

TOWN OF WILBRAHAM
COMMUNITY PRESERVATION COMMITTEE
240 SPRINGFIELD STREET,
WILBRAHAM, MASSACHUSETTS 01095

PROJECT PROPOSAL FORM

PROJECT TITLE: ADA Accessible Fishing + Boating Dock at Spec Pond

CPA Funding Requested: \$ 44,000 Total Project Cost: \$ 44,000

Name of Applicant: Wilbraham Commission on Disability

Sponsoring Organization (if applicable): _____

Mailing Address: Town Hall, 240 Springfield Street

Daytime Phone: 413-596-2800 x 204 Email: ltrevallion@wilbraham-ma.gov

Are supporting documents attached to this form? Yes Number of Pages: 9

Please indicate to which of the Community Preservation categories this project applies :

Open Space Preservation
 Historic Preservation

Affordable Housing
 Public Recreation

PLEASE ATTACH THE FOLLOWING INFORMATION. Please respond to each question separately, indicating the question number. Please type all responses.

1. General project description and goals with projected schedule for project completion, including target dates for interim tasks and goals.
2. Community Need: Why is this project needed?
3. Community Support: What is the nature of support for this project?
4. Budget: What is the total budget for the project and how will CPA funds be spent? All items of expenditure for CPA funds must be clearly identified. What other funding sources have been committed for this project? (use Budget Form provided)
5. Maintenance: If ongoing maintenance is required for this project, how will it be funded and who will be responsible?
6. Project location: Please include a map showing property location and any schematic drawings of the proposed project as appropriate.

Additional information, if applicable:

7. Documentation that the applicant has control over the site.
8. Evidence that the project conforms to the conservation, zoning, building and other regulations of the Town of Wilbraham.

Applicant's Signature: Edward White Date: 1/26/15
Printed Name: Edward White

For Community Preservation Committee Use

Received on _____ Reviewed on _____
Recommendation: _____ Amount _____ Funding Cycle FY _____



TOWN OF WILBRAHAM
COMMUNITY PRESERVATION COMMITTEE
 240 SPRINGFIELD STREET,
 WILBRAHAM, MASSACHUSETTS 01095

BUDGET FORM

Project Name: ADA Accessible Fishing + Boating Dock at Spec Pond
 Applicant: Wilbraham Commission on Disability

SOURCES OF FUNDING		
Source	Amount	
Community Preservation Act Fund	\$ 44,000	
Total Project Funding	\$ 44,000	

PROJECT EXPENSES		
Expense	Amount	Please indicate which expenses will be funded by CPA Funds:
Design, Permitting, oversight	14,000	CPA
Construction	30,000	CPA
Total Project Expenses	\$ 44,000	

Please feel free to photocopy or recreate this form if more room is needed.

Wilbraham Commission on Disability.

ADA Accessible Fishing & Boating Dock at Spec Pond.

1. General project description: The addition to the recreational facilities at Spec Pond of a dock that extends over the water to provide the opportunity for accessible fishing and boat launching. This element was included in the Town's 2006 Master Plan for Spec Pond and has not yet been constructed.

Goals or this project: To provide a stable, over-water dock for fishing or boat launching that will comply with current ADA and AAB codes. Grant request includes design, permitting requirements, and bid administration as well as final construction of the dock.

Projected schedule: Design services will begin as soon as funds are received. Permitting and bid administration will be dependent on the official application, public notice, and bid requirement timetables of the Town and State agencies identified by the design with construction following as soon as permits are in place.

2. Community Need: An Accessible Dock was included on the Wilbraham Parks & Recreation Department's 2006 Master Plan for the development of Spec Pond and it is not yet installed. The 2010 revisions to the Americans with Disabilities Act includes specific design requirements for this type of facility in both Recreational Boating Facilities (Sections 235, 1003) and Fishing Piers and Platforms (Sections 237, 1005) to make these types of facilities safer and more functional. A stable dock platform allows access to the water's edge to people with disabilities as well as seniors with balance or weakness issues. This dock will be available to all therefore promote inclusivity within the community.

3. Community Support: The Town's Commission on Disability supports this proposal and has discussed it with the Director of the Town's Parks & Recreation Department.

4. Budget: \$14,000 for the attached design and oversight contract with R. Levesque Associates and estimated \$30,000 for the construction for a total of \$ 44,000.

5. Maintenance: Maintenance and supervision will be the responsibility of the Town of Wilbraham Parks & Recreation Department. They foresee no additional staff requirements or alterations to existing facility policies.

6. Project location: At Spec Pond outside of the west edge of the currently fenced in swimming area and abutting existing paved parking areas.

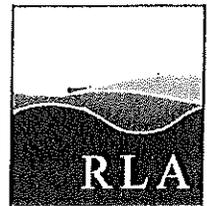
7. Documentation that the applicant has control over the site: Property of the Town of Wilbraham.

8. Evidence that the project conforms to the conservation, zoning, building and other regulations of the Town of Wilbraham: This project will conform to local zoning and conservation restrictions as well as accessibility and Building Codes.

R LEVESQUE ASSOCIATES, INC.

40 School Street, P.O. BOX 640, Westfield, MA 01085

p 413.568.0985 • f 413.568.0986 • www.rland.com



November 10, 2014

Mr. Lance Trevallion, Building Inspector
Town of Wilbraham
240 Springfield Street
Wilbraham, MA 01095

Re: Proposed Handicap Accessible Walkway and Dock adjacent to the Beach at Spectacle Pond,
Wilbraham, MA

Dear Mr. Trevallion,

Thank you for the opportunity to submit this proposal for Design, Permitting Services, Bid Administration and Construction Observation for the proposed handicap accessible walkway and dock adjacent to the beach at the above referenced site. Our familiarity with the site, experience with the Town of Wilbraham and State permitting agencies should be helpful as this project evolves. The scope of services and costs below are based on our knowledge of the site, and our review of the applicable local, state and federal regulations.

SCOPE OF SERVICE

Existing Conditions (partial)

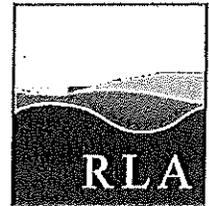
- o Conduct precise measurements of control points and geographical features to establish the existing conditions at the site;
- o Prepare a topographical plan showing the visible existing conditions at the site will be prepared using a suitable Horizontal and Vertical scale. The elevations shown on the Topographical plan will be on the NGVD 1988 datum and tied to an appropriate Town Benchmark;

Wetland Delineation and Report

- o Download and review the available City/Town GIS data layers & Mass GIS data layers such as Topography, Aerial Photograph Endangered Species, Certified Vernal Pools, Areas of Critical Environmental Concern, Soils, and USGS stream designation within and adjacent to the subject parcel as applicable;
- o Extract and analyze shallow soil samples to aid in determining extent of wetland;
- o Conduct a wetland delineation report within a jurisdictional vicinity to the disturbed areas;
- o Provide a wetland delineation report including all supporting materials such as vegetation

RLA LEVESQUE ASSOCIATES, INC.

40 School Street, P.O. BOX 640, Westfield, MA 01085
p. 413.568.0985 · f. 413.568.0986 · www.rland.com



tables, appendix G's and soil logs (as applicable);

Design Development and Permitting Documents

- o Based on the Town's program, develop design and permit documents for the proposed walkway and dock that will accommodate the proposed work and required site improvements to include:
 - Title Sheet
 - Existing Conditions Plan
 - Layout & Materials Plan
 - Grading and Erosion Control Plan
 - Drainage and Utilities
 - Landscape and Lighting Plan
 - Details

Notice of Intent (Conservation Commission/Mass DEP)

- o Utilizing the Design Development Plan, prepare a wetland filing plan for inclusion in the Notice of Intent Filing Application;
- o Prepare and file a Notice of Intent (NOI) with the Wilbraham Conservation Commission (WCC) and the Massachusetts Department of Environmental Protection (DEP) under the Massachusetts Wetlands Protection Act (WPA) and the Town's Wetland Protection Bylaw;
- o Obtain a current abutters list and notify abutters as required under the WPA (100');
- o Attend one (1) site visit with the WCC;
- o Coordinate public notice in the local paper as required under the WPA;
- o Present the NOI submission at one (1) public hearing of the Town Conservation Commission;
- o Provide two (2) hours of liaison as necessary with the client, design team and regulatory agencies.
- o Attend one (1) site visit with the Town Conservation Commission;

Chapter 91 License

- o RLA will prepare and submit a "Chapter 91 Simplified Waterways License Application" on behalf of the client, including the required plan and profile sketches, for a dock or mooring meeting the State requirements for the Simplified License.
- o Please note that the application fee for this license, the public notice fee, recording fees, and costs for any required certified mailings are not part of RLA's scope of work and will be provided by the client.

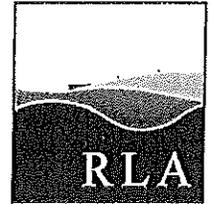
Bid Documents and Specifications

- o Prepare and furnish a Construction Bid Plan Set in hard copy and PDF format for use in

RL LEVESQUE ASSOCIATES, INC.

40 School Street, P.O. BOX 640, Westfield, MA 01085

p 413.568.0985 f 413.568.0986 • www.rland.com



- bid administration;
- o Prepare and furnish design specifications to include Town's "front end" bid forms.
- o Provide hard copy of bid documents, this scope item assumes a maximum of 10 hard copies of plans and specifications due to the PDFs being available over the internet;

Bid Administration

- o Provide pre-bid coordination with Town;
- o Conduct a pre-bid meeting at Town Hall with prospective bidders and Town officials;
- o Prepare and distribute addenda required to clarify project scope and necessary details for bidding;
- o Conduct a Bid opening at Town Hall at a date specified in the bid forms;
- o Review bids for completeness and scope;
- o Check references for Low Bidder;
- o Coordinate with Town for award of construction contract;

Construction Observation

- o Conduct project kickoff meeting with selected contractor and Town;
- o Review construction schedule and approve with Town Input;
- o Review and determine adequacy of construction submittals;
- o Conduct weekly progress meetings during active construction (5 weeks);
- o Prepare meeting minutes for weekly progress meetings;
- o Prepare SK-drawings for clarification and field changes during construction;
- o Prepare and/or review change orders for approval;
- o Process contractor pay requests;
- o Provide construction observation and documentation during key milestones;
- o Witness equipment and material inspections required per the design specifications;
- o Attend status meetings with Town's project rep. at regular intervals to be set by the rep.;
- o Review As-built Drawings provided by the contractor for completeness;
- o Provide project closeout documentation and coordination;
- o Prepare a Project Manual to include all relevant project detail available on the construction project in an organized three-ring binder.

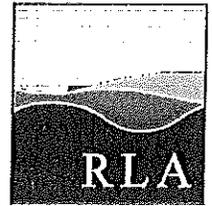
NOT IN SCOPE OF SERVICES

- o The estimated fee for the above stated scope of services does not include filing fees associated with Planning Boards or Registry of Deeds;
- o The estimated fee for the above stated scope of services is based on sufficient record information and existing monumentation found in the field. If unusual or gross ambiguity is discovered in either the deed research or in the field reconnaissance, you will be notified immediately. If these types of deficiencies exist, and after reviewing such problems with you, it will require an adjustment to the estimated fee.
- o Should the Town Planning Board, Conservation Commission, Town Board of Health, or

R LEVESQUE ASSOCIATES, INC.

40 School Street, P.O. BOX 640, Westfield, MA 01085

p 413.568.0985 f 413.568.0986 • www.rland.com



any other local, state or federal regulatory agency require further permits, studies, details, revisions or additional meetings, the Town would be notified of the change in scope and an extra work authorization would be issued for approval.

FEE FOR SERVICE and RETAINER

The above-noted Scope of Services will be completed for the lump sum fee of \$14,800.00. Invoices shall be submitted by RLA upon completion of work and are due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the due date. If payment in full is not received by RLA within thirty (30) calendar days of the due date, invoices shall bear interest at one-and-one-half (1.5) percent of the PAST DUE amount per month, which shall be calculated from the invoice due date. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal.

PROJECTED SCHEDULE

The aforementioned scope of services can be initiated upon execution of this agreement and receipt of retainer. The work will proceed in a timely manner barring unforeseen circumstances based on the funding available to the Town. All review, approval meetings and public hearings will be dependent upon the Wilbraham Conservation Commission and Planning Board schedules.

OTHER PROVISIONS

This proposed Agreement is valid for 30 days. If not signed within 30 days a new proposed agreement must be issued.

We look forward to working with you. Should you have any questions concerning the Agreement or the work to be performed, please call our office at your convenience.

Sincerely,
R LEVESQUE ASSOCIATES, INC.

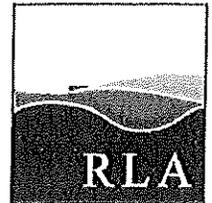


Robert M. Levesque, RLA, ASLA
President

RELIEVESQUE ASSOCIATES, INC.

40 School Street, P.O. BOX 640, Westfield, MA 01085

p 413.568.0985 • f 413.568.0986 • www.rland.com



CONTRACT AGREEMENT ACCEPTENCE

The client(s) signing below accept the terms and conditions of this Agreement as presented herein and hereby provides notice to proceed.

Accepted for the Town of Wilbraham

Signature _____

Print Name _____

Title _____

Date _____