

May 21, 2019

Ross Perry  
Town Administrator  
Town of Sterling  
One Park Street  
Sterling, Massachusetts 01564

Re: Downtown Sterling Reconstruction  
Update of 2007 Bid Package

Dear Mr. Perry:

We appreciate the opportunity to propose services to support the Town of Sterling's (Town) reconstruction of Downtown on Main Street from Princeton Road (Rte 62) at Worcester Road (Rte 12) to Bridge Street. As this project was bid in 2007 most of the work has been performed with respect to the plans. Since that time many of the technical requirements typically enlisted on this type of project have changed and the project needs to be reviewed and updated to the latest regulations.

#### Scope of Services

##### Task 1 – Update Project Plans for Funding Purposes

In an effort to assist the Town in procuring funding for the project we will update the plans based on comments received at our meeting on April 17<sup>th</sup> at the Town Offices and on our field walk following the meeting. Under this task we will prepare the plans to be utilized by the Town to show funding agencies (MassWorks, MassDOT TIP, CDBG, etc) the level at which the project has progressed. This will include upgrading the plans based on the latest ADA regulations and state regulations governing roadway cross section requirements when utilizing state monies (Chapter 90). The current design includes 5-foot wide sidewalks and must now be 6 feet wide per ADA standards. In addition, if Chapter 90 monies are utilized the cross section must include a minimum 5-foot bike lane on both sides of Main Street unless a design exception is granted. A dedicated bike by-pass route will be suggested to avoid the need for the bike lanes on Main Street. A Design Exception Report (DER) must be filed with MassDOT to waive the need for the bike lanes downtown. This does not include the preparation of Contract Documents.

##### Task 2 – Grant Assistance

We will assist the Town in their funding application paperwork as far as reviewing technical language when needed or in the preparation of graphics for inclusion in funding packages. It is assumed, due to the length of the process, that the project will not be funded through the State Transportation

Improvement Program (STIP). However, we suggest that the Town prepare this application for funding assistance to get on the STIP list as a fallback position should other funding sources not work out. We can assist the Town with the PNF and PIF forms for MassDOT STIP funding if requested. Other funding sources will be the responsibility of the Town to investigate and prepare the appropriate applications. It should be noted that a MassWorks grant application was submitted for this project in 2007 and could serve as the basis for this grant program in 2019. Once the Town has decided which funding to avail itself of for the construction of this project, we will go to Task 3 below to prepare Bid Documents.

### Task 3 – Preparation of Bid Documents

Preparation of Bid Documents, consisting of Plans, Specifications and Estimates (PS&E) may depend on the funding source the Town has chosen to fund the project. If the Town chooses to pursue STIP funding, they will be required to follow the entire design submittal process of MassDOT (25%, 75%, 100%, PS&E) and review by MassDOT District and Boston offices. This will also include a design process that could take several years to complete. Knowing that the Town wishes to proceed in a more expeditious manner, we have assumed that STIP funding will not be included at this time. Regardless of which funding source is chosen, the engineering designs will still be governed by the standards required by MassDOT for this type of construction. We have assumed that the plans will be submitted at a Preliminary and Final Phase (final design of updated features and the latest regulations), allowing the Town to construct the project much sooner. Final Designs will include the creation of an updated estimate of probable construction cost, technical specifications and details tied to the MassDOT Standard Specifications and Construction Details and a front end supplied by the Town for their typical roadway projects. Plans to go with the Bid Documents will include:

- Title Sheet
- Legend, Index & Abbreviations
- Typical Sections & Details
- Construction Plans
- Curb Tie & Grading Plans
- Signs & Pavement Marking Plans
- Traffic Management Plans

It is assumed at this time that the design work being prepared by the Town's Consultant (PLM) for the undergrounding of electric and communication utilities is not included in the Scope of Services of this proposal. We will work with the Town and their Consultant to coordinate the two projects. Ideally, the utility project gets constructed first and becomes existing conditions for the streetscape project.

### Task 4 – Bidding Services

Assuming TIP funding is not chosen, due to its lengthy process, Weston & Sampson will assist the Town in the bidding of the project through other funding sources. We will perform the following services:

- Attend Pre-Bid meeting to explain the project to interested Contractors on behalf of the Town and respond to questions by perspective bidders. We will prepare written response to all questions to send to all present and those not in attendance but picking up bid sets.
- Attend the Bid Opening and assist the Town in the bid opening process.

- Check the bids for accuracy and perform reference checks on the three (3) lowest qualified bidders
- Make recommendations to the Town for award of the most qualified low bidder

#### Task 5 – Meetings

We will attend meetings during the Preliminary and Final Design stages. It is assumed that one review meeting will be held with the Town and MassDOT District 6 Office at each submittal phase (total 4 meetings). Ongoing Main Street Committee meetings for a total of 6 meetings are assumed as well as one public hearing for abutters and concerned stakeholders. Each meeting is assumed to be 3-5 hours in duration including preparation.

#### Task 6 – Construction Administrative Services

Upon the approval of a Contractor and subsequent Notice to Proceed (NTP), Weston & Sampson will perform Construction Administrative Services on behalf of the Town. Services will not include a full time Resident Engineer, but will include the following tasks:

- Periodic site visits during construction. Eight (8) site visits are included as a basis for this task
- Review and approval of shop drawings
- Responses to requests for information (RFI) by the Contractor
- Assistance to the Town in the approval of pay requests

We suggest a Lump Sum Fee by Task for Task 1-5 outlined above as follows:

Task 1 - Update Project Plans for Funding Purposes	\$ 8,900
Task 2 – Grant Assistance	\$ 15,000
Task 3 – Preparation of Bid Documents	\$ 46,900
Task 4 – Bidding Services	\$ 4,400
Task 5 – Meetings	\$ 18,900
<b>Sub Total (without Construction Phase Services)</b>	<b>\$ 94,100</b>
Task 6 – Construction Administrative Services	\$ 32,700
 <b>TOTAL ESTIMATED LUMP SUM FEE</b>	 <b>\$ 126,800</b>

Each total above includes all labor and reasonable expenses (travel, printing, copying, mail services) to complete each Task as outlined in the Scope of Services.

Upon acceptance of this proposal Weston & Sampson will prepare a contract, in a format approved by the Town, for signatures of all parties. Please feel free to contact me with any questions or to discuss at 978-532-1900 or email at [keeganl@wseinc.com](mailto:keeganl@wseinc.com).

Sincerely,

WESTON & SAMPSON ENGINEERS, INC.

A handwritten signature in blue ink that reads "Laurence F. Keegan, Jr." with a stylized flourish at the end.

Laurence F Keegan, Jr, P.E.  
Team Leader

NOTICE TO PROCEED/AGREED BY THE TOWN OF STERLING

BY \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

# Level of Effort and Cost Table

**Weston & Sampson**

5/21/2019

# STERLING/MAIN STREET RECONSTRUCTION

TASK NO.	TASK DESCRIPTION	Person-Hours							Billing Costs		
		PC PIC	LFK PM	RKP CE	MD JR CE	MK SRPM	TOTAL HOURS	EXPENSES	SUB-CONSULT.	TOTAL COST	
1	UPDATE PROJECT PLANS FOR FUNDING	1					1			\$278.99	
	UPDATE THE 5'SW TO 6'SW (ADA STD MIN)		8	24	24		56			\$7,906.51	
	QAQC					4	4			\$750.08	
2	GRANT ASSISTANCE	1					1			\$278.99	
	TIP PROCESS - PNF/D3 COORD		24				24	\$55.00		\$6,030.47	
	TIP PROCESS - PIF/D3 COORD		24				24	\$55.00		\$6,030.47	
	OTHER GRANT ASSISTANCE		8		8		16			\$2,750.24	
3											
	PREPARATION OF BID DOCUMENTS	1					1			\$278.99	
	PRELIMINARY DESIGN UPDATES (1 FIELD VISIT - 2)		4	4			8	\$66.00		\$1,668.49	
	PLANS		8	24	40		72	\$110.00		\$9,533.33	
	ESTIMATE		4	16	40		60			\$7,214.27	
	SPECS (TOWN FRONT END)		8				8			\$1,991.82	
	SHEET COORD		2	4	8		14			\$1,862.94	
	QAQC					4	4			\$750.08	
	FINAL DESIGN/BID BOOKS										
	PLANS		8	16	40		64	\$110.00		\$8,320.18	
4	ESTIMATE/BID FORM		4	16	24		44			\$5,697.45	
	SPECS (TOWN FRONT END)		16				16			\$3,983.65	
	SHEET COORD		2	4	8		14			\$1,862.94	
	BID BOOK FINALIZATION		4		16		20	\$440.00		\$2,952.73	
	QAQC					4	4			\$750.08	
	BIDDING SERVICES										
	PRE-BID MEETING		3				3			\$746.93	
	BID OPENING ATTENDANCE/BID TAB		3		8		11	\$66.00		\$1,571.35	
	BID CHECK/REFERENCES (TOP THREE)		1		8		9	\$66.00		\$1,073.39	
	RECOMMENDATION FOR AWARD		1				1			\$248.98	
	COORD WITH PRINTING FIRM (ELECTRONIC)		1	2	2		5			\$741.87	
5	MTGS (5 HR EA INCL PREP)										
	PREL DES (TOWN/D3 ASSUME 2)		10		8		18	\$132.00		\$3,380.19	
	PUBLIC HEARING		24	5	5		34	\$66.00		\$7,273.70	
	FINAL DES (TOWN/D3 ASSUME 2)		10		8		18	\$132.00		\$3,380.19	
6	COMMITTEE MEETINGS (ASSUME 6)		18				18	\$396.00		\$4,877.60	
	CONSTRUCTION ADMINISTRATION (NOT RE)										
	PERIODIC SITE VISITS (ASSUME 8)		40				40	\$528.00		\$10,487.12	
	SHOP DRAWING REVIEWS		16		24		40			\$6,258.88	
	RFIS		24				24			\$5,975.47	
	PAY REQUESTS		40				40			\$9,959.12	
TOTALS		3	315	115	271	12	716	\$2,222.00		\$126,867.46	
LABOR BILLINGS PER STAFF MEMBER		\$837	\$78,428	\$17,439	\$25,691	\$2,250					