



MEMO

Date: June 19, 2013
To: Board of Finance; Bob Rusten, CAO
From: Jesse Bridges, Director, Department of Parks & Recreation
Re: Calahan Athletic Field Renovation Contract

I. BACKGROUND

This project, approved within the FY13 Penny for Parks project list, will renovate the athletic field at Calahan Park.

II. PROCESS

Stantec Consulting Services, Inc. completed engineering services and bid documents for this project in spring of 2013. The Department issued an open and advertised Request for Bids which closed on Monday, June 17 at 9:00 AM. Two bids were received and opened by staff at 9:00 AM. The low bid was in the amount of **\$78,076** and provided by **R.J. Piche Excavating**, located at 119 Bixby Hill Road, Essex Junction, Vermont, 05452. References for R.J. Piche have been checked and a Notice of Award was sent on June 19, 2013.

III. SCOPE

The construction scope includes the general re-construction of the athletic field including, but not limited to: irrigation system removal and replacement; thatching, stripping, stock piling and testing existing topsoil; with results of testing import new topsoil, import washed screened sand; import organic matter, blend existing and imported material in accordance with soil test results; excavation, backfilling, grading, seeding; and all other work specified herein and shown on the drawings and necessary to provide a complete and established athletic field.

IV. COSTS

The anticipated project budget is as follows:

TASK	ESTIMATE
Design & engineering services	\$7,000
Construction services	\$78,076
Resident Engineering services	\$4,500
PROJECT TOTAL	\$89,576

A resident engineer (RE) from Stantec will be retained for the duration of construction.

V. FUNDING STRATEGY

The approved FY13 Penny for Parks budget includes an allocation of **\$110,000** towards the completion of this project.

VI. SCHEDULE

Construction is anticipated to begin in July and be completed in the fall.

DEPARTMENT RECOMMENDATION

The Departments of Parks & Recreation recommends BOF approval of the project, funding strategy, and expenditures as outlined in this Memo.