



# TOWN OF LINCOLN CAMPUS MASTER PLAN COMMITTEE

BUCKNER M. CREEL  
ADMINISTRATOR FOR BUSINESS AND FINANCE

September 3, 2015

To: Board of Selectmen  
School Committee  
From: Buckner Creel

Subject: Award of Supplemental Agreement – Campus Master Plan Study

**Background** In March 2015, the Town Meeting appropriated funds and authorized the Board of Selectmen and the School Committee to acquire the services of a design consultant to conduct a master plan study of the Ballfield Road campus. The two boards jointly appointed a subcommittee, the Campus Master Plan Committee (CMPC), to conduct a master plan study of the Ballfield Road campus and authorized it to select a consultant to provide assistance. Massachusetts procurement laws require the selection of a designer through a qualifications-based process. The process resulted in the selection of LLB (Lerner Ladds Bartels) to provide designer services for the Campus Master Plan Study. The Board of Selectmen and the School Committee approved the contract award in late July, 2015.

**Negotiation history** During the negotiations to establish the fee for this effort, several factors were discussed among LLB, the Town's Administrator, and the School's Administrator for Business and Finance:

- The LLB initial proposal was based upon their understanding of the work desired in the RFP, and the prior-study documents available for their review.
- Their understanding included an assumption that the Lincoln School MSBA Feasibility Study documents would include a comprehensive traffic study. In their experience, the MSBA always requires a comprehensive traffic study during their feasibility study process. As a consequence, they included an amount in their original RFP response (\$12,500) for a sub-consultant which they felt would cover whatever supplemental traffic work might be required.
- During discussions with the CMPC in the first few meetings, LLB gained a better understanding of the Town's expectations for the study, and the Town's understanding of its needs further crystallized. These discussions led to a better understanding of the importance a traffic study would play in guiding the CMPC effort.
- At the same time, the LLB initial review of the materials we gave them revealed that the MSBA had not required the Town to conduct a traffic study during the Lincoln School Feasibility Study, and so the reports they thought available were not.

**Recent discussions** Over the next several weeks, the LLB traffic sub consultant provided proposals for several levels of work, ranging from what could be accomplished within the \$12,500 allowance to a high-end transportation study which included sub-consultant attendance at a large number of meetings. After some discussion, LLB recommended an increased scope which includes the following additional work items:

- One additional parking observation
- One additional circulation / drop-off observation
- One intersection capacity analysis (not included in original scope)

- One pedestrian & bicycle environment assessment (not included in original scope)
- Expanded scope to include providing details for 3 site plan alternatives, which will be reviewed in terms of:
  - Vehicle trip generation
  - Parking demand
  - Internal circulation of vehicles & pedestrians
  - Potential safety issues
  - Parking lot orientation & layouts
  - Suggested pedestrian routes, particularly to/from parking lots
  - Parking management strategies for drop-off & pick-up activities
  - Modified campus circulation patterns
  - Alternate driveway locations
  - Traffic calming measures such as speed bumps & raised crosswalks
  - Teacher & staff parking policies
  - Bicycle accommodation
  - Recommendations for way-finding or traffic signs
  - Geometric modifications to campus roadways
- Traffic consultant attendance at five meetings for this study (not included in original scope) (in addition to the two public forums & the SOTT meeting in the original scope)
- Expanded level of report materials to be provided
- A formal technical appendix or other similar document for inclusion in the LLB report

**Recommendation** At their meeting on August 13, 2015, the CMPC voted to recommend the Board of Selectmen and the School Committee review the original scope versus the proposed traffic scope and negotiate an appropriate adjustment to the fee. That negotiation resulted in the increased work scope laid out above, for an additional fee of \$15,000.

**Suggested motion** MOVE, That the [School Committee] [Board of Selectmen] VOTE to accept the LLB (Lerner Ladds Bartels) proposal for additional traffic study work and award a supplemental agreement in the amount of \$15,000 to be funded from study funds available to both the Board of Selectman and the School Committee.

copy furnished:

Becky McFall, Superintendent  
 Tim Higgins, Town Administrator