



Memorandum

To: CPA Committee

From: Friends of the Community Growing Center

Date: 1/30/17

Re: Revision of CPA17 Request

To best preserve the mission and vision of the Growing Center and to ensure alignment with city and state procurement regulations, the Friends of the Community Growing Center (FCGC) submits this memo to amend the original application submitted in December 2016. Following subsequent meetings and a series of follow up communications with City of Somerville OSPD staff, we have decided to extend the design process by one year and to amend our CPA17 scope and budget request to reflect this extra year to move from design to implementation.

We've worked closely with TerraCura, Inc. and the community to build a strong foundation for redesign and are excited to realize this vision. Before beginning the construction phase, though, we must acquire stamped construction documents and bid specifications to comply with city and state regulations and to protect FCGC as a nonprofit operating on City property. Over the next year, we aim to obtain the documents needed to be ready to proceed with the city and state procurement process and to focus our non-profit energies on expanding fundraising efforts to make the designs come alive in the near future, complementing CPA funding.

For CPA17, we now request funding to support the development and acquisition of the necessary construction specification documents. Our ask includes Landscape Architect services and project management fees for TerraCura, Inc. who will collaborate with the landscape architect to preserve our design intent and history of community engagement, while serving as agent for the Friends as needed. The Landscape Architect, to be determined, will deliver the documents needed to be prepared to request bids to proceed with implementing construction plans.

To determine the budget, we requested quotes from local landscape architects and also compared these to standard landscape design fees. These landscape architects spoke with TerraCura to determine project scope and also paid visits to the site. See the detailed tables in the following charts.



BUDGET

Landscape Architect Fees				
#	Scope of Service for Bidding and Construction Document Phase	Hours	Cost	Notes
1	Review existing design and specifications with TerraCura	6	\$720.00	
2	Advise on drawings and details to be added / CAD	80	\$9,600.00	
3	Hire and manage external consultants.	4	\$480.00	
4	Provide CAD support for a complete CD set	-	\$0.00	Included in #2
5	Project Specifications and Documents	24	\$2,880.00	
6	Approve and sign off on Construction Documents	-	\$0.00	Included in #2, #5
7	Attend review sessions with City, FCGC, Terra Cura	9	\$1,080.00	
8	Assemble Bid Documents	-	\$0.00	Included in #2, #5
9	Engineering Services (Site Survey)	-	\$4,000.00	Allowance
TOTAL for Landscape Architect Fees:			\$18,760.00	

Terra Cura Fees				
#	Scope of Service as FCGC Rep. and Community Development	Hours	Cost	Notes
1	Assist City / FCGC in selection of LA. Conduct interviews, contract negotiations, organize and attend meetings	24	\$1,200.00	
2	Coordination with LA, City and FCGC on developing bidding, construction drawings and specification to ensure design intention is met. Organize and attend design meetings, correspondence etc.	128	\$6,400.00	
3	Based on updated Bidding/Construction Documents and Specifications, prepare estimate of probable cost to prepare for Bidding and Negotiation phase.	40	\$2,000.00	
4	Reimbursable Expense - Travel Allowance		\$800.00	For 2 staff over 4 months
5	Reimbursable Expense - Plotting Allowance (check sets & final sets for FCGC/City/TC's record)		\$1,000.00	
TOTAL for Landscape Architect Fees:			\$11,400.00	

TOTAL L.A. & Terra Cura Fees:	\$30,160.00
10% Contingency:	\$3,016.00
TOTAL REVISED CPA17 ASKING PRICE:	\$33,176.00



JOSEPH A. CURTATONE
MAYOR



**CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
FY17 FUNDING CYCLE
BUDGET SUMMARY**

PROJECT NAME: Somerville Community Growing Center Renovation and Restoration

APPLICANT: Friends of the Community Growing Center

SUMMARY OF PROJECT COSTS						
<i>Please include a complete itemized budget of all project expenses, including the proposed funding source for each expense, in your submission.</i>						
	PROPOSED SOURCE	EXPENSES				TOTAL
		STUDY	SOFT COSTS*	ACQUISITION	CONSTRUCTION**	
1	Somerville CPA	\$	\$ 33,176.00	\$	\$	\$ 33,176.00
2						
3						
4						
5						
6						
TOTAL PROJECT COSTS		\$	\$	\$	\$	\$ 33,176.00

*Soft costs include design, professional services, permitting fees, closing costs, legal, etc.
** Construction includes new construction, preservation, rehabilitation, restoration work, and/or accessibility related expenses

EXPLANATION OF FUNDING SOURCES			
<i>Please explain the status of each funding source (i.e., submitting application on X date, applied on X date, received award notification on X date, funds on hand, etc.). For sources where funding has been awarded or funds are on hand, please include documentation from the funding source (e.g., commitment letter, bank statement) in application packet</i>			
	SOURCE	SECURED? (YES/NO)	STATUS OF FUNDING SOURCE
1	Somerville CPA	No	Currently applying
2			
3			
4			
5			