



**TOWN OF HUDSON  
PARK COMMISSION  
Division of Recreation  
78 Main Street  
Hudson, MA 01749**

**Request for Quotations  
Town-Wide Recreation Master Plan**

Quotations are requested by the Town of Hudson Park Commission -Division of Recreation for professional services required to complete a town-wide Recreation Master Plan in Hudson, MA 01749. Specifications may be obtained at Division of Recreation, 78 Main Street, Hudson MA 01749 from 8:30 am to 4:00 pm Monday - Friday. Specifications may be emailed upon request.

Quotations will be received in the Division of Recreation, 78 Main Street, Hudson MA 01749, until 4:00 p.m., Monday, October 28, 2019. Quotations may be emailed to [ssantos@townofhudson.org](mailto:ssantos@townofhudson.org)

For more information contact Steven L. Santos, Director of Recreation at 978-568-9642 or [ssantos@townofhudson.org](mailto:ssantos@townofhudson.org)

October 9, 2019

**Request for Quotations  
Town-Wide Recreation Master Plan**

The Town of Hudson, Park Commission-Division of Recreation requests quotations from qualified Parks & Athletic Facilities Planning Consultants to execute a Town-Wide Recreation Master Plan in Hudson, Massachusetts.

**PURPOSE:**

The Recreation Master Plan will serve as the mechanism to implement improvements/redevelopment of existing facilities and the development of new recreation facilities for the Town of Hudson.

It will provide cost estimates for capital improvement projects, address accessibility and safety concerns, and overall improvements to existing facilities.

This will be accomplished by:

Evaluating current facilities and undeveloped parcels of land;

Identifying current and future wants/needs of various user groups;

Reviewing Town's Master Plan, Open Space & Recreation Plan and ADA Survey & Transition Plan;

Utilizing data gathered from 2018 Recreation Community Survey and Public Forum;

Considering factors such as population trends and future projections

It will provide the Park Commission with a comprehensive roadmap for successful and attainable short and long-term facility improvements to meets the needs of the community (current & future).

**PRIORITIES & DESIRED OUTCOMES:**

Identify ways to improve existing recreation facilities to meet current and future community needs via unbiased assessment of existing programs and facilities.

Develop and recommend facility scheduling procedures and targeted field maintenance program to improve athletic field sustainability while optimizing playability, safety and usage (current & future)

Identify up to three (3) viable locations for development of a Dog Park

Identify up to three (3) viable locations for development a central Community Playground (non-school)

Identify up to three (3) viable locations for development of Outdoor Basketball Courts

Explore and identify ideal locations for a Community Recreation Center/Field House based on currently available parcels

Create Concept Plans (min. 2) for an undeveloped parcel (commonly referred Albertini (Meers) Property, Wilkins Street containing 16.52 acres), highlighting the advantages/disadvantages of each and how they relate to the overall Recreation Master Plan

Demonstrate how improvements to some parcels may increase connectivity between Passive Parks, the Assabet River, and existing Open Space (Conservation Land/Trails)

Determine full cost estimates for any proposed facility improvements and identify potential funding strategies

#### **FACILITIES LIST BY LOCATION:**

##### Priority Locations:

- Riverside Park & Fields, Chapin Road & Brigham Street
  - Busch Field – school owned property*
  - Morgan Bowl Track and Field (Upper & Primary)
  - Riverside Baseball Field
  - O'Donnell 1 & 2 Fields
  - Fossile Field
  - Tennis Courts
  - Clubhouse
  - Nature Trail
- Albertini Property, Wilkins Street
- Boutwells Fields, Chapin Road
- Sauta Cornfield, Brook Street
- Sauta Fields, Main Street
- Cherry Street Field, Cherry Street
- Moulton Field, Marion Street
- Farina Field, Cox Street
- Intel Field, Technology Drive
- Wood and Apsley Park, Park and Port Street
- *Quinn Middle School Fields, Manning Street – school owned property*
- *Mulready Elementary School Fields, Cox Street – school owned property*

##### Other Locations:

- Assabet River Rail Trail, throughout town
- Centennial Beach, Fort Meadow and Sebago Drive
- Cellucci Park & Splash Pad, Houghton Street
- Hudson Skate Park, South Street
- Warren Chamberlain Recreation Facility (Dek Hockey Rink), Cox Street
- Lamson Park at Tripps Pond, River, Green and Maple Street
- Kelly Playground, Giasson Street
- Liberty Park, Main Street
- *Farley Elementary School Fields, Packard Street – school owned property*
- *Forest Avenue Elementary School Fields, Forest Avenue – school owned property*

#### **TIMELINE:**

Proposed Contract Award Date is Nov 4, 2019. Consultant should aim to complete all work required herein in no more than 12 weeks, preferably within 10 weeks with a Final Report due no later than Friday, January 24, 2020.

## **SUBMITTAL:**

Submittal should include a Lump Sum Total Quote for services requested, sufficient firm Background and Relevant Experience Information to demonstrate firm qualifications, as well as the Names of Key Project Staff.

## **SCOPE OF WORK**

### **1. Initial Meeting**

Attend a "start-up" meeting with the Town staff to:

- Finalize the project goals, design criteria and program schedule
- Assist in development of a comprehensive "User Group Questionnaire", to be administered by Town Staff for planning purposes in order to identify items such as but not limited to; current and future participation rates, wants-vs-needs and future programming forecasts
- Review list of all town properties subject to evaluation

*Note: Consultant will prepare meeting agendas and record meeting minutes at all meetings.*

### **2. Data Collection**

#### **A. Facility Evaluations**

*Note: Division of Recreation will provide consultant with a comprehensive facilities inventory list (including photos and basic parcel info)*

Review Facility Inventory List for each recreation parcel to gain a general understanding of each site

Conduct a visual assessment of the existing outdoor recreation parcels, sports equipment and related site amenities and document the overall conditions found

The visual assessment will generally include:

- Site drainage and Athletic turf conditions
- Parking and Access conditions (vehicular and pedestrian)
- Facility Safety
- Identify existing sports equipment and amenities (i.e., playgrounds, fencing, lighting, irrigation, net posts, dugouts, scoreboards, backstops, spectator seating, benches, etc...), within the parcel, and provide a general opinion of the condition of each
- Evaluate the layout of each recreation parcel as it relates to athletic venues, to assess accessibility and general compliance with design standard geometries for the type of competition (i.e., MIAA, Little League) intended.
- Evaluate orientation of the athletic venues at each existing recreation parcel with regard to prevailing sun and wind conditions, and spectator vantage.
- Identify limiting slopes, surfaces or site conditions, such as walkways, fences or gates, seating and/or site amenities.

Evaluate current daily, weekly, monthly quarterly and yearly maintenance schedules for each location as provided by Division of Recreation and User Group Questionnaire responses

Develop working base plans for the recreation parcels based on record drawings and available MassGIS information, and Google maps. Using available information, develop

existing conditions base plans for the parcels in AutoCAD, suitable for master planning purposes.

Work with Division of Recreation to identify utilities and approximate their locations within the parcels. Utilities to be researched include water, storm drainage, electric, communications and gas. Identify visible utility constraints and conflicts bearing on the proposed development. This utilities evaluation will be based on available record plans provided by the Town and observed above-ground appurtenances

Obtain and review local planning and zoning regulations applicable to any parcel with recommended improvements in order to identify current zoning allowances and restrictions. Identify zoning restrictions that may bear development (e.g., permitting, use restrictions, setback, structure height limitations) and prepare a zoning summary to be included as part of the Master Plan Report for each parcel

#### **B. Analysis of Pre-Existing Plans & Surveys**

Obtain & Review any existing demographic information and related documentation for the past five (5) years as well as any information on future demographic projections

Obtain & Review User Group Questionnaire responses

Review recreation specific goals/objectives listed in the Town's Master Plan, Open Space and Recreation Plan and ADA Survey & Transition Plan

Obtain and Review 2018 Recreation Community Survey and Public Forum data

#### **C. Outreach**

Facilitate two (2) public meetings, to be scheduled on the same day (daytime and evening) to:

- Present initial findings and baseline plans/illustrations based on completion of items 2A and 2B

- Gain additional input from the general public or key user groups regarding what renovations, additions and improvements they would like to see incorporated in to the Master Plan.

Note: Meetings to be scheduled immediately following completion of items 2A and 2B.

Following Public Outreach meetings, meet with Hudson Recreation Staff to review internal goals and objectives

### **3. Schematic Development and Initial Cost Estimates**

Utilize information gathered above to:

Prepare both hard copy and digital schematics suitable for planning purposes of all Town facilities where improvements are recommended

Summarize all information gathered through the use of narrative and illustrative reports to include items such as but not limited to:

- Existing Conditions
- Current Maintenance Procedures and cost-efficient recommendations for operation and maintenance
- Current facility utilization levels
- Identify current and future program needs for each key user groups
- Recommendations for expansion and redevelopment; options for efficient layout and complimentary use; and improved/optimal scheduling; and/or reuse of existing site to meet programs needs
- Budget estimates

Meet with the Park Commission to review the schematic layout plans, illustrations and narrative and provide opinions regarding the advantages and disadvantages of each proposed improvement, estimated construction costs, budgeting, schedule, permitting, and the extent to which they accomplish the overall Recreation Master Plan goals.

Revise proposed schematic plans, based on client direction.

#### **4. Recreation Master Plan Development**

Finalize the master plan schematic designs and cost estimates, based on the comments received. Estimates will include budget "soft costs" for engineering, survey, permitting, design and construction phase services, as well as project contingencies.

Participate in one (1) meeting with Park Commission to present the final "Town of Hudson: Park Commission - Recreation Master Plan".

Provide a final Recreation Master Plan submission that will include the following deliverables:

- Narrative with background, summary of overall existing conditions (including baseline maps) and demands current on the recreation
- Needs Assessment Report summarizing data collected via Outreach, Surveys and adopted Town studies & plans
- Recommendations for modifications to field use policy's to meet program needs
- Recommendations on improved field maintenance guidelines to meet program needs
- Site-by-Site schematic-level concept plans demonstrating link to overall Recreation Master Plan goals (Including but not limited to: basic site description/location, existing conditions and programmed use, recommended improvements, any foreseeable zoning or permitting challenges and associated cost estimates
- Summary Action Plan and High Priority Facility Improvement Initiatives to meet communities most pressing needs as listed above under priorities and desired outcomes.

Provide the final report both electronically and in hard copies (6 copies). Additionally provide all concept plan designs in AutoCAD format for future use.