

# Riverside Greenway Working Group

91 Cornell St  
Newton, MA 02462-132  
(617) 680-5278

<https://riversidegreenwayma.wildapricot.org/>

To: The Newton Community Preservation Commission

September 8, 2019

## Riverside Greenway, Pigeon Hill Trail Proposal

The Riverside Greenway Working Group is pleased that the CPC after review of our pre-proposal has elected to consider our application for \$50,000 to support moving our vision of the Riverside Greenway from concept to reality. The Pigeon Hill Trail is a critical element connecting the Auburndale street grid to the Recreation Rd Footbridge, which is to be restored in 2022, by converting an historic road from Pigeon Hill, that was covered by the Mass Pike in the 1960s, to create a multiuse, accessible trail.

The Riverside Greenway Working Group is a coalition advocating for a Greenway along the banks of the Charles River - creating connections between Newton's neighborhoods, transportation, & recreational resources; reconnecting to the invaluable resource of the Charles River; and restoring a legacy that stretches back to the mid 1800s, when parks lined the river and its waters were filled with canoes.

We are fortunate to have partnered with

- Massachusetts Department of Recreational and Conservation – Recreational Trails Program and the new Mass Trails Program that have made 3 grants to the RGWG
- The Newton Conservators, for greenspace advocacy and serving as our 501(c)3 fiscal Agent.
- Bike Newton for their wisdom regarding pedestrian and bike advocacy
- Solomon Foundation for their inspiration, technical assistance and funding for this work.
- The City of Newton – Mayor's office, and Departments of Planning, Parks and Recreation, and Public Works.

Our members include:

Larry Smith	Newton Conservators Board and Principal, Charles River Canoe and Kayak
Tod Cochran	Attorney and Auburndale resident
Katherine Howard	Treasurer for the Newton Conservators
Henry Finch	Newton Conservators Board, architect
Alicia Bowman	President of Bike Newton
Herb Nolan	Director of the Solomon Foundation, Wellesley
Nathan Phillips	Vice President, Bike Newton; Professor Boston University Department of Earth and Environment; Acting Director of the Sustainable Neighborhood Lab
Ted Chapman	Physician, Landscape Designer; Treasurer, Lower Falls Improvement Association

We deeply appreciate the support of Alice Ingerson in helping us prepare this application.

Thank you,



Ted Chapman  
RGWG, Project Manager





August 23, 2019

Community Preservation Committee  
Attention: Alice Ingerson  
City of Newton  
1000 Commonwealth Ave.  
Newton MA 02459

**Officers**

Ted Kuklinski, President  
Chris Hepburn, Vice President  
AnnaMaria Abernathy, Secretary  
Katherine Howard, Treasurer  
Beth Wilkinson, Past President

**Board of Directors**

David Backer  
Peter Barrer  
Barbara Bates  
Dan Brody  
Bonnie Carter  
Michael Clarke  
Margaret Doris  
Henry Finch  
Robert Fizek  
Maurice Gilmore  
Daniel Green  
William Hagar  
Ken Mallory  
George Mansfield  
Nyssa Patten  
Larry Smith

**Advisors**

Margaret Albright  
Lisle Baker  
John Bliss  
Lee Breckenridge  
Larry Burdick  
Lucy Caldwell-Stair  
Michael Collora  
Douglas Dickson  
Ann Dorfman  
Bart Hague  
Alison Leary  
William Leitch  
Don Lubin  
Brooks Mathewson  
Eric Olson  
Anne Pearson  
Richard Primack  
Eric Reenstierna  
Jon Regosin  
Patricia Robinson  
Jane Sender  
William Shaevel  
Willis Wang  
Bruce Wenning

Dear Ms. Ingerson:

This is to confirm that Newton Conservators, Inc is serving as the fiscal agent for the Riverside Greenway Working Group in its DCR grant to accomplish the following:

- Renovation of the historic Pony-truss Bridge Trail, which is in danger of falling into the river in its mid-section near the Pony Truss Bridge
- The design of the "Auburndale Links" – the connections from Lyons field, across the Charles River and highways, to communities to the west.

Newton Conservators will accept Solomon Foundation funds, including the \$20,000 it has pledged for this project, CPC funds, and other donations to support the project and meet grant match needs.

Newton Conservators, Inc. is a 501(c)(3) organization that promotes the protection and preservation of natural areas, including parks, park lands, playgrounds, forests and streams, which are open or may be converted to open spaces for the enjoyment and benefit of the people of Newton for scientific study, education, and recreation.

Sincerely,

*Theodore T. Kuklinski*

Ted Kuklinski  
President, Newton Conservators

City of Newton



Ruthanne Fuller  
Mayor

## Newton, Massachusetts Community Preservation Program FUNDING REQUEST

PRE-PROPOSAL

PROPOSAL

Last updated May 2019.

For full instructions, see [www.newtonma.gov/cpa](http://www.newtonma.gov/cpa) or contact us:

Community Preservation Program Manager,

City of Newton Planning & Development Department, 1000 Commonwealth Ave., Newton, MA 02459

[aingerson@newtonma.gov](mailto:aingerson@newtonma.gov) 617.796.1144

(For staff use)

date rec'd:

9-11  
September  
2019

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.

<b>Project TITLE</b>	<b>Riverside Greenway – Pigeon Hill Trail 100% Design</b>			
<b>Project LOCATION</b>	The <i>Pigeon Hill Trail</i> begins in Auburndale on Evergreen Ave., runs under I-90 (Mass Pike) downhill to Riverside Rd. and the Lasell Boathouse Bridge that crosses the Charles River to the DCR trail in the MWRA site in Weston.			
<b>Project CONTACTS</b>	Name & title or organization	Email	Phone	Mailing address
<b>Project Manager</b>	Ted Chapman, Project Manager, Riverside Greenway Working Group	<a href="mailto:ehchapman@verizon.net">ehchapman@verizon.net</a>	617-680-7278	91 Cornell St., Newton Lower Falls, MA 02462-1320
<b>Project Fiscal Agent</b>	Katherine Howard, Treasurer, The Newton Conservators	<a href="mailto:katherineh998@gmail.com">katherineh998@gmail.com</a>	(617) 363-8253	PO Box 590011, Newton, MA 02459
<b>City Contacts</b>	Nicole Freedman Jennifer Steel	<a href="mailto:nfreedman@newtonma.gov">nfreedman@newtonma.gov</a> <a href="mailto:jsteel@newtonma.gov">jsteel@newtonma.gov</a>	(617) 796-1481 (617) 796-1134	Planning Department Newton City Hall
<b>Project FUNDING</b>	<b>A. CPA funds requested:</b> \$50,000	<b>B. Other funds to be used:</b> \$162,000		<b>C. Total project cost (A+B):</b> \$212,000
<b>Project SUMMARY</b>	Explain how the project will use the requested CPA funds. You may provide more detail in attachments, but your PROJECT SUMMARY MUST FIT IN THE SPACE BELOW. Use a cover letter for general information about the sponsoring organization's accomplishments.			
<p>This application by the Riverside Greenway Working Group (RGWG) will help achieve the goal of completing the 100% design of one of three key Riverside Greenway links in Auburndale connecting to the Charles River – the Pigeon Hill Trail. The RGWG is a coalition of the Newton Conservators, Bike Newton, and the Solomon Foundation, with residents of Newton Lower Falls and Auburndale that formed to administer the 2017 Two Bridges Trail grant from the DCR Recreational Trails Program (DCR-RTP). The RGWG's long-term vision is to enhance the regional trail network from Lyons Field along the Charles River in Newton linking to the extensive trail systems in Wellesley and Weston. This vision was the basis for a second 2018 DCR-RTP award to 1) restore the Pony Truss Trail and 2) develop a preliminary design for the three Auburndale links to the Charles River; and 3) a third grant from MassTrails awarded in 2019 to advance the design of the Pigeon Hill Trail to 100% based on stringent MassDOT standards.</p> <p>The budget for advancing the Pigeon Hill Trail to 25% design is \$152,000, and \$60,000 to advance it toward a 'shovel ready' 100% design, including a topographic survey, essential engineering studies, and a Plans, Specs, &amp; Estimate, totaling \$212,000. The combined 2018 DCR-RTP and 2019 MassTrails awards provide \$152,000 with a required 25% (\$38,000) match. A grant of \$50,000 from the CPC is needed to meet the match obligation and provide additional funds for design services. The Solomon Foundation has pledged \$10,000 to complete the funds needed for this phase. The design team, selected through a competitive process, is prepared to start work this fall. Construction funding for the Pigeon Hill Trail and the Charles Street underpass will likely come from MassDOT as part of the Recreation Rd. Bridge replacement project at the Lasell Boathouse scheduled for 2022; or by inclusion in a regional State Transportation Improvement Program (STIP) in association with the Rt. 30 Charles River Bridge reconstruction.</p>				

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.

<b>Project TITLE</b>	<b>Riverside Greenway – Pigeon Hill Trail 100% Design</b>		
<b>CPA-eligible purposes</b>	✓	<b>RECREATION LAND</b>	✓ <b>rehabilitate/ restore</b>
<b>COMMUNITY NEEDS</b>	From each of at least 2 plans linked to the <a href="#">Guidelines &amp; Forms</a> page of <a href="http://www.newtonma.gov/cpa">www.newtonma.gov/cpa</a> , provide a brief quote with plan title, year, and page number, showing how this project meets previously recognized community needs. You may also list other community benefits not mentioned in any plan.		
<p>This project addresses the Newton <i>Comprehensive Plan</i> (2007) Open Space Vision and Goals, section d, bullet 3 (Page 3-13) of “creating Green-space linkages between recreation and conservation areas.” It will provide a conceptual greenway plan linking the Upper Charles River Blue Heron paths at Lyons Field in Auburndale to Newton Lower Falls. This is a key regional link in the upper Charles River Path system along the Charles River, an important a recreation and conservation area.</p> <p>This project also addresses the City of Newton’s <i>Open Space &amp; Recreation Plan</i> (2014-2010), Section 6, “Community Vision” Open Space and Recreation Goals, which encourages appropriate use of each site while seeking to network open space resources (Section 6, Page 2 of 10: B) and to integrate compatible recreation and conservation uses (Section 6, Page 8 of 10). This project will increase accessibility and utility of this open space allowing greater public access and creating more opportunities for bicycling, hiking, jogging, cross-country skiing, and other passive recreational activities while connecting open space resources.</p>			
<b>COMMUNITY CONTACTS</b>	List at least 3 Newton residents or organizations willing and able to comment on the project and its manager’s qualifications. No more than 1 should be a supervisor, employee or current work colleague of the project manager or sponsor. Consult staff on the community contacts required for your specific proposal.		
	<b>Name &amp; title or organization</b>	<b>Email</b>	<b>Phone</b>
	Beth Wilkinson, Past President Newton Conservators	bethwilkinson@mac.com	(617) 966-7491 Newton Conservators PO Box 590011 Newton, MA 02459
	Alicia Bowman, President Bike Newton	alicia@bikenewton.org	(617) 257-8270 19 Chestnut Terrace Newton, MA 02459
	Tod Cochran	tod.cochran@gmail.com	(617) 833-7144 56 Chaske Ave, Auburndale, MA -2466
	Kay Khan, State Rep.	kaykhan@comcast.net	617-527-1451 18 St. Marys St. Newton Lower Falls, MA 02462

Project TITLE		Riverside Greenway – Pigeon Hill Trail 100% Design	
<b>SUMMARY CAPITAL/DEVELOPMENT BUDGET</b>			
<b>Uses of Funds</b>			
Pigeon Hill Trail – Conceptual design			\$40,000
Pigeon Hill Trail – 25% design per Mass DOT standards			\$80,000
Pigeon Hill Trail – 100% design per Mass DOT standards			\$44,000
Pigeon Hill Trail – Plans, Specs, & Estimate submission per Mass DOT standards			\$16,000
Pigeon Hill Trail – Engineering studies survey, expenses			\$32,000
<b>D. TOTAL USES</b> (should equal C. on page 1 and E. below)			<b>\$212,000</b>
<b>Sources of Funds</b>			<b>Status</b>
Newton CPA funding request	Requested		\$50,000
DCR – Recreational Trails Grant	Awarded 2018		\$52,000
Mass Trails Grant	Awarded 2019		\$100,000
Solomon Foundation Grant	Pledged 2019		\$10,000
<b>E. TOTAL SOURCES</b> (should equal C. on page 1 and D. above)			<b>\$212,000</b>
<b>SUMMARY ANNUAL OPERATIONS &amp; MAINTENANCE BUDGET (cannot use CPA funds)</b>			
<b>Uses of Funds</b>			
Post construction routine maintenance per DCR standards			
<i>Note: Pigeon Hill Trail would be conveyed to the DCR by MassDOT for care and control</i>			\$2,500
<b>F. TOTAL ANNUAL COST</b> (should equal G. below)			\$2,500
<b>Sources of Funds</b>			
Mass DCR (see letter of commitment)			\$2,000
Local volunteer hours (RGWG organized)			\$500
<b>G. TOTAL ANNUAL FUNDING</b> (should equal F. above)			<b>\$2,500</b>
Project TIMELINE	Phase or Task		Season & Year
	Harmonizing grant awards with scope of work; finalizing contract with Halvorson Design / Howard, Stein, Hudson/ Gill Engineering design team selected from a field of five respondents through a competitive selection process.		Summer 2019
	Public outreach to begin		Fall 2019
	Design and engineering for 100% Design		Fall 2019 to Spring 2020

Attachments struck out here are posted separately on the Newton CPC website.

Project TITLE		Riverside Greenway – Pigeon Hill Trail 100% Design	
↓ Check off submitted attachments here.			
<b>REQUIRED.</b>	✓	<b>PHOTOS</b>	of existing site or resource conditions (2-3 photos may be enough)
	✓	<b>MAP</b>	of site in relation to nearest major roads (omit if project has no site)
	<b>PROJECT FINANCES</b> printed and as computer spreadsheets, with both uses & sources of funds		
	✓	<b>development pro forma/capital budget:</b> include total cost, hard vs. soft costs and contingencies, and project management – amount and cost of time from contractors or staff (in-kind contributions by existing staff must also be costed)	
	✓	<b>operating/maintenance budget, projected separately for each of the next 10 years</b> (CPA funds may not be used for operations or maintenance)	
	✓	<b>non-CPA funding:</b> commitment letters, letters of inquiry to other funders, fundraising plans, etc., including both cash and est. dollar value of in-kind contributions	
	✓	<b>purchasing of goods &amp; services:</b> written confirmation from City of Newton Purchasing Dept. that past and proposed procedures meet City requirements	
	<b>SPONSOR FINANCES &amp; QUALIFICATIONS, INSTITUTIONAL SUPPORT</b>		
	✓	<b>for sponsoring organization, most recent annual operating budget</b> (revenue & expenses) & <b>financial statement</b> (assets & liabilities)	
	✓	<b>for project manager: relevant training &amp; track record</b> of managing similar projects	
	✓	<b>CITY LETTER(S)</b>	Letters of support from City staff
	<b>SITE CONTROL, VALUE &amp; DEED RESTRICTIONS</b>		
	✓	<del>deed or other legal</del> <b>confirmation of ownership</b> (DOT and/or DCR)	
		<del>owner's agreement to a permanent deed restriction</del> for open space conservation or public recreational use (DOT) – <b>A. Ingerson has requested Law Dept. guidance on alternatives to a deed restriction; no response yet rec'd as of the date of application.</b>	
	<b>ZONING &amp; PERMITTING</b>		
	✓	<del>brief property history:</del> at least the last 30 years of ownership & use	
	NA yet	<b>environmental mitigation plans:</b> incl. lead paint, asbestos, underground tanks	
	NA yet	<b>other approvals required:</b> Newton Conservation Commission, Newton Commission on Disabilities, Massachusetts Architectural Access Board, etc.	
<b>DESIGN &amp; CONSTRUCTION</b>			
✓	<b>professional design &amp; cost estimates:</b> include site plan, floor plans & elevations – See Halvorson proposal for scope of work, schedule and fee.		
NA yet	<b>materials &amp; finishes;</b> highlight “green” or sustainable features & materials		
<b>OP-TIONAL.</b>	✓	<b>LETTERS of SUPPORT</b>	from Newton residents, organizations, or businesses

## Pigeon Hill Trail 100% Design

### Capital Budget

The expenses in this budget are based the proposal (attached) from the design team of Halvorson, Howard Stein Hudson, and Gill Engineering that was hired by the RGWG through a competitive bidding process to complete the 25% Design of the three Auburndale Links of the Riverside Greenway funded by the 2018 DCR-RTP Grant. Our 2019 Application to MassTrails was funded at 50% with the request of the Mass Trails Committee to limit the design scope to only one of the three Auburndale Links in the 2019 application, the Pigeon Hill Trail. The goal is to bring this design to as close to 100% as possible. Having a 'shovel ready' design will make it possible for the Pigeon Hill Trail to be built in association with the construction of the Recreation Road Bridge or Rt. 30 Bridge projects scheduled for 2022-23.

The income in the budget combines the funds from two grants: 1) the DCR-RTP in 2018 and 2) MassTrails in 2019 with an additional \$10,000 from the Solomon Foundation. **CPC funding is needed to move beyond 25% design of the Pigeon Hill Trail toward 100%.**

### 2019-2020

#### Expenses by Phase (all phases per Mass DOT standards)

	<b>Halvorson</b>	<b>HSH</b>
Phase 2: Pigeon Hill Trail – Conceptual design	\$25,000	\$ 15,000
Phase 2: Pigeon Hill Trail – 25% design	\$17,000	\$ 63,000
Phase 3: Pigeon Hill Trail – 100% design	\$12,000	\$ 32,000
Phase 4: Pigeon Hill Trail – PS&E documentation	\$ 6,000	\$ 10,000
Primary Fee Subtotal (Halvorson and HSH combined)		\$180,000

#### Fees per vendor

Electrical Engineer	\$ 10,000
Structural Engineer	\$ 10,000
Survey	\$ 7,500
Soil borings	\$ 2,500
Expenses	\$ 2,000
Total Fees and expenses	\$212,000

#### Income

2018 Mass DCR- Recreational Trails Grant	\$ 52,000
2019 MassTrails Grant	\$100,000
Solomon Foundation	\$ 10,000
<b><u>Newton Community Preservation Program</u></b>	<b>\$ 50,000</b>
Total	\$212,000

**2022-23 Construction Budget**

\$800,000-\$1,000,000, estimated construction costs

MassDOT Project Manager Michael Trepanier has indicated that the Pigeon Hill construction costs will likely be covered as part of MDOT's replacement of the Recreation Road Bridge at the Lasell Boathouse, scheduled for 2022. To meet DOT standards this pedestrian bridge must connect to a accessible multiuse path. The construction of the trail and bridge will occur in close proximity; having a uniform design connecting these elements is an efficient use of funds.

**Maintenance budget**

Paul Jahnige, Director of DCR's Trails and Greenways provided an estimate for the maintenance budget for a project of this type (see attached letter). He shared DCR's general maintenance budget with us. Based on DCR's Typical Tasks, the 10-year Operating Budget for maintenance of the trail post construction is \$2500 per year, which includes \$500 in volunteer labor from local RGWG volunteers. A detailed list of all anticipated maintenance is below:

**Weekly**

- Clean / service bathrooms / porta-potties, if present
- Empty trash receptacles, if present
- Check and restock brochures

**Biweekly or (as needed) During the Season**

- Mow / weedwack 2-feet of shoulders pathways
- Blow debris from paved and stabilizer pathways
- Remove fallen or immediate hazard trees and limbs
- Remove graffiti and dumping when it occurs

**Annually**

- Inspect culverts, swales and other drainage structures clean as needed
- Trim / remove potential hazard trees AND those that appear to be causing root damage
- Inspect for emerging invasive populations and hand pull as possible.
- Inspect trail signs and replace as needed, avoid "sign clutter" and remove excess / old signage
- Inspect and identify beginning root damage to pavement, pick / dig / remove roots, or root cut along shoulders

**Every 10-15 Years**

- Saw-cut, excavate and repave targeted areas of root damage or cracks
- Consider mill and overlay to extend pathway life
- Repair deteriorated decking on any bridges or boardwalks
- Loam and seed shoulders to address edge issues



The anticipated maintenance costs for the first 10 years based on 3% inflation rate are shown:

Auburndale Links – Charles River Trail											
10-year Operating Budget											
Estimated 3 % annual inflation	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	\$2,500	\$2,575	\$2,652	\$2,732	\$2,814	\$2,898	\$2,985	\$3075	\$3167	\$3262	\$3360

Note: The CPC staff requested details about the 15-year budget.

Paul Jahinge responded to our query:

The letter (23 May 2019) already clearly documents a commitment of DCR’s part for long-term maintenance of this portion of the Upper Charles Greenway that come into our “Care and Control” or fee ownership. This level of maintenance will be commensurate with our existing maintenance and as resources allow. I can’t commit to or provide more details because this is based on state staffing and funding but suffice it to say that we to provide maintenance of assets and trails under our jurisdiction.

(Email 8-9-2019)

Budget related attachments:

1. 2019 MassTrails Grant Contract
2. 2018 Mass DCR-RTP Contract
3. Copy of Jahinge email 8-9-29
4. Solomon Foundation Pledge
5. Newton Conservators Sponsorship - Fiscal Agent / Financial Statement



May 23, 2019

Ted Chapman  
Riverside Greenway Working Group  
Newton, MA

Dear Mr. Chapman;

Thank you for your inquiry regarding the Department of Conservation and Recreation's (DCR) commitment to the long term maintenance of the Upper Charles River trail and greenway through the "Riverside" area in Newton and Weston.

As you know, the DCR has been collaborating with the Massachusetts Department of Transportation (MassDOT), the Riverside Greenway Working Group and other stakeholders to realize the vision of accessible, shared use, bicycle and pedestrian connections linking the existing Upper Charles River Greenway paths at Lyons Field near Commonwealth Avenue and Concord Street in Newton Lower Falls surmounting the barriers posed by I-90, the Charles River and I-95/128. This connection may involve local roads, MassDOT property, Massachusetts Bay Transportation Authority (MBTA) property, and DCR parkland.

As the trail is developed and certain rights are transferred to or acquired by the DCR, we are committed to the long term maintenance of this greenway and trail as we are to the entire Upper Charles River Greenway.

We look forward to the opportunity to collaborate in this maintenance with local stakeholder groups and communities through memoranda of understanding, but ultimately, DCR will have the long term maintenance responsibility on properties under our ownership or care and control.

Please let me know if you have any questions or if I can provide any additional information.

Sincerely,

Paul Jahnige, Director  
DCR Trails and Greenways

Cc: Dan Driscoll, Director, DCR Recreational Facilities Planning



**Subject:** RE: Revised Letter to Newton CPC DCR maintenance commitment  
**Date:** Friday, August 9, 2019 at 3:18:49 PM Eastern Daylight Time  
**From:** Jahnige, Paul (DCR)  
**To:** Ted Chapman  
**CC:** Allison Burson, Herbert Nolan, Driscoll, Dan (DCR), Lewis, Amanda (DCR)  
**Category:** Bike Trail  
**Attachments:** image001.png

Dear Ted,

I have finally gotten a chance to review this.

I am not sure that I will be able to assist much beyond the letter that I have already provided.

The letter already clearly documents a commitment of DCR's part for long-term maintenance of the portions of the Upper Charles Greenway that come into our "Care and Control" or fee ownership. This level of maintenance will be commensurate with our existing maintenance and as resources allow.

I can't commit to or provide more details because this is based on state staffing and funding, but suffice it to say that we to provide maintenance of assets and trails under our jurisdiction.

The second question is a question for our land and legal folks, but is pre-mature. We do intend to negotiate and accept "Care and Control" agreements or transfer of interests in land or easements from MassDOT or MBTA, but until those are negotiated and agreed to by the agencies, I can't describe them in further detail.

Sorry not to be more helpful at this stage.

Paul

Paul Jahnige  
Trails Section Head, Project Planning and Design  
Department of Conservation and Recreation  
[paul.jahnige@mass.gov](mailto:paul.jahnige@mass.gov)  
office: 413-387-4332



---

**From:** Ted Chapman [mailto:ehchapman@verizon.net]  
**Sent:** Wednesday, August 07, 2019 3:28 PM  
**To:** Jahnige, Paul (DCR)  
**Cc:** Allison Burson; Herbert Nolan; Driscoll, Dan (DCR); Lewis, Amanda (DCR)  
**Subject:** Revised Letter to Newton CPC

Paul -

As you know we have received two grants for the Pigeon Hill Trail, Charles Street Underpass and Riverside Depot Tunnel Design. The 2019 Mass Trails Grant award was 50% of what we requested. Consequently, we have asked the team we selected (from among 5 proposals) – Halverson, Howard-Stein-Hudson, and Gill Engineering, to combine the scope of the work defined in the grant proposals, in coordination with Michael Trepanier of Mass DOT, to get to a full 25% design of the first two elements per Mass DOT standards, and to 25% design of The Depot Tunnel per DCR standards.

Michael (and we) hope to roll the first two elements into funding of the replacement of the Recreation Road Bridge or the Route 30 - Charles River Bridge using TIP funds. HE clearly stated that Mass DOT cannot justify construction on the Depot Tunnel since it does not connect to an accessible trail, and therefore this piece is in the hands of Mass DCR.

After approving our preproposal, we now have the go-ahead to put in a full proposal the Newton CPA to fund the \$50K we need to fund the match for the 2019 MassTrails grant **Pigeon Hill Trail Riverside Depot Tunnel 100% Design Project.**

You kindly provided us with a letter for the preproposal. We receive the attached feedback for the CPC staff person.

- deed or other legal confirmation of ownership (DOT and/or DCR)( note: all we have is the Mass GIS property records. Any searches we have done have come up empty.)
- please ask DCR to update letter provided with pre-proposal to both
  - (a) estimate/accept responsibility for long-term operating costs and
  - (b) describe the inter-agency “restriction” or “transfer” arrangement, which so far has been mentioned only by RGWG

I hope this is something you can do. The Newton CPC seems quite concerned about documenting every contingency. I believe they were sued for lack of due-diligence.

Thank you for your cooperation on this matter and your ongoing support for our advocacy.

Best,

Ted

---

Ted Chapman  
Project Manager  
Riverside Greenway Working Group  
(617) 680-5278  
[ehchapman@verizon.net](mailto:ehchapman@verizon.net)  
<https://riversidegreenwayma.wildapricot.org/>

cc

We had a good meeting with Erica Aubin regarding moving forward on the Pony Truss Trail restoration. We are hoping that Conservation works will be doing the work.



THE LAWRENCE & LILLIAN  
SOLOMON FOUNDATION

August 8, 2019

Ted Chapman  
Riverside Greenway Working Group  
91 Cornell St.  
Newton Lower Falls, MA 02462

**Riverside Greenway Working Group**

**Re: \$20,000 pledge**

Dear Ted,

We are pleased to pledge \$20,000 to the Newton Conservators as fiscal agent of the Riverside Greenway Working Group to support the ongoing work of the Riverside Greenway Working Group. \$10,000 of this pledge is meant to be used to for the match for the 100% design for the Pigeon Hill Path. The rest of this match may be used for design and/or construction work. We commit to making this match in advance of the first reimbursable payment reimbursable by MassTrails and/or DCR Rec Trails Program to ensure that the Newton Conservators have the cash on hand to pay the consultants.

In addition to this financial contribution, the Solomon Foundation also pledges technical assistance in support of the Riverside Greenway Working Group.

Please let us know how these efforts progress and how we can continue to be of assistance.

All my best,

Herb Nolan



Katherine Howard  
Newton Conservators, Inc.  
P.O. Box 590011  
Newton, MA 02459

RE: Authorization to Proceed with the Pony-truss Trail Restoration, Pigeon Hill Trail and Riverside Depot Tunnel Access, and 25% Design Project

Dear Ms. Howard:

The following is provided as formal authorization to proceed with your Recreational Trails Grant project as described in your proposal for the Pony-truss Trail Restoration, Pigeon Hill Trail and Riverside Depot Tunnel Access, and 25% Design Project. The authorization is effective as of the date signed below and the reimbursable portion of the project is not-to-exceed the grant amount of \$91,419. All work is expected to be completed by December 31, 2020.

Please review the RTP Grant Agreement before beginning any phase of your RTP project and review the document periodically to ensure compliance with the program. Any changes to the scope or budget of this project must be reported and approved by DCR before proceeding. All requirements and conditions specified for your project must be met before work can proceed.

Department oversight will be provided by Amanda Lewis, DCR Recreational Trails Program Coordinator, and any questions concerning the above can be directed to her attention at 413-387-4333 or [amanda.lewis@mass.gov](mailto:amanda.lewis@mass.gov).

Sincerely,

Patrice Kish  
Acting Chief, Division of Planning & Engineering

10/31/18  
Authorization Date





This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at [www.mass.gov/osc](http://www.mass.gov/osc) under [Guidance For Vendors - Forms](#) or [www.mass.gov/osc](http://www.mass.gov/osc) under [OSD Forms](#).

<b>CONTRACTOR LEGAL NAME:</b> (and d/b/a): <u>Newton Conservators, Inc.</u>	<b>COMMONWEALTH DEPARTMENT NAME:</b> Department of Conservation & Recreation <b>MMARS Department Code:</b> <u>DCR</u>
<b>Legal Address: (W-9, W-4, T&amp;C):</b> <u>84 Fenwick Newton MA 02468</u>	<b>Business Mailing Address:</b> 136 Damon Road, Northampton, MA 01060
<b>Contract Manager:</b> <u>Katherine Howard</u>	<b>Billing Address (if different):</b>
<b>E-Mail:</b> <u>howard_katherine@hotmail.com</u>	<b>Contract Manager:</b> Amanda Lewis
<b>Phone:</b> <u>617-527-1796</u> <b>Fax:</b>	<b>E-Mail:</b> <u>Amanda.lewis@state.ma.us</u>
<b>Contractor Vendor Code:</b>	<b>Phone:</b> <u>413-387-4333</u>
<b>Vendor Code Address ID (e.g. "AD001"):</b> <u>AD</u> (Note: The Address ID must be set up for <a href="#">EFT</a> payments.)	<b>MMARS Doc ID(s):</b> <u>9CTDCR8400P193294637</u>
<b>NEW CONTRACT</b> <b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b> <input type="checkbox"/> <b>Statewide Contract</b> (OSD or an OSD-designated Department) <input type="checkbox"/> <b>Collective Purchase</b> (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> <b>Department Procurement</b> (includes State or Federal grants <a href="#">815 CMR 2.00</a> ) (Federal Grant) <input type="checkbox"/> <b>Emergency Contract</b> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach <a href="#">Employment Status Form</a> , scope, budget) <input type="checkbox"/> <b>Legislative/Legal or Other:</b> (Attach authorizing language/justification, scope and budget)	<b>CONTRACT AMENDMENT</b> Enter Current Contract End Date <b>Prior</b> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____ (or "no change") <b>AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.)</b> <input type="checkbox"/> <b>Amendment to Scope or Budget</b> (Attach updated scope and budget) <input type="checkbox"/> <b>Interim Contract</b> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach any updates to scope or budget) <input type="checkbox"/> <b>Legislative/Legal or Other:</b> (Attach authorizing language/justification and updated scope and budget)
The following <b>COMMONWEALTH TERMS AND CONDITIONS (T&amp;C)</b> has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services	
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> <b>Rate Contract</b> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <b>Maximum Obligation Contract</b> Enter Total Maximum Obligation for total duration of this Contract (or <b>new</b> Total if Contract is being amended). \$ <u>91,419.00</u>	
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through <a href="#">EFT</a> 45 days from invoice receipt. Contractors requesting <b>accelerated</b> payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: ___agree to standard 45 day cycle ___ statutory/legal or Ready Payments ( <a href="#">G.L.c. 29, § 23A</a> ); ___ only initial payment (subsequent payments scheduled to support standard <a href="#">EFT</a> 45 day payment cycle. See <a href="#">Prompt Pay Discounts Policy</a> .)	
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE OR REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) <u>P19-3294-637: Pony Truss Trail Restoration, Pigeon Hill Trail &amp; Riverside Depot Tunnel Access, 25% Design</u>	
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the <b>Effective Date</b> (latest signature date below) and <b>no</b> obligations have been incurred <b>prior</b> to the <b>Effective Date</b> . <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date <b>LATER</b> than the <b>Effective Date</b> below and <b>no</b> obligations have been incurred <b>prior</b> to the <b>Effective Date</b> . <input type="checkbox"/> 3. were incurred as of _____, 20____, a date <b>PRIOR</b> to the <b>Effective Date</b> below, and the parties agree that payments for any obligations incurred prior to the <b>Effective Date</b> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.	
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>Dec 31, 2020</u> with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.	
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <a href="#">Contractor Certifications</a> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable <a href="#">Commonwealth Terms and Conditions</a> , this Standard Contract Form including the <a href="#">Instructions and Contractor Certifications</a> , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <a href="#">801 CMR 21.07</a> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.	
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b> X: <u>Katherine Howard</u> Date: <u>9-20-2018</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Katherine A. Howard</u> Print Title: <u>Treasurer</u>	<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b> X: <u>Leo P. Roy</u> Date: <u>10/31/18</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Leo P. Roy</u> Print Title: <u>Commissioner</u>





Riverside Greenway Group  
c/o Katherine Howard  
Newton Conservators  
84 Fenwick Road  
Newton, MA 02468

RE: Authorization to Proceed with the Pigeon Hill Trail Project

Dear Ms. Howard:

The following is provided as formal authorization to proceed with your MassTrails Grant project as described in your proposal for the Pigeon Hill Trail Project. The authorization is effective as of the date signed below and the reimbursable portion of the project is not-to-exceed the grant amount of \$100,000.00. All work is expected to be completed by June 30, 2020.

Please review the MassTrails Grant Agreement before beginning any phase of your project and review the document periodically to ensure compliance with the program. Any changes to the scope or budget of this project must be reported and approved by DCR before proceeding. All requirements and conditions specified for your project must be met before work can proceed. Any spending outside of the contract period will not be eligible for reimbursement.

Department oversight will be provided by Amanda Lewis, MassTrails Program Manager, and any questions concerning the above can be directed to her attention at 413-387-4333 or [amanda.lewis@mass.gov](mailto:amanda.lewis@mass.gov).

Sincerely,

Patrice Kish  
Acting Chief, Division of Planning & Engineering

9-10-19

Authorization Date





COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the [Executive Office for Administration and Finance \(ANF\)](#), the [Office of the Comptroller \(CTR\)](#) and the [Operational Services Division \(OSD\)](#) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at [www.mass.gov/osc](http://www.mass.gov/osc) under [Guidance For Vendors - Forms](#) or [www.mass.gov/osc](http://www.mass.gov/osc) under [OSD Forms](#).

<b>CONTRACTOR LEGAL NAME:</b> (and d/b/a): <u>Newton Conservators, Inc.</u>	<b>COMMONWEALTH DEPARTMENT NAME:</b> Department of Conservation & Recreation
<b>Legal Address:</b> (W-9, W-4, T&C): <u>84 Fenwick Newton MA 02458</u>	<b>MMARS Department Code:</b>
<b>Contract Manager:</b> <u>Katherine Howard</u>	<b>Business Mailing Address:</b> 136 Damon Road, Northampton, MA 01060
<b>E-Mail:</b> <u>katherineh998@gmail.com</u>	<b>Billing Address (if different):</b>
<b>Phone:</b> <u>617 721 2571</u> cell   <b>Fax:</b>	<b>Contract Manager:</b> Amanda Lewis
<b>Contractor Vendor Code:</b>	<b>E-Mail:</b> <u>Amanda.lewis@state.ma.us</u>
<b>Vendor Code Address ID</b> (e.g. "AD001"): AD__	<b>Phone:</b> 413-387-4333
(Note: The Address ID must be set up for <a href="#">EFT</a> payments.)	<b>MMARS Doc ID(s):</b>
	<b>RFR/Procurement or Other ID Number:</b>

<b>NEW CONTRACT</b>	<b>CONTRACT AMENDMENT</b>
<b>PROCUREMENT OR EXCEPTION TYPE:</b> (Check one option only) <input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department) <input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> <u>Department Procurement</u> (includes State or Federal grants <a href="#">815 CMR 2.00</a> ) (Federal Grant) <input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach <a href="#">Employment Status Form</a> , scope, budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)	Enter Current Contract End Date <u>Prior</u> to Amendment: ____, 20__. Enter Amendment Amount: \$ _____. (or "no change") <b>AMENDMENT TYPE:</b> (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)

The following **COMMONWEALTH TERMS AND CONDITIONS** (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract.  
 Commonwealth Terms and Conditions  Commonwealth Terms and Conditions For Human and Social Services

**COMPENSATION:** (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.  
 Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)  
 Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended). \$100,000.00

**PROMPT PAYMENT DISCOUNTS (PPD):** Commonwealth payments are issued through [EFT](#) 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days \_\_% PPD; Payment issued within 15 days \_\_% PPD; Payment issued within 20 days \_\_% PPD; Payment issued within 30 days \_\_% PPD. If PPD percentages are left blank, identify reason: \_\_agree to standard 45 day cycle \_\_ statutory/legal or Ready Payments ([G.L.c. 29, § 23A](#)); \_\_ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See [Prompt Pay Discounts Policy](#).)

**BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:** (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.)  
P20-3337-G13: Pigeon Hill Trail

**ANTICIPATED START DATE:** (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:  
 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.  
 2. may be incurred as of \_\_\_\_, 20\_\_, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.  
 3. were incurred as of \_\_\_\_, 20\_\_, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

**CONTRACT END DATE:** Contract performance shall terminate as of June 30, 2020 with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

**CERTIFICATIONS:** Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached [Contractor Certifications](#) (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable [Commonwealth Terms and Conditions](#), this Standard Contract Form including the [Instructions and Contractor Certifications](#), the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in [801 CMR 21.07](#), incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

**AUTHORIZING SIGNATURE FOR THE CONTRACTOR:**  
 X: Katherine Howard Date: 8-21-2019  
 (Signature and Date Must Be Handwritten At Time of Signature)  
 Print Name: Katherine A Howard  
 Print Title: Treasurer

**AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:**  
 X: Leo P. Roy Date: 9/10/19  
 (Signature and Date Must Be Handwritten At Time of Signature)  
 Print Name: Leo P. Roy  
 Print Title: Commissioner



**From:** Alice Ingerson <aingerson@newtonma.gov>  
**Sent:** Monday, September 09, 2019 7:32 AM  
**To:** Maureen Lemieux <mlemieux@newtonma.gov>; Nick Read <nread@newtonma.gov>  
**Subject:** Thank you

Thank you, both.

**From:** Maureen Lemieux <mlemieux@newtonma.gov>  
**Sent:** Sunday, September 08, 2019 9:18 PM  
**To:** Nick Read <nread@newtonma.gov>  
**Cc:** Alice Ingerson <aingerson@newtonma.gov>  
**Subject:** RE: RGWG CPC application - confirming procurement policy waiver

Nick,

By way of this email, I approve the procurement of the CPA-funded portion of the Riverside Greenway design (\$50,000) using quotes.

Thanks,  
Maureen

**From:** Nick Read <[nread@newtonma.gov](mailto:nread@newtonma.gov)>  
**Sent:** Sunday, September 8, 2019 8:17 PM  
**To:** Maureen Lemieux <[mlemieux@newtonma.gov](mailto:mlemieux@newtonma.gov)>  
**Cc:** Alice Ingerson <[aingerson@newtonma.gov](mailto:aingerson@newtonma.gov)>  
**Subject:** Fw: RGWG CPC application - confirming procurement policy waiver

September 8, 2019

Hi Maureen--A couple of weeks ago you gave me a verbal OK to allow the procurement of the CPA-funded portion of the Riverside Greenway design (\$50,000) using quotes. See below for background. Can you also give a written approval for the file?

Thanks.  
NICK

**From:** Alice Ingerson <[aingerson@newtonma.gov](mailto:aingerson@newtonma.gov)>  
**Sent:** Sunday, September 8, 2019 3:00 PM  
**To:** Nick Read <[nread@newtonma.gov](mailto:nread@newtonma.gov)>  
**Subject:** Re: RGWG CPC application - confirming procurement policy waiver

Hi Nick,

Soon after you sent the email below, you left me a voice message saying Maureen Lemieux had agreed to waive the City's CPA grant procurement requirements for this Riverside Working Group (RGWG) design proposal.

Can you send me back a short email confirming that the waiver was granted?

... on closer reading, I see that [your email below] recommends the waiver but does not actually grant it.

Thanks,  
Alice

Alice E. Ingerson, Ph.D.  
Community Preservation Program Manager  
City of Newton, Massachusetts  
[www.newtonma.gov/cpa](http://www.newtonma.gov/cpa)  
[aingerson@newtonma.gov](mailto:aingerson@newtonma.gov), 617.796.1144

**From:** Nick Read <[nread@newtonma.gov](mailto:nread@newtonma.gov)>

**Sent:** Friday, August 23, 2019 1:16 PM

**To:** Maureen Lemieux <[mlemieux@newtonma.gov](mailto:mlemieux@newtonma.gov)>

**Cc:** Jonathan Yeo <[jyeo@newtonma.gov](mailto:jyeo@newtonma.gov)>; Allison Burson <[allisonburson@solomonfoundation.org](mailto:allisonburson@solomonfoundation.org)>; Herbert Nolan <[herbnolan@solomonfoundation.org](mailto:herbnolan@solomonfoundation.org)>; Ted Chapman <[ehchapman@verizon.net](mailto:ehchapman@verizon.net)>; Alice Ingerson <[aingerson@newtonma.gov](mailto:aingerson@newtonma.gov)>

**Subject:** RGWG CPC application - clarification

August 23, 2019

Hi Maureen--Riverside Greenway is an unincorporated interest group promoting the development of trails in the Riverside area of Newton. Its agent is Newton Conservators, a non-profit corporation.

The project first requires a design, and Riverside Greenway has solicited prices from multiple firms and received 5 bids. It accepted the lowest responsive and responsible bidders. (The lowest bidder was not responsible.)

The total proposed design fee is \$212,000, which is being provided as follows:

Funding Source	Amount
DCR Recreational Trails Grant	\$52,000
Mass (State) Trails Grant	\$100,000
Solomon Foundation Grant	\$10,000
Newton CPA Grant (Proposed)	\$50,000

The state grants are conditional on the grantee awarding a contract based on a competitive bid. Riverside Greenway's solicitation of quotes meets the state requirements.

Riverside Greenway has applied to the City of Newton for a \$50,000 CPA grant. The Riverside Greenway request is subject to the City's Procurement Policy for Procurement Policy for City of Newton Community Preservation Program Grants to Private Organizations, attached ("CPA Policy").

Under the CPA Policy quotes for less than \$25K; bids are required for grants of \$25K or more.

The basis for the CPA Policy is the adherence to "sound management practices." In this case, Riverside Greenway used a quote process that met the applicable state standard. The City's requested contribution is only 23.5% of the proposed total designer fee. Finally, inasmuch as a designer has been selected, it would, in my opinion, be an unnecessary hardship to require Riverside Greenway, to start the procurement process anew. A waiver to Policy is requested to allow the \$50,000 grant on the basis of the solicitation of quotes.

I should add that, if this were a City procurement, no waiver would be required. Design services are exempt from c. 30B. Under Policy they can be procured using quotes up to \$50,000.

Thanks.  
NICK

Newton Conservators as fiscal agent

Newton Conservators Inc.  
Unrestricted Income Statement  
Calendar Year 2019 YTD through June 30, 2019

	2019	2019	2019		2019 Budget	Prior Year Actuals			
	YTD Jun Actual	YTD Jun Budget	YTD Jun Variance			CY 2018 Actual	2017 Actual	2016 Actual	2015 Actual
<b>REVENUES</b>									
Dues - Members	4,325	5,250	(925)		21,000	19,444	20,644	17,899	16,305
Gifts - Members	1,000	1,250	(250)	5/8Q4	5,000	5,911	3,175	3,818	3,470
Credit card fees	(118)	(75)	(43)	5/8Q4	(300)	(322)	(263)	(292)	(151)
Misc. (escrow interest, Amazonsmile)	167	200	(33)		400	362	303	191	274
Almanac sales	70	200	(130)		400	520	183	85	120
Trail Guide Sales	293	525	(232)		1,050	947	806	833	1,594
<b>Total revenues</b>	<b>5,738</b>	<b>7,350</b>	<b>(1,612)</b>		<b>27,550</b>	<b>26,861</b>	<b>24,847</b>	<b>22,534</b>	<b>21,611</b>
<b>EXPENSES</b>									
Annual Meeting - net cost	(785)	-	785	Q2	-	(94)	(289)	(136)	(574)
Board Administrative Expenses	576	450	(126)		900	887	838	802	576
Board Development	314	100	(214)		200	194	265	-	-
Dues	75	450	375		900	745	745	450	400
Fees	35	27	(8)		54	54	54	79	50
Grants	2,650	1,500	(1,150)		3,000	3,750	3,000	2,750	4,800
Insurance	3,784	3,784	-	Q1	3,784	3,685	3,785	3,575	3,517
Almanac, Guide, Brochures	-	-	-		-	-	-	3,608	-
Membership Development	302	1,650	1,348		3,300	2,625	1,770	2,008	2,402
Newsletter	1,985	2,422	437		4,844	7,993	10,810	9,852	8,337
Ordway Maintenance	740	900	160		1,800	1,980	1,795	1,575	1,030
Programs - General	134	100	(34)		200	805	3,093	661	737
Programs - Invasives, natives	-	375	375		750	105	182	953	-
Website	1,914	1,868	(46)	Q1	1,868	849	321	298	298
<b>Total expenses</b>	<b>11,723</b>	<b>13,626</b>	<b>1,903</b>		<b>21,600</b>	<b>23,578</b>	<b>26,370</b>	<b>26,475</b>	<b>21,574</b>
<b>Net income from operations before special projects</b>	<b>(5,986)</b>	<b>(6,276)</b>	<b>290</b>		<b>5,950</b>	<b>3,284</b>	<b>(1,522)</b>	<b>(3,941)</b>	<b>37</b>
<b>SPECIAL PROJECTS</b>									
Inc. from Board-Design. Endowment	3,215	2,965	(250)		5,929	6,160	5,965	5,839	5,929
Exp - General	-	250	250		500	-	1,000	-	-
Exp - CR Monitoring	-	-	-		-	-	57	2,743	-
Exp - Bracebridge CR Work	2,019	2,019	-	Q1	2,019	250	4,475	2,103	-
Exp - Land Acq. Program (research)	-	250	250		500	-	-	-	-
Exp-Property Maint. beyond donor funds	-	-	-	Q3-Q4	20,000	7,030	1,506	-	-
<b>Net Income from Board-Designated funded special projects</b>	<b>1,196</b>	<b>446</b>	<b>250</b>		<b>(15,071)</b>	<b>(1,120)</b>	<b>(1,073)</b>	<b>993</b>	<b>5,929</b>
<b>Net income from operations</b>	<b>(4,790)</b>	<b>(5,831)</b>	<b>540</b>		<b>(9,121)</b>	<b>2,164</b>	<b>(2,596)</b>	<b>(2,948)</b>	<b>5,966</b>
<b>INVESTMENT INCOME AND GAINS</b>									
Interest - Money Market/Checking	502	25	477		50	419	122	32	8
Investment Income - 4-in 1 Fund	1,249	2,100	(851)		4,200	11,615	5,419	4,557	4,257
Interest - Treasury Bills	180	50	130		100	177	157	98	77
Unrealized Gain (Loss) - 4-in-1 Fund	29,031	1,300	27,731		2,600	(25,158)	30,415	9,710	(4,219)
<b>Sub-total investment income before transfers</b>	<b>30,963</b>	<b>3,475</b>	<b>27,488</b>		<b>6,950</b>	<b>(12,947)</b>	<b>36,112</b>	<b>14,396</b>	<b>123</b>
Interest - Transfer to Ordway Endow.	(2,262)	(500)	(1,762)		(1,000)	984	(2,840)	(1,162)	17
Less: board designated endowment spending policy transfer to operations	(3,215)	(2,965)	(250)		(5,929)	(6,160)	(5,965)	(5,839)	(5,929)
<b>Total investment income after transfers</b>	<b>25,487</b>	<b>11</b>	<b>25,476</b>		<b>21</b>	<b>(18,123)</b>	<b>27,307</b>	<b>7,395</b>	<b>(5,789)</b>
<b>Total changes in unrestricted net assets</b>	<b>20,697</b>	<b>(5,820)</b>	<b>26,017</b>		<b>(9,100)</b>	<b>(15,960)</b>	<b>24,712</b>	<b>4,447</b>	<b>177</b>
<b>Beginning Unrestricted Net Assets</b>	<b>206,688</b>	<b>206,688</b>	<b>-</b>		<b>206,688</b>	<b>222,647</b>	<b>197,935</b>	<b>193,488</b>	<b>193,311</b>
<b>Plus: change in unrestricted net assets</b>	<b>20,697</b>	<b>(5,820)</b>	<b>26,017</b>		<b>(9,100)</b>	<b>(15,960)</b>	<b>24,712</b>	<b>4,447</b>	<b>177</b>
<b>Ending Unrestricted &amp; BD Net Assets</b>	<b>227,384</b>	<b>200,868</b>	<b>26,017</b>		<b>197,588</b>	<b>206,688</b>	<b>222,647</b>	<b>197,935</b>	<b>193,488</b>

Balance Sheet - Newton Conservators - As of 6/30/19

ASSETS	Temporarily		Permanently	6/30/2019	12/31/2018
	Unrestricted	Restricted	Restricted	Balance	Balance
Citizens/Village Bank Checking	1,145	4,608		5,753	26,799
Accounts Receivable at 123Signup	-			-	5,468
Post Office; Golf/Reservoir Escrows	331	52,775		53,106	52,912
<b>TOTAL Cash and AR Assets</b>	<b>1,476</b>	<b>57,383</b>	<b>-</b>	<b>58,859</b>	<b>85,179</b>
Fidelity 4 in 1 Index Fund (Mkt Val)	201,935		21,560	223,495	193,214
Fidelity Money Market	10,137	40,789		50,927	28,425
Treasury Notes	2,936	11,813		14,749	14,749
<b>TOTAL Investments</b>	<b>215,008</b>	<b>52,602</b>	<b>21,560</b>	<b>289,170</b>	<b>236,388</b>
60 Prospect Park Lot B; Awtrey Lot A			2	2	2
Ordway Park	10,900			10,900	10,900
<b>TOTAL Property</b>	<b>10,900</b>	<b>-</b>	<b>2</b>	<b>10,902</b>	<b>10,902</b>
<b>TOTAL ASSETS</b>	<b>227,384</b>	<b>109,985</b>	<b>21,562</b>	<b>358,932</b>	<b>332,468</b>
<b>LIABILITIES &amp; NET ASSETS</b>					
A/P, Golf/Reservoir Escrow	-	52,775		52,775	55,130
Board Designated Endowment	148,221			148,221	148,221
Spending Policy BD Endow.	5,217			5,217	4,022
<b>TOTAL LIABILITIES &amp; BRD DES.</b>	<b>153,438</b>	<b>52,775</b>	<b>-</b>	<b>206,213</b>	<b>207,373</b>
<b>NET ASSETS</b>					
<b>Unrestricted Net Assets</b>	<b>73,946</b>			<b>73,946</b>	<b>54,445</b>
Weeks Field		4,750		4,750	4,750
60 Prospect Park Maint. Fund; Land		5,000	1	5,001	5,001
Awtrey Lot A Maint. Fund; Land		9,744	1	9,745	9,745
Land Stewardship		1,100		1,100	350
Friends of Cold Spring Park		9,863		9,863	4,853
Friends of Houghton Gardens		5,540		5,540	5,540
Friends of Webster Woods		4,488		4,488	4,488
Nahanton Woodcock Meadow		1,097		1,097	1,097
Ordway Park Endow/UF Greenway		1,146	21,560	22,706	22,706
Ordway Park Improvement Fund		2,170		2,170	2,170
Ordway Endow. Interest		10,463		10,463	8,201
Riverside Trails Fund		100		100	-
Save the Cove(formerly Regan Fund)		1,750		1,750	1,750
<b>TOTAL NET ASSETS</b>	<b>73,946</b>	<b>57,210</b>	<b>21,562</b>	<b>152,719</b>	<b>125,096</b>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>227,384</b>	<b>109,985</b>	<b>21,562</b>	<b>358,932</b>	<b>332,468</b>

Changes in Restricted Net Assets

	6/30/2019			2018
	Temporary	Permanent	Total	Total
<b>Balance at beginning of year</b>				
Weeks Field	4,750		4,750	4,750
60 Prospect Park Maint. Fund; Land	5,000	1	5,001	1
Land Stewardship	350		350	-
Friends of Cold Spring Park	4,853		4,853	-
Awtrey Lot A Maint. Fund; Land	9,744	1	9,745	9,745
Friends of Houghton Gardens	5,540		5,540	5,540
Friends of Webster Woods	4,488		4,488	4,488
Nahanton Woodcock Meadow	1,097		1,097	1,097
Ordway Park Endow/UF Greenway/Kennard	1,146	21,560	22,706	22,706
Ordway Park Improvement Fund	2,170		2,170	2,170
Ordway Park Endow. Interest	8,201		8,201	9,185
Save the Cove (formerly Regan)	1,750		1,750	2,730
<b>Total</b>	<b>49,089</b>	<b>21,562</b>	<b>70,651</b>	<b>62,412</b>
<b>Changes during Q1 &amp; Q2 2019</b>				
Land Stewardship donations	750		750	350
Friends of Cold Spring Park donations (net of \$80 Zervas exp)	5,010		5,010	4,853
Riverside Trails donation (PY- Dexter Woods grant)	100		100	5,000
Save The Cove (PY tr to DCR 2730 offset by new gifts 1750)	-		-	(980)
Ordway Endow. Interest earned	2,262		2,262	(984)
<b>Total</b>	<b>8,122</b>	<b>-</b>	<b>8,122</b>	<b>8,239</b>
<b>Balance as of 6/30/19</b>				
Weeks Field	4,750		4,750	4,750
60 Prospect Park Maint. Fund; Land	5,000	1	5,001	5,001
Awtrey Lot A Maint. Fund; Land	9,744	1	9,745	9,745
Land Stewardship	1,100		1,100	350
Friends of Cold Spring Park	9,863		9,863	4,853
Friends of Houghton Garden	5,540		5,540	5,540
Friends of Webster Woods	4,488		4,488	4,488
Nahanton Woodcock Meadow	1,097		1,097	1,097
Ordway Park Endowment Fund/UF Greenway	1,146	21,560	22,706	22,706
Ordway Park Improvement Fund	2,170		2,170	2,170
Ordway Park Endow. Interest	10,463		10,463	8,201
Riverside Trails Fund	100		100	
Save the Cove (formerly Regan Fund)	1,750		1,750	1,750
<b>Total</b>	<b>57,210</b>	<b>21,562</b>	<b>78,772</b>	<b>70,651</b>

***Documentation of Relevant Experience for  
Ted Chapman, Project Manager***

1983 - current	Principal, operating a private medical office, 3 employees, and 8,000 patients.
2003 - current	Principal, operating Ted Chapman Landscape Design with multiple projects for clients, including coordination with subcontractors.
1978 - current	Managing Partner for 660-acre property in the White Mountains of NH, including management of forestry contracts, USDA Natural Resources Conservation Service grants totaling \$95,000, as well as negotiating <b>Conservation Easements</b> with The Nature Conservancy
1999 - 2003	Primary Investigator and Manager for a National Institutes of Health \$40,000 grant for the <b>Study of the Homeopathic Treatment of Mild Traumatic Brain Injury</b> conducted at Spaulding Rehabilitation Hospital, Boston.
2017 - 2019	Project manager for the 2017 - DCR - Recreational Trails Program \$47,260 grant for the <b>Newton Lower Falls to Riverside Trail 25% Design</b> (Two Bridges Trail).
2018 - current	Project manager for the 2018 - DCR - Recreational Trails Program \$114,294 grant for the <b>Pony Truss Trail Restoration, Pigeon Hill Trail / Riverside Depot Tunnel 25% Design Project</b>
2019 - current	Project manager for the 2019 MassTrails \$100,000 grant <b>Pigeon Hill Trail 100% Design Project</b>



9 September 2019

Mr Ted Chapman  
Project Manager  
Riverside Greenway Working Group  
91 Cornell St.  
Newton Lower Falls, MA 02462-1320

Re: **Auburndale River Link: Pigeon Hill Trail Conceptual Design through PS&**  
Newton, Massachusetts  
**Proposal for Landscape Architectural Services**

Dear Ted:

Halvorson Design Partnership, Inc. ("HDP") is pleased to provide this proposal for landscape architectural design services for the Auburndale River Link project in Newton, Massachusetts. The proposal is based on our current understanding of the design services required by the Riverside Greenway Working Group ("Client").

### **Scope of Improvements**

---

In preparing this proposed scope of services and fees, we have made the following assumptions based on the current information and our understanding of the projects' requirements. They include:

- > The Site Area is defined as a single trail linkage: Pigeon Hill path connecting Oakland/Evergreen St to Riverside Road near the Lasall Boathouse.
  - a. The projects requires working collaboratively with the Client, City of Newton, MassDOT, MBTA, and DCR to understand the site opportunities and constraints for the proposed improvements.
  - b. The Halvorson team shall create a single design option conceptual design illustrative plan, sketch, and section which creates an implementable vision, builds community/stakeholder support, and provides direction for subsequent MassDOT standard documentation.



## **Scope of Services**

---

Halvorson Design Partnership and team proposes the following services:

### Phase 1: Conceptual Design

#### **Task 1A and 1B: Kick Off, Site Visit and Analysis**

1. Review and summarize the work done to date by Jacobs and other initiatives, including work being conducted by Halvorson and HSH at Riverside and Commonwealth Greenway.
2. Review proposed scope and schedule to confirm the Client Team and consultant team are aligned in strategy and breadth of documentation, public outreach, and project goals.
3. Conduct site walk with Client team to determine scope, project objectives, and detailed design initiatives.
  - a. Includes visual assessment by Structural Engineer of retaining walls along Pigeon Hill
4. Provide a 'Resource Brief' which:
  - a. Highlights key information gathered from researched reports and site walk.
  - b. Creates a refined project schedule, which identifies meeting dates, outreach groups, and roles and responsibilities for Project Team.
5. Initiate and execute a topographic survey (per MassDOT standards) for Pigeon Hill linkage. Survey shall rely on GIS information for property boundaries. Utilities will be limited to documentation research and limited field verification. Survey work does not include the layout and instrument in order to record any easement.

#### **Task 1C: Conceptual Design**

1. Synthesize discussions during walk through into a distinct design directions by creating visuals and participating in a review meeting with Client team.
2. Refine design visuals for client to use in public outreach meeting managed by Client Team.

### **Task 1D: Pre-Permitting Review**

1. Review existing conditions and regulatory requirements to frame the discussion of feasible design options for Agency meeting.
2. Prepare for and attend a joint agency review meeting with DCR, MassDOT, MBTA, City of Newton Planning and Public Works, and Newton Conservation Commission. (total of 1 meetings)
3. Prepare meeting summary and compliance analysis of concept designs based on current regulatory requirements and meeting feedback to identify and evaluate any permitting challenges or fatal flaws for the developed conceptual design ideas.

### **Task 1E: Design Development**

1. Based upon community outreach, permitting meetings, and Client team feedback, the initial graphics shall be revised/edited to create a singular refined design.
2. In addition, our team will develop a draft MassDOT Highway Division Project Need Form (PNF) and Project Initiative Form (PIF) for the project. Our team will work with the City of Newton and MassDOT staff in using the Massachusetts Project Intake Tool (MaPIT) to map out the project's extents and enter the necessary information to initiate the project with the MassDOT Highway Division. Once the conceptual design documents and detailed project information are inputted into MaPIT, MassDOT's Project Review Committee (PRC) will score the project for worthiness of state construction funding. Pending a favorable score, the project will receive a MassDOT project information number and become eligible for state construction funding.

### Phase 2: 25% Design/Documentation

#### **Task 2A: Kick Off/Scope Confirmation**

1. Review and summarize the work done to date in previous phase, including work being conducted by Halvorson and HSH at Riverside and Commonwealth Greenway.
2. Review proposed scope and schedule to confirm the Client Team and consultant team are aligned in strategy and breadth of documentation, public outreach, and project goals.
3. Confirm preferred design direction from previous.
4. Conduct soil borings along Pigeon Hill linkage for structural bearing capacity of existing soil.

### **Task 2B: 25% Design Documentation**

1. Provide all design and documentation services required to advance Pigeon Hill to a MassDOT standard 25% documentation set.
2. 25% set shall include site improvements, material, planting, grading, stormwater infiltration, electrical/lighting for under bridge, and structural drawings.
3. 25% Design process will include QC review and preliminary construction estimate.
4. 25% Design process shall include Public hearing per MassDOT standards.
5. Structural work shall be limited to retaining walls required along Pigeon Hill linkage. Retaining walls are assumed to be Mechanically Stabilized Earth (MSE). Detailed design shall be provided by MSE supplier as part of construction contract. Structural design as part of this scope will include plans, elevations and section to define limits and geometry of walls.
6. Coordination during Documentation phase shall include:
  - a. Team meetings as required
  - b. 4 coordination/review meetings with Client
  - c. One joint meeting with Client, City of Netwon, DCR, and MassDOT.
  - d. One working meeting with MassDOT.
  - e. MassDOT public hearing.

### Phase 3: 100% Design/Documentation

#### **Task 3A: Design and Documentation**

1. Provide all design and documentation services required to advance Pigeon Hill link to a 100% Design documentation level per MassDOT standards.
2. Work shall include response to 25% review comments
3. Work shall include environmental permitting including NOI and ENF.
4. Coordination during Documentation phase shall include:
  - a. Team meetings as required
  - b. One working meeting with Client.
  - c. One working meeting with MassDOT

## Phase 4: PS&E Design/Documentation

### **Task 4A: Design and Documentation**

1. Provide all design and documentation services required to advance Pigeon Hill link to a PS&E Design documentation level per MassDOT standards.
2. Work shall include response to 100% review comments
3. Coordination during Documentation phase shall include:
  - a. Team meetings as required
  - b. One working meeting with Client.
  - c. One working meeting with MassDOT

### **Limitations to the scope of services**

HDP's scope of services will be limited to the work efforts identified above and exclusions listed below. To allow HDP to respond flexibly to unforeseen issues and opportunities, HDP may provide other specifically requested services as Additional Services at the current prevailing billing rates as requested by the Client.

- a. Meeting or additional services beyond those outlined in this proposal shall be provided additionally on an hourly basis as directed by the client.
- b. 4F documents and design exceptions are not included in this scope of work.
- c. Electrical service location is assumed to be nearby and contains capacity to add additional circuit for mounting lighting fixtures under Turnpike overpass.
- d. Retaining wall height is assumed to be 36" or less.
- e. Construction phase services not included.
- f. All existing soils shall remain on site.
- g. No modifications or additions to existing stormwater system are included in scope of work.

### ***Fee Compensation***

The fees for the professional services outlined above are proposed to be invoiced on lump sum basis and billed by a percentage complete of the total project to an upset limit as detailed below, and are in accordance with the Appendix A: Halvorson Design Partnership, Inc. Terms and Conditions (see attachment.)

The estimated fees are as follows:

<b>Team Compensation</b>	<b>Fee Including Expenses</b>	
	<b>Halvorson</b>	<b>HSH</b>
Phase 1: Conceptual Design	\$25,000.00	\$15,000.00
Phase 2: 25% Documentation	\$17,000.00	\$63,000.00
Phase 3: 100% Documentation	\$12,000.00	\$32,000.00
Phase 4: PS&E Documentation	\$6,000.00	\$10,000.00
<hr/>		
Primary Fee Subtotal (combined Halvorson and HSH)		\$180,000.00
<i>Survey and Borings are estimates (final proposal forthcoming)</i>		
Survey		\$7,500.00
Soil Borings – Pigeon Hill		\$2,500.00
Electrical Engineer		\$10,000.00
Structural Engineer		\$10,000.00
Expenses		\$2,000.00
<b><i>Estimated Fees and Expenses Total:</i></b>		<b><i>\$212,000.00</i></b>

As indicated above, the scope of work outlined in this proposal represents our understanding of the project requirements. In the event that you would like to make changes in the scope of work or are in any way uncomfortable with any of the contents of this proposal, we would be pleased to discuss modifications at your convenience.

If this proposal is satisfactory and is suitable as a contract agreement, please sign and return the enclosed duplicate copy for our records.

Sincerely,  
**Halvorson Design Partnership, Inc.**



Robert Adams  
Principal

Attachments:

Billing Rates  
Appendix A – Halvorson Design Partnership Terms and Conditions

Accepted as a Contract:



9/9/2019

\_\_\_\_\_  
For: Halvorson Design Partnership, Inc.

\_\_\_\_\_  
Date:

\_\_\_\_\_  
For: Riverside Greenway Working Group

\_\_\_\_\_  
Date:

## **SECTION 100 PROJECT DEVELOPMENT ENGINEERING**

### **104 Alternatives Analysis and Report Preparation**

Select engineering and environmental solutions to accomplish the project's purpose and need and prepare a report that presents all findings. The written evaluation of alternatives shall include a description of the alternatives, a comparison of the advantages and disadvantages of each alternative, and supporting data for the conclusions. Those alternatives that are eliminated from further study shall be graphically illustrated and should be accompanied by descriptions of the locations with statements as to why further consideration is not warranted.

#### **105 Project Design Schedule Development and Monthly Updates**

Develop and submit for approval a project design schedule in accordance with the requirements of Division I, Section 4.01 as amended by the language included above.

## **SECTION 150 ENVIRONMENTAL**

### **151 Early Environmental Coordination Design Submission Checklist**

Complete the 25% Design Submission Checklist Early Environmental Coordination for Design Projects. This involves ensuring that coordinating with local, regional, state, and federal resource agency staff has been completed. This effort provides project stakeholders with an opportunity to comment on the presence of environmental resources in the project area, their extent and potential significance. Documentation that an adequate level of consideration has been made to avoid and minimize impacts to identified environmental resources shall be presented; completion of the early coordination requirements ensures necessary deliverables (CE, WQDF, etc) have been prepared and design plans are adequate for environmental review. Written responses are required for each item, and supporting documentation must be included.

**MASSACHUSETTS DEPARTMENT OF TRANSPORTATION  
HIGHWAY DIVISION**

**154 Hazardous Materials Research/Review**

Provide information generated in accordance with the requirements of Section 2.4.2.5, *Environmental Requirements for Preliminary (25 Percent) Design Submission* of the *Project Development & Design Guide* to the MassDOT Hazardous Materials Unit during its review. Also include responses to comments from local and state agencies and attendance meetings, as agreed upon between MassDOT and the Consultant.

**157 NEPA – Categorical Exclusion (CE)**

Prepare a Categorical Exclusion (CE) Determination Checklist for Federal-Aid Actions in accordance with the *Programmatic Agreement For Approval Of Categorical Exclusions Between The Federal Highway Administration And The Massachusetts Highway Department*, dated May 17, 2005, and Federal Highway Administration Regulation 23 CFR § 771.117 (1987).

Typically, the NEPA and MEPA Environmental Documents for major projects are prepared jointly, that is, as either an EA/EIR or as an EIS/EIR. In some cases, the NEPA and MEPA documents are prepared and processed separately. The Consultant shall perform the tasks described in Sections 155 through 158 and 161 through 163, as agreed upon by MassDOT and the Consultant.

**163 MEPA – Environmental Notification Form (ENF)**

Prepare an ENF and associated correspondence to various agencies, as necessary, in accordance with the Massachusetts Environmental Policy Act and MEPA Regulations 301 CMR 11.00. Prepare associated filing attachments, such as a distribution list and public notice; responses to comments, as necessary; and attend public meetings.

**179 WPA Notice of Intent (NOI)**

Prepare and submit an NOI to the local conservation commission in accordance with the WPA. Tasks include preparation of all associated forms and backup documentation; permit plans, coordination during review, site walks, and attending conservation commission hearings.

**SECTION 200 FUNCTIONAL DESIGN REPORT**

**201 Establish Purpose and Need**

Establish purpose and need statement of the project.

**203 Evaluate Existing Conditions / Context**

Provide a narrative of the existing study area including lane configurations, key dimensions, design speed, posted speed, Speed Regulations, functional classification, environmental constraints, Roadway context, roadway users, etc. Include a project locus map.



**MASSACHUSETTS DEPARTMENT OF TRANSPORTATION  
HIGHWAY DIVISION**

**209 Development of Alternatives**

Provide a discussion of alternatives considered. Alternatives should be developed using the design guidance provided in the MassDOT Project Development and Design Guide. Develop alternatives to comparable levels and present in an evaluation matrix.

**211 Preferred Alternative**

Provide a detail description and graphical presentation of the preferred alternative. Include a discussion how selections of the following were made.

- Typical Sections
- Horizontal and vertical alignment
- Clear Zone
- Bicycle / Pedestrian accommodation
- ROW impacts / Mitigations
- Environmental impacts / mitigations
- Safety Improvements

**212 Complete Streets**

Document how the project addresses bicycle and pedestrian accommodation in accordance with Complete Streets policies and the principles of the Project Development and Design Guide and associated Engineering Directives. Address desirable accommodation parameters and the context and impacts associated with the selection of the project cross-section.

**215 Construction Cost**

Provide an estimated construction cost.

**216 Conclusion and Recommendation**

Provide a conclusion and recommendation.

**217 Report Preparation**

Prepare a report detailing the various design alternatives with appropriate graphics, descriptive text and cost estimates justifying the recommendations presented.

**SECTION 300 25% HIGHWAY DESIGN SUBMISSION**

**301 Project Initiation and Data Compilation**

**MASSACHUSETTS DEPARTMENT OF TRANSPORTATION  
HIGHWAY DIVISION**

Compile and review all available documents of existing features and planned projects in the vicinity of the proposed work. Included, as part of this task, is the investigation of utility installations, previous subsurface explorations, traffic data, and right of way research.

**302 Utility Coordination**

Contact utility companies to verify locations of existing utilities and to assess impacts to those facilities. Ensure that the proposed design addresses impacts associated with accommodating both existing and proposed utilities. Provide a list of utility companies that may be affected by the proposed work, as part of the 25% submission.

**303 Survey Coordination and Controls**

Coordinate ground survey effort, review survey controls and closures, baseline ties and overall quality of survey.

**304 Base Plans, Profiles and Typical Sections**

Perform field review of base plan information. Verify the location of existing features, note legends on all warning, regulatory and route marker signs. Verify that the plans provide sufficient information regarding existing drainage and sewer systems. Verify that the cross sections include existing features such as walls, hydrants, poles, trees, sills, wells, ledge, layout lines, etc. Verify that profiles include station equations, cross culverts, bridge structures, sills, high-tension lines, benchmarks, etc.

**305 Field Reconnaissance**

Perform site investigations to observe the general site conditions, traffic patterns, traffic management, potential detour routes, wetland and cultural resources and other relevant features. Take photographs and/or video existing facility and surrounding environment.

**309 Preliminary Horizontal Geometry**

Develop horizontal geometry based on the proposed cross section, horizontal clearances, the proposed design speed and functional classification. Develop horizontal roadway geometry at intersections.

**310 Preliminary Vertical Geometry**

Develop vertical geometry based on the proposed design speed giving consideration to drainage, vertical clearances, construction cost and the interfacing with the proposed horizontal geometry.

**MASSACHUSETTS DEPARTMENT OF TRANSPORTATION  
HIGHWAY DIVISION**

**312 Prepare Cross Sections**

Prepare cross sections to determine the tops and bottoms of slope. Evaluate the impacts to resource areas, the need for retaining walls and determine the limits of work at driveways.

**313 Plot Proposed Layout and Easements**

Plot proposed alterations to existing layouts and proposed permanent or temporary easements and rights of entry, based on the limits of work determined by the cross sections.

**314 Pavement Design**

Prepare a pavement design in accordance with the Guidebook for review by MassDOT. Perform pavement cores, prepare pavement design checklist, determine DBR value, and assemble traffic data. For bridge R&R projects refer to the 11/12/09 MassDOT Memorandum on standard bridge deck pavements.

**315 Typical Sections**

Prepare representative typical sections for mainline, ramps and secondary roadways. Label the location of roadway crown line; describe the method of banking, guardrail location, pavement structure and material types in accordance with Standard Nomenclature and Materials Specifications.

**316 Construction Details**

Provide details of key features not satisfactorily described in the Construction and Traffic Standard Details. Key details shall include the labeling of key materials in accordance with the Standard Nomenclature and Materials Specifications.

**318 Preliminary Drainage and Utility Studies**

Investigate project impacts on existing surface and closed drainage systems. Evaluate hydraulics and structural adequacy of existing culverts. Establish preliminary limits of proposed open and closed drainage system improvements and outlet locations.

**321 Signs and Pavement Markings**

Prepare preliminary sign and pavement marking plan to document changes associated with conceptual design.

**322 Traffic Management**

Develop a general methodology for constructing the proposed project to minimize the impact to all facility users and abutters, while at the same time addressing construction costs and

**MASSACHUSETTS DEPARTMENT OF TRANSPORTATION  
HIGHWAY DIVISION**

constructability. Prepare preliminary temporary traffic control plans. The preparation of these plans should include a preliminary estimate that takes into account the use of police and/or flaggers to be used for traffic control.

**324 Constructability Review**

Review the proposed project to ensure that the project does not present unusual matters that would unduly increase the cost the project or present potential scheduling delays during construction resulting in claims for extra work. Particular attention must be given to the proposed construction staging and available right of way.

**325 Quality Control (QC) Review**

Perform review of the quality and accuracy of the documents to ensure that key aspects of the information to be presented to MassDOT are prepared in accordance with the Guidebook, the Standard Specifications for Highways and Bridges and the most recent Supplemental Specifications, Standard Nomenclature and Engineering Directives. Particular attention is directed to Chapter 2 of Guidebook for the 25% submission requirements. The design should also be reviewed for conformity to design standards. Deviations from the 13 controlling criteria in Chapter 2 of the Guidebook must be documented under Section 220, Design Exception Report.

**326 Preliminary Construction Estimate**

Prepare a preliminary cost estimate using MassDOT's Weighted Average Bid Application (WABA). The estimate should be prepared with a level of detail commensurate with a 25% submittal. Refer to Chapter 2 of the Guidebook for the 25% cost estimating requirements.

**327 Submission Checklists**

Prepare and submit the 25% Highway Design and Traffic Checklists.

**SECTION 350 DESIGN PUBLIC HEARING**

**352 Hearing Preparation**

Prepare the graphics and other visual aids per the negotiated scope of services to display at the public hearing. Prepare a public hearing handout.

**353 Design Public Hearing**

Attend Design Public Hearing, present the project to the public and respond to questions. Assist MassDOT in preparing written responses to letters received from concerned individuals as a result of the hearing.

**MASSACHUSETTS DEPARTMENT OF TRANSPORTATION  
HIGHWAY DIVISION**

**SECTION 400 75% / 100% HIGHWAY DESIGN SUBMISSION**

**401 Response to 25% Comments**

Prepare a formal written response to all comments received regarding the 25% review and address revisions stemming from the Design Public Hearing that MassDOT and the Consultant deem necessary.

**404 Utility Coordination**

Contact utility companies affected by the proposed work. Discuss project impacts and note the locations of relocated utilities (poles, pipes, etc.) on the plans. Include estimate and special provisions for publicly owned utility work that is to be performed by the construction contractor.

**405 Final Horizontal Design Geometrics**

Adjust the horizontal geometry based on the 25% review comments and comments stemming from the Design Public Hearing. Plans must clearly show all aspects of the horizontal geometry, including curve components such as Point of Curvature (PC), Radius (R), DELTA, Length of Curve (L), Tangent (T) and Point of Tangency (PT) along with a description of roadway widths, station equations and horizontal offsets between survey baseline and design centerline.

**406 Final Vertical Design Geometrics**

Adjust vertical geometry based on 25% review comments and comments stemming from the Design Public Hearing. Plans must clearly show all pertinent aspects of the vertical geometry including Stopping Sight Distance (SSD), Passing Sight Distance (PSD), Grade 1 (G1), Grade 2 (G2), Length of Vertical Curve (L), K (factor), station and elevation of Point of Vertical Curvature (PVC), Point of Vertical Tangency (PVT) and Point of Vertical Intersection (PVI). Profiles are to be prepared in accordance with the Guidebook.

**407 Pavement Design**

Respond to Pavement Design Engineer's review comments and prepare a detailed pavement design with updated data sheets, per the Guidebook. For bridge R&R projects refer to the 11/12/09 MassDOT Memorandum on standard bridge deck pavements.

**408 Typical Cross Sections**

Finalize the typical cross sections ensuring that materials and dimensions are clearly labeled in accordance with the proposed pavement structure approved by the Pavement Management Section.

**MASSACHUSETTS DEPARTMENT OF TRANSPORTATION  
HIGHWAY DIVISION**

**411 Construction Plans**

Prepare the Construction Plans in accordance with the Guidebook. Each item of work within the project limits must be clearly labeled. Drawings must be formatted as described in the Guidebook.

**412 Grading and Tie Plans**

Prepare grading and tie plans as applicable showing detailed information regarding proposed curve geometry and grades.

**413 Drainage and Water Supply Details**

Clearly show all existing and proposed drainage and water supply installations. The drainage and water supply design must address all work required to accommodate the proposed roadway improvements.

During the Project's design development, the plan presentation of proposed drainage facilities will show rim and invert elevations. These will be included in a separate CADD layer, so that they can be frozen off in the PS&E documents. These elevations shall not be shown on the final plans.

**414 Traffic Signs**

Identify locations for all warning, regulatory and route marker signs. Indicate on the construction plans the status of existing sign structures.

**423 Quantity & Cost Estimate (Weighted Average Bid Application)**

Prepare a detailed estimate using MassDOT's Weighted Average Bid Application (WABA). Also prepare a calculation book based on the latest edition of the Standard Nomenclature. Check that every item of work shown on the plans has a pay item.

Provide tracking of significant changes (greater than 10%) since the 25% estimate.

**424 Special Provisions**

Prepare draft special provisions based on the latest edition of the Standard Specifications for Highways and Bridges and Supplemental Specifications, and verify that every item in the estimate that is listed in the Standard Nomenclature with an asterisk (\*) has a special provision. Ensure that special provisions are drafted only when absolutely necessary to describe a specific or unique activity to be performed by the contractor.

**MASSACHUSETTS DEPARTMENT OF TRANSPORTATION  
HIGHWAY DIVISION**

**425 Constructability and Quality Control (QC) Reviews**

Perform an independent review of the project using an experienced engineer, who is not directly involved in the preparation of the contract documents. The review shall focus on the practicality of constructing the project based on access to site, equipment needs, material properties, etc. Also provide an overall review of the plans, specifications and estimate for conformity to the Guidebook, the Standard Specifications for Highways and Bridges, the latest Supplemental Specifications, the Bridge Manual, the Construction and Traffic Standard Details, and the latest Engineering and Policy Directives.

**426 Submission Check List**

Prepare and submit the 75% Design Check List.

**SECTION 500 RIGHT OF WAY**

**501 Preliminary Right of Way Plans**

Review the relationship between the limits of work necessary to satisfactorily construct the proposed improvements and the existing layout. Determine appropriate limits of alterations to existing layouts, takings, permanent easements, temporary easements, etc. Prepare Preliminary Right of Way Plans in accordance with Chapter 18 of the Guidebook. The Right of Way Plans include Title Sheet, Typical Sections, Parcel Summary Sheet, Location Maps and Property Plan Sheets.

**504 Final Right of Way Plans**

After the FHWA has granted authority to the State and approved Federal participating funds to acquire the right of way takings and/or the Right of Way Bureau accepts the Preliminary Right of Way Plan, the Preliminary Right of Way Plan will become the Final Right of Way.

**SECTION 800 PS&E SUBMISSION**

Upon approval of the plans submitted for the preliminary design submission, the Consultant shall proceed with the preparation of the contract plans and documents in accordance with the relevant guidelines set forth in the Guidebook, the Bridge Manual, the Standard Specifications for Highways and Bridges, and other related publications as listed in Division I.

**801 Respond to 100% Comments**

Prepare a formal written response to all comments received regarding the 100% review.

**802 Finalize Plans, Specifications and Estimate**

**MASSACHUSETTS DEPARTMENT OF TRANSPORTATION  
HIGHWAY DIVISION**

Ensure that all comments from 100% review are addressed and reflected in the contract documents.

**803 Prepare Detail Sheets**

Prepare Detail Sheets in accordance with Chapter 13 of the Guidebook. All items of work not adequately reflected on the plans are to be described in the Detail Sheets.

**805 Quality Control (QC) Review**

Have an experienced engineer who is not directly involved in the preparation of the contract documents perform an independent review of the project. Log on to the MassDOT website for the latest reference documents such as Engineering Directives and Policy Directives, and verify that the Plans, Specifications and Estimate are prepared in accordance with these documents. Review all environmental permits and ensure that the contract documents provide a means of compensating the construction contractor for performing work described in the permits.





Ruthanne Fuller  
Mayor

City of Newton, Massachusetts  
Department of Planning and Development  
1000 Commonwealth Avenue Newton, Massachusetts 02459

Telephone  
(617) 796-1120  
Telefax  
(617) 796-1142  
TDD/TTY  
(617) 796-1089  
www.newtonma.gov

Barney S. Heath  
Director

September 9, 2019

City of Newton Community Preservation Committee  
ATTN: Alice Ingerson, CPA Program Manager  
1000 Commonwealth Avenue  
Newton, MA 02459

Dear Ms. Ingerson:

In my capacity as the agent for the Newton Conservation Commission, I write this letter of support for the proposed use of Community Preservation Act (CPA) funds to help in completing the 100% design plans for the Pigeon Hill Trail.

The Riverside Greenway Working Group is working on an ambitious plan for a shared use path from Lyon's field to Wellesley.

As a part of this overall vision, the Pigeon Hill trail provides a key connection across currently inaccessible interstates, connecting Newton's villages.

A large portion of this trail falls within 200 feet of the Charles River. The Conservation Commission will review any work proposed within this wetland jurisdiction.

I fully support the project as a significant regional amenity. This trail connection would be a tremendous asset to the Newton Community; helping to bring people closer to the multiple natural, recreational, and cultural resources of the Charles River has to offer.

For the Commission,

A handwritten signature in blue ink that reads "Jennifer Steel".

Jennifer Steel  
Chief Environmental Planner

MEMORANDUM

To: The Newton Community Preservation Committee (CPC)  
From: Jini Fairley, ADA Coordinator  
Date: September 9, 2019

I have reviewed the proposed Riverside Greenway plans and specifically the **Pigeon Hill Trail 100% Design** in Auburndale with Ted Chapman, Project Manager for the Riverside Greenway Working Group.

The ambitious plan for an ADA compliant shared use path from Lyons field to Wellesley would be a tremendous asset to the Newton Community, especially residents and visitors with mobility disabilities, bringing us closer to the multiple natural, recreational, and cultural resources of the Charles River has to offer.

I am confident the required ADA compliance issues will be addressed by the design team to comply with Mass DOT standards for accessible, multiuse trails outlined in Chapter 11 of their January 2006 publication.

I fully support the CPC consideration of a grant to support this design work.

Much appreciated,

Jini

Jini Fairley  
ADA Coordinator  
City Hall, Rm. 213  
1000 Commonwealth Avenue  
Newton, MA 02459  
617-796-1253  
jfairley@newtonma.gov



Alicia Bowman, President

Nathan Phillips, Vice President

Lois A Levin, Founder

Helen Rittenberg, President Emeritus

Molly Schaeffer, Treasurer

Julian Phillips

Andreae Downs

John Pelletier

Maria Arvelo

Nathan Aronow

Nick Carter

Srdjan Nedeljkovic

August 21, 2019

Alice Ingerson  
Community Preservation Program Manager  
1000 Commonwealth Avenue  
Newton, MA 02459

Dear Ms. Ingerson:

I am writing on behalf of Bike Newton in support of the Newton CPC grant application for the Riverside Greenway - Auburndale Links 25% Design.

One of Bike Newton's strategic goals is creating safe and pleasant routes for people to bike. Creating "low stress" routes has been shown as a critical factor in increasing the number of people who bike for recreation and short trips. Connecting Auburndale at Lyons Field through to the Lasell Boat House with low stress routes would be beneficial to the many residents in this area as a means of recreation, use of recreational areas along the river and access to regional transportation options. This is a key part of the greater plan for the Riverside Greenway.

It has been my pleasure being a member of the Riverside Greenway Working Group. The group has been very effective in moving forward on the design of the many parts of the Greenway, including the difficult job of bringing together the stakeholders in agreement. The Riverside Greenway is an amazing opportunity to create usable, accessible open space.

I appreciate your consideration.

Sincerely,

Alicia Bowman  
President, Bike Newton

*Celebrating 29 Years of Environmental Leadership*



**GreenNewton**

August 22, 2019

*Vice President*

Sharon Cushing  
*Treasurer*

Jack Cheng  
*Clerk*

Cory Alperstein  
Karen Bray  
Beverly Craig  
Joana Canedo  
Craig Forman  
Paul Holt  
Sunwoo Kahng  
Brita Lundberg  
Ken Mallory  
Andrew Reed  
Dan Ruben  
Mindy Gregory Sieber  
Peter Smith  
Andrew Thompson  
Tony Zelle

*Advisory Board*

Ana Zarina Asuaje Solon  
Louise Bruyn, *Founder*  
Sheila Clawson  
Lucia Dolan  
Beverly Droz  
Kevin Dutt  
Paul Eldrenkamp  
Margaret Ford  
Ellie Goldberg  
Barbara Herson  
Ira Krepchin  
Lois Levin  
Brooke Lipsitt  
Jean MacRae  
Eric Olson  
Matt Pawa  
Heather Tausig  
Jay Walter

To Newton's Community Preservation Program Manager,

My letter is written behalf of Green Newton to express our support for The Riverside Greenway Working Group to receive \$50,000 in matching CPC funds for their 2018 and 2019 MassTrails Grants.

If the CPC will grant the requested funds, then our community will benefit by seeing the completion of the 25% design of three key Riverside Greenway links in Auburndale connecting to the Charles River: 1) Pigeon Hill Path, 2) Charles Street Underpass, and 3) the Riverside Depot Tunnel. (See Diagram) The RGWG is a coalition of the Newton Conservators, Bike Newton, the Solomon Foundation, with residents of Newton Lower Falls and Auburndale that formed to administer the 2017 Two Bridges Trail grant from the DCR Recreational Trails Program (DCR-RTP). The RGWG's long-term vision is to enhance the regional trail network from Lyons Field along the Charles River in Newton linking to the extensive trail systems in Wellesley and Weston.

Respectfully,

Marcia Cooper, President of Green Newton

P.O. Box 590242    Newton Centre, MA 02459    617-965-1995    [www.GreenNewton.org](http://www.GreenNewton.org)    [info@GreenNewton.org](mailto:info@GreenNewton.org)



September 17, 2019

Alice Ingerson  
Community Preservation Program Manager  
1000 Commonwealth Avenue  
Newton, MA 02459

To the Newton Community Preservation Committee (CPC):

The Riverside Greenway Working Group (RGWG) is applying for a CPC grant of \$50,000 to complete a 100% Design of the Pigeon Hill Trail from Evergreen Avenue crossing under I-90 to reach Riverside Road Bridge, which the Massachusetts Department of Transportation (MassDOT) has committed to replace in the next few years. The Pigeon Hill Trail is a critical element of the accessible, multiuse path from Lyon's Field in Auburndale to the Trestle Bridge connecting Newton Lower Falls to the trail system in Wellesley. This vision, outlined in the 1975 *Charles River Pathway Plan* developed by the Newton Conservation Commission, had lain dormant until this group began its work.

Charles River Watershed Association (CRWA) has worked for decades to protect and restore the Charles River and its watershed. As part of our Blue Cities Initiative, CRWA has worked with numerous environment and open space advocates to create accessible parks and resilient waterways. The RGWG vision will allow residents of Newton and other communities to access this invaluable resource.

The work of the RGWG has included multiple state agencies, including Mass. Department of Conservation and Recreation (DCR) and MassDOT, who have awarded them three grants in as many years, with a total value of \$250,000. This application by the RGWG to the CPC will make possible the 100% design of this critical element of the Riverside Greenway.

Thank you for considering this application.

Sincerely,

A handwritten signature in black ink that reads "Pallavi Kalia Mande".

Pallavi Kalia Mande  
Director of Watershed Resilience