Submission Date: September 5, 2017

Project Name: Mass Central Wayside Rail Trail- Weston Section

Project Address: MBTA rail lines through Weston

Brief Project Description: Eversource has approval to remove the old MBTA rail road tracks and construct a gravel surface for maintenance use. The work is anticipated to begin this Fall. The Massachusetts Department of Conservation and Recreation (DCR) has announced that they will then pave the trail with a 10" surface so that the trail can be used for recreational purposes as part of their proposed rail trail from Waltham to Berlin. Early this year the Selectmen’s office provided the Rail Trail Advisory Committee with administrative funds to retain Utile Design Planning Firm to coordinate a public meeting to get town input on issues that need to be addressed once the paved surface is completed. The meeting is scheduled for September 19 at town hall @7PM. At the August meeting of the RTAC Utile advised the committee that the required scope of services the town would need to oversee the design of amenities, required signage, site grading, parking analysis, etc. for the three-mile corridor would require oversight through the Spring/Summer of next year. They presented the committee with a Draft Fee Proposal of $370,050 (Amendment I). The Committee requested a modified proposal addressing the Conceptual Design Phase only. The RTAC unanimously voted to approve a request for the Draft Fee Proposal not to exceed $75,000. Utile on August 31, 2017 submitted the attached Conceptual Design Proposal of $73,000 (see attachment #2). The RTAC feels strongly that the proposed scope of services and meetings to be provided by Utile and their associates Richard Buck Associates (landscape architects) and Nitsch Engineers are critical to developing the amenities and cost projections necessary for the final design of the rail trail.

Contact Person: Jack Sands

Contact Title: Chair, Rail Trail Advisor Committee

Contact Phone #: 781 856 0500

Contact Email Address: ojsands3@gmail.com

Contact Mailing Address: 32 Conant Road

Sponsoring Organization (e.g., Conservation Commission): Rail Trail Advisory Committee

Eligibility - Only activities designated in “Yes” boxes, below, are eligible uses of CPA Funds. Please mark the box, or boxes, that apply:
Please address the following questions/categories using additional sheets as necessary.

1. **Goals/Community Need:** What are the goals of the proposed project? Who will benefit and why? Does the project address needs identified in existing Town plans?

2. **Project Timeline:** Describe project milestones and when they will be completed.

3. **Community Support:** Describe the nature and level of support for and/or opposition to this project. In particular, describe which Town Boards/Committees/Departments or community organizations you have consulted/collaborated with.

4. **Budget:** Provide a line item budget and an explanation of how the budget was prepared. Include back up documentation including any proposals for services, professional cost estimates, etc. For community housing development projects, provide a phased sources and uses of funds.

5. **Other Funding Sources:** In addition to CPA Funds, what other funding sources are available, committed, or under consideration? Include commitment letters, and describe any other attempts to secure public or private funding for this project.

6. **Implementation:** Identify the person/persons responsible for project implementation and describe his/her/their relevant experience.

7. **Comparable Projects:** List and describe any comparable projects.
TOWN OF WESTON COMMUNITY PRESERVATION COMMITTEE

Project Submission Form – FY18

Application

Please address the following questions/categories using additional sheets as necessary.

1. Goals/Community Need: What are the goals of the proposed project? Who will benefit and why? Does the project address needs identified in existing Town plans? To oversee the design and implementation of the issues referred to in Attachment II. All town citizens who use the rail trail will benefit as well as abutters and other town residents who live in the vicinity. The town will need this work to be implemented once the trail is built.

2. Project Timeline: Describe project milestones and when they will be completed. It is anticipated that the design and implementation process will continue through the winter and Spring of 2017/2018.

3. Community Support: Describe the nature and level of support for and/or opposition to this project. In particular, describe which Town Boards/Committees/Departments or community organizations you have consulted/collaborated with. Both the Conservation, Recreation, and Historical Committees have been and will continue to be involved with the project.

4. Budget: Provide a line item budget and an explanation of how the budget was prepared. Include back up documentation including any proposals for services, professional cost estimates, etc. For community housing development projects, provide a phased sources and uses of funds. See Amendment II

5. Other Funding Sources: In addition to CPA Funds, what other funding sources are available, committed, or under consideration? Include commitment letters, and describe any other attempts to secure public or private funding for this project. See above

6. Implementation: Identify the person/persons responsible for project implementation and describe his/her/their relevant experience. See Design- see their website

7. Comparable Projects: List and describe any comparable projects.

8. Operations/Maintenance: If the project is revenue generating, provide a 5 year operating budget. If the project will not generate revenue but ongoing maintenance will be required, provide a 5 year budget with funding sources identified. (CPA funds cannot be used for maintenance). Identify the person(s)/entity responsible for operations/maintenance.

9. Multiple Projects: Sponsors with multiple proposals should prioritize them.

10. Provide Supporting Documentation as Applicable:
    a. Evidence of Site Control (e.g., purchase and sale agreement);
    b. Feasibility Studies;
DRAFT Fee Proposal

Date: August 28, 2017
Project: Weston – Wayside Rail Trail
To: Jessica Robertson + Tim Love (Utile)
From: Sam Valentine + Skip Burck (RBA)

Please review the following project assumptions & provide feedback:

Site description
Linear easement, +/- 3 miles in length and varying in width from 19 to 120 feet, with most of its length requiring Typical Path Treatment, and an additional eight (8) Unique Design Areas requiring a finer level of study and documentation and a wider limit of work. Locations of Unique Design Areas are identified as follows:
- parking area and Jericho Forest access @ Warren Avenue
- crossing @ Concord Road
- crossing @ Conant Road
- wetland area near Conant Road
- crossing and historic depot @ Church Street
- connecting path to Kendal Green MBTA Station
- connecting path to Biogen/Monster
- truss crossing @ Stony Brook/MBTA Fitchburg railroad

Scope of services
- site and program analysis
- viewshed analysis
- Typical Path Treatment
  - planting design for path shoulders
  - planting design for screening abutters
  - wayfinding: mile markers
  - wayfinding: informational signage, up ten (10) locations along path
- Unique Design Areas
  - paved secondary/access paths, incl. accessibility routes (sloped walks & ramps)
  - feasibility study for pond at Conant Road (swimming area, dock, additional trails for access, or improved natural landscape)
  - parking area at Concord Road crossing (striping, tabled crossing(s), curbing, signage)
  - parking area at Church Street crossing (repaving, curbing, striping, signage)
  - site grading, only where required
  - wayfinding: informational/educational signage
  - irrigation, only where required

Permitting
- billed hourly (meeting attendance, presentation graphics, etc.)
Exclusions
- path pavement design (to be completed by Eversource/DCR)
- site grading design, except within Unique Design Areas
- site lighting, including any MEP scope
- work beyond 100%CD including Construction Administration, Bidding, etc.
- design of Conant Road underpass
- design of any structures, such as restrooms or pavilions

Project schedule - phases
Phases to include only SD-CD, preliminary schedule as follows:
- Town Meeting to grant Notice to Proceed – 11.28.2017
- project commencement December 2017
- 100% SD, February 2018
- 100% DD w/ cost estimate, May 2018
- 100% CD, TBD 2018

Project schedule - meetings
A total of 13 meetings are budgeted for this project, with RBA attending/presenting at each meeting. Anticipated meetings are as follows:
- Rail Trail Committee meetings, monthly Dec – May
  qty. 6
- public meeting, January 2018
  qty. 1
- public meeting, April 2018
  qty. 1
- Town Meeting, May 2018
  qty. 1
- Board of Selectmen, presentation TBD
  qty. 1
- various planning board/committee meetings
  qty. 3

Deliverables
1) presentation materials – it is assumed the following will be prepared for and presented at each non-committee meeting*:
   - powerpoint presentation
   - 10 illustrative drawings for pinup
     - 1 key plan
     - 1 Typical Path Treatment plan & section/elevation, color-rendered
     - 8 Unique Design Area plans, color-rendered
* at Rail Trail Advisory Committee meetings, presentations are to be informal and progress-drawings only
2) CD Drawing submissions:
   - 1 key plan
   - 3 path layout sheets (3,000LF segments x 2 per sheet)
   - 4 enlargement sheets (2 Unique Design Areas per sheet)
   - 4 detail sheets (paving, planting, furnishings, sections)
3) landscape maintenance manual
Project team
- RBA: prime & landscape architect
- Utile: community outreach, wayfinding
  - design/documentation of wayfinding & signage (including trailhead signs, mile markers, and educational/interpretive signage)
  - planning consulting
  - presentation at community meetings (up to 2)
  - presentation at Rail Trail Advisory Committee (up to 3)
- Nitsch: civil engineer
  - Coordination and attendance at meetings (3 committee & 2 public meetings)
  - engineering of walks, drives at trail crossings and proposed connections
  - dock at pond (feasibility study only)
  - stormwater drainage systems (only at location of new walks and drives as required)
  - permitting, assume 1 Notice of Intent application for entire project - additional permits can be prepared as Additional Services if required
  - structural engineering to retrofit truss at Fitchburg line crossing
  - supplement existing survey as needed at select locations
- cost estimator
  - preliminary cost estimate at 100%SD
  - cost estimate at 100%DD
  - final cost estimate at 100%CD
- horticulturist (wildflower planting palette)

Fees
Our team will provide the design services described herein for a stipulated sum of $370,050. Breakdown of phases and consultants is noted below:

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<th>Phase</th>
<th>Total</th>
<th>RBA</th>
<th>Utile</th>
<th>Nitsch</th>
<th>Hort.</th>
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<td>$172,550</td>
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DRAFT Fee Proposal, Conceptual Design Phase only

Date August 31, 2017
Project Weston – Wayside Rail Trail
To Donna VanderClock, Town of Weston
From Sam Valentine + Skip Burck (RBA)

Site description
Linear easement, +/- 3 miles in length and varying in width from 19 to 120 feet, with most of its length requiring Typical Path Treatment, and an additional five (5) Unique Design Areas requiring a finer level of study and documentation and a wider limit of work. Locations of Unique Design Areas are identified as follows:
1. parking area and Jericho Forest access @ Warren Avenue
2. gateway @ Concord Road
3. gateway @ Conant Road
4. gateway and historic depot @ Church Street
5. connecting path to Kendal Green MBTA Station

Conceptual Design Phase Scope of Services
- site and program analysis
- viewshed analysis
- Typical Path Treatment
  - planting design for path shoulders
  - planting design for screening abutters
- Unique Design Areas
  - paved secondary/access paths, incl. accessibility routes (sloped walks & ramps)
  - parking area at Jericho Forest
  - parking area at Concord Road crossing (striping, tabled crossing, curbing, signage)
  - parking area at Church Street crossing (repaving, curbing, striping, signage)
  - site grading, only where required
  - wayfinding signage at gateways
  - informational/educational signage, up ten (10) locations along path

Exclusions
- path pavement design (to be completed by Eversource/DCR)
- site grading design, except within Unique Design Areas
- site lighting, including any MEP scope
- design of Conant Road underpass and/or at-grade crossing
- design of any structures, such as restrooms or pavilions
- permitting or regulatory review beyond that described within this proposal
- future-phase work beyond that described within this proposal

Conceptual Design Phase schedule and meetings
A total of 13 meetings are budgeted for this project, with RBA attending/presenting at each meeting. Anticipated meetings are as follows:
- Town Meeting to grant Notice to Proceed – 11.28.2017
- project commencement December 2017
- Rail Trail Committee meetings, monthly Dec – May qty. 6
- public meeting, January 2018 qty. 1
- public meeting, April 2018 qty. 1
- completed conceptual design, April 2018
- scope and cost estimate for final design phase, April 2018
- Board of Selectmen, presentation TBD qty. 1
- various planning board/committee meetings qty. 3
- Town Meeting, May 2018 qty. 1

**Deliverables**
1. presentation materials – it is assumed the following will be prepared for and presented at each non-committee meeting*:
   - powerpoint presentation
   - 7 illustrative drawings for pinup
     - 1 key plan
     - 1 Typical Path Treatment plan & section/elevation, color-rendered
     - 5 Unique Design Area plans, color-rendered
* at Rail Trail Advisory Committee meetings, presentations are to be informal and progress-drawings only
2. text outline of SD-CA scope
3. preliminary construction cost estimate for final concept

**Project team**
- RBA: prime & landscape architect
- Utile: community outreach, wayfinding
  - design/documentation of wayfinding & signage (including trailhead signs, mile markers, and educational/interpretive signage)
  - planning consulting
  - attendance at community meetings (up to 2)
  - presentation at Rail Trail Advisory Committee (up to 2)
- Nitsch: civil engineer
  - preparation of preliminary cost estimate for Civil scope items based on Conceptual Design Plans developed by RBA
  - evaluate bicycle and pedestrian access from Town roads to the rail trail and potential parking access drive crossing at Concord Road, and provide sign and pavement marking details in accordance with MUTCD and MassDOT standards
  - attendance at one (1) RTAC meeting

**Fees**
Our team will provide the design services described herein for a stipulated sum of $73,000.
Breakdown of phases and consultants is noted below:

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<th></th>
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