



Public Facilities Committee Agenda

City of Newton In City Council

Wednesday, September 21, 2016

6:30 PM
Room 204

The Committee will meet jointly with the Public Safety & Transportation Committee on the following two items.

Chairs Note: It is the Chair's intention to focus the meeting on presentations and discussion on the Planning Department's Transportation Strategy and Department of Public Works' Draft Roadways Rehabilitation Plan based in part on the Street Scan Data. Please bring your Draft Transportation Strategy for Newton.

Referred to Public Safety, Public Facilities and Finance Committees

#324-16 **Request for \$75,000 for design services for two intersection improvement projects**
HIS HONOR THE MAYOR requesting authorization to appropriate seventy-five thousand dollars (\$75,000) from Free Cash for the purpose of funding design engineering services for the Dedham at Nahanton and Dedham at Brookline Streets Intersection Improvement Project. [09/12/16 @ 3:48 PM]

Referred to Public Safety, Public Facilities and Finance Committees

#325-16 **Request for \$250,000 for design services for the West Newton Square rehab project**
HIS HONOR THE MAYOR requesting authorization to appropriate two hundred fifty thousand dollars (\$250,000) from Free Cash for the purpose of funding design engineering services for the West Newton Square Rehabilitation Project. [09/12/16 @ 3:48 PM]

Referred to Public Facilities and Finance Committees

#323-16 **Request for \$300,000 for funding to purchase sand and salt spreaders**
HIS HONOR THE MAYOR requesting authorization to appropriate three hundred thousand dollars (\$300,000) from Free Cash for the purpose of providing funding for

The location of this meeting is accessible and reasonable accommodations will be provided to persons with disabilities who require assistance. If you need a reasonable accommodation, please contact the city of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: jfairley@newtonma.gov or (617) 796-1253. The city's TTY/TDD direct line is: 617-796-1089. For the Telecommunications Relay Service (TRS), please dial 711.

sand and salt spreaders for the Public Works Department's snow operations.
[09/14/16 @ 1:10 PM]

Referred to Public Facilities and Finance Committees

#191-16

Funding to relocate the Zervas modulars to NSHS and Brown Middle School

HIS HONOR THE MAYOR requesting authorization to transfer the sum of five hundred thousand dollars (\$500,000) to the Public Buildings Department for the purpose of funding the relocation modular classrooms from the Zervas Elementary School to Newton South High School and Brown Middle School from the following accounts:

<u>Department</u>	<u>Account</u>	<u>Amount</u>
Executive Office	Full-time Salaries	\$40,000
Treasury	Debt Service (010772-582A48)	\$403,784
Treasury	Debt Service (010772-582A49)	\$21,216
Financial Info Systems	Full-time Salaries	\$35,000

[05/09/16 @ 4:59 PM]

#255-16

5-58 waiver for relocation of modular classrooms

COMMISSIONER OF PUBLIC BUILDINGS requesting a waiver of the City of Newton Ordinance Sec. 5-58. Site plan approval for construction or modification of municipal buildings and facilities. For the relocation of the existing modular classrooms from the Zervas Elementary School to the Brown Middle School and Newton South High School.
[07/06/2016 @ 11:51 AM]

Items Not Scheduled for Discussion at this Meeting:

Referred to Public Facilities Committee

Public hearing

#249-16

Cellco petition for Grant of Location for wireless communication equipment

CELLCO PARTNERSHIP d/b/a VERIZON WIRELESS petitioning for a grant of location to attach wireless communication equipment to existing utility poles at the following locations [(Ward 8) 07/01/2016 @11:17 AM]:

Locations

Dudley Road (near 530 Dudley Road) at Pole #10-7

Hay Road (near 16 Hay Road) at Pole #1368-1

Public hearing

#281-16

Cellco petition for Grant of Location for wireless communication equipment

CELLCO PARTNERSHIP d/b/a VERIZON WIRELESS petitioning for a grant of location to attach wireless communication equipment to existing Utility Pole #20-20 at Sargent Street (near the Sargent/Centre intersection). (Ward 7) [07/20/2016 @12:21 PM]

Referred to Programs & Services, Public Facilities and Finance Committees

- #175-16** **Authorization to enter into a settlement agreement with National Grid.**
HIS HONOR THE MAYOR requesting authorization for the City to enter into a settlement agreement with Boston Gas Company d/b/a National Grid. [04/25/16 @ 6:52 PM]

Referred to Public Facilities and Finance Committees

- #258-16** **Delegation of quinquennial perambulation to the City Engineer and GIS Administrator**
CITY CLERK requesting that the City Council officially delegate the responsibility of Quinquennial Boundary Line Perambulation to the City Engineer and the City GIS Administrator as required by Massachusetts General Law Chapter 42, Section 2, which states that “the boundary markers of every town shall be located, the marks thereon renewed, and the year located marked upon the face thereof which bears the letter of the town locating its boundary, once every five years, by at least two of the selectmen of the town or by two substitutes designated by them in writing.” [06/22/16 @ 11:35 AM]
- #200-15** **Update on the strategic plan for street and sidewalk improvements**
ALD. LAREDO requesting that the Department of Public Works provide an update on the creation of a strategic plan for the improvement of streets and sidewalks in the City. [08/13/15 @ 11:20 AM]

Referred to Programs & Services and Public Facilities Committees

- #141-15** **Discussion on tracking and improving the condition of the gas utility infrastructure**
ALD. BROUSAL-GLASER, SANGIOLO, HESS-MAHAN, COTE, NORTON AND ALBRIGHT requesting a discussion with the Director of Urban Forestry, a representative of the Department of Public Works and a representative of the Law Department about tracking and improving the condition of the gas utility infrastructure in Newton, new state statutes governing infrastructure repairs, coordination of increased repair work with city operations, the status of negotiations with National Grid to compensate for tree deaths resulting from gas leaks, and the possibility of creating a utilities working group to monitor progress on these and related issues. [05/26/15 @ 2:52 PM]
- #206-16** **Resolution requesting the administration hire a composting expert**
COUNCILOR LEARY requesting a Resolution to the Mayor requesting that he consider hiring a composting expert: either a consultant, a composting operator, or the Mass DEP to review the Rumford Avenue Composting site. [05/31/16 @ 4:52 PM]
- #207-16** **Review of the management of the Rumford Avenue site**

COUNCILOR LEARY requesting the Executive Office and the Commissioner of Public Works review the management of the entire Rumford Avenue site with the input of the Solid Waste Commission and present their findings to the Public Facilities Committee within a 3 to 6 month timeframe. [05/31/16 @ 4:52 PM]

Referred to Public Safety & Transportation and Public Facilities Committees

#208-16 **Update on fire prevention at the compost operation at Rumford Avenue Landfill**
COUNCILOR LEARY requesting the Executive Office, the Fire Department, and the Department of Public Works provide an update on fire safety issues at the compost operation at the Rumford Avenue Landfill including details about who is currently managing the site for fires. [05/31/16 @ 4:52 PM]

#163-16 **Request for discussion with DPW to consider amend Ordinance for street reconstruction**

COUNCILORS CROSSLEY, LAREDO & LAPPIN requesting a discussion with the Commissioner of Public Works, to review city policy and/or ordinances governing repairs to city streets within a period of years after full reclamation and/or milling and repaving of said streets, and to consider strengthening the requirements for repairs so as to protect the public investment in said streets.

Referred to Programs & Services and Public Facilities Committees

#27-16 **Updates from the Administration on the renovations at the Aquinas site**
PROGRAMS & SERVICES AND PUBLIC FACILITIES COMMITTEES requesting that the School Department and/or Executive Department provide updates on removal of asbestos and other toxic materials that were identified at the Aquinas site, the scope and timing of window replacement in particular, and renovations that may be necessary to facilitate short and long-term plans for uses and operations at the site. [01/10/16 @ 1:14 PM]

- #26-16** **Proposed amendments to Sec. 5-54 through 5-58 of the Ordinances**
COUNCILOR CROSSLEY, ALBRIGHT, HARNEY AND SANGIOLO requesting revisions to Sections 5-54 through 5-58 of the City of Newton Ordinances to clarify the City Council's role and decision-making process with respect to design review, funding, and budget oversight during the construction process of municipal capital building projects; in particular, to better align City Council decisions with typical steps in the design development process, and where applicable, with Massachusetts School Building Authority (MSBA) and other state requirements. [01/11/16 @ 4:53 PM]
- #12-16** **Discussion with the DPW regarding the City's recycling and solid waste programs**
COUNCILOR LEARY, NORTON, KALIS, HESS-MAHAN, ALBRIGHT, AND CROSSLEY requesting an update from and discussion with the Department of Public Works and the Solid Waste Commission on the current status of Newton's solid waste management and recycling program operations and performance objectives, future goals and objectives, staffing, program challenges, and survey data due to be submitted to the Department of Environmental Protection. [12/28/15 @ 8:44 AM]
- #313-15** **Request for an update on the Second Water Meter Program**
ALD. LAPPIN requesting an update from the Department of Public Works on the second water meter program including: the progress of the inspection and programming of the approximately 900 new outdoor irrigation meters provided by the City to property owners that have yet to be inspected and/or programmed by the City; the process going forward for the issuance, inspection, programming and tracking of second meters; and the notification of residents who already had second meters regarding the process for registering their meters. 10/26/15 @ 7:15 PM]
- #237-15** **Update on mitigation funds from Special Permits in Newton Centre**
ALD. CROSSLEY, LAREDO, and SCHWARTZ requesting an update on funds accrued from voluntary contributions from Special Permits in Newton Centre, which can be made available to complete a safe pedestrian crossing at 714-724 Beacon Street via Special Permit Board Order #1-15 and conditions noted therein. 09/14/15 @ 10:40 AM]

Referred to Public Facilities and Finance Committees

#223-15

Discussion on the process of licensing the use of city buildings

ALD. LAREDO requesting a discussion of the process of licensing the current and future use of city building, including: (a) how licensees may request the use of city buildings; (b) the process for determining which licensees will get the use of city buildings; (c) how the fees for the use of city buildings are set; and (d) how the current process compares to the process for permitting the use of school buildings. [08/13/15 @ 11:20 AM]

Referred to Programs & Services and Public Facilities Committees

#201-15

Discussion regarding the condition of the Kennard Estate building

ALD. SANGIOLO requesting a discussion with the Commissioner of Public Buildings, the Commissioner of Parks and Recreation, and the Executive Department regarding the condition of the property located at 246 Dudley Road (Kennard Estate) and how much, if any, repairs and upgrades will be needed as the City relocates the Parks and Recreation Department to that location. [09/01/15 @ 4:00 PM].

Referred to Public Facilities and Finance Committees

#191-16

Funding to relocate the Zervas modulars to NSHS and Brown Middle School

HIS HONOR THE MAYOR requesting authorization to transfer the sum of five hundred thousand dollars (\$500,000) to the Public Buildings Department for the purpose of funding the relocation modular classrooms from the Zervas Elementary School to Newton South High School and Brown Middle School from the following accounts:

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[05/09/16 @ 4:59 PM]

#100-15

Discussion on pursuing municipal aggregation of energy purchasing

ALD. NORTON, SANGIOLO, LEARY, AND ALBRIGHT requesting that the Administration pursue municipal aggregation of energy purchasing with the goals of reducing and/or stabilizing electricity costs for resident, businesses and the City; and requiring the purchase of Class 1 RECs at some percentage above the level required by the Massachusetts Renewable Portfolio Standard. [04/06/15 @ 9:12 AM]

#83-15

Discussion and update on energy items

ALD. CROSSLEY, GENTILE, & ALBRIGHT requesting a discussion and update from the Administration on the following energy related items: status of municipal power purchasing contracts for gas and electricity; status of the Power Purchase Agreement

including solar PV rooftop installations, power offset (cost benefit) to date and review of potential future projects; and an update on municipal energy consumption including the recent Green Communities report filed with the Department of Energy Resources. [03/26/15 @ 9:19 AM]

Referred to Public Facil, Programs & Serv, and Public Safety & Trans Committees

- #46-15** **Discussion of parking options for school and municipal parking lots**
ALD. JOHNSON & CICCONE, requesting a discussion with the Commissioner of Department of Public Works and the School Department to determine and discuss parking options including use of school properties based on the current municipal parking lot programs including the issuance of permits. [02/11/15 @ 1:35 PM]
- #328-14** **Review of double utility poles**
ALD. ALBRIGHT, DANBERG, & LAREDO requesting a review of double poles in Newton including a random sampling of ten double poles on the north side and ten double poles on the south side of Newton to determine which utility is holding up the removal of double poles. [08/19/14 @ 9:16 AM]
- #189-14** **Update on the Zervas School construction project**
PUBLIC FACILITIES COMMITTEE requesting periodic updates on the Zervas Elementary School Project. [04/17/14 @ 10:48 PM]
- #188-14** **Update on the Cabot School construction project**
PUBLIC FACILITIES COMMITTEE requesting periodic updates on the Cabot Elementary School Project. [04/17/14 @ 10:48 PM]

Referred to Programs & Services and Public Facilities Committees

- #119-14** **Discussion with ISD on plans to address City non-compliance with ADA standards**
ALD. ALBRIGHT AND CROSSLEY requesting discussion with the Inspectional Services Department to explain the development of short and long term plans to identify and correct buildings, sidewalks, playgrounds, etc...that do not conform to American Disability Act (ADA) standards. The discussion should include information on how improvements will be incorporated into the Capital Improvement Plan or if less than \$75,000 into a comprehensive budget plan to correct ADA deficiencies. [03/12/14 @ 4:18 PM]
- #131-13** **Updates and discussion on the sewer, water and storm water systems**
ALD. CROSSLEY, FULLER, SALVUCCI, JOHNSON, CICCONE requesting periodic updates and discussion, at the discretion of the members of the Public Facilities Committee or the Commissioner of Public Works, on the condition functioning, operations and management of all elements of the City sewer, water and storm water systems including the following:

- Water meters
- Implementation of the ten project area strategic plan to remove infiltration in the City sewer system
- Implementation of the long range strategic plan to repair and replace City water mains, especially to correct for fire flow
- Status of the City's Private Inflow Removal Program to resolve and disconnect illegal storm water connections to the City sewer system
- Current billing practices
- Rates analyses needed to facilitate an informed comparison of billing options to include the following options either alone or in combination: seasonal rates, second meters, tiered rates, frequency of billing, low income credits.

Referred to Finance and Appropriate Committees

#257-12

Review of Fees, Civil Fines/Non-criminal Disposition in Chapter 17 of the ordinances
RECODIFICATION COMMITTEE recommending (1) review of the Fees, Civil Fines/Non-Criminal Disposition contained in Chapter 17 LICENSING AND PERMITS GENERALLY and Chapter 20 CIVIL FINES/NON-CRIMINAL DISPOSITION CIVIL FINES to ensure they are in accordance with what is being charged and (2) review of the acceptance of G.L. c. 40 §22F, accepted on July 9, 2001, which allows certain municipal boards and officers to fix reasonable fees for the issuance of certain licenses, permits, or certificates.

Finance Voted No Action Necessary 7-0 on 12/14/15

Referred To Programs & Services And Public Facilities Committees

#36-12

Inspection of private sewer lines and storm water drainage connections
ALD. CROSSLEY & FULLER requesting Home Rule legislation or an ordinance to require inspections of private sewer lines and storm water drainage connections prior to settling a change in property ownership, to assure that private sewer lines are functioning properly and that there are no illegal storm water connections to the city sewer mains.

- A) Sewer lines found to be compromised or of inferior construction would have to be repaired or replaced as a condition of sale;
- B) Illegal connections would have to be removed, corrected, and re-inspected in accordance with current city ordinances and codes, as a condition of sale.
[01/24/12 @ 8:07 AM]

Programs & Services Voted No Action Necessary 6-0 on 11/17/14

Referred to Public Safety & Transportation And Public Facilities Committees

#413-11

Updates on the renovations to the City's fire stations
ALD. CICCONE, SALVUCCI, GENTILE & LENNON updating the Public Facilities and Public Safety & Transportation Committees on the progress of renovations to the city's fire stations. [11-17-11 @11:07 AM]

#367-09

Discussion on repair of underground streetlight connections

PUBLIC FACILITIES COMMITTEE requesting discussion with the Law Department on how to resolve the dispute with NStar regarding whose responsibility it is to repair the streetlight connection between the manhole and the base of the streetlight.

[10/21/09 @ 9:00 PM]

Respectfully submitted,
Deborah J. Crossley, Chair



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#324-16

Telephone
(617) 796-1100

Facsimile
(617) 796-1113

TDD/TTY
(617) 796-1089

E-mail
swarren@newtonma.gov

September 12, 2016

Honorable City Council
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to appropriate the sum of \$75,000 from June 30, 2016 Certified Free Cash for the purpose of providing funding for the design engineering services for the Dedham at Nahanton and Dedham at Brookline Streets Intersection Improvement project.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren
Mayor

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Newton City Hall
2016 SEP 12 PM 3:48
DAVID A. OLSON, Clerk
Newton, MA 02459



Mr. James McGonagle, Commissioner
 July 29, 2016
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FEE

The Scope of Services **Phase 1 – Preliminary Design** and **Phase 2 –Final Design and Bid Document Preparation** are estimated at the lump sum fee of **\$73,500.00** based on the following Fee Schedule.

Fee Schedule

Phase 1 – Concept Development & Preliminary Design

Labor

1. Traffic Evaluations/Observations	\$ 9,500
2. Base Plan Prep/Site Visits	\$ 1,000
3. Conceptual Alternatives/Const. Est.	\$ 4,400
4. Preliminary Design	\$ 13,600
5. Meetings/Preparation	<u>\$ 6,200</u>
	\$ 34,700

Expenses

1. Survey	\$ 10,800
2. Traffic Counts	\$ 2,300
3. Misc. Expenses	<u>\$ 200</u>
	\$ 13,300

Phase 2 – Final Design & Contract Bid Document Prep.

1. Final Design	\$ 15,600
2. Bid Document Prep.	\$ 8,100
3. Meetings	<u>\$ 1,800</u>
	\$ 25,500

Total (Phases 1 & 2) **\$73,500**

The scope and fee for the follow-on services identified as **Phase 3– Bid and Construction Phase Services** will be established and negotiated with the City following completion of Phases 1 and 2.

SCHEDULE

Environmental Partners is prepared to commence on the above service immediately upon receipt of an executed Notice to Proceed. Environmental Partners will use its best efforts to perform all services as expeditiously as is consistent with professional skill and care and the orderly progress of the work. The schedule will primarily be dictated by the City's schedule for public meetings. Preparation for the first public meeting (data collection, traffic evaluations, topographic survey, base plan preparation and initial conceptual alternatives) is anticipated to be completed within 2 to 2.5 months of an executed Notice to Proceed depending on the City's schedule.



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

#325-16

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(617) 796-1100

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(617) 796-1089

E-mail
swarren@newtonma.gov

September 12, 2016

Honorable City Council
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to appropriate the sum of \$250,000 from June 30, 2016 Certified Free Cash for the purpose of providing funding for the final design engineering services for the West Newton Square rehabilitation project.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren
Mayor

RECEIVED
Newton City Clerk
2016 SEP 12 PM 3:48
David A. Olson, CMC
Newton, MA 02459

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE



April 12, 2016

Mr. Lou Taverna
City Engineer
Newton Department of Public Works
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459

RE: Proposed Scope and Fee for West Newton Conceptual Design Study

Dear Mr. Taverna:

As discussed recently with Jerry Friedman of our office, we are pleased to provide you with our proposed scope of work and fee estimate to perform the West Newton Conceptual Design Study.

Both Jerry and I are residents of Newton. As such, we are keenly aware of the potential to enhance the character, functionality, and safety of the West Newton village center for all users through the application of Complete Streets principals. We are also committed to a thorough and engaging community process, so that this Study results in a single, community-endorsed alternative which can be brought forward through final design and construction in subsequent phases of this project.

Our team for this project consists of:

- **HDR Engineering, Inc.** for Project Management, traffic/transportation planning and engineering, civil engineering, and community outreach.

HDR is known to the City through our work on the Walnut Street project, and we are particularly proud of our track record in transformative Complete Streets projects. Recent work includes the Western Avenue project in Cambridge (recognized as "Best New Bicycle Facility in America" by the national group "People for Bikes"); work in Harvard Square over the past 10-years, including a current project to redesign the main plaza at the core of the Square; and the Commonwealth Avenue Phase 3 & 4 Project in Allston/Brighton, for which HDR is providing full civil, transportation, transit, and traffic engineering services.

Mr. Lou Taverna
Scope and Fee for West Newton Conceptual Design Study
Page 2 of 2

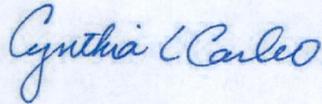
- **Klopfert Martin Design Group (KMDG)** for landscape architecture, urban design, and community outreach.

We are pleased to introduce KMDG to the City through this project. KMDG is an award-winning firm with a particular expertise in public realm projects, encompassing both streetscape and park designs. KMDG has been working in collaboration with HDR for the past several years on a re-envisioning of Kendall Square in Cambridge, including final design of Main Street in the heart of the Square, presently under construction. Other key KMDG projects include redesign of Boston's Causeway Street as part of the City's "Crossroads Initiative"; and redesign of Central Square in East Boston.

We look forward to working with you on this important project. If you have any comments or questions on the enclosed information, please do not hesitate to contact Project Manager Jerry Friedman directly, at 617-357-7731 or by email at Jerry.Friedman@hdrinc.com.

Very truly yours,

HDR Engineering, Inc.



Cynthia L. Carleo, P.E.
Associate Vice President
Area Manager, New England

Attachments

APPENDIX A – SCOPE OF SERVICES

WEST NEWTON CONCEPTUAL DESIGN STUDY, WEST NEWTON, MA

BACKGROUND

The City of Newton is seeking consulting services for the preparation of conceptual roadway and streetscape design alternatives for West Newton village and immediately adjacent areas. The primary goals of the study include:

- Applying a Complete Streets approach to the Washington Street corridor and its intersections, in order to prioritize pedestrian and bicycle safety and convenience and reduce vehicular dominance (while maintaining appropriate vehicular capacity and operations).
- Upgrading streetscape conditions in West Newton Square to create a more inviting pedestrian and business environment.
- Improving on the existing, somewhat confusing, vehicular and pedestrian circulation patterns.
- Optimizing operations for all modes (traffic signal timing/phasing; pedestrian and bicycle operations; transit)

Per discussions with the City, the Conceptual Design study will encompass the “greater” West Newton village area as shown in the figure below. This will allow for assessing the feasibility of roadway direction and circulation changes to the present Washington Street quasi-rotary configuration and the two Washington Street bridges over I-90.

The outcome of the study is intended to be a single preferred conceptual design alternative, endorsed by the community, to be brought forward through final design and construction under subsequent phases of this project.

Study Area

West Newton



Task 1. – PROJECT MANAGEMENT

1.1 – Project Management and Administration

HDR will monitor and coordinate Project schedules and budgets for the estimated Conceptual Design Phase duration of 26 weeks.

1. HDR will prepare monthly invoices including report of monthly activities and cover letter for submission to the City during this phase.
2. It is assumed that all work included in this Scope of Services will be completed in calendar year 2016.

1.2 – City Meetings

During the Conceptual Design Phase, various combinations of HDR team members will attend up to three (3) technical and progress meetings with the City. HDR will prepare an agenda and prepare and distribute meeting minutes after the meeting.

Task 2. – BASE MAPPING***2.1 – Compiled Base Map***

Per our discussions with the City, it is assumed that a complete and accurate topographic and right-of-way survey has been performed “by others” within the core study area of Washington Street, between Chestnut Street and approximately 1397 Washington Street, and this survey will be made available to HDR in AutoCAD format. No additional topographic or right-of-way survey will be performed as part of this Concept Design Phase.

Where base mapping or right-of-way delineation is required beyond the limits of the existing survey in order to fully define conceptual improvements, HDR will obtain and use GIS-based information from City and/or State sources.

HDR will compile the existing survey and additional GIS information into a combined base plan which will be used for subsequent concept development and stakeholder outreach.

Task 3. – OUTSIDE AGENCY COORDINATION***3.1 –Outside Agency Coordination***

It is anticipated that proposed conceptual designs may potentially impact roadways and other infrastructure which is not under City ownership or jurisdiction. HDR will attend up to four (4) meetings with representatives of non-City agencies including MassDOT, MBTA, and public and private utility companies in order to gather information on existing facilities, and present Conceptual Design ideas.

This task does not include the effort required to gain formal agency approvals, permits, licenses, etc. for impacts to non-City facilities.

Task 4. – TRANSPORTATION STUDIES AND CONCEPTUAL DESIGN***4.1 - Review Existing Information / Field Study / Data Collection***

HDR will collect and review plans and proposals from relevant City departments, neighborhood studies, large institutions, and other parties as they relate to transportation in the Study area. Documents to be reviewed include, but are not

limited to, the *West Newton Village Plan* (2011, MIT); *Washington Street Subregional Priority Roadway Study* (2015, CTPS); *City of Newton Bicycle Network Plan* (2013). We will also incorporate the best available information related to the projected traffic impacts on the Study Area from MassDOT's impending All Electronic Tolling (AET) project.

HDR will document existing transportation characteristics of the Study Area, both physical and operational, including sidewalk and roadway width, lane use and configuration, curb use regulations, transportation volumes (see proposed data collection program below) intersection geometry and control, crosswalk configuration and sightlines, and accident history.

Specific elements of the field survey and data collection process include the following (Note: It is our understanding that certain traffic counts, as identified in Section 4.1.2 below, have been performed "by others" in the fall of 2015 and will be provided by the City to HDR):

4.1.1 Peak Periods

Two hours during each of weekday AM and PM peak periods and Saturday midday shall be collected for data collection. However, data analysis shall be conducted for one peak hour within each peak period. The peak hour shall be determined using the counts conducted for the two hour peak period. The following two hours within each peak period shall be considered for data collection unless more localized data sets are available that dictate different peak periods: 7 am to 9 am; 11 am to 1 pm (Saturday Midday); and 4 pm to 6 pm.

4.1.2 Data Collection

A. Intersection Inventory

Intersection inventories shall be performed at the proposed study area locations identified in the next section. A field inspection shall determine overall roadway and pavement marking conditions, roadway geometry and lane widths, lane use configurations, bus stop locations, truck routes, bike routes/lanes, crosswalks, traffic control devices/restrictions, curbside regulations/on-street parking, permitted movements at each intersection, and peak hour signal timings. A complete photographic record of the field visit shall be prepared utilizing a digital camera. All high resolution digital photos and field inventories shall be submitted electronically (jpeg and pdf format).

B. Video Turning Movement Counts (VTMC's)

Video Turning movement counts (VTMC) shall be collected using video capturing methods for one representative weekday (Tuesday, Wednesday or Thursday) for the peak periods mentioned above and one Saturday midday period. Unless otherwise noted, all turning movement counts (VTMCs) shall identify vehicle classifications to include:

- Passenger car (include 4-tire vans and pick-up trucks)
- Light trucks
- Medium and Heavy trucks
- Buses
- Motorcycles
- Bicycles

These counts shall also include pedestrians using crosswalks by direction. If significant jay-walking is noted in the absence of a crosswalk, pedestrians shall still be counted by direction. VTMC and classification data shall be collected and summarized at 15-minute intervals.

Turning movement counts shall be collected at the following fifteen (15) locations unless otherwise noted (See Figure 1):

1. Washington Street and Watertown Street (*Data is available for Weekday only. HDR to obtain Saturday count)
2. Washington Street and Waltham Street (*Data is available for Weekday only. HDR to obtain Saturday count)
3. Washington Street and Highland Street (*Data is available for Weekday only. HDR to obtain Saturday count)
4. Washington Street and Cherry Street (Data is available for Weekday only. HDR to obtain Saturday count)
- 5/6. Washington Street and Elm Street (2 Locations)
7. Washington Street and I-90 Off-Ramp
- 8/9. Washington Street and Perkins Street (2 Locations)
10. Washington Street and Shaw Street
11. Washington Street and Putnam Street
12. Davis Street and Highland Street
13. Davis Street and Chestnut Street
14. Washington Street and Chestnut Street
15. Washington Street and Prospect Street (Data is available for Weekday am, pm, and school dismissal hours only. HDR to obtain Saturday count)

C. Automatic Traffic Recorder Counts (ATR's)

Twenty-four (24) hour Automatic Traffic Recorder Counts (ATRs) shall be collected at the locations listed below. The ATRs shall be collected by direction during the same time period as the VTMCs for a continuous 24-hour, seven-day period, which includes one weekend. The ATRs shall serve the purpose of back checking VTMCs as well as establishing time of the day and day of the week traffic trends. ATR data shall not include vehicle classifications or speeds.

HDR shall collect ATR data at the following eleven (11) locations (See Figure 1):

1. Washington Street between I-90 and Parking Lot Drive
2. Washington Street between Highland Street and Waltham Street
3. Highland Street between Washington Street and Davis Street
4. Washington Street overpass between Elm Street and Putnam Street
5. Washington Street overpass between I-90 Off Ramp and Perkins Street
6. Chestnut Street between Washington Street and Davis Street
7. Watertown Street just east of Washington Street
8. Waltham Street just north of Washington Street
9. I-90 Off Ramp just east of Washington Street
10. Washington Street just east of Shaw Street
11. Washington Street between Perkins Street and Prospect Street

D. Queue Length Observations

HDR will monitor and document current traffic conditions in terms of approach queue lengths at all study locations. Observations shall be made on each approach during each of the peak periods to establish average queue lengths. The documented queue lengths shall be later utilized for calibration of existing conditions analysis.

E. Crash Data

HDR will collect the crash data associated with all study intersections and their approaches from the Massachusetts Registry of Motor Vehicles (RMV) Crash Data System (CDS) and from City of Newton Police records. This data shall consist of information such as crash location, number of vehicles, number of

injuries or fatalities, type of collision, vehicle direction, and weather and road surface conditions. Where full crash reports are available, they shall be collected. At a minimum, crash data shall be collected for the latest three years of data availability. Where the latest three years of data does not produce records of 30-40 crashes, the time period searched shall be extended back such that this sample size is achieved.

4.2 – Operational Analysis

HDR will confirm areas of concern previously identified by City and others; and identify new areas of concern. Areas of concern will include pedestrian deficiencies (missing, circuitous or substandard crosswalks); bicycle deficiencies (substandard facilities, route discontinuities or areas of conflicts with other modes); and vehicular and parking/loading/transit/bus stop deficiencies or opportunities.

HDR will evaluate traffic calming tools to improve access and pedestrian safety. Curb extensions, crossing islands, raised intersections and side street ramp details; and signalization strategies will be considered as appropriate.

HDR will identify the existing bicycle facilities in and around the study area and will develop plans to connect and/or upgrade the facilities. Separated bicycle facilities; on-street bicycle lanes (conventional and buffered); shared lanes; bicycle markings; bicycle signals; protected intersection treatments; and other design techniques will be considered as appropriate.

HDR will perform a capacity analysis using the latest version of Synchro software (ver 8.0) to determine the current operational conditions and identify any capacity constraints. This analysis shall be utilized to determine the delays and levels of service (LOS) by approach and by intersection.

The impacts on traffic movement due to bus loading and unloading, parking activity, conflicting pedestrians, delivery vehicle activities, driveways and bicycle movements shall be taken into account during the analysis and potential improvements addressing the current issues shall be recommended.

The Synchro capacity analysis shall be repeated with the recommendations incorporated into the existing conditions analysis. The delay and LOS associated with the proposed conditions shall be provided as part of a technical memorandum

4.3 – Crash Analysis

HDR shall perform a crash analysis at each study intersection to determine locations where most crashes occur, causes of such crashes and potential improvements. This analysis shall focus on crashes involving fatalities, pedestrians and bicycles and will identify crashes by severity and collision type.

The average number of crashes per million vehicles entering (MPEV) shall be calculated for each intersection, and crash diagrams shall be produced for each intersection.

An analysis shall be performed which discusses crash rates in comparison to MassDOT District 6 averages, and shall identify common correctable crash causes. The analysis shall include discussion of total crashes, injury severity, pedestrian and bicycle crashes, and trends over time of each.

4.4 – Transportation Conceptual Designs and Memorandum

Based on the observations made, data collected, analysis performed and recommendations made, HDR shall develop a set of three alternative conceptual designs. The main objective of these designs shall be to address pedestrian and bicycle convenience and safety and overall operational issues while maintaining acceptable vehicular operations through the Study Area intersections and roadway segments.

The Conceptual Design will specify: basic roadway cross-section geometry and circulation direction; intersection geometry and control; complete streets and traffic calming elements, and curb lane usage and regulations. Each alternative will address all users of corridor (vehicular, pedestrian, bicycle, transit, parking, and loading).

Conceptual Designs may include proposals to alter geometry, direction, or cross-section characteristics of roadways which are not under City of Newton jurisdiction (i.e. MassDOT). HDR recognizes that it is a goal of the City to develop alternatives for City-owned roadways which are not dependent on revisions to MassDOT roadways, and Concepts will be developed which reflect that goal.

HDR will prepare a technical memorandum which documents activities of Tasks 4.1 through 4.3.

The Memorandum will be integrated and consistent with the concurrent submittal of Conceptual Design plans.

Task 5. – STREETScape ASSESSMENT AND CONCEPTUAL DESIGN**5.1 - Review Existing Information / Field Study / Site Analysis**

HDR team member KMDG will collect and review plans and proposals from relevant City departments, neighborhood studies, large institutions, and other parties as they relate to streetscape conditions in the Study Area. Documents to be reviewed include, but are not limited to, the *West Newton Village Plan* (2011, MIT); *Washington Street Subregional Priority Roadway Study* (2015, CTPS); *City of Newton Bicycle Network Plan* (2013).

KMDG will perform field observations and photo-documentation of existing sidewalks and open spaces and determine associated use patterns; and will document, analyze, and prepare recommendations for improvements.

KMDG will prepare a site furniture inventory for what is presently used within the Study Area, and discuss preferred furnishings with City.

KMDG will work with the City's Arborist to inventory existing trees and plantings in the Study Area, including condition, size, species, etc

5.2 – Develop Conceptual Streetscape Improvement Plans

KMDG will prepare recommendations for improved urban design/landscape materials and locations, consistent with the three (3) alternative transportation plans and cross-sections being developed as part of the Transportation tasks.

Conceptual Streetscape plans will include landscape and hardscape materials, Green Infrastructure improvements, lighting locations, and street furniture. Both design aesthetics and maintenance longevity will be considered.

KMDG will provide a preliminary palette of unified streetscape elements, including low-medium-high cost options for items including:

- Seating
- Planters
- Bicycle parking
- Opportunities for public art or performance
- Trash/recycling receptacles
- Ground plane treatments and pavements
- Plantings
- Lighting
- Transit amenities
- Wayfinding

In addition to general corridor streetscape designs, KMDG will provide specific conceptual designs (up to 3) for significant pedestrian plazas, pocket parks, etc. which may be developed in conjunction with roadway geometry revisions.

Task 6. – COMMUNITY AND STAKEHOLDER PROCESS

6.1 – Community and Stakeholder Process

General

HDR will assist City staff in coordinating and organizing for up to three (3) community meetings. HDR will be responsible for preparing schedules and agendas, taking, distributing, editing and filing meeting notes, and ensuring adequate follow up, subsequent to these meetings. All paper documentation specific to these meetings will be made available to the city in electronic format.

It is assumed the City will be responsible for pre-meeting mailings and notifications, and for meeting logistics.

HDR will develop suitable graphical materials to convey complex technical information including, but not be limited to,

- Traffic volumes, delay, LOS, crash data and speed.
- Pedestrian volumes, delay, LOS and crash data.
- Bicycle volumes, delay, LOS and crash data.
- Alternative circulation concepts.
- Alternatives for the various open spaces.
- Alternatives for the various sidewalk materials.
- Alternatives for the street lighting.
- Alternatives for street furniture and landscaping.

LIST OF DELIVERABLES:Task 1 – Project Management

- Monthly invoices and progress reports
- Meeting agendas and notes

Task 2 – Base Mapping

- Project base map, incorporating City-supplied surveys and supplemental GIS mapping

Task 3 – Outside Agency Coordination

- Meeting agendas and notes

Task 4 - Transportation Studies and Conceptual Design

- Traffic counts (raw data and diagrams)
- Annotated transportation base plan and photos showing existing conditions/opportunities/constraints
- Queue length summaries in graphical and tabular format
- Crash analysis, including graphics/tables/crash diagrams
- Capacity and Level of Service summaries for existing and proposed concept conditions
- Technical Memorandum containing:
 - Data collection and reduction methods
 - Summary of collected data
 - Summary of existing conditions
 - Recommended improvements
 - Summary of proposed conditions with improvements
- Conceptual design plans
 - 40-scale plans of overall Study Area (Washington Street, from west of Perkins to east of Chestnut).
 - 5 plan drawings x 3 alternatives = Fifteen (15) 40-scale sheets total
 - 20-scale plans of core Study Area (Washington Street, from westerly Washington Street bridge to Chestnut Street)
 - 4 plan drawings x 3 alternatives = Twelve (12) 20-scale sheets total

Task 5 – Streetscape Assessment and Conceptual Design

- Annotated streetscape base plan and photos showing existing conditions/opportunities/constraints; street furniture and trees
- Conceptual design plans (merged with transportation concepts from Task 4)
 - 20-scale plans of core Study Area (Washington Street, from westerly Washington Street bridge to Chestnut Street). Four (4) plan drawings x 3 alternatives = Twelve (12) 20-scale sheets total
- Graphic presentation of potential streetscape palettes

Task 6 – Community Stakeholder Process

- Public meeting materials, including presentation materials (electronic and hard copy); agendas, notes

SCHEDULE OF PERFORMANCE:

It is expected that scope of work tasks as described herein will be completed within 6 months from the Notice to Proceed/Contract Execution.



● Existing Weekday TMC Available - HDR to obtain Saturday TMC

● HDR to obtain Weekday and Saturday TMC

— HDR to obtain ATR

WEST NEWTON CONCEPTUAL DESIGN STUDY
FIGURE 1 - PROPOSED TRAFFIC COUNT LOCATIONS

CITY OF NEWTON, MA
WEST NEWTON CONCEPTUAL DESIGN STUDY

HDR Engineering, Inc.

April 8, 2016

Task #	Tasks	Project Manager (J. Friedman)			Project Engineer (T. Undzisz)			Civil Engineer (M. Golde)			Traffic Principal (L. Casinelli)			Sr. Traffic Engineer (E. Pelaez)			Traffic Engineer (E. Du)			Firm Hrs Total	Firm Fee Total
		hrs	rate	total	hrs	rate	total	hrs	rate	total	hrs	rate	total	hrs	rate	total	hrs	rate	total		
	Project Billing Rate for 2016		\$ 210.24	\$ -		\$ 132.53	\$ -		\$ 96.20	\$ -		\$ 254.94	\$ -		\$ 170.28	\$ -		\$ 86.64	\$ -		
TASK #1	Project Management	18	\$ 210.24	\$ 3,784.40	0	\$ 132.53	\$ -	6	\$ 96.20	\$ 577.21	0	\$ 254.94	\$ -	0	\$ 170.28	\$ -	0	\$ 86.64	\$ -	24	\$ 4,361.61
	1.1 Project Management and Administration	12			0			0						0			0				
	1.2 City Meetings (3)	6			0			6			0			0			0				
	Task #1 subtotal	18		\$ 3,784.40	0		\$ -	6		\$ 577.21	0		\$ -	0		\$ -	0		\$ -	24	\$ 4,361.61
TASK #2	Base Mapping	3	\$ 210.24	\$ 630.73	0	\$ 132.53	\$ -	24	\$ 96.20	\$ 2,308.84	0	\$ 254.94	\$ -	0	\$ 170.28	\$ -	0	\$ 86.64	\$ -	27	\$ 2,939.58
	2.1 Compiled Base Map	3			0			24			0			0			0				
	Task #2 subtotal	3		\$ 630.73	0		\$ -	24		\$ 2,308.84	0		\$ -	0		\$ -	0		\$ -	27	\$ 2,939.58
TASK #3	Outside Agency Coordination	20	\$ 210.24	\$ 4,204.89	0	\$ 132.53	\$ -	0	\$ 96.20	\$ -	0	\$ 254.94	\$ -	0	\$ 170.28	\$ -	0	\$ 86.64	\$ -	20	\$ 4,204.89
	3.1 Outside Agency Coordination	20			0																
	Task #3 subtotal	20		\$ 4,204.89	0		\$ -	0		\$ -	0		\$ -	0		\$ -	0		\$ -	20	\$ 4,204.89
TASK #4	Transportation Studies and Conceptual Design	33	\$ 210.24	\$ 6,938.07	0	\$ 132.53	\$ -	80	\$ 96.20	\$ 7,696.14	35	\$ 254.94	\$ 8,922.87	219	\$ 170.28	\$ 37,290.32	290	\$ 86.64	\$ 25,125.68	657	\$ 85,973.08
	4.1 Review Existing Info/Field Study/Data Collection	6			0			0			5			19			26				
	4.2 Operational Analysis (15 locations - Exist/No-build/build)	2									14			86			108				
	4.3 Crash Analysis	1									4			20			36				
	4.4 Transportation Conceptual Design and Memorandum	24			0			80			12			94			120				
	Task #4 subtotal	33		\$ 6,938.07	0		\$ -	80		\$ 7,696.14	35		\$ 8,922.87	219		\$ 37,290.32	290		\$ 25,125.68	657	\$ 85,973.08
TASK #5	Streetscape Assessment and Conceptual Design	6	\$ 210.24	\$ 1,261.47	0	\$ 132.53	\$ -	12	\$ 96.20	\$ 1,154.42	0	\$ 254.94	\$ -	0	\$ 170.28	\$ -	0	\$ 86.64	\$ -	18	\$ 2,415.89
	5.1 Review Existing Information/Field Study/Site Analysis	0			0			0			0			0			0				
	5.2 Develop Conceptual Streetscape Improvement Plans	6			0			12									0				
	Task #5 subtotal	6		\$ 1,261.47	0		\$ -	12		\$ 1,154.42	0		\$ -	0		\$ -	0		\$ -	18	\$ 2,415.89
TASK #6	Community and Stakeholder Process	30	\$ 210.24	\$ 6,307.34	0	\$ 132.53	\$ -	24	\$ 96.20	\$ 2,308.84	24	\$ 254.94	\$ 6,118.54	40	\$ 170.28	\$ 6,811.02	0	\$ 86.64	\$ -	118	\$ 21,545.74
	6.1 Community and Stakeholder Process	30			0			24			24			40			0				
	Task #6 subtotal	30		\$ 6,307.34	0		\$ -	24		\$ 2,308.84	24		\$ 6,118.54	40		\$ 6,811.02	0		\$ -	118	\$ 21,545.74
Subtotal		110		\$ 23,126.91	0		\$ -	146		\$ 14,045.46	59		\$ 15,041.40	259		\$ 44,101.34	290		\$ 25,125.68		

864

\$ 121,440.79

Misc. Expenses \$ 1,500.00
 Traffic Counts (VTMC & ATR) \$ 20,000.00
 Urban Designer - Tasks 5 and 6 (KMDG) \$ 25,500.00

TOTAL \$ 168,440.79



SETTI D. WARREN
MAYOR

City of Newton, Massachusetts
Office of the Mayor

323-16

Telephone

(617) 796-1100

Telefax

(617) 796-1113

TDD

(617) 796-1089

E-mail

swarren@newtonma.gov

September 14, 2016

Honorable City Council
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to appropriate the sum of \$300,000 from June 30, 2016 Certified Free Cash for the purpose of providing funding for sand and salt spreaders for DPW snow operations. We believe the addition of these spreaders will create efficiencies in treating city streets during snow events and will generate significant cost savings.

Thank you for your consideration of this matter.

Sincerely,

Setti D. Warren
Mayor

DAVID A. OLSEN, CHIEF
NEWTON, MA 02459

2016 SEP 14 PM 1:10

RECEIVED
Newton City Hall

City of Newton



Setti D. Warren
Mayor

DEPARTMENT OF PUBLIC WORKS
OFFICE OF THE COMMISSIONER
1000 Commonwealth Avenue
Newton Centre, MA 02459-1449

To: Mayor Warren

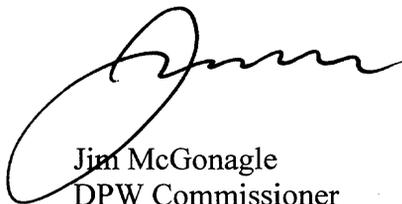
Date: September 13, 2016

Request: Docket for Snow Equipment

Dear Mayor Warren,

I would like to request an appropriation of the sum of \$300,000 to outfit the Department of Public Work's vehicles and equipment with sand and salt spreaders for snow operations. We request the money in advance of the snow season to adequately outfit our fleet in preparation for the winter. The spreaders are vital in treating city streets during a snow event, and this purchase will aid in the department's mission of effective and efficient snow operations.

Best Regards,



Jim McGonagle
DPW Commissioner

Jim McGonagle
Commissioner

City of Newton



DEPARTMENT OF PUBLIC WORKS
OFFICE OF THE COMMISSIONER
1000 Commonwealth Avenue
Newton Centre, MA 02459-1449

RECEIVED
By City Clerk at 4:38 pm, Sep 15, 2016

Setti D. Warren
Mayor

To: Newton City Council

From: Jim McGonagle, Commissioner DPW

Date:9/15/16

DPW is requesting \$300,000 towards the purchase of salt spreading equipment:

Cost for twelve 6-8 cubic yard spreaders at \$24,000 each for a total of \$288,000.

Cost for three tractor mounted sidewalk salt spreaders at \$3600 each for a total of \$10,800.

Jim McGonagle
Commissioner

Telephone: (617) 796-1009 • Fax: (617) 796-1050 • jmcgonagle@newtonma.gov



City of Newton, Massachusetts
Office of the Mayor

SETTI D. WARREN
MAYOR

Telephone
(617) 796-1100

Telefax
(617) 796-1113

TDD
(617) 796-1089

E-mail
swarren@newtonma.gov

September 9, 2016

Honorable City Council
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

RECEIVED
NEWTON CITY OFFICE
2016 SEP -9 PM 12: 56
DAVID A. OLSON, CHIEF
NEWTON, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Council amend *Docket Item # 191-16 HIS HONOR THE MAYOR requesting authorization to transfer the sum of five hundred thousand dollars (\$500,000) to the Public Buildings Department for the purpose of funding the relocation of modular classrooms from the Zervas Elementary School to Newton South High School and Brown Middle School* by replacing the sum of \$500,000 with the sum of \$600,000 and by replacing the source of funds from the following accounts:

- Executive Office Full-time Salaries \$40,000
- Treasury Debt Service (010772-582A48) \$403,784
- Treasury Debt Service (010772-582A49) \$21,216
- Financial Info Systems Full-time Salaries \$35,000

With the following source of funds:

\$600,000 from June 30, 2016 Certified Free Cash.

Timing delays and the covered walkway have caused the projected cost increase. Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren
Mayor