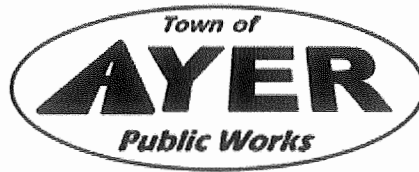


TOWN OF AYER
REQUEST FOR PROPOSALS
FOR
AYER COMMUNITY DOG PARK DESIGN SERVICES

RESPONSES DUE: 3:00 PM on Friday, February 26, 2016



TOWN OF AYER
DEPARTMENT OF PUBLIC WORKS
25 BROOK STREET
AYER, MA 01432

TOWN OF AYER
REQUEST FOR PROPOSALS
AYER COMMUNITY DOG PARK DESIGN SERVICES

INSTRUCTION TO APPLICANTS

1. The Town of Ayer, Department of Public Works is requesting proposals from design consultants for design of a community dog park to be located on Snake Hill Road.
2. Proposals are being requested from a selected group of engineering companies. It is our intent to review the proposals and interview the firms in early March. Please contact Mark Wetzel, P.E. (mwetzel@ayer.ma.us) at 978-772-8240 with any questions or to schedule a site visit. The intent of this selection process is to have a collaborative effort and select a consultant that is committed to the success of this project.
3. All proposals must be properly signed, enclosed in an envelope that is sealed and plainly marked on the outside with the proposal name. The proposal shall be submitted no later than **3:00 PM on Friday, February 26, 2016**. Late submittals will not be accepted.
4. The submittal shall be addressed to:

Mark Wetzel P.E., Superintendent
Department of Public Works
25 Brook Street
Ayer, MA 01432
5. **Four (4)** complete copies and one PDF digital copy of the proposal must be received on or before the Submission Deadline as set forth above.
6. If any changes are made to this Request for Proposals, an addendum will be issued. Addenda will be mailed, e-mailed or faxed to all bidders on record as having picked up the Request for Qualifications.
7. The Town of Ayer may cancel this Request for Proposals, or reject, in whole or in part, any and all Proposals, if the Town determines that cancellation or rejection serves the best interests of the Town.

General Information

The Town of Ayer Department of Public Works (DPW) requests proposals from qualified firms / individuals (landscape architects and civil engineers) for purposes of assisting the Town with the design process and preparation of construction documents for a Town dog off leash recreation area (dog park).

This park is being funded by a generous grant from the Stanton Foundation. We have received funding of \$18,900 for the design phase of this project.

A preliminary concept design and budget has been prepared and may be used as the basis for submitting a proposal. However, proposals should be based upon the scope of services described below and experience with similar dog park projects. New approaches and innovative ideas are welcome.

The dog park will be located on Town owned land located at 115 Snake Hill Road. The parcel was donated to the Town as a condition of approval for the Ridgeview Heights (Pingry Hill) Subdivision. The developer, Crabtree Development, was required to construct two small soccer fields and parking area on the parcel. However the Parks Commission is not interested in soccer fields and have approved the parcel for the dog park.

Attached is the parcel plan and a preliminary concept sketch of the park. The parcel is 43,100 SF and there are abutting drainage easements and parcel H-2, which is conservation land. The drainage basins have not been constructed and there may be some opportunity to further extend the site into the drainage easement. The concept plan shows both large and small dog areas. Attached is the preliminary cost estimate at \$239,100 including design and contingencies.

The Consultant will work directly with the Superintendent of Public Works and the Ayer Dog Park Workgroup. The DPW Superintendent, Mark Wetzel, P.E. will be the primary contact and project manager. The Town responsibilities will include:

- Provide topographical site survey in AutoCAD format
- Public participation scheduling, notifications, moderating and handouts. Designer will attend and present concepts, design criteria and answer questions. Anticipate 3 public meetings (kick-off, 50% design and final design)
- Wetland delineation and permitting
- Coordination with stakeholders / Town Departments
- Bidding services – Printing, distribution, bid opening
- Construction administration and observation

The design process will include typical design elements and site features common to a dog park. Design elements include but are not limited to overall layout, activity nodes, circulation and surface materials. Site features include but are not limited to fencing, man-made and natural features, shade structures, landscaping, lighting, irrigation, etc. Parking will be a gravel surface and utilize the area as shown on the concept plans. It is anticipated that Crabtree Development will construct the parking area and complete some of the site clearing and grading.

Anticipated Schedule

The design process is expected to be completed within two months. Construction is expected to begin in Fall 2016 and be completed by Spring 2017.

All interested parties must submit four (4) printed copies and one PDF copy of their proposals containing complete information as requested by **3:00 PM on Friday, February 26, 2016.**

Scope of Services

The design process will consists of the following tasks:

1. Review of Existing Conditions and Materials
 - 1.1. Meet with workgroup to discuss design process, criteria, schedules and responsibilities
 - 1.2. Perform site walk
 - 1.3. Review existing documents
 - 1.4. Identify potential issues with the site, project plan, schedule and implementation
2. Public Participation and Communication
 - 2.1. Participate in an initial meeting to present the concept of the Community dog park, design options and alternatives and get input from the public
 - 2.2. Provide graphics for the town website
 - 2.3. Present the 50% design at a public meeting and respond to questions. Assist the Town in preparing a handout for the public
 - 2.4. Present the final design at a public meeting and assist the Town in preparing a handout for the public
 - 2.5. Communicate with the Project Manager and Workgroup through email updates including a written summary of progress / status submitted with each invoice
3. Develop Conceptual and 50% Design
 - 3.1. Based on the input from the workgroup, public meetings and experience with other dog parks, develop design criteria summary for the park
 - 3.2. Provide a design concept for the park. Include design criteria, explanations for layout, alternatives and amenities.
 - 3.3. Prepare a preliminary opinion of probable construction cost and annual O&M costs
 - 3.4. Based on the conceptual design, prepare 50% design plans and outline of construction specifications.
 - 3.5. Submit 4 sets of 50% design for review and comment
4. Final Design and Review
 - 4.1. After 50% design is reviewed by Town, prepare final design plans and specifications (100%) in accordance with MGL Chapter 30,39M requirements
 - 4.2. Submit 4 sets for final design review
 - 4.3. Prepare final opinion of probable construction cost and annual O&M costs
5. Bid Documents
 - 5.1. Consultant shall provide 100% plans, specifications, and estimate of probable construction cost. Plans shall be 4 printed sets and one electronic set in MS WORD and AutoCAD Formats.
6. Bid Award and Construction Support (**Additional fee for this scope to be negotiated**)
 - 6.1. Answer bidders questions
 - 6.2. Provide up to two addenda, if necessary
 - 6.3. Review submittals

Proposal Requirements

Proposals shall be organized in the following format:

- 1) **Transmittal Letter** (signed by someone authorized to enter into a contract with the Town of Ayer) identifying the firm's name, address, telephone number and e-mail address of the contact person, the date of the Proposal and a brief summary of your firm's qualifications.
- 2) **Project Approach:** Provide a brief summary of project understanding and your approach to completing the project in accordance with the Town's goals. Innovative ideas and concepts are encouraged.
- 3) **Scope of Services:** Based on the project objectives and preliminary scope of services, elaborate and modify the scope of services, as required, based on experiences with similar projects.
- 4) **Project Team:** Provide a list of key staff that will be involved with the project, including their relevant experiences with the described projects. Describe what each person's role will be. Include up-to-date resumes and an organizational chart.
- 5) **Qualifications and Similar Projects:** Provide an overview of your firm's experience and qualifications with similar projects. Provide project summaries for three similar projects in Massachusetts and New England.
- 6) **References:** Provide at least three (3) references. Include names and current phone numbers for the references, which should be from recent work (previous three (3) years) similar to the services described in this RFP.
- 7) **Fee:** Note that the Town has a budget of \$18,900 for the design of the park. Provide a statement regarding your ability to accomplish the scope of work within the budget and an exceptions or assumptions related to you work.

Proposal Evaluation and Award Procedure

A consultant selection group from the Town of Ayer will evaluate the proposals based upon the company's experience delivering similar services, demonstrated competence, professional qualifications and references. The three highest rated firms will be interviewed. The Consultant selection will be based on both the proposal and interview.

DEPARTMENT OF PUBLIC WORKS

Mark L. Wetzel, P.E., Superintendent
Pamela J. Martin, Office Manager

25 BROOK STREET
AYER, MASSACHUSETTS 01432
T: (978) 772-8240
F: (978) 772-8244

Memorandum

Date: April 14, 2014

To: Ayer Parks Commission

From: Mark Wetzel P.E., Public Works Superintendent

Re: Ayer Dog Park

As discussed with the Commission, I met with Jeff Thomas and two citizens to discuss the potential for a community dog park in Ayer. The Stanton Foundation approached the Town about the availability of a grant to support the design, construction and maintenance of a community dog park. In general, the grant includes:

- \$15,000 to \$25,000 for the design of the park
- \$160,000 to \$240,000 for construction
- Post construction grant for repairs and enhancements (up to 5% of construction cost)

We have identified 4 potential sites. The sites include:

1. Snake Hill Road Parcel H
2. Barnum Road Water Department (Old Dog Pound)
3. Pirone Park -southwest corner
4. Bishop Road - (DPW Property)

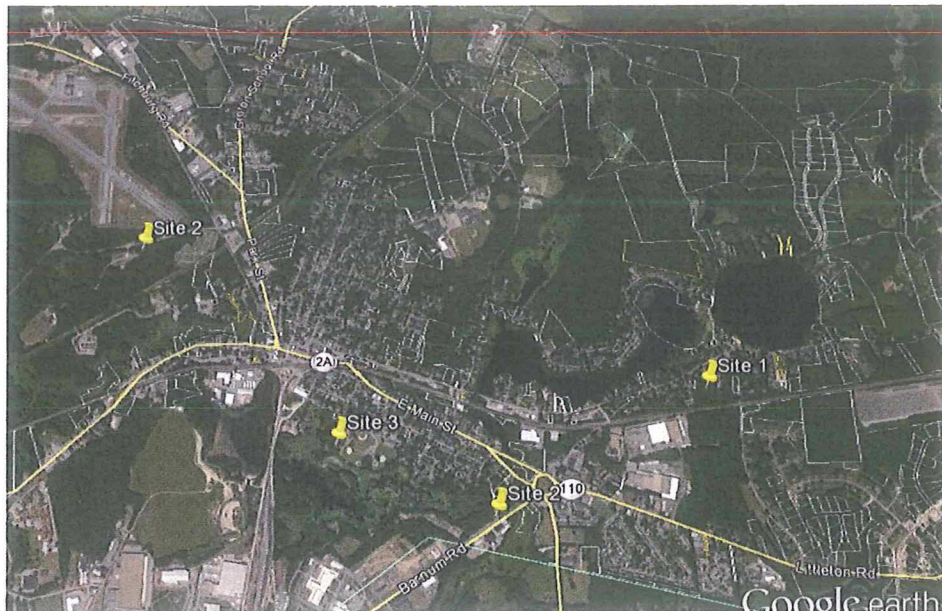


Fig. 1 -Potential Sites

General Design Concept - The preliminary design concept for the Ayer Dog Park includes the following:

- Park will include two dog areas, one for large dogs and one for small dogs
- Both areas will be fenced with double gated entries
- Parking area and access will be ADA compliant

- Retain as much natural tree buffers as possible around the site
- Use sustainable and green practices where possible
- Five foot high chain link fencing around site
- Granular surface walking path around park
- Grassed / mulched play area
- Possible water feature
- Self closing double gate entry to each dog area
- Entry gate close to HP parking
- Parking area with permeable pavement
- Signage at entrance and throughout park
- Site furnishing including trash receptacles, 'dog valets' for providing bags and a place to deposit feces, water fountain with dog water attachment, benches and picnic tables
- Lighting for the area to be safely used in winter months
- Additional elements which may be considered include community seating areas, pavilions and/or other shade structures and canine agility elements.

Evaluation Criteria - The criteria for a dog park varies depending upon the size of the town, available land, infrastructure and other desirable site issues. The criteria that was used is as follows:

1. Environmental impact – Off-leash dog parks should be sited in a way that minimizes impact on environmentally sensitive areas such as streams, steep slopes, wetlands, or areas with high wildlife habitat value.
2. Size – Dog parks should have approximately one-acre off-leash space to reduce overcrowding.
3. Noise – It is recommend that off-leash parks be located at least 150 feet from the nearest residence or other land use where dog noise could create conflicts. When siting dog parks, site conditions should be considered as hills, vegetation, and other features that help to buffer sound.
4. Vehicular and Pedestrian Access- Dog parks should be located as community amenities that are easily accessed by their intended users.
5. Water and shade – A dual water fountain for dogs and their owners should be provided, as well as trees and landscaping for shade.
6. Adequate drainage – The site should drain adequately, and be free of stagnant ponds or wetland areas. While many dog parks are located in flood zones, parks should not be sited in areas where excessive annual flooding occurs.
7. Parking – Sites that currently have adequate available parking are preferable, so that expensive parking and road frontage improvements will not be incurred.
8. Minimal "Spill-Over" – A common problem seems to be people not leashing their dogs for the walk from the car to the off-leash area. An ideal site would be located in an area where the potential for user-conflicts is reduced (not adjacent to a playground, high traffic area or environmentally sensitive area).
9. Space for park accessories (trash cans, pet clean-up stations, benches)
10. Wheelchair and ADA accessibility – Sites with existing ADA accessible parking and pedestrian routes is preferred.
11. Safe , visible location – The site should be in a safe, highly visible location for the safety of the dog owners and the public and to minimize vandalism.

12. Adjacent Land Use Compatibility -The dog park should be located to minimize conflicts with existing and/or planned land uses but may be located within or adjacent to other recreational areas. Compatible adjacent land uses can provide opportunities for shared resources (e.g., parking, vehicular and pedestrian access, utility sources, restrooms, security).
13. Site Infrastructure - If possible the dog park should be located where it is relatively easy to provide a water source and electricity for lighting.

The above criteria will be used to evaluate and compare the four sites. It should also be pointed out that the cost to develop the dog park is a significant factor into the site selection. However, each potential site will be evaluated for potential as a dog park location and a cost estimate will only be developed for the recommended site.

Site Descriptions - The four potential sites are described as follows:

Site 1 Snake Hill Road Parcel H - This is the parcel was donated to the Town by Crabtree Development LLC as part of the Ridgeview Heights (Pingry Hill) subdivision project. The parcel is 0.85 acres and abuts a larger conservation property. It was originally proposed as a youth soccer field, however the site was not large enough for a field to meet the needs of the town, and there was concern about the proximity of the site to the rail road tracks. It is my understanding that the developer is committed to some site improvements, including clearing and grubbing, construction of a parking area and Town water. The site is abutted on the south and east sides by wetlands and the Pan Am railroad tracks to the north as shown on the site photo below.

The approved plans show a stormwater management system including a forebay and two detention basins (788,798) The forebay has been constructed and some clearing has been completed. The retention basins and grading has not been completed.

Site access is good, as Snake Hill Road is connected to both Sandy Pond Road and Littleton Road. The site is relatively visible, and there are no neighbors abutting the property. There is water, sewer, drainage and electricity on Snake Hill Road. Depending on the developers obligations, this site would require minimal clearing, grubbing and grading. It is relatively flat and there is the potential to incorporate the drainage basins into the park area to provide varied terrain and a seasonal water feature.



Fig. 2 Site 1 - Snake Hill Road

Site 2 Barnum Road -Water Department (Old Dog Pound) - This is located adjacent to the Town's Grove Pond water supply and is bounded by Barnum Road to the south and Grove Pond / wetlands to the north. There is an abandoned building on the site and a paper road (Marshall Street) with a bridge that crosses Bowers Brook where it enters into Grove Pond. The bridge is only accessible to pedestrians. There are two parcels on either side of Marshall Street, both owned by the DPW Water Division. The parcels are 17.7 and 2.6 acres. There are no residents abutting the site and there is a commercial building across Barnum Road. Site access is good, however there is a significant amount of truck traffic on Barnum Road. There may be siting issues related to the Water Division ownership and the surrounding wetlands.

This site would require clearing, grubbing, grading and construction of parking areas and a curb cut onto Barnum Road. There is adequate site infrastructure (water and electricity) to make this site relatively easy to develop



Fig. 3 Site 2- Barnum Road

Site 3 Pirone Park -This site was identified due to its proximity to multiple neighborhoods and the existing recreation area. The proposed area is the southwest corner of the park, with a ball field to the east and Grove Pond to the south. There is also a wetland resource on the site. Due the wetlands and other uses, it does not appear that there is sufficient room for a dog park without encroaching on other park uses.



Fig. 4 Site 3- Pirone Park 1

Site 4 Bishop Road -This is part of a 75 acre site owned by the Town of Ayer under the Department of Public Works. The site is currently used as the Town "brush dump" and is part of the DPW's daily operations. Public use of the existing brush dump is limited. The access to the site is from Bishop Road, however this road is gated and is sometimes closed by Mass Development. This access issue would need to be resolved to utilize this site. In addition, the site is relatively remote for access by residents and for "drive by" inspections by police.

The area proposed for the dog park would be on the eastern section of the parcel. This site is wooded and slightly rolling terrain and would require clearing, grubbing and grading. A separate access and parking area would be constructed off of Bishop Road. There is no site infrastructure (water, electricity) at this location which would significantly increase the cost of development.



Fig. 5 Site 4- Bishop Road

Site Evaluation - As discussed above, the sites were evaluated based on several subjective criteria. In addition, these criteria were not "weighted". Site development costs were not performed for the four sites. However, Site 1 has already had some clearing and grading performed and the site developer has committed to site improvements including construction of parking area, clearing, grading, and construction of the playing fields. The site modifications required for the dog park would need to be negotiated with the developer, however would significantly reduce the construction cost of the park.

The site evaluation ranking is shown in the following table:

	Criteria	Site 1 Snake Hill Road Parcel H	Site 2 Barnum Road / Pulpit Rock	Site 3 Pirone Park	Site 4 Bishop Road - DPW Property
1	Environmental Impact	2	3	4	1
2	Size	3	2	4	1
3	Noise	1	1	1	1
4	Vehicular / Pedestrian Access	2	3	1	4
5	Shade and Water	1	1	1	1
6	Drainage / Flooding	1	3	2	1
7	Parking	1	1	1	1
8	Minimal "Spill-over" Impacts	2	2	3	1
9	Park Accessories	1	1	1	2
10	ADA Compliance	1	1	1	1
11	Safe Visible Location	2	1	3	4
12	Adjacent Land Use Compatibility	1	1	2	3
13	Site Infrastructure	1	2	3	4
	TOTAL (Low is most favorable)	19	22	27	25

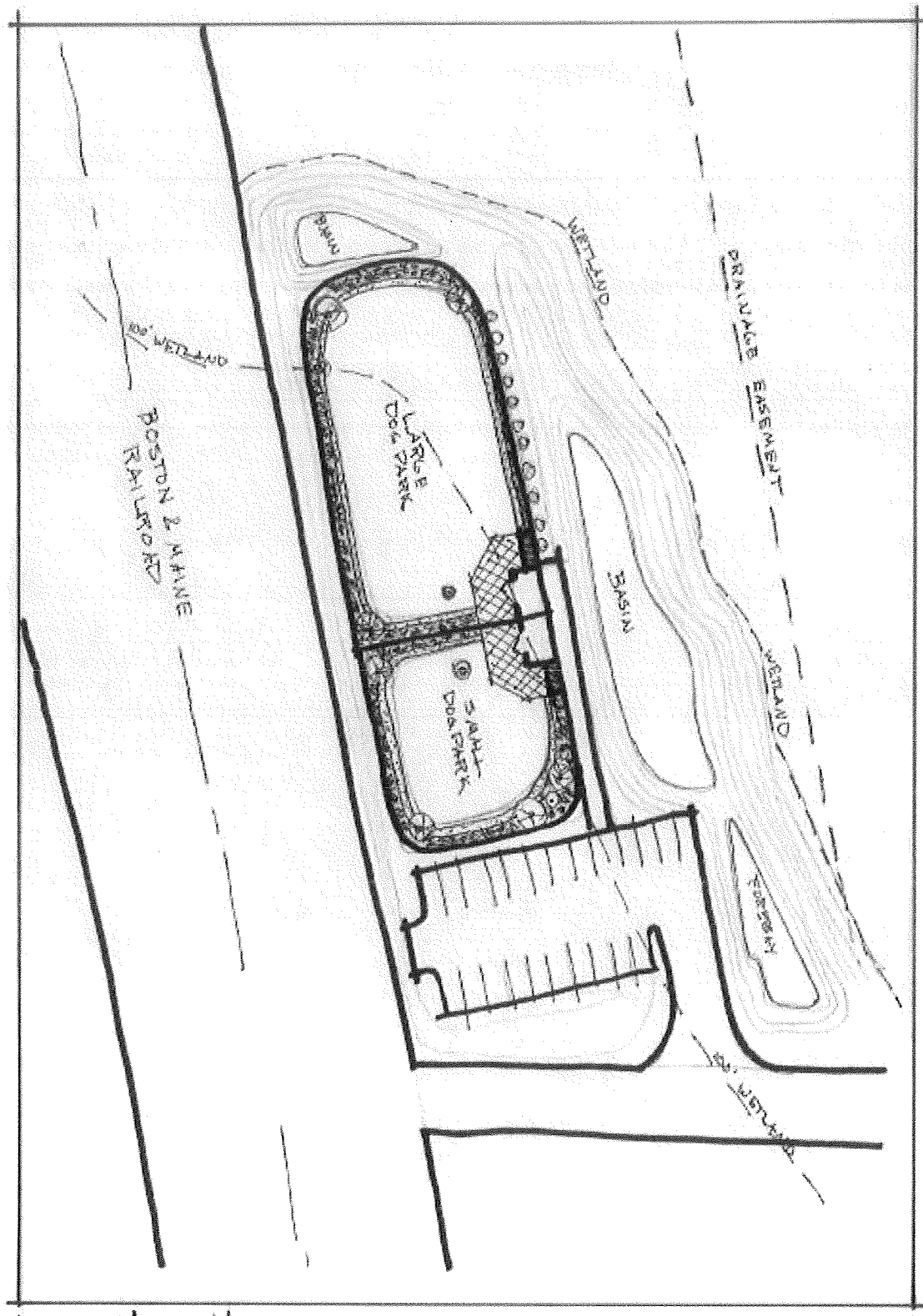
Based on the evaluation of the existing site, Site 1 - Snake Hill Road is the recommended location for the Town of Ayer Dog Park. This would also be the most cost effective site to develop as the developer is required to complete some of the site development.

A conceptual layout of the park, within the approximate limits of the previously permitted work is as shown on the attached figure.

What's Next? - Based on my discussions with the Stanton Foundation and review of similar projects, I recommend the following steps to begin implementation of this important community park:

1. Parks Commission reviews this report and votes to proceed with the project with the Snake Hill Road- Parcel H as the proposed location
2. Appoint a Town Employee to manage the dog park development process
3. Submit this report, with detailed cost estimate to the Stanton Foundation. I am in the process of developing the cost estimate

4. Meet with Crabtree Development and Town Conservation Commission to discuss the proposed change in the permitted use and determine developers schedule and additional permitting requirements.
5. Execute an MOU with the Stanton Foundation
6. Have a public meeting to present the concept and get community input and support
7. Recommend that interested dog owner form a dog park group (not a town committee). The group would assist in public meetings and community support, developing and reviewing design concepts, developing rules and maintenance strategies and fund raising.
8. Engage a Landscape Architect, with dog park experience , to design the park
9. Develop Rule and responsibilities for the operation and maintenance of the park



Ayer Community Dog Park
Snake Hill Road Site Conceptual Layout

16-Oct-14

M Wetzel

TOWN OF AYER - Community Dog Park		Unit	Quantity	Unit Cost	Total Cost
ITEM NO.	DESCRIPTION				
1	Site preparation / grading	LS	1		\$0.00
2	Perimeter fencing - 5 - Ft	LF	950	\$30.00	\$28,500.00
3	Gates	Each	4	\$500.00	\$2,000.00
4	Signage	LS	1	\$500.00	\$500.00
5	Hardscape				
5a	Paved parking area for HP	SF	3000	\$2.00	\$6,000.00
5b	Gravel parking area	SF	3600	\$1.00	\$3,600.00
5c	Walkway - Porous pavers	SF	700	\$15.00	\$10,500.00
5d	Stone dust walking path - 5-Ft	SF	4000	\$1.00	\$4,000.00
6	Softscape				
6a	Grass (sod) 41,000 SF - 30 % grass	SF	12500	\$1.00	\$12,500.00
6b	Rice stone surface	SF	25000	\$2.00	\$50,000.00
7	Infrastructure				
7a	Water service	LS	1	\$5,000.00	\$5,000.00
7b	Irrigation	LS	1	\$7,500.00	\$7,500.00
7c	Electrical llighting	LS	1	\$15,000.00	\$15,000.00
7d	Drainage	LS	1	\$5,000.00	\$5,000.00
8	Waste Disposal				
8a	Dog Valet	Each	3	\$250.00	\$750.00
8b	Pet waste disposal barrel	Each	3	\$250.00	\$750.00
8c	Trash barrel	Each	2	\$250.00	\$500.00
9	Amenities				
9a	Benches -6 Ft recycled	Each	3	\$1,000.00	\$3,000.00
9b	Picnic tables	Each	1	\$900.00	\$900.00
9c	Shade Trees	Each	0		\$0.00
9d	Kiosk	Each	1	\$1,000.00	\$1,000.00
9e	Water station	Each	2	\$2,500.00	\$5,000.00
9f	Water splash pool	Each	1	\$27,000.00	\$27,000.00
Subtotal					\$189,000
Design (10%)					\$18,900
Contingency(15%)					\$31,185
GRAND TOTAL					\$239,085

DEPARTMENT OF PUBLIC WORKS

Mark L. Wetzel, P.E., Superintendent
Daniel S. Van Schalkwyk, P.E., Town Engineer



Water, Wastewater, Highway & Solid Waste Divisions

25 BROOK STREET
AYER, MASSACHUSETTS 01432
T: (978) 772-8240
F: (978) 772-8244

December 2, 2015

The Stanton Foundation
1 Broadway, 14th Floor
Cambridge, MA 02142
ATT: Peter Castanino
dogparks@thestantonfoundation.org

RE: Letter of Assurance, Proposed Dog Park- Ayer, Massachusetts

Dear Mr. Castanino:

The Town of Ayer is very interested in applying for funding for a community dog park. In accordance with your detailed application instructions, we are submitting the following for consideration for a design grant.

1. This letter of assurance, addressing the information requested
2. Memo to the Ayer Parks Commission, dated April 14, 2014 detailing potential sites with a site recommendation (Parcel H-1 Snake Hill Road)
3. Preliminary dog park sketch
4. Draft budget

The selected site is identified as Parcel H-1 Snake Hill Road. This parcel was donated to the Town as a condition of approval for the Ridgeview Heights (Pingry Hill) Subdivision. The developer, Crabtree Development, is also required to construct two small soccer fields and parking area on the parcel. The Parks Commission is not interested in soccer fields at this site and have approved the parcel for the dog park instead of soccer fields. I have discussed the site improvements with the developer and he is proposing to complete clearing and grubbing, grading, parking lot construction and some site improvements in lieu of the soccer field.

The H-1 Parcel was transferred to the Town in May, 2015 under Article 39 at the Annual Town Meeting. Town meeting article is attached.

The plan for constructing a community dog park at this site has been presented to the Board of Selectmen and the Parks Commission. The use of the site was approved by the Parks Commission and was presented to Town meeting in May 2015, as part of the Article presentation to accept the land from the developer. The vote was unanimously positive.

The Town will commit to providing 10% of the construction costs. This would be either through "in-kind" services provided by the developer or a donation from the developer instead of completing his soccer field related improvements.



The Town's "point person" will be Mark Wetzel P.E., Superintendent of Public Works. Mr. Wetzel has over 37 years of municipal design and construction project management experience and has been leading this effort since its conception. He has extensive experience in managing design consultants, design review, bidding and construction cost control and will manage the project design, budget and schedule.

We have attached the parcel plan and a preliminary concept sketch of the park. The parcel is 43,100 SF and there are abutting drainage easements and parcel H-2, which is conservation land. The drainage basins have not been constructed and there may be some opportunity to further extend the site into the drainage easement. The concept plan shows both large and small dog areas.

Attached is the preliminary cost estimate at \$239,083 including design and contingencies. We have included both grass and rice stone surfacing, parking and walk ways and several amenities. A water splash pool was included, however this may be eliminated due to cost and maintenance issues. The cost for Site Preparation is shown as \$0 and the developer has completed some of this work and would finish prior to park construction. The shaded costs are those that the developer would be responsible for, at total of \$22,100.

The Town of Ayer greatly appreciates this opportunity to work with the Stanton Foundation on this important community project. Should you have any questions or comments, please do not hesitate to contact this office.

Regards,

TOWN OF AYER

AYER DEPARTMENT OF PUBLIC WORKS

Robert Pontbriand
Town Administrator

Mark L. Wetzel, P.E.
Superintendent



DEPARTMENT OF PUBLIC WORKS

Mark L. Wetzel, P.E., Superintendent
Dan Van Schalkwyk, P.E. Town Engineer
Pamela J. Martin, Business Manager

25 BROOK STREET
AYER, MASSACHUSETTS 01432
T: (978) 772-8240
F: (978) 772-8244

Memorandum

Date: January 14, 2016

To: Peter Castanino, Project Advisor-The Stanton Foundation

From: Mark Wetzel P.E., Public Works Superintendent

Re: Questions on Ayer Application

Hopefully I can provide the answers to the questions in your email. We have been hesitant to begin the "next steps" until we know the project is progressing. I have discussed the project with many dog owners in the area and they are all very enthusiastic. We look forward to a positive response from the Foundation.

1. The assurance letter has to provide assurance that the plan to use the site has been communicated to relevant town bodies. Your memorandum of April 14, 2014 mentions "What's next" steps, have those been addressed? (especially preliminary agreement by the developer and Conservation Commission)

- Parks Commission reviews this report and votes to proceed with the project with the Snake Hill Road- Parcel H as the proposed location - **Complete**
- Appoint a Town Employee to manage the dog park development process – **Complete, I will be managing the project**
- Submit this report, with detailed cost estimate to the Stanton Foundation. I am in the process of developing the cost estimate - **Complete**
- Meet with Crabtree Development and Town Conservation Commission to discuss the proposed change in the permitted use and determine developers schedule and additional permitting requirements. **I have discussed the concept with the Conservation Commission but have not done a formal presentation or requested a vote of support. I will attend there next meeting to get their support. In addition, the project was presented at Spring Town Meeting as part of the presentation for acquiring the land. There were no concerns from the public.**

I have also discussed this with the Developer and they are supportive of the project. The construction of a recreational field at the site is a requirement of their subdivision project. I can get a letter of commitment from them, specifying what their role in the construction will be. We have a construction bond for the entire subdivision and I only release funds based on the work completed and accepted.

- Execute an MOU with the Stanton Foundation
- Have a public meeting to present the concept and get community input and support - **I will schedule this meeting assuming it appears likely that we will be awarded funding. I have talked to many dog owners in Town and there is a lot of enthusiasm for the dog park.**
- Recommend that interested dog owner form a dog park group (not a town committee). The group would assist in public meetings and community support, developing and reviewing design concepts, developing rules and maintenance strategies and fund raising. **This will be part of the public meeting.**
- Engage a Landscape Architect, with dog park experience , to design the park
- Develop Rule and responsibilities for the operation and maintenance of the park

2. Please provide assurance of how the Design Grant will be applied as detailed on our website. **The Town will use the design grant to hire a dog park designer / landscape architect to develop final design plans and specifications for obtaining bids. I will manage the Design Phase as follows:**

- **Develop a specific scope of services and request for proposals**
- **Request proposals, with fee, from qualified and experienced Park Designer**
- **Select the Designer**
- **Manage the scope of work to stay within both design and construction budgets**
- **Hold two public meetings during design; first to establish design criteria and second to finalize the design**
- **The DPW (myself and Town Engineer) will perform design / constructability reviews**
- **DPW will develop bid documents and solicit bids**
- **The DPW will manage the construction with input from the Designer regarding materials, equipment and construction questions.**

This process will allow us most efficiently manage the budget and implement the project in a cost effective manner.

3. Please provide additional information on what the "Irrigation" cost of \$7,500 in the preliminary budget is expected to provide? As stated on the Web Site Dog Park Guide – **I included an irrigation system to periodically “wash” the site. While the users would be expected to pick up the dog poop, a periodic irrigation would wash off urine and other debris. I would assume that the designer will have experience with dog park maintenance and can provide advice / design for this feature. It is not my intention to have a large grass / lawn area to reduce the need for mowing, reseeding etc.**