

**Town of Wellesley
Natural Resources Commission**

Request for Proposals

For

Design Services

For

FULLER BROOK PARK

Natural Resources Commission

525 Washington Street

Wellesley, Massachusetts 02482

Contact: Janet Hartke Bowser, Director

Tel. (781) 431-1019, Ext. 2290

jbowser@wellesleyma.gov

Project Synopsis

Introduction

The Town of Wellesley (the Town), acting through its Natural Resources Commission (NRC) and the Fuller Brook Park Coordinating Committee (FBPCC), proposes to preserve and restore the aesthetics and the historic integrity of the Fuller Brook Park as well as rehabilitate its infrastructure and ecological environment, and provide much better universal access throughout the Park. The goal of this project is to improve the existing Park in the spirit of its original creators through cohesive plantings, path systems and improvements to the Park's infrastructure including its stream course. Much of the pathway infrastructure is in disrepair due to age and design flaws presenting public safety issues that need to be addressed. There is also a need to eradicate invasive vegetation that has taken over several areas of Fuller Brook Park, crowding out native species and choking off views.

A Master Plan was completed for the Fuller Brook Park in 2009 by Halvorson Design Partnership for the NRC. The present scope of work in this design RFP seeks to advance many of the recommendations of this Master Plan while re-evaluating and revising others due to public input (see attached Memorandum of Understanding from the FBPCC for further clarification) . After successful completion of the design phase and, if funding is available, it would be the expectation of the Town to continue into the final design phase of the project. The Park has been determined to be eligible for listing on the National Register of Historic Places as a historic landscape and the nomination process is underway.

Scope and Objectives

The scope of services in this RFP includes cost effective and sustainable design treatments for paths, slopes, drainage systems, the streambed and embankments, vegetation, and signage. Removing the invasive vegetation, replanting the areas affected, and sustaining this landscape is a major focus of the scope. The consultant selected as a result of this RFP will help the Town visualize alternatives and reach consensus on what the final design could look like. The consultant will also develop cost estimates and phasing plans for implementation.

Pre-Submission Briefing and Submittal Procedures

A pre-submission briefing and park site walk is scheduled for Friday, April 30, 2010 at 9 AM in the Natural Resources Commission Office at Town Hall located at 525 Washington Street in Wellesley. (Town Hall is in walking distance from the Wellesley Square stop on the commuter rail).

Proposals are due in the NRC office no later than 12pm, noon, on Friday, May 21, 2010

A price and a non-price proposal submittal are required in separate sealed envelopes with the consultant's name and address listed. Required are: 15 (fifteen) copies of the non-price proposal submittal and 15 (fifteen) copies of the price proposal submittal.

Fuller Brook Park Coordinating Committee

See attached Committee charge for outline of responsibilities.

Town's Representative

The Town's representative for this engagement is Janet Hartke Bowser, Director of the Natural Resources Commission, 525 Washington Street, Wellesley, Massachusetts 02482. Questions or comments regarding this RFP may be directed to her at:

Telephone (781) 431-1019, Ext. 2290

E-mail: jbowser@wellesleyma.gov

Project Description

Introduction

The Fuller Brook Park, also known as the Brook Path, is one of Wellesley's oldest and most beautiful parks and includes the eastern portion known as the Caroline Brook Path (see attached map). The Olmsted firm originally conceived the vision for this 23-acre park, which is reminiscent of Boston's famous Emerald Necklace. However, Warren Manning provided the layout and engineering for this former wetland. (See Cultural Landscape Report). Fuller Brook rises in the marshes between Needham and Wellesley and provides storm water drainage for a substantial part of Wellesley before it joins Waban Brook and flows into the Charles River. Parcels of land along the brook were acquired through gifts from conservation-minded citizens or by outright purchase by the Town. The Fuller Brook Park Project commenced in 1889 with the establishment of a Parks Commission and was completed during the Great Depression. Included in this work was the construction of three footbridges and a linear path system. Fine stone bridges for vehicles were also built in three locations. During the 1950's, a portion of the Fuller Brook was straightened and channeled into an open culvert in order to control flooding. This led to a popular demand to preserve the rest of the Fuller Brook in its original state. Today Fuller Brook Park includes over 23 acres of charming scenery.

The original intent of Fuller Brook Park was to control flooding through better drainage systems and to provide pedestrians and equestrians with a much needed safe and quiet alternative to the heavy vehicular traffic on busy Washington Street, the Town's main street and thoroughfare. A similar claim can be made today as Fuller Brook Park provides a bucolic route to shops, schools, playgrounds, and neighborhoods for approximately 7,500 people who live within walking distance of the Park. Many more come by car or bicycle to enjoy its beauty. It remains Wellesley's historic greenway and central park. Currently, the land is under the jurisdiction of the Natural Resources Commission and is maintained by the Department of Public Works. The DPW's maintenance plans are developed in accordance with the NRC's policies and funding availability.

Project Area (see attached map)

Fuller Brook Park is composed of two parts that will be united as a result of this project. Fuller Brook Park starts at Dover Road at Wellesley College's Nehoiden Golf Course and follows the Fuller Brook waterway northeast to Hunnewell Field near the Wellesley High School football stadium, a distance of about 1.2 miles. The Caroline Brook Path portion of the Park picks up at Paine Street, on the other side of the Wellesley High School, and runs to Maugus Avenue – a distance of about one-half mile. The link

in between these two segments – lost over the years with the development of the Hunnewell/High School Athletic Fields– covers a distance of about 0.4 miles. The total distance of the study area is approximately two miles and the average width of the Park varies between 150 to 200 feet.

Available Reference Materials

The Town will make available all existing information relative to the “Fuller Brook Park Preservation Master Plan” including the following information:

Master Plan – *on Town’s website at www.wellesleyma.gov/nrc*

Master Plan Executive Summary – *in RFP packet*

Memorandum of Understanding from the Fuller Brook Park Coordinating Committee – *in RFP packet*

Draft Project Schedule – *in RFP packet*

Fuller Brook Park Map – *in RFP packet*

Fuller Brook Park Coordinating Committee Charge – *in RFP packet*

Town Stormwater Master Plan – *available on disk from Department of Public Works*

Survey at 1’ contours available by August 2010 – *available on disk from Department of Public Works*

Signage Bylaw – *available from Planning Department*

Scope of Services -- an Outline

The scope of services to provide for the design of Fuller Brook Park shall include both technical and administrative assistance to the Town. All of the key qualifications and skills required to perform design services may be met by a small team, although a single individual would be required to be the primary contact to limit communication issues. The same requirement is applicable to a firm hired to provide the same services in that one person would be assigned complete responsibility for providing those services, but could draw on the expertise vested in other individuals.

The specific services to be provided as part of the design plan shall include but are not limited to:

- a. Review all available reference materials (see above list)**
- b. Existing conditions: Issues and Opportunities**
 - i. Do site reconnaissance and develop annotated site analysis diagram summarizing issues and opportunities taking into account circulation patterns to**

and through the park, character zones, visual access, topography and drainage, vegetation, etc.

ii. **Deliverables:** Annotated plan diagram(s) - 100 scale, photographic documentation, slide show.

c. **Design and management goals**

i. **Develop design criteria and management goals for paths, stream, vegetation, etc.**

ii. **Deliverables:** List of goals. Denoted in a memorandum.

d. **Design elements to be addressed**

Note: issues and open questions include but are not limited to those items in brackets.

i. **Paths**

1. Existing path redesign: alternative alignments and treatments (show examples).

(Issues: Confirm accessibility goals for a multiuse path. How much width is necessary for a path shared by pedestrians and casual bicyclists including school children? Note: serious bicyclists will be on the roads. Can path width and surface treatments vary depending on their context while achieving desired accessibility goals?

Note that heavier use of the path in some areas is indicated by wear patterns.

Where are the pinch points? Can perennially wet areas be avoided all together by realigning the path?

Can existing wetlands be crossed with paths that are maintainable in all four seasons?

What impact would full depth reconstruction of paths have on the roots of nearby trees?

Given the soil conditions, should a deeper sub-base be specified for the entire length of the path or is it only needed in areas subject to flooding.

2. Alternative alignments for the Fuller Brook/Caroline Brook link.

(Issues: Can paths in these park sections be connected and unified in character?

Can existing parking lots be modified to accommodate a connecting path?

How should proximity to wetland and construction disturbances be addressed within flood zones?

Consider coordinating any future High School site plans for its ropes climbing course with this link's layout.)

3. Identify and locate connecting spurs on both sides of Fuller Brook Park (potential future projects).

(Issues: Some potential spurs provide links to other park areas and neighborhoods and may be valuable future links).

4. Assess maintenance requirements for path alternatives.

(Issues: Need for specialized equipment and staffing requirements. Access to board walks).

5. Deliverables: *For proposed new paths, show plan and perspective diagrams of alternative path alignments and alternative path treatments: width, material, drainage, typical cross sections, layout plan to identify where different treatments are proposed (100 scale), identify areas where more detailed study (20 scale) is needed in the next phase of design, show photographic examples from elsewhere. Denoted in a memorandum.*

ii. Streambed and embankment treatments

1. Define desired characteristics of the streambed and banks taking into account its drainage function, wetland resource regulatory requirements, flooding, erosion control, barriers to fish runs, vegetation, maintenance access, etc.

2. Do visual conditions assessment of all bridges and drainage structures.

(Issues: The DPW Storm Water Master Plan calls for the replacement of several culverts and drainage structures. These should be noted as to their impact on the park and its infrastructure.

3. Develop criteria for the treatment or removal of existing curb structures in the streambed. Locate all curbs to be removed or modified.

(Issues: The curbing has been undercut or overtopped in many places and failed in its intended drainage function. It is visually intrusive as well. Investigate if curbing is anchoring the toe of

steep slopes and if removing them could cause erosion or require regrading the slope.)

4. Locate where dredging and regrading of slopes might occur and draw cross sections at key locations.

5. Locate points of closer access to the water's edge – overlooks and stepping-stones.

(Issue: Some sections of the stream are at lower elevations relative to the path or are obstructed by vegetation, therefore can't easily be seen and experienced. Is it possible to provide points of access closer to the water's edge at key points along the stream course?)

6. Assess maintenance requirements for streambed and embankment.

7. Deliverables: Alternatives plan, cross-sections at key locations. Denoted in a memorandum.

iii Vegetation

1. Review soil characteristics including additional soil testing as required.

2. Confirm location of hazardous trees and do risk assessment for possible pruning or removal .

(Issues: Many trees along the brook have been undercut by the current and are leaning across the brook with roots exposed. Do these pose a hazard, should they be removed as a preventative measure, or can they be left in place and monitored?)

3. Assess the health and structure of the woodlands within Fuller Brook Park and recommend woodland management alternatives keeping in mind the overall goals.

(Issues: In several areas, the Park's path feels overly exposed to surrounding development, especially in the winter, and is choked with vegetation along the stream course during the growing season.

Can this imbalance be corrected?

Norway maples with their dense aggressive root zones are prevalent throughout the Park to the detriment of any other species. The natural self-regenerating cycle is disrupted and species diversity has diminished over time.

How should this problem be addressed?)

4. Assess the condition of mowed turf areas and suggest various levels of turf maintenance depending on use and context.

(Issues: Should some turf areas that receive higher levels of use also receive higher levels of care while others can be left alone for longer periods?

Can the existing wet lawns be transformed into wet meadows that get mowed only once or twice a year?

5. Identify important vistas and water views that have been lost primarily to overgrowth of vegetation.

(Issues: Until the mid 1980s, the Wellesley DPW regularly mowed extensive areas of banks along the stream course. After that, mowing stopped.

Can a better balance be struck between no mowing and wholesale clearing?)

6. Identify visually “porous edges” along the Park’s boundary where abutting development intrudes upon the character of the Park.

(Issues: Abutting development can be seen along most stretches of the Park and is part of the Park’s context. However, in some instances development is visually disconnected or intrusive due to a lack of any vegetative buffer).

7. Locate and assess invasive plant types and distribution and summarize the various approaches to managing them. (See Master Plan)

(Issues: Multiple types of invasive plants are very well established within the park. Since Wellesley has a policy prohibiting the use of any kind of herbicide or pesticide on public land, the only approach to limiting their spread is through removal and mowing.)

8. Define specific vegetation management zones that have unified physical and vegetative characteristics (i.e., open lawns, trees over lawns, wooded buffers, vegetated slopes, etc.)

9. Develop management alternatives for typical vegetation management zones ranging from high to low intervention.

10. Suggest pilot areas for testing out the more aggressive restoration and management techniques.

(Issues: Some areas where invasive plants have taken over causing a significant loss of use and enjoyment or ecological function may merit full removal including the root structures. These areas would then require dense replanting and a multi-year maintenance plan during the reestablishment period. Other areas may call for selective clearing and periodic remediation.)

11. Outline the maintenance requirements, manpower and equipment needed to maintain the park after completion of restoration.

Deliverables: 100-scale plan identifying blocked views and porous edges; 100 scale plan of vegetation management zones; before and after perspectives illustrating treatment recommendations. Denoted in a memorandum.

iv. Signage and site furnishings

1. Develop signage standards including possible Fuller Brook Park Logo (will need to comply with Town signage bylaw).

2. Identify locations for directional signs.

3. Identify locations for additional benches, trash receptacles, bicycle racks, and other appropriate furnishings.

(Issue: It may be possible to provide more informal or rustic seating opportunities closer to the brook without being visually intrusive).

4. Suggest interpretive opportunities along the trail if appropriate.

5. Deliverables: Signage design standards, location plan, show examples. Denote in a memorandum.

v. Implementation

1. Develop cost estimate broken out by work phase.

2. Develop alternative phasing plans for implementation.

3. Deliverables: Cost estimates, phasing plans, denoted in a memorandum.

Contract Deliverables

Twenty copies of a bound **final report** and drawings shall be submitted along with electronic files.

Thirty copies of a richly illustrated **executive summary** document in color shall be submitted along with electronic files. In addition, a digital set of graphics and summary text for posting to the NRC web site shall be produced. A three-ring binder with communications, meeting notes and support materials including print-outs of Power Point presentations generated during the design process shall be updated as work progresses and provided to the Town upon the conclusion of the project.

Schedule

This engagement shall be for a period of one (1) year from the date of execution of the contract. However, the Town reserves to itself, at contract year end and at the end of each year thereafter, for a period not to exceed three (3) years, the option to continue the contract at the hourly rates specified in the Price Proposal or to terminate the contract. Exercise of this option is contingent upon the availability of Town funds and if it is advantageous to do so. The continuation or termination of the contract at the end of each contract year shall be exercised at the sole discretion of the Town. The Town will notify the Consultant thirty (30) days prior to contract year-end of its intention to continue the contract. The hourly rates specified in the Price Proposal shall apply for the term of the contract, and shall not be altered.

Meetings Schedule

A suggested outline schedule of meetings is outlined in the draft project schedule attached to this RFP. All public meetings will be arranged and supported by Town staff in coordination with the consultant. Town staff will maintain mailing lists, provide public notification, book meeting space, set up the room, and provide other support functions. The consultant will be responsible for the presentation and keeping meeting notes.

Up to six Fuller Brook Coordinating Committee Meetings (one per month) and three public meetings at project milestones are anticipated. One coordinated set of stakeholder interviews - all on one day if possible - is expected. A final presentation to Town leaders is expected.

Proposal Requirements

Contents, Requirements and Order of Presentation of Proposal Submission

Proposals must include written responses to all requirements of this RFP in the order of the items listed below. Any additional information that is considered to be relevant by the Consultant, but does not apply to the categories listed, should be added after the items listed below.

1. Project approach

Submittal should include a brief outline of the **means and methods** that the firm expects to use to efficiently develop a **Design Plan for Fuller Brook Park**. Please refer to project components described in the outlined scope of services.

2. Scope of services and deliverables

Outline the services that your firm proposes to provide to the Town of Wellesley. This listing of services should closely parallel the **scope of services outline** contained in this RFP but can be reorganized, elaborated on or go beyond that scope, if deemed appropriate by the consultant. Any departure from the scope of services outline contained in this RFP should be noted in the consultant's proposal.

3. Project schedule

The consultant shall provide a draft schedule outlining target dates for all meetings and deliverables using the master schedule appended to this RFP as a starting point.

4. Team experience

Provide names and educational background for all professional members of the consultant's and sub consultant's team. Identify the person(s) who will serve as Project Manager with ultimate responsibility for the work. Indicate competing commitments and the percentage of time each team member will devote to this project. Team members must be available throughout the duration of the particular project or task. Please note that no change in personnel shall be effected by the consultant without the written consent of the Town.

5. Relevant experience

Provide details of experience and past performance of the consultant and members of the team on comparable work for municipal or government entities. This section should cover, at minimum, the substantive nature of comparable engagements, the experience of members of the team in working successfully in matters of similar complexity and the record of the members of the consultant's team for timely performance. Consultants are requested to give sufficient information of their experience to permit the Town to understand and verify the exact nature of the consultant's contribution to other projects and entities.

6. Financial capacity

Consultants should provide its firm's latest financial statement, including its operating statement and balance sheet to assist the Town in assessing the ability of the firm to meet the contract requirements.

7. References

Provide the name, title and telephone number of at least **three references** for which the consultant has provided similar services and identify the relevant projects. Please include a release that authorizes the Town of Wellesley to interview the owners, clients, sub-consultants and sub-contractors and regulators of all referenced projects in your proposal, as well as authorize these parties to discuss their opinions of the submitting firm's services.

8. Price Proposal (to be submitted separately)

A summary of the estimated costs to provide the services required to complete the project should be submitted separately. Additional public meetings or forums beyond those outlined in the project schedule should have an associated fixed alternative price to be applied as needed. The task listings and organization of the price proposal sheet will be at the discretion of the applicant, but should parallel the

outlined work in the RFP. The labor hour and price bids for all tasks shall be summarized, and the total labor hours and total price shall be shown and become contract amounts. The applicant shall provide his/her signature to the price proposal together with an affidavit of his/her authority to bind the firm to a contract with the **Town of Wellesley** for this project.

The maximum expenditure for the design services under this RFP, as approved by the 2010 Wellesley Annual Town Meeting, **shall not exceed \$135,000.**

Insurance Requirements

The consultant shall carry and maintain until after completion of the contract, insurance as specified below and in such form as shall protect the Town and any sub-consultant performing work covered by this contract from all claims and liability for damages for personal injury, including accidental death, and for property damage which may arise from operations under this contract, whether such operations be by himself or by any sub-consultant or by anyone directly or indirectly employed by either of them. The coverage and amounts of such insurance shall be as follows:

●**General Liability** of at least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit. The Town should be named as an "Additional Insured";

●**Automobile Liability** (applicable for any contractor who has an automobile operating exposure) of at least \$1,000,000 Bodily Injury and Property Damage per accident. The Town should be named as an "Additional Insured";

●**Workers' Compensation Insurance** as required by law;

●**Architects and Engineers Professional Liability** (applicable for any architects or engineers involved in the project) of at least \$1,000,000/occurrence, \$3,000,000 aggregate. The Town should be named as an Additional Insured;

●**Property Coverage** for materials and supplies being transported by the contractor, as the Town's Property Contract provides coverage for personal property within 1000 feet of the premises; and

●**Umbrella Liability** of at least \$2,000,000/ occurrence, \$2,000,000/aggregate. The Town should be named as an Additional Insured.

All policies shall provide the Town fifteen (15) days notice of cancellation, non-renewal, or material change. Certificates are to evidence notice and certificate wording to the effect that carriers will "endeavor to" provide notice and failure to provide notice "shall not impose liability or obligation" are not acceptable. Said policies shall be so written that the Town will be notified of cancellation at least fifteen (15) days prior to the effective date of such cancellation. Certificates in triplicate from the insurance carrier stating the limits of liability and expiration date shall be filed with the Town before operations are begun. Such certificates shall contain a statement referring specifically to this contract to the effect that all insurance coverage herein required has been provided; except that in the case of compensation insurance, certificates must be filed before an award can be made. Original signatures must be on all Certificates and/or Insurance Forms. Attention is called to the requirements of the

Massachusetts General Laws, Chapter 149, Section 34A, relating to proof of compliance regarding certain insurance before a contract may be awarded.

Ownership of Information Provided

All information provided by the Town, and all material developed for this project, shall be returned to or become the property of the Town before final payment is made to the consultant. It will not be used by the consultant for other purposes, or released to others without written permission of the Town.

Other Requirements

The right is reserved to require interviews and presentations for some or all of the consultants submitting proposals. The Town reserves the right to reject any and all proposals, to waive any requirements of this Request for Proposals, request additional or clarify information to modify or amend with the consent of the consultant any proposal including but not limited to team members, and to negotiate the costs, fees, and/or terms of any agreement (contract) deemed by the Town to be in its best interest.

The Town will require the contracted firm to fully indemnify the Town of Wellesley for any negligence incurred by the firm.

The Town will require the contracted firm to adhere to Wellesley's requirements for submitting invoices.

Submission of Proposal

Pricing information and non-pricing information relative to the scope of the proposal shall be provided separately in two (2) envelopes, marked:

"Non-Pricing Information
Fuller Brook Park Design Plan"
AND
"Pricing Information
Fuller Brook Park Design Plan"

The **"Non-Pricing"** portion of the proposal shall be typewritten on one-sided pages. The submittal package should be marked **"Proposals for Fuller Brook Park Design Plan"**. 15 (fifteen) copies of the proposal are required.

The proposal **must be received not later than 12:00 PM, Noon, on Friday May 21, 2010**, and shall be submitted to:

Janet Hartke Bowser, Director
Natural Resources Commission
Wellesley Town Hall
525 Washington Street
Wellesley, MA 02482

Delivery of submissions to any office or location other than the address indicated will not constitute receipt.

Failure to comply with these guidelines may cause the proposal to be eliminated from consideration by the Town of Wellesley.

Pre-submission Briefing

A pre-submission briefing followed by an optional site walk will be held on Friday, April 30th at 9 AM in the NRC Office in the lower level at Town Hall located at 525 Washington Street, Wellesley, Massachusetts. Attendance is not mandatory for the submission of a proposal in response to this RFP, but is recommended. Questions will be noted and a question and answer sheet made available to all interested bidders.

Pre-award Conference

The Town will require the successful consultant to meet with the Town to review the scope of services prior to awarding the contract.

Selection Process

The Technical Proposals will be reviewed and rated by a Selection Team composed of members of the Fuller Brook Park Coordinating Committee. Each Selection Team member will rate the Technical Proposals as to “Highly Advantageous”, “Advantageous”, or “Not Advantageous”. Consideration will be given to each component section of the Technical Proposal as listed herein and the submission of the appropriate certificates. Each team member will use his/her discretion on the weighting of the components of the Technical Proposal. The composite of all team members’ ratings will represent the overall rating of the Technical Proposals. The overall rating of all Technical Proposals will be established prior to the opening of any Price Proposals. This rating will be used to determine the Consultants who may be interviewed. The Selection Team, based on the number of proposals received and the rating distribution, will determine the number of Consultants who may be interviewed.

Selection Target Dates

The selection process leading to engaging a firm for this project will be conducted as follows:

<u>Step</u>	<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
1.	Advertisement in Central Register	Town	April 14, 2010
2.	Pre bid meeting & site walk	Town	April 30, 2010 9 AM
3.	Proposal submittal deadline	Consultant	May 21, 2010 12 PM, noon
4.	Review proposals / Interviews	Town/Consultant	Late May, Early June, 2010
5.	Selection and notification of firm	Town	June, 2010
6.	Execute contract agreement	Town/Consultant	June, 2010

7.	Pre award meeting	Town/consultant	June, 2010
8.	Start of work	Consultant	July 1, 2010

Selection Criteria

Particular emphasis for selecting an applicant will be placed on the experience and ability of the firm's proposed project manager to anticipate and manage several elements needed for this project's success.

Particular attention will be given to:

Relevant qualifications and recent experience of the project manager and team members.

The ability of the firm to communicate with the public and visualize options.

The capacity of firm to complete the job in a timely manner.

Feedback from reference checks.

The Town of Wellesley reserves the right to approve or reject any and all consultants under sub-contract. Selection will be made on criteria set forth in this RFP and a contract will be negotiated with the selected Consultant. Should agreement not be reached, the Town would then negotiate with remaining consultants in order of their ranking until a suitable agreement could be reached. The Town reserves the right to discontinue the selection process at any time prior to the awarding of a contract. There will be no reimbursement to any candidate, for any reason, if selection is terminated.

Required Forms (attached)

The following forms are required to be included as part of the Technical Proposal submittal and are provided at the end of the request for proposals.

- Certificate of Non-Collusion
- Commonwealth of Massachusetts Tax Certification Form
- Authority of Board

CERTIFICATE OF NON-COLLUSION

By submission of this bid or proposal, the undersigned certifies that:

1. This bid or proposal has been independently arrived at without collusion with any other bidder, competitor or potential competitor;
2. This bid or proposal has not been knowingly disclosed prior to the opening of bids or proposals for this project, or any other bidder, competitor or potential competitor;
3. No attempt has been or will be made to induce any other person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals to submit or not submit a bid or proposal;
4. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, under penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder, as well as to the person(s) signing in its behalf.

(Signature of Person(s) Submitting Bid or Proposal)

(Name of Person(s) Submitting Bid or Proposal)

Title

(Name of Business)

(Date)

COMMONWEALTH OF MASSACHUSETTS

TAX CERTIFICATION

I certify, under penalties of perjury, that the below mentioned firm or person, to the best of my knowledge and belief, has complied with all the laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

NAME/FIRM: _____

ADDRESS: _____

TELEPHONE: _____ DATE: _____

SIGNATURE OF AUTHORIZED OFFICIAL: _____

TITLE: _____

SOCIAL SECURITY # OR FEDERAL IDENTIFICATION #: _____

Approval of a contract, or other agreement, will not be granted unless this certification form is signed by the applicant.

Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. The Town is required to furnish a list to the DOR at the end of its fiscal year, showing the vendors to whom more than \$5,000 is paid during the 12 months ending June 30th. Providers, who fail to correct their non-filing or delinquency, will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.

CERTIFICATION CLAUSE

MASSACHUSETTS GENERAL LAWS, CHAPTER 62C, SECTION 49A

CERTIFICATE OF AUTHORITY

MEETING OF BOARD OF DIRECTORS

At a meeting of the Directors of the

_____ Duly called and held at
_____ On the ____ day of _____ in the year _____, at which a
quorum was present and acting, it was:

Voted, that _____ the _____
of this Corporation is hereby authorized and empowered to make, enter into, sign, seal and deliver, in
behalf of this Corporation a Contract for _____
with the Town of Wellesley, and performance and payment bonds (each in the full amount of the
Contract) in connection with such Contract.

I do hereby certify that the above is a true and correct copy of the record, that said vote has not been
amended or repealed and is in full force and effect as of this date, and that _____
is duly elected _____ of this Corporation.

(Clerk or Secretary of the Corporation)

(Affix Corporate Seal)

APPROVED AS TO FORM BY WELLESLEY TOWN COUNSEL MAY 1991

THIS FORM IS VOID AND WITHOUT LEGAL EFFECT IF ALTERED IN ANY WAY

Draft Project Schedule

Draft Project Schedule	2011													
	J	A	S	O	N	D	J	F	M	A	M	J	J	
Preliminary Design														
Coordinating committee meetings	x	x	x	x	x	x								
Review past documents														
Existing conditions/Design Criteria														
PUBLIC MEETING #1: Issues to be addressed			X											
Stakeholder interviews and site walk (1 day)			X											
Conceptual alternatives														
PUBLIC MEETING #2: Alternatives				X										
PUBLIC MEETING #3: as needed				X										
Refine preferred alternative, 10% design														
Arborist treatment plan (sub consultant)														
Final presentation to CPC and Advisory							X							
INTERIM														
FULL DESIGN & PERMITS (NIC)														

MEMORANDUM OF UNDERSTANDING – FULLER BROOK PARK PRESERVATION MASTER PLAN

From: Fuller Brook Park Coordinating Committee (FBPCC)

Date: April 13, 2010

The purpose of this memorandum is to reflect public input and comments and confirm the FBPCC's further thinking concerning the *Fuller Brook Park Preservation Master Plan* (Master Plan) subsequent to the Master Plan's completion in November 2009. In January 2010, the Natural Resources Commission (NRC) held a public meeting on its *Fuller Brook Park Preservation Master Plan* that was completed by Halvorson Design Partnership. A major purpose of the meeting was to obtain comments from the public on the Master Plan. The seven guiding principles listed on page 43 of the Master Plan were emphasized and some factual highlights presented include:

- The historic park, created in 1897, supports the Town's drainage and sewer infrastructure.
- Current conditions include a crumbling path system, vegetation full of invasives, substantially diminished flood control capacity, eroding stream banks and a streamcourse full of sediment.
- Approximately 120 homes are direct abutters.
- The linear park covers 2.5 miles and encompasses 25 acres from Dover Road on the west to Maugus Ave on the east. The Master Plan evaluated the park's existing conditions in 11 segments.
- The Master Plan shows the park in two distinct sections, which are interrupted by the Hunnewell Athletic Field and the High School. A connecting path is outlined between the two sections, but this segment was not evaluated in the Master Plan.
- Vegetation assessment identifies 96 hazardous or dying trees that need to be removed.
- Paths *suggested* to be consistently 8 feet wide with porous paving to address accessibility, environmental protection and maintenance.

Public feedback at this meeting included comments to not homogenize the path along its entire length. Allowing variance in path width and surfacing was repeated input. A comment was made that school students at Hunnewell School and the High School use the path to walk to school, so that at least certain portions should be plowable.

Following this public session, the FBPCC began meeting approximately weekly. This Committee is comprised of representatives from: the Natural Resources Commission, Board of Selectmen, Board of Public Works, Historical Commission, Trails Committee, School Committee, Community Preservation Committee and abutter(s).

Based on the public's feedback and on subsequent discussions, the FBPCC concluded that the Master Plan included some recommendations that required further evaluation and greater public review and discussion. Accordingly, the FBPCC agreed that the following elements of the Master Plan need to be re-evaluated:

1. Uniformity of path width and material should be re-visited and consideration of each segment is needed.
2. Connecting the two park sections with a clearly defined path that follows the guiding principles should be part of the final design.
3. The budget and timetable in the Master Plan provided initial estimates for the proposed project. A more compressed timetable is currently being brought forward moving the project from a seven year to a five year plan. As the final design is fleshed out during the Phase 1 first year planning, all cost estimates and budget figures will be reviewed and revised as needed.
4. Public input and participation will be strongly encouraged throughout the design process and meetings will be held specifically to gather and incorporate public feedback as the plan progresses.
5. The FBPCC is committed to holding firm to the defined scope of the project without unnecessary expansion. However, we are also in agreement that thoughtful alternatives and coordination of Town uses of the Park should not be ignored, so that future expansion would not be prohibited.
6. Finally, although it was not in the original seven guiding principles of the Master Plan, the FBPCC expects cost effectiveness to be an essential driver of the plan, and should be a central consideration, not just in the design and final recommendations, but in the long-term maintenance of the Park as well.