

GCG ASSOCIATES, INC.

PROFESSIONAL CIVIL & ENVIRONMENTAL GCG ASSOCIATES
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Wilmington, Massachusetts 01887

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March 20, 2020

Ms. Heather Butler
Town of Buckland
17 State Street
Shelburne Falls, MA 01370

RE: Ashfield/
Town of Buckland -Lower Ashfield Street

Dear Ms. Butler:

We are pleased to submit for your approval, this letter proposal and letter of agreement for the performance of engineering services for the design of sidewalk improvements including widening on Ashfield Street as outlined in the Tier 3 Complete Streets Application dated April 29, 2019.

SCOPE OF SERVICE

The project involves the preparation of contract plans and construction documents for the construction of sidewalks. The design shall meet ADA. Standards for Sidewalks.

- I. GCG will prepare design plans at a scale of 1"=20'. Included on these plans shall be the following information.
 - Cross sections of sidewalks as necessary to allow for construction of the proposed sidewalk and curbing improvements
 - Final grades and elevations.
 - Drainage improvements if deemed necessary.
 - Retaining wall design which may include architectural block walls to address grading issues and impacts on abutting property.
 - Develop plans for trees to be removed.
 - Details regarding sidewalk construction.
 - Identify areas which may require easements and develop easement plans for proposed sidewalk (assume 3 easements)
- II. GCG will prepare a cost estimate for the project including construction cost and contingencies.
- III. GCG will attend two meetings with the Department of Public Works. The first meeting

shall be at 75% completion. The second meeting shall be at 95% completion of the design and shall include the submittal of three review copies of the contract documents.

- IV. GCG will incorporate Town comments into the 95% complete contract documents and make any related changes to the cost estimate, permits, time schedules, etc.
- V. GCG will incorporate the design of the project into the contract documents for the 2020 CDBG application for Ashfield Street Roadway improvements project design for future bidding.
- VI. GCG would provide construction observation services for the construction of the walk. These services would be provided in conjunction with the CDBG for Ashfield Street. (Assumption grant is awarded and bid under one project with grant)

Project Schedule

The design work would be completed by June 1, 2020 with easement identified by May 1, 2020.

Fee schedule

The lump sum fee for providing the above scope of services would be \$11,730. See attached breakdown of man-hours for estimated cost.

The total fees for the above listed Scope of Services will not be exceeded without formal agreement between the parties of this agreement. All filing fees associated with the permitting process will be paid directly by the Owner and are not included in this contract. All copies of reports and plans will be invoiced as a reimbursable expense.

Respectfully submitted,
GCG ASSOCIATES, INC.

Michael J. Carter

Michael Carter, P.E.
Principal

Accepted 3/24/20
Arthur Butler