



RECEIVED

2023 SEP 12 PM 12:09

TOWN CLERK'S OFFICE
NORTH READING, MASS.

Town of North Reading
Massachusetts

Parks & Recreation Department

**Parks and Recreation/ LUC Meeting Minutes of
Monday, August 14, 2023
Town Hall Room 5 @ 6:45PM**

Attendance:

Committee Members: Ron Kern (RK), Pat Fillmore (PF) , Mike Fitzpatrick (MF)
Rita Mullin (RM) Sheila Sturdevant (SS)

Staff: Marty Tilton (MT), Maria Brown (MB), Nancy Ursino (NU) Lillian
Hartman (LH), Heidi Veader (HV)

Tardy:

Absent: Sergio Coviello (SC), Billie Luker (BL)

Call to order: @6:52 PM; Quorum, called by RK

Audience of Citizens: Select Board Member: Vincent Stuto

LUC:. Phillip Hertz (PH), William Reed (WR), Brian McCauliffe (BM) Rita
Mullin (RM) Margaret Salt (MS), Katherine Araniz (KA),

Acceptance of Minutes: @ 7:52 PM

(PF) Made a motion to accept the minutes of June 5, 2023

(SS) Second the motion.

Recreation & LUC Committee Meeting to discuss:

Kids Spot Design, Site Location & Funding: Ron showed PowerPoint presentation, (see attached) what we had funded has changed due to timing- it was built back in 1990 > renovated 2009 > Parks has taken on the maintenance of the playground, Marty talked about how the park structures are 30 years old & has been in need of constant repair. Margie stated that Maguire Field brings in lots of kids over the weekend, so when picking the structures to think about that as well opposed to not just be toddlers age 2-5, Pat asked if the structures for toddlers would be separate from the school aged children & the answer was Yes per Margie & Marty, she explained the

Parks & Recreation Meeting Minutes

Monday August 14, 2023

-Page-2- con't

structures & ramps etc. And Brian also asked about the ramps, Marty said a local guy Luke Roy from LJR has said he will volunteer his time to assist. Vincent had asked why its 50% for the installation, what's the breakdown, and after all the grants is there a shortfall number that we have? Also said at this time he can't present anything to the select board at this time until after the town meeting. VS had to leave at 7:23pm. Marty & Margie had stated to see attached #'s on the spreadsheet as the #'s are all listed (see attached) Ron said we are asking ARPA (stands for American Rescue Plan Act) \$248K and we have until 12/2024 to commit to using it and then until 12/2026 to use it per Lillian . Kate had asked if the Basketball courts are on the plan as well, as if you redo the playground the courts should be done as well, and they are not currently on the plans just the structures for the playground at this time, but can be in the future. Mike asking how equipment is & Margie stated between \$60K-\$200K plus the installation, Ron said \$275K for equip & installation , Lil stated that getting a designer would be up to \$40K

- **The 4 designers we have quotes from are:** based on qualifications
- **1. Caroline Cooney @ \$40K**
- **2. DJ Changnon @ \$32,875**
- **3. Gale @ \$43,800**
- **4. M3 Land Studios @ \$30K**

- **(PF) Made a motion to accept the subcommittee to choose the designer @ 7:40 PM**
- **(RM) Second the motion.**
- **Approved: 5 Opposed: 0 Abstained: 0 Motion: PASSED**

- **Capital Projects on the Radar**
- **October Grant Application** – IRP additional Playground equipment, Skate Park, Pickleball courts and Hockey Rink. Would LUC/Rec. match funding for this Grant? SEE attached powerpoint.

Parks & Recreation Meeting Minutes

Monday August 14, 2023

-Page-3- con't

- **IRP Resurfacing** (Hockey, Tennis and Basketball) – timeline, **by the Fall**
- **Skate Park Update** – quotes and approval from Friends of for funding. **Voted & approved**
- **Turf Field Resurfacing Update-** **Should be finished up 8/18/2023**

LUC: Ramps approved for the skate park

FONRPRC: Sheila said they just voted to grant the money, Maureen is still working on the calculations from the Summer BBQ's. Sheila & Maria possibly to do a QR code for fundraising. Sheila said if we ask ARPA for \$400-\$450K and there is leftover money can it be used elsewhere? Not sure.

Intergenerational Center –Nothing to report-

Nancy stated that the recreation center is not up to par for Fall activities as the ceiling in the bathroom is in need of repair, Ron said to put it on the Agenda for next meeting to discuss.

Ron stated going strong with all 5 grants happening, lots of projects in the works, select board mtg on 8/21, went around the whole room to ask each person if they had any additional comments to address, and some just voiced their opinions about the quotes for the designers.

Next Meeting Date: **September 11, 2023 @ 6:45 PM**

Adjournment: **@ 8:20 PM by RK**

(SS) Made a motion to adjourn @ 8:20 PM

(PF) Second the motion.

Approved: 5 Opposed: 0 Abstained: 0 Motion: PASSED

No Reading Parks & Recreation

Specific		Measurable	Achievable	Realistic	Time
What do you want to achieve this year, month.	Explain exactly what you want to accomplish.	Funding	Is your goal attainable this year, month, week?	Is it realistic?	When do you want to accomplish this?
2023-24	Replace Kid Spot	Have 175K (100K-Grant, 75K-Retained Earnings) Need 250K more.	Yes, however we must secure additional funding from Retained Earnings/State Grant-PARC	Missed 6/14/23 Grant date. Need to resubmit for 2024/25 funding	By year-end 2024?
2023	Update Tennis/Basketball/Pickleball Courts	Need 110K, have 50K from State Grant	Should be attainable this Fall.	If we do not add additional requirements	End of Nov-2023
2024-25	Enhance Skate Board Park	Repair-26.3K	Repair in progress	Yes	End of Oct-2023
2024-25	Enhance Street Hockey Park	Repairs- 35-50K Replace-292K	Repair under review	Yes as needed Grant money required	End of Nov-2023 Goal for 2025

Safety and Accessibility Challenges

- 25-year old wood and tire structures were splintering/broken

Hillside site required excavation to meet ADA slope and ramp standards:

- Walking surfaces may have a running slope not steeper than 1:20 (5%) **and cross-slope of no more than 2%**
- Ramps with railings allow steeper slope up to 1:12 (8.33%), plan for 7.5%
 - Ramps in play areas limited to a 12" maximum rise between landings
 - Ramps must be at least 36" wide between obstructions including railings
 - Change in direction between ramp runs requires 60"x60" flat landings
 - Cross slope on ramps limited to maximum <1.5% slope for drainage
 - Handrails along ramps in play areas must include a 34-38" high handrail and 20-28" handrail with minimum 9" separation
- <https://www.access-board.gov/ada/guides/chapter-4-ramps-and-curb-ramps/> (see next slide)

Town Goals for Recreation Spaces

The Seven-Year Action Plan set forth in our *Town of North Reading Open Space and Recreation Plan* (June 2020) included:

Goal 2 Maintain a high quality of recreational service for all residents

Goal 2.5: Upgrade playground equipment at KidSpot and other parks to ensure safe facilities.

Goal 6 Provide universal access to facilities and programs

Goal 6.1: Pursue all accessibility improvements listed in Section 504

Section 504 of the Rehabilitation Act of 1973 is a national law that protects qualified individuals from discrimination based on their disability

Funding for KidSpot Project

In fall 2022, state earmark of \$50,000 for KidSpot renovations was secured by State Rep Brad Jones and State Senator Bruce Tarr.

- Processed by the Office of Travel and Tourism, included \$25,000 up front and \$25,000 by reimbursement, all funds to be expended by June 30, 2023.

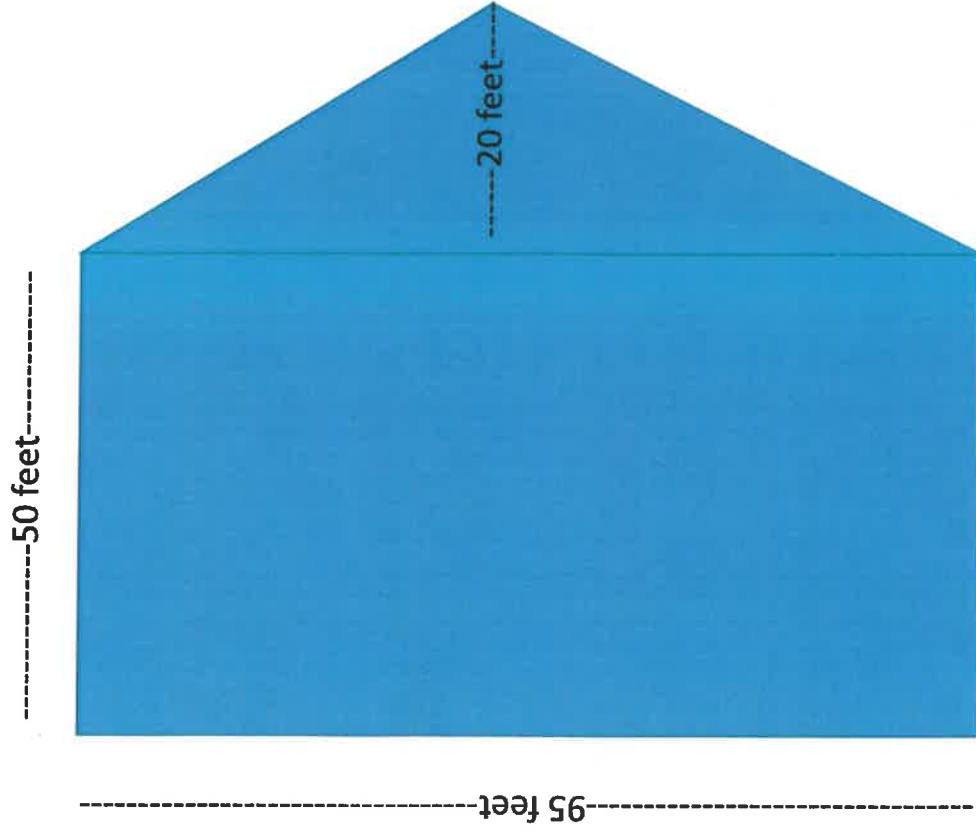
In June 2023, state earmark of \$100,000 for KidSpot renovations was secured by State Rep Brad Jones and State Senator Bruce Tarr.

- Processed by the Department of Conservation and Recreation (DCR), allows reimbursement for expenses July 1, 2023 through June 30, 2024. This period may be extended as late as Dec 2026 by request.

NRPR Enterprise Retained Earnings of \$100,000 were committed at Town Meeting June 2023, available July 1 without deadline. Expected split:

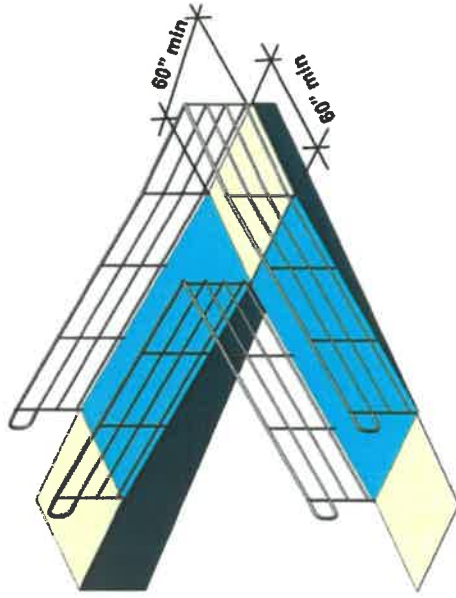
- \$25,000 to complete IRP court resurfacing, funded with another earmark
- \$75,000 toward KidSpot play equipment and installation

This presentation considers level of funding vs. desired project scope

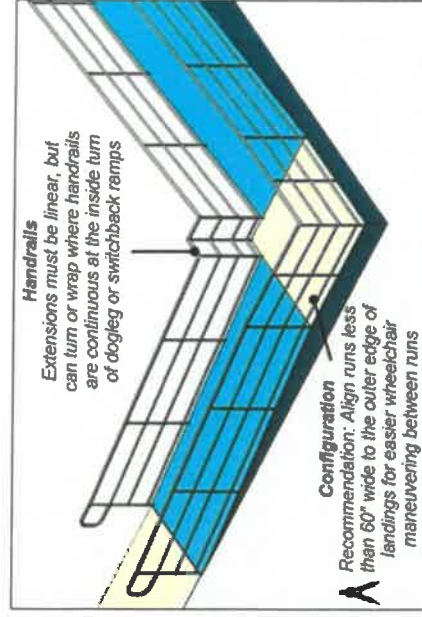


Approximate dimensions of KidSpot area

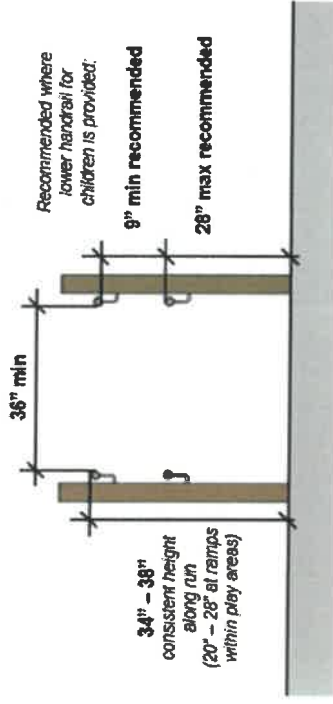
Current budget estimates:
\$20,000 for design/ADA walkways
\$80,000 equipment
\$40,000 installation
\$35,000 site work/walkways etc



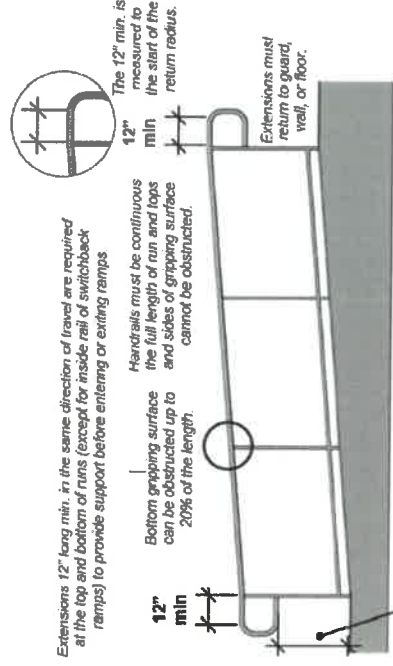
Intermediate Landings Where Ramps Change Direction



Handrail Height and Clearance

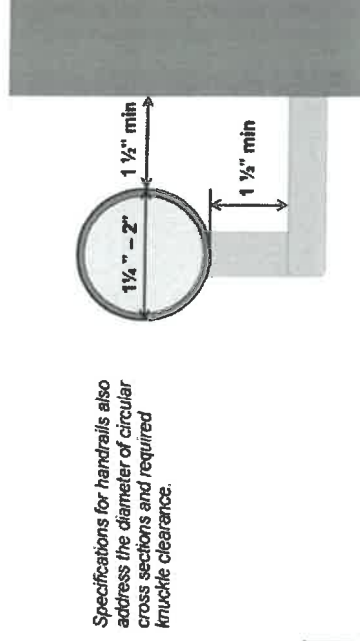


Handrail Continuity and Extensions



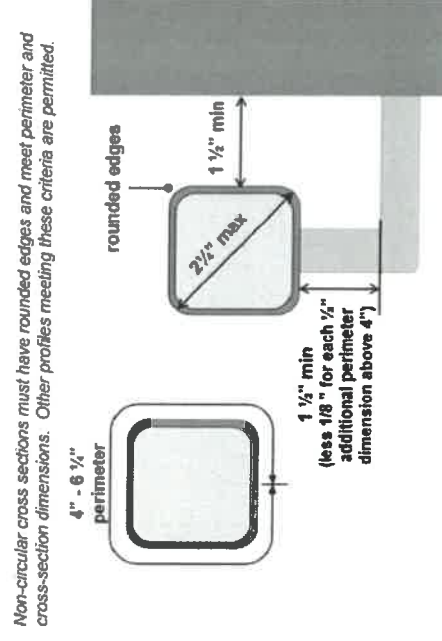
Extensions with a leading edge 27 inches high maximum can extend any amount from posts. Those with a leading edge higher than 27 inches are limited to a 12-inch protrusion from posts (§307.3). The sloping portion of handrails are not required to comply with requirements for protruding objects.

Circular Cross Section and Clearance (§505.5, §505.7)

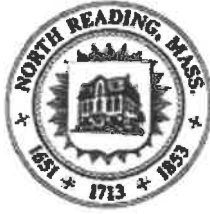


Specifications for handrails also address the diameter of circular cross sections and required knuckle clearance.

Non-Circular Cross Section and Clearance (§505.5, §505.7)



Non-circular cross sections must have rounded edges and meet perimeter and cross-section dimensions. Other profiles meeting these criteria are permitted.



RECEIVED

2023 SEP 12 PM 12:09

TOWN CLERK'S OFFICE
NORTH READING, MASS.

Town of North Reading
Massachusetts

Parks & Recreation Department

**Parks and Recreation/ LUC Meeting Minutes of
Monday, August 14, 2023
Town Hall Room 5 @ 6:45PM**

Attendance:

Committee Members: Ron Kern (RK), Pat Fillmore (PF) , Mike Fitzpatrick (MF)
Rita Mullin (RM) Sheila Sturdevant (SS)

Staff: Marty Tilton (MT), Maria Brown (MB), Nancy Ursino (NU) Lillian
Hartman (LH), Heidi Veader (HV)

Tardy:

Absent: Sergio Coviello (SC), Billie Luker (BL)

Call to order: @6:52 PM; Quorum, called by RK

Audience of Citizens: Select Board Member: Vincent Stuto

LUC:. Phillip Hertz (PH), William Reed (WR), Brian McCauliffe (BM) Rita
Mullin (RM) Margaret Salt (MS), Katherine Araniz (KA),

Acceptance of Minutes: @ 7:52 PM

(PF) Made a motion to accept the minutes of June 5, 2023

(SS) Second the motion.

Recreation & LUC Committee Meeting to discuss:

Kids Spot Design, Site Location & Funding: Ron showed PowerPoint presentation, (see attached) what we had funded has changed due to timing- it was built back in 1990 > renovated 2009 > Parks has taken on the maintenance of the playground, Marty talked about how the park structures are 30 years old & has been in need of constant repair. Margie stated that Maguire Field brings in lots of kids over the weekend, so when picking the structures to think about that as well opposed to not just be toddlers age 2-5, Pat asked if the structures for toddlers would be separate from the school aged children & the answer was Yes per Margie & Marty, she explained the

Parks & Recreation Meeting Minutes

Monday August 14, 2023

-Page-2- con't

structures & ramps etc. And Brian also asked about the ramps, Marty said a local guy Luke Roy from LJR has said he will volunteer his time to assist. Vincent had asked why its 50% for the installation, what's the breakdown, and after all the grants is there a shortfall number that we have? Also said at this time he can't present anything to the select board at this time until after the town meeting. VS had to leave at 7:23pm. Marty & Margie had stated to see attached #'s on the spreadsheet as the #'s are all listed (see attached) Ron said we are asking ARPA (stands for American Rescue Plan Act) \$248K and we have until 12/2024 to commit to using it and then until 12/2026 to use it per Lillian . Kate had asked if the Basketball courts are on the plan as well, as if you redo the playground the courts should be done as well, and they are not currently on the plans just the structures for the playground at this time, but can be in the future. Mike asking how equipment is & Margie stated between \$60K-\$200K plus the installation, Ron said \$275K for equip & installation , Lil stated that getting a designer would be up to \$40K

- **The 4 designers we have quotes from are:** based on qualifications
- **1. Caroline Cooney @ \$40K**
- **2. DJ Changnon @ \$32,875**
- **3. Gale @ \$43,800**
- **4. M3 Land Studios @ \$30K**

- **(PF) Made a motion to accept the subcommittee to choose the designer @ 7:40 PM**
- **(RM) Second the motion.**
- **Approved: 5 Opposed: 0 Abstained: 0 Motion: PASSED**

- **Capital Projects on the Radar**
- **October Grant Application** – IRP additional Playground equipment, Skate Park, Pickleball courts and Hockey Rink. Would LUC/Rec. match funding for this Grant? SEE attached powerpoint.

Parks & Recreation Meeting Minutes

Monday August 14, 2023

-Page-3- con't

- **IRP Resurfacing** (Hockey, Tennis and Basketball) – timeline, **by the Fall**
- **Skate Park Update** – quotes and approval from Friends of for funding. **Voted & approved**
- **Turf Field Resurfacing Update-** **:Should be finished up 8/18/2023**

LUC: Ramps approved for the skate park

FONRPRC: Sheila said they just voted to grant the money, Maureen is still working on the calculations from the Summer BBQ's. Sheila & Maria possibly to do a QR code for fundraising. Sheila said if we ask ARPA for \$400-\$450K and there is leftover money can it be used elsewhere? Not sure.

Intergenerational Center –Nothing to report-

Nancy stated that the recreation center is not up to par for Fall activities as the ceiling in the bathroom is in need of repair, Ron said to put it on the Agenda for next meeting to discuss.

Ron stated going strong with all 5 grants happening, lots of projects in the works, select board mtg on 8/21, went around the whole room to ask each person if they had any additional comments to address, and some just voiced their opinions about the quotes for the designers.

Next Meeting Date: **September 11, 2023 @ 6:45 PM**

Adjournment: **@ 8:20 PM by RK**

(SS) Made a motion to adjourn @ 8:20 PM

(PF) Second the motion.

Approved: 5 Opposed: 0 Abstained: 0 Motion: PASSED

No Reading Parks & Recreation

	Specific	Measurable	Achievable	Realistic	Time	
	What do you want to achieve this year, month.	Explain exactly what you want to accomplish.	Funding	Is your goal attainable this year, month, week?	Is it realistic?	When do you want to accomplish this?
2023-24		Replace Kid Spot	Have 175K (100K-Grant, 75K-Retained Earnings) Need 250K more.	Yes, however we must secure additional funding from Retained Earnings/State Grant-PARC	Missed 6/14/23 Grant date. Need to resubmit for 2024/25 funding	By year-end 2024?
2023		Update Tennis/Basketball/Pickleball Courts	Need 110K, have 50K from State Grant	Should be attainable this Fall.	If we do not add additional requirements	End of Nov-2023
2024-25		Enhance Skate Board Park	Repair-26.3K	Repair in progress	Yes	End of Oct-2023
2024-25		Enhance Street Hockey Park	Repairs- 35-50K Replace-292K	Repair under review	Yes as needed Grant money required	End of Nov-2023 Goal for 2025

Safety and Accessibility Challenges

- 25-year old wood and tire structures were splintering/broken

Hillside site required excavation to meet ADA slope and ramp standards:

- Walking surfaces may have a running slope not steeper than 1:20 (5%) and cross-slope of no more than 2%?
- Ramps with railings allow steeper slope up to 1:12 (8.33%), plan for 7.5%
 - Ramps in play areas limited to a 12" maximum rise between landings
 - Ramps must be at least 36" wide between obstructions including railings
 - Change in direction between ramp runs requires 60"x60" flat landings
 - Cross slope on ramps limited to maximum <1.5% slope for drainage
 - Handrails along ramps in play areas must include a 34-38" high handrail and 20-28" handrail with minimum 9" separation
- <https://www.access-board.gov/ada/guides/chapter-4-ramps-and-curb-ramps/> (see next slide)

Town Goals for Recreation Spaces

The Seven-Year Action Plan set forth in our *Town of North Reading Open Space and Recreation Plan* (June 2020) included:

Goal 2 Maintain a high quality of recreational service for all residents

Goal 2.5: Upgrade playground equipment at KidSpot and other parks to ensure safe facilities.

Goal 6 Provide universal access to facilities and programs

Goal 6.1: Pursue all accessibility improvements listed in Section 504

Section 504 of the Rehabilitation Act of 1973 is a national law that protects qualified individuals from discrimination based on their disability

Funding for KidSpot Project

In fall 2022, state earmark of \$50,000 for KidSpot renovations was secured by State Rep Brad Jones and State Senator Bruce Tarr.

- Processed by the Office of Travel and Tourism, included \$25,000 up front and \$25,000 by reimbursement, all funds to be expended by June 30, 2023.

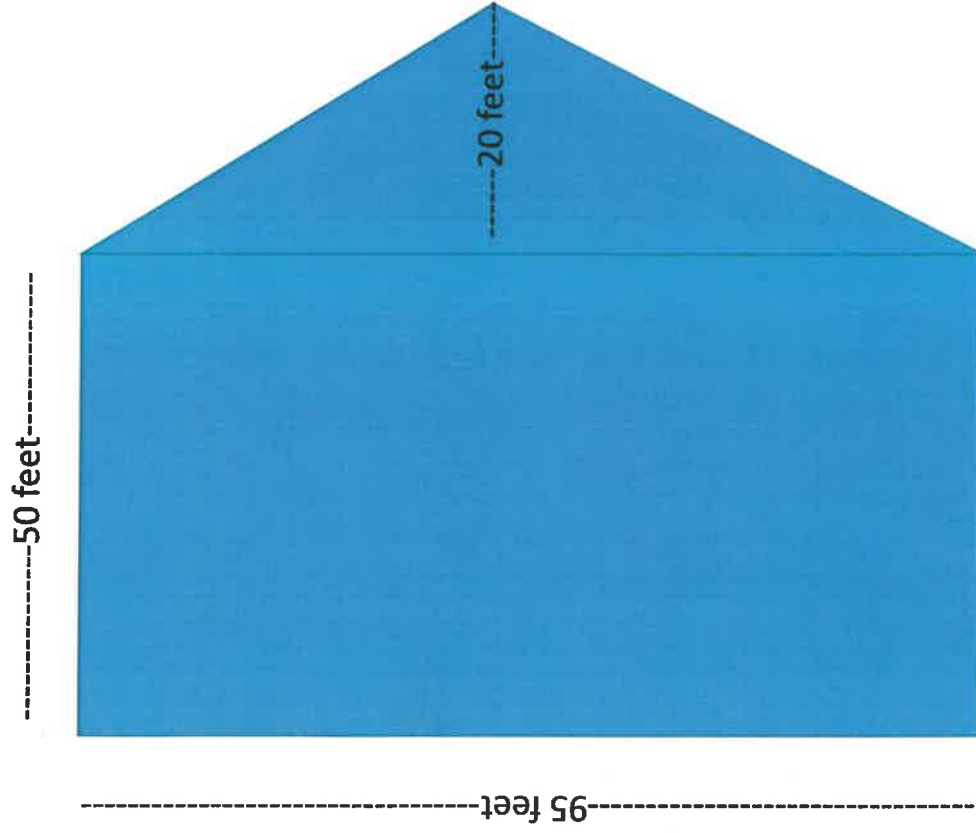
In June 2023, state earmark of \$100,000 for KidSpot renovations was secured by State Rep Brad Jones and State Senator Bruce Tarr.

- Processed by the Department of Conservation and Recreation (DCR), allows reimbursement for expenses July 1, 2023 through June 30, 2024. This period may be extended as late as Dec 2026 by request.

NRPR Enterprise Retained Earnings of \$100,000 were committed at Town Meeting June 2023, available July 1 without deadline. Expected split:

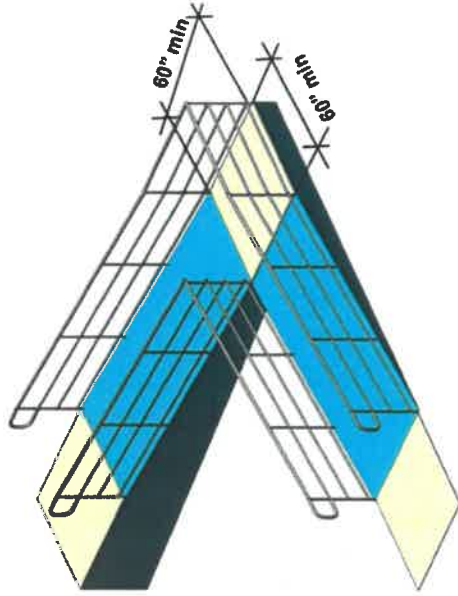
- \$25,000 to complete IRP court resurfacing, funded with another earmark
- \$75,000 toward KidSpot play equipment and installation

This presentation considers level of funding vs. desired project scope

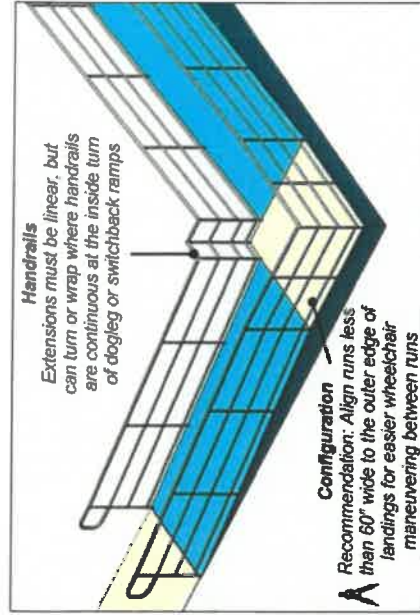


Approximate dimensions of KidSpot area

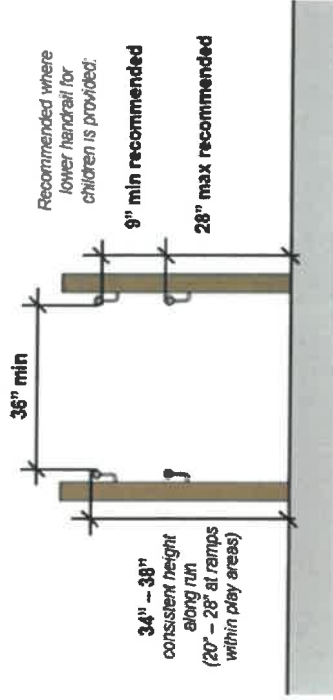
Current budget estimates:
\$20,000 for design/ADA walkways
\$80,000 equipment
\$40,000 installation
\$35,000 site work/walkways etc



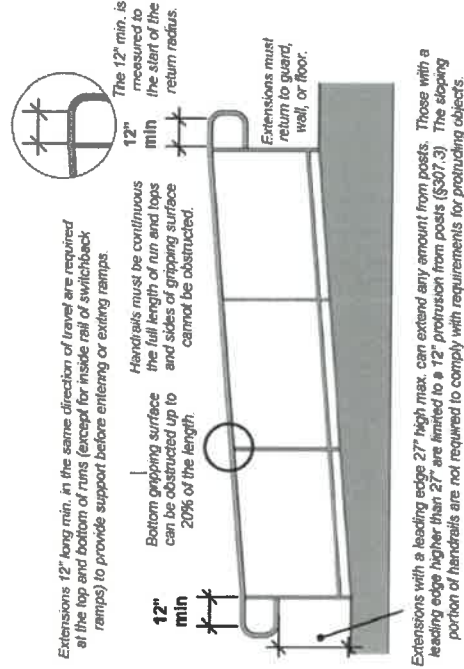
Intermediate Landings Where Ramps Change Direction



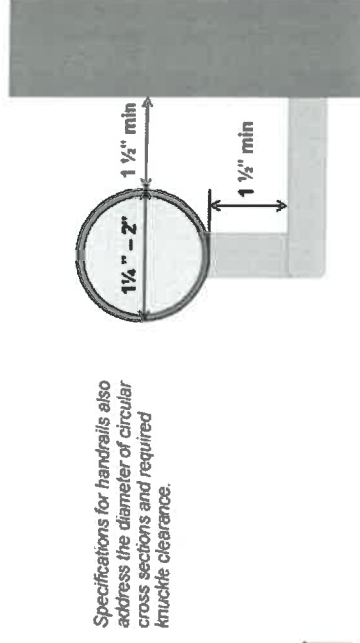
Handrail Height and Clearance



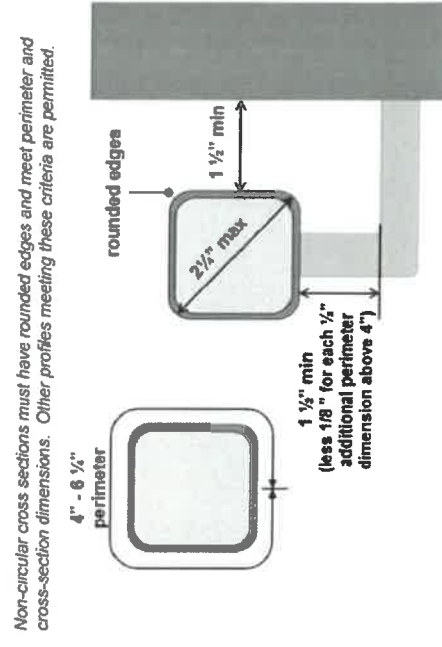
Handrail Continuity and Extensions



Circular Cross Section and Clearance (§505.5, §505.7)



Non-Circular Cross Section and Clearance (§505.5, §505.7)



Public Feedback Process

(Published in Transcript May 11, 2022)

KidSpot Renovations: Public Input Sought by May 22

North Reading Parks and Recreation plans to replace KidSpot's wooden structures in summer 2023. The estimated budget for this project is \$225,000. Phase 1 demolition, site work and paving of a new ADA-compliant ramp will take place in early June with \$50,000 in state funding. Phase 2 equipment installation will be funded with an additional \$100,000 that State Rep. Brad Jones and State Senator Bruce Tarr secured, and \$75,000 to be appropriated at the June town meeting from Parks and Recreation retained earnings.

Parks and Recreation invites public participation to plan for new KidSpot equipment:

You are invited to a meeting with the Recreation Committee on Monday, May 22 at 6pm to provide your input on what you'd like to see. The meeting will take place at KidSpot at 148 Chestnut St (or the Recreation Center at 5 Central Street in case of rain).

Your ideas can also be submitted, through May 22, to Maria at mbrown@northreadingma.gov. Let us know your kids' favorite playground elements (please indicate their age). What accessibility or inclusion elements would you like to see? Please attach photos of your favorite playground elements, from anywhere.

Public input will assist the Recreation Committee to create a Request for Proposals to solicit playground designs. Final design will depend on the proposals submitted, cost, and space restrictions.

Note: Flint Memorial Library also included KidSpot questions on their Spring Book sale surveys (unannounced)

Results of Public Feedback

- 29 respondents by email
- 6 paper surveys at Library book sale included KidSpot comments
- 6 attendees (plus Committee members/staff) at 5/22 public input meeting

Themes

- Appreciation for public engagement in design
- Emphasis on accessibility and inclusion
- Emphasis on toddler play for KidSpot, with separate options on-site for ages 2-5 and ages 5-12

Summary of Responses

- Only 3 respondents asked for slides without naming “short slides”; but it may be assumed from 11 wanting structures for multiple ages that age 5-12 slides are expected.
- 7 requests for general or baby swings covered by the existing swings still present
- Only 1 respondent mentioned monkey bars vs. 5 wanting zip lines
- Specialty swing requests: tire swing (2), dreamcatcher swing, mommy and me swing, and universally-accessible swing
- Motion element requests: wobbly boat, spin/merry-go-round, spinny thing
- Communication board request included with general requests for neurodivergent-accessibility

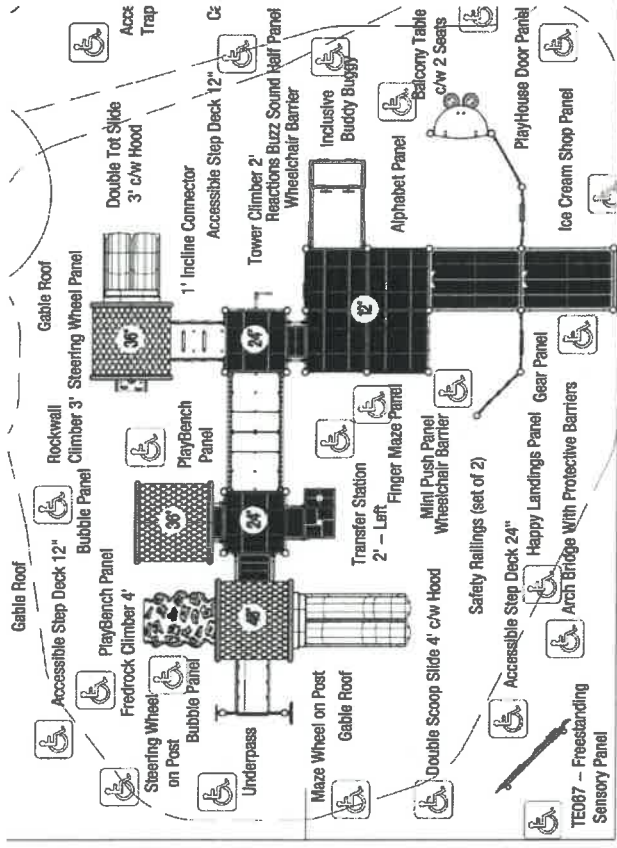
Toddler friendly (incl. short slides)	17
Multi Age friendly / separate spaces	11
Climb/traverse elements	8
See Saw	7
Club House	7
Specialty swings	6
Zip line / overhead glider	5
Wheelchair ramps & surfacing	5
Interactive music / sensory elements	4
Fencing	4
Neurodivergent-accessibility	3
Additional motion elements	3
Car	3
Shady area	3
Water element / splash pad	3
Crawling tunnels	2
Sand box	2

Vision & minimum equipment requirements

- Number of play events mimics previous KidSpot equipment
- Retain favorite elements that define the old and new design:
 - Multi-age structures incl. slides and short slides
 - Climbing elements
 - Swings & See-saw (retained from previous park)
 - Clubhouse
 - Specialty swing(s) – accessible swing on existing bay and new bowl swing, for example
 - Zipline / overhead glider(s)
 - Sandbox
- Modify structures to a non-wood alternative, with wheelchair-accessible surfacing at ground level (already purchased) and ramped structure
- Incorporate interactive music/sensory elements, attention to the needs of neurodivergent kids (including communication board), and a motion element that is wheelchair-accessible. Note ground-level spinners may be incompatible with the mulch and matting we have available for this park.

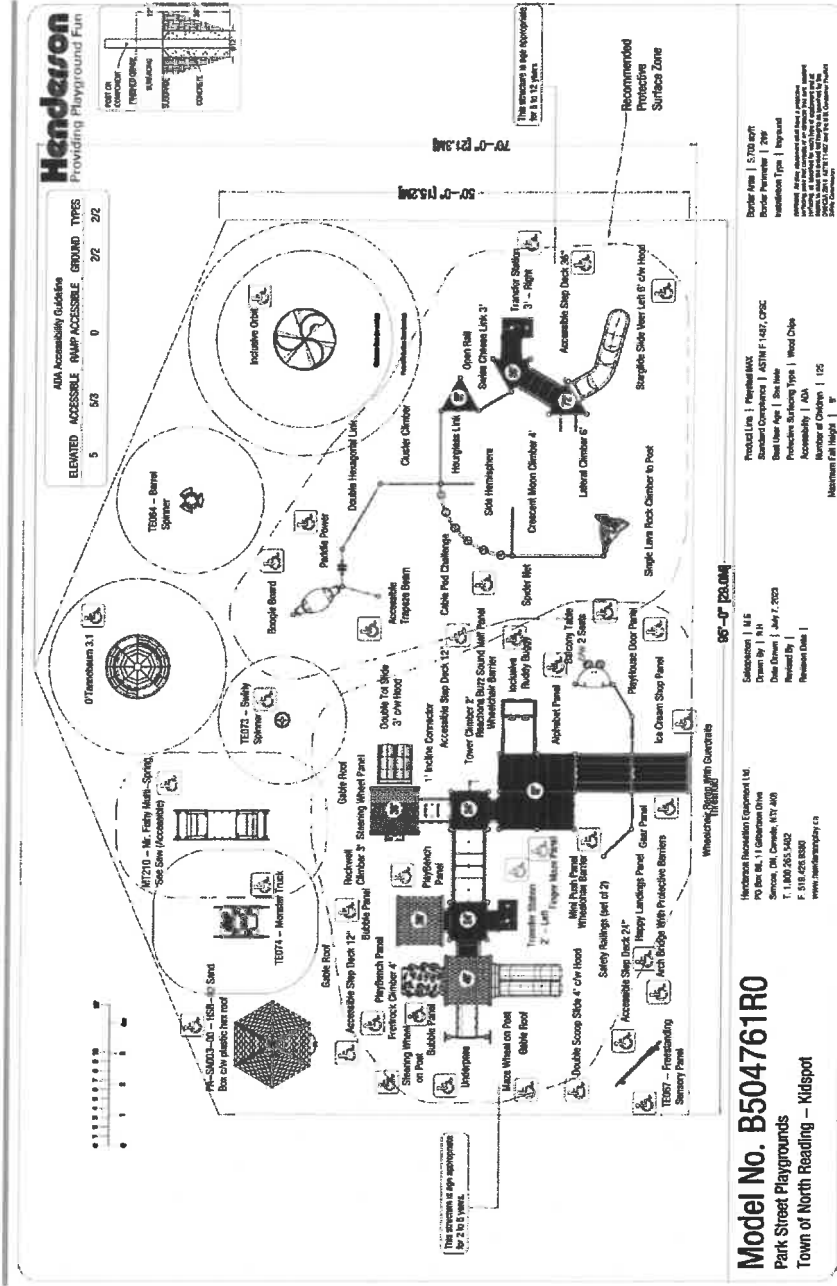
This is an equipment footprint within budget (~\$80,000)

Accessible age 2-5 structure with wheelchair ramp, wheelchair accessible motion/swaying element, playhouse, tunnel, play panels, preschool slides, preschool climbers.



Pro Bono site plan and rendering use commercially available pieces for demonstration/cost estimate purposes only. Actual site plan and equipment manufacturer to be determined in a procurement process led by Recreation Committee.

This is an equipment footprint that more closely matches 2022 KidSpot play options (~\$200,000)



Pro Bono site plan and renderings use commercially available pieces for demonstration/cost estimate purposes only. Actual site plan and equipment manufacturer to be determined in a procurement process led by Recreation Committee.



Pro Bono site plan and renderings use commercially available pieces for demonstration/cost estimate purposes only. Actual site plan and equipment manufacturer to be determined in a procurement process led by Recreation Committee.



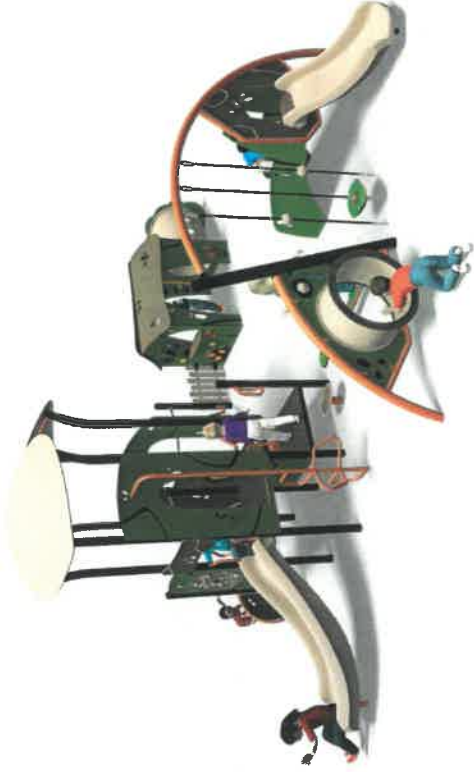
With increased budget:

- The full footprint of KidSpot can be filled with play equipment
- Age 5-12 play structure added with 6 foot slide, multiple climbers
- Standalone equipment may include specialty swing, communication board, sand box, age 2-12 motion pieces.

Sample equipment costs

Follow links for overhead and 3D views, videos

\$44,000 + ramp



<https://www.bciburke.com/products/product/synergy-sy-3214> (\$28k)

<https://www.bciburke.com/products/product/cruiser> (\$16k+ramp)

\$70,500



<https://www.playcraftsystems.com/product-details/r50301b2a>

\$78,000



<https://www.bciburke.com/products/product/nucleus-nu-3243>

\$135,000



<https://www.gametime.com/products/big-hill-pond-ps22102>



<https://www.bciburke.com/products/product/nucleus-nu-3154>



\$200k-\$500k

<https://www.playlsi.com/en/commercial-playground-equipment/playgrounds/manthey-park---owatonna-miracle-league/>

What equipment can we afford now?

- \$175,000 is available as of July 1, 2023 for KidSpot
- Assuming NRPR separately pays for paving, concrete pads, benches, picnic tables, fencing, and supplies mulch and rubber matting to installer
- Remaining for equipment ~ \$80,000 (see slide 17)

For more equipment than currently funded:

- We could delay, and fully fund a larger project
 - Purchase all the equipment with \$175,000 available
 - Appropriate \$150,000 from Retained Earnings at October Town Meeting
 - Install all equipment in spring 2024
- We could split the project in half
 - Buy/install some equipment this summer, and all access routes
 - Appropriate \$150,000 from Retained Earnings at October Town Meeting
 - Buy/install additional equipment in the spring
 - Requires full equipment design up front or careful delineation of spaces for two separately-bid projects.
 - 30B Hotline suggested a single procurement for both phases may be possible. We would need to consult with town counsel on how to inform bidders up-front, and to structure contract for phase two contingent on appropriation.
 - *May not be as appealing for equipment suppliers to bid for non-guaranteed funds, and adds complication of designing two independent parts.*
- Public communication about the delay or partial-completion is important!

Procurement options

- Ch 30B procurement for goods and services allows use of FAC104 contract (strict scope, quote solicitation, and low-bid award process) for equipment ONLY. For equipment over \$50,000 a Request for Proposals process can also be used, evaluating proposals to award based on the most advantageous proposal AND price. We cannot find an example of RfP being used for playground equipment in MA. Requires letter from Mike and pre-determined evaluation team/criteria.
- RFQ process is defined by state for public construction projects, however public works construction is exempt. Many towns seem to elect this process to choose a park designer. Per NR Facilities, designers bill approximately 10% of project costs, and ensure compliance with all applicable codes, design specific to community needs, and develop selection procedures / oversee equipment purchase and installation.
- IFB process, as used for the Synthetic Turf project, defines a strict scope, solicits sealed bids, and awards to lowest qualified bidder. This process is required for contracts for over \$50,000 in public works construction / installation costs.
- We can choose from:
 - A combination RFQ or alternate (designer selection), design, and IFB (installation) process
 - A combination RFP (equipment) and IFB (installation) process
 - Or an IFB process alone, awarding equipment and installation contract to lowest qualified bidder

How to choose – project complexity

- If what we need is simple execution of a clear plan, IFB (least expensive)
- If internal design capacity and trust in equipment suppliers/installers to consider cost-saving features and code compliance properly is high, RFP and IFB (mid-expensive)
- If we need a designer to ensure we execute the project properly, RFQ or alternate and IFB (may be most expensive up-front but experienced designers may find cost-savings that we wouldn't know, and save town from potential liability if built out-of-code)

Appendix A: Project Status / Completed FY23

Excavation May 2023

- Demolish existing wood structure
- Remove physical barriers / timber edging
- Rough-grade the park and remove earth from top section to reduce ramp slope and provide more accessible, level playing area
- Top grade came down less than anticipated to protect trees
- Swings were retained, as well as the see-saw to be re-used
- Resulting area would allow final-grading to include a ~5500 SF level site for structures.
For example: 60' x 90' = 5400 SF or 75' x 75' = 5625 SF

Materials June 2023

- 4,035 SF Interlocking wheelchair-accessible rubber mats (playground surfacing) purchased

Appendix B: Installation Requirements

- No equipment demolition or removal required
- Final grading to be completed by installers, once equipment footprint is selected, including railing on the field-side, retaining wall between swings and playground; paved 5' walkway and possible ramps (for any paths with >5% slope)
- Installer pours footers and installs equipment per manufacturer requirements and landscape designer's elevation plan.
- After final grading, railing, and playground installation (including any retaining walls or ramps required) is completed by installer
 - Poured concrete pads for benches/picnic tables to be paid for and installed separately
 - Wood fiber mat and interlocking rubber mats to be provided by NRPR, installed by vendor
 - Benches, picnic tables and waste receptacles to be furnished and installed by NRPR
 - Fencing to be furnished and installed by NRPR (may be after FY24)