


MAR 24 2006

**CITY OF NEWTON
PARKS & RECREATION DEPARTMENT
INTEROFFICE CORRESPONDENCE**

DATE: March 24, 2006
TO: Jennifer Goldson, Planning & Development Department
FOM: Fran Towle, Commissioner 
SUBJECT: Newton Upper Falls Playground & Newton Highlands Playground

Attached are the time lines and revised fee breakdowns for Newton Upper Falls Playground & Newton Highlands Playground.

Attach: NUF Playground
NH Playground

NEWTON UPPER FALLS & NEWTON HIGHLANDS PLAYGROUND TIMELINES (REVISED)

TIMELINE	
	3/24/2006
ACTIVITY/EVENT	WHEN
Submit CPA application (Strategic Designing)	Jan-06
Secure Committee & BOA Approval	Jan 06 - Apr 06
CPA application approved	Apr-06
RFP for Strategic Design	May - Nov 06
Consultant identified	Dec 06 - Jan 07
Consultant begins work	Jan-07
Consultant conducts series of community meetings	Feb - June 07
Strategic Design Finalized and adopted	Aug-07
Submit CPA Application (construction docs. & construction	Oct-07
Secure Committee & BOA Approval	Jan 2007-Apr 2007
RFP for construction documents	May - Aug 2007
Construction documents	Sept 2007 - 2008
Go out to bid for construction	Sep-08
Bid Award	Dec 09
Construction begins	Dec 09

Revised 3/24/06

STRATEGIC DESIGN FOR NEWTON HIGHLANDS PLAYGROUND

FEE BREAKDOWN

TASK FEE

- 1. Project Start up, Site inventory and Assessment \$ 6,600**

Start up meeting, gather existing documentation, prepare base map, conduct site inventory and assessment, prepare existing conditions plan.

- 2. City and Community Participation \$ 9,500**

Develop of neighborhood survey form, review/analyze results of survey, coordinate with City staff/departments (6 meetings), community meetings including preparation (3)

- 3. Strategic Design Alternatives and Final Strategic Design \$15,800**

Prepare 3 alternatives for the park, prepare preliminary and final master plan drawings, revise final strategic design, produce final Strategic Design document

TOTAL FEE ESTIMATE \$31,900

Estimated Reimbursable Expenses \$ 1,925

Photography, printing, reprographics, report production, deliveries/fed ex, telephone/FAX, neighborhood survey (postage \$575)

Estimated Survey Cost \$16,300

TOTAL PROPOSAL \$50,125

REVISED 3/24/06

**APPENDIX B
PRICE PROPOSALS**

STRATEGIC DESIGN FOR UPPER FALLS PLAYGROUND

FEE BREAKDOWN

TASK FEE

1. Project Start up, Site Inventory and Assessment \$ 5,000

Start up meeting, gather existing documentation, prepare base map, conduct site inventory and assessment, prepare existing conditions plan.

2. City and Community Participation \$ 9,500

Development of neighborhood survey form, review/analyze results of survey, coordinate with City staff/departments (6meetings), community meetings including preparation (3)

3. Strategic Design Alternatives and Final Strategic Design \$14,130

Prepare 3 alternatives for the park, prepare preliminary and final master plan drawings, revise final strategic design, produce final Strategic Design document.

TOTAL FEE ESTIMATE \$28,630

Estimated Reimbursable Expenses \$ 1,925

Photography, printing, reprographics, report production, deliveries/fed ex, telephone/FAX; neighborhood survey (postage \$575)

Estimated Survey Cost \$ 10,000

TOTAL PROPOSAL \$ 40,555