



June 29, 2009

Mr. Keith A. Bergman  
Littleton Town Administrator  
PO Box 1305  
Littleton Ma 01460

**Re: Offer for Engineering Consulting Services  
Track Feasibility Study  
Littleton, Massachusetts**

Dear Mr. Bergman:

I am writing to extend an offer to the Town of Littleton to complete a Feasibility Study for the reconstruction/relocation of the existing track facilities currently located adjacent to the Russell Street School. It is our intent to offer these services at no charge to the Town of Littleton and expect no consideration in return. The Study will include all of the services outlined in Section E of the Request for Qualifications for Design and Engineering Services for Littleton High School Track and Field Facility Feasibility Study issued by the Town.

It is our understanding that the existing track facilities are unsuitable for use as intended. Although the track and field facilities may be suitable for light recreational use, they are not capable of supporting a sanctioned high school track meet. It is the desire of the Town and various interested user groups to address the problem through either the reconstruction of the track in its current location or at some suitable alternate location. In order to evaluate and decide on an appropriate course of action, the Town must evaluate a range of opportunities and decide on a Preferred Approach. Typically, this analysis will focus on four key steps: Program Definition, Site Selection, Concept Development and Cost Comparison. The following Tasks describe our recommended approach to performing the Feasibility Study.

## **PROJECT APPROACH**

**TASK 1 Selection of Suitable Locations** – We will work with the Town to identify the minimum program requirements and develop a list of possible locations for locating a new 400-meter running track and associated high school field events. Using data available from MassGIS we will evaluate the possible locations and identify which have sufficient useable site area and appropriate site conditions to serve as a Suitable Location for the required track and field facilities.

One Grant Street  
Framingham, MA 01701  
Tel 508.903.2000 Fax 508.903.2001



- TASK 2**      **Physical Constraints Mapping** – Using information available from the Town and from resources such as MassGIS, USDA NRCS Soil Survey and USGS Maps, we will develop mapping of the Suitable Locations showing the physical constraints that may limit or affect the intended use.
- TASK 3**      **Conceptual Plans and Cost Estimate** – Working collaboratively with the Town and the Track Redevelopment Committee, we will develop a Conceptual Plan for each Suitable Location. The Conceptual Plan is intended to identify a menu of improvements that are achievable given the constraints at a particular location and will be used to develop an understanding of relative opportunities and their associated costs. In some cases, multiple plans will be developed for a particular location in order to address a range of possible improvements and their associated costs. The Plans will include a summary of key relative advantages and disadvantages of each option.
- TASK 4**      **Cost Feasibility Review and Selection of Preferred Approach** – We will meet with the Town to review the Plans and Estimates and discuss the relative benefits and costs of the options being considered as needed to decide on a Preferred Approach.
- TASK 5**      **Summary of Findings and Recommendations** – Following selection of a Preferred Approach we will prepare a Summary of Findings that will present the information compiled during the review and the justification for the Preferred Approach. The Summary of Findings will include detailed color renderings of the Preferred Approach and a milestone schedule for implementation including associated permitting tasks.

It's our experience that this process can be very fluid and we are available to change our approach as the situation warrants or the Town requests. I sincerely hope the Town will take us up on our offer and look forward to working with you and the various user groups. Please contact me anytime to discuss.

Very truly yours,

A handwritten signature in black ink, appearing to read 'S. Reardon', written over a horizontal line.

Sean P. Reardon, P.E.  
Vice President

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