

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

<b>Department:</b> Plymouth Public Schools	<b>Priority #:</b>	12
<b>Project Title and Description:</b> North High School Main Entry Drain Install	<b>Total Project Cost:</b>	\$33,653.00

**Department/Division Head:** School Facilities - Matt Durkee

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

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

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

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
Planning and Design	\$12,050.00		FY23		
Labor and Materials	\$20,000.00		FY24		
Administration			FY25		
Land Acquisition			FY26		
Equipment			FY27		
Other					
Contingency	\$1,603.00				
Total Capital	\$33,653.00				

**Project Justification and Objective:** North High since its opening has experienced significant flooding through the main entry doors due to undersized drainage.

This project will engineer and then install (3) slit drains in the existing sidewalk, tying back into the current drainage system.

**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:** \_\_\_\_\_

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

Plymouth Public Schools



Matthew Durkee <mdurkee@plymouth.k12.ma.us>

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## Drainage work

2 messages

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**Dennis Bent** <dbentconcrete@gmail.com>

Tue, Oct 1, 2024 at 10:37 AM

To: Matt Durkee <mdurkee@plymouth.k12.ma.us>

Good morning Matt,

Your looking at roughly \$20k for the drainage work at plymouth north will be able to get you a solid number once we have a drainage plan.

Thank you.

Sent from my iPhone

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**Matthew Durkee** <mdurkee@plymouth.k12.ma.us>

Tue, Oct 1, 2024 at 10:54 AM

To: Dennis Bent <dbentconcrete@gmail.com>

Sounds good, thank you.

[Quoted text hidden]



Gale Associates, Inc.

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[www.galeassociates.com](http://www.galeassociates.com)

July 25, 2024

Plymouth Public Schools  
11 Lincoln Street  
Plymouth, MA 02360

Attn: Mr. Matthew Durkee, Director of Facilities  
T: (781) 217-8460  
E: [mdurkee@plymouth.k12.ma.us](mailto:mdurkee@plymouth.k12.ma.us)

Re: Drainage Evaluation and Design Services  
Plymouth North High School  
Plymouth, MA  
Gale P07345

Dear Mr. Durkee:

Gale Associates, Inc. (Gale) is pleased to present this proposal to provide Engineering Consulting Services to Plymouth Public Schools (PPS) regarding the above-referenced facility.

#### **PROJECT UNDERSTANDING**

PPS has reported ponding water during and after rainfall at the entry plaza at Plymouth North High School. Based on photos and plans of the area, a single area drain grate in the center of the plaza appears to be the only drainage structure serving the paved entry walkways.

It is our understanding that PPS would like to consider the installation of trench drains as a possible repair/upgrade option. PPS has requested Gale to evaluate the conditions and provide repair or upgrade options to address the issue.

PPS has reported that there is also an existing area drain in the landscaped area within the project limits that appears to be clogged with debris/silt. We further understand that PPS will clean out this area drain prior to Gale performing an evaluation so that we can observe the condition of the structure.

Based on the above understanding, Gale will provide engineering services for design, bid, and construction phase services, as follows:

#### ***Phase 1 – Evaluation and Repair Option Development***

- Attend a virtual “start-up” meeting with PPS to finalize the project goals, design criteria, and milestone schedule. Prepare the meeting agenda and issue related meeting minutes.

***SINCE 1964***

Connecticut | Florida | Maine | Maryland | Massachusetts | New Hampshire | Virginia



- Perform limited topographic survey of the existing conditions, extending approximately twenty feet (20') beyond the project limits:
  - Prepare a plan depicting 1-foot contours and applicable spot grades, as well as existing site features.
  - Field locate site utilities, including rim and invert elevations, based on record information and visible above-ground appurtenances.
  - Provide an existing conditions base plan in AutoCAD.
  - This proposal does not include a property boundary survey. Therefore, the resultant plan will not be stamped by a Professional Land Surveyor (PLS).
- It does not appear that there are project elements within one-hundred feet (100') of a jurisdictional resource area. As such, permitting under the state wetlands protection act is not anticipated for this project.
- Research available information on utility locations within the project limits. Utilities to be researched include water, storm drainage, electric, communications, and gas. Identify visible utility constraints and conflicts bearing on the proposed improvements. This utilities evaluation will be based on available record plans provided by PPS.
- Using the existing conditions information compiled, Gale will prepare a summary letter report listing two (2) potential repair options using trench drains and estimated construction costs for the proposed improvements. Meet virtually with PPS on one (1) occasion to review the repair alternatives.

#### ***Phase 2 – Engineering and Design***

- Prepare a repair plan based on the repair option selected by PPS from the Evaluation and Repair Option Development Phase. The repair plan will show proposed spot grades and contours, materials, and layout of proposed improvements.
- The repair plan set will generally include:
  - Existing Conditions
  - Layout and Materials
  - Grading and Drainage
  - Details and Specifications
- Make a design development progress submission at the 90% stage of completion. The submission will include plans, details, technical specifications, and a construction cost estimate. Technical specifications will be provided as notes on the plans. Meet with PPS to present and review the design, and develop and issue meeting minutes to confirm our understanding of PPS' intent.





### ***Phase 3 – Bid Phase Services***

- Following receipt of PPS' comments, we will finalize the site design documents suitable pricing in accordance with M.G.L. chapter 30 § 39M for projects under \$50,000.00. Provide PPS with a set of construction drawings stamped by a Registered Civil Engineer, as appropriate.
- PPS will provide the non-technical "front-end" contract requirements for the preparation of the contract documents or Gale will provide a standard AIA A104, Standard Abbreviated Form of Agreement Between Owner and Contractor front end for PPS's comment and review.
- Assist PPS with procurement services:
  - Respond to requests for clarification.
  - Issue addenda, if required.

### ***Phase 4 – Construction Phase Services***

- Receive and review contractor's shop drawings and submittals for acceptance or rejection prior to project start-up. Rejected submittals will be returned to the contractor for resubmittal. We recommend all submittals be received and reviewed by Gale prior to the pre-construction meeting and job start-up.
- Respond to requests for information (RFIs) and issue clarification sketches, if needed. Review contractor requests for payment and assist with the preparation of change orders.
- Observe the project's general compliance with the contract requirements and schedule. We have based this Scope of Services on a construction duration of two (2) weeks. Gale's proposal is predicated on one (1) construction site visit.
- Gale will conduct a final site visit to review the project, following notification from the contractor of Substantial Completion. The following services will be provided to assist PPS with project close-out:
  - Certify Substantial Completion.
  - Provide a summary of punch list items requiring completion by the contractor.
  - Review contractor provided as-built drawings/mark-ups.
  - Review close-out documents to be provided by the contractor (e.g., warranties, lien releases, maintenance manuals, etc.).
  - Provide an opinion regarding final payment, release of retainage, and final acceptance by PPS.



## COMPENSATION

- Gale's compensation to provide the Scope of Services will be a fixed fee, detailed as follows:

Phase 1 – Evaluation and Repair Option Development	\$ 3,315.00
Phase 2 – Engineering and Design	\$ 4,445.00
Phase 3 – Bid Phase Services	\$ 1,005.00
Phase 4 – Construction Phase Services	\$ <u>3,285.00</u>
<b>TOTAL</b>	<b>\$ <u>12,050.00</u></b>

- Gale's compensation for the Scope of Services includes miscellaneous reimbursable expenses, such as mailing, mileage, printing, etc., associated with the project.
- Gale's services will be performed in accordance with our General Terms and Conditions and Schedule of Fees, dated April 2024, attached.

## PROJECT PARAMETERS AND LIMITATIONS

- Record plans will be provided to Gale by PPS.
- Utilities may exist at the site for which there are no records. Gale's proposal does not include research or field services to locate non-record utilities.
- Technical specifications will be included on the repair plans.
- Preliminary estimates of construction costs and detailed estimates of construction cost prepared by Gale represent Gale's judgment as a design professional familiar with the construction industry. It is recognized that neither Gale nor PPS has control over the cost of labor, materials, or equipment, over the contractor's methods and means of construction, or any of the other variables involved in construction bidding. Accordingly, Gale does not warrant or represent that construction costs will not vary from the project budget or cost estimates.
- PPS acknowledges that the proposed development is not "by right", and that Gale cannot guarantee permit approvals. The filing fees for all required permits, if not waived, will be paid by PPS. Building permits, other utility connection permits, demolition permits, and any other municipal construction permits required will be the responsibility of the general contractor.
- Procurement services assumes that construction costs will be less than \$50,000.00 and, as such, do not require sealed bids. Gale will advertise the project in the Central Register. PPS will be responsible for postings at the office of the awarding authority and in COMMBUYS.





- Gale's review of shop drawings and material submittals is not for the purpose of determining the accuracy and completeness of other information, such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. Gale's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by Gale, of any construction means, methods, techniques, sequences, or procedures. Gale's approval of a specific item shall not indicate approval of an assembly of which the item is a component.
- Job site safety is the contractor's responsibility. Gale representatives, including subconsultants retained by Gale, may visit the job site from time to time. These visits are for clarifications of specific design related issues only and are not for the purposes of job site safety. It is the contractor's sole responsibility to comply with all site safety applicable requirements.
- The correction of issues noted by Gale during this construction phase is the responsibility of the contractor, as is documentation of the correction. Gale bears no liability for further or additional observations or follow-up of issues identified. Lists generated by Gale are not considered to be all inclusive and represent only those issues actually observed and noted by Gale personnel while on-site. Gale has been tasked to observe specific construction elements only, and the absence of notations with respect to any other construction elements neither creates any liability on Gale's part, nor alters the contractor's responsibility to complete all work in accordance with the contract documents.
- Gale's fee does not include:
  - Meetings beyond those defined/enumerated above.
  - Physical location, camera inspection, or the evaluation of condition of utilities.
  - Services related to drainage calculations of the existing drainage system.
  - Architectural or structural design services.
  - Development of financial or legal analyses.
  - Property line and easement survey.
  - Permitting.
  - Permitting for open Order of Conditions of previous projects.
  - SWPPP and NPDES Permits
  - Services related to a bid protest.
  - Re-work due to change in regulations.
  - Mechanical/electrical/plumbing/fire protection services.
  - Stormwater hydrological calculations.
  - Third party professional cost estimating.
  - Contractor services and associated equipment, including third party testing.
  - Services related to site contamination or hazardous materials testing (LSP services).
  - Construction as-built survey or plan preparation.

Mr. Matthew Durkee  
Plymouth Public Schools  
Re: Plymouth North High School Drainage Evaluation & Design Services  
July 25, 2024  
Page 6



Should services be required in these areas, or areas not previously described, Gale will prepare a proposal or amendment, at PPS' request, which contains the scope of services, fee and schedule required to complete the additional services.

#### REQUIRED DOCUMENTS

- If this proposal is acceptable, please sign below and return one (1) copy to this office. Gale's receipt of an executed will constitute a Notice to Proceed with the services outlined herein and contract for services.
- Receipt of this signed proposal is required prior to Gale initiating services on the project.
- Should PPS submit a contract to Gale for this project, rather than sign this proposal, the above Scope of Services and Project Parameters and Limitations must be included in such contract. Please note that it is Gale's policy to have all contracts reviewed by our attorney prior to execution. Accordingly, if a contract is submitted, project start-up may be delayed while the contract is reviewed and negotiated.

Thank you for considering Gale for this project. Should there be any questions, please do not hesitate to contact the undersigned.

Best regards,  
GALE ASSOCIATES, INC.

*Peter Spanos/cmh*

Peter Spanos, PE, CFM, LEED AP  
Director of Civil Engineering & Athletics

PS/cmh

Enclosures:

- General Terms and Conditions
- Schedule of Fees

Accepted for:

PLYMOUTH PUBLIC SCHOOLS (PPS)

The Undersigned represents that he/she is an officer/principal of PPS and is duly authorized to execute this contract on behalf of PPS.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type Name and Title

\_\_\_\_\_  
Date