



Town of Wellesley  
MASSACHUSETTS

PROPOSAL

January 2022

# Comprehensive Athletic Field Utilization Study



Weston & Sampson  
westonandsampson.com

85 Devonshire Street, 3rd Floor, Boston, MA 02109



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January 7, 2022

85 Devonshire Street, 3<sup>rd</sup> Floor, Boston, MA 02109  
Tel: 617.412.4480

Brandon Schmitt, Director  
Natural Resources Commission  
Town Hall, Lower Level  
525 Washington Street  
Wellesley, MA 02482

Re: **Comprehensive Athletic Field Utilization Study**

Dear Mr. Schmitt:

Weston & Sampson is pleased to submit our proposal to provide consulting services to the Town of Wellesley to complete a comprehensive study of athletic fields, evaluating current utilization and providing recommendations for improvements to meet the needs of the community. Weston and Sampson's familiarity with the town, extensive experience on similar assignments, and multi-disciplined team will allow us to provide the highest level of consulting services. Our goal for this initiative is a well-integrated and community supported study that will optimize existing facilities, identify new and creative opportunities to increase service, and promote equitable access to sports and recreation resources. Weston & Sampson is excited about the opportunities presented by this project, and we want to assure the town that we are focused on:

- Working in a highly collaborative manner with the Field Study Working Group, other designated programs/organizations, and residents to develop strong and widely supported plans and proposed solutions.
- Leading a precise, efficient, and constructive stakeholder engagement process that helps to confirm desired needs and aspirations, and that also helps to build support for recommended capital improvements and operational changes and expenditures.
- Creating a realistic and achievable plan that establishes guidelines for the development, improvement, and maintenance of existing athletic and recreational assets that are highly accessible, multi-generational, and attractive in a way that improves quality of life for Wellesley residents and visitors alike.

**We'd like to highlight the following team qualifications:**

**Extensive Planning, Design, and Construction Administration Experience** – Over the past 20 years, Weston & Sampson has been a recognized leader in community open space/recreation/athletic facility planning, design, and construction in metropolitan Boston and throughout New England. We have included detailed project descriptions for a selection of our recent, similar work at the end of *Section 4, Qualifications*.

**Weston & Sampson's team has developed dozens of field, park, and town-wide recreation facility and open space studies and master plans throughout New England.** We have recently completed or are completing community-wide master plans and feasibility studies that support comprehensive sports playing fields and courts initiatives in Amherst, , Boston, , Hingham, Lexington, Manchester-by-the-Sea, Nantucket, Natick, Wayland, Weston, and Worcester. We recognize the importance of evaluating needs to maximize benefits for the community.

**Experienced Project Team** – The key members of our project team have intentionally focused their careers on the planning, design, and construction of projects of this nature, allowing us to evaluate existing facilities and propose solutions to best meet the needs of your community. In *Section 3, Project Team*, we have included a team organization chart and resumes, demonstrating our team's experience.

As principal-in-charge, **Cheri Ruane, FASLA** will lead our planning and design efforts and ensure that the firm's creative and technical resources are employed appropriately throughout the development of Wellesley's study. Cheri has successfully managed active and passive park improvement projects for more than 20 years in dozens of communities like Wellesley.

Our project manager, **Cassidy Chroust, RLA**, has direct experience leading the development of town-wide athletic field and playing courts master plans for the communities of Canton, Hingham, Manchester-By-The-Sea, Wayland,

and Weston and has provided support for numerous others. Cheri and Cass's prior experience, in addition to their unified approach to achieving the highest level of planning excellence within the context of municipally funded work, will greatly benefit this project.

**Local Knowledge** – Weston & Sampson has been proud to serve Wellesley on numerous assignments, affording us with a strong understanding of community goals and resources, as well as providing an opportunity to build relationships with key stakeholders. Our recent work on the town's playground study and improvements at Hunnewell Field positions us to efficiently begin work on this initiative. **In addition, dozens of assignments secured through our on-call consulting services contract with the Wellesley Department of Public Works has given us a significant knowledge base about town infrastructure.** Weston & Sampson's pragmatic approach, commitment to maximizing community resources, and understanding of the need to promote equitable access will result in a valuable study for the town.

Our team's extensive relevant project experience, including our strong past and current performance on a diverse range of projects in Wellesley and across the Commonwealth, makes Weston & Sampson a valuable, highly collaborative, and incredibly well positioned team member for this assignment. We look forward to continuing our existing relationship with the town on this project; please contact me at 857-415-3891/[ruanec@wseinc.com](mailto:ruanec@wseinc.com) if you have any questions about our qualifications, our approach, or our submittal.

Sincerely,

WESTON & SAMPSON ENGINEERS, INC.



Cheri Ruane, FASLA  
Vice President | Practice Leader

## OUR UNDERSTANDING OF PROJECT REQUIREMENTS

The RFP identifies anticipated project requirements, and we find that they are consistent with many other projects that we have completed recently for municipal clients. We also believe that we are well positioned to provide exceptional service in relation to the management, advancement, and delivery of work tasks.

We suggest that a kick-off meeting will be an important venue to identify and confirm all project expectations, roles and responsibilities, and deliverables. It will also be a good time to confirm an approach to engaging the public in useful ways and to quantify the types and purposes of various meetings.

Based on our review of the RFQ, the following meetings, while perhaps not explicitly stipulated, might be expected to advance all project work efforts:

- Regular meetings with the Working Group
- Meeting with the Working Group to present the DRAFT Report
- Meeting with the Working Group to present the FINAL Report (optional)
- Meeting(s) with key stakeholder groups
- Formal Presentation Meetings to interested public bodies (up to 2)



*Tennis court complex at Hunnewell Field*

The project goals are clear and worthy. This is a great opportunity to step back to examine existing field and court facilities, understand the needs of various user groups and the public, identify the extent (if that is the case) to which these needs are left partially or significantly unmet, and design a strategy that begins to close the gaps by adjusting the quantity or quality or design of facilities that are charged with meeting those resident needs and expectations.

While not specifically referenced in the RFP, we believe that conceptual design plans should be developed, in concert with Task 4C. This would be in addition to the compilation of existing conditions diagrams described under Task 2B. By developing simple conceptual design plans, the essence of suggested improvements can be better articulated to the key stakeholders and to residents and they can be used in a positive way to build support for



# PROJECT REQUIREMENTS

securing the needed funding to undertake improvements and to quantifying the actual cost of those recommended improvements.

We have inserted a plan below, recently developed for the Town of Manchester-by-the-Sea as part of a similar fields and courts feasibility study. In this case, funding has now been secured to design and permit the improvement project, with the intention that new facilities will help to close current gaps in programming.



Weston & Sampson's sports and recreation team, with support from our multi-disciplinary professionals, will complete the work required for Wellesley's project. Over the past few years, we have led similar initiatives in communities throughout Massachusetts and New England. Many of these communities faced nearly identical challenges as Wellesley. With this recent, relevant experience, we are particularly well-positioned to collaborate with you and your team on this important endeavor.

The culmination of all efforts will be a Final Report (Task 5), that summarizes all study findings and identifies prioritized improvements related to:

**Task 1** - Coordination with stakeholders on Needs/Challenge/Current Status

**Task 2** - Facilities Inventory of Current Town Active Field and Court Facilities

**Task 3** - Analysis of Existing Conditions

**Task 4** - Program Quantity Analysis Current and Future Demand

To encapsulate and report on all work efforts and conclusions, we anticipate that the report, which in essence will become an action or implementation plan, will include the following elements:

- Executive Summary
- Facilities Inventory
- Existing Conditions Analysis
- Program Analysis
- Recommendations
  - Conceptual design improvement plans and approaches for each property
  - Budget estimates
  - Priorities and phasing strategies
  - Implementation schedule
  - Maintenance and operations recommendations
  - Fee schedule analysis
- Appendix

The report will ensure that the Town of Wellesley is well positioned to implement essential and meaningful athletic/recreation facility (fields and courts) improvements that yield higher levels of performance and accommodate a greater number of users and user groups.



*View of Hunnewell Field (multi-use footprint)*



We will work diligently to complete the report as defined in the RFP. We understand that there is a strong desire to push all study efforts forward efficiently to adopt a strategy and garner funding for improvements. Using the strength of our large team, we routinely conduct comprehensive planning initiatives within short timeframes.

Our sports and recreation facility professionals stay current with the recent trends and standards in sports and recreation facility design, as well as with corresponding code and ADA requirements, and we frequently assist communities with critical capital improvement plans. Weston & Sampson understands the uncertainties associated with a lack of sports facility offerings within a community, and we offer a needs-based approach that will help the town establish creative solutions and prioritize all improvements.

## Comprehensive Athletic Field Utilization Study - Project Goals

We have summarized the primary goals of this athletic field and outdoor court study, as follows:

- Complete an inventory and analysis of all existing fields, courts, and ancillary facilities and amenities.
- Ascertain the appropriateness of existing fields and courts (based on location, size vs. regulation, neighborhood concerns, parking issues, regulatory issues, etc.).
- Complete a needs assessment process to identify and prioritize community needs for fields, courts, and related recreational elements. Tailor this to the various sports and recreation stakeholder groups to include Wellesley Public Schools, town recreation leagues, and other privately run leagues and programs that make use of public facilities.
- Determine if there is excess capacity and/or predict if there will be unmet future demand for facilities, and if the existing capacity is appropriately located from a geographic perspective.
- Identify a plan for upgrading facilities and/or building new facilities to meet community recreation facility needs, safety, and gender equity.
- Outline a potential implementation process, including funding and phasing strategies for a 5-year period.
- Offer recommendations to program offerings, and maintenance management processes.



*Sample conceptual design drawing for property in Boston.*

To promote opportunities for residents to maintain active and healthy lifestyles, communities across New England are seeking to provide high-quality park and sports/recreation and park/open space venues. The Town of Wellesley maintains an expansive system of fields and courts that are currently under the jurisdiction of multiple entities while all are maintained by the town's DPW Park and Tree Division. These facilities are intended to support the many school-based and community-based sports and recreation organizations and programs. As demand for available



recreational resources increases, pressures mount to establish and maintain playing venues in good condition, and to offer enough facilities to support the desired level of use and gender equity for both youth and adult users.

In the following scope of services, we have identified our planning strategy to garner the community feedback and support needed to improve the performance of the town-wide athletic facility system. The scope generally follows the outline contained in the RFP.

## Scope of Services

### 1. Coordinate with stakeholders on needs, challenges, and current status

#### KICK-OFF MEETING

At the outset, we will participate in a kick-off meeting with the project coordinator (NRC Director Brandon Schmitt) and members of the working group, to include the Recreation Commission, Town Select Board, Natural Resources Commission, Schools Department, Public Works, and Playing Fields Task Force, to review basic project goals, timelines, and expected project outcomes. We suggest that the following aspects of project advancement and delivery be discussed and confirmed:

- Basic project timeline
- Desired/expected project outcomes
- Type and frequency of meetings with the working group
- Key stakeholder groups to engage, venues, and timeline
- Review of project tools to establish meaningful feedback from key stakeholder groups and others as deemed appropriate
- Communication protocols between the designated town project lead and consultant team, and definition of roles for each entity
- Other preferences related to the advancement of all study efforts

At the kick-off meeting, we will confirm the desired frequency of meetings between our team and your team and adjust as the project advances to meet expectations related to timeline and deliverables. Also at the kick-off meeting, we will confirm the list of stakeholders and develop an approach to receiving their input. As a possibility, we have identified the following basic steps related to stakeholder outreach:

- Introductory meeting with all stakeholders to frame up project goals and objectives and ways that the various groups can be helpful to the process.
- Distribution of a survey check list to each stakeholder group to allow us to inventory and categorize needs.
- Stakeholder meeting days, where our team positions itself at a suitable venue to meet individually with the various stakeholder groups. We would tentatively suggest 2-3 days for the scheduling of these meetings, with each meeting lasting approximately 45 minutes. At each meeting, the previously distributed survey check list with their responses is reviewed and other items are discussed.

We will prepare a memorandum that summarizes the results of the kick-off meeting, including the breakdown of responsibilities, initial scope of intended evaluation/assessment/inventory, analysis of data and study development, and general scheduling of various tasks associated with the study and planning efforts.

### 2. Conduct a Facilities Inventory of Current Town Active Field and Court Assets

### 3. Complete Analysis of Existing Conditions

We see Tasks 2 and 3 being performed relatively seamlessly, with a certain amount of overlap.

Under these tasks, we will compile and review all currently available data to help inform field/court types and quantities, locations, existing conditions, limitations, and initial needs. Our staff will conduct field visits to inventory and document the physical condition of all existing fields at the designated properties, as follows:

- School sites
- Park/playground sites
- Other properties as designated

We will visually inspect and report on all rectangular-shaped and baseball-configured playing field venues and sports courts and other ancillary facilities (e.g., fence systems, backstops, clubhouses/restrooms, shade shelters, player's benches, bases, goals, etc.), surrounding areas, drainage, lighting, irrigation systems (as appropriate), and other integral site elements.

The physical condition of a facility can often be a strong indicator of the degree of use (or overuse), especially in a community like Wellesley where significant resources are expended to achieve quality conditions. Extensive wear-and-tear exhibited at a field always identifies a need, whether it is a need for additional facilities to accommodate the sheer number of users or a need for properly constructed and maintained facilities. The needs assessment will address the surpluses and deficits of various facility types.

We will present our findings in both narrative and plan graphic formats and include matrices that summarize the findings.

With the assistance of town GIS staff, we will work to compile GIS mapping for use as follows:

- Development of existing conditions diagrams that identify all current assets, limitations, and opportunities
- Compilation of analysis from individual site visits/inspections
- Development of conceptual improvement strategies and phasing options



*Example Illustration from a Similar Study in Newton*

#### 4. Program Quantity Analysis (Current and Future Demand)

Stitching together a clear and comprehensive needs assessment is a critical component of the study as it provides justification for subsequent recommendations. Based on our review of physical conditions, compilation of needs



based on our meetings with the working group, maintenance providers, project stakeholders, and the compilation of all user data from those stakeholders, our recreation designers will review existing facility alignments, configurations, and adjacencies and begin to recommend conceptual design concepts for adjustments to the current inventory to best align with demands. We anticipate that conceptual design suggestions might include:

- Refurbishment of fields in current locations
- An appropriate level of renovation/refurbishment strategies
- Expansion of field footprints
- Reorientation of field footprints
- Development of new field footprints to meet usage requirements
- Renovation of existing ancillary facilities and amenities or the introduction of new
- Adjustments to maintenance protocols and strategies for resting certain footprints during certain seasons

## 5. Draft and Final Report

Weston & Sampson will prepare narratives and support graphics that summarize findings. The key component of the report will be an Action Plan. We anticipate making use of plans, diagrams, and other illustrative graphics that communicate results. We will summarize field conditions, limitations, opportunities, and improvement options and identify basic cost considerations for potential improvements, phasing and implementation strategies as part of this preliminary planning effort. All of this will tie back to the needs analysis and confirmed demand levels.

There is a great opportunity to develop a study that establishes a meaningful series of public improvements to create higher performing playing venues that serve the needs of the various sports and recreation organizations and the school community. A partial list of opportunities to be explored during completion of the prior tasks and included in the Action includes:

- Evaluating the overall recreation facility design, configuration, and orientation to best meet the needs of current and future user groups (As part of this effort, we plan to discuss construction detailing considerations and the potential for the use of synthetic turf to improve performance and create greater scheduling flexibility and the accommodation of a wider array of sports activities)
- Reviewing the options to improve vehicular access and parking, specifically as it relates to fields use
- Reviewing the overall opportunities for improved pedestrian circulation, improved ADA compliance, and multi-generational use
- Identifying opportunities to design new athletic/recreation facilities in a manner that recognizes the town's need to support active recreation and the maintenance of good health for residents
- Considering other town properties and assets to solve certain recreation facility shortages and reduce the burden created by overuse
- Considering the anticipated growth in school, youth, and community programming to determine future field requirements
- Reviewing the options to improve vehicular access and parking, specifically as it relates to fields use

It is expected that conceptual design diagrams for each site will include:

- Options for efficient layout and complementary use
- Expanded/reduced field use across all properties
- Cost-efficient recommendations for operation and maintenance
- Field layout and construction improvements to address needs

As this is the key visual aspect of the project, we suggest that illustrations be of high quality and easily sharable as efforts to build support for funding and implementation begin to take shape.

We will prepare itemized budget estimates for each potential improvement project, on a site-by-site basis. Budgets will identify alternative items and potential phasing options. Costs will be presented in current dollars with an

escalation factor. And we will work with town team members to identify potential funding sources for various improvements.



*Example renovation plan illustration for a property in Nantucket*

## User Fees

On the town's behalf, Weston & Sampson will compile user fee information for surrounding towns and cities and compare this to the structure already established in Wellesley. With longstanding relationships in every surrounding town, we propose to connect with those communities identified in the RFP plus several additional communities as follows:

**Recommended in RFP:** Lexington, Needham, Newton, Natick, Weston

**Additional Cities/Towns for Greater Context:** Framingham, Wayland, Concord, Waltham

As part of this effort, we will also compile protocols for prioritizing permit requests, describe the permitting process, and gather field use policies for each of the comparison towns/cities. Field use policies can be instrumental in defining the provisions for cancelling practices and games in poor weather to protect the condition of all facilities.



## Project Timeline

With our professionally trained staff of over 700 landscape architects, designers, engineers, architects, environmental professionals, surveyors, and construction specialists, Weston & Sampson has the capacity and depth of resources to respond to your needs and assure the assignment of highly qualified and appropriately licensed personnel for all your project tasks.

Weston & Sampson consistently establishes workable project schedules or works within pre-set project schedules. Upon notice-to-proceed, we develop detailed project schedules identifying key milestone and deliverable dates that include references to tasks, task descriptions, anticipated task duration, allocated submittal review periods, and interrelation with other work tasks. As part of these schedules, we also identify “critical time” events that require input from town staff or other key milestone events. We have provided our proposed timeframes for work completion below.

Weston & Sampson has the depth of resources to respond to your needs and assure the assignment of highly qualified personnel for all your project tasks. During critical points, personnel will devote the time needed, to complete work within your timeframe.

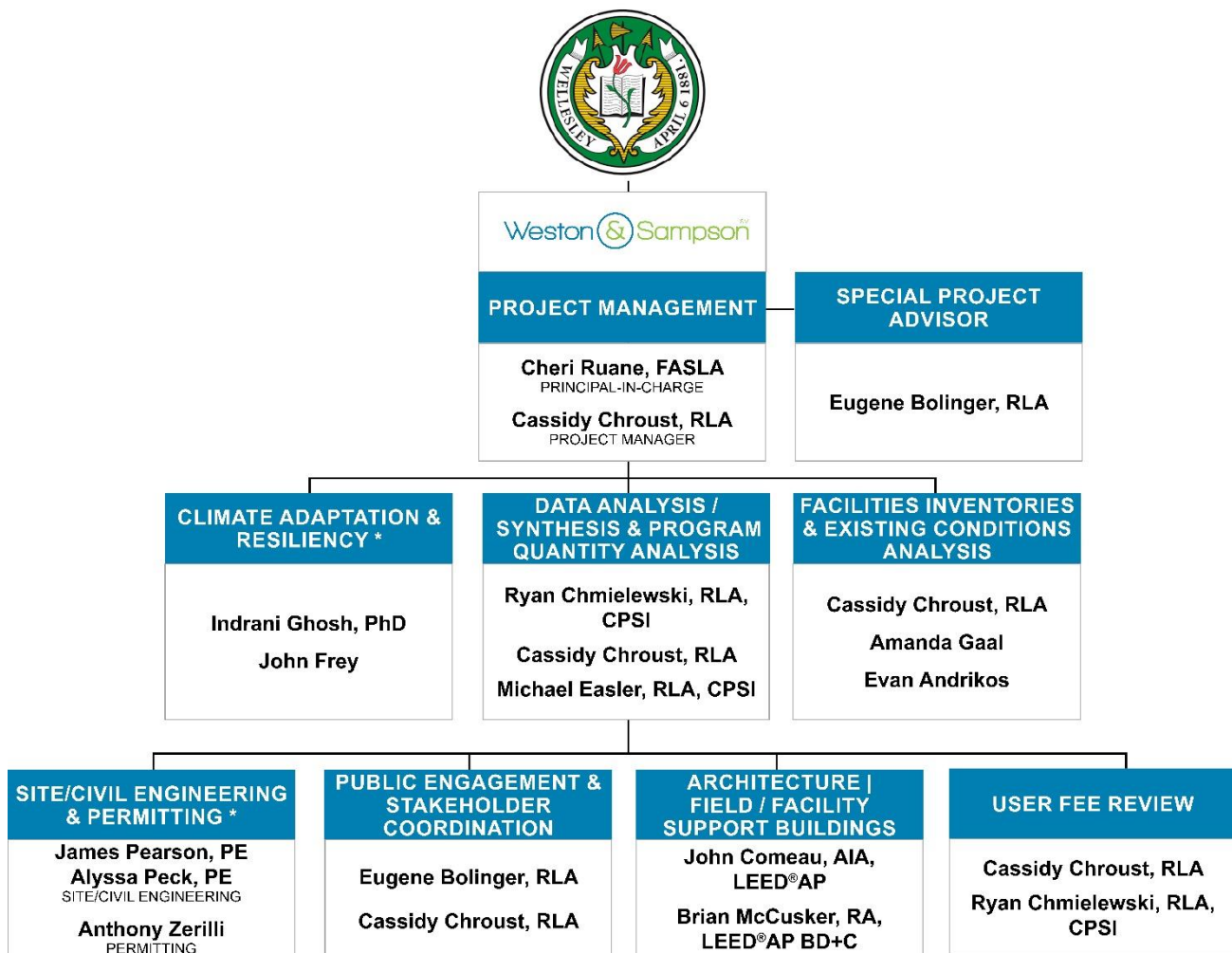
Project Tasks (*)	Anticipated Completion Date
1. Coordinate with stakeholders on needs, challenges, and current status	Throughout
2. Facilities inventory of current town active field and court assets	May 20, 2022
3. Complete analysis of existing conditions	May 20, 2022
4. Program Quantity Analysis	June 15, 2022
5. DRAFT/FINAL Report	July 15, 2022

(\*) Includes sub tasks. For instance, Task 1 includes meetings with the working group, and we anticipate these to take place throughout the project period.

Weston & Sampson has assembled a collection of professionals with the qualifications and experience needed to deliver a comprehensive athletic field utilization study for the Town of Wellesley. To provide comprehensive services, our team includes highly qualified landscape architects, engineers, and environmental professionals licensed in Massachusetts, as well as technical and support specialists, who have successfully worked on similar projects in the Commonwealth and throughout New England over the past several years. **The multi-disciplinary nature of our firm allows us to address important project issues efficiently and seamlessly using in-house staff who are experienced in completing studies similar to Wellesley's proposed project.**

Weston & Sampson has the depth of resources to respond to your project needs and can assure the assignment of highly qualified personnel for all your project tasks and deliverables.

Below, we provide our project team organization chart that details the lines of communication among all our team members, as well as their respective roles. We highlight the qualifications and experience of our proposed key personnel in the biographies that follow and have included resumes at the end of this section.



(\*) Available as needed.



## **PLAYING FIELDS TASK FORCE**

### **MINUTES**

**March 10, 2022**

**7:45 am online zoom meeting**

#### **Attending:**

##### **Voting Members:**

Beth Sullivan Woods – Select Board (SB); Linda Chow – School Committee (SC); Jeff Wechsler – Board of Public Works (BPW), Bea Bezmalinovic – Natural Resources Commission (NRC); Laurance Stuntz – Recreation Commission (RC), Jerry Nigro – Boys Lacrosse (BL), Ansley Martin – Soccer (S); Kelly Uller – Field Hockey (FH); Rick Kinney – Wellesley Little League (WLL); Amy Munchak – Girls Lacrosse (GL); Maura Renzella – Football (F)

##### **Board/Commission staff and other guests:**

Matt Chin – RC; John Brown – SC; Kyle Williams – SC; Paul DePhillips – BPW; Tim Bania – BPW; Chris Howard – S; Ann Williams – WLL; Wendy Paul – Advisory; Lara Crawford – Resident; Jim Miller – Resident;

**Commented [LS1]:** Matt, not sure this is complete

1. MCall to order by Laurance Stuntz at 7:45
2. Citizen Speak:
  - a. Lara Crawford, 15 Rice St. Ms. Crawford stated that she is a softball parent, but that in 2021 all of her daughter's games scheduled for Lee Field had to be rescheduled due to poor drainage of the field and she asked what the town is doing to ensure that Lee is playable. Paul DePhillips commented that DPW is planning to replace the infield at Lee Field with the same material that is used on the other diamond fields in town. This work is planned for this spring.

3. Minutes:
  - a. Linda submitted an addition to the minutes to be added to the WHS Track and Field project update emphasizing School Committee's proposal to

**Commented [LS2]:** Need her words

**Motion:** By Beth Sullivan Woods: to approve the February 11, 2022 minutes as amended by

Linda Chow

**Seconded:** Linda Chow

##### **Vote:**

In favor: Woods, Chow, Wechsler, Stuntz, Bezmalinovic, Nigro, Martin, Uller, Kinney, Munchak, Renzella

4. Hardy School Playing Field
  - a. Melissa Martin, School Committee, introduced Alex Pitkin and Michael Dowhan of SMMA who are designing the Hardy School replacement. The project is in the Design/Development phase and they are hoping to put a rectangular playing field on the Weston Rd side of the finished project, in approximately the location of the current Hardy school.
  - b. Mr. Dowhan showed current schematics based on being able to size a U10 (30yd x 60yd) soccer field on the site.
  - c. Several members suggested looking at the relative cost, both installation and long term operating, of synthetic turf as compared with a grass field. From a youth sports perspective, being able to install a synthetic turf field expands the time it can be used, and also opens it up to further uses (field hockey).
  - d. Consensus was that field be lined for lacrosse as well as soccer. If synthetic turf is selected, then we should also include field hockey lines.
  - e. [other notes here]

5. Field Applications:

- a. After discussion the group approved the following permits subject to validation that all dates do not conflict with primary user groups' needs.
  - i. List applications along this format:
  - ii. Eunice Groak: Celebratory Baseball/Softball Game honoring Harry Clark, June 26<sup>th</sup> midday, Reidy Field
  - iii. Wellesley Police: Charity Police/Fire Softball Game, May xx, 5:45 pm or later, Warren Field
  - iv. Terriers Sports: Sports Camps, [June 27 – Aug 25/M-F) ], [8 am to 3pm], Kelly 1-4
  - v. John Lanza c/o Temple Beth Elohim Warren Field Sunday 10 am – 12 pm, April 3- June 26 (only needs 5 dates , will specify when league schedule comes out).
  - vi. Beantown Bombers Hunnewell JV, Fiske & Upham- Saturdays & Sundays April 9 – May 15
- b. Motion: By Jerry Nigro, to conditionally approve aforementioned applications so that any conflicts with Town and/or usergroups are rectified and Board of Health has been notified for any summer camps operators.
- c. Seconded: Amy Munchak

Vote: All in favor ; Beth Sullivan Woods – Select Board (SB); Linda Chow – School Committee (SC); Jeff Wechsler – Board of Public Works (BPW), Laurance Stuntz – Recreation Commission (RC), Jerry Nigro – Boys Lacrosse (BL), Ansley Martin – Soccer (S); Kelly Uller – Field Hockey (FH); Rick Kinney - Wellesley Little League (WLL); Amy Munchak – Girls Lacrosse (GL); Maura Renzella – Football (F)

Abstains: Bea Bezmalinovic – Natural Resources Commission (NRC);

- d. Summer field applications tabled until April/May meeting
  - i. Pro Path, 3D New England & James Bede

## 6. Project updates

- a. WHS Track & Field projects - from Linda Chow
  - i. New bathroom design is going to wetlands protection committee for review. New bathroom structure is smaller, with less impermeable surface than the design approved in 2018.
  - ii. Track & Field Lighting: NRC discussion of Schools proposal and criteria for Land Use change planned for 3/17, then Schools discussion planned for 3/22 and possible future joint meetings on the proposal.
- b. Lacrosse Wall - from Dave Hickey
  - i. After extensive back and forth about the appropriate process, DPW submitted a request to amend the original permit for Sprague to replace the Master Plan with a plan that includes the Lacrosse Wall. ZBA hearing to be scheduled.
- c. Aqueduct bathrooms – from Dave Hickey
  - i. Site contractor has put in the footing for the new bathroom, foundation walls are planned to be poured this week.
  - ii. CXT reported that the structure is in production with mid-late April completion, but delivery schedule is not yet available.
  - iii. Projecting late spring/early summer completion.
  - iv. Resident Lara Crawford commented on the damage to the Aqueduct path created by the contractor's site preparation machinery and asked when it will be repaired. Dave commented that they are aware of ruts being created and DPW is working with the contractor to mitigate any issues during construction and plans to repair any damage at the end of construction.

- d. Field utilization study – from Bea Bezmalinovic
  - i. Bea commented that we still need to determine the path forward on program demand quantification. NRC will set up a meeting with Recreation, Schools and other interested parties to help move this along to a decision.

7. General Fields discussion

- a. Linda commented that Schools is working to identify the storage bins in place at Sprague and help Field Hockey access some storage
- b. The group agreed to provide input on the Field Map and naming and we will discuss at the next meeting.

8. Adjourn

**Motion:** To adjourn by Jerry Nigro

**Seconded:** Bea Bezmalinovic

**Vote:**

In favor: Beth Sullivan Woods – Select Board (SB); Linda Chow – School Committee (SC); Jeff Wechsler – Board of Public Works (BPW), Bea Bezmalinovic – Natural Resources Commission (NRC); Laurance Stuntz – Recreation Commission (RC), Jerry Nigro – Boys Lacrosse (BL), Ansley Martin – Soccer (S); Kelly Uller – Field Hockey (FH); Rick Kinney - Wellesley Little League (WLL); Amy Munchak – Girls Lacrosse (GL); Maura Renzella – Football (F)

**NEXT MEETING:** TBA





## **TOWN OF WELLESLEY**

### **REQUEST FOR PROPOSALS**

#### ***Comprehensive Athletic Field Utilization Study***

##### **I. OVERVIEW**

The Town of Wellesley, Massachusetts (population ~ 29,000) seeks proposals from qualified consultants to conduct an independent, comprehensive study of Wellesley's athletic fields to evaluate whether the Town's 300 acres of athletic fields and sport courts are being utilized most effectively and efficiently to meet community needs.

These fields and courts serve the town across a wide range of recreational usage including the Town's scholastic program, youth and adult leagues, and private residents for "pickup play." Goals of this study are to optimize the use of our existing facilities and ensure equitable access among all the various users.

This comprehensive study will provide recommendations to achieve these goals by examining field demand, scheduling, permitting procedures, field operations and maintenance; and by identifying programming deficiencies, opportunities for reconfiguration of fields and courts, and capital improvements for the next 5 years. It should help determine whether team organizations need to seek accommodation outside of Wellesley, or if existing facilities could be renovated or reconfigured to accommodate additional use.

In addition to the review of fields and courts, the town seeks to compare its pricing for field use ("User Fees") to surrounding towns to ensure we are being competitive and equitable.

This proposal should be broken into 3 separate parts for pricing: one for playing fields, one for sport courts, and finally user fees.

It is understood that all submissions made to the Town by consultants under the Scope of Services herein shall be considered as recommendations and that the Town of Wellesley shall reserve to itself the power to determine whether to adopt said recommendations of the consultant in whole or in part, as presented, or with modification.

##### **II. SCOPE OF SERVICES – Fields and Courts**

The Consultant will conduct a comprehensive, independent study of Wellesley's 1) athletic fields and 2) courts that at a minimum shall include the following activities:

###### **1. Coordinate with the Stakeholders on needs, challenges and current status**

A. The Town has an established Playing Fields Task Force, whose members' input will be critical to help

guide the process. A working group with representatives from the Recreation Commission, Town Select Board, Schools, Public Works, Natural Resources Commission, and Playing Fields Task Force will be created to provide feedback and more information related to the study. The Town's NRC Director will be the Project Coordinator for this study who will be the day-to-day liaison for the consultant.

- B. The consultant will work with the Project Coordinator to establish and agree upon a basic project schedule for meetings, progress reports, and other deliverables. The consultant will keep the study representatives apprised on the study's progress, meeting with various stakeholders a minimum of 3 times (TBD). The consultant will chair the meetings, compile and analyze the information gathered, and prepare and distribute meeting notes.
- C. The Town will provide the consultant with data and information as requested to help facilitate completion of the study, including contact information for key stakeholders, available maps of existing fields/facilities, GIS/aerial imagery, etc.

## 2. Conduct a Facilities Inventory of Current Town Active Field Assets

- A. The DPW's Park & Tree Division maintains active play areas, school athletic grounds and recreation facilities throughout the Town. The consultant will conduct site visits to all Town of Wellesley athletic fields to review existing facilities. In the case of the Hardy ES, the consultant should review the building plans, not the current field. (Note that a Town-wide Playground Master Plan was completed in 2020 so those facilities are excluded from this scope.) Existing facilities, some with multiple fields include<sup>1</sup>:

Brown Park
Fiske Field
Hardy Field <sup>2</sup>
Hunnewell Field
Kelly Field
Ouellet Playground
Perrin Park
Schofield Field
Sprague Field
Upham Field

- B. The consultant will visually inspect and report on grass/turf fields and baseball- configured playing field venues; and other ancillary facilities {e.g., fence systems, backstops, player's benches, bases, goals, etc.}; surrounding areas; drainage; lighting; irrigation systems (as appropriate); availability/proximity of restrooms; parking, and other integral site elements. The final report should include findings in both narrative and plan graphic formats of current layouts and should include matrices that summarize the findings.

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<sup>1</sup> The field layouts, which would be provided to the consultants, are located here:  
<https://wellesleyma.gov/DocumentCenter/Index/338>.

<sup>2</sup> Both Hardy and Hunnewell Elementary are under construction or soon will be. **Proposal should recommend baseball diamond vs. rectangular field at new Hardy site.**

- C. The consultant will review other key documents provided by the Town of Wellesley, including demographic data and the most recent Open Space and Recreation Plan, and Town-wide Master Plan Playgrounds (in some cases these are adjacent to recreational fields). An analysis of these documents (and other relevant documents) and how the consultant's recommendations relate to the Action steps in the most recent Open Space and Recreation Plan should be included.

### **3. Complete Analysis of Existing Conditions**

- A. The consultant will meet with the appropriate Town personnel and facility users including representatives from Wellesley Youth Sports to confirm and/or collect additional information on the following:
- field properties (size, use, condition, etc.)
  - existing program demand and program needs within the Town for fields (including utilization of public and private fields)
  - participation rates (participation in teams currently using Town field)
  - future/emerging program demand and program needs within the Town
  - desired scheduling of programs, and other pertinent information that may arise during discussions. (ex. potential demand for teams/fields that goes unmet because of field space constraints, demand for fields diverted to non-Town facilities, capacity and availability of non-Town facilities, coaching availability, etc.)
- B. The consultant will provide all field users with a survey/questionnaire to collect and organize usage data and statistics or propose an alternative approach for gathering current and future use data.
- C. The consultant will review and assess the Town's current field maintenance plan.
- D. The consultant will provide a report analyzing existing conditions and the appropriateness of current fields (based on location, size vs. regulation, league mandates etc.)

### **4. Program Quantity Analysis (Current and Future Demand)**

- A. The consultant will complete a needs assessment process to identify and prioritize current community needs for athletic fields and courts. This review should include league requirements.
- B. The consultant will take the information provided by field users and organize it into a usable format to easily quantify and compare the information on the various fields and courts. This information should be organized to consider various programs, age groups, seasonal play, and other factors, and then it should be compared to the existing and proposed programming information to determine whether:
- I. Existing athletic fields/courts can adequately meet current program demands. Consultant should quantify any excess field capacity or unmet program needs.
  - ii. Existing athletic fields/courts can adequately meet anticipated future program demands over the



next 5 years.

- C. To the extent the consultant determines that there is a deficiency in one or more field spaces/court in town, that existing facilities will not meet current, or future program needs, the consultant should identify recommendations for:
- I. Improved field maintenance practices, including an optimal field-resting schedule.
  - ii. More efficient and equitable program scheduling, including an assessment of the existing scheduling process and software/system
  - iii. Recommendations for field renovations or construction of new facilities, if necessary
  - iv. Recommendations of potential solutions to better accommodate program growth and changing community needs

## **5. Draft and Final Reports**

- A. The consultant will compile the relevant information obtained in above tasks and make recommendations for the Town of Wellesley to optimize the use of existing fields/courts and identify strategies to best meet the ongoing and growing needs of its athletic and recreational community currently and over the next 5 years. Findings and recommendations will be presented first in a Draft Report and then a Final Report for the Town of Wellesley Comprehensive Athletic Field Utilization Study.
- B. The consultant will coordinate a meeting to present draft findings to the Playing Fields Task Force. The consultant will incorporate comments and suggested revisions into the Final Report.
- C. The Consultant may be asked to conduct up to two formal presentations of the Final Report to interested public bodies such as the NRC, Recreation Commission, Schools, Public Works, or to other stakeholders in town.

## **II. SCOPE OF SERVICES – User Fees**

- A. As a separate bid item, the consultant will review current field conditions and fees and benchmark against neighboring communities (Lexington, Needham, Newton, Natick and Weston). This review will include, at minimum, the following:
- comparison of the fee structure for facility use by field or amenity type
  - prioritization metric for user groups (if used)
  - narrative of permitting process in each community

## **III. Technical Proposal**

### **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 relevant by the Consultant, but does not apply to the

categories listed, should be added after the items listed below. The following should be submitted in paper and digitally by the deadline. **Note that Technical and Price proposals should be included separately.**

- A. Statement of Project Requirements: State in succinct terms the Consultant's understanding of what is required by this Request for Proposals.
- B. Scope of Services: Describe in narrative form, the Consultant's approach and technical plan for accomplishing the work listed herein. This plan shall provide as much detail as possible on the methodologies and how the Consultant proposes to conduct and accomplish the specific tasks of the engagement as outlined herein in order to meet the Town's desired goals within the amount of time specified to complete the project.
- C. Team: Provide names and a concise and relevant summary of individual qualifications of all personnel who will direct and conduct activities. Each member's educational background and certifications shall be provided. Identify the person who will be the Project-Manager or Crew-leader with ultimate responsibility for the work.
- D. Qualifications: Provide details of experience and past performance of the Consultant and members of its team on comparable work for municipal or government entities, or lake, pond or watershed management agencies. This section should cover, at a 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 directed to provide sufficient information of their experience to allow the Town to understand and verify the exact nature of their contribution to other projects and entities.
- E. Past Performance: Consultants should submit at least two examples of completed athletic field optimization studies with their technical proposal.
- F. Competing Commitments: Consultants should discuss the means by which adequate and timely attention to this engagement will be assured. The Consultant should describe its overall capability and provide assurances that it can meet its commitment to successfully complete all aspects of the project. Assume the project will begin by late April or early July 2022 depending on funding.
- F. Financial Capacity: Consultants should provide its firm's latest financial statement, including its operating statement and balance sheet. They will be helpful in assessing the ability of the Consultant to meet the project requirements.
- G. References: Provide the name, title and telephone number of persons who can substantiate the Consultant's summary of its qualifications and experience relevant to this project. A minimum of three references shall be provided.
- H. Separate Technical and Sealed Price Proposals.

#### **IV. Evaluation and Contract Award**

##### **1. Evaluation Criteria**

Technical proposals shall be reviewed and rated as "highly advantageous," "advantageous," or "not advantageous" for each of the comparative criteria listed below. The Evaluation Team will also assign an overall composite rating to each proposal. The Town may choose to interview any consultant who receives a composite rating of Highly Advantageous or Advantageous as a result of the evaluation process.

Evaluation Factors	Score
The <b>technical quality and comprehensiveness</b> of the consultant's proposed approach to completing the scope of work	5
The <b>consultant's experience</b> conducting athletic field studies for municipalities or other entities with facilities of similar size, scope, or attributes.	4
The quality and comprehensiveness of comparable <b>athletic field studies completed</b> recently within the last three (3) years by the consultant for other clients, as verified through the examples of completed studies provided as part of their submission.	5
Proposed <b>staff's experience</b> and expertise	3
Quality of Oral presentation or interview	5
Price.	3

The contract will be awarded to the consultant proposal who rates highest in the above applicable evaluation criteria, including but not limited to price.

## 2. Contract Limit

The maximum expenditure for the Project Management Services under this RFP will be approved by the 2022 Wellesley Annual Town Meeting.

## 3. Timeline

Once funding is available (~April 15) The Town is prepared to move immediately after the evaluation of the proposals to award the contract for the project. The consultant shall be prepared to agree to begin work within seven (7) days after the award of the contract, unless the Town and the consultant mutually agree otherwise. The consultant should complete the field study within 60-90 days or less.

## V. Submission of Proposal

The proposal must be received not later than 3:00 PM on Friday, January 7th, 2021, should be sent both electronically and should include three hard copies submitted to:

Brandon Schmitt, Director  
Natural Resources Commission  
Town Hall, Lower Level  
525 Washington Street  
Wellesley, MA 02482  
bschmitt@wellesleyma.gov

Delivery of proposals to any other office or location, other than the address indicated, will not constitute receipt. The submittal package should be marked "**Comprehensive Athletic Field Utilization Study**"

## VI. Required Forms

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

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



## **VII. Insurance Requirements**

A Certificate of Insurance indicating the Consultant's insurance coverage for General Liability, Automobile, Workman's Compensation and Professional Liability shall be provided as part of the Technical Proposal. It is the Consultant's responsibility to purchase and maintain insurance to protect the Consultant and the Town for all claims. The following minimum insurance is required:

- **Workman's Compensation Statutory Employer's Liability**  
Bodily Injury Each Incident \$100,000  
Bodily Injury Aggregate \$500,000  
Bodily Injury – Each Employee \$100,000
- **Comprehensive General Liability**  
Owner's Protective Liability: Comprehensive Public Liability: General Liability General Aggregate \$2,000,000  
Bodily Injury: Any One person/Aggregate \$1,000,000 Property Damage: Per Occurrence/Aggregate \$1,000,000  
Professional Liability: Per Occurrence/Aggregate \$1,000,000  
The Liability shall be Broad Form and include coverage for Premises and Operations and Product Liability.
- **Comprehensive Automobile Liability** (applicable for any contractor who has an automobile operating exposure)  
Bodily Injury: Any One person/Aggregate \$1,000,000  
Property Damage: Per Occurrence/Aggregate \$500,000

The comprehensive Automobile Liability Insurance should be written to include owned, hired and non-owned vehicles and it shall provide Extra Territorial Coverage. The Town of Wellesley, MA shall be named as an additional insured on the Consultant's policy.

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.

## **VIII. Ownership of Information Provided**

All information provided by the Town and all material developed for this assignment shall be returned to and 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.

## **IX. 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. This includes, but is not limited to team members, and to negotiate costs,

fees, and/or terms of any agreement (contract) deemed by the Town to be in its best interest. The Town reserves the right to accept and/or reject portions of the Price Proposal.

**X. ADDITIONAL BACKGROUND INFORMATION**

- The 1948 Hunnewell Report by Cabot and Associates w/ Metcalf and Eddy
- The 2003 Geller master Plan for Hunnewell Field
- The 2006 Gale Master Plan for Sprague
- The 2014 field needs assessment
- The 2017 Gale Feasibility and Master Plan for softball use at Hunnewell
- The 2019 Weston and Sampson Technical Report on field layout and use at Hunnewell

### **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.

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

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

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(Name of Business)

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(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**

The Town reserves the right to reject any or all proposals.

Any questions about this RFP should be directed to Wellesley Natural Resources Director Brandon Schmitt at [bschmitt@wellesleyma.gov](mailto:bschmitt@wellesleyma.gov) or (781) 708-6089.

## IX. PRICE PROPOSAL FORM

**Town of Wellesley**  
***Comprehensive Athletic Field and Outdoor Court Study RFP***

**Price for Field Study**

All-inclusive lump sum price based on the Scope of Services: \$ \_\_\_\_\_

**Price for Hard Court Study**

All-inclusive lump sum price based on the Scope of Services: \$ \_\_\_\_\_

**Price for Peer Community Benchmarking Fee and Field Conditions:**

All-inclusive lump sum price based on the Scope of Services: \$ \_\_\_\_\_

You may submit additional information regarding your Price Proposal by attaching such additional information to this Price Proposal Form.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

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