

# ATTACHMENT A

to  
Contract # L-5566

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decommission, & equipment

**Weston&Sampson**®

February 5, 2010

Mr. Robert J. DeRubeis, Interim Commissioner  
Newton Parks and Recreation Department  
70 Crescent Street  
Auburndale, MA 02466

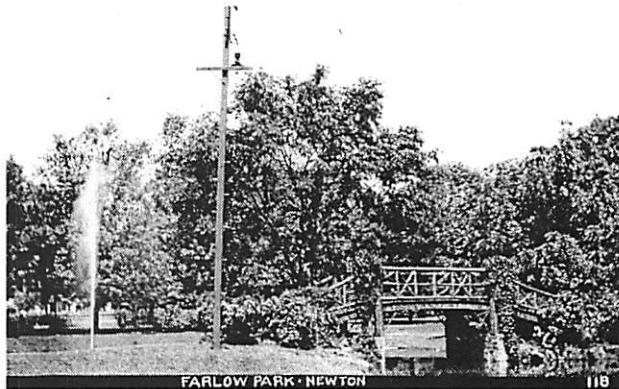
**Re: Farlow Park Pond Restoration, Newton Corner**

Dear Mr. DeRubeis:

Weston & Sampson is pleased to submit this proposal to provide design and engineering services related to the restoration and reestablishment of the historic pond at Farlow Park in Newton Corner. With professional water, sewer and storm drainage system engineers; geotechnical and structural engineers; and landscape architects specializing in the restoration of historic parks on our staff, we feel particularly well qualified to collaborate with the City of Newton on this unique endeavor.

Our basic understanding of the relevant issues related to this project is summarized below:

- Farlow Park and the adjacent Chaffin Park are located immediately adjacent to each other and encompass a total of 5.6 acres of park land in the Newton Corner section of Newton.
- In June 2006, the "Farlow-Chaffin Park Historic Planning and Design Landscape Restoration Report" was published. This report describes the history and evolution of the two parks and presents concepts and strategies for the refurbishment, restoration and redevelopment of various site and landscape features and amenities.
- One potential improvement, and the subject of this proposal, relates to the reestablishment a historic, two-lobed pond and associated amenities within the confines of Farlow Park proper.
- A citizens group known as the Friends of Farlow Park has been instrumental in the securing of funds through the Newton Community Preservation Committee and seeks to further explore the potential for reestablishing the historic pond.



Massachusetts	Connecticut	Rhode Island	New Hampshire	Maine	Vermont	New York	Florida
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- The City of Newton Parks and Recreation Department, to be charged with the operations and maintenance of a pond, seeks to confirm the basic costs of constructing, maintaining and operating such an amenity with funding for such purposes dwindling during a time of stressed and challenged municipal budgets and overall economic instability.

The scope of services associated with the restoration of a historic pond has been extracted verbatim from the RFP for Farlow Pond Restoration, dated October 27, 2009 and prepared by the Newton Parks and Recreation Department and is included below:

1. *Development of a matrix summarizing the potential public safety issues of an ornamental pond in a historic New England park with appropriate design solutions and the respective cost implications for construction, operations and maintenance;*

*The methodology behind this matrix can be qualitative – including phone surveys and/or site visits – but it should summarize how 3 or 4 other communities comparable to Newton, in New England or the Northeast, manage safety risks at small, easily accessible ponds in urban or suburban public parks. Examples surveyed should be ponds managed primarily as ornamental resources, but some should include skating, and if managed in addition to the uses above (rather than as the primary use), wading or splashing. Data reported should include: pond area and depth, circulation/sanitation and drainage systems, types of public use (sanctioned and unsanctioned), public use regulations (including means and effectiveness of enforcement), and costs for both equipment (including purchase, installation, maintenance, and replacement) and staff required for maintenance or management.*

*Drawing on this survey, final recommendations for the Farlow Park pond should include at least three design and management options:*

- *Restoring the historic pond strictly as recommended in the 2006 Landscape Restoration report, without special safety measures other than a new circulation system*
  - *A middle-range option, with lower safety risks and possibly higher costs than option (a), but with lower costs and possibly higher safety risks than option (c).*
  - *Safety measures that will minimize the risk of harm to young children who visit or play in the park without adequate adult supervision (such as when parents or caretakers are absent or distracted)*
2. *Assessment of existing site utilities and platting (the City produced a topographical survey of the park in 2006 that is available electronically);*
  3. *Assessment of the existing pond basin area (~9,000 square feet) including, but not limited to, the liner, edging, soil, level and quality of groundwater, topography and drainage;*
  4. *Development of a consensual approach to the design of the pond by meeting with Parks and Recreation, The Friends of Farlow Park and appropriate City Departments, i.e., Engineering, Water and Sewer, Planning, Fire, and Health, as needed;*
  5. *Preliminary design of a complete pond system, including all electrical and mechanical equipment and storage areas; the design is to incorporate well irrigation of the Underwood School playground area (technically part of Farlow Park);*

6. *Preliminary estimate of probable cost that includes itemized long-term annual operations and maintenance costs; and*
7. *Development of final design bid documents (plans, specifications and estimate of probable cost) for construction of the pond, complete in-place; written specifications are to follow the City of Newton Purchasing Department's format, using Word template to be provided.*

Weston & Sampson agrees to provide the full scope of work as described above. Based on the stipulated project goals and objectives, it is our suggestion that the City proceed with the first six tasks identified above, in order to determine the final feasibility of restoring the historic pond, to prepare preliminary designs and related cost considerations (construction, operations, and maintenance) and to identify the maintenance logistics associated with operating such an amenity into the future. The information gleaned through the successful completion of the six initial tasks should allow all parties to reach an informed decision related to the basic project premise of restoring and reestablishing the historic pond at Farlow Park. Weston & Sampson will then proceed with the Final Design Bid Documents (Task 7).

To more clearly define our project approach, we have grouped the seven tasks into three basic project phases.

**Phase 1 - Project Kick-off, Field Reconnaissance Work, Survey and Utility Assessments, Existing Basin Assessments, Project Meetings (Tasks 1, 2, 3 + 4)**

Weston & Sampson will review all prior studies and reports, site surveys, utility information and conduct field reconnaissance work and inspections as needed (please note that we have already visited the park sites and have read the Landscape Restoration Report).

We will attend a **Project Kick-off Meeting and attend Other Meetings (Task 4)** with the Parks and Recreation Department, Friends of Farlow Park, representatives of the Community Preservation Committee, Public Works Department, Engineering Department and other designated individuals or entities in order to initially confirm project expectations and ultimately to advance various aspects of the project. Work under this Task will include up to two community meetings:

At the outset of the project, we will complete the desired **Safety Matrix (Task 1)**. The safety matrix will establish all relevant issues of concern related to the restoration and reestablishment of the historic pond (and possibly fountain) amenity. Our work will include a qualitative assessment of 3 or 4 other similar facilities within park settings at other Massachusetts or New England locations. Final recommendations will include up to three design and management options (low, mid and high range) for addressing safety concerns and issues associated with the construction of an ornamental pond within a historic park setting.

Weston & Sampson will review the previously prepared **Site Survey, Utilities Compilation and Platting (Task 2)** in order to determine its completeness and consistency with current site and utility systems. We will meet with the Engineering Department in conjunction with this effort and identify a list of items (as appropriate) that may need to be further surveyed or researched.

During this initial phase, we will also **Assess the Existing Basin Area (Task 3)** including all elements associated with the former pond encompassing two basic lobes and approximately 9,000 square feet of total area. Our investigations will include the pond bottom, pond edging, underlying soils, groundwater issues, inherent terrain/topography and drainage patterns and systems. We will secure the services of a contractor to provide a backhoe and operator for any/all excavation and subsurface explorations required under this phase. Work will include the restoration of disturbed lawn surfaces in cooperation with Parks and Recreation personnel. A certified soils evaluator and other personnel will be provided to observe the excavations and to report all findings. Our full range of professional engineers and landscape architects will be engaged during this and subsequent phases of work.

### **Phase 2 - Preliminary Design + Cost Estimates (Tasks 5 + 6)**

Weston & Sampson will prepare **Preliminary Designs (Task 5)** and **Cost Estimates (Task 6)** for the restoration and reestablishment of the historic pond and all integral features. Please note that this excludes the historic bridge feature. The cost estimates will establish both the construction costs and the costs associated with the operations and maintenance of the facility on an annual basis.

Preliminary design drawings will contain schematic plans and details and cover all anticipated systems including electrical, mechanical, water, storm drainage and all anticipated features including pond edging, pond bottom, waterproofing, and perimeter surface restoration and treatments.

All preliminary design documents will be presented to the various project stakeholders for review and comment. A meeting summary memorandum will be prepared and identify any desired modifications to the preliminary design documents. All modifications will be incorporated into the final designs, should the project move into that phase. Otherwise, the meeting memorandum will serve as a record document detailing all project preferences should the project move forward at some future date.

### **Phase 3 Final Design Bid Documents (Task 7)**

Upon the receipt of preliminary design approvals, contract documents, including plans, details, specifications, and estimates will be prepared. These final documents will be submitted for the review of City representatives and will be revised as necessary prior to bidding. Weston & Sampson will assist in the compilation of the front end or "Boiler Plate" specifications with the Purchasing Agent.

At this time, Weston & Sampson will also be responsible for obtaining all final sign-offs from City DPW and Engineering personnel for water, sewer, and storm drainage improvements and other related utility system upgrades.

Our Fee Schedule for the work described above is as follows:

<b>Design Phase</b>	<b>Descriptions   Tasks</b>	<b>Lump Sum Fee</b>
Phase 1	Project Kick-off, Field Reconnaissance Work, Survey and Utility Assessments, Existing Basin Assessments, Project Meetings (Tasks 1, 2, 3 + 4)	\$14,000
Phase 2	Preliminary Design + Cost Estimates (Tasks 5 + 6)	\$10,000
Phase 3	Final Design Bid Documents (Task 7)	\$10,000
<b>TOTAL FEE</b>		<b>\$34,000</b>

Please contact our office with any questions pertaining to this letter proposal. If you desire, our staff is immediately available to begin work on this project. Thank you for the opportunity to be of service to the Newton Parks and Recreation Department and to the Friends of Farlow Park.

Yours very truly,

WESTON & SAMPSON



Eugene R. Bolinger, RLA  
Vice President

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