

Athletic Fields Group: meeting notes

Date: Wed. 3/9/11 7:30am@ Town Hall

Attendees: Dave Merandy, Joe Curto&Tom Cunningham-Haldane
John Van Tassell- Town Board
Joe Regele- Town Rec Commission
Amber Stickle-Town Rec Dept
Jon Champlin- guest

The following is a summary of the meeting:

- I. *overall recap of 2/9 meeting. Joe C offered to take notes at each meeting & distribute. All agreed notes to be publicly viewed to build support with Ptown Rec web site as the main host and all else linking to it*
- II. *Tom Cunningham & Amber Stickle took over as Co-Chairs*
- III. *Jon Champlin attended with his vast experience in various community sports organizations*
- IV. *Accumulation of property surveys continued*
 - *Joe R reiterated he would scan all to provide a digital library*
 - *Joe C provided a site plan for the former "marathon site" in the Village collected from a past Village meeting*
- IV. *Amber/Tom gave an overview of a conference call with Ward Associates (www.wardpc.net) & they suggested the group identify more formally goals/objectives prior to attending a meeting to make it more productive*
 - *copy of RFP for City of Rye handed out (see attached for duplicate)*
 - *Joe C reiterated the Freeport, ME. study was an ideal model to use (see attached excerpt)*
 - *Dresden, VT. study also worth reviewing (see attached)*
 - *All agree to further review for next meeting*
- V. *Friends of Philipstown Recreation 501c3 up & running-more details requested- could serve a role in a feasibility study*
- VI. *Short Term Goals discussed for Ptown Fields*
 - *possible X-Country trail for Haldane & community use*
 - *Town Park infrastructure upgrades: parking, well, tree work, bathrooms*
 - *Followup on well drilling for Town Park & possible look at Haldane's main field as well*
- VII. *Joe C met with Deputy Mayor Campbell of Village*
 - *general overview of Rec Commission & process*
 - *status of former Marathon Site*
 - *importance of having the Village on board as a participant given Mayor's Park role currently & in future*
- VIII. *Question raised if Town took a major role, does general municipal law require public approval of a major capital project?*
 - * *Schools fall under NYS Education law*

ADJOURN 8:40am

NEXT MEETING: 3/30/11 7:30am@Town Hall



RECEIVED
3/9/11

REQUEST FOR PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES

PROJECT: ATHLETIC FIELD TURF FEASIBILITY STUDY, CITY OF RYE

INTRODUCTION:

The City of Rye is soliciting proposals from qualified consulting engineers to provide professional services for preliminary design, cost estimate and environmental impact and other considerations for the implementation on existing fields in the City of Rye as described below.

GENERAL PROJECT DESCRIPTION:

The City of Rye is looking at the feasibility and cost estimates of converting natural grass fields to artificial turf fields to extend playing times for a variety a sport user groups. If Artificial Turf is not feasible at these sites, please provide a cost estimates and feasibility of enhanced drainage systems.

Site 1: Disbrow Park Field currently is a baseball field with two diamonds, one for youth baseball/softball and one for high school baseball.

Site 2: Recreation Park is currently a multi-sport field hosting both rectangle sports (soccer/lacrosse/field hockey) and softball (adult and youth). Cost estimate and design at this site should include the possibility for lights as well.

Site 3: Nursery Field is currently a multi-sport rectangular field hosting both soccer and lacrosse. It sits adjacent to a wetlands area & a Historic building. Solutions are being sought for enhanced drainage for this property and/or the feasibility of artificial turf.

PRE-PROPOSAL MEETING: Firms interested in submitting a proposal for this project should set-up a meeting to discuss the intended scope project and visit each site. The pre-proposal meeting shall be scheduled through the Recreation Superintendent (srogol@ryeny.gov or 914.967.2535).

CURE REQUESTED MEETINGS -
WAITING FOR CALL BACK

PROJECT DELIVERABLES/SCOPE OF WORK:

Feasibility study, cost and reports for each site including conceptual plans assessing the constraints and opportunities of implementing turf fields at each location. Analysis should include feasibility based on soil condition, drainage patterns, and topographic constraints as well as identify environmental permits necessary. Operation and maintenance cost should be identified as well.

Synthetic Turf Product Research & Presentation

The engineer will research and compile specifications of all currently manufactured & commonly used synthetic turf materials. Based on up-to-date research and recent experience with specific artificial turf products, the engineer will recommend three (3) types of synthetic turf fields to the City. These recommendations should be based on weight, infill material, type & depth of carpet material, durability, and cost of the synthetic turf as well as other environmental factors and storm water measures.

GENERAL PROPOSAL REQUIREMENTS:

In addition to including the information listed above, submitted proposals should generally follow the format outlined below:

Introduction Letter: Identify the contact person for this RFP with mailing address, phone and fax and email address.

Consultant's Qualifications: Provide brief one-page description of the lead firm, including history, size, staff breakdown, and geographic location.

Prior Experience in Synthetic Field Design & Construction Management: In order to be eligible for this project, firms submitting proposals must have designed and supervised construction of at least four (4) synthetic turf athletic fields for public entities in the State of New York. Please include contact information for references including name, location & scope of project at a contact phone number and email address.

Cost Proposal for Services

Provide your company's fee proposal for the scope of services requested. All reimbursable expenses are to be part of the lump sum proposed fee. The proposed fee shall include attendance at meetings with staff regarding the scope, commission or City Council meetings and/or telephone consultation time. It is anticipated that at least two staff meetings (non-public) and two public meeting should be included in the proposal.

CONTRACT PERIOD:

The consulting engineer shall complete the design of all projects requested within 60 days of issuance of authorization to proceed.

PROPOSAL ACCEPTANCE AND NOTICE TO PROCEED:

Six (6) copies of the completed written proposal are to be submitted by 4:00 pm on Thursday, March 10, 2011. Submit proposals to: Sally Rogol, Superintendent of Recreation, 281 Midland Avenue, Rye, NY 10580. No fax or email submissions will be considered.

DUE MARCH 10 @ 4 PM

After receipt, the City of Rye will review and evaluate all proposals based on each firm's qualifications, references, relevant experience, and cost, among other considerations. The City reserves the right to reject any and all proposals and waive any informality to the extent that is lawful and in the best interest of the City. The Recreation Commission may choose to interview the top candidates at a commission meeting before awarding the contract.

If you have questions or need clarification regarding this request for proposal, please contact the Superintendent of Recreation at (914) 967-2525.

List of Resources & Materials

- Rye Recreation Master Plan and field usage summary
- Various tax maps and topographical maps

SUBCONTRACTING

Proposals shall describe and include any services to be subcontracted and the cost thereof, and shall identify subcontractors and include information substantiating their qualifications to perform the services. The City of Rye shall have no liability for payment to any subcontractor engaged by the Consultant. All subcontractor costs shall be included within the stipulated fee.

TERMINATION

The City of Rye shall have the right to terminate the Consultant's services without penalty and with or without cause by giving written notice of termination. Tasks in progress at the time of termination shall be brought to a reasonable conclusion within a period of time not to exceed thirty (30) days.

INDEMNIFICATION AND INSURANCE

Consultant shall maintain throughout performance of agreement Worker's Compensation and General Liability insurance coverage for its principals, employees and agents. Certificates evidencing such coverage shall be furnished to the City of Rye prior to the signing of the agreement. Further, Consultant shall indemnify and hold harmless the City of Rye against any liability for bodily injury or property damage that may arise out of its negligent performance of the agreement.

OWNERSHIP OF DOCUMENTS:

All documents and materials prepared by the Consultant for the City of Rye, unless otherwise specified in writing by the City, will be considered the property of the City and the City will have the unrestricted authority to publish, disclose and distribute the documents.

FORM OF AGREEMENT

A written request for the services will be prepared by the City of Rye based upon this Request for Proposal and the Consultant's Proposal, and on any modifications that may be mutually agreed upon.

CONTACT INFORMATION

If you have questions or need clarification regarding this request for proposal, please contact the Superintendent of Recreation at (914) 967-2525 or srogol@ryeny.gov.

FREEPORT RECREATION COMMITTEE
ATHLETIC FIELD EVALUATION
TOWN OF FREEPORT, MAINE

1.0 INTRODUCTION

The Town of Freeport, through its Freeport Community Education/Recreation Committee (the 'Committee'), has engaged Milone & MacBroom, Inc. (the 'Consultant') to prepare an athletic field evaluation and needs assessment for improving and expanding its outdoor athletic field facilities. The Committee believes that the number of participants in programs sponsored by the school department, community education, and local athletic clubs have grown and will continue to grow with changes to school organization. Consequently, the existing fields are overused and struggle to support ongoing programs.

The Recreation Committee has charged its consultant with the following tasks:

- Prepare an analysis of existing field conditions identifying physical problems and deficiencies which affect their utility and opportunities for possible expansion.
- Review the programmatic needs and demands for the facilities.
- Prepare recommendations for improving the existing field conditions and for expanding the number of fields in order to accommodate growth in athletic programs.
- Prepare conceptual order of magnitude cost estimates for the recommendations.

The Consultant has visited the athletic fields during the spring of 2009, has observed surface characteristics, reviewed previous surveys, and evaluated existing facility conditions. The Consultant met with the Committee in January 2009 to receive and discuss field users, typical schedules, and areas of concern with existing facilities. Based on the number of participants and scheduling, the Consultant prepared a field utilization analysis determining the deficiencies in the existing facilities. Subsequent to the field utilization analysis, the Consultant prepared a series of alternative sketch plans that depicted proposed improvements. These plans were reviewed with the Committee in March and May 2009 and concept plans were approved for

PART ONE DEVELOPMENT OF PLAN & RECOMMENDATION

MISSION STATEMENT

On November 23, 2004, the Dresden Board approved the following mission statement and action plan for the Dresden Athletic Fields Committee:

Assist the Dresden School Board and SAU 70 administrative staff in the development of a community partnership to provide athletic fields.

ACTION PLAN

- Analyze the findings of the Dresden School District survey on athletic fields and make recommendations to the Board based on their findings;
- Develop a recommended long-range plan for the provision of athletic fields in Hanover and Norwich;
- Work with the SAU 70 administrative team and consultants hired by the Dresden Board to develop specific plans for athletic fields;
- Propose, facilitate, and review potential partnerships between Dresden and town governments and/or Dartmouth College and/or local businesses relative to the development of athletic fields;
- Assist with the promotion of any warrant articles needed to facilitate the development of athletic fields.

COMMITTEE PRINCIPLES FOR ACHIEVING ITS MISSION

To keep us focused on our mission, the Dresden Athletic Fields Committee (AFC) decided to create a set of principles. The principles were developed by looking carefully at public input and through discussion between AFC members.

- Develop a long-term athletic fields plan that best benefits both Dresden students and the community and that is in concert with Hanover and Norwich master plans;
- Think creatively and without bias to design a plan that promotes athleticism and fitness and that is embraced by a resounding majority of the community;
- Be extremely thorough and pragmatic in evaluating and prioritizing Dresden and community needs;
- Continue to evaluate ways to leverage existing Dresden and community facilities and to share facilities;
- Always keep in mind our responsibility to be financially prudent and to maximize the use of athletic facilities;
- Communicate efficiently and effectively with the public; continue to have an ongoing dialogue with the public as we move forward; and always seek ways to improve communication;
- Continue to incorporate community feedback as we move forward with plans development.