

Phone: (978) 657-9714  
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October 18, 2015

Mr. Charles Aspinwall  
Town Administrator  
Memorial Building  
900 Main Street  
Millis, MA 02054

RE: Millis, Massachusetts  
Proposal for Engineering Services  
Oak Grove Farm and Cassidy Fields

Dear Mr. Aspinwall,

We are pleased to present our proposal for surveying and engineering services for preparation of an existing conditions plan and grading plan for field layouts at Oak Grove Farm and Cassidy Fields as shown on the attached plan.

**SCOPE OF SERVICES**

The following Scope of Services includes the preparation of an existing conditions and grading plan for the development of the fields. The fields would consist of 2 soccer fields on Oak Grove Farm and the four baseball field complex on the Cassidy Fields. A layout for the parking area on Island Road would be provided to increase parking. These services also include coordination of these activities with the Millis Town Administrator.

- **Data Collection, Survey**

1. Survey Criteria: Confer with the Town Administrator and Town Officials, for the purpose of establishing the survey criteria for the project.
2. Data Collection: A topographical survey shall be performed for the above described locations. GCG would locate the following items to provide existing grades to allow for the construction of the fields.
  - Tree lines
  - Existing topography
3. Existing Conditions Plan: An existing conditions plan would be prepared showing the data collected with elevations to allow the contractor to construct field.
4. Wetlands Delineation: GCG would delineate the wetlands on Cassidy Field.
5. Soil Testing: GCG would witness test holes on Cassidy Farm field to determine water the water table and soil types. Test holes would be excavated by the Town.

- **Field Design**

1. **Grading Plan:** GCG would provide a grading plan showing the proposed contours to allow for development of the graded areas into future fields. Cassidy field would be graded to maximize the use of the field. Alternative layouts for fields would be provided and reviewed with the client
2. **Drainage:** GCG would design a drainage system based upon information obtained from test holes to address potential groundwater issues.
3. **Notice of Intent:** GCG would prepare a notice of intent and file with the Conservation Commission for work on Cassidy Field.

- **Soil Testing**

1. **Soil Testing:** GCG would observe and classify soils. Test holes to be excavated by Town.

- **Irrigation**

1. **Flow test:** GCG would perform hydrant flow test to determine the water flow and pressure in the field areas.
2. **System Design:** GCG would design an irrigation system with piping, controls, valves and all appurtenances for providing irrigation to the field. Drawings would be prepared for showing the irrigation system.

### **Time Schedule**

The design of the project would be completed within 30 days of notice to proceed.

### **Fee schedule**

The not to exceed fee for providing the above scope of services would be \$15,180. See attached breakdown of man-hours for estimated cost.

The total fees for the above listed Scope of Services will not be exceeded without formal agreement between the parties of this agreement. A change in the Scope of Services will be considered cause to modify this agreement. Changes, other than minor revisions, requested by the Owners, or any review boards; will be considered as a change in the Scope of Services.

If you have any questions or require additional information, please call.

Sincerely,  
GCG ASSOCIATES, INC.

*Michael J. Carter*

Michael J. Carter, P.E.  
President

GCG Associates, Inc.  
 84 Main Street  
 Wilmington, MA 01887  
 (978) 657-9714

Estimted Fee

10/18/2015

**Town:** Millis, MA

**Project:** Oak Grove Farm and Cassidy Fields

Phase	Hours						Total
	Principal \$120.00	Senior Project Engineer \$95.00	Project Engineer \$80.00	Resident \$88.00	Survey \$115.00	Reim- bursibles	
<b>DATA COLLECTION AND SURVEY</b>							
Task 1 Field Survey-Roadway	1	8	0	20	12	1000	\$5,020.00
Task 2 Base/Grading Plan Preparation	3	12	40	0	0		\$4,700.00
Tassk 3 Soil Testing	8	0	0	0	0		\$960.00
Task 4 Irrigation System Design	4	24	16	0	4		\$4,500.00
				Total Fee			<b>\$15,180.00</b>

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