



3 September 2020

Joe Connelly  
Arlington Recreation Director  
422 Summer Street  
Arlington, MA 02474

RE: Summer Street Playground ADA Walkway – Proposal for Landscape Architectural Services

Dear Joe:

Thank you for inviting us to submit this proposal to landscape architectural services for designing an ADA walkway which connects the existing Summer Street Park parking lot to the playground, the Minuteman Bikeway, and a viewing area for the Hill's Hill field. Our proposed scope of work is outlined below.

We understand that there are no existing plans available from which we will have topographic information. As the site appears to be relatively level (save for the connection to the Bikeway), this should not be an issue. However, to ensure that we have adequate information to create biddable construction documents, we will document the site using GPS and collecting topographic information.

We understand that the budget for the work is around or slightly over \$50,000 and that the pathway should be designed with this budget in mind.

#### Scope of Work

##### *A. Conditions Assessment & Design Development*

1. Site visit to map existing conditions
2. Landscape plan: One site plan showing the pathway and connections to the playground, parking lot & Bikeway. The plan will also show the re-stripping of the parking lot to provide ADA parking space(s).
3. Grading plan: The grading plan will show spot grades for the pathway based on the data collected on site.
4. Site details: Relevant site details will be developed.
5. Team meetings: We anticipate one virtual meeting during this phase.

##### *B. Construction Documentation*

1. Layout & Materials Plan: A layout & materials plan will document pedestrian pavements.
2. Grading plan: The grading plan will show spot grades for the pathway based on the data collected on site.
3. Site details: Site details will be developed for the pedestrian pavement, fencing, site furnishings, tree planting, shrub planting, and groundcover.

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4. Specifications: Technical specifications will be written for the project scope. We anticipate that Front End documents will be prepared by the Town.
5. Team meetings: We anticipate one virtual meeting during this phase.

C. *Construction Administration*

1. Submittal/shop drawing/RFI review: We will review contractor submittals & shop drawings for the project scope. We will respond to any RFIs and prepare necessary clarification sketches.
2. Site visits: Two site visits are included for approval and adjustment of pathway layout & pathway grading.
3. Punch list preparation: At the completion of the construction, we will prepare a punch list for the landscape scope of work and we will conduct one visit after contractor notification that the list has been completed.

Notes:

1. We also are under the understanding that this project is to be publicly bid and that the Town will prepare any front end documents necessary for the bid process, and that the Town will take care of any advertisements necessary.

The proposed lump sum fee for the above-mentioned landscape architectural services is **\$7,625** (\$3,995 for Design Development, \$2,485 for Construction Documentation and \$1,145 for Construction Administration). If you have any questions or comments on this proposal, please feel to contact me. Thank you very much.

Sincerely,

Kyle S. Zick,  
ASLA Principal

Approved:

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Town of Arlington

Date

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