



Lincoln-Sudbury
Regional High School



Cutting Field during construction - 2005

Gale Associates, Inc. (Gale) was selected by the Town of Sudbury to complete an evaluation of each of the Town's 32 athletic fields and playground sites for ADA compliance, serviceability, safety, and short and long term renovation needs.

Over a six-month period, Gale evaluated each facility in accordance with a prescribed checklist developed by Gale. Gale met with all of the facility user groups to quantify the demands placed on the municipal facilities, and to identify limitations. Gale completed a Master Plan for the Town that establishes the current status of the Town's facilities in terms of ADA and life safety code non-compliance. It additionally provides a capital budget, permitting requirements, and schematic level plans for the required renovation and expansion of the Town's athletic and recreation facilities inventory.

The final deliverable was a detailed phasing plan that considered the Town's fiscal realities, priority of need, and the requirement to maintain an ambitious recreation program throughout the Master Plan implementation. The resultant plan was presented to multiple municipal forums and has been implemented. Gale is now providing design and permitting of the Phase I and Phase II projects.



Gale Associates, Inc.

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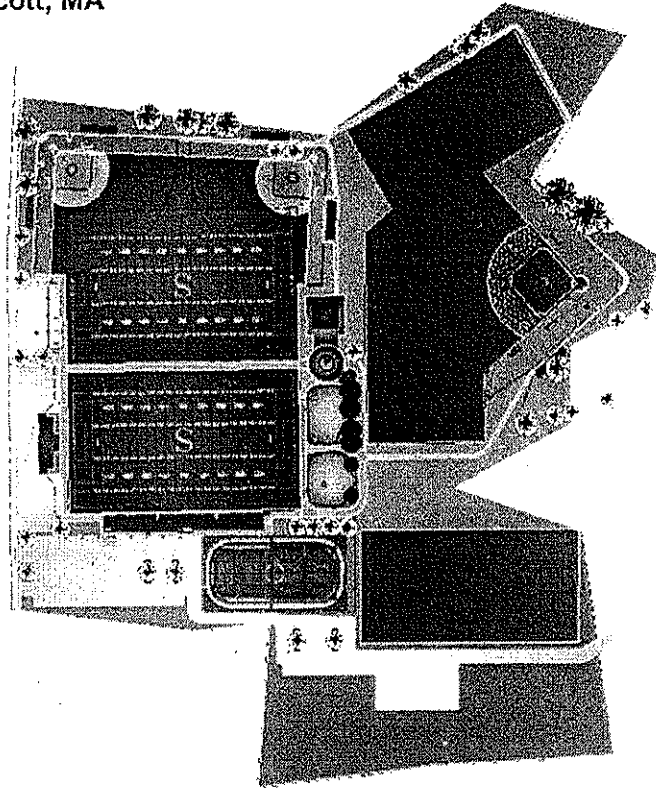
P 781.335.6465 F 781.335.6467 www.galeassociates.com

Swampscott Recreation Study and Master Plan

Swampscott, MA

Project Information

- Completed: 2006
- Cost: \$5,530,000 (ECC)
- Client:
Town of Swampscott
Phillips Park Study
Committee
Ms. Danielle Strauss,
Recreation Director
(781) 929-2228



Gale was selected by the Swampscott Recreation Study Committee to complete a recreation/athletic complex evaluation and Master Planning study for Town facilities and specifically the primary facility at Phillips Park. Based on deficiencies detailed in the Master Plan, Gale proposed a series of comprehensive changes which made best use of the constrained parcel to meet the community needs in a holistic and near optimal fashion. Gale's services included:

- Facilities assessment
- Community outreach facilitating Program Development
- Wetlands delineation
- Environmental site assessment and cleanup strategies
- Preparation of alternative layout schematic plans
- Project budget with value engineering
- Construction schedule and phasing plan
- Permitting assessment
- Master Plan development, marketing support, and project advocacy
- A Master Plan graphical rendering to facilitate fundraising in the community
- An informal presentation to foster community support



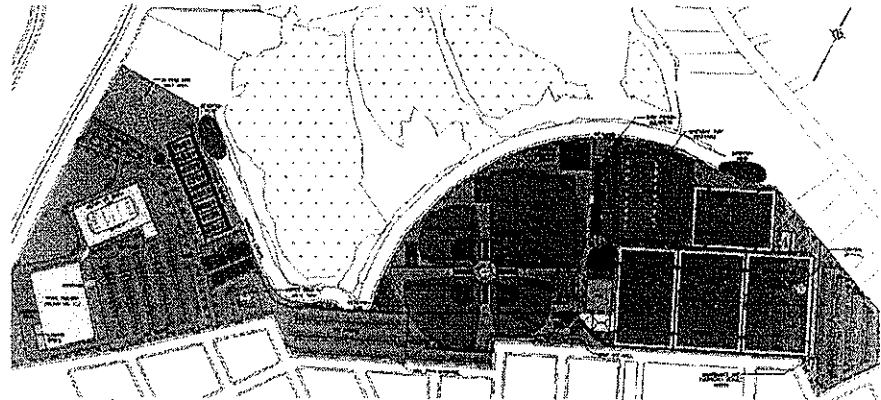
Gale Associates, Inc.

163 Libbey Parkway | P.O. Box 890189 | Weymouth MA 02189-0004

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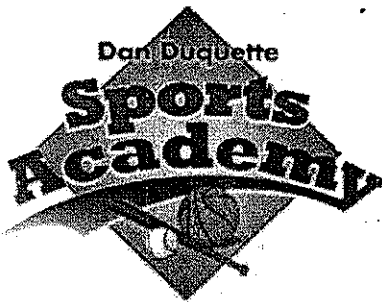
Southfield Recreation Complex Master Plan

Southfield Recreation LLC, Weymouth, MA



Project Information

- Completed: April, 2007
- Cost: \$15,000 (Fee)
- Client:
Mr. Dan Duquette
(413) 655-8077



Gale Associates, Inc. (Gale) was engaged by Dan Duquette (former Executive Vice President and General Manager of the Boston Red Sox), for the preliminary planning and concept development for the Southfield Recreation Complex. The proposed 48-acre complex will transform a portion of the former South Weymouth Naval Air Station into an unsurpassed sports and recreation complex serving Abington, Rockland, Weymouth and surrounding communities year round.

The concept layout for the proposed facilities includes:

- A covered soccer field (bubble or clear span metal building)
- Five regulation multi-purpose fields with synthetic, low-maintenance turf; some lighted for evening play
- Three regulation natural grass Little League baseball fields with dugouts and bleachers
- Two regulation women's and men's softball fields, lighted with bleachers
- Two regulation men's baseball fields, under lights with synthetic surface
- Four regulation basketball courts for recreation and league play
- Two adjacent tot-lot/playgrounds for toddlers and school-age children
- Covered picnic pavilion with full-service concession facilities
- Miniature golf course
- Roller hockey rink and rollerblade/skateboard park
- 300 on-site parking spaces plus on-street parking
- Hockey arena with two full ice sheets and retail space
- Two buildings with retail and administrative space
- Three covered picnic pavilions and four concessions, restroom, and storage buildings



Gale Associates, Inc.

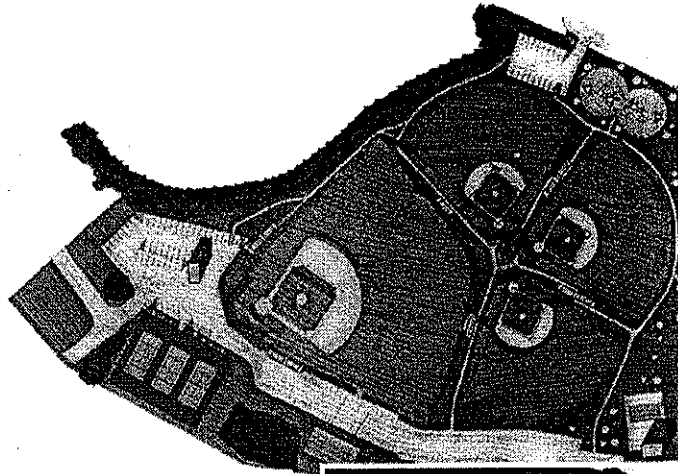
163 Libbey Parkway | P.O. Box 890189 | Weymouth MA 02189-0004
P 781.335.6465 F 781.335.6467 www.galeassociates.com

Park Improvements and Master Plan

Nipper Maher Park, Waltham, MA

Project Information

- Cost: \$1,200,000
- Client:
Ms. Sandra Tomasello
City of Waltham
Parks and Recreation
(781) 891-9343



Gale provided planning, design, and construction period services for the multi-phase improvements to the 18.5 acre park, including the Master Plan for the entire park to be designed and constructed in phases:

Phase I - 2001 (Complete)

- Reconstruct and improve existing parking lot with curbing, guardrails, and sewage/drainage utilities
- New parking lot adjacent to playground
- Replace and expand existing playground with fully accessible age appropriate play structures complete with safety surfacing and edging

Phase II - 2002 (Complete)

- Reconstruct south tennis court paving and resurface all three courts with new fencing and drainage added
- Remove ledge in right field of large field, regrade and establish new, improved turf throughout
- Irrigate large ball field

Phase III - 2003 (Complete)

- Reconfigure the three Little League fields to optimize use of park space
- Replace fencing and backstops
- Replace bleachers at all fields
- Accessible walking path around perimeter of park
- Utilities to the proposed building location

Phase IV - 2004

- Construct a concession/restroom/press box building



Gale Associates, Inc.

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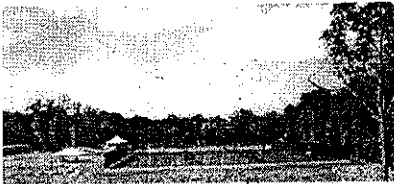
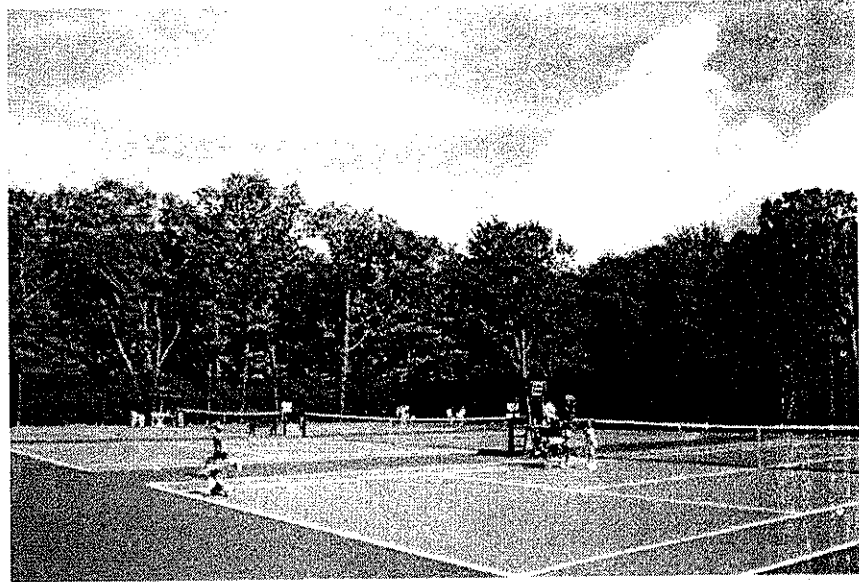
P 781.335.6465 F 781.335.6467 www.galeassociates.com

Athletic Field Master Plan

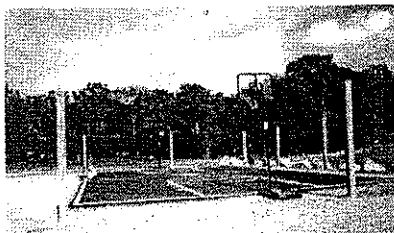
Weymouth Fitness Club, Weymouth, MA

Project Information

- Cost: \$275,000
- Client:
Mr. Jeff Bailey
Weymouth Club Facilities
Manager
(508) 679-5840



Tennis Court Instructional Facility



Outdoor Basketball Court

Gale Associates, Inc. (Gale) conducted a feasibility and permitting study and formulated a Master Plan for the development of a six-acre parcel of land adjacent to the Weymouth Club's existing facility. The project scope included the production of schematics for alternative facility layouts. Gale then provided the design, permitting, bidding, and construction period services for the selected development alternative that included:

- Drainage improvements
- Parking for a total vehicle capacity of 200
- Wetlands replication
- An outdoor basketball court
- A tennis court instructional facility



Gale Associates, Inc.

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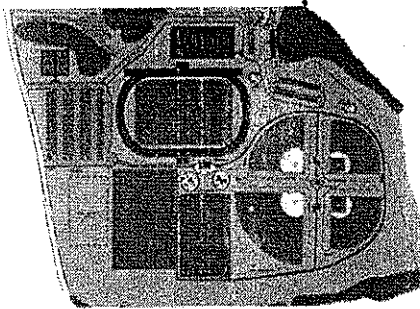
P 781.335.6465 F 781.335.6467 www.galeassociates.com

Project Information

- Cost: \$4,000,000
- Client:
Mr. Thomas O'Brien
WARA President
(603) 569-1948

"We have been most impressed with the responsiveness of Gale, and their overall professionalism. They have greatly facilitated the planning process from start to finish...we would recommend their athletic facilities planning and design services to others without reservation."

- Thomas O'Brien
President
Wolfeboro Area Recreation
Association



Wolfeboro Area Recreation Complex

Wolfeboro, NH



2007 ASBA Distinguished Track and Field Award

Gale provided planning, design, permitting, bidding, and construction period services for a new 50-acre municipal park and athletic field complex within an abandoned gravel pit site. At full build-out the Master Plan includes:

- Comprehensive landscape design services including a network of jogging trails connected to a parking area for 150 cars
- Premium quality adult baseball stadium, two Little League baseball fields, and a premium softball field
- Two premium soccer fields, one being a sand-based, NCAA compliant layout accommodating two youth soccer fields
- All-weather synthetic "filled-turf" multi-purpose field with a new eight-lane, 400 m urethane surface running track
- Two basketball and four tennis court facilities with fencing and lighting
- Two tot-lot playground areas with concession/public toilet facilities and picnic areas, all fully ADA accessible
- New site lighting and athletic lighting for all venues



Gale Associates, Inc.

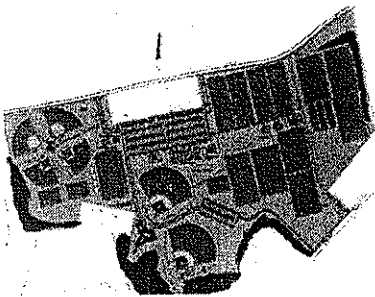
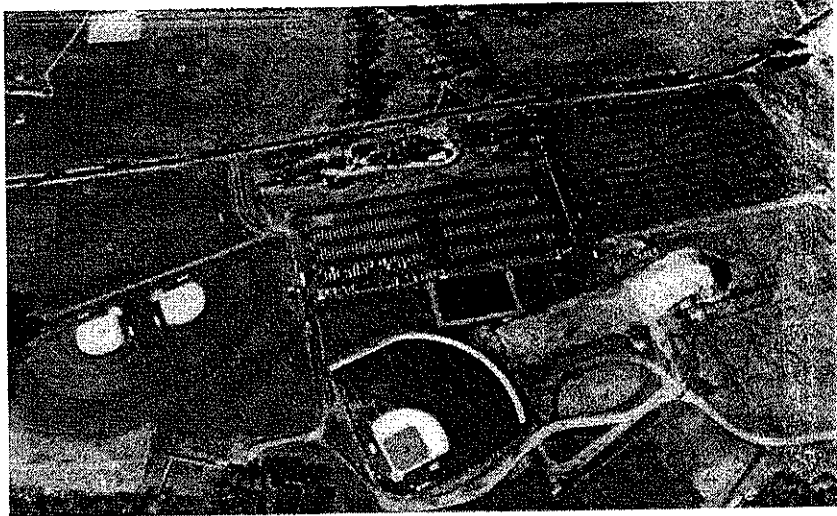
163 Libbey Parkway | P.O. Box 890189 | Weymouth MA 02189-0004
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Emerald Street Athletic and Recreation Complex Feasibility Study and Master Plan

Wrentham, MA

Project Information

- Cost: \$4,100,000 –
(site work)
\$2,300,000 -
(concession bldgs.)
- Client:
Mr. Jeff Plympton
Recreation Director
(508) 384-5427



Gale completed a comprehensive feasibility study and Master Plan for a municipal athletic and recreation complex covering an 80-acre town-owned parcel. The resultant Master Plan calls for eight multipurpose football/soccer fields, four Little League facilities, two Babe Ruth fields, four basketball courts (one covered), three concessions buildings and parking for 250 cars. Gale's scope included:

- An extensive user group and community outreach effort to quantify athletic facility needs and priorities
- A topographic survey with wetlands delineation, habitat evaluation and flood plain review
- Architectural services to plan new concession and public toilet facility buildings
- A traffic review to evaluate parking requirements, site traffic flow and trip generation pursuant to a Mass. Highway curb cut permit
- Schematic site layout plans that accomplish the design program elements in the most cost-effective manner
- A construction phasing plan, permitting plan and detailed cost estimates
- A concept maintenance plan

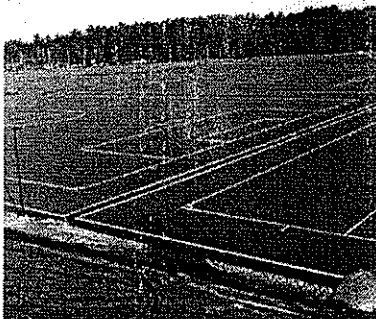


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163 Libbey Parkway | P.O. Box 890189 | Weymouth MA 02189-0004
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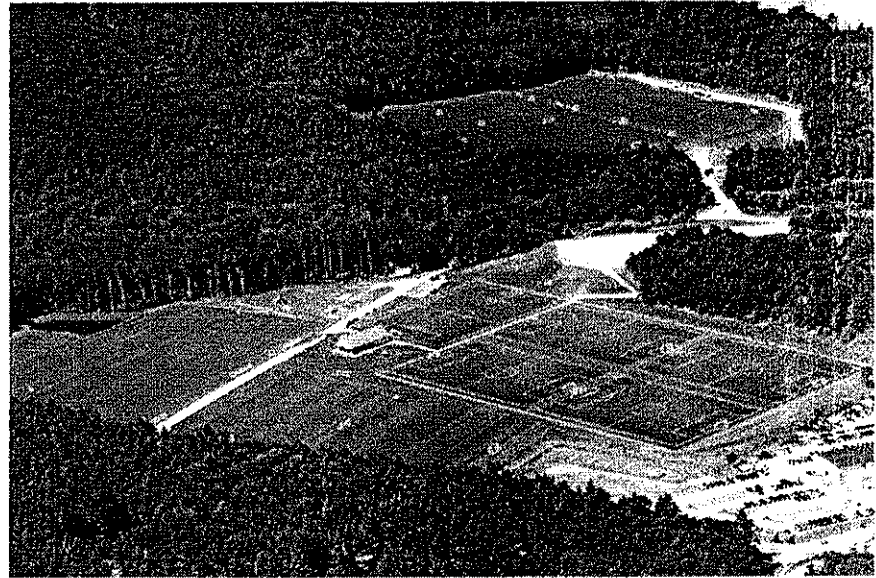
Project Information

- Completed: 2007
- Cost: \$7,200,000
- Client:
Mr. Skip Gorman
(978) 466-8812



Massachusetts Youth Soccer Complex

Lancaster, MA



2007 ASBA Distinguished Field Facility Award

Gale completed a comprehensive Master Plan and subsequent site engineering and permitting for New England's largest soccer complex covering an 80-acre privately-owned parcel. The resultant complex calls for 16 FIFA sized soccer fields, five of which are artificial turf, one concessions building, and parking for over 800 cars. Gale's scope included:

- A topographic survey with wetlands delineation, habitat evaluation and flood plain review
- Architectural services to plan new concessions and public toilet facility building
- A traffic review to evaluate parking requirements, site traffic flow and trip generation
- Schematic site layout plans that accomplish the design program elements in the most cost-effective manner
- A construction phasing plan, permitting plans and detailed cost estimates
- An integrated turf management plan and water quality monitoring plan
- The development of an ecological theme trail developed in cooperation with the Lancaster Conservation Commission



Gale Associates, Inc.

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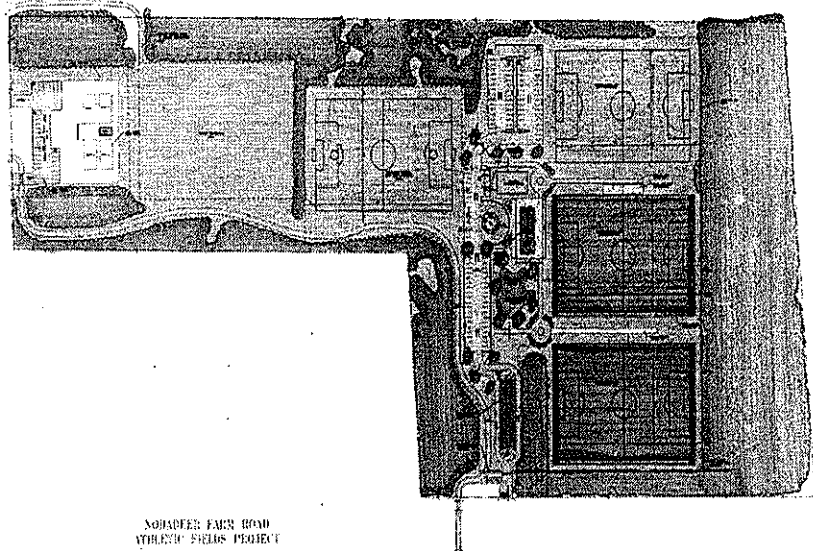
Nobadeer Farm Road Athletic Complex Project Nantucket, MA

Project Information

- Phase: In Design
- Cost: \$3,500,000 (est.)
- Client:
Nantucket Parks & Recreation
and Nantucket Land Bank

Mr. Charles Bartlett
Property Manager
(508) 221-5029

Mr. Eric Savetsky, Director
(508) 228-7240



Gale Associates, Inc. (Gale) assisted Nantucket Parks & Recreation in the Master Planning effort associated with the development of a multi-use athletic complex within a 40-acre parcel off of Nobadeer Farm Road. The project is currently in design (Phase 1), however the overall build-out includes two (2) multi-purpose natural turf fields with irrigation and engineered sand based root-zones, two (2) filled synthetic turf multi-purpose fields, a new concessions/bathroom building, parking lot, spectator seating and site drainage.

The project required an extensive permitting effort with Massachusetts Natural Heritage due to protective vegetative and moth species. Gale successfully planned the complex to result in no direct impact to the surrounding protected resource areas.



Gale Associates, Inc.

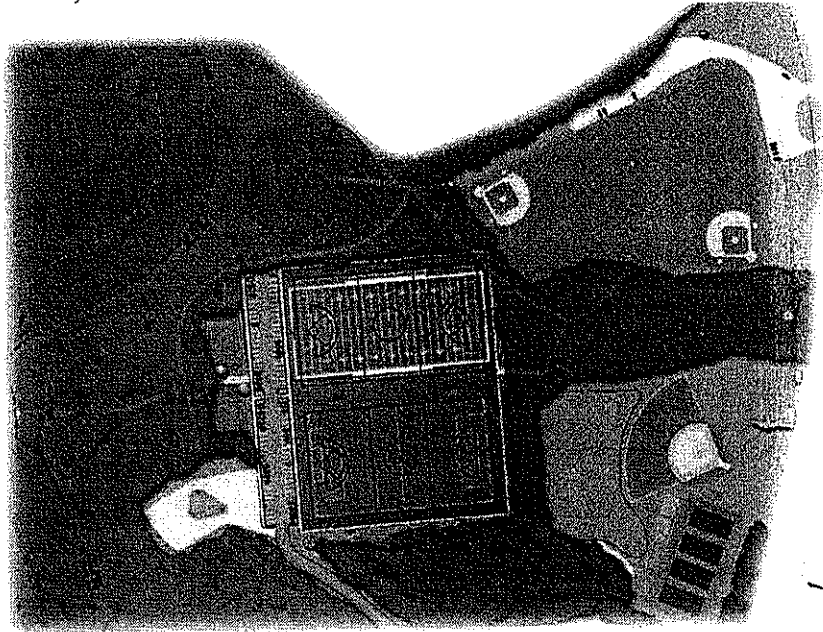
163 Libbey Parkway | P.O. Box 890189 | Weymouth MA 02189-0004
P 781.335.6465 F 781.335.6467 www.galeassociates.com

Project Information

- Completed: 2010
- Cost: \$3,100,000
- Client:
Town of Dover
Parks and Recreation
Mr. David MacTavish
Director
(508) 785-0476

Caryl Park Master Plan

Dover, MA



Gale Associates, Inc. (Gale) was engaged in the winter of 2010 to assist the Town of Dover with the development of a Master Plan for the expansion of Caryl Park. The Master Plan was intended to address the priority needs of the Recreation Department and the Town, and provide a cost-effective, yet state-of-the-art solution for the build-out of the park to better meet the demands of the current and future sports programs. Gale completed an environmental assessment and prepared a plan that avoided environmental receptors. Additionally, based on a series of community planning charrettes, the Master Plan was prepared in a manner sensitive to the concerns of abutters.

The resultant Master Plan provides:

- A schematic level Master Plan layout for the athletic facilities to comprise the Caryl Park expansion
- A phasing plan for accomplishing the renovation
- A pre-design estimate of the constructed cost of the project
- An assessment of the permitting effort
- A detailed traffic impacts analysis



THE OWNER AND GALE AGREE AS SET FORTH BELOW.

ARTICLE ONE - GALE'S RESPONSIBILITIES

- 1.1 GALE agrees to perform professional services in connection with the above described project. GALE's services will be performed by GALE's employees and GALE's consultants as set forth herein.
- 1.2 This Agreement covers all basic services defined in Article Two and Additional Services as defined in Article Three as agreed on, in writing, by both the Owner and GALE for scope and fee.

ARTICLE TWO - BASIC SERVICES

- 2.1 GALE's Basic Services consist of the services as described in the "Scope of Services" included in GALE's proposal dated July 6, 2010 and attached as Enclosure 1, and as outlined in the Request for Qualifications for Engineering Professional Services issued by the City of Melrose.
- 2.2 All other services not specifically defined as part of this Agreement shall be considered as Additional Services.

ARTICLE THREE - OWNER'S RESPONSIBILITIES

- 3.1 The Owner shall supply full information as to its requirements for the project.
- 3.2 The Owner shall establish and update an overall budget for the project, including the Construction Cost, the Owner's other costs, and reasonable contingencies related to all project costs.
- 3.3 If requested by GALE the Owner shall furnish proof that a sufficient appropriation has been made to fulfill the Owner's obligations under this Agreement.
- 3.4 Assist GALE by placing at its disposal all available information pertinent to the site of the project including previous reports and any other data relative to design and construction of the project.
- 3.5 Make provisions and/or arrangements for GALE to enter on public and private lands as required to perform its services under this Agreement.



- 3.6 Examine all studies, reports, sketches, estimates, specifications, drawings, proposals and other documents presented by GALE and render in writing decisions pertaining thereto within a reasonable time so as not to delay the work of GALE.
- 3.7 The services, information, surveys and reports required shall be furnished at the Owner's expense, and GALE shall be entitled to rely upon the accuracy and completeness thereof.
- 3.8 Prompt written notice shall be given by the Owner to GALE if the Owner becomes aware of any fault or defect in the Project or nonconformance with the Contract Documents.
- 3.9 The Owner shall provide such legal counsel, insurance advisor and accounting services as may be required during the course of GALE's services which are required relating to this project, if any.

ARTICLE FOUR - CONSTRUCTION COST

- 4.1 The Construction Cost shall be the total cost to the Owner of all elements of the Project designed or specified by GALE.
- 4.2 Preliminary estimates of construction costs and detailed estimates of construction cost prepared by GALE represent GALE's judgment as a design professional familiar with the construction industry. It is recognized that neither GALE nor the Owner has control over the cost of labor, materials or equipment, over the Contractors methods and means of construction or any of the other variables involved in construction bidding. Accordingly, GALE does not warrant or represent that construction costs will not vary from the project budget or cost estimates.

ARTICLE FIVE - PERIOD OF SERVICE

- 5.1 GALE shall endeavor to complete all services called for in Article Two: Basic Services in accordance with the project schedule agreed upon by the Owner and GALE, and as such completion hereunder shall occur within sixty (60) days of the full execution of this agreement.
- 5.2 Services defined in Article Two: Additional Services shall be performed within mutually acceptable schedules or in the case of Construction Period Services within the pre-established construction period and as said schedules are adjusted for causes beyond the reasonable control of GALE.



ARTICLE SIX - PAYMENTS TO GALE

- 6.1 For the performance of Basic Services defined in Article Two, the Owner will pay Gale a lump sum fee of Fifty-Nine Thousand Nine Hundred and Twenty Dollars (\$ 59,920). The lump sum fee shall include all reimbursable expenses.
- 6.2 Additional Services. If the Owner requests additional services of GALE under Article Two, the Owner and GALE shall agree in advance as to the cost of such additional services.
- 6.3 Times of Payment. Payments on account of the fee for basic services shall be made as follows:
- 6.3.1 At the execution of this Agreement a retainer in the amount of Zero (\$0) shall be paid to GALE which shall be credited to the Final Payment to be made hereunder.
- 6.3.2 Progress payments shall be made monthly on the basis of services performed in the preceding month. Payment will be made within thirty (30) days of the issuance from GALE of an invoice depicting the progress of GALE's services. Payments not received within sixty (60) days of the invoice date shall bear interest at the rate of 1.5 percent per month.
- 6.3.3 If the Basic Services covered by this Agreement have not been completed within six (6) months of the date hereof, through no fault of GALE, extension of GALE's services shall be compensated at the rates prevailing in GALE's Standard Schedule of Fees as in issue at that time.

ARTICLE SEVEN - GENERAL CONSIDERATIONS

- 7.1 TERMINATION
- 7.1.1 This Agreement may be terminated by either party by seven days written notice in the event of a failure to perform in accordance with the terms hereof by the other party through no fault of the terminating party.
- 7.1.2 If the Owner fails to make payment to GALE in accordance with this agreement it shall be considered cause for termination.
- 7.1.3 In the event of termination not the fault of GALE, GALE shall be compensated for services performed prior to termination.



7.2 OWNERSHIP OF DOCUMENTS

- 7.2.1 All documents, including original drawings, specifications, and all other documents whether in hard copy or machine readable form, prepared by GALE under this Agreement are instruments of GALE's service for use solely with this project. GALE retains all rights to and ownership of these documents.
- 7.2.2 The Owner may retain copies, including reproducible copies, of GALE's drawings, specifications and other documents for information and reference in the Owner's use of the project.
- 7.2.3 GALE's documents shall not be used by the Owner or any other party on other projects except by agreement in writing and with appropriate compensation to GALE.

7.3 DISPUTE RESOLUTION

- 7.3.1 In the event of any claim, dispute or other matter in question arising out of, or relating to this Agreement or the breach thereof, the parties agree that any such claim, dispute or other matter shall, in the first instance, be submitted to a neutral mediator for a non-binding recommendation with respect to the resolution of any such claim dispute or other matter. Mediation shall be governed by the rules of the American Arbitration Association with respect to construction industry mediation. Both parties shall equally bear all costs and expense associated with the mediation. In the event that any such claim, dispute or other matter is not resolved through the mediation process, either party is free to pursue any such claim, dispute or other matter in any appropriate judicial forum.

7.4 INSURANCE

- 7.4.1 GALE is protected by Worker's Compensation Insurance, Professional Liability Insurance and Standard Public Liability Insurance. Upon request, GALE will furnish information and Certificates of Insurance. It is specifically agreed and understood that GALE will not be responsible for any loss, damage or liability beyond the amounts of such insurance available at the time of claim, GALE's legal liability is determined and said amount of available insurance shall be the Owner's exclusive remedy in the event of said default by GALE. GALE will not be responsible for any loss, damage or liability arising from Owner's negligent acts, errors and omissions and those of Owner's staff, consultants, contractors and agents or from those of any person for whose conduct GALE is not legally responsible.
- 7.4.2 If damages caused during the course of this project are compensated by an insurer, the parties to this agreement, or as named waive their right of subrogation for



damages. The Owner shall require similar waivers from all other parties including contractors, subcontractors, consultants and other entities or individuals associated with the project.

7.5 STANDARD OF CARE

7.5.1 In accepting this Agreement for professional services, Owner acknowledges the inherent risks associated with land and building evaluation and construction. In performing professional services, GALE will use that degree of care and skill ordinarily exercised under similar circumstances by members of the profession practicing in the same or similar locality.

7.5.2 If as a result of any negligent acts, errors or omissions for which GALE has legal liability, the Owner incurs an accumulation of excess costs over ten percent (10%) of the actual project construction costs, GALE shall bear the burden of such accumulation of excess costs over said 10%; provided, however, said accumulation of excess costs shall not include any improvement costs or betterment costs and shall not exceed the difference between: (1) the actual construction costs resulting from such negligent acts, errors or omissions, of GALE; and, (2) an estimate of what such costs would have been at the time of the signing of the construction contract. It being understood, therefore, that GALE shall have no liability for any such excess costs which are less than ten percent (10%) of the actual project construction cost.

7.6 LIMITATION OF LIABILITY

7.6.1 GALE shall obtain Professional Liability Insurance coverage in the amount of Two Million Dollars (\$2,000,000) per claim and Two Million Dollars (\$2,000,000) aggregate covering the sole negligent errors, omissions and acts of GALE. It is specifically acknowledged that GALE's liability is limited to the dollar amount specified above.

7.7 INDEMNIFICATION

7.7.1 To the fullest extent permitted by law, the Owner shall defend, indemnify and save harmless GALE from all claims asserted by any or all persons arising from or as a result of any work in connection with the project, excluding claims due to the sole negligence, misconduct or omissions of GALE or its subconsultants. The Owner also agrees to compensate GALE for labor and expenses required of Gale Associates to defend, explain, interpret and otherwise justify services provided by GALE for the resolution of disputes resulting from the actions of any parties involved in the project, unless such dispute arises from the sole negligence, misconduct or omissions of Gale or its subconsultants.



7.8 GOVERNING LAW

7.8.1 This Agreement shall be governed and construed in accordance with the Laws of the Commonwealth of Massachusetts.

ARTICLE EIGHT - EXTENT OF AGREEMENT

8.1 This Agreement represents the entire agreement between the parties. This Agreement may be altered, amended or rescinded only by a written instrument signed by both parties.

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THIS AGREEMENT ENTERED INTO AS OF THE DAY AND YEAR FIRST WRITTEN ABOVE.

OWNER'S NAME

GALE ASSOCIATES, INC.

Address

163 Libbey Parkway, Weymouth, MA 02189

By: [Signature]
Signature

By: [Signature]
Signature

Robert Delan Mayer

William J. Seymour, Director Civil
Engineering Division

Name and Title

Name and Title

10-3-10

Aug 9, 2010

Date

Date

I hereby certify (in accordance with the provisions of Chapter 44, Section 31C of the Massachusetts General Laws) that an appropriation in the amount of the fee to be paid for Basic Services hereunder is available therefore.

ALLOCATION OF FUNDS:

[Signature] 10/9/10
(Town Accountant) (Date)

G:\714800\contract\Melrose Master Standard Agreement 8-9-10.doc



**ENGINEERING PROFESSIONAL SERVICES
MELROSE HIGH SCHOOL ATHLETIC COMPLEX
SUMMARY OF TECHNICAL APPROACH AND SCOPE**

Background

Three phenomena have contributed to the inadequacy of the Athletic Complex at Melrose High School to include the continued growth of the City of Melrose, the increased diversity of sports, and the emergence of women's athletics. With a fixed population of fields, the result is an inventory of natural turf fields that can no longer sustain an acceptable stand of turf given the increased demand for all weather field availability. This is particularly true for a facility like Morelli Field, Fred Green Field and Clarence Del Mar Track that supports both Middle School and High School Athletics.

The facility has received renovations since its original development in the 1920's which resulted in maintaining the site in general good repair, however many facilities such as the track and field, the spectator seating facilities, athletic field lighting, etc., are outdated, unserviceable, not accessible and non-code compliant.

As a result, the capstone goals for this project are:

1. To evaluate the Community needs and priorities, program and vision as they relate to the Melrose High School Athletic Complex redevelopment.
2. To rigorously assess the prevailing site and facility conditions at Melrose High School so that planning is completed with few assumptions.
3. To determine how the existing parcel may be reconfigured and redeveloped to best meet the athletic facility needs of the City.
4. To devise a phasing scenario that respects the fiscal realities of the City and its on-going need for field space throughout the master plan implementation.
5. To compile realistic by-phase cost estimates, based on current and projected future athletic facility construction costs, to serve as the City's redevelopment budget.

Based on a cursory evaluation, certain facilities at the Melrose High School Athletic Complex are over-used, insufficient, functionally obsolete, non-compliant with applicable geometry standards, unserviceable, non-ADA accessible and non-building code compliant. The intent of this project is to prepare a Master Plan for the development of a new, state-of-the-art, fully code-compliant, safe and durable athletic and recreation complex at this parcel that best meets the needs of the many and diverse user groups within the City and is the best investment of limited resources.

Phase 1 - Melrose High School Athletic Complex Site Analysis As a



feasibility study is only as good as the assumptions upon which it is based, the goal of this initial phase is to virtually eliminate all assumptions by developing a complete understanding of the prevailing site conditions, and the constraints and opportunities they afford. The concept plans and cost estimates will have a sound basis as a result.

Task 1.1 - Kickoff Meeting and Records Review. During the background study, we will first conduct a meeting with the High School Field Committee and the various stakeholders having input into project planning and programming to review the final project scope, planning criteria, and our project milestone schedule. If convenient for the City, the initial kickoff meeting will take place within one week of award.

At the same time, we will review any previous reports noted and other source documentation as may be available. We will obtain and review the planning and zoning regulations for the City of Melrose as they relate to the proposed improvements. Additionally, we shall obtain local and state regulations on the site's environmental status and the state's funding criteria for athletic facility construction.

Task 1.2 Facility Assessments. Gale will conduct a detailed condition assessment of the existing athletic campus and facilities. Specifically, we will perform a condition assessment of the field geometries, turf grass condition, drainage provisions, security fencing, spectator seating, parking facilities (both adequacy and condition) lighting, scoring, and other amenities and sub-systems as required. Further, we will review applicable portions of the MA State Building Code, American Sports Builders Association (ASBA), Massachusetts Interscholastic Athletic Association (MIAA), National Federation of High School Standards (NFHS), the Americans with Disabilities Act, and similar applicable standards. We will evaluate adequacy, serviceability, conformity, and accessibility using athletic venue evaluation forms and standards developed by Gale for this purpose. We will publish an interim facility condition report for each complex that highlights limitations and opportunities inherent in the current conditions.

Task 1.3 - Geotechnical Investigation. We will review the available geotechnical information to gain an understanding of the prevailing soil classifications and groundwater elevations at key locations. We will conduct a series of test pit excavations and sampling. The results of this testing will provide the soil profile classifications, design parameters for the turf sub-base designs, groundwater elevation, and drainage infiltration rates. It will also establish the general geotechnical design parameters for such things as pavement design, light tower and bleacher foundation design and stormwater management design. This effort will not include borings, as these are best suited for final design once final locations (i.e., bleacher footings, lightpoles, etc) are finalized.



Task 1.4 Wetlands / Floodplain / Habitat Assessment. The parcel does not appear to lie in the vicinity of wetlands, vernal pools, critical habitat or other environmental receptors, however we want to verify this assumption. It appears that the nearby drainage basin could be categorized as Bordering Vegetated Wetland and the project may be within the buffer zone setbacks to nearby Ell Pond. If required, Gale's Wetland Biologist will complete a field delineation of Bordering Vegetated Wetlands, Land Under Waterbodies and Waterways, and Bank resource areas within 100 feet of proposed project elements using the methods prescribed in the MADEP handbook "Delineating Bordering Vegetated Wetlands". As part of the survey task below, we shall field locate all of the wetland areas flags and annotate the existing conditions plan accordingly.

Gale will consult with the Melrose Conservation Commission and Mass. Natural Heritage Atlas to identify possible rare and endangered species habitat or certified vernal pools.

The limits of Bordering Land Subject to Flooding will be identified using available information from the Federal Emergency Management Agency, and the existing conditions plan annotated accordingly as required for the future preparation of schematic plans. Based on our preliminary findings, it appears that the entire athletic campus is located within the 100-year floodplain, which provides some challenges for planning and design, however Gale is confident that we can provide feasible development opportunities having tackled floodplain issues for many athletic facilities throughout Massachusetts, most notable Manchester Field in Winchester, MA and Framingham State College's athletic facility which are both within 100-year floodplains.

Task 1.5 - Utilities Investigation. We will complete a utilities investigation based on record locations from the City, and aboveground appurtenances to determine the location and general condition of site utilities that may bear on the renovation planning and design. Specifically, we will evaluate the location of existing lighting conduits, existing drainage structures, particularly as they relate to the design of the new field under-drainage and perimeter drainage systems. We will field locate the existing irrigation system components. We will attempt to locate other utilities (sewer, water, gas, communications, etc.) that may bear on the proposed improvements. We will update our existing conditions plans and publish an interim utilities report as a result of this study. Gale is fully aware that the City is currently undertaking a comprehensive sewer study of an existing municipal sewer main interceptor, and Gale will incorporate any findings of this study into our utilities investigation. Furthermore, we understand that the City has completed a series of drainage renovations in vicinity of the Melrose High School Athletic Complex and whatever available mapped information relative to the parcel will be included in our investigation as well.

Task 1.6 - Survey. For purposes of this proposal, Gale has assumed that the City will be able to provide property line information / plot plans to include



easements and any restrictions on the parcel, based on recent studies completed in the area. In addition, Gale has assumed that the City will provide all of the available survey information relevant to the project, such as: as-built plans from previous projects, utility location plans, known subsurface conditions/buried utilities, topographic information, and existing infrastructure.

Gale will compile existing plan and survey information pertinent to the project parcel, and perform a topographic survey as necessary to complete the base mapping suitable for master planning. The topographic survey will be accomplished using the Global Positioning System (GPS) survey system and Total Station system, and the base plan will be produced in AutoCAD 2011.

Gale will perform a field survey to locate existing property line monuments, topography (with 1-foot contours), roads, utilities, structures, and other site improvements and information as needed for planning and preliminary design. An "Existing Conditions Plan" will then be prepared at a suitable scale showing the above information.

Phase 2 - Program Development. A cornerstone to effective facility planning is to enfranchise the stakeholders and to develop a full understanding of their needs and vision.

Task 2.1 - Committee Outreach and Design Program Development. Gale will meet with the High School Field Committee in a series of programming meetings to establish the current and projected uses, functional requirements, needs, and priorities. The Melrose Middle and High School Athletic Staff and the Melrose Recreation Director will be a high priority, followed by the leadership of various other City sports organizations. Other interested parties such as the DPW, field maintenance staff and public safety officials will provide important input on the current constraints and their future vision for the Athletic Complex's use and operation.

As part of the Committee Outreach/Design Program Development effort, as done on several planning projects, if the City thinks it is appropriate, Gale will prepare a needs assessment survey. We will administer the survey, compile the results and define the survey conclusions.

The RFP provides a detailed discussion of the perceived needs at the facility. By means of our own facilities assessment, and the exchange of ideas during the programming effort, we will validate and refine this program and provide a clear focus for the Master Planning effort in terms of functional requirements, priorities, budget, phasing requirements, and overall vision. We will publish a planning requirements program narrative and build consensus prior to commencing with schematic planning and design.



Phase 3 - Feasibility Study

Task 3.1 - Schematic Design. Using the design program, base plan and existing conditions information developed in Phases 1 and 2, Gale will prepare up to three alternative layouts for the proposed Melrose High School Athletic Complex redevelopment. We will address the various program elements defined in the RFP as well as any additional program elements identified above. Additionally, some of the criteria used to compile and evaluate these alternatives include:

- Provide for an artificial "filled-turf" multi-purpose system installation at Fred Green Field; provide with primary tufted lines for up to four sports.
- Site fields so as to make near optimal use of available space, minimize redevelopment cost, avoid environmental impacts, and minimize loss of use during the redevelopment process.
- Provide for a reconstructed natural turf baseball facility, including irrigation and drainage, and also including all the amenities (dugouts, foul poles, batting cage, bull pens, etc.)
- Provide an under drain system that allows for all weather availability.
- Achieve the maximum soccer field width, consistent with other program elements.
- Mitigate off site impacts (noise, light, traffic, trash).
- Assess utility of currently undeveloped areas and "dead space" within the parcel to support development of new or expanded functions. For example, look for opportunities for 6x6 soccer fields as possible.
- Generally enhance the aesthetics of the site, particularly the entrance statement to the Park complexes. Image the complex consistent with the City's intent.
- Maintain the viewscape from Lynn Fells Parkway.
- Expand the seating capacity, code compliance, accessibility and flexibility of use for the bleachers and investigate new bleachers dedicated for baseball.
- Evaluate alternative equipment storage strategies such as a dedicated building or under-bleacher storage options.
- Plan for a new or renovated concessions building for the football field and investigate
- Plan for a new or renovated concessions building at the baseball field to possibly include a pressbox.
- Provide for safe, efficient pedestrian and vehicular traffic flow, spectator accommodation, parking adequacy and full ADA accessibility, both at discrete facilities and accessible routes throughout the parcel.
- Provide for appropriate amenities at each field location (scoring, timing, site lighting, trash collection, benches, goals, water fountains, etc.).
- Provide a plan for athletic lighting that is effective for the intended sports and level of play while controlling glare and spill and providing for energy efficiency. Ensure lights allow for multiple illumination levels to provide



- cost effective illumination for both varsity sports competitions and recreational walkers.
- Provide other active and passive recreation opportunities in underutilized areas (e.g., workout stations, beach volleyball, bocce, etc.).
 - Minimize environmental impacts to sensitive receptor areas, and provide river front mitigation or replication as required.
 - Ensure adequacy of and plan central locations for public rest rooms and concessions package serving all venues.
 - Development of a measured jogging/walking path around the facility.
 - Improved site fencing including security and spectator access to the facility.

This is a partial listing of the schematic design planning criteria each alternative will address. The schematic design submission will include concept drawings for the facility layouts, landscaping concepts, seating concepts, utility and stormwater management concepts, materials guide specifications, and other information necessary for Melrose officials to make sound decisions prior to commencing with design development, and the production of construction and permitting documents. Several members of the Gale staff are recognized experts in the areas of synthetic turf and track surfacing selection. We will conduct a series of site visits with key City officials and provide a detailed assessment of the advantages, and cost and schedule implications of the many alternatives. We will meet with Melrose officials to present these project concepts and to provide our analysis as to the advantages and disadvantages, and cost implications of each.

We will conduct a series of planning sessions with key officials to review various master planning alternatives and their implications. This phase of the project will result in a Master Plan report and graphic suitable for incorporation into the overall playground Master Plans. It will set the stage for the facilities improvement project to follow.

Task 3.2 - Schematic Building Design. Once we have better defined the building program and functional requirements, we will evaluate options for the building location on the parcel. We will evaluate site development costs, pedestrian and service vehicle movement, proximity of utilities, site aesthetics and viewsapes, and other factors bearing on the building location.

We will evaluate the feasibility of under bleacher facilities versus a stand alone facilities. We will assess the existing buildings on site to determine which aspects of the athletic facilities amenities building may be more efficiently housed there. We will determine the extent to which constructive credit may be awarded for rest rooms within 300 feet for the proposed grandstand.

As a primary designer of high school stadiums, we have designed and successfully bid numerous buildings and can readily site adapt a number of building styles and construction types. The schematic deliverable will be a site



layout, floor plan, and an elevation view of the building along with a preliminary cost estimate.

Task 3.3 - Preliminary Constructed Cost Estimates. Based on the layout alternatives described above, and the products designated for inclusion into this project, we will prepare preliminary construction cost estimates for each alternative. These estimates will be the first that are based upon actual estimated quantities and unit costs. The unit costs will be derived from over a dozen publicly bid projects of the same scope within the past 18 months, and therefore reflect the current market trends for items such as synthetic turf, athletic field lighting, irrigation, spectator seating, chain link fencing and structural steel in the bleacher seating.

We will identify areas within the estimate for potential cost reduction through value engineering and adjust the project scope accordingly. For example, we will define the cost and schedule implications for the use of synthetic turf versus sod versus seed for various design program elements. We will also break out the cost of various project elements that may be treated as alternate bid items. Based on our extensive recent resume of publicly bid athletic facilities projects, we have a sound database of unit costs for park and recreation projects, and our cost estimating results have been excellent. As the project phasing becomes known we will include reasonable factors for inflations and current material cost trends over time.

Task 3.4 - Presentation Rendering. Upon approval of project concepts by the City, we will prepare by hand a colored rendering for presentation purposes. This rendering will be suitable for framing and public display.

Phase 4 - Final Feasibility Study Report

Task 4.1 Feasibility Study Report. Following the development of individual facility layout alternatives for both parcels described above, and major surfacing product alternatives, Gale will meet again with High School Field Committee to present our preliminary findings and recommendations, and to obtain feedback and direction for the preparation of the final layouts.

Based on the comments received, Gale will finalize the schematic layouts, cost estimates, product selections, etc. Again, final cost estimates will be based upon data collected from having publicly bid over a dozen athletic and recreation redevelopment projects in just the past year. These final estimates will include an estimate of "soft costs" for engineering, permitting and construction administration.

We will then consider the phasing of the athletic complex renovation elements. Phasing will fully consider the priority of need, the need to keep a number of venues fully functional at any given time, and fiscal constraints.



Gale's final submission will be a bound report that will include the following deliverables:

- A narrative program that quantifies demands on the facilities based on known and projected users and programs, and a strategy to meet those requirements through the next five years.
- An existing conditions base plan and constraints mapping.
- A supplemental soil evaluation report.
- A design program with identified functional requirements and priorities.
- A colored layout redevelopment plan.
- A concept plan which would likely include:
 - Cover Sheet
 - Existing Conditions Plan
 - Layout and Materials Plan
 - Grading Concept and Drainage Concept Plans
 - Utilities Plan
 - Landscaping Concept Plans
 - Lighting Concept Plans
 - Bleacher Concept Plans
 - Building Schematic Floor Plans and Elevations
 - Turf Concept Plans
 - Various Detail Sheets
- A detailed cost estimate and breakdown.
- A phasing plan and project timeline.
- A permitting requirements list and strategy.

Task 4.2 - Project Advocacy. We are fully prepared to assist the City with the presentation of the feasibility report findings at various public forums as appropriate, and to assist with grant applications for implementation. We can facilitate fund raising efforts and begin a dialog with various permitting agencies.



**ENGINEERING PROFESSIONAL SERVICES
MELROSE HIGH SCHOOL ATHLETIC COMPLEX**

MILESTONE SCHEDULE

<u>Event</u>	<u>Date</u>
• Contract Award/Notice to Proceed.....	July 28, 2010
• Facilities Evaluation and Survey Complete.....	July 28 – August 6, 2010
• Geotechnical and Environmental Assessment Complete.....	August 6, 2010
• Design Program Meetings Complete.....	August 2 – September 3, 2010
• Schematic Design Alternatives Complete.....	September 10, 2010
• Schematic Design Decisions By City.....	September 10, 2010
• Schematic Plan Set and Draft Feasibility Report.....	September 24, 2010
• Athletic Complex Master Plans and Feasibility Report Final.....	October 4, 2010

The above referenced milestone schedule is based on our understanding of the project requirements. Gale can amend the schedule to meet the needs of the City of Melrose.





Gale Associates, Inc.

163 Libbey Parkway | P.O. Box 890189 | Weymouth MA 02189-0004
P 781.335.6465 F 781.335.6467 www.galeassociates.com

Wolfeboro Area Recreation Complex

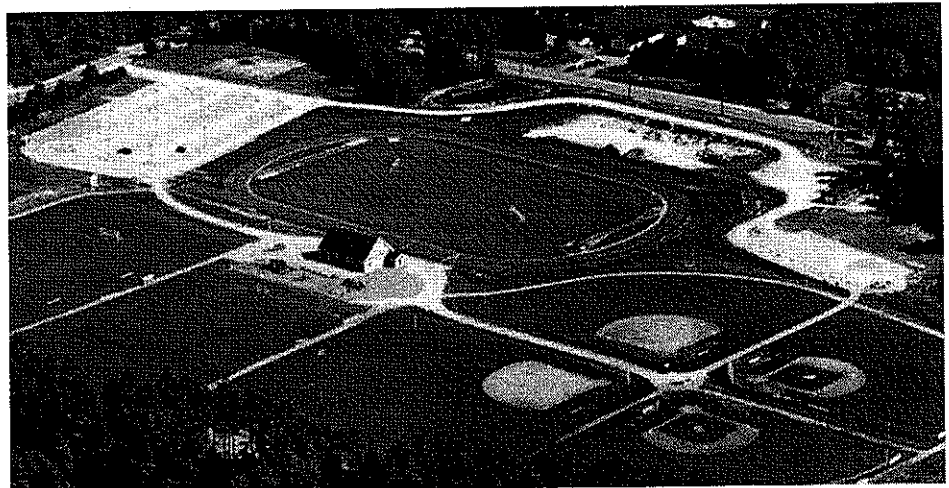
Wolfeboro, NH

Project Information

- Completion: 2003-2007
- Cost: \$4,000,000
- Client:
Mr. Thomas O'Brien
WARA President
(603) 569-1948

"We have been most impressed with the responsiveness of Gale, and their overall professionalism. They have greatly facilitated the planning process from start to finish...we would recommend their athletic facilities planning and design services to others without reservation."

- Thomas O'Brien
President
Wolfeboro Area Recreation
Association

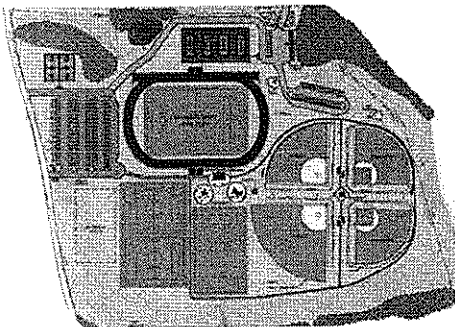


2007 ASBA Distinguished Track and Field Award

Gale provided planning, design, environmental permitting, bidding, and construction period services for a new 50-acre municipal park and athletic field complex within an abandoned gravel pit site. At full build-out the Master Plan includes:

- Comprehensive landscape design services including a network of jogging trails and access drive connected to a parking area for 150 cars
- Premium quality adult baseball stadium, two Little League baseball fields, and a premium softball field
- Two premium soccer fields, one being a sand-based, NCAA compliant layout accommodating two youth soccer fields
- All-weather synthetic "filled-turf" multi-purpose field with a new eight-lane, 400 m urethane surface running track
- Two basketball and four tennis court facilities with fencing and lighting
- Two tot-lot playground areas with concession/public toilet facilities and picnic areas, all fully ADA accessible
- New site lighting and athletic lighting for all venues

The project included comprehensive stormwater management design, the development of a full irrigation system, and site utilities.



Wolfboro ATHLETIC FIELD COMPLEX						
Scheme #3						
Cost Estimate						
			Unit		Element	Incremental
Description	Quantity	Unit	Cost	Cost	Cost	Cost
SITE DEVELOPMENT						
Haybales and Siltfence	1400	LF	\$8.00	\$11,200.00		\$11,200.00
Clearing and Grubbing	27	ACRE	\$2,500.00	\$67,500.00		\$78,700.00
Rough Grading	65,000	CY	\$3.00	\$195,000.00		\$273,700.00
Retaining Walls (supplier quote)	0.00	LS	\$91,520.00	\$0.00		\$273,700.00
Sewer Service	600	LF	\$35.00	\$21,000.00		\$294,700.00
Loam and Seed (disturbed areas, not fields)	30,000	SY	\$1.50	\$45,000.00		\$339,700.00
Irrigation Well	1	EA	\$10,000.00	\$10,000.00	\$349,700.00	\$349,700.00
PARKING AND ROADWAYS						
8" Parking Lot Gravel	1,355	CY	\$18.00	\$24,390.00		\$374,090.00
3" Parking Lot Pavement	12,197	SY	\$8.00	\$97,576.00		\$471,666.00
Parking Lot Striping	250	STALLS	\$8.00	\$2,000.00		\$473,666.00
Signs	3	EA	\$125.00	\$375.00		\$474,041.00
6" Gravel Paths	75	CY	\$30.00	\$2,250.00		\$476,291.00
Street Lighting (Challenger)	0	EA	\$2,143.00	\$0.00	\$126,591.00	\$476,291.00
DRAINAGE						
Leaching Catch Basins	6	EA	\$2,500.00	\$15,000.00		\$491,291.00
Catch Basins	14	EA	\$2,000.00	\$28,000.00		\$519,291.00
Drain Manholes	14	EA	\$1,600.00	\$22,400.00		\$541,691.00
12" HDPE Drainage Pipe	1,500	LF	\$30.00	\$45,000.00		\$586,691.00
Stormwater Storage Systems	2.33	ACRE	\$6,000.00	\$13,980.00	\$124,380.00	\$600,671.00
BASEBALL AND SOFTBALL FIELDS						
Backstop Fencing	3	EA	\$2,500.00	\$7,500.00		\$608,171.00
Baseball and Softball Perimeter Fencing	876	LF	\$10.00	\$8,760.00		\$616,931.00
Infield Mix for Baseball and Softball	2,492	SY	\$2.50	\$6,230.00		\$623,161.00
Scoreboards	1	EA	\$10,000.00	\$10,000.00		\$633,161.00
Loam and Seed Fields	12,230	SY	\$2.50	\$30,575.00		\$663,736.00
Bleachers	6	EA	\$5,000.00	\$30,000.00		\$693,736.00
Irrigation System	2	Fields	\$18,000.00	\$36,000.00		\$729,736.00
Sports Field Flood Lighting, 2 Flds	5	EA	\$2,143.00	\$10,715.00	\$139,780.00	\$740,451.00

SOCCER FIELD DEVELOPMENT						
Soccer Goals - youth	8	EA	\$1,500.00	\$12,000.00		\$741,736.00
Soccer Goals-adult	6	EA	\$2,049.00	\$12,294.00		\$752,745.00
Scoreboards	1	EA	\$10,000.00	\$10,000.00		\$762,745.00
Loam and Seed Fields	34,011	SY	\$2.25	\$76,524.75		\$839,269.75
Bleachers	2	EA	\$5,000.00	\$10,000.00		\$849,269.75
Irrigation System	0	Fields	\$18,000.00	\$0.00		\$849,269.75
Sports Field Flood Lighting, 1 Fld	6	EA	\$2,143.00	\$12,858.00	\$121,676.75	\$862,127.75
BASKETBALL COURT						
Basketball Paving	1,176	SY	\$10.00	\$11,760.00		\$873,887.75
Basketball Surfacing	1,176	SY	\$6.00	\$7,056.00		\$880,943.75
Basketball Equipment	4	EA	\$1,000.00	\$4,000.00		\$884,943.75
Sports Field Flood Lighting, 1 Fld	4	EA	\$2,143.00	\$8,572.00	\$31,388.00	\$893,515.75
BUILDINGS						
Concession Stand	0	SF	\$55.00	\$0.00		\$893,515.75
Pressbox (Timber Construction)	0	SF	\$40.00	\$0.00	\$0.00	\$893,515.75
TENNIS COURTS						
Asphalt Tennis Courts with fence, etc.	2	EA	\$30,000.00	\$60,000.00		\$953,515.75
Tennis Perimeter Fencing	500	LF	\$15.00	\$7,500.00		\$961,015.75
Sports Field Flood Lighting, 1 Fld	4	EA	\$2,143.00	\$8,572.00	\$76,072.00	\$969,587.75
TOT LOT / PLAYGROUND						
Playground Surface	2	LS	\$2,500.00	\$5,000.00		\$974,587.75
Playground Equipment	6	EA	\$10,000.00	\$60,000.00	\$65,000.00	\$1,034,587.75
SITE AMENITIES AND AESTHETICS						
Landscaping	1	LS	\$15,000.00	\$15,000.00		\$1,049,587.75
Timber Guard Rails	3000	LF	\$11.00	\$33,000.00		\$1,082,587.75
Trash Barrels	6	EA	\$600.00	\$3,600.00		\$1,086,187.75
Park Benches	6	EA	\$550.00	\$3,300.00		\$1,089,487.75
Picnic Tables	4	EA	\$600.00	\$2,400.00	\$57,300.00	\$1,091,887.75
				Total	\$1,103,887.75	
				15% for Contingency	\$165,583.16	
				Adjusted Total	\$1,269,470.91	