

**FULLER BROOK PARK WORKPLAN**  
 Pressley Associates, Landscape Architects

Revised Draft July 23, 2010

PHASE/TASK	Deliverable/Meeting	Primary Responsibility	July	August	September	October	November	December	January
<b>PHASE 1: Project Initiation and Information Gathering</b>									
<b>Start up</b>	Start Up Meeting	Pressley; all team members attending	□						
	Draft Work Plan		○						
	Contract revision		○						
	Communications Plan	FBCC	○						
<b>Information Gathering</b>	Draft and Final Survey	Wellesley DPW, Engineering		●					
	(b.i) Review existing reports, initial field assessment	All team members (Note: work is intermittent until survey is complete)							
	(b.ii) <b>Annotated issues plan</b>	Pressley			○				
<b>Goals</b>	(c.i-ii) <b>Design criteria &amp; manage objectives statement</b>	Pressley; NR/PM/FBCC review				○			
<b>Meetings</b>	<b>Stakeholder Interviews</b>	NR/PM to determine stakeholders, coordinate Pressley; NR/PM to participate? 1 day TBD				□	TBD		
	Potential other meetings: abutters, schools	NR/PM/FBCC to determine interested parties, coordinate; Pressley; NR/PM to participate?				□	TBD		
	<b>FBCC Aug. Meeting:</b> review goals, work progress to date	NR/PM, FBCC, Pressley attending			□	August 17, 2010			
	<b>FBCC Sept. Meeting:</b> prep for public meeting	NR/PM, FBCC, Pressley attending				□	September 10, 2010		
	<b>Public Meeting:</b> Issues, Opportunities, Goals	NR/PM Coordination, notification							
		Pressley: Power Point Presentation, Notes					●	September 15, 2010	
<b>PHASE 2: Preliminary Design Alternatives</b>									
<b>Field Investigations/ Existing Conditions Inventory</b>	Data gathering	All team members							
	Existing Conditions Summary	Pressley (with input from team)					○		
<b>Preliminary Design Alternatives</b>	Determine character areas, specific conditions	Pressley (with input from team)							
	(d.i.1-5) Plan, perspective drawings for new paths, connections	Pressley						○	
	(d.ii.1-6) Streambed and embankment assessment/treatment	AECOM with others							
	(d.iii.1-4, 7-10) Vegetation + soil assessment	Tree Specialists + LEC							
	(d.iii.5-6) View and vista analysis	Pressley							

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<b>Preliminary Design Alternatives cont.</b> (d.ii.5, 7, 11)	Produce <b>Design Alternatives</b> (paths, streambed and bank, vegetation)	All team members – consolidated submittal							
<b>Meetings</b>	<b>FBCC Oct. Meeting:</b> Review design altern.	NR/PM, FBCC, Pressley attending							
	<b>Public Meeting:</b> Design Alternatives	NR/PM Coordination, notification Pressley: Power Point Presentation, Notes							
<b>PHASE 3: Final Preliminary Design*</b>									
<b>Preferred Alternative</b> (d.i.5)	Develop final path recommendations	Pressley							
	Develop final streambed and embankment recs.	AECOM with others							
	Final vegetation recs. (Arborists Treat. Plan)	Tree Specialists + LEC							
<b>Final Preliminary Design</b> (v.1)	<b>Preliminary Design Plans</b>	Pressley with team							
	<b>Cost Estimates</b>	Pressley with team							
	<b>Phasing/Implementation Plan</b>	Pressley with team							
<b>Final Submittal</b>	Produce <b>Final Preliminary Design Handbook</b>	Pressley with team							
<b>Executive Summary</b>	<b>Executive Summary</b>	Pressley with team							
<b>Meetings</b>	<b>FBCC Nov. Meeting:</b> Review Public Meeting #2	NR/PM, FBCC, Pressley attending							
	<b>FBCC Dec. Meeting:</b> Preferred Alternative	NR/PM, FBCC, Pressley attending							
	<b>Public Meeting:</b> Preferred Alternative	NR/PM Coordination, notification Pressley: Power Point Presentation, Notes							
	<b>Final Presentation</b>	Pressley: Power Point Presentation							
<b>PNF (NIC)**</b>	<b>Project Notification Form</b>	All parties							6-8 weeks

**NOTES**

\* Phase 3 Site Furnishings included in the RFP and Pressley Proposal has been eliminated with budget item to be re-allocated toward public process/meetings

\*\* Creation of a PNF document and MHC review projected at 6-8 weeks, but is not included in this contract.

**KEY**

Pressley Associates		Town NR/PM	
Tree Specialists		Town (other dept.)	
AECOM		Fuller Brook CC	
LEC Environmental			
Meetings		Project Team, NR, FBCC	

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Public Meetings	■	Includes 3 public meetings by consultant, final presentation, plus possible additional public meetings run by NR and FBCC							
Deliverables	○	Interim paper or electronic product (e.g. memos)							
	●	Major deliverable – drafts and final							