

**TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST  
FY26 SPRING ANNUAL TOWN MEETING**

<b>Department:</b> Facilities	<b>Priority #:</b>	2
<b>Project Title and Description:</b> Visitor's Center Expansion	<b>Total Project Cost:</b>	\$608,518

**Department/Division Head:** K. J. Anderson

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

**For project re-submittals, list prior year(s):** N/A

**List any funding sources and amounts already granted:**

Visitor's Services Bureau \$230K, Mass Office of Travel and Tourism (MOTT) Grant (pending approval) of \$200K or lesser denomination if any funding is awarded.

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>	\$59,200		FY27		
<i>Labor and Materials</i>	\$422,500	Estimated	FY28		
<i>Administration</i>	\$30,400		FY29		
<i>Land Acquisition</i>			FY30		
<i>Equipment</i>			FY31		
<i>Other</i>	\$42,250	10% escalation			
<i>Contingency</i>	\$54,168	10% contingency			
<b>Total Capital</b>	<b>\$378,518</b>	\$608,518 less \$230,000 in hand			

**Project Justification and Objective:** VC is inadequately sized for the amount of foot traffic visiting during peak season.

Total CAP request is contingent on receipt of MOTT Grant in the amount of \$200K. Receipt of any amount of funding thru MOTT will reduce the request for Total Capital.

**For Capital Project Requests:**

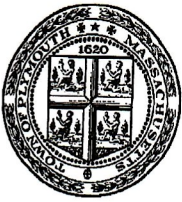
Will this project be phased over more than one fiscal year? If yes, enter it on the 5 Year Plan Yes ☐ No ☒  
 Can this project be phased over more than one fiscal year? Yes ☐ No ☒

**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:** 20 years

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



# TOWN OF PLYMOUTH

Department of Public Works  
159 Camelot Drive  
Plymouth, Massachusetts 02360  
508-830-4162

## MEMORANDUM

Date: 06AUG2025

To: L. A. Barrett  
Finance Director

From: K. J. Anderson  
DPW Facilities Manager

Thru: W. A. Coyle  
DPW Director

Subject: VISITORS CENTER EXPANSION PROJECT

- 
1. Built in 1992, the Plymouth Visitor's Information Center at 130 Water St has welcomed thousands of visitors to the town and surrounding environs for more than thirty years. At just 836sqft and with the Town attracting more tourists, the tourism industry has outgrown the ideally situated building.
  2. The expansion project will allow more room at the front for tourist inquiries and conversation while allowing access to the public restrooms through an exterior door. In the current configuration, visitors needing the restroom must pass through the front lobby which disrupts the flow of information seekers and overcrowds the space. The project will be ADA compliant and includes a ramp providing accessibility to the restrooms and lobby.
  3. The amount of the Capital request is contingent on receipt of funds through a Mass Office of Travel and Tourism (MOTT) grant. The request was for \$200k which would be added to the existing funds, totaling approximately \$230k, previously secured by the President and CEO of See Plymouth. This request will be reduced by the amount received through MOTT. If MOTT grants See Plymouth \$200k, then the Capital request will be reduced to \$178,518.
  4. Facilities Division (422) is requesting funding support in the amount of \$378,518 to complete renovations to the Visitor Center to support the increased level of tourism in America's Hometown.
  5. Thank you for your consideration.

March 11, 2025

Town of Plymouth  
Department of Public Works  
159 Camelot Drive  
Plymouth, MA 02360

Attn: Karl J. Anderson, Facilities Manager

**Subject: Scope and Fee - Expansion of Waterfront Visitors Center**

Dear Mr. Anderson:

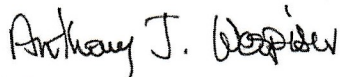
Enclosed please find our proposed Scope and Fee for services in support of the expansion of the Waterfront Visitors Center located at 130 Water Street in Plymouth.

Note that the scope and fee are included as exhibits so that, if accepted by the Town, they can be incorporated into a formal agreement.

Let us know if you have any questions.

Sincerely,

WESTON & SAMPSON ENGINEERS, INC.



Anthony J. Wespiser, PE  
Associate | Senior Team Leader

Enclosures



March 11, 2025

**Town of Plymouth**  
**Visitors Center Expansion**  
**Contract for Designer Services**  
**Scope of Services**  
**Exhibit A**

**DESIGNER SERVICES**

The following scope of services is based on the Schematic Design and Cost Estimating completed previously.

**Phase 1 - Design Development, Construction Documents, and Bidding Assistance**

**Design Development**

- 1.1 The Consultant shall utilize the approved schematic design sketch to prepare design development documents consisting of plans, and other documents to fix and describe the size and character of the project as to architectural, structural, mechanical, and electrical systems, materials, and such other elements as may be appropriate to enable the Town to understand the progress and development of the Project. Such plans shall be subject to the written approval of the Town. The Consultant shall submit to the Town for approval an electronic copy of said design development documents on or before the date or time for submission specified in the Notice to Proceed or any supplement thereto, unless the Consultant shall have obtained from the Town an extension of time in writing.
- 1.2 Assist the Town in obtaining the necessary permits/approvals for the project. The following is a list of the permits / approvals which may be necessary for the project:
  - Planning / Zoning Approval
  - Water Connection (by Contractor - to be included in specifications)
  - Street Opening Permit (by Contractor - to be included in specifications)
  - DEP Stormwater Discharge/Management Permit (by Contractor - to be included in specifications)
  - Conservation Commission Notice of Intent

It is assumed that all permit fees will be waived or paid for by the Town.

**Construction Documents**

- 1.3 The Consultant shall utilize the approved Design Development documents to complete working plans and specifications in sufficient detail to permit solicitation of firm bids in open



competition for construction of the project, and a detailed cost estimate. Said plans and specifications shall be based on the approved design development, outline specifications and construction cost estimate. The detailed estimate of the cost of the Project shall include quantities of all materials and unit prices of labor and materials as well as cost estimates for each item of work. Such working plans and specifications and cost estimates shall be subject to the written approval of the Town. The Consultant shall furnish to the Town for approval electronic PDF copies of the said plans, specifications and construction cost estimates.

- 1.4 Prepare a final design cost estimate based on the 80% progress of the overall design documents. The cost estimate shall be a full and complete cost estimate for the project including, but not be limited to, information technology, telecommunications, furniture, fixtures, and equipment. The Consultant shall compare its cost estimate to the cost estimate prepared at the completion of previous phase and recommend appropriate actions to modify, correct, or value engineer ("VE") the design in order to avoid potential cost overruns. The Consultant shall implement all such actions approved by the Owner and shall modify the design and all associated plans, specifications, and other contract documents as necessary until such time as the cost estimates for the current phase are equal to or less than the last cost estimate approved by the Owner unless the owner agrees to a revised cost for the project.
- 1.5 Following the approval of the plans, specifications and construction cost estimates, the Consultant shall incorporate all changes required by the Town in the working drawings and specifications.

#### Bidding Assistance

- 1.6 Upon approval of Construction Contract Documents, the Consultant shall assemble the final Construction Contract Documents, including bid documents and advertisements for receipt of bids for construction contractors, shall provide the electronic bid documents for publishing the documents online, and shall prepare and transmit all addenda. It is assumed that the front end (Division 0 and 1) documents will be prepared using the Consultants standard front-end documents. The Consultant shall attend a pre-bid conference with potential bidders, and shall assist in obtaining bids, conduct a review of the low bidder and transmit the Consultant's recommendations as to the award of the construction contract to the Town. It is assumed the Town will utilize the services of an online bid document distribution service for bidding of the project.
- 1.7 If the bid of the lowest responsible and eligible bidder exceeds the Fixed Limit of Construction Cost, if any, the Town shall have the option to (a) give written approval of an increase in such Fixed Limit, (b) re-bid the Contract within a reasonable period of time, or (c) instruct the Consultant in writing to provide such revised Construction Contract Documents as the Town may require to bring the cost within the Fixed Limit. In the case of (c), the Consultant may, in connection, with such revisions make reasonable adjustments in the scope of the Construction Contract or quality of the work allowed therein subject to the written approval of the Town,

which approval shall not be unreasonably withheld. The Consultant shall be entitled to any additional compensation for such services.

## **Phase 2 – Construction Administration**

Upon receiving approval from the Town to proceed to Construction, the Consultant shall provide the following basic services for the project for an anticipated construction schedule of 10 months. The 10-month schedule shall begin when the Town issues a Notice to Proceed to the most responsible and responsive general contractor or executes a contract with said general contractor, whichever comes first. Additional construction duration beyond the period stated above will be billed at a fee of \$5,000 per month.

- 2.1 Attend pre-construction conference to discuss the general project requirements with the Contractor and the Town.
- 2.2 Attend regularly scheduled construction meetings with the contractor and Town on a weekly basis and prepare and distribute minutes of each meeting. Meeting minutes shall contain a brief outline of issues discussed, an update on the progress of work, and a record of suggestions / recommendations / decisions of the meeting. For the purpose of this proposal, the Consultant's services are budgeted over a xx-month construction duration. If the contractor fails to complete the project within this time frame, the Consultant shall be entitled to additional compensation for the continuation of the services listed above.
- 2.3 Review and approve contractor shop drawings, product submittals, and samples. Review of the shop drawings, product submittals, and samples shall be for the submitted items only and such reviews shall be to determine if the submitted items is in general conformance with the design intent of the contract documents. The Consultant will review submittals two times: once upon original submission and a second time if the Consultant requires a revision or corrections. The Consultant shall be reimbursed the amounts charged by the Consultant for performing any review of a submittal for the third time or greater. Language will be included in the specifications advising the Contractor that they are responsible for reimbursing the Town for these additional charges.
- 2.4 Review and respond to project requests for information during construction.
- 2.5 Review contractor payment requisitions and advise the Town if the payment request is representative of the progress of work.
- 2.6 Review change order requests or issue construction change directives as necessary. All formal approvals of change orders or construction change directives are subject to Town approval.
- 2.7 Conduct periodic observation for each major discipline including geotechnical, civil, structural, architectural, industrial equipment, mechanical, electrical, and plumbing to become generally familiar with the progress and quality of the Work. The Consultant shall report in writing to the



Town any deviations observed at the time the periodic observation was conducted. The following is a summary of the anticipated periodic observations:

- Geotechnical (Two (2) field visits)
  - Observe subgrade below foundation elements prior to backfill (anticipate one (1) field visits)
  - Observe subgrade below slab-on-grade prior to slab placement (anticipate one (1) field visits)
- Civil (two (2) field visits)
  - Observe limits of erosion / sedimentation control elements prior to site clearing/grading
  - Observe subgrade limits upon completion of grading activities
  - Observe drainage installation
  - Observe subgrade prior to installation of MHA pavement
- Landscape Architecture (one (1) field visits)
  - Site visit to stake locations with the landscape contractor
- Structural (three (3) field visits)
  - Observe footing reinforcement prior to concrete placement
  - Observe foundation wall reinforcement prior to concrete placement
  - Observe subgrade preparation (including vapor barrier, wire mesh reinforcement, and construction/control joint dowels) prior to slab concrete placement.
- Architectural (five (5) field visits)
  - Anticipate monthly field visits beginning once structure has been erected
- MEP/FP (five (5) field visits to be conducted by MEP/FP construction administration representative)
  - Observe work at completion of underground work
  - Observe work during rough installation
  - Observe work at completion of rough installation
  - Observe work prior to installation of ceiling tiles
  - Observe progress of work between rough and final

2.8 Conduct substantial completion and final inspections. Issue final construction affidavits indicating that the work has been generally completed in accordance with the contract documents to the best of the Consultant's knowledge, information, and belief based on periodic observations of the Work.



- 2.9 Monitor submission of close-out documentation from the contractor including operation & maintenance manuals, warranties, as-built drawings (prepared by the contractor), and final certificate of completion.

### **Phase 3 – Geotechnical Investigations**

- 3.1 Geotechnical work shall include hiring a drilling contractor and advancing soil borings over a one-day period to identify soil conditions for construction of the expansion. Work shall also include digging test pits to visually observe subsurface conditions on the site. This item includes the cost of the drilling contractor. The scope is based upon the Town providing the equipment and operator to dig the test pits. The consultant shall provide a field representative to document observations of the subsurface conditions at the test pits for up to one (1) days.

### **ASSUMPTIONS**

- Any uncovered environmental conditions encountered during design or construction will be addressed as a separate additional service, if necessary.
- This scope of work does not include MassDEP notifications and/or remedial activities to address any surface or subsurface contamination at the site. A separate scope and fee can be provided to prepare reports and/or conduct remedial activities if contamination is identified.
- This scope of work excludes design of specialty sustainable design components (e.g. photovoltaics, geothermal, etc.).
- This scope assumes that the subsurface conditions are suitable for standard shallow foundations / slab-on-grade construction and that specialty foundation design, over-excavation of undocumented fill, and/or ground improvements are not required.
- This scope of work excludes full time on-site geotechnical field observations during construction for the installation of specialty foundations, over-excavation of undocumented fill, and/or ground improvements for standard foundation elements.
- It is assumed that all permit fees will be waived or paid for by the Town.
- This scope does not include filing an Environmental Notification Form (ENF) associated with the Massachusetts Environmental Policy Act (MEPA).
- Durations for each phase do not include time for Town review of documents. The schedule will be adjusted as required to support time for the associated reviews if necessary.
- The permitting tasks will be initiated during the Design Development Phase. These tasks will conclude at varying times during the design period based on particular regulatory agency requirements.
- If the contractor fails to complete construction within this time frame stated above, the Consultant shall be entitled to additional compensation for the continuation of the services listed above.

- It is assumed that the Town will hire a Commissioning Agent for the mechanical systems. Commissioning Agent shall be selected during the design phase of the project to provide input to the design team during design. The agent shall provide commissioning specifications to be included in the final bid package.
- Selection of furnishings for the new facility are excluded from this scope of services. The Consultant will assist the Town with the coordination of furnishings for the new facility. Assistance shall include meeting with the Town and a furniture vendor to review furnishings for the facility. The Consultant shall include a furnishings plan in the Contract Documents for informational purposes. It is assumed that the furnishing vendor will provide layout drawings during construction administration.
- The Consultant's design services shall include designing infrastructure wiring and raceways for telecommunications/data system. Headend telecommunications and data equipment, fiber network, cable television, etc. will be designed and supplied by separate Town vendors and are not included in this scope and fee.
- The Engineer's design services shall include designing infrastructure raceways for the building security system. Security devices, cameras, access control components, and specialty low-voltage wiring shall be designed and supplied by separate Town vendors and are not included in this scope and fee.

## SCHEDULE

Task	Duration
Phase 1 – Design Development and Construction Documents	
• Design Development (DD)	2 months
• Construction Documents (CD)	3 months
• Bidding Assistance	2 months
Phase 2 – Construction Administration	10 months
Phase 3 – Geotechnical Investigations	Concurrent with DD and early CD

Durations identified above do not include time for Town reviews and approvals for each phase.

March 11, 2025

Town of Plymouth  
 Visitors Center Expansion  
 Contract for Designer Services  
 Scope of Services  
 Exhibit B

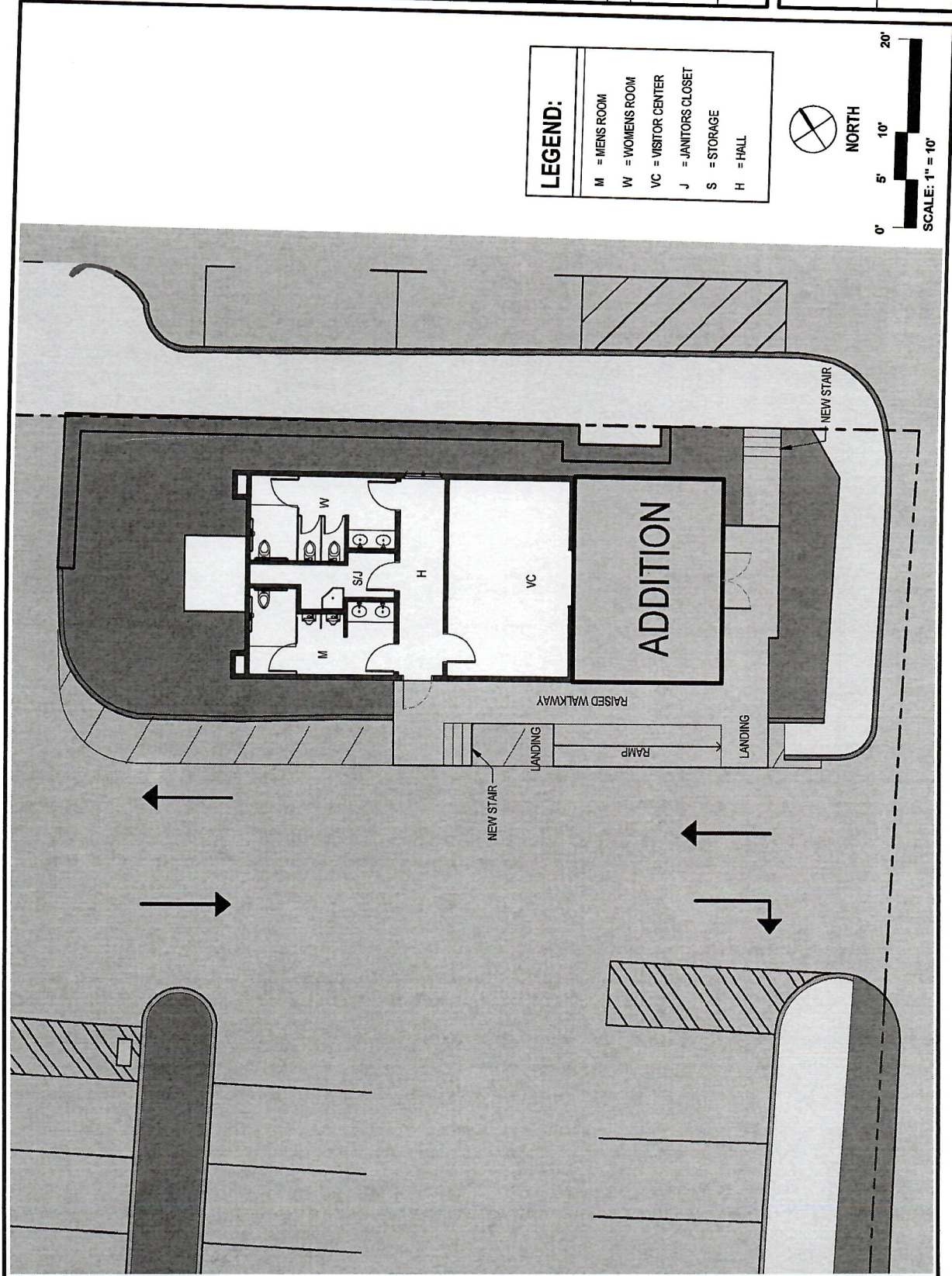
**FEE OF SERVICES**

The following is a summary of the proposed lump sum fees associated with the scope of services identified above. The final manhours, staff, hourly rates, and fee distribution among disciplines may vary based on staff availability, schedule, and conditions and design tasks identified through the normal design development process of the project. The total fee will not exceed the fee schedule below unless written authorization is granted by the Town.

TASK	FEE
Phase 1 - Design Development, Construction Documents, & Bidding Assistance	\$ 42,200
Phase 2 – Construction Administration	\$ 30,400
Phase 3 – Geotechnical Investigations	\$ 17,000
<b>TOTAL</b>	<b>\$ 89,600</b>



Drawing Title:  SCHEMATIC PLAN - RAMP OPTION 2	Sheet Number:  _SD-2
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CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Karl and Bill,

We have prepared four drafts of concepts for renovation of the Plymouth Visitor Center. Please note that ADA requirements for access (e.g., ramps) are a somewhat significant factor for this project. As such, we have developed four different options for exterior ramp layout – see attached.

In addition, we did very preliminary. high level cost estimate, as follows:

16' addition (360sf at \$900/sf)		\$324,000
New exterior double doors at main entrance		\$8,500
Convert area behind counter to a hallway		\$15,000
New exterior door on west side (for new access to bathrooms)		\$5,000
Relocate vertical duct		\$7,500
Replace interior door (access for staff from main visitors center)		\$2,500
New concrete ramp and stairs to access new main entrance		\$35,000
New concrete ramp to access new side entrance to bathrooms		\$25,000
	subtotal	\$422,500
Escalate to 2025	7.0%	\$29,575
	total	\$452,075

Let us know if you have any questions.

Thanks, Tony

**Anthony J. Wespiser, PE**  
SENIOR PROJECT MANAGER  
direct: 978-548-4615

Weston & Sampson

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