

**COMMITMENT & INTEGRITY
DRIVE RESULTS**

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August 21, 2018



Mr. Gerry Salvo
Superintendent of Recreation
Town Hall
1 Heineman Place
Harrison, NY 10528

Re: Proposal for Professional Engineering Services – Design and Contractor Procurement
Turf Replacement Project for Multi-Purpose and Baseball Fields at Passidomo Park
Town/Village of Harrison, NY

Dear Gerry:

Thank you for the opportunity to meet with you recently and for the opportunity to submit a proposal to the Town/Village of Harrison (the "Town") for engineering services required for the replacement of the synthetic turf at Passidomo Park. Woodard & Curran has had past success working together with a number of local municipalities and schools to deliver quality synthetic turf athletic fields, and we look forward to delivering the same level of high performing and safe fields to the Town.

For our most recent projects at Horace Greeley High School (recent American Sports Builders Association (ASBA) award winner) and at Rye Country Day School (RCDS) where we designed and built the four original turf fields in 2006 and recently replaced two of the fields with new turf, we were able to leverage our unique knowledge of the turf, infill and field safety options available in the industry, to appropriately advise our Clients, work together with them to make decisions on field products, and design and construct some of the highest performing and safest fields in the region.

The recently completed RCDS project is most relevant to the Passidomo Park project in that it involved the assessment of existing turf field and base conditions, and the design for removal and recycling of the existing synthetic turf (recycled at an off-site location and repurposed) and installation of a new synthetic turf field system include a high-quality shock pad and drainage layer and alternative infill materials.

Woodard & Curran over the years has established a strong reputation as an industry leader in synthetic turf athletic field planning, design and construction with a thorough understanding of the key and current issues that contribute to a successful project including:

1. Proper Due Diligence for Turf Replacement Projects – Completing the upfront investigations thoroughly and designing accordingly will dictate outcomes during construction, particularly cost control and maintaining the Town's leverage with the Contractor and project schedule.
2. State-of-the-Art Turf and Infill Options – Innovation in the synthetic turf carpet and infill market has been abundant and opportunity exists to customize these synthetic turf fields to meet the Town's needs beyond traditional sand and crumb rubber infill, such as better mimicking the playability of natural grass with an organic infill or simplification by installing a single component, durable polymer coated sand infill system.
3. Sustainable Products and Processes – Advancements have been made in equipment and processes that provide for systematic turf removal and infill extraction that allows greater options for recycling or repurposing the old turf, reusing the existing infill, or incorporating new materials that have a greater focus on sustainability and recycling.



4. Alternative Material Procurement Opportunities – We have experience assisting our municipal clients with direct purchasing of athletic facilities equipment and materials, including synthetic turf systems, allowing for procurement of preferred materials, at competitively bid rates, all while avoiding the markups from the contractors.
5. Player Safety – Player to surface interaction and injuries, especially concussions, are in the media headlines daily. We understand how to design a high performing and safe synthetic turf field. Synthetic turf fields need to be designed as a system – shock pad, carpet, and infill and in a manner to support the intended level of play and field usage.

Woodard & Curran is a full-service engineering consulting firm with a commitment to quality and exceptional client service. We offer the Town an experienced athletic facility consulting team who is dedicated to understanding on behalf of our clients, the most current athletic field system products available in the marketplace and to delivering high performing and safe fields for our clients. We intend on leveraging to the Town's benefit, our athletic field planning and design and construction expertise to deliver premier fields for multiple use; fields which the Town can be proud of.

The following is our proposed approach and budget along with project assumptions.

PROJECT BACKGROUND

We understand that the Town would like to replace the existing multi-purpose, overlapping synthetic turf field at Passidomo Park, while maintaining the same footprint of the existing field footprint. The existing field was constructed around 2005 and at that time, the Town had elected to go with what is now an older generation FieldTurf product which was fairly new at that time. Over the years the Town has completed field testing and field inspections to assess the field conditions and playability and it has been determined that the fields have essentially reached the end of their useful life. Typically, turf fields with products similar to that installed at Passidomo Park, and with similar excessive usage (especially with lighting and night play) will last approximately 8-10 years, highly dependent on the level of maintenance performed.

The purpose of this letter proposal is to include the approach and overall scope of work for the planning and engineering design required for the synthetic turf replacement at Passidomo Park.

PROJECT APPROACH

Task 1 - Field Products Consultation/Selection

We are prepared to provide Owner's Representative/Consulting Services associated with the selection of a new turf system, including the evaluation of infill alternatives and other related components of the field system. Providing the appropriate level of consulting on the most state-of-the-art field products requires a certain level of expertise with field design and current industry trends.

Woodard & Curran routinely consults our institutional (local and national schools, colleges and universities) and municipalities on turf, infill, and shock pad products and the associated costs and benefits to help facilitate our Clients' decision-making. Our discussions with Clients typically address such issues as safety, maintenance, warranty, pile height, density, infill, backing and stitching, cost, and availability. We are prepared to offer this same level of consultation to the Town.

Members of our sports and recreation facility design team have also authored articles on current athletic field topics relevant to this assignment, including an article on alternative infill products (Playing It Cool:



Satisfying substitutes for crumb rubber in the January 2016 issue of Parks and Rec Business) and another on recycling synthetic turf (Recycling Synthetic Turf: Responsible choices from start to finish appearing in the 2017 April/May issue of Athletic Business). As part of our commitment to provide our Clients with the most current industry wide information possible, Woodard & Curran also hosted an athletic field seminar on field safety and maintenance associated with synthetic turf fields including topics related to field maintenance, field removal and recycling, and the surface's role in concussions.

As part of Task 1 we plan to meet with Town representatives to hear from the key stakeholders and user groups as the Town deems appropriate. We will be most interested in the specific requirements for the sports teams and leagues that are expected to play on the synthetic turf field, including key concerns and any challenges encountered with the current field. This important feedback will allow us to keep our evaluation of products in the marketplace focused on the Town's key needs. As part of our initial meeting, and Town feedback discussions, we will provide recommendations for synthetic turf and infill options for final decision making by the Town.

We will work with the Town to strike the right balance with competing sports' needs, that is, field requirements and preferences for the various sports. We will use the information received from the Town to support the future development of performance-based plans and specifications and to create a competitive bidding environment.

Deliverable: Information used to support Tasks 2 and 3

Task 2 - Field Investigations/Due Diligence

We recognize that the Town will be making a significant investment with the replacement of the new synthetic turf field and as such, it will be important for the Town to move forward with confidence that the condition of the existing infrastructure (drainage system, base material, edge attachment, etc.) is suitable to support a new turf field. Our understanding based on discussions with the Town is that, while the Town had some challenges with drainage when the fields were first installed, there was some corrective action work done to improve the drainage conditions. We understand that, since then, the existing fields have been draining well and there is no noticeable ponding. We will take these past observations into consideration. We are not proposing to complete any intrusive infiltration testing on the base stone currently, expecting to incorporate a shock pad and drainage layer into the synthetic turf system design. We are also not including any infill reuse analysis assuming that an alternative infill to sand and crumb rubber is desirable to the Town, therefore the existing infill will be recycled off-site.

The initial step in the due diligence process is to obtain and review relevant existing record documents for the existing fields, including construction and as-built drawings, construction specifications, product and material submittals, previous surveys and any related pre-design and/or post-construction field performance testing data and reports to the extent possible and as necessary. For the purposes of this proposal, we are assuming the following due diligence and field investigation program:

- Conduct limited field investigations to identify any visible settlement and deviations in planarity, features of the drainage systems, leveling course base stone, nailer board reveal, infill depth, and overall field construction and correlate those observations back to construction and/or as-built drawings. Observations and investigations are intended to be completed without any destruction of the existing synthetic turf system. Should we have any concerns from our field observations, we will advise the Town accordingly.
- Review existing drainage conditions for runoff entering the fields from adjacent sloped area.

Deliverable: Information used to support design in Task 3



Task 3 - Design/Construction Bid Documents

The information gathered from Tasks 1 and 2 will be used as the basis for the design effort in Task 3. Our experience with the preparation of design and construction bid documents allows us to focus on critical elements of the project to ensure success and to help eliminate "gray areas" in the specifications which would otherwise result in costly construction change orders and delays. We are also planning on stringent Bidder qualifications to ensure that Bidders have significant experience with the construction associated with synthetic turf fields.

We will assume that there will not be a need for us to secure permits or approvals through the Town. Since the proposed new fields will be within the same footprint as the existing fields, we do not expect any ground excavation or disturbance beyond the existing field footprints, and therefore, we are assuming stormwater permitting will not be needed.

We have also confirmed with the NYSDEC in the past that coverage under the SPDES general permit for construction activity will not be required for a project that exclusively consists of the proposed replacement of synthetic turf from an existing synthetic turf field, and that will not result in soil disturbance and only expose the underlying clean and open graded base stone layer. We do not anticipate the need for any other permits at the local, state or federal level.

As part of Task 3 we will prepare the design drawings packaged along with specifications into a set of bid documents that can be distributed to prospective bidders, suppliers, and stakeholders. We will work together with the Town to advise of qualified Contractors who we are aware of and have worked with in the past.

The steps involved in the Design and Bid phase include:

- Complete design drawings for the Town along with standard front-end contractual documents for bidding purposes. We will also prepare budgetary cost estimates at the 50% and 90% design stages.
- Complete technical specifications representative of the material and performance requirements desired by the Town, which will be combined with the design drawings and front end to form the Bid Documents.
- Specifications to include recycling of all turf and infill.
- Field playing lines and any logos or other graphics will be specified in the technical specifications and in the drawing set.
- Drawing set will include Contractor laydown and material staging areas based on coordination with the Town.
- One meeting with the Town to discuss and review progress and address any questions and/or concerns.

For the purposes of this proposal, we are assuming that the existing stone base and drainage system is adequate and does not require redesign and replacement with the addition of a shock pad and drainage layer. We are also assuming existing available as-built survey information with topography in AutoCAD format is available for the entire field area and can be used as the base file for this project and a new survey is not required. The proposed design currently does not include restoration or new construction of other ancillary facilities (other than resurfacing as applicable) such as storage structures, backstops, bullpens, batting cages, etc. If the Town would like to include these facilities as well, we can discuss prior to initiating the assignment. We assume one set of Bid Documents suitable for public bidding.

Deliverables: 50% and 90% Project Cost Estimates

Design Plans and Technical Specifications for Bidding



Task 4 – Bidding & Contractor Procurement

Woodard & Curran will assist in managing and leading the overall bidding and contractor procurement process. We will lead an on-site pre-bid meeting with the Bidders and address any RFIs issued during the bidding period, issuing addenda as necessary. We will evaluate and tabulate the bids and issue a recommendation of award letter to the Town. We will support the Town with drafting of the Agreement and Notice to Proceed.

Deliverable: Bid Tabulation and Recommendation of Award Letter

SCHEDULE

We anticipate completing Tasks 1 and 2 within four (4) to six (6) weeks from authorization to proceed and completing Task 3 in four (4) to eight (8) weeks after completion of Task 2. Regarding overall schedule, we would expect to be able to deliver the aforementioned scope of work in a manner necessary to have the Town prepared for bidding during the winter of 2018/2019 followed by securing a Contractor by the early spring or any time thereafter, so the Town can be in a position to start construction by early August (the Contractor would be on board to start sooner, however we understand based on conversations with the Town that the anticipated start date would be mid-August of 2019).

BUDGET

We propose to complete the work described herein for the Lump Sum amount of \$44,200. For informational purposes, the estimated budget breakdown by Task is as follows:

Task 1 - Field Products Consultation/Selection	\$4,750
Task 2 - Field Investigation/Due Diligence.....	\$8,150
Task 3 - Design/Construction Bid Documents	\$22,350
Task 4 – Bidding & Contractor Procurement	\$8,950

Once the final design is complete we can discuss the level of construction administration and inspection/monitoring support that is required. At this time, we can propose that this work would be performed on a Time and Materials basis with updates on budget provided to the Town during the course of construction. This agreement ends upon issuance of the Town's Notice to Proceed to the selected Contractor.

Any effort required that falls outside of the scope of the aforementioned services and assumptions would be billed out on a Time and Materials basis at our standard billing rates. Please advise us if this proposal is acceptable by completing the "Authorization to Proceed" section of this proposal listed below. Upon receipt of written authorization, we will provide services in accordance with the previously agreed upon and executed Terms & Conditions.



Thank you again for this opportunity. Please feel free to call with any questions that you may have regarding our proposal. You can contact me directly on my cell (914) 960-2836 or at the office (914) 246-2931. We look forward to working with you on this exciting project.

Sincerely,

WOODARD & CURRAN ENGINEERING P.A. P.C.

Anthony Catalano, PE, BCEE
Principal/Senior Vice President

Authorization to Proceed (as seen and agreed)

Town/Village of Harrison, NY

Authorized Representative Name & Position (Print)

Signature

Date