

May 11, 2023

Mr. Joe Roach, Town Manager  
Town of Rangeley  
15 School Street  
Rangeley, ME, 04970

**SUBJECT: Oquossoc Park Phase I Design Proposal**

Dear Joe,

Following up on our recent conversations, we understand the Town of Rangeley would like to begin design services associated with the Phase I improvements at Oquossoc Park. The April 25, 2024, Master Plan for the park outlined several improvements that could be phased over time to update the park's amenities. The highest priority improvements identified in the Master Plan included repair and reconstruction of the tennis and basketball courts.

**Project Understanding**

The Phase I improvements identified in the April 2023 Master Plan included reconstruction of the tennis and basketball courts. The community input surveys received during the planning process indicated a high level of support for rehabilitating the courts and adding pickleball striping to the tennis courts. The proposed improvements to the courts will include removal of the existing surface and subbase materials, adding underdrainage, adjusting the fencing, and placing new subbase and surface materials.

**Proposed Scope**

Based on our understanding of the project, we propose the following scope of services to prepare design and bidding documents for the Phase I improvements at Oquossoc Park.

**Task 1 – Survey & Base Plan Preparation**

Base plans will need to be prepared to document existing conditions and elevations at the site. A topographic survey will be performed utilizing our drone equipment to define the existing physical features of the site. The entire park will be surveyed and base plans utilized for the Phase I improvements as well as future improvements at the park. Base plans will be tied to nearby benchmarks and to the Maine State Plane Coordinate system.

**Task 2 – Finalize Court Surfacing Options**

The master plan listed a couple different court surface options including a clay surface and a hard paved surface. These options will be reviewed with the town to finalize surface material selection. Information to be provided to the town for consideration will include costs, ease of maintenance, durability, and expected length of service.

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### Task 3 – Preliminary Design Documents

Wright-Pierce will prepare preliminary design documents outlining the proposed improvements to the courts. The preliminary design documents will include a progress set of the plans, cost estimates, and outline specifications and bidding documents. The Plan set is anticipated to include:

- Cover Sheet
- General Notes, Legend and Abbreviations
- Existing Conditions and Demolition Plan
- Proposed Site Plan
- Erosion Control Notes and Details
- Detail Sheets

Outline specifications included with the preliminary design package will consist of a Table of Contents outlining the various specification sections needed for each division. A list of potential payment items will also be generated to include in the bid form to be utilized for the project. The bid items will be used as the basis for the construction cost estimate.

### Task 4 – Review Meeting

Once the preliminary design package has been received by the Town, we will plan to meet with the Town to review the documents. Any comments received at the review meeting will be incorporated into the final plans and specification package. Depending on the cost estimate prepared for the first phase a list of alternate bid items will be generated as applicable. Alternate bid items can be used to add or reduce scope of the project to fit available budget.

### Task 5 – Finalize Plans and Bidding Documents

Once comments from the Town are incorporated into the design package a QA/QC review will be conducted. A final set of the plans and bidding documents will be sent to the Town for a final review before the project is advertised for bidding.

### Task 6 – Bidding Services

Wright-Pierce will oversee the public bidding for the project. This will consist of placing advertisements with the local newspaper(advertising fee paid by the Town), overseeing the distribution of the plans and specifications from our on-line plan room, addressing questions from potential bidders, issuing addenda as needed, attending the bid opening, preparing a tabulation of bids received, and recommending award of the contract.

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### Proposed Fee

We propose to complete the above scope of services on a time and materials, not to exceed basis. The total fee is estimated to be **\$26,800**. The table below summarizes our proposed fees per Task:

| Scope Items                          | Fee             |
|--------------------------------------|-----------------|
| Task 1: Survey and Base Plans        | \$4,400         |
| Task 2: Finalize Court Surfaces      | \$1,300         |
| Task 3: Preliminary Design Documents | \$8,800         |
| Task 4: Review Meeting               | \$1,500         |
| Task 5: Finalize Plans and Specs     | \$6,100         |
| Task 6: Bidding Services             | \$3,200         |
| Non-Labor Expenses                   | \$1,500         |
| <b>TOTAL</b>                         | <b>\$26,800</b> |

### Proposed Schedule

We would expect to start our services immediately after your acceptance of this Proposal and execution of a Task Order. We anticipate completing the design and bidding services to allow a bid opening in February or March of 2024.

We appreciate the opportunity to present this proposal to you and for the opportunity to serve the Town of Rangeley. Should you have any questions or required additional information, please do not hesitate to contact us.

Sincerely,

**WRIGHT-PIERCE**



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