

March 1, 2024

85 Devonshire Street, 3rd Floor, Boston, MA 02109
Tel: 617.412.4480

Nicole Banks, Commissioner
Luis Perez Demorizi, Director of Parks and Open Space
Newton Parks, Recreation, and Culture
246 Dudley Road, Newton, MA 02459

Re: **RFQ 22-21 / Contract #L-6865**
On-Call Landscape Architectural Services for Athletics Fields and Parks Designer
Task Order 12: Spears Park Final Design

Dear Commissioner Banks and Mr. Demorizi:

We are pleased to submit this letter proposal to continue working with Newton Parks, Recreation, and Culture (Newton PRC) staff on design and engineering services at Spears Park, Walnut Park and Washington Street, Newton Corner. The progress we have made is exciting and we look forward to providing additional support to PRC staff as they seek to take the concept design developed in 2022 to final bidding documents at Spears Park.

SCOPE OF PHYSICAL IMPROVEMENTS

Specific improvements include the following:

- New community garden beds
- New stonedust paving and maintenance area, including seating and gathering areas
- Material storage areas for maintenance
- Fencing and gates
- Tree pruning and removal by the City Forestry Department
- Site overall grading and drainage considerations
- Site restoration related to the improvements noted above

SCOPE OF SERVICES

For this scope of physical improvements, we have identified the following suggested tasks:

1. 50% Construction Drawings

We will revisit the conceptual plan developed in November 2022 and work closely with Newton PRC staff to finalize the layout plan. Following layout approval, we will submit 50% progress plans and meet with project representatives to review comments and fold any necessary design adjustments into the final design submittal. Plans submitted will include a Cover Sheet, Existing Conditions Plan, Site Preparation and Demolition Plan, Materials Plan, Grading and Drainage Plan, basic construction details and a table of contents for the technical specifications. Excluded from this submission is a Layout Plan, details tailored to the project, technical specifications, an opinion of probable cost, and site photometric studies.

2. Final Construction Drawings and Opinion of Probable Cost

- a. **90% Design** - Upon the receipt of 50% submission approvals, contract documents, including updated plans and details. We anticipate that these design documents will represent a 90% complete level.



- b. **100% Design Contract Documents, Specifications** – Upon the 90% submission approvals, final designs, and contract documents, including plans, details, and specifications. When fully completed, the documents will be submitted as a final check for City review and approval. After the receipt of any last comments from project representatives, we will finalize the plans for bidding and prepare bid forms, special provisions, other specifications, plans, details, and related bid items.
- c. **Opinion of Probable Cost** – To be developed at a milestone to be determined with the City.

Assumptions / Exclusions:

- Site visits have not been included. Any field work, particularly on the existing trees, will be completed by City staff and information provided to Weston & Sampson.

SCHEDULE OF FEES

Design Services – Base Scope	Fee
1. 50% Construction Drawings	\$ 15,000
2. Final Construction Drawings and Opinion of Probable Cost	\$ 15,000
Total Base Services	\$ 30,000

Weston & Sampson will work diligently on behalf of the city to yield highly successful project outcomes on these initial tasks. Please call any one of us if you would like to review any aspects of this proposal. If you agree with the contents of this letter proposal, please sign on the signature line below and return one copy of this document (scanned or e-mailed copies will be satisfactory).

Sincerely,
 WESTON & SAMPSON ENGINEERS, INC.



Cassie Bethoney, RLA
 Project Manager



Agreed to by (Name and Title):
 Luis Perez, Demoriel
 Director of Parks & Open Space

3/14/24
 Date: