



Stantec's Sport Group
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January 6, 2023

File: -

Mr. Jeffrey Sands

Assistant Superintendent
Masconomet Regional School District
20 Endicott Road
Boxford, MA 01921

Reference: Masconomet Regional School District - Synthetic Turf Fields (Phase 1)

Dear Jeffrey,

Stantec is pleased to present you with the following proposal for Design, Engineering, and Permitting Services for the proposed Synthetic Turf Fields and Renovations at Masconomet Regional High School and Middle School. This proposal only considers the Phase 1 project, which includes two synthetic turf fields, a support building, press box and bleachers, athletic field lighting, revised parking layout and associated site improvements. We have outlined the following scope of work based on our discussions.

Outlined below are the broad tasks and key milestones to ensure that the design and construction of this project is fully responsive to the desired timeline and fiscal constraints for the project. Included with every task is a set of deliverables, subject to refining the project scope through communication with the School.

- Schematic Design, Design Development, & Construction Documents
- Survey(Phase 1)
- Wetlands Flagging (Phase 1)
- Geotechnical Investigations & Report (Phase 1)
- Opinions of Probable Project Costs
- Drainage Analysis & Stormwater Report
- Synthetic Turf System Review & Selection
- Permitting
 - TV Inspections / Utility Explorations
 - Site Plan Review & Meetings, Planning Staff
 - Conservation Commission, Notice of Intent Filing & Public Hearings,
 - Stormwater Pollution Prevention Plan (SWPPP)
- Bidding Phase Services



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- Final Bid Documents
- Bidding
- Services During Construction
 - Construction Meetings and Site Visits
 - Office/ Construction Administration
 - Submittal Review, RFI's, etc
 - Project Closeout

Our goal is to provide a design and consulting process that works best for The Masconomet Regional School District and ensures a successful project.

Task 1 Schematic Design

We will continue the Conceptual Design of the Phase 1 portion from the original Feasibility Study from 2019.

Task 1.1 Kick off and Project Review Meeting

Stantec will develop a draft program based on our discussions and understanding of the project. We will review the draft program and the plans at the kick-off meeting. Based on review and comments, a final program, and a final concept plan will be developed.

Task 1.2 Schematic Design Package

Based on the feedback on the final concept plan, our team will develop schematic design plans including, layout, materials and grading plans for the two-field complex. We will review the schematic design plans at a project review meeting, and based on comments from this meeting, a final schematic design package will be developed including a plan rendering. Up to three concepts will be provided.

Task 1.3 Geotechnical Investigations and Report (Phase 1)

Haley & Aldrich (H&A) has provided a proposal for geotechnical investigations. This will consist of a subsurface exploration program requiring 7 test borings, 9 geoprobes, and infiltration testing. H&A will provide a summary and recommendations for these investigations.

This task includes time for us to coordinate the geotechnical investigations and review the finding and strategies on the best base design for the field with H&A. H&A's overall fee has been included in this proposal in order to provide a total fee for this Study.



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To reduce the potential cost to the Town, we have assumed the Town will provide an excavator and operator to conduct test pits for the estimated 2 day period to complete the infiltration testing. If requested, we can provide budget for the test pits to be conducted by a Haley & Aldrich licensed and insured subcontractor.

Task 1.4 Wetlands and Waterbodies Delineation (Phase 1)

Stantec will conduct a wetland and waterbodies delineation of the proposed Phase I project area (up to approximately 20 acres). In addition to the resource areas within the delineation area, wetlands or waterbodies within approximately 200' feet of the limit of work area that would result in Buffer Zone and Riverfront Area extending into the limit of work will be delineated (if permission to access has been granted). If permission cannot be obtained, the resource areas will be estimated, depending on proximity to the limits of the proposed work. For the purposes of scope and budget, we assume delineation of Bordering Vegetated Wetlands, Inland Bank and Mean Annual High-Water Line of the west side of the Ipswich River, where accessible, within the portion of the river that sets the Riverfront Area onto the Phase 1 project area.

Wetlands and waterbodies identified within the delineation area will be delineated in accordance with the definitions and methodologies described in the Massachusetts Wetlands Protection Act and Regulations (WPA; MGL Chapter 131 §40; 310 CMR 10.00, respectively) and the U.S. Army Corps of Engineers' (Corps) 1987 Wetlands Delineation Manual and Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Northcentral and Northeast Region (Version 2.0, January 2012). The wetland resource areas will also be delineated based on the requirements included in the Town of Boxford Wetlands Protection Bylaw, Town Code chapter 192, and regulations chapter 375 ("Wetlands Bylaw").

The limits of jurisdictional wetlands and waterbodies identified within the delineation area will be flagged with sequentially labeled flagging tape and/or pin flags. The location of wetland flags, watercourse flags, and key locational reference points, will be collected by using a Global Positioning System (GPS) unit with sub-meter accuracy.

The wetland delineation is assumed to not include the identification of vernal pools due to the anticipated wetland delineation timing based on the project schedule; however, Stantec will demarcate the boundaries of depressions which appear to have the capacity to provide vernal pool habitat with flagging labeled "PVP" and identify them on the Project maps as "Potential Vernal Pool". Certified Vernal Pools, as recognized by the Natural Heritage and Endangered Species Program (NHESP) have not been mapped within the project area. Data sufficient to complete Corps Wetland Determination Data Forms will be collected at each separate field-delineated federally jurisdictional wetland where Project impacts are likely to occur.

Stantec will prepare a narrative report describing the observations made during the wetland and water resource area delineation. The report will include a table containing delineated resources and identified PVP's in the project area and their characteristics, representative



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photographs, and completed USACE Wetland Determination Data forms. The report will be suitable for inclusion in local, state, and federal permit applications. As a part of this task, Stantec will review and provide one set of "redline" comments in response to the wetland boundary depicted in the topographic survey to be conducted by others.

Task 1.5 Survey (Phase 1)

An on the ground topographic survey will be performed of the site described. The survey will include the location of all existing structures and their first floor elevations. The survey will show all planimetric features on site. Included shall be the location of brush, ground detail within the defined survey limit lines, walks, curbs, drives, fences, walls, edge of clearing, culverts, catch basins, drain ends, manholes, hydrants, utility poles, and telephone and electrical lines. Wetland flags shall be located and plotted on the final plan. Utilities investigations will include sewer, drain, water, gas, electrical, and telephone. Inadequate record data requiring techniques of sub-surface exploration to locate utilities or other underground appurtenances will be an additional service subject to your approval.

Task 1.6 Graphics Package (OPTIONAL)

Based on the final schematic plan we will develop two 3-D birds eye view renderings, illustrating the proposed field improvements. Stantec will provide draft views that will be approved by the School. As a final document, we will provide final images for the School for promotional use to show students, parents, staff, and perspective donors.

Task 1 Deliverables:

- Draft and Final Program
- Final Concept Plan
- Kick-off Meeting Attendance
- Schematic Design Package (Progress for review and final)
 - Layout and Materials and Grading Plans
 - Plan Rendering
- Review Meeting Attendance
- Geotechnical Investigations Summary
- Wetlands Flagging and Memo
- Survey Plan in CAD
- Graphics Package: Two 3-D Views (OPTIONAL)



Reference: Masconomet Regional School District - Synthetic Turf Fields (Phase 1)

Task 2 Design Development and Construction Documents Services

Based on the need to expedite the project schedule and the nature of the project we have combined the Design Development and Construction Documents Phases. We will work closely with the School to schedule design review meetings to meet both project requirements and schedule.

Task 2.1 Design Development and Construction Documents

Based upon the Schools approved schematic design of the field renovations (Phase 1), our team will proceed with Design Development and prepare Construction Documents for bid, setting forth in detail the requirements for construction of the athletic fields, building, infrastructure, athletic and site components of the project. We will prepare drawings that describe the project in layout and materials, grading, address drainage and field base, field access, and all infrastructure to accommodate, teams and spectators. Design Development and the Construction Drawings will be prepared in AutoCAD format and are anticipated to include:

- Site Preparation and Demolition Plan
- Layout and Materials Plan(s)
- Grading and Drainage Plan
- Utility Plan
- Planting Plans and Details
- Irrigation Plans and Details
- Electrical Plans and Details (lighting)
- Architectural and MEP Plans / Details
- Athletic Field and Equipment Details
- Athletic Field Line Layout Plan
- Site Improvement Details, as required

Technical Specifications will also be prepared and compiled by us for the Project Manual. This manual will detail pricing by selected specialty contractors as identified during the design process. It is assumed that Front End Matter, Bidding Requirements, Contract Forms and General Conditions will be provided by Stantec and reviewed by the School.

Drawings and Specifications will be submitted to the School at the 50% and 90% review stages. Stantec will attend three (3) review and coordination meetings with the School. It is assumed that Stantec will distribute the drawings and specifications to the bidders electronically.



Reference: Masconomet Regional School District - Synthetic Turf Fields (Phase 1)

Task 2.2 Opinion of Probable Project Cost

Once the schematic design is approved by the School, our team will complete a cost analysis of the schematic plans for the project. We will prepare and provide a detailed Opinion of Probable Project Costs including hard construction costs and soft project costs; design, engineering, project management etc. These itemized costs are anticipated to include:

- Materials and Installation Costs
 - Demolition and Site Removals
 - Earthwork and Drainage
 - Infilled Synthetic Turf System
 - Fencing, Netting and Fixed Athletic Equipment Costs
 - Electrical System
 - Irrigation System
 - Site Paving, Improvements & Amenities
 - Utility Requirements
 - Architectural and MEP Components
- Contractor Costs
 - General Construction Conditions
 - Contractor's Overhead and Profit
 - Construction and Materials Testing Costs
- Contingencies and Owner Costs
 - Construction Contingencies
 - Design Contingencies
 - Project Management Costs

This estimate will follow the Construction Specifications Institute (CSI) format and will include soft costs in order to provide a total project cost for each phase or scenario and if required escalation costs will also be included for future phases to provide real project costs for projects that may be years out.

Task 2.3 Synthetic Turf System Review and Selection

In conjunction with a Design Review Meeting, Stantec will also familiarize the School with the myriad of available infilled synthetic turf systems, alternative infill materials, and specialty athletic surfacing vendors. Based upon the Schools responses to the following (and other) questions, Stantec will prepare a performance based technical specification for the infilled synthetic turf system:



Reference: Masconomet Regional School District - Synthetic Turf Fields (Phase 1)

Synthetic Turf System

- Does the School already have a preferred system?
- What sports will be considered for the fields?
- What type of infill is preferred? Recycled rubber, TPE or organic alternatives?
- We will present recent testing on SBR rubber and Green Certification available
- What type of synthetic fiber is preferred? Monofilament? Slit film?
- Resilient underlayment (padding). This will tie into infill ratio and safety level.
- Will there be any logos or other graphics installed in the field?
- Will the synthetic turf system be bid separately or will it fall under the general construction scope?
- In either case, what construction responsibilities will be under the synthetic turf installer's scope?

We will be prepared to discuss the pros and cons of these as well as other questions to ensure that the School receives competitive bids for high quality products from reputable and experienced manufacturers. Please note, Stantec's Sport Group is a Certified Independent Consultant by the Synthetic Turf Council (STC).

Lastly, if desired, we will organize a day of presentations from the various reputable athletic surfacing vendors doing business in New England.

Task 2 Deliverables:

- One (1) set of 50% Construction Documents (100% Design Development) and one (1) set of 90% Construction Documents including Technical Specifications
- An Opinion of Probable Project Costs at Design Development and 90% CDs
- 100% Construction Documents and Technical Specifications
- Electronic Distribution for Bidding
- Meeting Attendance
- Design Review Meetings
 - Design Development Review
 - 50% CD Review
 - 90% CD Review
- Synthetic Turf System Review Meeting



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Task 3 Permitting Services

Task 3.1 Boxford Site Plan Review:

Stantec shall take the lead in assisting in the permitting of the project for Phase 1 Field Renovations. Approval from the Board of Appeals will be needed for the building structures and review for the negative impacts from potential increase in light pollution, litter, noise in the neighborhood. Permitting to include preparation and submission of relevant documentation related to the site design and attendance at meetings/ presentations as noted below:

- Preparation of Design Review application and supporting graphics and one round of revisions based on comments in the first hearing
- Meetings
 - One (1) informal meeting with the Town of Boxford Planning and other Departments
 - One (1) Public Hearing hosted by the Town of Boxford Planning Board.
 - Time and Materials after initial meetings.

Task 3.2 Boxford Conservation Commission, Notice of Intent Filing:

Town of Boxford Conservation Commission – Notice of Intent – The Consultant will prepare a Notice of Intent for filing with the Town of Boxford's Conservation Commission.

Based on a preliminary review of MassGIS resource datalayers, it appears that portions of the project lie within the 200-foot Riverfront Area of the Ipswich River and within the 100-foot buffer zone to Bordering Vegetated Wetlands. Because the proposed project activities will likely “alter” areas subject to protection under the WPA and the Wetlands Bylaw, the project will require the issuance of an Order of Conditions from the Boxford Conservation Commission (Commission). Under this task, our permitting specialists will prepare and submit a Notice of Intent (NOI) for work within applicable wetland resource areas and their buffer zones. The NOI will include a project description addressing existing conditions, project purpose and proposed work, Resource Area descriptions, including photographs and transect data forms (if applicable); and a discussion of impacts to resource areas, applicable performance standards, and proposed measures to protect resource areas during and post-construction. Required accompanying materials, including figures, abutter notification documentation and drawings, will be provided with the NOI submittal. A Stormwater Management Checklist and Report with required supporting calculations and documentation will be included with the NOI application, as required.

Stantec will obtain a Certified Abutters List for abutters within 250' of the property line and notify abutters in compliance with the WPA and Wetlands Bylaw. This task also includes attendance at two public hearings with the Commission. We have included budget for the wetland scientist to conduct one on-site review of the delineated wetlands during the NOI public hearing process with the Conservation Agent and/or members of the Conservation Commission.



Reference: Masconomet Regional School District - Synthetic Turf Fields (Phase 1)

This task includes filing the issued Order of Conditions with the Southern Essex District Registry of Deeds (RoD) located in Salem, MA, the \$105 RoD recording fee, and up to \$300 for the NOI public notice. This task includes requesting the Certificate of Compliance (CoC) following project completion, filing the CoC with the RoD, and payment of the \$105 recording fee. We did not include WPA and Wetlands Bylaw application filing fees in the scope and budget, as we assume that the High School, as an entity of the Town of Boxford, is exempt from the filing fees.

In addition, Stantec will provide the following services associated with the Notice of Intent filing

- Pre-filing meeting with the Town of Boxford Conservation Commission
- Attendance at Public Hearings – It is assumed that two public hearings will be required for this project.

Task 3.2 Stormwater Pollution Prevention Plan (SWPPP):

Construction activities disturbing more than 1 acre of land require a NPDES permit from the Environmental Protection Agency (EPA) and the preparation of a Storm Water Pollution Prevention Plan (SWPPP) for stormwater discharges associated with these construction activities. The Consultant will provide information to the Client and Contractor in order for the Contractor to file a Notice of Intent application with the EPA. Stantec will also prepare a Stormwater Pollution Prevention Plan which will include measures to be implemented by the Contractor on the site during construction, and a description of construction activities including phasing, inspection schedules, and management of construction materials. The Contractor will be responsible for keeping the SWPPP on site at all times and for updating it as needed throughout the construction phase of the project.

Task 3 Deliverables:

- Design Review application filing, including (1) meeting and (1) hearing
- Conservation Commission application filing, including (1) meeting and (2) hearings
- Stormwater Pollution Prevention Plan coordination
- Stormwater Report

Task 4 Bidding Services

Task 4.1 Final Bid Documents

We will attend a final design meeting with the School and stakeholders to review the final Plans and Specifications. Our team understands there may be minimal comments and minor revisions to be incorporated into the final Document Set, but does not anticipate major changes to the layout, detailing or materials. We will incorporate final comments and prepare final bid package.



Reference: Masconomet Regional School District - Synthetic Turf Fields (Phase 1)

Task 4.2 Bidding

Stantec will take the lead for the School in identifying local and regional specialty athletic field contractors that should be considered for bidding this project.

Members of the Team will also attend the Pre-Bid Conference and respond to questions in writing as they arise. Stantec will prepare addenda information as required and assist the School in the evaluation of bids and sub-contractor qualifications.

It is assumed that the infilled synthetic turf system construction will be included as part of the base contract under the responsibility of the General Contractor. The bid form will however be developed to allow the School the flexibility in selecting the desired system and vendor requiring alternate pricing be listed for each system/vendor by all bidders.

Stantec will review the bids and attend a de-scoping meeting with the School to evaluate and discuss the bids.

Task 4 Deliverables:

- 100% Bid Package including Construction Documents & Specifications etc.
- Preparation of a Bid Evaluation Memo and Vendor Recommendation
- Meeting Attendance
- Pre-bid Meeting
- De-scoping Meeting

Task 5 Services During Construction

Note: Our inclusion for the Tasks identified in this Phase is based upon significant experience with this project type and the knowledge of what is required to properly assist the Contractor and the School in meeting the tight project schedule while still maintaining a high standard of quality.

Task 5.1 Construction Meetings and Site Visits

Stantec will provide services during construction of the project in support of the School. We anticipate these services will include:

- Attendance by key Team member at the (1) Pre-Construction Conference. It is assumed that meeting notes will be prepared and distributed by the selected general contractor.
- Attendance at fourteen (14) weekly project meetings. For the purposes of this proposal we have assumed attendance at project meetings in addition to the Pre-Construction Conference. It is assumed that a senior Stantec project team member will attend each of these meetings. It is assumed that meeting notes will be prepared and distributed by the selected construction manager/general contractor.



Reference: Masconomet Regional School District - Synthetic Turf Fields (Phase 1)

It is assumed that these meetings will be held at the site and site visits will be held in conjunction with the project meetings depending on the progress and schedule.

- Up to three (3) other site visits will be held at appropriate milestones during construction. These milestones are anticipated to include:
 - Completion of Synthetic Turf Field Finishing Stone Laser Grading
 - Completion of Synthetic Turf Carpet Seaming and Inlays prior to Infilling
 - Completion of Synthetic Turf System Infilling
- Up to three (3) site visits for architectural, two (2) site visits for MEP/FP.
- Site visit notes and photographic documentation will be prepared for each site visit. It is assumed that one (1) senior Stantec project team member will attend the milestone visits. There may however be certain stages in which two (2) senior Stantec project team members will attend.

Task 5.2 Office/Construction Administration

Our Team will provide assistance to the School in the administration of the construction contract including review of contractor submittals, shop drawings, requests for information, schedule of values and applications for payment, and the preparation of sketches and field reports as required.

Task 5.3 Project Closeout

Our Team will prepare a preliminary Punch List and monetized Final Punch List for the scope of work outlined in this proposal. We will also review the contractor's as-built field layout drawings and warranty information prior to delivery to the School.

Task 5 Deliverables:

- Construction Administration, Submittals, Shop Drawings, RFIs, Sketches, etc.
- Meeting Attendance
- Pre-Construction Conference (1st Weekly Meeting)
- Fourteen (14) Construction Meetings
- Three (3) Milestone Construction Site Visits
- Three (3) Architecture Site Visits, Two (2) MEP Site Visits
- Preliminary Punch List and Final Monetized/Site Visit Meeting (including all elements and appropriate disciplines)
- Project Closeout



Reference: Masconomet Regional School District - Synthetic Turf Fields (Phase 1)

Compensation for services shall be on a fixed fee basis per task for the year 2023. For work completed in the year 2024, Stantec and the School will need to revisit the fee. A budget has been provided for each task, the scope outline above as indicated below:

Task 1 Schematic Design	\$87,300
Task 2 Design Development and Construction Documents	\$282,300
Task 3 Permitting Services	\$79,450
Task 4 Bidding Services	\$33,100
Task 5 Services During Construction	\$148,800
Total Budget	\$630,950
Expenses - Reimbursable (Design Tasks)	\$2,500
Expenses - Reimbursable (Construction Administration Task)	\$3,500

REIMBURSABLE EXPENSES

Reimbursable Expenses are included in compensation for Basic Services such as, but not limited to mileage at the current IRS rate, reprographic and plotting services, postage and travel. Where not stated as being included in the fees, project specific subconsultant, contractor, lab and other similar third party charges will be charged as invoiced to Stantec. Reimbursable expenses will be invoiced at cost, no markup.

ADDITIONAL SERVICES

If the Client authorizes services which exceed those listed under Scope of Services and are not customarily furnished in accordance with accepted practice, they shall be compensated at the following listed rates. Such additional expenses shall include, but not be limited to major revisions in drawings due to causes beyond the control of the Stantec, including significant changes to the Design and drawings resulting from meetings with Town agencies, or revisions requested by the Client after approval of the Stantec's plans by the Client, and submission to the municipality, except as included in the scope above.

Rates for Additional Services on an hourly basis.

ASSUMPTION/EXCLUSIONS:



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1. Stantec scope and fee does not include wildlife or rare species field surveys, or vernal pool assessments. If the Commission requests any such additional information or surveys, then Stantec will prepare separate scope and fee estimate for the additional work.
2. We assume that there will be no fill in the FEMA Floodplain (Bordering Land Subject to Flooding) associated with the Phase I scope and, therefore, no compensatory storage is required.
3. Based on the most recent "Priority & Estimated habitats" map (15th Edition Natural Heritage Atlas, August 1, 2021), the project site does not lie within a Priority Natural Habitat or Estimated Habitat of Rare Wildlife polygon and, therefore, we assume no permits under the Massachusetts Endangered Species Act (MESA) or coordination with the Natural Heritage and Endangered Species Program will be required.
4. This Scope of Services does not include addressing questions or comments from third-party reviewers.
5. We assume that additional permitting or authorizations such as Massachusetts Environmental Policy Act (MEPA) review, Water Quality Certification from MassDEP or authorization from the USACE under Section 401 of the Clean Water Act will not be required for Phase I of this project.
6. The scope and fee do not include pre, during or post construction compliance monitoring or reporting.
7. Other services not included:
 - TV Inspections / Utility Exploration
 - Traffic Analysis
 - Historical Review
 - Design of off-site improvements required for mitigation of project impacts
 - Drawing submittals other than listed in this proposal
 - Hydrant Flow Tests
 - Environmental Engineering, soil classification or LSP services

Thank you for the opportunity to submit this proposal. Please let us know if you have any questions we are happy to tailor this proposal/scope of work to meet the needs of the Masconomet Regional School District.

Regards,

**Stantec Planning &
Landscape Architecture**

A handwritten signature in blue ink, appearing to read "R. Corning", followed by a long horizontal flourish.

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Stantec's Sport Group

A handwritten signature in blue ink, appearing to read "Josh Atkinson", with a stylized flourish.

Josh Atkinson, RLA
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