

CPC USE ONLY:	
Application #	F120-04
Qualifies:	_____
Does not qualify:	_____

## INITIAL ELIGIBILITY PROJECT APPLICATION FORM

**DUE DATE: DECEMBER 6, 2019**

**TOWN OF NEEDHAM**  
**COMMUNITY PRESERVATION COMMITTEE**  
 c/o Park & Recreation Department  
 178 Rosemary Street  
 Needham, MA 02494  
[www.needhamma.gov/CPC](http://www.needhamma.gov/CPC)

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| <p><b>1. Applicant:</b> Conservation</p>  | <p><b>Submission Date:</b> 12/6/2019</p>   |
| <p><b>2. Applicant's Address, Phone Number and Email:</b></p> <p>500 Dedham Avenue, Needham, MA 02492<br/>             781-455-7550 x 248<br/>             AndersonD@Needhamma.gov</p> <p><b>Contact Name:</b><br/>             Debbie Anderson, Director of Conservation</p> | <p><b>3. Purpose:</b><br/> <i>(Please select all that apply)</i></p> <p><input checked="" type="checkbox"/> Open Space<br/> <input type="checkbox"/> Community Housing<br/> <input type="checkbox"/> Historic Preservation<br/> <input checked="" type="checkbox"/> Recreation</p> |
| <p><b>4. Project Name:</b> Professional Design Services - Trail Identification</p>  |  |
| <p><b>5. Project Location/Address/Ownership (Control):</b></p> <p>500 Dedham Avenue, under jurisdiction of the Conservation Commission, Park and Recreation Commission, School Committee, and Board of Selectmen</p>  |  |
| <p><b>6. Amount Requested:</b></p>  | <p>\$ 6,000</p>  |
| <p><b>7. Estimated Total Project Cost (If Different):</b></p>   | <p>\$ 6,000</p>  |
| <p><b>8. Critical Dates: (If Applicable)</b></p>  |  |

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**Project Name:** Professional Design Services - Trail Identification

**9. Project Summary: In 100 words or less provide a brief summary of the project:**

This request looks to address a long-standing goal of the Conservation Commission and is identified as a priority in the Town of Needham - Trails Master Plan. If this request is funded, the Town would look to hire a pre-approved Design and Engineering firm to help the Commission with the following goals:

1. Options for graphic presentation of standardized trail mapping.
2. Developing a system of identification signage for the trail heads and options for trail head information kiosks and directional signage including trail markers.

\*Please see attached proposal from Tighe & Bond.

This proposal is for the design of a system of identification signage for the trail heads, information kiosks and directional signage including trail markers for these properties. We anticipate that we will come back before the CPC with a request for funds to implement these improvements at a later date.

**10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.**

The Conservation Commission, Park and Recreation Commission, School Committee, and Board of Selectmen, manage the Town's Open Space resources. There is an extensive trail network, established through the guidance of the Needham Trails Master Plan, adopted in 2008. There are also a number of trail maps published for resident and visitor use. At the present time, each parcel with trails may have a separate, independently designed sign indicating its name. Signs and trail markers are different at each locations, if present at all.

The Commission wishes to create a standardized "look and feel" for signage located at the various parcels including trail heads, trail markers and kiosks. Having cohesive, easy to follow, signage and markers, as well as, additional kiosks will encourage the public and visitors to enjoy our trails and all the properties have to offer.

**Note:** *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*

N-5001  
October 23, 2019

Edward Olsen, Superintendent  
Parks & Forestry Division  
470 Dedham Avenue  
Needham, MA 02492

**RE: Professional Design Services  
Trail Mapping and Identification**

Dear Mr. Olsen,

In response to the Town's request, Tighe & Bond is pleased to submit this proposal to work with you and your staff to develop designs for standardized trail entrance signage, trail markers, and trailhead information kiosks.

## **Background**

The Conservation Commission, along with the Division of Parks and Forestry, manage the Town's open space resources. There is an extensive trail network, established through the guidance of the Needham Trails Master Plan, adopted in 2008. There are also a number of trail maps published for resident and visitor use. The Town wishes to create a standardized "look and feel" for the maps and create a trail kiosk and trailhead theme to implement throughout the Town's properties.

## **Scope of Services**

We have developed the following proposed Scope of Services based on our understanding of the project:

### **Task 1 – Trail System Branding**

- 1.1 Tighe & Bond will attend a meeting of the Conservation Commission to discuss our approach to development of the vision for trail mapping and trailhead features. Prior to this meeting, we will visit the various sites to review existing conditions.
- 1.2 Using the trail maps already developed by the Town as a starting point, Tighe & Bond will develop up to three (3) options for graphic presentation of standardized trail mapping. These maps will be suitable for posting online and in paper format for brochures/trail guides and for posting at trail heads.
- 1.3 We will develop a system of identification signage for the trailheads and options for trailhead information kiosks and directional signage including trail markers.
- 1.4 Tighe & Bond will attend a second meeting of the Conservation Commission to review the options for trail graphics, kiosks, and trail markers, and select a preferred option for each.
- 1.5 Following selection of a preferred option, Tighe & Bond will create design standards for each element for the Town's use in implementation of the vision and replacement and renovation of facilities.

## **Assumptions**

Detailed design and construction of trail markings and kiosks is not included in this proposal. Meetings and coordination will be as noted, and additional meetings may require an amendment to this agreement.

## Schedule

We look forward to continuing our relationship with the Town by providing these services. We propose the following project schedule:

Preliminary meeting & site visit:	November 14, 2019
Presentation of alternatives:	December 12, 2019
Completion of design standard documents:	January 15, 2020

## Budget

Tighe & Bond will perform these services for a lump sum fee of \$5,700, invoiced monthly based on percentage complete plus reimbursable expenses as incurred. In the event that the scope of work is increased for any reason, the lump sum fee to complete the work shall be mutually revised by written amendment.

Please forward a project agreement based on this proposal and our current Master Agreement for our review and signature.

Tighe & Bond will undertake the project upon receipt of an executed contract.


If you have any questions or require additional information, please contact Bradlee Mezquita at 603-433-8818, or Gordon Leedy at 603-294-9234. We look forward to assisting you with this project.

Very truly yours,

**TIGHE & BOND, INC.**

  
Bradlee L. Mezquita, PE, LEED AP  
Vice President, Project Director

Approved by:

  
R. Gordon Leedy, Jr., AICP, RLA  
Principal Landscape Architect

### Acceptance:

On behalf of the Town of Needham, MA the scope, fee, and terms of this proposal are hereby accepted.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

