

**TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST
FY25 SPRING ANNUAL TOWN MEETING**

Department: Recreation	Priority #:	1
Project Title and Description: Master Plan for Forges Field	Total Project Cost:	\$250,000

Department/Division Head: Anne Slusser-Huff

Check if project is: New ☒ Resubmitted ☐ **Cost estimate was developed:** Internally ☐ Externally ☒

For project re-submittals, list prior year(s):

List any funding sources and amounts already granted: _____
Will apply for CPC funding and will also contribute \$100,000 of Recreation Revolving Funds

Basis of Estimated Costs (attach additional information if available)			If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.		
Capital:	Cost	Comments	Fiscal Year:	Capital	Operations & Maintenance
<i>Planning and Design</i>	250,000		FY26		
<i>Labor and Materials</i>			FY27		
<i>Administration</i>			FY28		
<i>Land Acquisition</i>			FY29		
<i>Equipment</i>			FY30		
<i>Other</i>					
<i>Contingency</i>					
Total Capital	250,000				

Project Justification and Objective: The mater plan for Forges will help us develop a plan for the park.

This will help us maximize the space in the park and to utilize community input on what they would like to see in Forges Field.

For Capital Project Requests:

Will this project be phased over more than one fiscal year? If yes, enter it on the 5 Year Plan Yes ☐ No ☒
Can this project be phased over more than one fiscal year? Yes ☐ No ☒

For Capital Equipment Requests:

☐ Check if equipment requested is replacement and enter the year, make & model, VIN and present condition of existing equipment

What is the expected lifespan of this new/replacement equipment: _____

Attach backup information, estimates, or justification to support this request.



RAY DUNETZ
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ARCHITECTURE

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January 11, 2024

Anne Slusser-Huff
Recreation Director
Town of Plymouth
26 Court St
Plymouth, MA 02360

Dear Anne:

Ray Dunetz Landscape Architecture, Inc. [**RDLA**] is extremely pleased to provide you with this proposal for Landscape Architectural Design Services for the Forges Field Master Plan project in Plymouth. We are excited to be working for the Town of Plymouth and look forward to a successful outcome for its citizens.

THE TEAM

RDLA will serve as the direct contact for the Town. Our team of consultants will be available to meet with the Town as required. The following subconsultants will be assisting us in this project:

Civil Engineers - Pare Corporation
Electrical, Mechanical and Plumbing Engineers – GGD Consulting Engineers
Environmental Consultants – LEC Consultants
Arborists – Davey Tree
Sports Consultants – Vision Design Group
Cost Consultants - PM&C

ASSUMPTIONS

We have based our proposal on the following assumptions:

- The Town of Plymouth [The Town] will provide Existing Conditions and Property Line survey in AutoCAD GIS or PDF format;
- The Town will provide As Built Drawings for previous projects related to the park;
- The Town will establish a Working Group of Stakeholders for this project and provide RDLA with a communications distribution list.
- RDLA will facilitate a biweekly check in with the Town during the Master Plan process to review project progress.

SCOPE OF WORK

RDLA will provide the following Scope of Work:

Task One - Kickoff Meeting

RDLA will meet with the Town's Working Group for a site walk and meeting to discuss project goals, schedule, milestones, community process and photograph existing conditions. RDLA will collect all relevant information from the Town regarding Forges Field including previously commissioned Existing Conditions Plans, Design Documents and As Built drawings from previous improvements. RDLA will provide meeting notes from the Kickoff meeting and distribute to the Working Group and RDLA consultants. RDLA will prepare a project schedule to the Town.

Meetings: Kickoff Meeting with the Working Group.
Deliverables: Meeting notes and project schedule.

Task Two - Analysis

RDLA will prepare a GIS base map of the park and distribute to our subconsultants and the Town. RDLA and our subconsultants will review the as built documentation, visit the site, photograph, measure and assess the existing conditions of the landscape, accessibility, vehicular circulation and parking, structures, sports fields and courts, playground, furnishings, lighting, trees, vegetation, invasives, fountain, memorials, wayfinding signage and utilities. RDLA will prepare a short history narrative of the park. RDLA will compile all subconsultants assessments and provide a draft report to the Town for Review. RDLA will update the analysis based on any comments received from the Town.

Meetings: Bi-weekly meetings
Deliverables: Draft Analysis for Town review.

Task Three – Community Engagement

RDLA will meet with the Town prior to each Community Engagement event to review the presentations and collect input. RDLA will adjust presentations as required based on the Town's feedback. RDLA will facilitate a second community meeting at another event to be determined to collect input. RDLA will prepare and facilitate up to two online surveys to collect citizen input. RDLA will provide surveys in hard copy format as well. RDLA will review the online surveys with the Town prior to posting online. The Town will send out hard copy surveys and will incorporate responses in Google Forms. RDLA will share results of the survey with the Town and include in our Final Report. RDLA will meet with the Town prior to and following each Community meeting. RDLA will meet with the Parks staff to discuss space and maintenance needs.

Meetings: Two event-based booths or Community Meetings to collect input on community needs and concept development. Two meetings with the Town prior to the Community Meetings to discuss objectives and presentation materials, etc.
Deliverables: Presentation materials for two community engagement events, online survey and results presentation.

Task Four – Concept Development

RDLA and several of our subconsultants will meet in Plymouth for a Design Workshop. The Town will provide us with a meeting space close to the park. RDLA will facilitate a design workshop from 9am to around 3pm. The Town Working Group will attend a presentation of the concepts developed during the workshop and will provide input to the designers. As an option, the Town Working Group can work with our design team to help prepare the Concepts. RDLA will scan the concepts we prepared during the Workshop and prepare meeting notes from the Working Group's input. RDLA will graphically refine two concepts for presentation to the Community. RDLA will meet with the Town biweekly to check in on progress.

Meetings: Biweekly check in meetings.
Workshop with Working Group.
Deliverables: Concepts, Workshop output and meeting notes.

Task Five – Draft Master Plan

Based on the preferred Master Plan Concept selected by the Town and Community, RDLA and our consultants will prepare draft recommendations for park improvements. RDLA will compile all the information generated in previous phases and the recommendations into a Draft Master Plan document with associated graphics. RDLA will provide the Draft to the Town for review.

Meetings: Biweekly check-in meetings

Deliverables: Draft Master Plan

Task Six – Cost Estimate

RDLA will prepare an overall Master Plan level estimate for the park. RDLA will work with the Town to identify all phases based on the estimate. RDLA will provide the Estimate to the Town for review and comment. RDLA will update the Estimate based on comments received from the Town.

Meetings: Biweekly check-in meetings

Deliverables: Master Plan level Cost Estimate

Task Seven – Final Master Plan

RDLA will finalize Master Plan based on Town's comments.

Meetings: RDLA will meet with the Town as required to Finalize the Master Plan.

Deliverables: Final Master Plan in PDF format and two hard copies.

SUPPLEMENTAL SERVICES

A supplementary service fee is provided under this contract for services or goods that are deemed to be outside the normal scope and services of the basic designer contract. The Town of Plymouth Project Manager must approve all supplementary service items in writing, through a contract amendment.

Typical supplementary service items include, but are not limited to:

- Topography and property line surveys.
- Soil testing, borings, or underground exploration.
- Archeological research.
- Architectural presentation models.
- Post-construction photography.
- Printing fees for as-built drawings.
- Attendance at more meetings than required per the specifics of this contract.
- High-level detail items that could not have been anticipated at the time of contract. Purchase of project management tools and equipment to assist project managers and/or designers make the design and implementation process more efficient.

Compensation

RDLA will invoice the percentage of completed work at the end of each month.

Task One	Kickoff Meeting	\$6,000.00
Task Two	Analysis	\$76,000.00
Task Three	Community Engagement	\$24,000.00
Task Four	Concept Development	\$54,000.00
Task Five	Master Plan Draft	\$50,000.00
Task Six	Cost Estimate	\$12,500.00
Task Seven	Final Master Plan	<u>\$24,500.00</u>
	Subtotal	\$247,000.00
	Expenses	<u>\$3,000.00</u>
	Grand Total	\$250,000.00

We appreciate the opportunity to present our proposal of services and are looking forward to working with you on this project. If you require additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ray Dunetz', with a stylized, flowing script.

Ray Dunetz, ASLA, PLA Principal
Ray Dunetz Landscape Architecture, Inc.

Appendix A

Appended to and part of the Agreement for Professional Services between Ray Dunetz Landscape Architecture, Inc. (RDLA) and the Town of Plymouth, dated January 15, 2024.

Accounts

Invoices for the above-outlined services and associated fees will be submitted at the end of each month and will be based on the actual hours spent to the date of the invoice. RDLA invoices will be paid within 30 days of receipt.

Reimbursable Expenses

Reimbursable expenses are included in the fee compensation outlined above except for the following:

- A. Fees for special consultants beyond those outlined in this proposal, found to be necessary for the proper completion of the Landscape Architect's work, retained with the approval of the Client.
- B. Cost of copies of drawings, documents, and reports beyond those specified above; xerography and photographic reproduction of drawings and other documents furnished or prepared in connection with the work of this project.
- C. Cost of postage and shipping expenses other than first class mail.
- D. Costs related to models, special renderings, promotional photography, special process printing, special equipment, special printed reports or publications, maps and documents approved in advance by the Client.

Additional Services

Should any work in the interest of the project beyond the outlined scope of services be required, written approval would be requested with an appropriate fee adjustment. Approved Additional Services shall be invoiced hourly at the rates stated below:

2024 Hourly Rates

\$215 per hour for Principal
\$165 per hour for Senior Landscape Architect
\$135 per hour for Landscape Architect
\$95 per hour for Landscape Designer

2025 Hourly Rates

\$225 per hour for Principal
\$175 per hour for Senior Landscape Architect
\$145 per hour for Landscape Architect
\$105 per hour for Landscape Designer

Force Majeure

Ray Dunetz Landscape Architecture, Inc. shall not be responsible for any delay in the performance or progress of the work, or liable for any costs or damages sustained by the Client resulting from such delay to the extent they are caused by any act or neglect of the Client or Client's designated representatives, or by any third person acting as the designated agent, servant or employee of the Client, or by changes ordered in the work, or as a result of compliance with any order or request of any federal, state or municipal government authority or any person purporting to act therefore, or by acts of declared or undeclared war or by public disorder, riot or civil commotion, or by any other cause beyond the control and without the fault or negligence of Ray Dunetz Landscape Architecture, Inc.

In the event of any such delay, Ray Dunetz Landscape Architecture, Inc. shall proceed with due diligence to alleviate such delay and continue the performance of all obligations under this Agreement. The time during which Ray Dunetz Landscape Architecture, Inc. is delayed in the performance of the work and for which Ray Dunetz Landscape Architecture, Inc. is not responsible as provided above, shall be added to

the time for completion of its services to the extent such time is specified in this Proposal. All additional costs or damages resulting from any delay in the performance or progress of the work to the extent that they are caused by any act or neglect of Client, its designated agents or representatives shall be borne by the Client.

Ownership of Documents

Original drawings and other documents, as instruments of services, are the property of Ray Dunetz Landscape Architecture, Inc. None of them are to be used on other projects except by written agreement between parties. Documents supplied will be as herein before specified.

Credits/Acknowledgments

Ray Dunetz Landscape Architecture, Inc. shall be given proper credit and acknowledgment for all services including, but not limited to planning, design and implementation. Proper credit shall be defined as being named by the Client or their agent in such circumstances as project identification boards, published articles or promotional publications.

Arbitration

Any controversy or claim arising out of or relating to the formation, interpretation, application, enforceability or breach of this Agreement, including disputes as to which persons or entities which may be liable hereunder, shall be settled by arbitration at Boston, Massachusetts, in accordance with the rules of the American Arbitration Association, and judgment upon any award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The prevailing party in any such arbitration shall be permitted to recover arbitration costs and reasonable attorney's fees, as determined by the arbitrator(s), in addition to any other relief available.

Law

This Agreement shall be interpreted and enforced according to the laws of the Commonwealth of Massachusetts.

Successors and Assigns

It is mutually understood and agreed that this Agreement shall be binding upon the Client and its successors and assigns and upon Ray Dunetz Landscape Architecture, Inc. its successors and assigns. Neither party shall assign nor transfer its interest in this Agreement or any part thereof without the written consent of the other party.

Termination

It is understood that these services may be terminated upon ten (10) days written notice for good reason by either party. In this event, Ray Dunetz Landscape Architecture, Inc. shall be compensated for all work performed prior to the date of termination at the rates set forth herein.