

April 12, 2021

Mr. Ben Keefe, Director
Public Buildings
Town of Wayland
41 Cochituate Road
Wayland, MA 01778

Re: Improvements to Loker Conservation and Recreation Area
Subject: Contract or PO Request

Dear Mr. Keefe:

Per your request of April 9, 2021, we have prepared the following scope of services and fee schedule related to the repackaging and rebidding of the Loker Conservation and Recreation Improvements Project, for your review and approval.

Our work will include the updating of contract documents and assistance during the bid period, as described below:

- Contract Documents-** The Loker Conservation and Recreation Area contract documents will be updated. The construction documents were previously prepared and bid in the late winter/early spring of 2019. Bids were received on March 27, 2019. There were 9 bids, and the low bid was received from MJ Cataldo in the amount of \$2,190,000. Prices were also received for 3 alternate bid items. 5 Addendum were issued during the bid period.

Our work will include updating all contract documents including the Bid Form, Front End, Technical Specifications, Plans, and Details. More specifically:

- We will undertake a complete quality assurance/quality control review of all contract documents to refamiliarize ourselves with the precise scope of the project and to identify any items requiring adjustment.
- Information contained in the various Addenda will be folded into the contract documents where appropriate.
- Specifications will be revised and updated to include current information from manufactures and suppliers.
- We will examine all items related to the synthetic turf sports field and update accordingly to meet new and important environmental protocols. Infill materials and all carpet components must be free of PFAS's and other deleterious materials and rigorous submittal and testing protocols will be applied.
- Incorporate information from the recent issuance of the Order of Conditions by the Conservation Commission and any other information pertaining to recent project approvals and decisions.
- Update all bid forms to include current information. Dates that we have agreed to include the following:

Milestone	Date	Notes
Start Contract Documents Updates	04/12/2021	Upon receipt of an NTP
Contract Documents Complete	04/21/2021	
Bids Available	04/22/2021	

Bids Received	05/13/2021	Allows 3-week bid period
Town Meeting	05/15/2021	

Work efforts will be led by Brandon Kunkel, RLA with support from me and other team members. It will be important to have a completely updated and well-coordinated set of bid documents to ensure the most positive bid results.

2. **Bid Assistance-** during the bid period, Weston & Sampson staff will provide the following assistance:

- Attend a pre-bid conference (at site, social distance protocols to prevail)
- Receive questions during the bid period
- Issue responses to questions through the issuance of a formal Addendum or Addenda. Prepare sketch plans and compile other pertinent information in support of Addendum responses as/if needed
- Review bid results and provide any needed support related to the May 15th Town Meeting

The cost to provide the services described herein is presented in the table below:

Additional Scope Fee Schedule

Task	Fee
1. Contract Documents	\$24,000
2. Bid Assistance	\$ 4,000
Total	\$28,000

Please contact our office with questions pertaining to the proposed scope of services and fee schedule. We will require immediate authorization to proceed to meet the extremely tight deliverable deadline and bidding schedule.

Very truly yours,

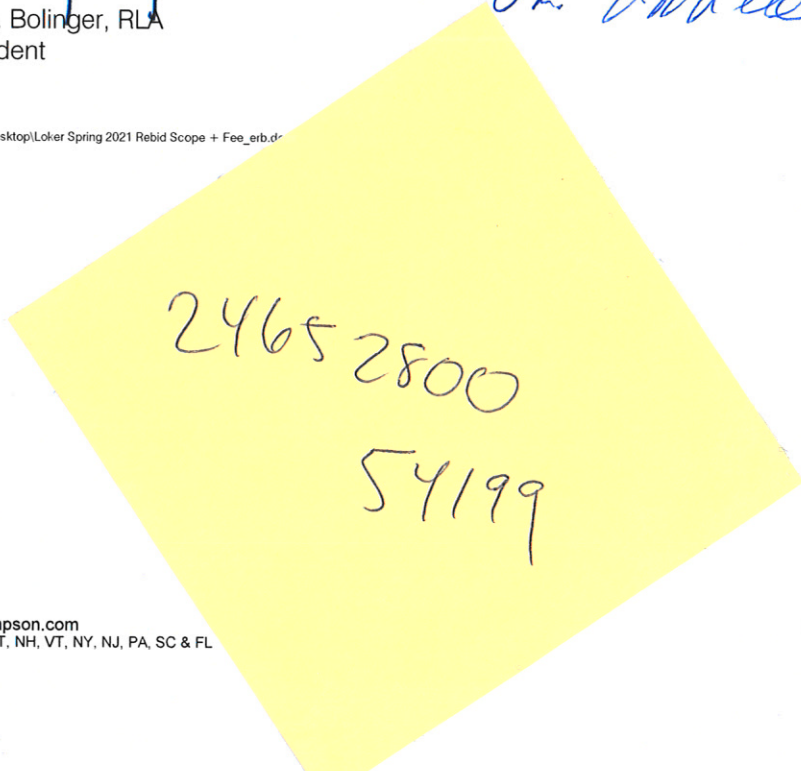
WESTON & SAMPSON



Eugene R. Bolinger, RLA
Vice President



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