



Office of the
Town Administrator

Town Hall
65 North Main Street
West Bridgewater, MA 02379

June 1, 2016

RE: Site Plan Engineering and Land Surveying services
Proposed West Bridgewater Dog Park
West Bridgewater, MA

To interested parties:

The Town of West Bridgewater is seeking proposals from a number of surveying and engineering firms in the area to perform a site survey and prepare a Site Plan showing the boundary lines, topography, edge of wetlands and layout of a proposed dog park. Firms **must** have previous experience designing at least one dog park (preferred) or have extensive outdoor public space design experience.

The location of the surveying work is that portion of the undeveloped town-owned land northerly of the Memorial Field baseball complex. Subject site is easterly of land designated as #103, #107 and #115 North Main Street. The westerly limit of the scope of site plan preparation services would be 50' onto the aforesaid North Main Street parcels. The easterly limit of said work would be 50' into the wetlands. The northerly limit of said work would be 50' into the town owned Rail Trail land. Lastly, the southerly limit of said work would be 50' into the Memorial Field baseball complex.

The work would include the delineation and preparation of a plan showing a flagged wetland line by a recognized botanist acceptable to the West Bridgewater Conservation Commission. The plan shall show the adjacent boundary lines to the proposed dog park. The plan shall show existing and proposed contours at an interval of no more than one (1) foot. The plan shall show the proposed layout of the dog park and shall show all utilities that will be needed to service the site. The intent of this request is to obtain a plan that shall show and include the necessary information required to obtain permits that will be needed from all regulatory agencies, boards or commissions for the construction of the dog park.

The plan will also be used for the second phase of a grant application and undergo approval by The Stanton Foundation. As such, the plan **must** include and denote fencing at least five (5) feet high around the perimeter, potable water safe for consumption by both dogs and humans, shading with protection around trees included inside fenced area, and double gate entryways. Additionally, surface materials should take into consideration the town's ability to maintain it over the lifetime of the facility.

A copy of the conceptual plan may be viewed at the West Bridgewater Town Hall in the office of the Board of Selectmen during normal office hours.

In addition to the aforementioned, proposals will be rated based on the following criteria:

- 1) Years of experience;
- 2) Experience designing dog parks;
- 3) Experience working with wetlands;
- 4) Start date;
- 5) Availability for meeting with permitting boards (it is anticipated that there will be two one-hour meetings held at night);
- 6) Designated contact person for this project.

Please have your proposals sent to the Selectmen's office by 12:30 PM on June 17, 2016 **in a sealed envelope**. Please mark the outside of the envelope with the words "Dog Park". A second **sealed envelope** marked "Price Proposal" must also be submitted. Proposals will be opened at 12:45 PM on June 17, 2016 by Assistant Town Administrator Mallory Aronstein in the Selectmen's Meeting Room, 65 North Main Street, West Bridgewater, MA 02379.

Sincerely yours,



David L. Gagne
Chief Procurement Officer
Town Administrator