



TOWN OF PEPPERELL

OFFICES OF THE BOARD OF SELECTMEN / TOWN
ADMINISTRATOR

Town of Pepperell Athletic Field and Hard Court Facilities Master Plan Study

1. Project Description and Action Items:

- a. The successful firm will have an introductory “stakeholder meeting” with various sports and recreation organizations, business and community leaders and Town Officials to successfully document project goals and objectives; identify, record and publish comprehensive project design criteria and map out a project schedule.
- b. Develop a “general assessment” report through a site visit of 40+/- acres of athletic fields and hard court facilities, recreational areas, various sports equipment and subsidiary features of existing sporting complexes.
- c. Conduct interviews with Pepperell stakeholders for the express purpose of gaining a solid foundation of existing recreational programs, ideas for expansion and related issues.
- d. Design and develop a standard working plan of 40+/- acres of athletic fields and hard court facilities and recreational areas from existing drawings and imagery provided by the Pepperell Recreation Commission. This will include: town drawings, ArcGIS, Pictometry, and Mass GIS. Utilizing this planning results, a current conditions foundation plan will be completed. This plan will be the basis of the ultimate master plan.

- e. Conduct an in-depth evaluation of geotechnical data, supporting information and soils provided by the Pepperell Recreation Commission in order to understand the predominant soil classifications and groundwater elevations at predetermined sites, under this study. A review of existing studies, on file with the town, will be prepared and used in this master plan. A comprehensive scan of online data will be conducted utilizing the United States Geographical Survey (USGS) and any other pertinent sources.
- f. Review all pertinent local planning and zoning regulations, including all overlay districts, water protections zoning districts, (e.g. WRPOD - Zone #1 Wellhead Protection; Zone #2 Water Source Protection, and Zone #3 Aquifer-Watershed Protection). Additionally, the successful firm will ascertain any zoning restrictions that are applicable, including: permitting, use restrictions, setback, structure height limitations or other restrictions. Moreover, the successful firm will complete a thorough analysis of the Massachusetts Wetlands Protection Act and a complete a full review of the Massachusetts Natural Heritage Atlas to determine the presence of estimated and priority habitat for rare species.

2. Program Planning and Development

II. Action Items:

- a. The successful firm will design, prepare, organize a user questionnaire that is intended to identify and quantify uses at each parcel under review.
- b. Explore specific demographic trends, using quantifiable data, for each user organization.
- c. Hold meetings with the Pepperell Recreation Commission and other Town Committees, Commissions, Boards and the Town Administration and Board of Selectmen to delineate the areas of need and overall functional requirements for user organizations.
- d. Determine and document demand on athletic facilities, both current and future and establish specific priorities, including field geometrics; desired

- features (i.e. size and use, storage capacities) and the overall site improvements (i.e. lighting, irrigation, public lavatories, parking, turf surfaces, amenities for the general public/concessions).
- e. Document current and scheduled team uses, both game and practice capacities, for each field and/or athletic facility by type and season, and make a determination for overall sustainability for the future.
 - f. Provide quantifiable data that will support the study for each priority parcel identified utilizing the functional requirements identified in the study and ultimately for the improvement and redevelopment program.
 - g. Meet with and assist Planning Officials that will be conducting an overall town-wide Master Plan and integrate all pertinent materials into this plan.

3. Schematic Development and Graphic Design

- a. Develop a graphic design schematic for each of the six (6) recreation parcels and one for the 40+/- acre parcel that will serve as a planning layout.
- b. Complete revisions of the of the schematic plans (up to 2 revisions) that reflect the goal of meeting the planning requirements of the study, including, budgeting; construction cost estimates, phasing in of the plan in an economical and cost beneficial manner; scheduling of work; and meeting all permitting requirements of Federal, State and Local laws and regulations.
- C. Meet with Recreation Commission on a priority basis to review the graphic design schematic (estimated at no more than two times).

4. Engineering Consultant Services – Athletic Field and Hard Court Facilities Master Plan Development

- a. Provide a comprehensive review of all pertinent data, master plan design, client feedback, relative documents and notes to develop cost estimates for the survey of parcels, engineering analysis, proper permitting, construction costs associated with the successful project management and related project contingencies.
- b. Finalize the master plan design and generate the following deliverables:
 - i. Written narrative and full description of the current and projected demands on based upon illustrated facts of all users and programs;
 - ii. A comprehensive assessment of the current conditions of each target parcel under review;
 - iii. A schematic layout of the conceptual design;
 - iv. A compiled base plan of the existing conditions derived from MassGis and any known challenges related to the 40+/- acre parcel;
 - v. A Phase-In plan for consideration by the Recreation Commission, including: consideration of priority of need of current use; the need to keep recreational programs in use during the phase-in plan; and the fiscal impacts of each phase along with a comprehensive cost estimate of the project plan;
 - vi. An Implementation Plan Timeline with critical milestones associated with the successful execution of the overall project plan; and
 - vii. Lead an open discussion of the Master Plan with the Recreation Commission at public session (at least two).

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certificate, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Signature of individual submitting bid or proposal)

(Name of Business)

STATEMENT OF STATE TAX COMPLIANCE

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I

authorized signatory for

(insert name and title)

(insert name of contracting party)

whose principal place of business is at

(Insert business address)

do hereby certify under the pains and penalties of perjury that

(insert name of contracting party)

has complied with all laws of the Commonwealth relating to taxes.

Authorized Signature

Date

Federal Employer I.D. Number