



Town of Reading

16 Lowell Street
Reading, MA 01867-2683

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August 15, 2013

Honorable Board of Selectman
Mr. James E. Bonazoli, Chairman

Re: Cemetery Maintenance Garage & DPW Site

Dear Mr. Banazoli,

In preparation of your discussions of the Cemetery Maintenance Garage & DPW Site I have enclosed copies of current and historic documents we have located pertaining to analyses performed for the Department of Public Works facilities and the Cemetery Maintenance facility.

The majority of the historic documents are reports and meeting minutes which occurred during 1984 -1985 when the former DPW (TASK Property) Site was sold and the Town searched for a new site which resulted in the current location on NewCrossing Road.

We will have additional material which will be presented in a power point format for your discussion at the meeting.

Document Listing:

➤ Historical Documents

- DPW Facility Relocation Committee - Site Matrix 1984
- DPW Facility Relocation Committee Report 1984
- Memo Report on the Dubitzky Property, Special Town Meeting – September 23, 1985
- Memo to Board of Selectmen from Anthony V. Fletcher, Superintendent, re: Nike Site – September 25, 1985
- Board of Public Works – Special Town Meeting Report 1985
- Report of the Task Force on the Relocation of Department of Public Works – November 14, 1985

➤ Current Documents

- Engineering Division Cemetery Garage Site Selection Report – November 2010

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- Request for Qualifications for Engineering Services - Cemetery Maintenance Facility and Department of Public Works Facility Improvements – January 2013
- Draft Weston and Sampson Engineering Consultants Engineering Services Contract - for the Town of Reading Cemetery Maintenance Facility and Department of Public Works Facility Improvements – July 2013

Sincerely,

George J. Zambouras, P.E.
Town Engineer

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TOWN OF READING, MASSACHUSETTS
DEPARTMENT OF PUBLIC WORKS

**REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL & ENGINEERING SERVICES
FOR THE
TOWN OF READING
CEMETERY MAINTENANCE FACILITY
AND
DEPARTMENT OF PUBLIC WORKS FACILITY IMPROVEMENTS**

Contract 13-06

Town of Reading
George J. Zambouras, PE
Town Engineer
January, 2013

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TOWN OF READING, MASSACHUSETTS
DEPARTMENT OF PUBLIC WORKS

**REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL & ENGINEERING SERVICES
FOR THE
TOWN OF READING
CEMETERY MAINTENANCE FACILITY
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CONTRACT 13-06

Invitation

The Town of Reading (hereinafter referred to as the Town) is seeking Request for Qualifications (RFQ) from qualified firms to provide Architectural/Engineering Services for the Site Analysis, Space Planning, Design and Construction Administration for the proposed **Cemetery Maintenance Facility** and the Site Analysis and Master Planning Study for the **Department of Public Works Facility Improvements** (hereinafter called the Project). The Project is generally described in the "Scope of Services"

Architectural/Engineering Firms (hereinafter referred to as A/E) shall submit eight (8) copies and one (1) electronic copy of their Qualifications to the Town of Reading Engineering Office at:

Town of Reading Engineering Office
Department of Public Works
Reading Town Hall
16 Lowell Street
Reading, MA 01867

Qualifications must be submitted in accordance with the Submission of Qualification requirements section of this RFQ and shall be clearly marked on the outside.

Submittals must be made on or before 4:00 PM, on Monday, January 21, 2013.

Project Objective And Background

The Town is proposing two main tasks to be considered under this RFQ as identified below.

- **Task 1** – Under this task the selected firm shall develop programing requirements for the cemetery maintenance building and site; prepare conceptual building and site layouts; prepare conceptual cost estimate; and provide a recommendation of which of the two (2) proposed sites is best suited the for the replacement of the existing Public Works Department Cemetery Division's maintenance garage, presently located at Laurel Hill Cemetery. Upon completion of the study and the acceptance of the site and building layout the Town will enter into a contract for the design, and necessary bidding and construction services for the facility.

It is anticipated that the contract for this this task will be grouped into three major sub-phases; A – Planning and Site Analysis Report, B – Design Services and C – Bidding and Construction Services.

- **Task 2** - Under this task the selected firm shall develop a master plan to determine programing requirements for the operation and functionality study of the Department of Public Works Facility located 75 New Crossing Road. In development of the master plan the firm will determine the suitability of the existing site; review the viability of the current proposed vehicle maintenance and site improvements; recommend alternative improvements; prepare conceptual building and site layouts; prepare conceptual cost estimate; review and recommend up to three (3) alternative sites if the existing site is determined to be operationally deficient in supporting the programed functions of the DPW Facility.

The Town will authorize the work to be performed under Task 2 on or about July 1, 2013 after authorization of funding which anticipated to occur at the Annual Town meeting held in the spring of 2013.

Pre-Submittal Conference and Site Walk

A pre-submittal conference will be held at 9:30 A.M., January 3rd, 2013, at the Town of Reading Department of Public Works Facility, located at 75 New Crossing Road, Reading, MA 01867. Following an initial briefing a site walk will be conducted at the DPW, Laurel Hill Cemetery and Forest Glen Cemetery Site. Attendance at the pre-submittal conference is strongly recommended for all A/E's that plan to submit proposals. The Town's purpose for this meeting is to provide answers to any questions related to the scope of the proposal and intent of this request.

Submission of Qualifications

Each firm must furnish all requested information in the formats specified by this RFQ.

Each proposal must include a letter of introduction and executive summary containing the signature of an authorized representative of the prime A/E firm and not more than two individuals authorized to negotiate and sign a contract with the Town on behalf of the prime A/E firm. The letter should not exceed two pages in length.

All A/E firms responding to this RFQ shall submit **non-price** qualification proposals, packaged in a sealed and marked envelope or package as outlined below:

- I. One (1) bound original, eight (8) bound copies and one (1) electronic copy clearly marked as **“Non Price Proposals for Architectural/Engineering Services, Cemetery Maintenance Facility and Department of Public Works Facility Improvements, Contract #13-06”**, with the name and address of the A/E Firm and shall contain the following:
 - A. Technical and Business Proposal
 - B. Detailed Scope for Services
 - C. Completed DSB Designer Application Form (Appendix A)

The A/E Firm agrees that its proposal shall be firm and may not be withdrawn for a period of sixty (60) days, after the opening of the Qualifications.

Qualifications may be delivered in person or mailed to:

Town of Reading Engineering Office
Department of Public Works
Reading Town Hall
16 Lowell Street
Reading, MA, 01867

Monday through Thursday between the hours of 7:30 AM to 5:15 PM and Tuesdays until 6:45 PM. Qualifications that are submitted by fax will not be accepted. Late submissions will not be considered.

All Qualifications will be ranked based on the scoring criteria established in this RFQ. The top three (3) A/E firms having the highest ranked Qualifications which have demonstrated to be responsive and responsible established firm capable of performing the services contemplated and meeting the minimum criteria as set forth in the RFQ shall be selected for interviews with the review committee.

The Town of Reading reserves the right to waive any minor informality, to accept or reject, in whole or in part, any or all Qualifications or take whatever action may be deemed to be in the best interest of the Town of Reading.

A Proposer may withdraw a proposal provided the request is in writing and in the hands of the Town Engineer George J. Zambouras, PE, before the time of opening of the Qualifications. Such proposal will be returned unread.

Any questions about any of these documents should be directed to, Town Engineer George J. Zambouras, PE, Town Hall, 16 Lowell St, Reading , MA 01867 on or before 4:00 PM on January 14, 2013. All inquiries shall be writing to the above address or via email at gzambouras@ci.reading.ma.us.

Project Budget

The budget for the Cemetery and DPW planning and study and Cemetery Design phase is estimated at \$175,000. The construction budget for the Cemetery Facility is estimated as \$1,500,000. The A/E firm shall consider this as a "not to exceed budget."

Project Schedule

The Town desires to complete the study and evaluation of sites and alternatives under each task within a 6 month period.

Evaluation Of Qualifications

Qualifications will be evaluated by a review committee consisting of the Director of Public Works, Cemetery Supervisor, Town Engineer, Project Manager, Assistant Town Manager/Finance Director, Building and Grounds Supervisor a member of the Cemetery Board of Trustees and Board of Selectman. The review committee will select a "short list" of A/E Firms who will be formally interviewed as part of the selection process. The final scoring of the A/E firms shall be based on the combined ranking based on the evaluation of the RFQ and the formal interview.

General Information

Reading Statistics:

Reading is located approximately 12 miles north of Boston northeasterly of the intersection of Interstates 95 and 93. It has a land area of 9.96 square miles with a population of about 24,975. The Town owns and operates four (4) cemeteries;

Laurel Hill Cemetery – Is the Town's oldest cemetery having a land area of 19.3 acres and is located adjacent to Town Hall between Lowell Street and Main Street (Rte 28). The cemetery is located on the National Historic Register and all approved burial plots have been sold. The cemetery accounts for approximately 6% of the annual internments handled by the department.

Forest Glen Cemetery – Established in 1924; Town's second oldest cemetery has a land area of 10.3 acres and is located at the intersection of Forest Glen Road and Pearl Street. While some wooded areas could be utilized for future burial plots, all approved burial plots have been sold. The cemetery however does account for approximately 36% of the annual internments handled by the department.

Charles Lawn Cemetery – Charles Lawn was constructed in 1982, has a land area of 6.2 acres and is located along Charles Street. The cemetery has approximately 1,424 burial plots available for sale and accounts for approximately 33% of the annual internments handled by the department.

Wood End Cemetery – Wood End the newest cemetery was constructed in 1997, has a land area of 8.3 acres and is located along Franklin Street. The cemetery has approximately 3,130 burial plots available for sale and accounts for approximately 25% of the annual internments handled by the department.

Additional information on each of the cemeteries is available in the Cemetery Garage Site Selection Report located in Appendix C.

Scope of Services

The following is the expected scope of services to be provided by the A/E Firm under this contract.

Task 1 – Cemetery Maintenance Facility

The existing maintenance garage is a one-hundred year old plus facility is located within a 10,000 square foot area of Laurel Hill Cemetery. The existing facility utilizes approximately 3,050 square feet of building area comprised of the main floor, a two-bay basement garage and attic storage; and an outdoor equipment storage area of 275 square feet. Additional storage space is utilized at the Public Works Garage main facility to house seasonal equipment due to the lack of space at the cemetery garage.

Based on the review of available sites identified in the Cemetery Garage Site Selection Report, prepared by the Reading Engineering Division (attached in Appendix C) and upon a recommendation by the Cemetery Board of Trustees to the Board of Selectman the following two sites were identified to be further evaluated under this RFQ:

Laurel Hill Cemetery – The existing 10,000 square foot land area occupied by the current facility, refer to plans attached in Appendix B.

Forest Glen Cemetery – A wooded area of approximately 16,000 square feet located in the south easterly portion of the cemetery, refer to plans attached in Appendix B.

The successful A/E firm will be required to fully analyze the two (2) sites to determine which site is the most economically and operationally suited site to construct the new facility. Upon acceptance of the recommended site by the Board of Cemetery Trustees and Board of Selectman and upon authorization of funding, the Town will enter into a contract with the selected A/E to design the maintenance facility for the approved site.

Phase I – Programming

The goal of the Town is to construct a new Cemetery Maintenance Facility that will serve the long term needs of the Cemetery division staff, vehicle and material storage, and necessary maintenance on the Town's cemeteries. In determining programming requirements for the building the firm shall provide for a satellite office and temporary record storage. The cemetery supervisor's main office and all permanent cemetery records are located within Town Hall.

The anticipated scope to provide the programming requirements of the building and site (facility) the selected firm shall include the following minimum objectives:

- Attend an initial kick-off meeting with the Town to discuss project objectives and schedule.
- Review available existing published data for the sites
- Review existing Cemetery Garage Site Selection Report incorporating data into firm's program requirements
- Meet with Cemetery and other key Public Works staff to develop an understanding of the Cemetery operations, building and site program requirements
- Perform site inspections of existing Cemetery Maintenance and DPW Facility to develop independent vehicle, equipment, and material inventory lists
- Identify "near term" (10 to 15 years) and "long term" (more than 20 years) facility needs considering:
 - Vehicle, equipment, and material storage requirements
 - Future space requirements considering anticipated change in services; and change in vehicles, equipment, and materials
- Prepare sketches for major areas to be incorporated into the new facility. The sketches shall provide layouts for office furniture, employee area, vehicle and equipment storage, small equipment maintenance area and material storage.
- Identify facility site components including outside storage, circulation, and parking.
- Prepare draft report for review and comments by the Town
- Prepared final programming report incorporating Town's comments

Phase II – Site Evaluation

In the evaluation of the sites the firm shall work with the Town to prepare a comprehensive objective evaluation model to be used in the final site recommendation. The developed model shall identify the site that enables the new facility to be the most functional, operationally efficient and cost effective facility to construct and operate. The model's evaluation criterion shall assign weighting factors to properly emphasize the most important elements to be utilized in selecting the most suitable site.

The site selection model shall consider the following as the minimum evaluation criteria:

- Size and shape of facility with consideration of minimum facility sizes determined in Task I - Programming
- Location of site considering operational efficiencies to other cemeteries, compost site, Town Hall and DPW Facility

- Location of sensitive receptors
- Development costs
- Availability of utility services
- Traffic impacts
- Soils conditions
- Past usage history to assess contamination potential
- Historical significance of site
- Zoning and Permitting

Following the development of the site selection model the firm shall:

- Prepare a draft site selection report for review and comments by the Town
- Prepared final site selection report incorporating Town's comments

Phase III – Building and Site Plan Alternatives

Based on the established building and sites programing needs the firm shall develop a minimum of two (2) alternatives for each site. The alternatives shall include the following minimum components:

- Building alternatives shall identify each major space
- Site plans shall show the layout of driveways, buildings, vehicle circulation, and parking
- Preliminary development construction costs: site preparation, earthwork, demolition, building and utilities
- Preliminary estimates shall identify all other project soft costs
- Preliminary facility operational costs
- Summary sheet for each alternative identifying; building size, description of building type, sites advantages and disadvantages and descriptions of major building systems (mechanical, electrical, plumbing, fire protection and energy efficiency).
- Review each alternative with the Town staff, Cemetery Board of Trustees and Board of Selectman and incorporate comments accordingly to create a preferred site alternative.

Utilizing the preferred site alternative, create a conceptual level floor plan which will show all interior spaces and adjacencies.

Phase IV – Detailed Conceptual Cost Estimate

Prepare a conceptual cost estimate for the preferred building and site alternative. The estimate will list individual materials and systems anticipated for the project.

Identify potential soft costs associated with the project including design contingencies, construction contingencies, clerk-of-the-works, printing of bid documents, architectural and engineering design fees, borrowing costs, inflation, and insurance during construction.

Phase V – Final Report

Assemble the data from Phases I, II, and III into a final feasibility report. The report will include an executive summary with conclusions and associated attachments consisting of the department interviews, functional space plans, space needs assessment, building and site alternatives, final alternative, and detailed conceptual cost estimate.

Phase VI – Prepare Presentation Materials

Prepare presentation material and assist the Town with presenting the project to the appropriate Town committees, Town boards, and other interested parties. Presentation materials to include colored conceptual building and site plans, conceptual 3D site modeling, and PowerPoint presentations and handouts.

Design and Construction Services

Upon completion of Task 1 and acceptance of the recommended site by the appropriate governing bodies the Town and the authorization of funds the Town will enter into a contract for Design Services and Bidding and Construction Services. The design contract shall include all required site and sub surface investigations; complete design of all building components – structural, mechanical, electrical, plumbing, energy efficiency and fire protection systems; preparation of all necessary architectural, structural, mechanical, site and landscape plans; preparation of contract specifications; bidding services and construction administration.

Prepare presentation material and assist the Town with presenting the project to the appropriate Town committees, Town boards, and other interested parties. Presentation materials to include colored building and site plans, conceptual 3D site modeling, and PowerPoint presentations and handouts.

Task 2 – Department of Public Works Facility Improvements

General Information

The Department of Public Works is comprised of the following divisions: Administration, Engineering, Highway, Water, Sewer, Forestry, Parks, Cemetery, Recreation and Equipment Maintenance. The administration, engineering, recreation and cemetery offices are located at Town Hall; the cemetery maintenance personal and most equipment are located at Laurel Hill Cemetery; and the balance of the departments personal and equipment operate out of the 5.92 acre facility located at 75 New Crossing Road. This facility also serves as the central fueling depot for all vehicles and equipment owned by DPW, Fire, Police, Building Maintenance, Reading Municipal Light and Reading Housing Authority. In addition to the DPW facility at New Crossing Road the department also operates compost site and stores surplus materials at Strout Avenue.

The DPW facility is comprised of one main 34,322 s.f. building, a 6,906 s.f. vehicle/equipment storage building (cold storage), salt shed, outside material storage and fueling area. Current plans are to relocate the 3,990s.f. vehicle maintenance area located within the main building to the cold storage building to provide sufficient and improved servicing of Town vehicles.

Under the current proposed improvements the Town is also planning to improve site aesthetics, site security, restructure the outside material storage area, install storm water quality units and expand site parking. Prior to the implementation of these improvements the Town desires to evaluate operational capacity and functionality of the entire DPW facility. The scope to be included in this Task under the RFQ shall provide a master plan of the DPW operations and site including planning, site evaluation, recommendation on improvements and presentations as identified herein. Should the study determine the existing site to be insufficient to adequately serve the operational functions of the Department, or if the Town desires to relocate the facility, the scope of work shall include the evaluation of up to three (3) alternative sites.

Phase I – Programming

- Attend an initial kick-off meeting with the Town to discuss project objectives and schedule.
- Determine space requirements for the proper operation of all functions of the department of public works including maintenance of vehicles
- Meet with Public Works staff to develop an understanding of all DPW operations, vehicle maintenance, mezzanine storage, required public access, parking requirements, wash bay, safety and other planned improvements
- Determine existing building and site deficiencies
- Determine salt storage requirements including containment and pollution prevention measures
- Perform site inspections of existing DPW Facility to develop independent vehicle, equipment, and material storage inventory lists
- Identify “near term” (10 to 15 years) and “long term” (more than 20 years) facility improvements considering:
 - Public Access
 - Security and safety
 - Vehicle equipment maintenance
 - Outside material storage requirements
 - Inside material storage
 - Future space requirements considering anticipated change in services; and change in vehicles, equipment, and materials
 - Consolidation of all DPW divisions in one location
- Prepare sketches for major areas to be incorporated into the new facility. The sketches shall provide layouts for office furniture, employee area, vehicle and equipment storage, small equipment maintenance area and material storage.
- Identify facility site components including outside storage, circulation, and parking.
- Prepare draft report for review and comments by the Town
- Prepared final programing report incorporating Town’s comments

Phase II – Site and Improvement Evaluation

In the evaluation of the DPW site the firm shall work with the Town to prepare a comprehensive objective evaluation model to be used in the recommendation of final site improvements. The developed model shall identify improvements which offer the most functional, operationally efficient, provide safe and ease of access to the general public, and support the relocation of all DPW divisions.

The models evaluation criterion shall assign weighting factors to properly emphasize the most important elements to be utilized in selecting the most suitable site improvements.

- Security and safety
- Public access
- Ability to support vehicle maintenance
- Mezzanine storage
- Material storage
- Salt storage
- Management of stormwater pollution
- Adequacy of parking
- Ability to support relocation of all DPW divisions
- Visual aesthetics

- Wetland impacts
- Permitting

Should the study determine or the Town desire to evaluate alternative sites for the relocation of the Public Works facility the developed model shall address to following additional evaluation criteria in the evaluation of sites:

- Size and shape of facility with consideration of minimum facility sizes determined in Task I - Programming
- Location of site considering distance to other Town Departments, cemeteries, compost site and Town Hall
- Development costs
- Location of sensitive receptors
- Utility services
- Soils conditions
- Traffic impacts
- Soils conditions
- Availability of utility services
- Past usage history to assess contamination potential
- Wetland impacts
- Zoning and Permitting

Review each alternative with the Town staff and Board of Selectman and incorporate comments accordingly to create the preferred site improvements or the preferred alternative site.

Phase III – Site Improvements Alternatives

Based on the established building and sites programming needs the firm shall develop a minimum of two (2) alternatives the current DPW site or for each new site evaluated. The alternatives shall include the following minimum components as they apply to either site improvements or an alternative site:

- Building alternatives shall identify each major space
- Site plans shall show the layout of driveways, buildings, vehicle circulation, and parking
- Preliminary development construction costs: site preparation, earthwork, demolition, building and utilities
- Preliminary estimates shall identify all other project soft costs
- Preliminary facility operational costs
- Summary sheet for each alternative identifying; building size, description of building type, sites advantages and disadvantages and descriptions of major building systems (mechanical, electrical, plumbing, and fire protection).
- Review each alternative with the Town staff and Board of Selectman and incorporate comments accordingly to create a preferred site alternative.

Utilizing the preferred site improvement or alternative site; create conceptual site plans, level floor plan which will show all interior spaces and adjacencies.

Phase IV – Detailed Conceptual Cost Estimate

Prepare a conceptual cost estimate for the preferred site improvement or site alternative. The estimate shall list individual materials and systems anticipated for the project. Identify potential soft costs associated with the project including design contingencies, construction contingencies, clerk-of-the-works, printing of bid documents, architectural and engineering design fees, borrowing costs, inflation, and insurance during construction as applicable.

Phase V – Final Report

Assemble the data from Phases I, II, and III into a final feasibility report. The report will include an executive summary with conclusions and associated attachments consisting of the department interviews, functional space plans, space needs assessment, building and site improvement alternatives, final alternative, and detailed conceptual cost estimate.

Phase VI – Prepare Presentation Materials

Prepare presentation material and assist the Town with presenting the project to the appropriate Town committees, Town boards, and other interested parties. Presentation materials to include colored conceptual building and site plans, conceptual 3D site modeling, and PowerPoint presentations and handouts.

Form of Qualifications

Firms interested in submitting a proposal in response to this RFQ must submit the following information. A minimum font size of 10 shall be used for all portions of the submission. (All phases of the Scope of Work should be addressed).

Introduction and Executive Summary (up to 2 pages)

The proposal shall include a letter of introduction and executive summary. The letter must be signed by a person authorized by the prime A/E to obligate the firm to perform the commitments contained in the RFQ. Submission of the letter will constitute a representation by the A/E firm that your firm is willing and able to perform the commitments contained in the proposal.

Scope of Work

Based upon the “Scope of Services” identified herein, the A/E shall describe their understanding of the Project, and their approach to providing full A/E services. The proposed scope of work shall include a detailed description of the A/E services to be provided with a listing of tasks and deliverables.

Schedule

The proposal shall identify the firms anticipated schedule, by task, for providing the proposed scope of services.

Team Qualifications (up to seven (7) pages maximum)

Provide a list identifying: (i) each key person on the project team, (ii) the project manager, (iii) the role each will play in the project, and (iv) a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the Town’s prior approval. Provide a description of the experience, qualifications and past projects of the project team members, including brief resumes as necessary.

Previous Similar Experience (up to four (4) pages)

The A/E firm shall identify similar public works projects in which the proposing firm has provided; site analysis, space planning, site design, facility design, had a design approved, construction administration, and inspection services.

Use of Consultants

This section should provide a list of consultants, which the firm intends to utilize on the Project. The prime A/E firm shall provide the previous associations with those consultants as well as the consultant's experience and their intended participation should be included as well as the consultant's commitments to assume responsibility for their performance.

References (up to three (3) pages)

Provide references where the A/E firm has performed similar services on similar projects. The projects identified should indicate if the project was completed, project costs, the lead project manager and sub consultants utilized if applicable. References shall including the name, address and telephone number of four or more recent clients.

Evaluative Criteria

Each firm shall submit the Designer Selection Application Form (DSB Form) as regulated by MGL c.7 located in Appendix A.

A RFQ submission will be considered **unacceptable** if the entire DSB Form, with all required attached forms completed and properly signed, is not submitted in accordance with the General Instructions To Bidders, and MGL c.7.

The following evaluative criteria will apply to this Request Qualification:

- Prior experience of both the Applicant's Key Person(s) and Consultant(s) to be assigned to the project in terms of evaluating, planning and designing of similar facilities.
- Qualification and past performance of key staff in the development of feasibility studies, site selection studies and design for similar facilities.
- Applicant's understanding of the project requirements, scope and the technical approach to achieving completion of the project.
- Project Manager's availability.
- Applicants demonstrated ability to prepare, support and implement an effective project as well as to estimate costs, meet schedules and monitor the quality of the work performed.
- Key personnel references from similar projects within the past five (5) years.
- Capacity and capability of the firm to perform the work on schedule.
- Demonstrated ability in assisting clients and communities with "selling" the project to the Town.

Criteria #1, Completeness of Response to RFQ

Highly Advantageous: A proposal will be considered Highly Advantageous if there is a complete written response to all parts of the RFQ.

Advantageous: A proposal will be considered Advantageous if there is a partial written response to all parts of the RFQ.

Not Advantageous: A proposal will be considered Not Advantageous if there is an incomplete written response to the questions in the RFQ.

Criteria #2, Experience of Personal

Highly Advantageous: A proposal will be considered Highly Advantageous if all personal assigned to the project have had previous experience in evaluating, planning, designing, preparation of plans and providing bidding services for similar public works facilities for multiple projects.

Advantageous: A proposal will be considered Advantageous if only key personal assigned to the project have had previous experience in evaluating, planning, designing, preparation of plans and providing bidding services for similar public works facilities for multiple projects.

Not Advantageous: A proposal will be considered Not Advantageous if personal assigned to the project have limited previous experience in evaluating, planning, designing, preparation of plans and providing bidding services for similar public works facilities for multiple projects.

Criteria #3, Historical Design Experience

Highly Advantageous: A proposal will be considered Highly Advantageous if personal assigned to the project have had previous experience in the designing of multiple similar facilities which are listed in the National Historic Register.

Advantageous: A proposal will be considered Advantageous if personal assigned to the project have previous experience in the designing of only one similar facilities which are listed in the National Historic Register.

Not Advantageous: A proposal will be considered Not Advantageous if personal assigned to the project have not had previous experience in the designing of similar facilities which are listed in the National Historic Register.

Criteria #4, Technical Approach to Required Scope of Work

Highly Advantageous: A proposal will be considered Highly Advantageous the plan of services demonstrated a clear understanding of the scope of work, the ability to assess the needs of community; and that your approach will fulfill all the requirements of the RFQ

Advantageous: A proposal will be considered Advantageous if the plan of services partially demonstrated a clear understanding of the scope of work or the ability to assess the needs of community, and that your approach will only partially fulfill all the requirements of the RFQ

Not Advantageous: A proposal will be considered Not Advantageous if the plan of services does not demonstrated a clear understanding of the scope of work or the ability to assess the needs of community, and that your approach will not fulfill all the requirements of the RFQ

Criteria #5, Schedule Provided

Highly Advantageous: A proposal will be considered Highly Advantageous if a complete schedule is provided and it meets the minimum time limitations established in the RFQ.

Advantageous: A proposal will be considered Advantageous if the schedule provided is partially detailed but meets the minimum time limitations established in the RFQ.

Not Advantageous: A proposal will be considered Not Advantageous if there is an incomplete schedule which does not meet the minimum time limitations established in the RFQ

Criteria #6, Capacity of Firm

Highly Advantageous: A proposal will be considered Highly Advantageous if the firm clearly demonstrates that it has the capacity to successfully complete the project, with the identified team and within stipulated schedule.

Advantageous: A proposal will be considered Advantageous if the firm does not clearly demonstrate that it has the capacity to successfully complete the project, with the identified team and within stipulated schedule.

Not Advantageous: A proposal will be considered Not Advantageous if the firm does not demonstrate that it has the capacity to successfully complete the project, with the identified team and within stipulated schedule.

Criteria #7, Experience of Sub Consultants

Highly Advantageous: A proposal will be considered Highly Advantageous if all Sub Consultants assigned to the project have had previous experience in evaluating, planning and designing of similar facilities.

Advantageous: A proposal will be considered Advantageous if Sub Consultants assigned to the project have limited previous experience in evaluating, planning and designing of similar facilities.

Not Advantageous: A proposal will be considered Not Advantageous if Sub Consultants assigned to the project have not had previous experience in evaluating, planning and designing of similar facilities.

Criteria #8, Project Team References

Highly Advantageous: A proposal will be considered Highly Advantageous if you can show proof of references that the Project Team assigned to this project has performed similar Public Works Facility Studies, Site Planning, Site Analysis and design services similar in scope to this RFQ for at least ten (10) communities in Massachusetts.

Advantageous: A proposal will be considered Advantageous if you can show proof of references that the Project Team assigned to this project has performed similar Public Works Facility Studies, Site Planning and Site Analysis services similar in scope to this RFQ for at least five (5) communities in Massachusetts.

Not Advantageous: A proposal will be considered Not Advantageous if you cannot show proof that the Project Team assigned to this project has performed similar Public Works Facility Studies, Site Planning and Site Analysis services similar in scope to this RFQ for any community in Massachusetts.

Criteria #9, Interview

Criteria 9 will be applicable only for those “short listed” A/E firms selected for interviews. The rating of the interview process will be highly subjective based on each reviewer’s evaluation of the team’s clarity and organization of presentation, presentation skills, completeness of presented material and repose to questions.

Highly Advantageous: A firm will be considered Highly Advantageous if the team members presented all material in a clear, precise and organized manor, presented all of the required interview material and provided relative and detailed responses to questions and during the interview process.

Advantageous: A firm will be considered Advantageous if the team members presented portions of the material in a clear, precise and organized manor, presented portions of the required interview material and provided partially detailed responses to questions and during the interview process.

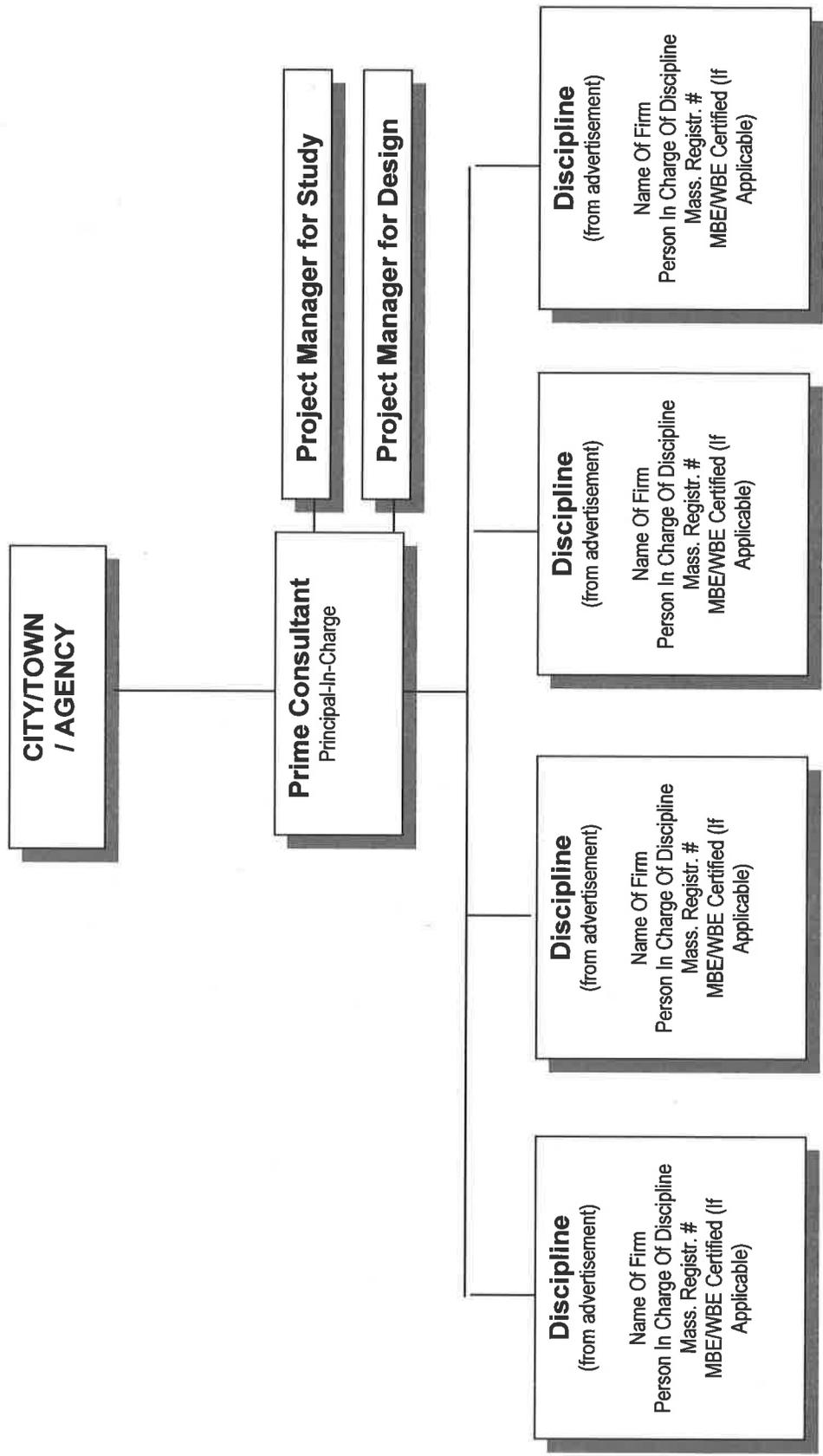
Not Advantageous: A firm will be considered Not Advantageous if the team members presented material was in a unclear, not presented in a precise and organized manor, did not presented all of the required material and did not provided relative and detailed responses to questions and during the interview process.

APPENDIX – A

DSB - Designer Selection Application Form

4617

6. List **ONLY** Those Prime And Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm And Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:



4619

<p>7. Brief Resume Of ONLY Those Prime Applicant and Sub-Consultant Personnel Requested In The Advertisement. Confine Responses To The Space Provided On The Form and Limit Resumes To ONE Person Per Discipline Requested In The Advertisement. Resumes Should Be Consistent With The Persons Listed On The Organizational Chart In Question # 6. Additional Sheets Should Be Provided Only As Required For The Number Of Key Personnel Requested In The Advertisement And They Must Be In The Format Provided. By Including A Firm As A Sub-Consultant, The Prime Applicant Certifies That The Listed Firm Has Agreed To Work On This Project, Should The Team Be Selected.</p>	
a. Name and Title Within Firm:	
b. Project Assignment:	
c. Name and Address Of Office In Which Individual Identified In 7a Resides:	MBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/>
d. Years Experience: With This Firm: _____ With Other Firms: _____	
e. Education: Degree(s) /Year/Specialization	
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	
g. Current Work Assignments and Availability For This Project:	
h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, if Not Current Firm):	

4620

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include **ONLY** Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).

a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	c. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands) Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

4621

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement.

Sub-Consultant Name:

a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Relevant Experience	c. Client's Name, Address And Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was/Is Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

4622

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.

# of Total Projects:		# of Active Projects:		Total Construction Cost (In Thousands) of Active Projects (excluding studies):		
Role P, C, JV *	Phases St, Sch., D.D., C.D., A.C.*	Project Name, Location and Principal-In-Charge	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, Or Estimated If Not	Completion Date (Actual or Estimated) (R)Renovation or (N)New	
		1.				
		2.				
		3.				
		4.				
		5.				
		6.				
		7.				
		8.				
		9.				
		10.				
		11.				
		12.				

* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

4623

10. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 1/2" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE REQUIRED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.**

Be Specific -- No Boiler Plate

11. Professional Liability Insurance:	Aggregate Amount	Policy Number	Expiration Date
---------------------------------------	------------------	---------------	-----------------

12. Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer **YES or NO**. If YES, please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).

13. Name Of Sole Proprietor Or Names Of All Firm Partners and Officers:					
Name	Title	MA Reg #	Status/Discipline	Name	Title
a.				d.	
b.				e.	
c.				f.	

14. If Corporation, Provide Names Of All Members Of The Board Of Directors:					
Name	Title	MA Reg #	Status/Discipline	Name	Title
a.				d.	
b.				e.	
c.				f.	

15. Names Of All Owners (Stocks Or Other Ownership):					
Name And Title	% Ownership	MA Reg.#	Status/Discipline	Name And Title	% Ownership
a.				d.	
b.				e.	
c.				f.	

16. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7, Section 38A1/2 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted by _____ Printed Name and Title _____ Date _____
(Signature)

4G24



Potential (Existing)
Cemetery Garage
Location

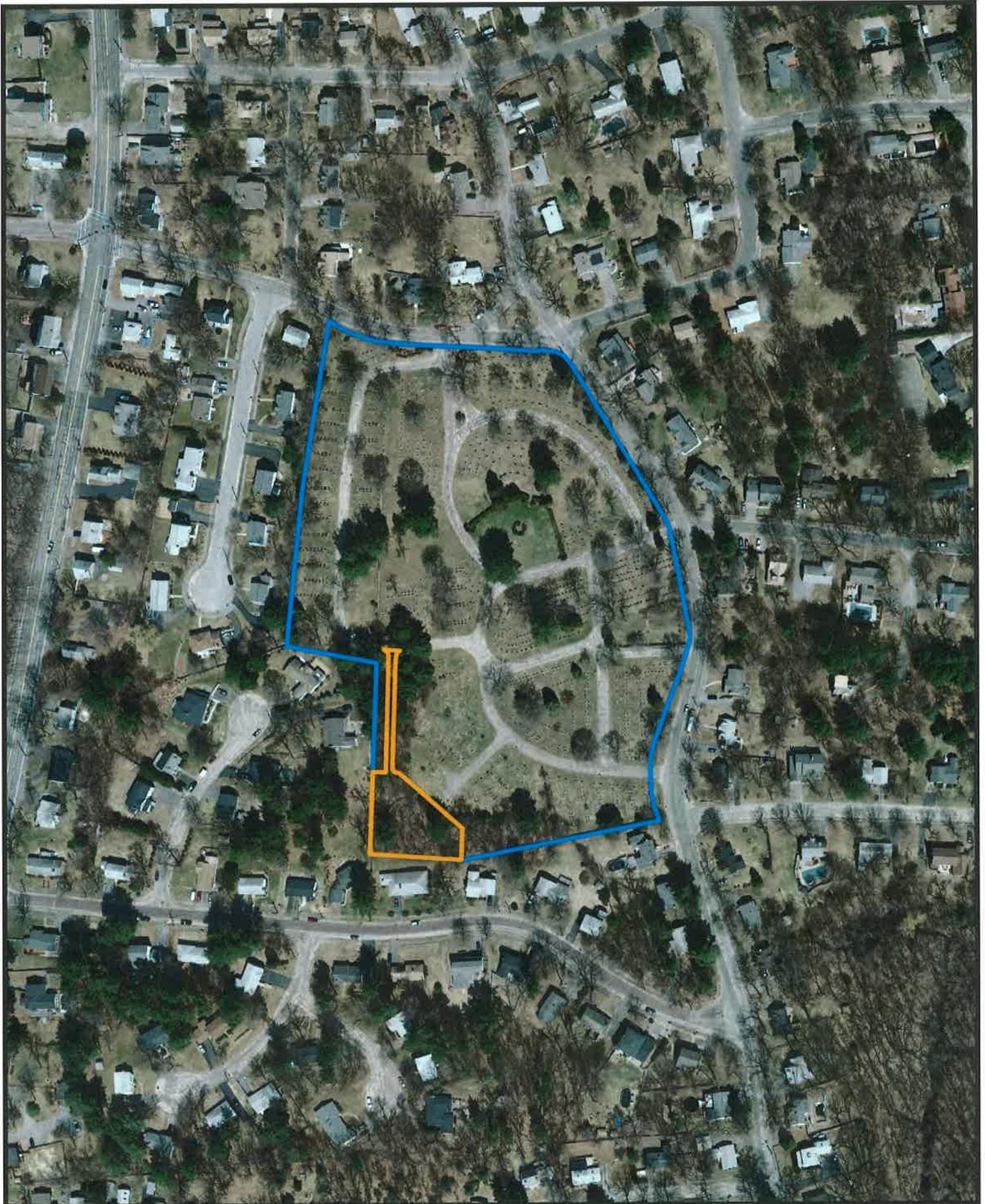


0 25 50 100 150 200
Feet

1 Inch = 200 feet

LAUREL HILL CEMETERY SITE

4626

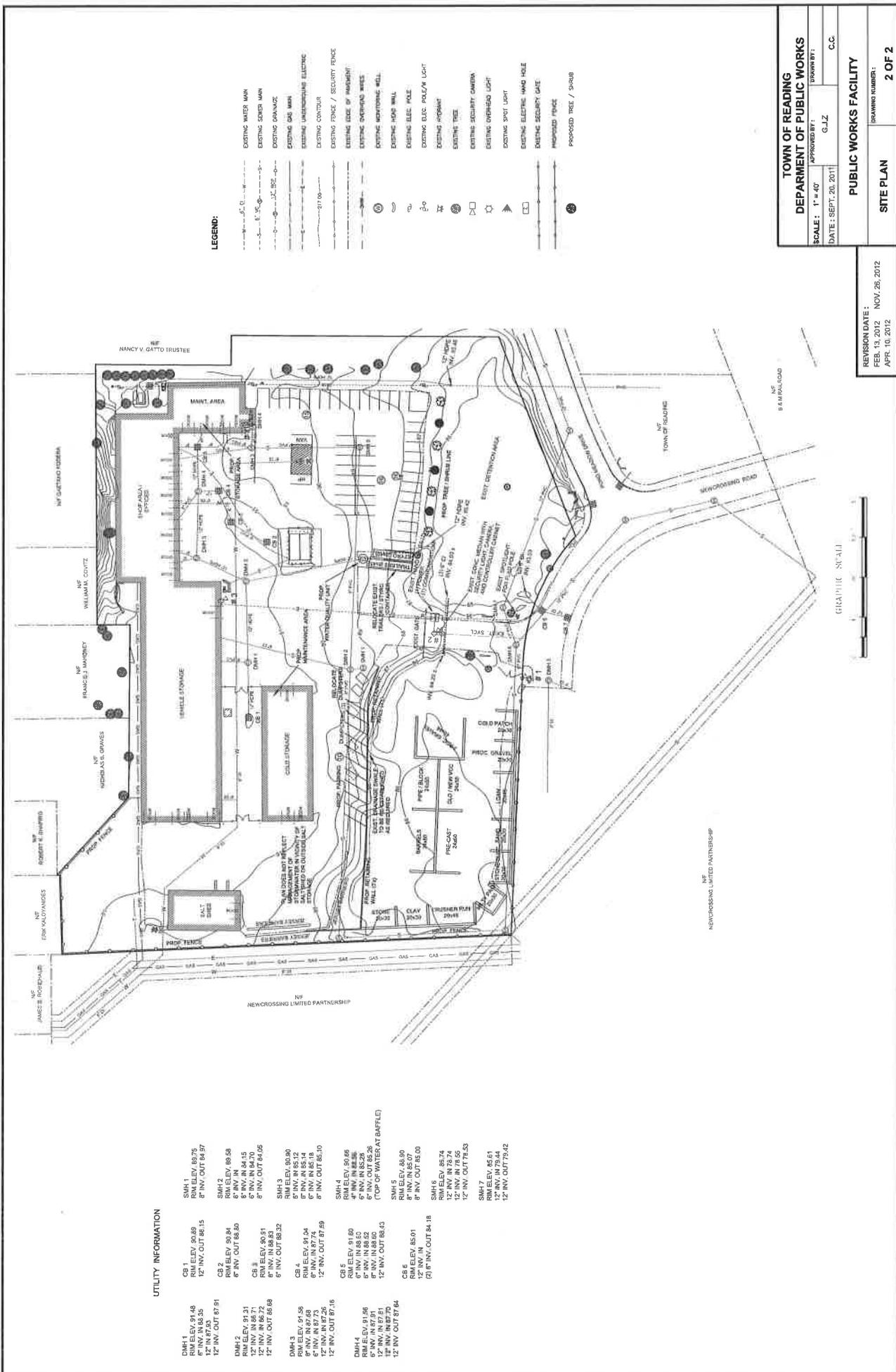


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1 Inch = 200 feet

FOREST GLEN CEMETERY SITE

4627



LEGEND:

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- 8" IN. WATER MAIN
- 6" IN. WATER MAIN
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- 1/3705344568830599744721777777777777777777" IN. WATER MAIN
- 1/7410689137661199489444444444444444444444" IN. WATER MAIN
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- 1/296427565506479795777777777777777777777" IN. WATER MAIN
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- 1/1897136419214706929777777777777777777777" IN. WATER MAIN
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- 1/75885456768588277191111111111111111111111" IN.

APPENDIX – C

CEMETERY GARAGE SITE SELECTION REPORT

(Refer to Separate File)

4630

SANITARY LANDFILL

GENERAL INFORMATION

COSTS TO TOWN

LOCATION Opp. 181 John Street

PRESENT OWNER Town of Reading -
B.P.W.

ASSESSED VALUE \$

TOTAL LAND AREA 35 Acres

POTENTIAL ACQUISITION COST \$

USABLE LAND AREA 25 Acres (Approx.)

TAX REVENUE LOST \$

PRESENT USE Sanitary Landfill

ZONED Industrial

CITIZEN'S CONCERNS

SAFETY (TRAFFIC) No change from existing.

POTENTIAL FOR BUFFERS Excellent

IMPACT ON NEIGHBORHOOD Property valuation; possible negative effect on
future industrial development.

LAND TAKINGS None

ENVIRONMENTAL ISSUES DEQE requirements re: Landfill re-use

EXISTING SOILS Poor and unstable

EXISTING TOPOGRAPHY Variable

SITE DEVELOPMENT CONSIDERATIONS

UTILITY REQUIREMENTS Main Extensions required - on piles

ACCESS ROAD REQUIREMENTS New access required

FOUNDATION CONCERNS Piles - methane gas consideration

BUFFERS Depending on location within site

LOCATION Direct access to center of Town via John & Washington Sts.

4632

ADAMS-GENTILE PROPERTY

GENERAL INFORMATION

COSTS TO TOWN

LOCATION Off Pleasant Street near Salem Street
PRESENT OWNER Adams-Gentile ASSESSED VALUE \$
TOTAL LAND AREA 20.1 + 1.0 (@ Salem) POTENTIAL ACQUISITION COST \$
USABLE LAND AREA 14.8 + 1.0 (@ Salem) TAX REVENUE LOST \$
PRESENT USE Residential/Commercial
ZONED S-10 (Residential)

CITIZEN'S CONCERNS

SAFETY (TRAFFIC) - Traffic volume; congestion on Salem Street and surrounding streets.
POTENTIAL FOR BUFFERS Good to excellent
IMPACT ON NEIGHBORHOOD Property valuation; noise of operation; off-hour operation.
LAND TAKINGS Necessary for house and land; willing sellers.
ENVIRONMENTAL ISSUES Proximity to wetlands
EXISTING SOILS Unknown - no apparent problem
EXISTING TOPOGRAPHY Flat

SITE DEVELOPMENT CONSIDERATIONS

UTILITY REQUIREMENTS Main Extensions to site required
ACCESS ROAD REQUIREMENTS New access required
FOUNDATION CONCERNS Unknown (Existing buildings on site)
BUFFERS Necessary on access road only
LOCATION Direct access to center of Town via Salem Street

4633

DUBITZKY PROPERTY

GENERAL INFORMATION

COSTS TO TOWN

LOCATION Salem Street opposite Libby Avenue & Bay State Road
PRESENT OWNER Aaron Dubitzky ASSESSED VALUE \$
TOTAL LAND AREA 9.5 Acres (2 Lots) POTENTIAL ACQUISITION COST \$
USABLE LAND AREA 7.8 Acres (2 Lots) TAX REVENUE LOST \$
PRESENT USE Residential/Commercial
ZONED S-10 (Business)

CITIZEN'S CONCERNS

SAFETY (TRAFFIC) - High traffic volume, roadway curve
POTENTIAL FOR BUFFERS Fair
IMPACT ON NEIGHBORHOOD Property valuation; noise of operation
LAND TAKINGS Willing seller; possible lease problem
ENVIRONMENTAL ISSUES Proximity to wetlands
EXISTING SOILS Unknown
EXISTING TOPOGRAPHY Flat

SITE DEVELOPMENT CONSIDERATIONS

UTILITY REQUIREMENTS Service connections required
ACCESS ROAD REQUIREMENTS None
FOUNDATION CONCERNS Unknown (Existing buildings on site)
BUFFERS Concern on three (3) sides of property
LOCATION Direct access to center of Town via Salem Street

4634

AGREEMENT FOR ENGINEERING SERVICES
BY AND BETWEEN THE
TOWN OF READING, MASSACHUSETTS
AND
WESTON & SAMPSON ENGINEERS, INC.

THIS AGREEMENT is made this 1st day of July, 2013, by and between the TOWN OF READING, MASSACHUSETTS, a municipal corporation with executive offices at 16 Lowell Street, Reading, MA 01867, hereinafter called the OWNER, and WESTON & SAMPSON ENGINEERS, INC., with offices at 5 Centennial Drive, Peabody, Massachusetts, hereinafter called the ENGINEER.

WITNESSETH, for the consideration hereinafter set forth, the parties hereto agree as follows:

ARTICLE 1 - ENGAGEMENT OF THE ENGINEER

1.1 THE OWNER hereby engages the ENGINEER, and the ENGINEER hereby accepts the engagement to perform certain professional engineering services hereinafter described:

ARCHITECTURAL AND ENGINEERING SERVICES FOR THE READING
CEMETERY MAINTENANCE FACILITY AND DEPARTMENT OF PUBLIC WORKS
FACILITY IMPROVEMENTS;

hereinafter called the PROJECT.

1.2 The ENGINEER's services shall be performed in a manner consistent with that degree of skill and care ordinarily exercised by practicing design professionals performing similar services in the same locality and under the same or similar circumstances and conditions. The ENGINEER makes no other representations or warranties, whether expressed or implied, with respect to the services rendered hereunder.

ARTICLE 2 - SCOPE OF SERVICES

Phase 0 - Project Start-Up

0.1 Attend a Kick-Off Meeting with the Owner to review the Department's project goals, the scope of tasks to be undertaken, procedural protocols, and the nature and schedule of deliverables.

0.2 Complete a review of all available existing published documents relating to the Project. Existing data to be reviewed will include previously completed studies, updated organizational information, along with vehicle, equipment, and material inventory lists.

CEMETERY MAINTENANCE FACILITY

Phase IA – Cemetery Maintenance Facility Programming

2.1A.1 Interview DPW management and key staff from the Cemetery Division to review and validate the building and site program requirements for the new maintenance Facility. Interviews shall be conducted and will focus on developing a detailed understanding of the day to day operations. The data obtained from this analysis will be used to identify the “near term needs” (10 to 15 years) and the “long term needs” (more than 20 years). Programming needs will be identified for all anticipated future spaces. Some of the topics that may be discussed at these interviews are as follows:

- Existing building and site deficiencies
- Description of the day-to-day operations
- Impact of holidays or special events
- Vehicles
- Equipment
- Material storage requirements
- Anticipated growth in service
- Anticipated growth in vehicles, equipment, and materials

2.1A.2 Based on the results of the existing documentation review and staff interviews, prepare programming sketches for each major functional space to be incorporated into the new facility. These programming sketches will provide layouts for individual space illustrating layouts for desks, chairs, shelves, file cabinets, vehicles, equipment, and plows. The purpose of these sketches will be to validate the required size and functional capabilities.

2.1A.3 Identify any site components to be incorporated into the new facility including bulk material storage, circulation, and parking.

2.1A.4 Prepare a Space Needs Matrix which details each space required for the Facility, including operational spaces, support spaces, equipment maintenance spaces and material storage spaces. The Matrix will be organized by space type (e.g. offices, employee facilities, vehicle storage, etc.), and will include factors to account for corridors, structure, and other non-usable square footage, and will yield a total proposed facility size.

2.1A.5 Review the programming sketches and matrix with the Owner. Advise the Owner about any potential opportunities to reduce or consolidate spaces that are not expected to impact operational efficiency, and the potential implications of reductions that would be expected to hinder Division productivity.

2.1A.6 Incorporate Owner’s comments into a revised Facility Space Needs Matrix.

Phase IB – Cemetery Maintenance Facility Site Evaluation

As noted in the Request for Qualifications (RFQ), the two sites to be investigated for the Cemetery Maintenance Facility are the Laurel Hill cemetery and the Forest Glen Cemetery.

2.1B.1 Confirm with the Owner which sites are to be reviewed as part of the site selection process.

2.1B.2 Prepare a list of screening criteria to be used in completing a fatal flaw analysis of potential sites.

2.1B.3 Complete a fatal flaw analysis which shall analyze each site and assign a pass-fail rating. Items to be considered in this analysis may include:

- Site size
- Zoning restraints
- Environmental Impacts (wetlands, floodplain, etc.)
- Proximity to, or presence of, sensitive receptors (environmental, human, historical / cultural, etc.)

The analysis shall document in detail the reason(s) why a site is eliminated from further consideration.

2.1B.4 Prepare a Site Selection matrix for the two sites [The italicized introduction under Phase 1B states that, “[a]s noted in the Request for Qualifications (RFQ)”, there are two sites to be investigated. If there is only a total of two sites to be investigated, the two sites have already been selected and thus there is no need to “establish the two sites”. The Engineer’s responsibilities set forth in this Article should be clarified.] that are to be carried through the site planning study analysis. The evaluation system will use appropriate criteria for the purpose of identifying the most efficient and cost effective sites. Criteria will be assigned weighting factors and the analysis will result in a numerical score for each of the sites. Criteria to be considered in this analysis may include:

- Location (central to service area)
- Physical site features
- Soil types and presence of ledge
- Site history / historical significance
- Zoning consistency
- Environmental impacts
- Access to utilities
- Permitting
- Traffic impacts
- Operational impacts
- Cost of site development
- Cost of construction
- Utility services availability

Phase IC – Cemetery Maintenance Facility - Building and Site Plan Alternatives

2.1C.1 Utilize the results of previous phases to develop building and site alternatives on the two identified sites. Building alternatives will be in the form of “block plans” that are assembled from the groupings of space types (e.g. offices, employee facilities, shops, etc.). Each alternative site plan will show the general layout of driveways, buildings, circulation, and parking. The goal of this effort will be to fully explore the planning potential of the proposed site. A minimum of two alternatives will be prepared for each site.

2.1C.2 A summary document will also accompany each alternative. This summary will include a general description of the alternative, and a list of its respective advantages and disadvantages.

2.1C.3 Each of the alternatives will be reviewed with DPW Management and comments incorporated accordingly to create a preferred site alternative.

2.1C.4 Utilizing the preferred site alternative create a conceptual level floor plan which will show all interior spaces and adjacencies.

2.1C.5 The preferred site alternate and conceptual level floor plans will be reviewed with Town staff, Selectmen, Cemetery Trustees, and other appropriate Town leaders. Comments will be incorporated into the conceptual scheme.

2.1C.6 Should one of the sites being considered for development be subject to review by the Mass Historical Commission (MHC), initiate a dialogue with the Commission to familiarize MHC staff with the Owner’s goals and needs for the project, and to ascertain the probability of MHC support for the project.

Phase ID – Cemetery Maintenance Facility - Detailed Preliminary Development Budget

2.1D.1 Prepare a preliminary cost estimate for the preferred building and site alternative. The estimate will list individual materials and systems anticipated for the project. The cost estimate will also identify potential soft costs associated with the project including design contingencies, construction contingencies, clerk-of-the-works, printing of bid documents, architectural and engineering design fees, borrowing costs, inflation, and insurance during construction. The level of detail in the estimate will be commensurate with the level of planning development reached at this point in the process.

Phase IE – Cemetery Maintenance Facility - Final Report

2.1E.1 Assemble completed documents into a final Concept Design Report. The report will include an executive summary with conclusions and associated attachments consisting of the staff interviews, programming sketches, space needs assessment, building and site alternatives, final alternative, and detailed conceptual cost estimate.

2.1E.2 Prepare list of permitting requirements for the proposed project that includes the total anticipated time frames for each permit.

Phase 1F – Cemetery Maintenance Facility - Presentation

2.1F.1 Prepare presentation materials that will include colored conceptual building and site plans, conceptual 3D site modeling, and PowerPoint presentations and handouts.

2.1F.2 Assist the Owner in presenting the project to Town Boards and Committees, and at a public informational presentation of the Concept Design.

Phase 2A – Cemetery Maintenance Facility - Design Services

2.2A.1 Upon receipt of authorization to proceed, develop full design and bidding documents for the Cemetery Division Maintenance Facility which will include all building and site components. Documents shall include drawings, technical specifications, general and special conditions, and bidding documents, all of which will be in compliance with MGL C. 149 requirements.

2.2A.2 Initiate discussions with local permitting authorities about the project (including, if appropriate, the mass Historical Commission), and prepare required documentation to support issuance of all necessary permits.

Phase 2B – Cemetery Maintenance Facility - Bidding Phase Services

2.2B.1 Assist the Owner with the bid process, in conformance with the requirements of MGL C. 149.

Phase 2C – Cemetery Maintenance Facility - Construction Phase Services

2.2C.1 Assist the Owner with review of the bid results, complete due diligence of the apparent low bidder, and make a recommendation for award of the construction contract.

2.2C.2 Provide standard A/E construction phase services, including review / approval of contractor submissions, review and recommendation for contractor requisitions for payment, response to requests for information, review and recommendation for any requests for contract amendment, development of any supplemental documents to address field conditions, as well as periodic inspection of work, semi and final inspection of the work, along with close-out of the construction contract.

DEPARTMENT OF PUBLIC WORKS (DPW) FACILITY

As noted in the Request for Qualifications (RFQ), this task will be a separate authorization, which is anticipated to be issued after 1 July 2013.

Phase 3A – DPW Facility Programming

2.3A.1 Meet with DPW Management and supervisory staff to review the building and site program requirements for an improved Facility. Interviews shall be conducted and will focus on developing a detailed understanding of the day to day operations. The data obtained from this analysis will be used to identify the “near term needs” (10-15 years) and the “long term needs” (more than 20 years). Programming needs will be identified for all anticipated future spaces. Some of the topics that may be discussed at these interviews are as follows:

- Existing building and site deficiencies
- Description of the day-to-day operations
- Description of how typical emergency situations impact the Facility
- Vehicle
- Equipment
- Indoor storage requirements
- Exterior material storage requirements, including road salt
- Public interaction with DPW staff at the Facility
- Anticipated growth in service
- Anticipated growth in vehicles, equipment, and materials
- Public access
- Consolidation onto one site
- Pollution prevention measures

2.3A.2 Based on the results of the existing documentation review and staff interviews, prepare programming sketches for each major functional space to be incorporated into the new facility. These programming sketches will provide layouts for individual space illustrating layouts for desks, chairs, shelves, file cabinets, vehicles, equipment, and plows. The purpose of these sketches will be to validate the required size and functional capabilities.

2.3A.3 Identify any site components to be incorporated into the new facility including bulk material storage, circulation, and parking.

2.3A.4 Prepare a Facility Space Needs Matrix which details each space required for the Facility, including operational spaces and support spaces, based on information gathered during interviews, and industry best practice. The Matrix will be organized by space type (e.g. offices, employee facilities, shops, vehicle storage, etc.), and will include factors to account for corridors, structure, and other non-usable square footage, and will yield a total proposed facility size.

2.3A.5 Review the programming sketches and matrix with the Owner. Advise the Owner about any potential opportunities to reduce or consolidate spaces that are not expected to impact operational efficiency, and the potential implications of reductions that would be expected to hinder DPW productivity.

2.3A.6 Incorporate the Owner's comments into a revised DPW Facility Space Needs Matrix.

Phase 3B – DPW Facility Site and Improvement Evaluation

2.3B.1 Based on the revised DPW Facility Space Needs Matrix, complete an initial site planning analysis of how to apply the DPW Facility Space Needs program to the current DPW facility site. This investigation will consist of an exploration of how the existing DPW Facility / site can be most effectively modified to support improved operations. A set of alternative Facility modification planning approaches will be prepared to illustrate the opportunities for making improvements to the existing site and /or buildings. Each alternative will accompanied by a summary space matrix which lists existing conditions, the idealized space needs matrix prepared

under the previous task, and the modified space allocation achievable under the planning alternative.

Review the initial planning analysis with DPW management, identify aspects of the alternatives that warrant further study, and developed revised planning alternatives/summary space matrices.

Review the results of this exercise with DPW management and assist the Department to decide whether or not to investigate additional potential sites.

2.3B.2 Should it be decided to explore additional sites, confirm with the Owner which sites are to be included in the site selection process.

2.3B.3 Prepare a list of screening criteria to be used in completing a fatal flaw analysis of potential sites.

2.3B.4 Complete a fatal flaw analysis which shall analyze each site and assign a pass-fail rating. Items to be considered in this analysis may include:

- Site size
- Zoning restraints
- Environmental Impacts (wetlands, floodplain, etc.)
- Proximity to, or presence of, sensitive receptors (environmental, human, historical / cultural, etc.)

The analysis shall document in detail the reason(s) why a site is eliminated from further consideration.

2.3B.5 Prepare a Site Selection matrix for establishing the sites that are to be carried through the site planning study analysis. The evaluation system will use appropriate criteria for the purpose of identifying the most efficient and cost effective sites. Criteria will be assigned weighting factors and the analysis will result in a numerical score for each of the sites. Criteria to be considered in this analysis may include:

- Facility size and configuration with consideration of the minimum site size
- Location (central to service area)
- Physical site features
- Site history
- Aesthetics
- Zoning consistency
- Environmental impacts / proximity to environmental receptors
- Access to utilities
- Permitting
- Traffic impacts
- Utilities and soil conditions
- Division Operational impacts
- Cost of site development
- Cost of construction

Phase 3C – DPW Facility - Building and Site Plan Alternatives

2.3C.1 Utilize the results of the previous phase to develop building and site alternatives on the identified sites. Building alternatives will be in the form of “block plans” that are assembled from the various groupings of space types (e.g. offices, employee facilities, etc.). Each alternative site plan will show the general layout of driveways, buildings, circulation, bulk material storage, and parking. The goal of this effort will be to fully explore the planning potential of the proposed sites.

2.3C.2 A summary narrative will also accompany each alternative. This narrative will include a general description of the alternative, and a list of advantages and disadvantages.

2.3C.3 Each of the alternatives will be reviewed with DPW Management and the Board of Selectmen, and comments incorporated. Sites for which a consensus is reached that they do not warrant further study will no longer be considered. For sites that warrant further study, the alternatives shall be updated to reflect the consensus opinion about the most effective planning approach for that site.

2.3C.4 Based on the consensus site alternatives, a conceptual level floor plan will be developed for each site, which will show all interior spaces and adjacencies.

Phase 3D – Detailed Preliminary Development Budget

2.3D.1 Prepare a preliminary cost estimate for the consensus building and site alternative(s). The estimate will list individual materials and systems anticipated for the project. The cost estimate will also identify potential soft costs associated with the project including design contingencies, construction contingencies, clerk-of-the-works, printing of bid documents, architectural and engineering design fees, borrowing costs, inflation, and insurance during construction.

Phase 3E – Final Report

2.3E.1 Assemble completed documents into a final Concept Design Report. The report will include an executive summary with conclusions and associated attachments consisting of the staff interviews, programming sketches, space needs assessment, building and site alternatives, final alternative, and detailed conceptual cost estimate.

2.3E.2 Prepare list of permitting requirements for the proposed project that includes the total anticipated time frames for each permit.

Phase 3F – Presentation

2.3F.1 Prepare presentation materials that will include colored conceptual building and site plans, conceptual 3D site modeling, and PowerPoint presentations and handouts.

2.3F.2 Assist the Owner in presenting the project to Town Boards and Committees, and at a public informational presentation of the Concept Design.

ARTICLE 3 - RESPONSIBILITIES OF THE OWNER

The OWNER, without cost to the ENGINEER, shall do the following in a timely manner so as not to delay the services of the ENGINEER:

- 3.1 Designate in writing a person to act as the OWNER 's representative with respect to work to be performed under this AGREEMENT, such person to have complete authority to transmit instructions, receive information, interpret and define the OWNER'S policies and decisions with respect to materials, equipment elements and systems pertinent to the work covered by this AGREEMENT.
- 3.2 Through its officials and other employees who have knowledge of pertinent conditions, confer with the ENGINEER regarding both general and special considerations relating to the PROJECT.
- 3.3 Assist the ENGINEER by placing at the disposal of the ENGINEER, all available information pertinent to the PROJECT including previous reports and any other data relative to design or construction of the PROJECT.
- 3.4 Pay all application and permit fees associated with approvals and permits from all governmental authorities having jurisdiction over the PROJECT and such approvals and consents from others as may be necessary for completion of the PROJECT.
- 3.5 Arrange for access to and make all provisions for the ENGINEER to enter upon public and private lands as required for the ENGINEER to perform its work under this AGREEMENT.
- 3.6 Furnish the ENGINEER all needed property, boundary and right-of-way maps.
- 3.7 Cooperate with and assist the ENGINEER in all additional work that is mutually agreed upon.
- 3.8 Pay the ENGINEER for work performed in accordance with the terms specified herein.

ARTICLE 4 - TIME OF PROJECT

- 4.1 The ENGINEER shall provide the services described in Article 2 according to the following schedule. The ENGINEER will start to execute work related to the Cemetery Maintenance Facility within seven (7) days after execution of this AGREEMENT and will conclude such work within fifty-two (52) weeks after execution of this AGREEMENT. The ENGINEER will start to execute work related to the Department of Public Works Facility within seven (7) days after receipt of a Notice To Proceed from the

Owner or Owner's representative and will conclude such work within twenty-four (24) weeks after receipt of the Notice To Proceed.

ARTICLE 5 - PAYMENTS TO THE ENGINEER

- 5.1 For services performed under this AGREEMENT, the OWNER agrees to pay the ENGINEER the lump sum fee of \$175,000.00 for the scope of services described in Article 2 of this AGREEMENT. Fees for this PROJECT shall be billed monthly as they accrue based upon the services performed as a percent of the total lump sum fee. The OWNER agrees to make payment to the ENGINEER within thirty (30) days after receipt of the invoice.
- 5.2 If the OWNER fails to make any payment due the ENGINEER for services and expenses within thirty (30) days after receipt of the ENGINEER'S statement therefor, the ENGINEER may give written notice to the OWNER that it will suspend services under this AGREEMENT unless the ENGINEER receives payment within seven (7) days after the written notice is received by the OWNER. If the ENGINEER does not receive payment within seven (7) days after the written notice is received by the OWNER, the suspension shall take effect without further notice. In the event of a suspension of services as provided in this Article 5.2, the ENGINEER shall not be liable to the OWNER for delay or damage caused the OWNER because of such suspension of services. For purposes of this Article 5.2, the OWNER shall be presumed to have received such written notice three days after it is given to the OWNER. The provisions of this Article 5.2 are subject to the provisions of Article 10."

ARTICLE 6 - INSURANCE

- 6.1 The ENGINEER shall secure and maintain at no cost to the Owner for the duration of the Project the insurance policies identified in this Article 6. All policies shall be written by insurance companies licensed to do business in the Commonwealth of Massachusetts and who have an A.M. Best rating of A- or better. With the exception of the Professional Services Liability policy or policies, no policy of insurance required herein shall be on a claims made basis. The policies required herein shall be primary to any insurance carried by the OWNER, whose insurance shall be noncontributing, and shall provide for waiver of subrogation in favor of the OWNER.
- 6.2 A certificate of insurance must be provided to the OWNER prior to the commencement of work under this AGREEMENT for each policy of insurance required by this Article. The certificate must provide that the policy shall not be canceled, terminated, non-renewed, or materially changed without prior written notice to the OWNER given at the same time notice is given to the ENGINEER in accordance with the policy provisions. In addition, the ENGINEER shall provide thirty (30) days' prior written notice to the OWNER of the cancellation, termination, or non-renewal of any such insurance policy, or of any material change in the terms of coverage, including reduction in coverage. In the event the ENGINEER fails to maintain the insurance required by this Article 6, the OWNER may pay any premium or charge necessary to keep in force such insurance and may recover any amounts so paid from the ENGINEER, including by deducting such amounts from the fees due the ENGINEER under this Agreement."

6.3 General Liability Insurance

The ENGINEER shall secure and maintain with respect to the operations the ENGINEER performs a Commercial General Liability Insurance policy or policies on an occurrence basis, with limits of no less than One Million Dollars (\$1,000,000) per occurrence for bodily injury, personal injury, death, and property damage. If a deductible applies, it is not to exceed \$25,000 per occurrence. If the policy has a general aggregate limit, either the general aggregate limit shall apply separately to the location or locations of the PROJECT or the general aggregate limit shall be twice the required minimum occurrence limit. The Owner, its officers, employees and agents shall be named as an additional insured

6.4 Automobile Liability Insurance

The ENGINEER shall secure and maintain an Automobile Liability Insurance policy or policies covering the operation of all motor vehicles used by the ENGINEER in connection with this AGREEMENT, including those owned, non-owned, hired, and borrowed, with limits of no less than One Million Dollars (\$1,000,000) per accident for bodily injury and property damage. The Owner, its officers, employees and agents shall be named as an additional insured. 6.2.2

6.5 Umbrella Liability Insurance

In addition to the above-mentioned coverage, the ENGINEER shall secure and maintain an umbrella liability policy with limits of no less than Three Million Dollars (\$3,000,000) each occurrence and Three Million Dollars (\$3,000,000) general policy aggregate. 6.6 Professional Services Liability Insurance

The ENGINEER shall secure and maintain a Professional Services Liability Insurance policy, on an occurrence or claims made basis, with limits of no less than Three Million Dollars (\$3,000,000) per claim and in the aggregate. If a deductible applies, it is not to exceed \$50,000 per occurrence or claim. The insurance shall have a retroactive date of placement prior to or coinciding with the effective date of this AGREEMENT.

6.7 Workers Compensation Coverage

6.5.1 The ENGINEER shall maintain statutory Workers' Compensation insurance coverage for all of its employees engaged on the PROJECT as required by the Commonwealth of Massachusetts.

6.5.2 The OWNER shall maintain statutory Workers' Compensation insurance coverage for all of its employees engaged on the PROJECT as required by the Commonwealth of Massachusetts.

ARTICLE 7 - LIMITATION OF LIABILITY AND INDEMNIFICATION

7.1 To the fullest extent permitted by law, the ENGINEER agrees to indemnify and hold harmless the OWNER and its officers, directors, employees, agents, and independent professional associates, and any of them, from any claims, losses, damages or expense (including reasonable attorneys' fees) arising out of the death of, injuries, or damages to any person, or damage or destruction of any property, in connection with the ENGINEER'S services under this AGREEMENT to the extent caused by the negligent or intentional acts, errors, or omissions of the ENGINEER or its officers, directors, employees, agents or independent professional associates, or any of them.

7.2 Hazardous Waste Indemnifications

- 7.2.1 The ENGINEER and its consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous waste in any form at the PROJECT site. Accordingly, the OWNER hereby agrees to bring no claim against the ENGINEER, its principals, employees, agents or consultants for loss or injury resulting from hazardous waste located at the PROJECT site or sites, except that this agreement does not include a claim for loss or injury due to the gross negligence or intentional act of the ENGINEER, its principals, employees, agents or consultants.. The ENGINEER shall not be liable to the OWNER for any damages or injuries, of any nature whatsoever, due to any delay or suspension in the performance of its services caused by or arising out of the discovery of hazardous substances or pollutants at the PROJECT site.
- 7.2.2 The OWNER hereby warrants that, if it is aware of or has reason to believe that there exist hazardous materials at a PROJECT site or sites, it shall promptly inform the ENGINEER. The OWNER also warrants that prior to the commencement of work under this AGREEMENT it shall inform the ENGINEER of the existence of hazardous materials of which it is aware at any PROJECT site then identified and, if known to the OWNER, the type, quantity and location of the hazardous materials.
- 7.2.3 If, in the performance of the work, hazardous materials are encountered and are judged by the ENGINEER to be an imminent threat to on-site personnel and/or the general public, the ENGINEER shall take all steps immediately available which are, in its judgment, prudent and necessary to mitigate the existing threat. The OWNER agrees to compensate the ENGINEER for any time reasonably required and expenses reasonably incurred by the ENGINEER to mitigate the threat, provided the ENGINEER has notified the OWNER of the threat as soon as possible after encountering the hazardous materials and the steps necessary and estimated expense involved to mitigate the imminent threat. The parties may agree that compensation required under this Article 7.3.3 shall be in accordance with the ENGINEER'S prevailing fee schedule and expense reimbursement policy.
- 7.2.4 Subsurface sampling may result in unavoidable contamination of certain subsurface areas, as when a probe or boring device moves through a contaminated area, linking it to an aquifer, underground stream or other hydrous body not previously contaminated and capable of spreading hazardous materials off-site. Because nothing can be done to completely eliminate the risk of such an occurrence, and because subsurface sampling is a necessary aspect of the work

which the ENGINEER will perform on the OWNER'S behalf, the OWNER hereby agrees to bring no claim against the ENGINEER for injury or loss which may result from alleged cross-contamination caused by sampling, except that this agreement does not include a claim for loss or injury due to the gross negligence or intentional act of the ENGINEER,.

7.2.5 The ENGINEER will hold soil samples collected during the subsurface investigation for three [3] months after the completion of the PROJECT at their offices. After the three-month period, the ENGINEER shall contact the OWNER requesting information regarding the disposition of the soil samples. At the OWNER'S request, after receiving written instructions, ENGINEER will either [1] ship the samples to the OWNER for the OWNER'S use or [2] dispose of the samples. If the Engineer does not receive a response from the OWNER within thirty (30) days of submitting the request for information relative to the disposition of the samples, the ENGINEER shall dispose of the samples.

ARTICLE 8 - EXTENSION OF SERVICES

8.1 Additional Work

In the event the ENGINEER, as requested by the OWNER, is to make investigations or reports on matters not covered by this AGREEMENT, or is to perform other services not included herein, additional compensation shall be paid the ENGINEER as is mutually agreed upon by and between the OWNER and the ENGINEER. Such services shall be incorporated into written amendments to this AGREEMENT, or into a new written AGREEMENT.

8.2 Changes in Work

The OWNER, from time to time, may require changes or extensions in the Scope of Services to be performed hereunder. Such changes or extensions, including any increase or decrease in the amount of compensation, to be mutually agreed upon by and between the OWNER and the ENGINEER, shall be incorporated into written amendments to this AGREEMENT.

8.3 Litigation Support Services

In the event the ENGINEER is to prepare for or appear in any litigation on behalf of the OWNER, additional compensation shall be paid the ENGINEER.

The OWNER agrees to compensate the ENGINEER for time spent and expenses incurred in preparation for and attendance at meetings and appearances, including depositions. This shall include appearances before the OWNER'S attorney and before the attorney of any other party to the litigation, in addition to all other support services as requested by the OWNER. Additional compensation shall be paid the ENGINEER as is mutually agreed upon by and between the OWNER and the ENGINEER. Such services shall be

incorporated into written amendments to this AGREEMENT, or into a new written AGREEMENT.

8.4 Hazardous Materials Encountered

If, in the performance of the work, hazardous materials are encountered and are judged by the ENGINEER to be an imminent threat to on-site personnel and/or the general public, the ENGINEER shall promptly inform the Local and State Emergency Personnel of the hazardous materials and the nature of the threat. The OWNER agrees to compensate the ENGINEER for any time reasonably required and expenses reasonably incurred by the ENGINEER to mitigate the imminent threat, provided the ENGINEER has notified the OWNER of the threat as soon as possible after encountering the hazardous materials and the steps necessary and estimated expense involved to mitigate the imminent threat. The parties may agree that compensation required under this Article 8.4 shall be in accordance with the ENGINEER'S prevailing fee schedule and expense reimbursement policy. Such services shall be incorporated into written amendments to this AGREEMENT or into a new written AGREEMENT.

ARTICLE 9 - OWNERSHIP AND USE OF DOCUMENTS

9.1 Use of Documents

- A. All Documents are instruments of service in respect to this Project, and ENGINEER shall retain an ownership and property interest therein (including the right of reuse at the discretion of the ENGINEER) whether or not the Project is completed.
- B. Copies of Documents that may be relied upon by OWNER are limited to the printed copies (also known as hard copies) that are signed or sealed by the ENGINEER. Files in electronic media format of text, data, graphics, or of other types that are furnished by ENGINEER to OWNER are only for convenience of OWNER. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.
- C. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 60 days, after which the receiving party shall be deemed to have accepted the data thus transferred. The party delivering the electronic files will correct any errors detected within the 60-day acceptance period. ENGINEER shall not be responsible to maintain documents stored in electronic media format after acceptance by OWNER.
- D. When transferring documents in electronic media format, ENGINEER makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by ENGINEER at the beginning of this Project.
- E. OWNER may make and retain copies of Documents for information and reference in connection with use on the Project by OWNER. Such Documents are not intended or represented to be suitable for reuse by OWNER or others on extensions of the Project or on

any other project. Any such reuse or modification without written verification or adaptation by ENGINEER, as appropriate for the specific purpose intended, will be at OWNER's sole risk and without liability or legal exposure to ENGINEER or to ENGINEER's Consultants. OWNER shall indemnify and hold harmless ENGINEER and ENGINEER's Consultants from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting therefrom.

- F. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
- G. Any verification or adaptation of the Documents for extensions of the Project or for any other project will entitle ENGINEER to further compensation at rates to be agreed upon by OWNER and ENGINEER

ARTICLE 10 – TERMINATION

- 10.1 The OWNER may terminate this Agreement for any reason upon thirty (30) days written notice to the ENGINEER. In such event, the OWNER shall make a final payment to the ENGINEER of any amounts remaining unpaid from previous invoices submitted pursuant to Article 5.1, plus such amounts for unbilled services as are required by this Agreement and performed since the most recent invoice date and prior to receipt of written notice from the OWNER of termination, together with Termination Expenses as defined in Article 10.4. Provided, however, if the OWNER terminates this Agreement for substantial failure of the ENGINEER to perform its obligations under this Agreement through no fault of the OWNER, the OWNER may withhold from such final payment such amounts as it deems necessary to remedy such failure or complete the services the ENGINEER was required to complete prior to termination. Final payment as provided by this Article 10.1 shall be made within thirty (30) days after receipt of the ENGINEER's final invoice.
- 10.2 The ENGINEER may terminate this Agreement for substantial failure of the OWNER to perform its obligations under this Agreement through no fault of the ENGINEER upon thirty (30) days written notice to the ENGINEER. In such event, the OWNER shall make a final payment to the ENGINEER of any amounts remaining unpaid from previous invoices submitted pursuant to Article 5.1, plus such amounts for unbilled services as are required by this Agreement and performed since the most recent invoice date and prior to receipt of written notice from the OWNER of termination, together with Termination Expenses as defined in Article 10.4. Final payment as provided by this Article 10.2 shall be made within thirty (30) days after receipt of the ENGINEER's final invoice.
- 10.3 If the PROJECT is suspended or abandoned for more than three (3) months, the OWNER shall pay to the ENGINEER any amounts remaining unpaid from previous invoices submitted pursuant to Article 5.1, plus such amounts for unbilled services as are required by this Agreement and performed since the most recent invoice date and prior to receipt of written notice from the OWNER of such suspension or abandonment, together with Termination Expenses as defined in Article 10.4. Payment as provided by this Article 10.3 shall be made within thirty (30) days after receipt of the ENGINEER's

invoice therefor. If the PROJECT is resumed after being suspended for more than three (3) months, the ENGINEER's compensation shall be equitably adjusted.

- 10.4 Termination expenses are expenses directly attributable to effecting termination in an efficient and cost-effective manner and so as to preserve the work performed to date and, if applicable, so as not to unduly delay or disrupt completion of the Project. Such expenses include compensation for services, reimbursement for expenses reasonably incurred, and satisfaction of commitments that became firm prior to suspension, abandonment, or termination,

ARTICLE 11 - GENERAL PROVISIONS

11.1 Precedence

The terms and conditions in this AGREEMENT shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice to proceed, or like document regarding the ENGINEER'S services. [The RFQ is not incorporated into the contract. This provision overrides any contrary requirement in the RFQ.]

11.2 Severability

If any of the terms and conditions in this AGREEMENT shall be finally determined to be invalid or unenforceable in whole or part, the remaining provisions hereof shall remain in full force and effect, and be binding upon the parties hereto, so long as the economic or legal substance of this AGREEMENT is not affected in any manner materially adverse to a party.

11.3 Mediation

All claims, disputes or controversies arising between the OWNER and the ENGINEER shall be submitted to non-binding mediation prior to and as a condition precedent to the commencement of any litigation between those parties. The American Arbitration Association, or such other person or mediation service shall conduct the non-binding mediation as the parties mutually agree upon. The party seeking to initiate mediation shall do so by submitting a formal written request to the other party to this AGREEMENT and the American Arbitration Association or such other person or mediation service as the parties mutually agree upon. The costs of mediation shall be borne equally by the parties. All statements of any nature made in connection with the non-binding mediation shall be privileged and will be inadmissible in any subsequent court or other proceeding involving or relating to the same claim.

11.4 Subrogation

The OWNER and the ENGINEER waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, but only to the extent covered by any property or other insurance in effect whether during or after the

PROJECT. The OWNER and the ENGINEER shall each require similar waivers from their contractors, consultants and agents.

11.5 Consequential Damages

Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the OWNER nor the ENGINEER, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the OWNER and ENGINEER shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in the Project.

11.6 Third Party Obligations

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the OWNER or the ENGINEER.

11.7 Statute of Limitations

Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run on the date of completion of services performed.

11.8 Indemnification

In consideration of the ENGINEER'S performance of its obligation to review and evaluate the various bidders and bid submissions and to make recommendations to the OWNER regarding the award of the construction contract, the OWNER agrees to hold harmless and indemnify the ENGINEER for all reasonable costs, expenses, damages and attorneys' fees (the "indemnification obligations") which are incurred by the ENGINEER as a result of any claims, allegations, administrative or court proceedings, arising out of or relating to any bid protest or such other action taken by any person or entity with respect to the review and evaluation of the bidders and bid submissions and/or recommendations concerning the award of the construction contract. Provided, however, this paragraph shall not apply if the ENGINEER is finally adjudicated by a court of competent jurisdiction in any such bid protest or other action to have engaged in intentional and willful conduct without any legitimate justification, privilege or immunity.

11.9 Notices required by this AGREEMENT shall be served upon the following:

For the ENGINEER:

For the OWNER:

ARTICLE 12 – DISCLOSURE RIGHTS

12.1 The OWNER agrees the ENGINEER has the authority to use its name as a client and a general description of the project as a reference for other prospective clients.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT the day and year first above written.

ACCEPTED FOR:(CITY) (TOWN)

OF _____

WESTON & SAMPSON ENGINEERS, INC.

By Its _____

By:

Its _____ duly authorized

DATE

DATE

CERTIFICATION OF AVAILABLE FUNDS

Certification is herewith given that funds are available for payments required by the terms of this AGREEMENT.

By: _____

Date: _____

OWNER Accountant

APPROVED AS TO FORM:

By: _____

Date: _____

OWNER Counsel

A TRUE COPY, ATTEST:

By: _____

Date: _____

OWNER Clerk

OWNER'S Massachusetts Sales and Use Tax Certificate Exemption Number _____

Reading MA
 Cemetery and DPW project
 Draft Fee Breakdown
 4/12/2013

Cemetery Maintenance Facility

programming	\$ 3,000	Authorization 1
site Evaluation	\$ 4,000	
Geotech investigation	\$ 10,000	
Building & Site Alternatives	\$ 8,000	
Cost estimates	\$ 3,000	
Report	\$ 2,000	
Presentations	\$ 3,000	\$ 33,000
Construction Drawings	\$ 60,000	Authorization 2
Bidding	\$ 3,000	
CA Services	\$ 40,000	\$ 103,000
	<hr/>	
	\$ 136,000	

DPW Facility Improvements

Programming	\$ 5,000	Authorization 3
Site & Improvement Evaluations	\$ 10,000	
Site Improvement Alternatives	\$ 12,000	
Cost Estimates	\$ 5,000	
Report	\$ 4,000	
Presentations	\$ 3,000	\$ 39,000
	<hr/>	
	\$ 39,000	
	\$ 175,000	

4654

Town of Reading, MA
Cemetery Garage Site Selection



Prepared by: Christopher A. Cole, Town of Reading Engineering Division
George J. Zambouras, Town Engineer

May, 2010
Revised: November, 2010

4655

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Introduction

The Town of Reading Public Works Department is seeking to replace the cemetery garage currently located at the Laurel Hill cemetery. While a few additions have been constructed over the years, the original section of the building is well over one-hundred years old. Over the past several years, the garage has experienced major storage issues, as well as an overall structural deterioration typically seen in century old buildings.

Presently, the cemetery garage consists of a main floor having about 1,550 square feet of space, a two-bay basement garage having approximately 400 square feet, attic space of about 1,100 square feet, and outside equipment storage utilizing about 275 square feet. The total area currently used is therefore 3,325 square feet. This area can be summarized as follows:

Main Floor

- Garage area for equipment (2 small dump trucks, 1 pickup truck, and 1 backhoe) – 1,100 square feet
- Maintenance Area / Bathroom / Locker Room / Office – 450 square feet

Basement

- Basement garage area (Mowing equipment and turf sweeper) – 400 square feet

Attic

- Attic storage area – 1,100 square feet

Exterior Storage

- 2 equipment trailers currently stored outside – 275 square feet

The overall purpose at this point in the planning stage is not for designing a new building, but rather to understand and outline the particular location requirements for a new garage facility that would meet the Cemetery Division's space needs, and in return would develop information allowing an architect, engineer, or other design professional to scope out the amount of space actually needed.

Executive Summary

The results of this study were based on criteria such as the amount of usable area available at each site; the anticipated additional time to be spent on grounds maintenance resulting from future grave sales; the amount of graves to be displaced to accommodate a new building (if applicable); the impact of any site on residential neighborhoods in the area; the driving distance between each site including the Town Hall, Public Works garage, and compost center; the proximity of utilities to the proposed site; the percentage of time actually spent at each location on grounds maintenance and internments; and the level of development required for either future grave placement or building location.

Based on these criteria listed and the rating system developed for this study, the following locations should be considered for additional analysis as potential sites for the new cemetery garage facility:

- Laurel Hill cemetery (existing site)
- Forest Glen cemetery
- Pearl Street at Audubon Road

Charles Lawn cemetery should not be considered as a potential site location at all as there is currently no useable space available for the placement of a garage facility.

Site Criteria

Potential sites within the Town of Reading to be considered for a new garage, as depicted in Figure 1, include the current location at Laurel Hill cemetery bounded by Lowell Street and Main Street, Forest Glen cemetery at the intersection of Forest Glen Road and Pearl Street, Charles Lawn cemetery on Charles Street, Wood End cemetery on Franklin Street, Town-owned property on Pearl Street at the intersection of Audubon Road, and the Public Works facility on Newcrossing Road. Any proposed site location should be designed to meet the needs of the Cemetery Division for approximately fifty years, with as much flexibility as possible to adequately satisfy the needs of the Division for the lifespan of the building. It should be assumed that, due to a lack of available land, the Town will neither be creating any new cemeteries nor expanding the size of any of the existing cemeteries in the future. The quality of design and construction of any new facility should reflect the historical nature (if any), quality, and scale of the surroundings in which it is to be located. It should be noted, though, that fuel will only be obtained at the Public Works facility on Newcrossing Road where it is currently stored. In addition, regardless of which location might be chosen, meeting coordination amongst other Public Works divisions might be difficult, however, should be manageable, as it is currently, and should not be used as a factor in determining site location. Lastly, while materials are currently stored at the Public Works facility on Newcrossing Road, and storage is so limited at all of the other locations mentioned, storage should not be considered a factor, either in this study, as bulk material storage at any of these sites, aside from the Public Works facility, would produce aesthetic issues not suited for its surroundings.

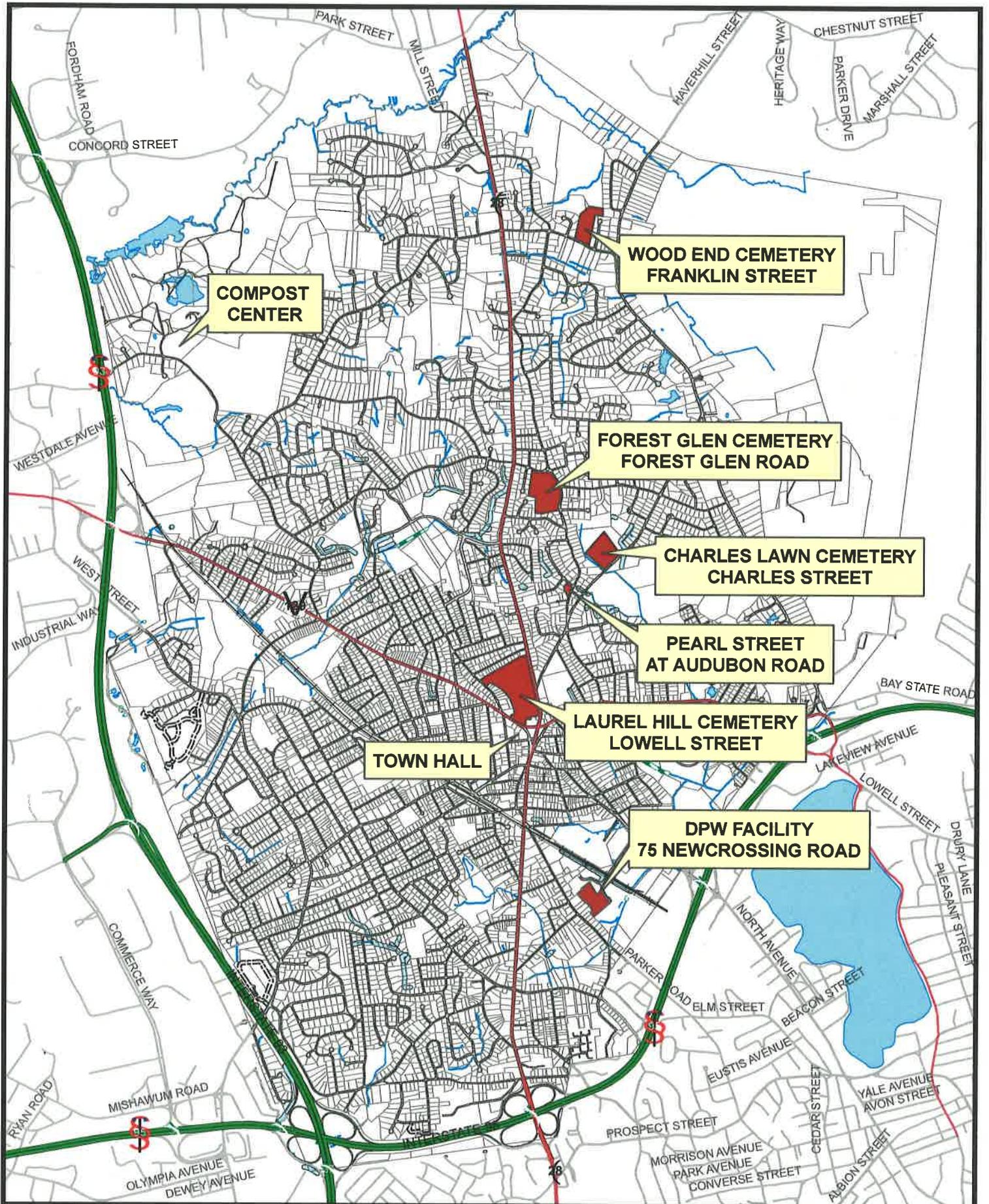
The garage facility should be heated and capable of housing the same equipment being utilized now which includes at a minimum, two small dump trucks, one pick-up truck, one backhoe, five mowers, one turf sweeper, two utility trailers, leaf blowers, weed whackers, miscellaneous hand tools, grave equipment, veteran's markers, seasonal equipment, etc., as well as servicing four (4) full time employees and two seasonal employees. In addition, employees would need space for lockers, showers, and an eating facility, as well as a maintenance area for smaller equipment, which the cemetery division employees perform themselves on-site. The facility would not require, however, any administrative offices, as any records and support staff would best be suited in the Town Hall, on Lowell Street, where they currently reside. Therefore, given the scope of this evaluation and the space limitations on each site, the following assumptions can be made for the footprint area of the structure, based upon potential layouts included within this study:

- 4,300 square feet – single story structure
- 2,400 square feet – single story structure with a full basement underneath
- 2,625 square feet – one and a half story structure with attic storage and no basement

It must be noted that these layouts are not intended to be the required layouts but merely a representation of how the current equipment could fit within a given layout. Regardless of the building configuration, the following minimum areas should be maintained:

- 3,300 square feet – vehicle and equipment maintenance and storage
- 400 square feet – employee facilities such as an office, locker room, bathroom, and shower area

In addition to the required footprint of the building, land must also be allocated for seven parking spaces dedicated to employee parking during the day, as well as space for adequately maneuvering vehicles around the premises.



0 300 600 1,200 1,800 2,400
 Feet
 1 inch = 2,500 feet

4666

**Cemetery Equipment
Stored at Cemetery Garage – TABLE 1**

Vehicles

1 ton – pick up truck
1 ton – dump truck
1.5 ton – dump truck
1 – backhoe

Large Power Equipment

1 – 61” mower
1 – 72” mower
2 – 52” mowers
1 – 36” mower
1 – turf sweeper
2 – 21” walk behind mowers
1 – leaf vacuum

Small Power/Hand Equipment

1 – walk behind leaf blower
1 – water pump
1 – pressure washer
3 – lowering devices
1 – metal detector
1 – jack hammer
4 – weed wackers
2 – bench grinders
2 – backpack leaf blowers
3 – handheld leaf-blowers
1 – motorized pole saw
1 – chain saw
1 – snow blower
Assorted hand tools
- shovels, rakes, crow bars, sledge
hammers, wheel barrows

Utility Equipment

1 – thatcher
1 – aerator
1 – air compressor
1 – roll-away toolbox
2 – trailers
1 – water reel
1 - tow behind spreader
1 - frost bucket

Materials

2000 – flag holders
2000 – flags
3 – sets of greens
1 – casket carriage
2 – tents
18 – mud tracks and assorted plywood
6 - grave boxes
Dunnage (boards for leveling grave site)
Veterans Markers for Memorial Day
Posts for laying out graves

**Minimum Required Areas
For Current Equipment - TABLE 2**

Vehicles	1,300 square feet
Large Power Equipment	600 square feet
Small Power / Hand Equipment	400 square feet
Utility Equipment	600 square feet
Materials	400 square feet
Minimum Total Equipment Area :	3,300 square feet
Minimum Parking Area :	1,150 square feet

4663

Laurel Hill Cemetery – Lowell Street / Main Street

Laurel Hill is a historic cemetery having housed the cemetery garage facilities for over one hundred years. The cemetery is bounded by Lowell Street and Main Street, across from the Town Hall, where administrative offices and records are currently stored, as illustrated in Figure 2. The cemetery area is listed on the National Register of Historic Places. Effects of this on the replacement of the existing garage with a new facility at the same location still have to be addressed. This site is very beneficial for security purposes, as the cemetery abuts a neighborhood setting. The abutters are also currently accustomed to having facility activities at this location. The current location of the garage is more suited for a facility of this kind anyway, since the area contains potential large amounts of rock ledge that could make for difficult placement of future additional cemetery plots at this location. The current location of the cemetery garage is the only possible location at Laurel Hill, as the cemetery is built out to its maximum limits. On the contrary, though, if this site were selected for the new facility, all of the current equipment and staff would have to relocate during construction, and, based on the fact that the Public Works facility is already limited with the operating space that it has, it could greatly hinder the way the Department would be forced to operate, even just on a temporary basis.

- Cemetery land area – 19.3 acres
- Potential usable (existing) space on site – 10,000 square feet
- Utility availability
 - Water, electric – already on site (The water service will need to be upgraded pending any site improvements in order to satisfy current building code requirements regarding fire suppression, etc.)
 - Gas, sewer – available from Lowell Street (700 feet away)
 - Current method of heat is through a forced hot air oil burner and a wood stove
- Percentage of time spent on grounds maintenance – 36 %
- Percentage of time spent on internments (FY-2009) – 6 %
- Level of site development required for specified site – low
- Level of site development for grave placement at specified site – high



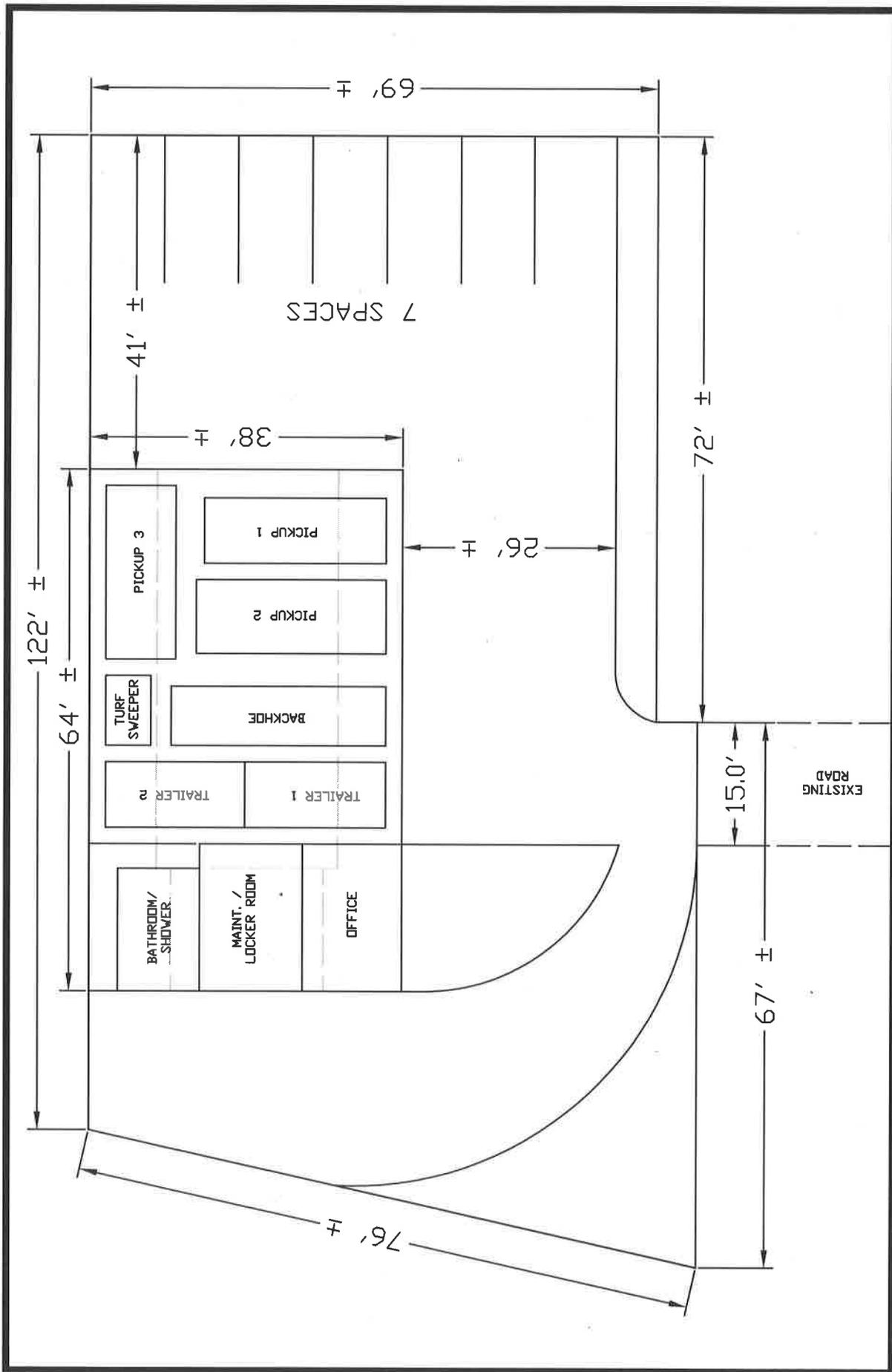
Potential (Existing)
Cemetery Garage
Location



0 25 50 100 150 200
Feet

1 inch = 200 feet

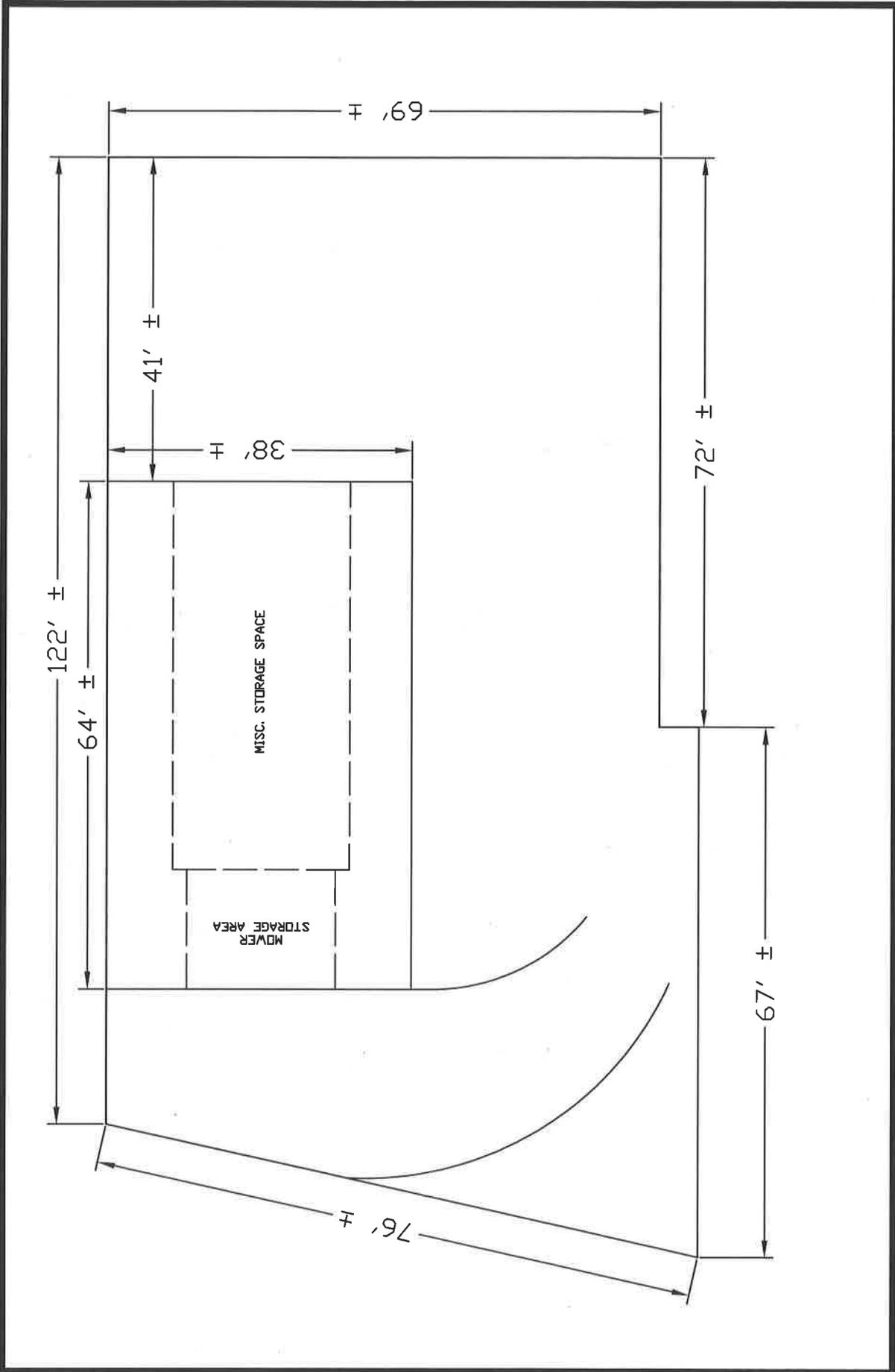
4665



LAUREL HILL CEMETERY - POTENTIAL LAYOUT

GROUND LEVEL - FIGURE 3

4666



LAUREL HILL CEMETERY - POTENTIAL LAYOUT
 BASEMENT LEVEL - FIGURE 4

4667



20'
ZONING SETBACK

15'
ZONING SETBACK



0 3.5 7 14 21 28
Feet

1 inch = 40 feet

LAUREL HILL CEMETERY SITE LOCATION - Figure 5

Page 11

4668

Forest Glen Cemetery – Forest Glen Road / Pearl Street

Forest Glen cemetery, as seen in Figure 6, is located approximately 1.3 miles from the Town Hall on Lowell Street. Potential land is available for the cemetery garage facility in the southwesterly corner of the cemetery. The site is beneficial for security purposes, since it would abut a neighborhood setting, however, abutters would not be accustomed to having facility activities at this location. This location contains a wooded area and would require some site development as the terrain presently slopes off on one side of it. Due to these conditions, the site in its current form would not be suitable for future internments, however should indeed be considered very beneficial for a possible garage location.

- Cemetery land area – 10.3 acres

- Potential usable space on site – about 15,700 square feet

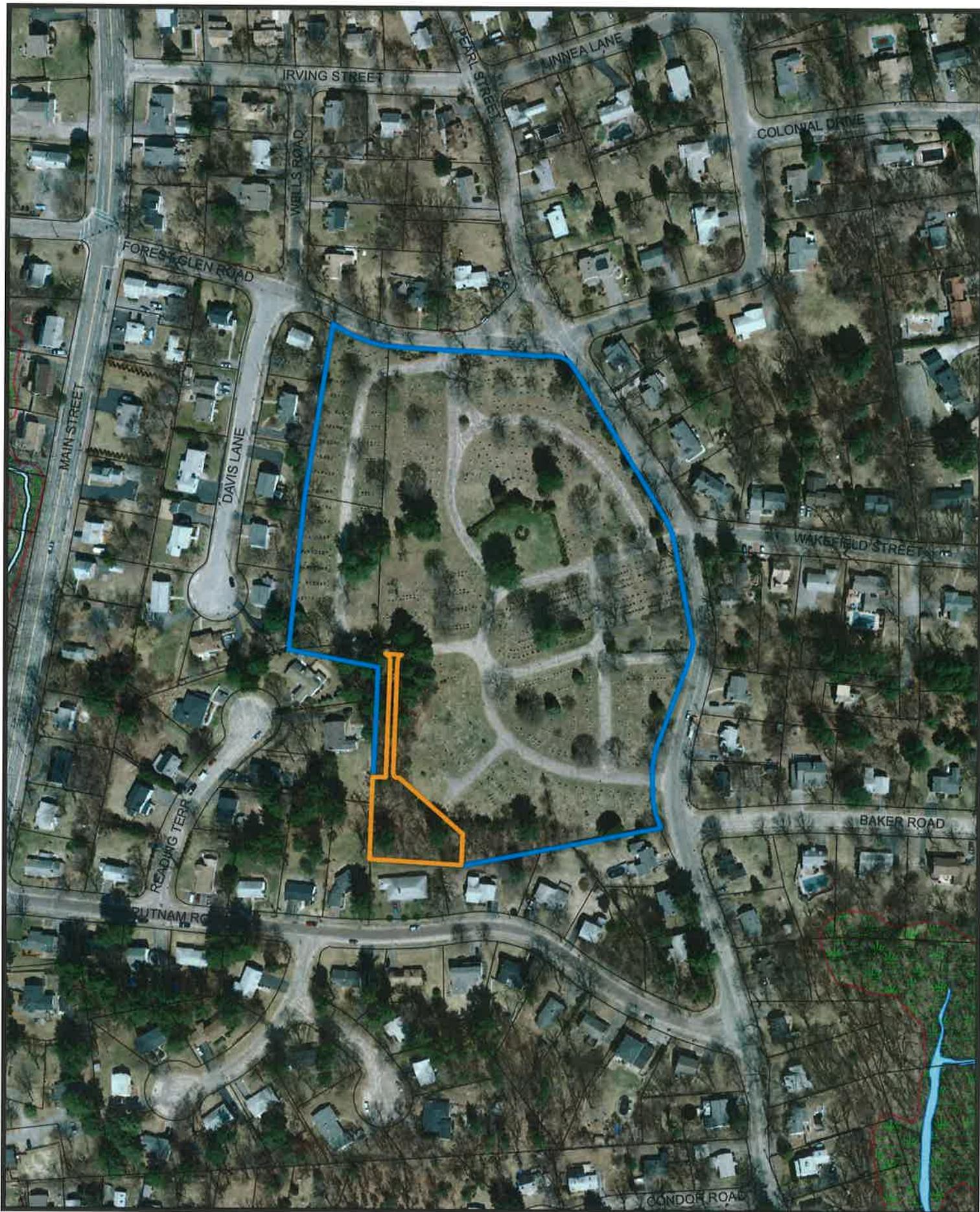
- Utility availability
 - Water, sewer, electric, gas – available closest from Pearl Street (400 feet away)

- Percentage of time spent on grounds maintenance – 30 %

- Percentage of time spent on internments (FY-2009) – 36 %

- Level of site development required for specified site
 - medium (heavily wooded, some grading required, retaining wall required)

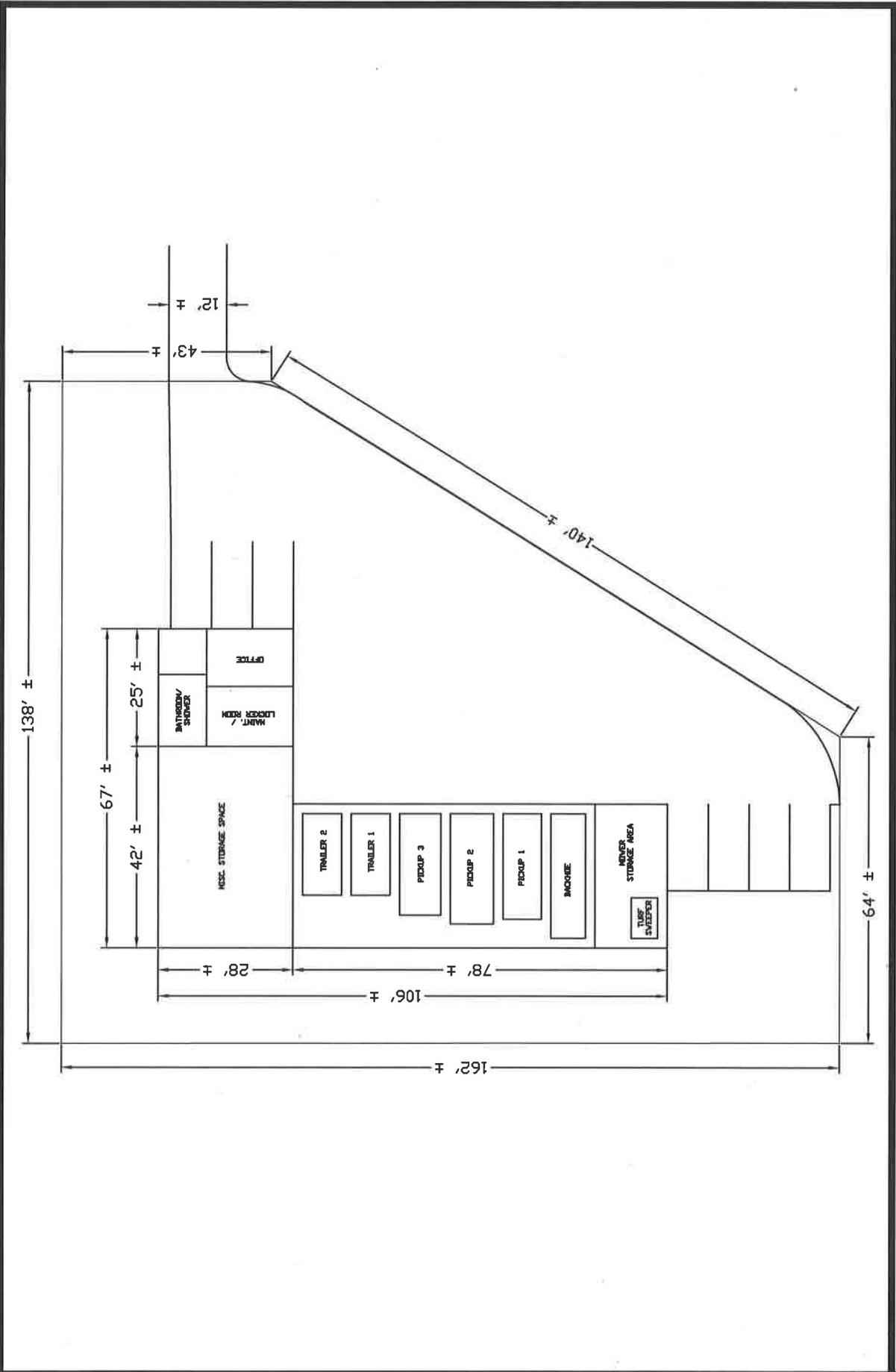
- Level of site development for grave placement at specified site
 - high (heavily wooded, grading issues)



0 20 40 60 80
Feet

1 inch = 200 feet

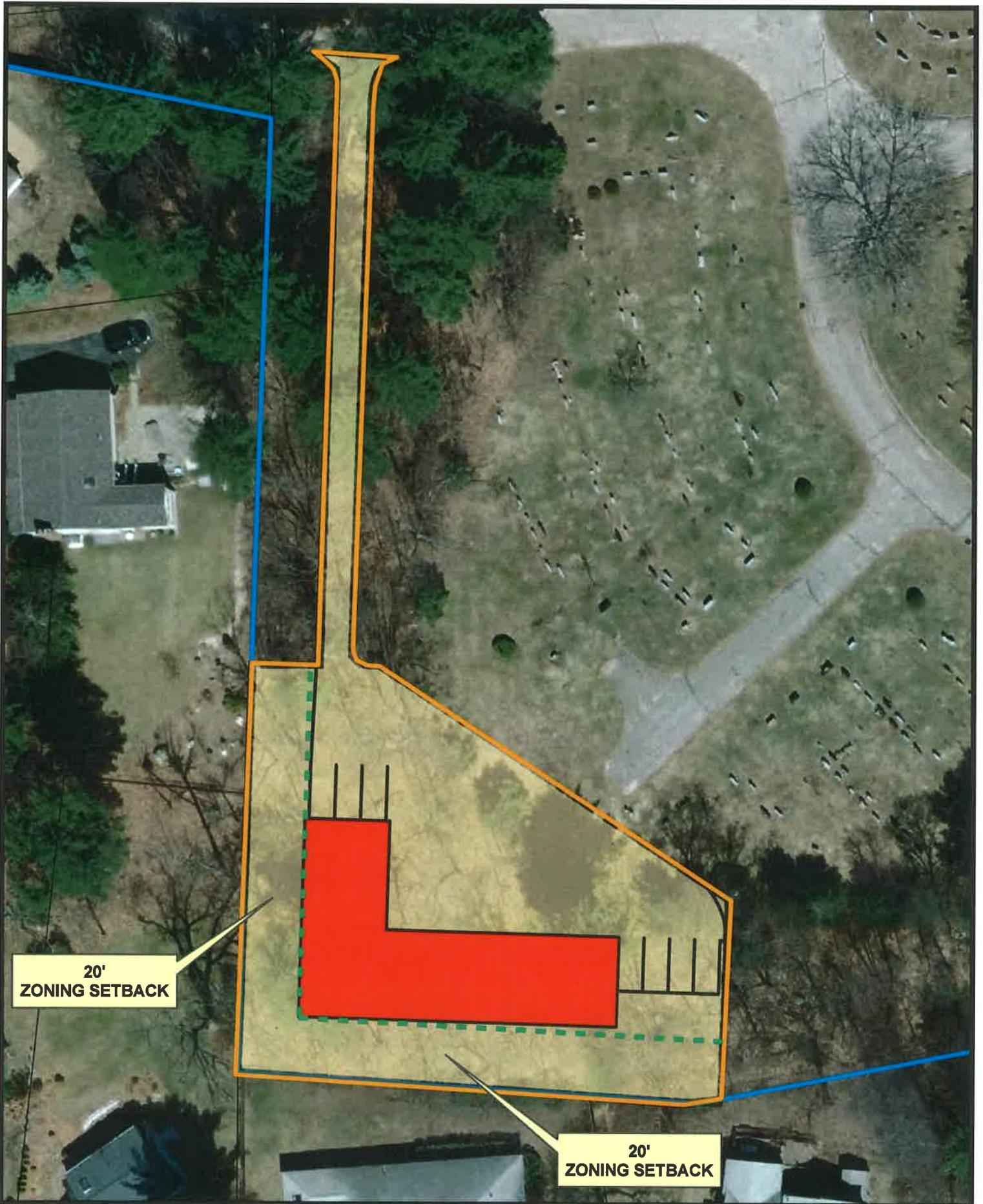
4670



FOREST GLEN CEMETERY - POTENTIAL LAYOUT

FIGURE 7

4671



20'
ZONING SETBACK

20'
ZONING SETBACK



0 2.4 8 12 16
Feet
1 inch = 40 feet

4672

Charles Lawn Cemetery – Charles Street

Charles Lawn cemetery, as seen in Figure 9, is located approximately 1.3 miles from the Town Hall on Lowell Street. While there is land currently available at this site, most areas are either already developed for future plot sales, already sold for future graves, or are pre-existing wooded areas encroaching upon wetlands. While some of the already developed land could potentially be used for a garage facility, valuable land currently intended for future grave sales would have to be abandoned. Therefore, as developable areas within the Town for future internments become a premium due to a lack of available land, every attempt should be made not to disrupt current usable land to occupy a garage facility. It is therefore highly recommended that a garage facility not be placed at this location.

- Cemetery land area – 6.2 acres

- Potential usable space on site currently – none

- Utility availability
 - Water, sewer, electric, gas – available from Charles Street

- Percentage of time spent on grounds maintenance – 17 %

- Percentage of time spent on internments (FY-2009) – 33 %



LIMIT OF WETLAND



0 30 60 120 180 240
Feet

1 inch = 200 feet

4674

Wood End Cemetery – Franklin Street

Wood End cemetery, as seen in Figure 10, is located approximately 2.3 miles from the Town Hall on Lowell Street. The cemetery grounds currently abut land owned by the Town of Reading Conservation Commission on the northerly and westerly sidelines. While the cemetery is mostly built out, buildable land, not suitable at all for cemetery plots due to a drastic change in grade along the northernmost sideline, does exist and should be considered as a candidate. The available land at this location would be somewhat secluded from neighboring properties, as well as a moderate distance from Franklin Street. While this may be considered beneficial to many, it also heightens security issues as well for any new facility. Based on the required building footprint for this site, as well as an assumption of approximately 34 square feet per grave, about nine (9) future potential single grave lots would have to be abandoned. However, given the existing layout of the cemetery grounds for future burials, this particular location would create the least amount of impact in regards to grave locations for future sales.

- Cemetery land area – 8.3 acres

- Potential usable space on site – about 8,400 square feet

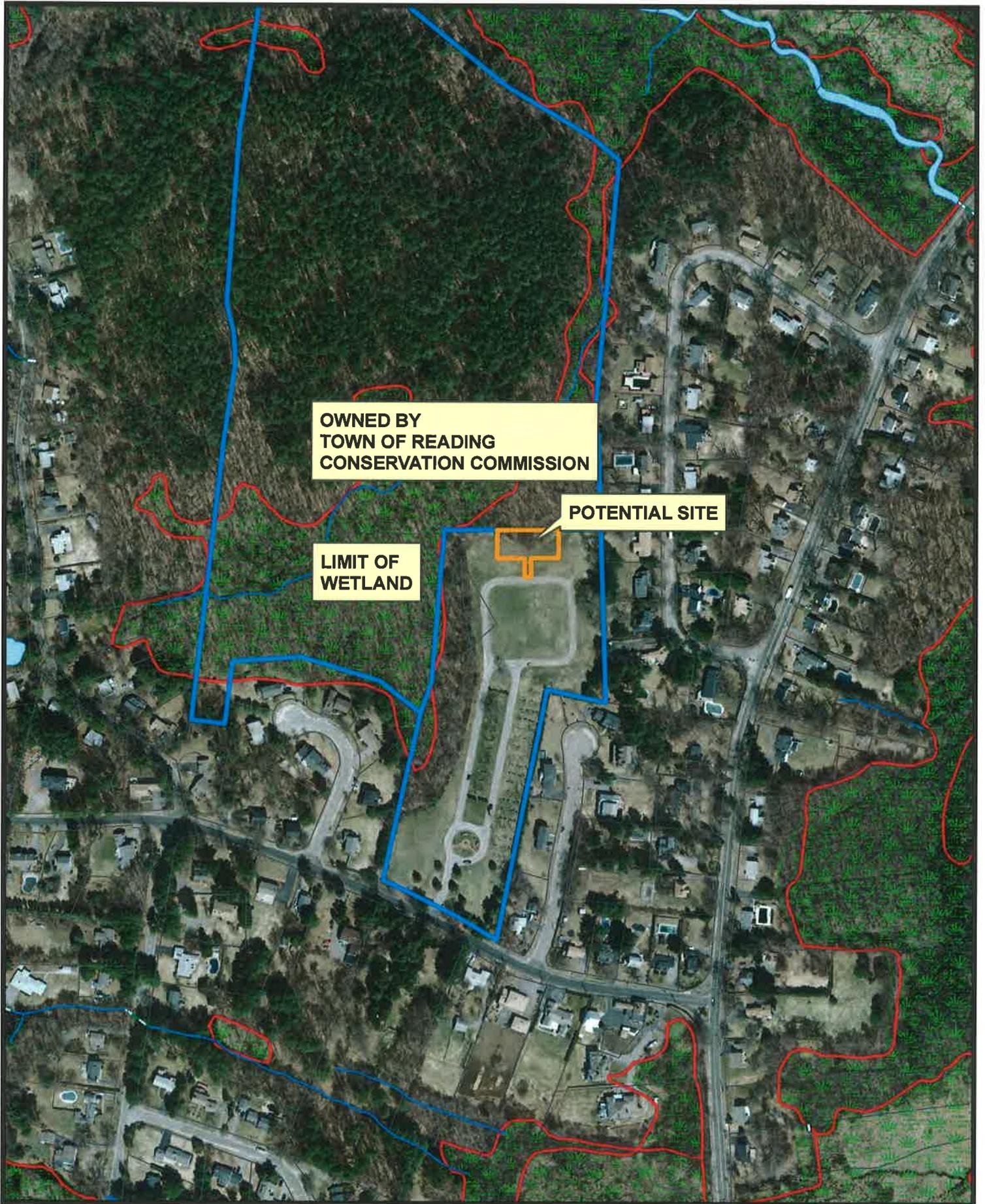
- Utility availability
 - Water, sewer, electric – available from Franklin Street (1,000 feet away)
 - Gas
 - main would need to be extended 800' from Pearl Street to cemetery entrance
 - approximately 1,000 additional feet from cemetery entrance to site location

- Percentage of time spent on grounds maintenance – 17 %

- Percentage of time spent on internments (FY-2009) – 25 %

- Level of site development required – low

- Level of site development for grave placement at specified site
 - high (extreme change in grade)



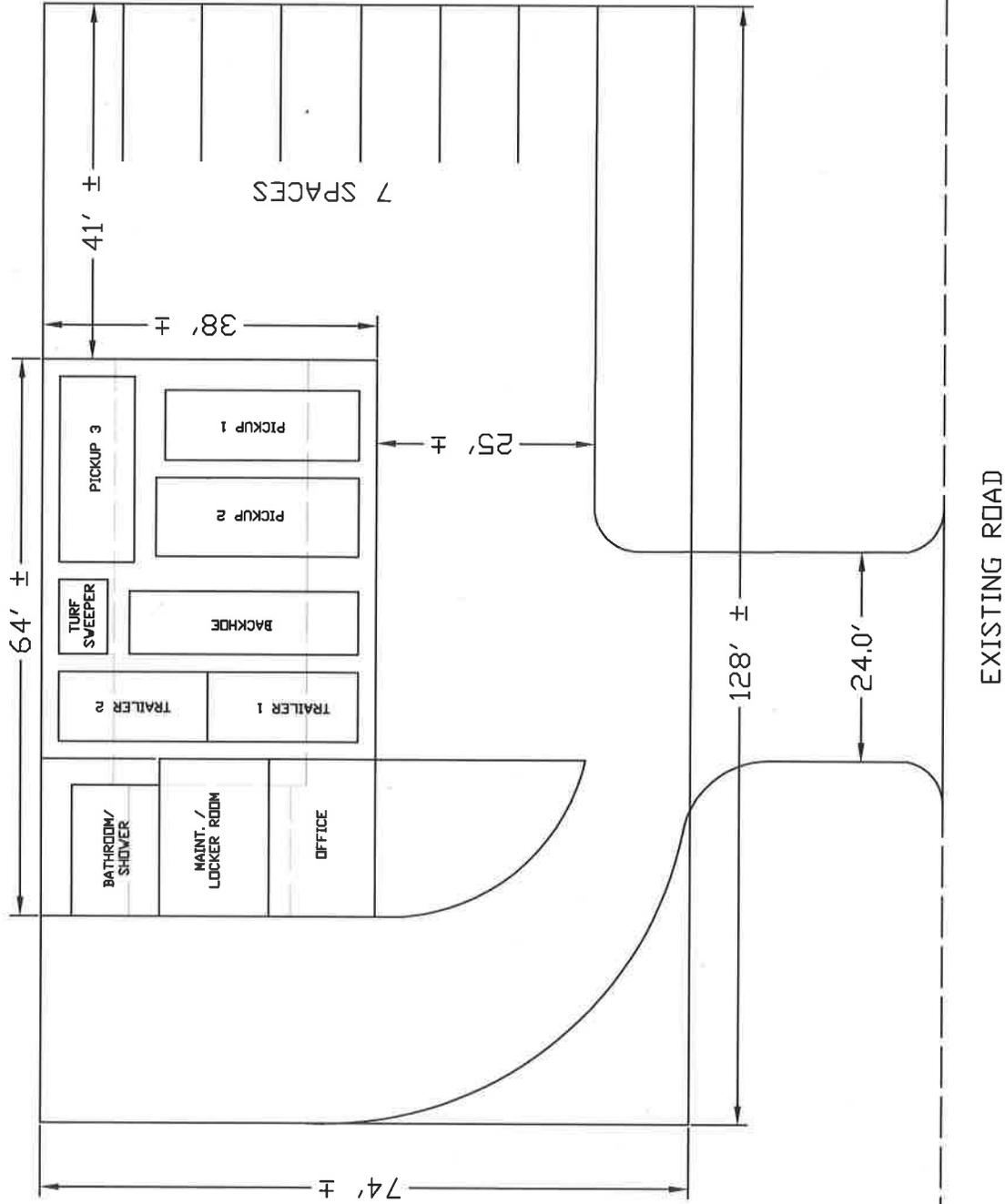
OWNED BY
TOWN OF READING
CONSERVATION COMMISSION

POTENTIAL SITE

LIMIT OF
WETLAND

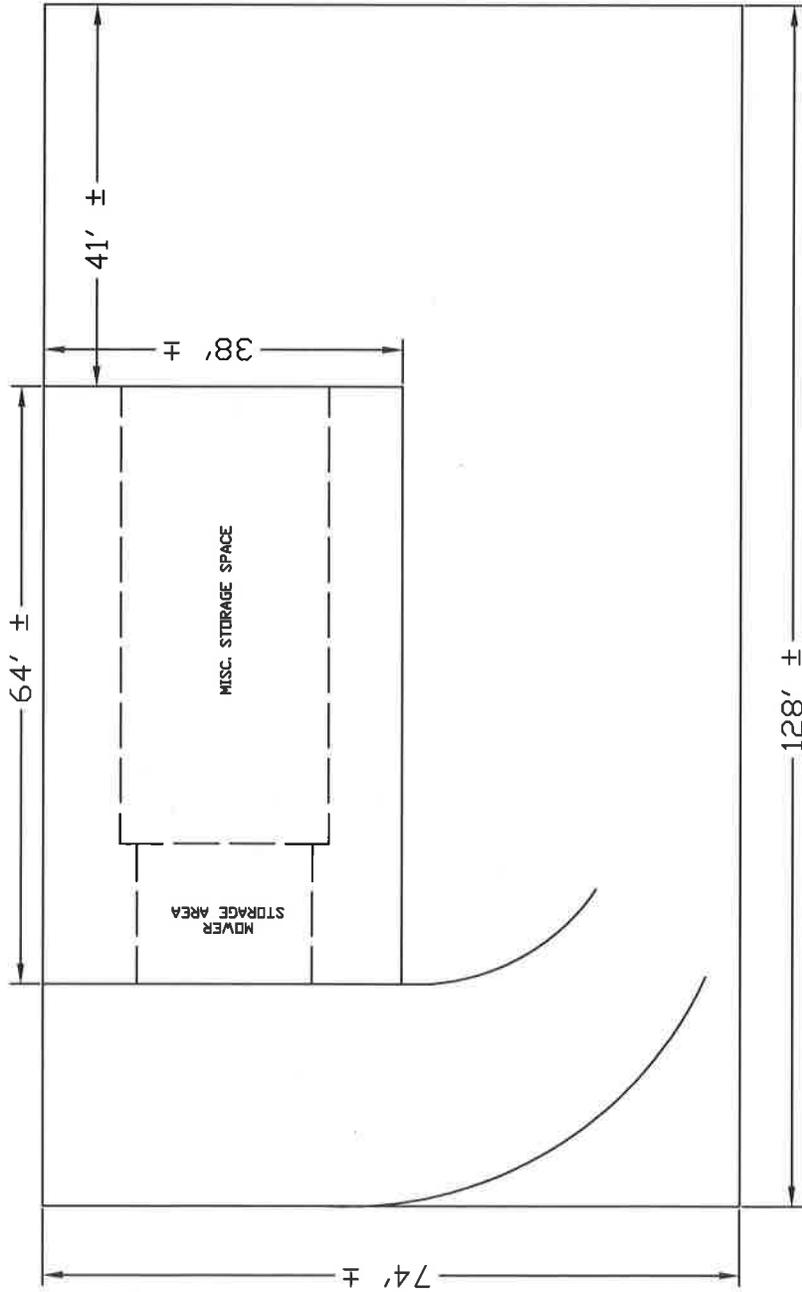


4676



WOOD END CEMETERY - POTENTIAL LAYOUT
GROUND LEVEL - FIGURE 11

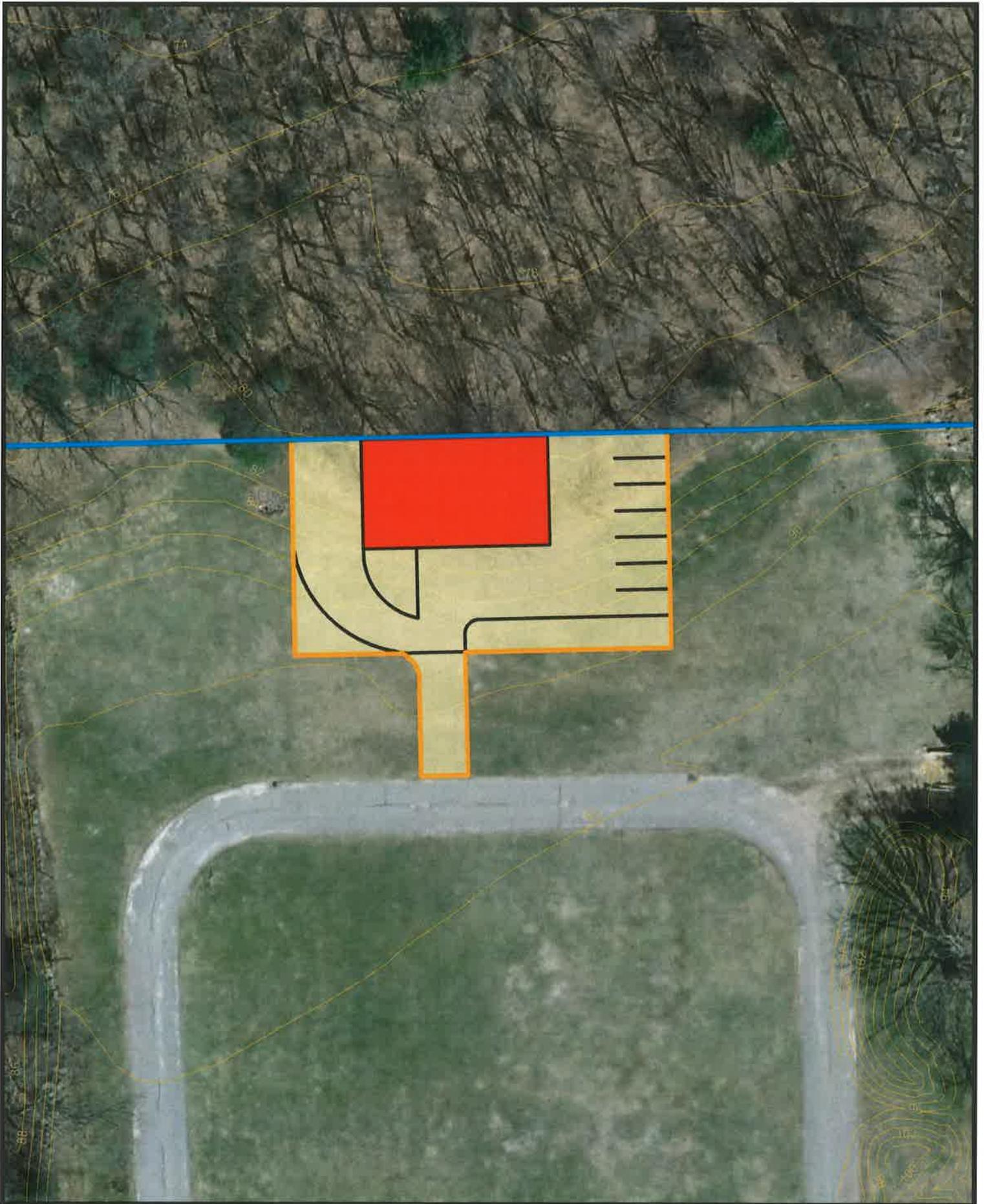
4677



WOOD END CEMETERY - POTENTIAL LAYOUT

BASEMENT - FIGURE 12

4678



0 2.56 10 15 20
Feet

1 inch = 40 feet

WOOD END CEMETERY SITE LOCATION - Figure 13
Page 22

4679

Pearl Street (at Audubon Road)

Located approximately 0.75 miles from Town Hall on Lowell Street, this over 25,000 square foot area, as seen in Figure 14, contains both a parcel of Town owned property as well as land formally occupying a section of Pearl Street prior to the relocation of the roadway by the Town to its current location in a vote of Town Meeting in March, 1945. Prior to any potential selection for this site, it should be noted that the “old Pearl Street” right-of-way would need to be formally abandon by the Town if a garage were to be erected within its limits. Furthermore, due to an abrupt change in grade to the immediate westerly side of the property, some form of a retaining wall ranging in height from two (2) to five (5) feet, whether in the form of an actual retaining wall or simply part of the building foundation, would need to be constructed. Aside from this along with a small amount of tree removal, the lot is relatively level, and would require only minimal site development if chosen. This site location would be beneficial for security purposes as it resides within a residential area, however, being in a residential area might cause concern with neighbors due to daily activities associated with a facility of this type.

- Potential usable space on site – over 25,000 square feet

- Utility availability
 - Water, sewer, gas, electric – available from either Pearl Street or Audubon Road

- Percentage of time spent on grounds maintenance – 0 %

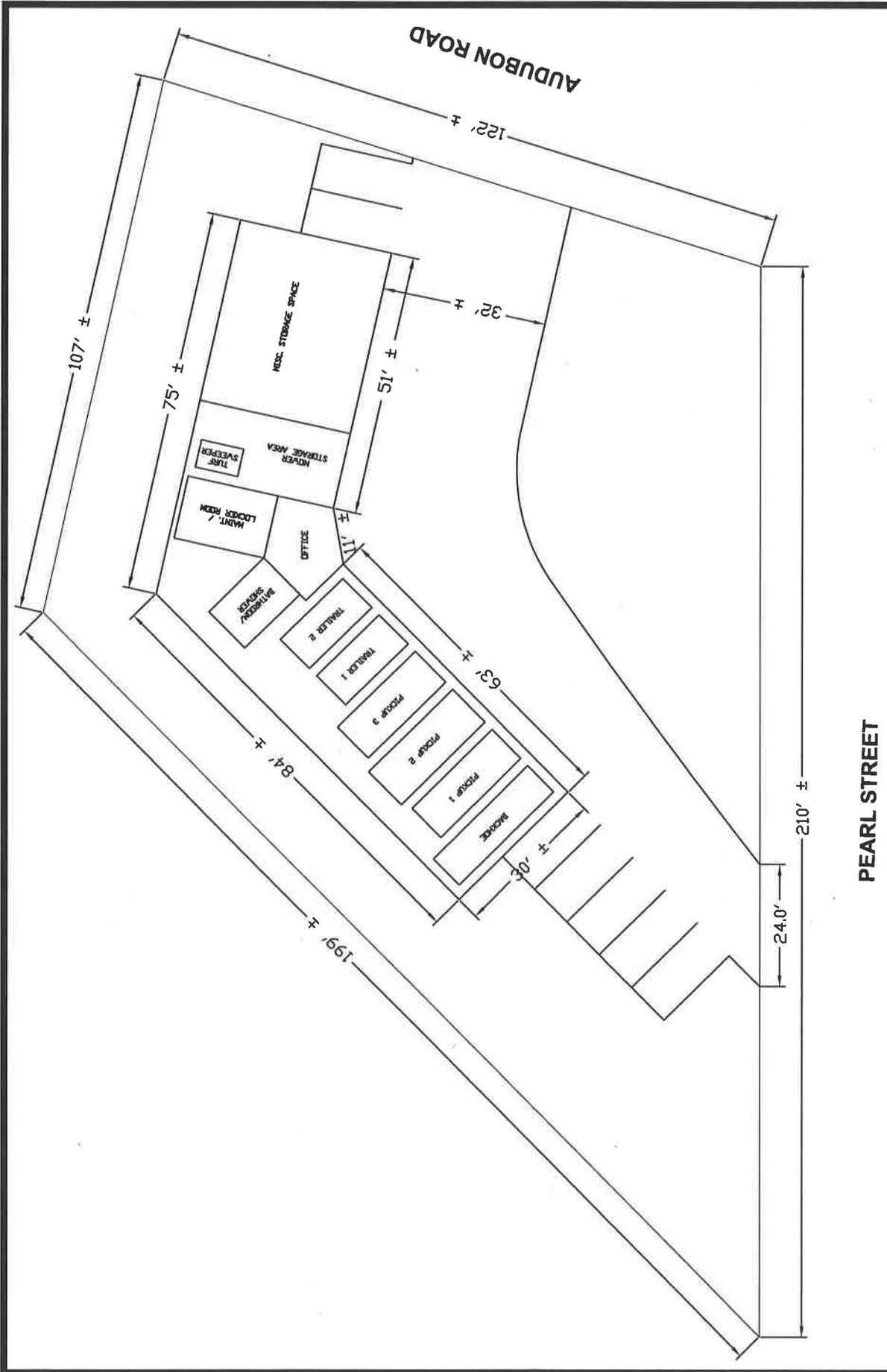
- Level of site development required – low



0 5 10 20 30 40
Feet

1 inch = 49.093737 feet

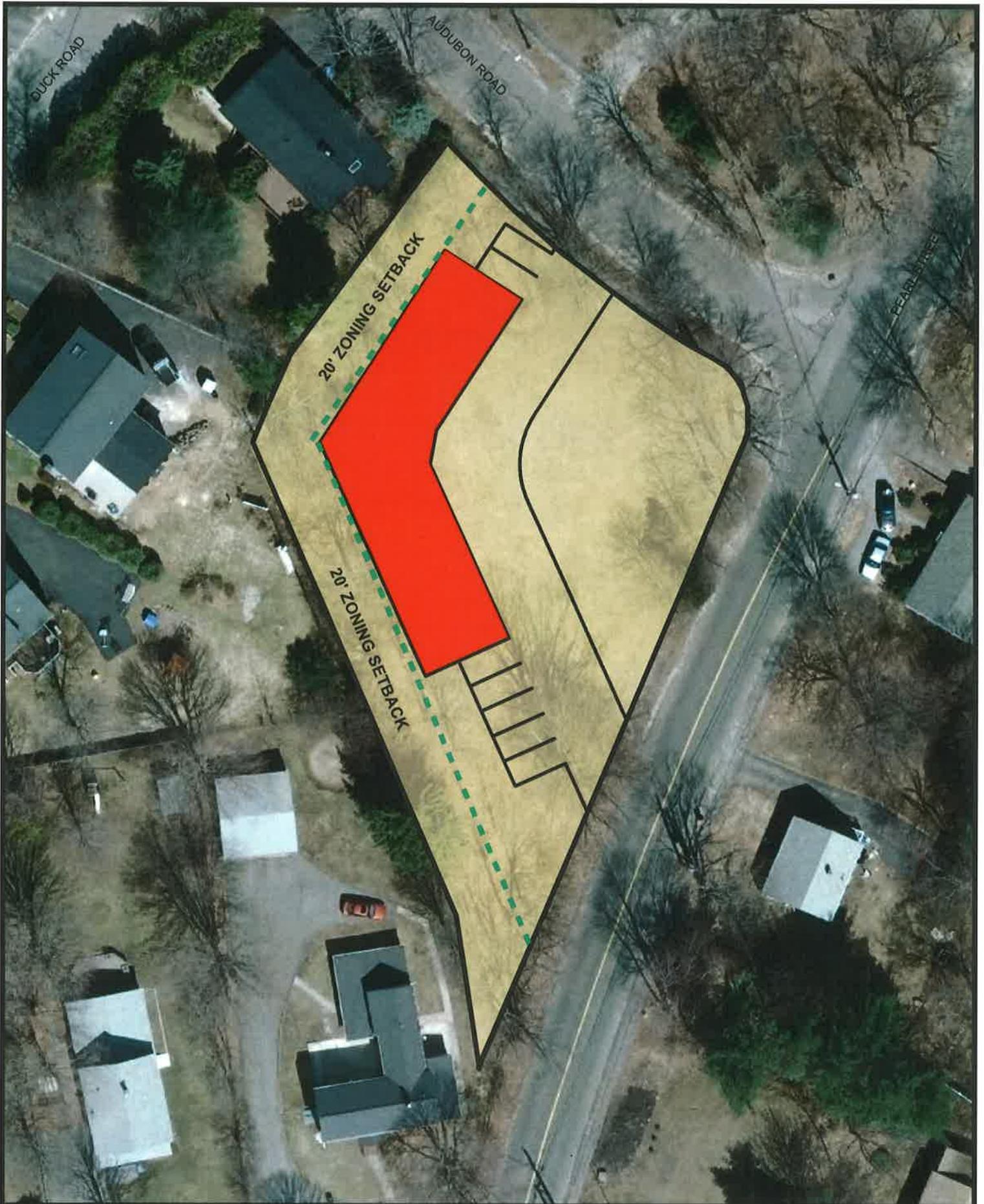
4681



PEARL STREET AT AUDUBON ROAD - POTENTIAL LAYOUT

FIGURE 15

2892



0 2.56 10 16 20
Feet

1 inch = 40 feet

PEARL STREET AT AUDUBON ROAD - SITE LOCATION
Figure 16 - Page 26

4683

Public Works Facility – 75 Newcrossing Road

The Public Works facility, as seen in Figure 17, is approximately 1 mile from Town Hall and currently houses several divisions of the Public Works Department. While not the most favorable of locations due to space limitations, two potential sites do exist at the Public Works facility. Option A is located at the edge of the detention pond to the northern side of the parking lot at the Public Works facility. The building would actually be positioned over the edge of the existing detention pond and be supported by large concrete drainage structures that would allow the detention area to function as it currently is now. In addition, due to the placement of and access to the building, a total of thirteen (13) existing parking spaces would have to be relocated, along with six (6) additional spaces for cemetery employee parking, as can be seen in Figure 19.

Option B is located on the southeasterly side of the driveway entrance to the Public Works facility. The building would set back approximately fifteen (15) feet from the edge of the driveway for safety purposes and would be located within the current material storage area for the Public Works Department. In addition, due to the already overcrowded parking situation and the potential addition of cemetery division employees to the garage facility, an additional nineteen (19) parking spaces would be added along the southwesterly side of the material storage area to help alleviate some of the parking problems being faced, as can be seen in Figure 20.

While these two (2) locations would be convenient for fuel accessibility, and material storage, etc, the sites are located on the opposite side of Town from all of the current cemeteries as well as the Town Hall itself, making accessibility difficult at times in accessing these locations. Any new facility would still require its own maintenance area as any more on-site maintenance in the Public Works facility would greatly impact the already overburdened Maintenance Division of the Public Works Department. All vehicles, and maintenance equipment, as well as a small office space would be housed in the new facility. If necessary, due to space limitations, lockers, showers, and an eating facility could possibly be utilized at the Public Works facility along with the other divisions.

- Potential usable space on site – about 14,138 square feet
- Utility availability
 - Water, sewer, electric, gas – already on site.
- Percentage of time spent on grounds maintenance – 0 %
- Level of site development required – high



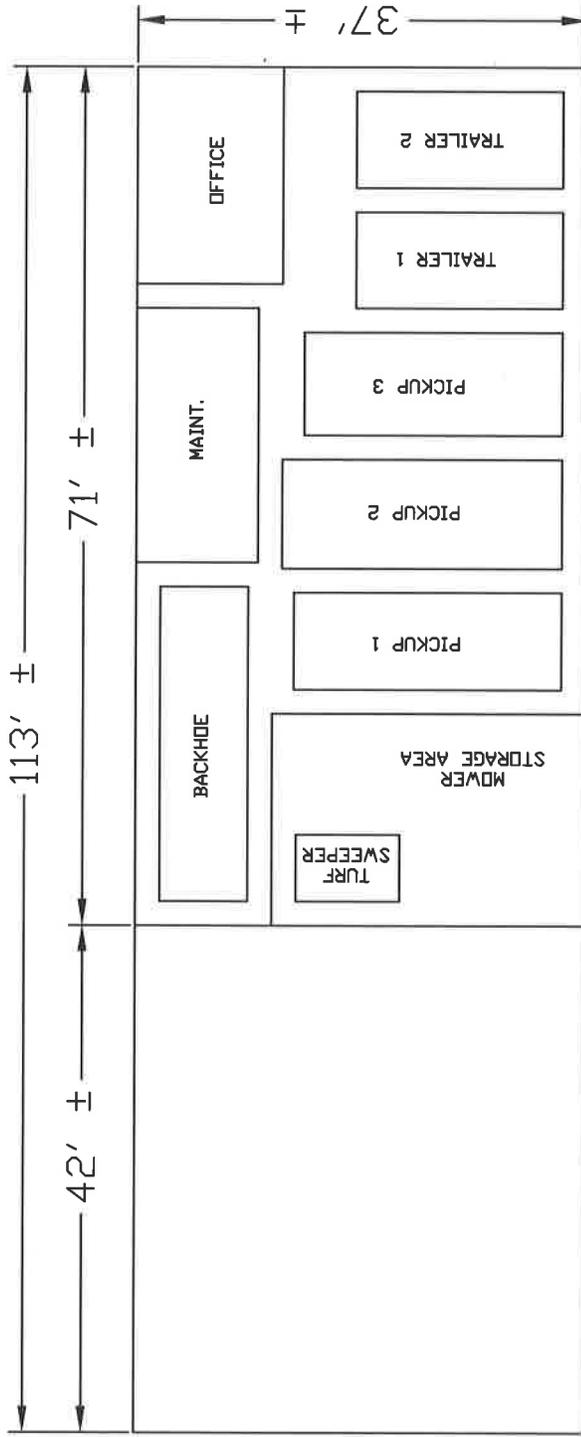
LIMIT OF
DETENTION AREA



0 25 50 100 150 200
Feet

1 inch = 200 feet

4685



EXISTING PARKING LOT
FOR PUBLIC WORKS FACILITY

PUBLIC WORKS FACILITY - POTENTIAL LAYOUT

FIGURE 18

4686



POTENTIAL
GARAGE LOCATION

LIMIT OF
DETENTION AREA

POTENTIAL
ADDITIONAL PARKING
(19 SPACES)



02.55 10 15 20
Feet

1 inch = 40 feet

PUBLIC WORKS FACILITY - POTENTIAL SITE
OPTION A - Figure 19 - Page 30

4687



LIMIT OF
DETENTION AREA

POTENTIAL
GARAGE LOCATION

POTENTIAL
ADDITIONAL PARKING
(19 SPACES)

DPW DRIVEWAY

NEWCROSSING ROAD


02.55 10 15 20
Feet
1 inch = 40 feet

PUBLIC WORKS FACILITY - POTENTIAL SITE
OPTION B - Figure 20 - Page 31 4688

	Laurel Hill Cemetery	Forest Glen Cemetery	Charles Lawn Cemetery *	Wood End Cemetery	Pearl St. at Audubon Rd.	Public Works Facility
CRITERIA						
Potential Usable Space on Site (sf)	10,000	15,700	0	8,392	25,100	14,138
Required Site Area (sf)	8,310	12,140	N/A	8,392	10,627	7,259 / 5,166 ¹
Min. Building Footprint Based on Enclosed Layout (sf)	2,420 ²	4,364	N/A	2,420 ²	4,307	2627 ³
Grave Lots Displaced Based on Enclosed Layout (approximate)	0	0	N/A	9	0	0
Site Listed on National Register of Historic Places	Yes	No	No	No	No	No
Conservation Filing Required	No	No	N/A	Yes	No	Yes
Impact on Residential Neighborhoods	Medium	High	N/A	Low	High	Low
Proximity of Utilities (ft)						
- Water	700 ⁴	400	450	1,000	< 75	Onsite
- Sewer	700	400	450	1,000	< 75	Onsite
- Gas	700	400	450	1,800	< 75	Onsite
- Electric	Onsite	400	450	1,000	< 75	Onsite
Required level of site development for graves	High	High	N/A	High	N/A	N/A
Required level of site development for building	Low	Medium	N/A	Low	Low	High
Driving Distance to (miles) :						
- Town Hall	< 0.1	1.3	0.8	2.4	0.6	1.0
- Laurel Hill Cemetery		1.3	0.8	2.4	0.6	1.0
- Forest Glen Cemetery	1.3		0.7	1.2	0.1	2.3
- Charles Lawn Cemetery	0.8	0.7		2.0	0.3	1.7
- Wood End Cemetery	2.4	1.2	2.0		1.7	3.4
- Public Works Facility	1.0	2.3	1.7	3.4	1.5	
- Compost Center	2.4	2.1	3.4	2.4	3.3	3.4
Available single graves remaining in cemetery for future grave sales (approximate)	235	0	1,424	3,130	N/A	N/A
Percentage of time spent for grounds maintenance	36%	30%	17%	17%	0%	0%
Percentage of time spent for interments	6%	36%	33%	25%	0%	0%

* Numbers are for comparison only due to the lack of usable space. Charles Lawn cemetery should not be considered for a potential site.

1. Required building site area and required additional parking area for both options.
2. Utilizes full basement for equipment storage under main level.
3. Utilizes second floor for equipment storage in attic.
4. Existing water service to be upgraded.

4689

	Laurel Hill Cemetery	Forest Glen Cemetery	Charles Lawn Cemetery *	Wood End Cemetery	Pearl St. at Audubon Rd.	Public Works Facility
SITE CRITERIA						
Potential Usable Space on Site (sf)	A	HA	U	A	A	A
Required Site Area (sf)	U	A	U	U	A	U
Min. Building Footprint Based on Enclosed Layout (sf)	A	A	U	A	A	A
Grave Lots Displaced Based on Enclosed Layout (approximate)	HA	HA	U	U	HA	HA
Conservation Filing Required	A	A	U	U	A	U
Impact on Residential Neighborhoods	A	U	U	HA	U	HA
Proximity of Utilities (ft)						
- Water	HA	A	A	U	HA	HA
- Sewer	A	A	A	U	HA	HA
- Gas	A	A	A	U	HA	HA
- Electric	HA	A	A	U	HA	HA
Required level of site development for graves	U	U	U	U	U	U
Required level of site development for building	HA	A	U	HA	HA	U
Most Frequent Score :	A	A	U	U	HA	HA
SITE PRODUCTIVITY						
Driving Distance to (miles) :						
- Town Hall	HA	A	HA	U	HA	HA
- Laurel Hill Cemetery	HA	A	HA	U	HA	HA
- Forest Glen Cemetery	A	HA	A	HA	HA	U
- Charles Lawn Cemetery	HA	HA	HA	A	HA	A
- Wood End Cemetery	U	A	A	HA	A	U
- Public Works Facility	HA	U	A	U	A	HA
- Compost Center	U	U	U	U	U	U
Anticipated additional time spent on maintenance resulting from future grave sales	U	U	A	HA	U	U
Percentage of time spent for grounds maintenance	HA	HA	A	A	U	U
Percentage of time spent for interments	U	HA	HA	A	U	U
Most Frequent Score :	HA	HA	A	U	A	U
Rankings :	1	1	4*	5	2	3

Note: In cases of a tie, sites with higher productivity rankings were considered to be more beneficial.

* Ratings are for comparison only due to the lack of usable space. Charles Lawn cemetery should not be considered for a potential site.

HA = Highly Advantageous
A = Advantageous
U = Unadvantageous

4690