

**TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST  
FY27 SPRING ANNUAL TOWN MEETING**

<b>Department:</b> <b>Parks and Forestry</b>	<b>Priority #:</b>	<b>2<sup>3</sup></b>
<b>Project Title and Description:</b> <b>Veterans Memorial Park Design</b>	<b>Total Project Cost:</b>	<b>\$223,960</b>

**Department/Division Head:** Nick Faiella

**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
<i>Planning and Design</i>	\$203,600		FY28		
<i>Labor and Materials</i>			FY29		
<i>Administration</i>			FY30		
<i>Land Acquisition</i>			FY31		
<i>Equipment</i>			FY32		
<i>Other</i>					
<i>Contingency</i>	\$20,360	10% for service increases			
<b>Total Capital</b>	<b>\$223,960</b>				

**Project Justification and Objective:** Please see attached.

**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:** N/A

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

## Priority #2

### Veterans Memorial Park Design - Justification

Approving this article would fund the redesign phase of Veterans Memorial Park. This project would include community outreach to the residents of Plymouth along with the North Plymouth Steering Committee, to ensure we meet the community's needs. Possible components to be considered include Pickle ball courts, a basketball court, a multipurpose field for recreational use, a new playground (while incorporating the existing new swing set), and a roller hockey rink.

Attachments: Quote for engineering design services.

September 16, 2025

Mr. Nicholas Faiella  
Parks and Forestry Superintendent  
Town of Plymouth  
169 Camelot Drive  
Plymouth, MA 02360

Re: **Improvements to 215-227 Standish Avenue Playground**

Dear Mr. Faiella,

Weston & Sampson is pleased to submit this scope of work and fee to provide the design, and engineering services for various safety improvements at the park and playground open space located at 215-227 Standish Avenue Plymouth, MA 02360. We understand that the Town of Plymouth wants to make improvements to the existing playground that may include but not limited to a new playground, athletic playing fields, courts, outdoor skating rink and other various improvements to support the recreational needs and programs for the Town of Plymouth. Weston & Sampson has prepared the following scope of work for your consideration within the limits of the identified project area outlined in the map below:



*Aerial map of park and playground located at 215-227 Standish Avenue indicated the proposed project area.*

Weston & Sampson will work with the Town of Plymouth to push forward a conceptual plan, schematic design, community engagement, design development, and final construction documents. Our team will help the Town



identify opportunities to refine the programing and enhance open space and recreational opportunities at the Standish Avenue Playground.

### **Task 1: Conceptual Design**

#### *Task 1a. | Topographic Survey*

Weston & Sampson will engage a qualified State of Massachusetts Professional Land Surveyor to prepare and provide a detailed land survey plan including topography, utilities, and surface limits within the agreed upon project area(s) limits and include 10-feet beyond. This effort will also include boundary / property line information. Weston & Sampson will seek three (3) competitive quotes and present the quotes to the Town to ensure we are seeking competitive and the best pricing.

The surveys will be used for the development of all Schematic, Design Development, and Contract Construction plans, The survey shall include but not limited to the following:

- Topographic and detailed survey of all project areas to be improved and surrounding areas to the extent required to integrate all new work with the existing conditions.
- An updated compilation of utility information using data to be provided by the town, combined with field survey and field observations including rim and invert information for utilities located within the project areas.
- Preparation of complete topographic and detail base plans at 1 inch = 20-foot scale, showing 1-foot contour intervals and spot grades at all visual elements and on a 50' grid in open areas.
- The base plan will be generated in the latest AutoCAD format and be suitable for use in the preparation of all designs, permit applications, and final contract and construction plans.

Survey will be based on Town of Plymouth and or NAVD88 - Massachusetts State Vertical Datum and NAD83 – Massachusetts State Plane coordinate system horizontal datum as required. The survey shall be minimally 20 scale to T-2 vertical and A-2 horizontal accuracy levels and depicts the topography at a 1-foot contour interval. The control is tied to North American Vertical Datum 88 and North American Datum 83 and contains at least two control points to be provided by the licensed surveyor for use by the contractor.

#### *Task 1b. | Geotechnical Engineering and Subsurface Investigation*

In conjunction with survey and the on-site investigation, Weston & Sampson will provide geotechnical and soil investigations and analysis to understand soil characteristics for soil bearing capacity of potential stormwater and design elements. The subsurface investigation will inform the structural engineering of foundations and the need for amending or removing existing soils to support the proposed improvement plan. Specifically, Weston & Sampson will prepare a subsurface exploration plan. Geotechnical borings will be completed to better understand the underlying conditions as they relate to construction of the proposed improvements. We will coordinate and commission a drilling contractor to conduct the boring. The drilling contractor will be responsible for contacting DigSafe prior to conducting fieldwork.

Based on the results of the field work, Weston & Sampson will prepare a geotechnical report and make recommendations regarding pavement design, excavation and earthwork, and netting footings. Weston and Sampson will field locate boring locations and commission a private utility locator to mark out subsurface utilities in the vicinity of the boring locations.

***Deliverable:*** A current existing conditions base survey plan map and an established benchmark from which commence the 25% schematic design. A comprehensive technical groundwater investigation memorandum performed by a certified soil evaluator and engineer that includes:

- 10 soil borings
- 3 groundwater wells
- 5 test pits comprised of falling head permeability tests at each pit

**Assumptions:** *Weston & Sampson assumes they will engage a qualified drilling subcontractor for up to two days during which we anticipate completing the drilling program as described above with a truck mounted drill rig and hollow stem auger and cased drive-and-wash drilling methods. Standard penetration tests will be split spoon at two-foot intervals through organic and fill materials. Our scope does not include rock coring.*

*We assume the town can support the test pit excavation by providing a town owned backhoe and operator to excavate and backfill the test pits up to 8-ft. depth. We assume two consecutive days for this effort. Should the Town want Weston & Sampson to engage a qualified contractor to provide the backhoe and operator in lieu of providing one, we anticipate a daily cost of approximately \$7,500.00 and able to provide a final fee to the Town for review. The cost of an outside contractor is not included in this scope and fee.*

## **Task 2 | Public Outreach and Project Meetings**

Working with the town, Weston & Sampson will tailor the public outreach approach specifically to the profile of the community. Specifically, we will coordinate with the town staff and other key stakeholders throughout the project duration or as determined by the town representatives. We will lead and participate in three (3) in-person or virtual community meetings to present three (3) conceptual design plans to arrive at one (1) preferred plan that is endorsed and approved by the town, community at large, and key stakeholders. Weston & Sampson recommends the use of an online survey to be tailored to achieve feedback that will guide and direct conceptual design and plan development.

### *Community Meeting No. 1*

We recommend the first public meeting should be an introduction of the project to the community and a listening session comprised of possible park improvement precedents, an existing site inventory and analysis summary, and question and answer session.

### *Community Meeting No. 2*

The second community meeting will be a culmination of the feedback from the online survey and the feedback received from the first community meeting. Weston & Sampson will present up to three (3) conceptual plans for consideration and feedback from the community.

### *Community Meeting No. 3*

The final community meeting will be the presentation of the preferred plan to the community. The objective of this last community meeting is to receive an endorsement from the community and confirm that all agreed upon program and improvements are meeting the expectations of the town staff, community, and other key stakeholders.

### *Project Meetings and Presentations*

For budgeting purposes, Weston & Sampson has budgeted fifteen (15) working meetings with town staff and or a working group. We anticipate the working group and or stakeholders to be comprised of personnel that can weigh in and make decisions that will support the town's objectives and confirm outstanding items that arise throughout the design phases.

Lastly, Weston & Sampson will attend, present, and lead up to two (2) selectboard or determined board or commission meetings total. We anticipate the objective of these meetings will be to receive an endorsement of the project from the selectboard or other boards or commissions as needed.

**Deliverable:** *Prepare, lead, and present the three (3) conceptual plans and one (1) preferred plan through the community engagement task as outlined above. We will also attend and lead fifteen (15) regular "working" project meetings and present at two (2) board or commission meetings total. Throughout the community engagement and other meetings where presentations are required to convey the essence of the project, Weston & Sampson will prepare:*



- One (1) community survey
- High quality illustrations and up to three (3) 3D perspective illustrations
- PowerPoint or equal presentation slides
- Meeting minutes that document the discussions and comments during the meeting
- Project summary and associated materials (graphics, presentation, feedback) for the town website if desired.

### **Task 3. | Schematic Design Plans (25% Design)**

Under this effort, Weston & Sampson will provide 25% level design plans and budget estimates to advance the previously prepared conceptual design plans. See Task 2 above. The primary purpose of this effort will be to refine the site conceptual design, including athletic field and court sizes, playground, parking options, rink dimensions, and other elements determined by both the Town staff and through the public process.

Weston & Sampson shall work with the town to prepare a preferred plan in collaboration with all design elements resulting from agreed upon and endorsed input.

Building on the town-endorsed feedback of the design program, Weston & Sampson will finalize the 25% level design documents including plans, details, outline specifications and construction cost estimates for the designated improvement program. Weston & Sampson will coordinate with town staff to ensure that all design, construction details and specifications comply with town standards and/or town expectations.

#### ***Deliverable: 25% Level Design Plan Set including:***

- Existing Conditions Site Plan
- Overall Proposed Improvements Site Plan including resource area boundaries and setbacks, public access, and proposed site amenities
- 20-scale plans, including:
  - Materials and Layout Plans
  - Grading and Utilities Plan
  - Planting Plans
- Standard construction details for drainage improvements, pavement types and profiles, synthetic and natural turf fields
- Outline specifications
- Stormwater technical memorandum and report (simplified) that includes:
  - Stormwater evaluation and analysis
  - BMPs to improve water quality
  - Stormwater controls by phase
- A detailed construction opinion of probable cost based on the 25% design plan

### **Task 4 | Design Development Plans (75% Design)**

Building upon the 25% completed design plans identified in Task 3 above and received review comments from the town staff and others via the working group. It is with this 75% deliverable that we would anticipate any local permitting and approvals, if needed would be achieved. Please note that currently, we are unaware of any local, state, or federal environmental resource triggers and therefore have not included environmental permitting within this scope of work. We will be able to support any local permitting approvals, i.e., planning and or building departments, using the 75% Design Plans. Weston & Sampson will commence and complete 75% design plans including:

#### ***Deliverable: 75% Level Design Plan Set including:***

- Cover Sheet
- General Notes and Legends
- Existing Conditions Site Plan
- Overall Proposed Improvements Site Plan including resource area boundaries and setbacks, public

- access, and proposed site amenities
- 20-scale plans, including:
  - Materials and Layout Plans
  - Grading and Utilities Plan
  - Planting Plans
- Construction details for drainage improvements, pavement types and profiles.
- Table of Content / Outline specifications
- Opinion of probable cost

#### **Task 5 | – Final Contract Plans (100% Design)**

Weston & Sampson will provide bid ready 100% level design plans and final opinion of probable estimates for bidding and construction purposes. Weston & Sampson will coordinate with town staff to ensure that all design, construction details and specifications comply with town and state standards and/or town expectations.

***Deliverable:*** 100% Level Design Plan Set including:

- Cover Sheet
- General Notes and Legends
- Existing Conditions Site Plan
- Overall Proposed Improvements Site Plan including resource area boundaries and setbacks, public access, and proposed site amenities
- Phase Plan
- 20-scale plans, including:
  - Materials and Layout Plans
  - Grading and Utilities Plan
  - Planting Plans
- Enlargement Plans as warranted to convey detail and information necessary for construction
- Construction details for drainage improvements, pavement types and profiles, athletic fields and courts fields, fencing, planting, etc.
- Final technical specifications
- A final construction opinion of probable cost based on the 100% design plans.

**Exclusions:** Currently, Weston & Sampson does not include the following services. However, if the town desires to receive a proposal for these services, we can provide one for your consideration.

- Topsoil analysis for turf growth
- Irrigation Design
- Environmental permits
- Traffic engineering and analysis
- Boiler plate “front end” contract specifications.
- Bidding Assistance
- Construction Administration

#### **Fee for Scope of Services**

We are committed to providing the highest level of service at the most affordable cost. We welcome the opportunity to negotiate adjustments to our fee schedule in any way that serves the best interests of both parties. To complete the Professional Services outlined above, we propose a lump sum fee as indicated in the chart below.



Design Task	Lump Sum Fee
<b>Task 1   Conceptual Design</b>	
Task 1a   Topographic Survey	\$ 18,600
Task 1b   Geotechnical Engineering and Subsurface Investigation	\$ 28,200
Task 2   Public Outreach and Project Meetings	\$ 28,800
Task 3   Schematic Design Plans (25% Design)	\$ 30,000
Task 4   Design Development Plans (75% Design)	\$ 60,000
Task 5   Final Contract Plans (100% Design)	\$ 38,000
<b>Total Fee</b>	<b>\$ 203,600</b>

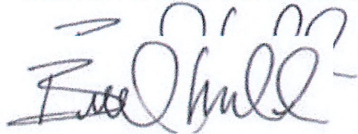
#### NOTICE TO PROCEED

Weston and Sampson is prepared to initiate the above scope of work immediately upon receipt of your written Notice to Proceed. The work will be performed in accordance with our standard terms and conditions which will be provided prior to final contract approval. We look forward to the opportunity to work on this program. If you have any questions on this scope of work, please do not hesitate to contact us at (857)-415-3891.

Please sign the Notice to Proceed below and email to [kunkelb@wseinc.com](mailto:kunkelb@wseinc.com) if this proposal is acceptable to you.

Sincerely yours,

WESTON & SAMPSON ENGINEERS, INC.



Brandon Kunkel, RLA  
Sr. Associate | Landscape Architecture

ACCEPTED FOR:

Town of Plymouth By:



Nicholas Faiella | Parks and Forestry Superintendent

Date