



Via email: apratt@cityofmalden.org

February 9, 2026

Mr. Alex Pratt, Director
Office of Strategic Planning and Community Development
City of Malden
215 Pleasant Street, 3rd Floor
Malden, MA 02148

**RE: Professional Services Work Order Proposal
Maplewood Park Improvements
Malden, MA**

Dear Mr. Pratt:

This work order proposal has been prepared by IMEG (the Engineer) for professional services related to improvements to Maplewood Park. More specifically, this proposal provides for the following:

- (a) **Programming services**, including the development of a concept plan(s), a preliminary opinion of probable cost to replace the existing synthetic turf surface and potential scope alternates, and technical consultation and advice to assist the City's decision-making on the scope of work to be advanced to design.
- (b) **Design and permitting services**, including design development, permitting, preparation of construction plans and details, technical specifications, and other bid and Contract Documents for the City's preferred scope of work.
- (c) **Bidding and contract award assistance.**
- (d) **Construction phase services**, including construction administration support and construction observation services.

1.0 SCOPE OF SERVICES

1.1 PROGRAMMING SERVICES

Given the City's current fiscal position and expressed interest in paring back the project scope to reduce cost, IMEG will revisit the preliminary scope of work and Opinion of Probable Cost developed in winter 2022 to assist the City secure the \$2.5M funding authorization for the project from the Malden City Council. IMEG will identify opportunities to reduce the project scope and cost for the City's consideration. IMEG will identify a suggested Base Scope that includes the minimum work necessary to improve the playing surface and sports lighting. IMEG will also identify potential Alternates that the City could consider including in the project, funds permitting. IMEG will provide technical consultation and advice to assist the City's decision-making on the final scope of work to be advanced to design.

IMEG will perform the following:

1. Site visits to review the existing conditions of the park features, including, but not limited to, the existing playing surface, fencing, lighting, walkways, and dugouts.
2. Develop a concept plan(s) illustrating the proposed Base Scope of improvements and potential Alternates.
3. Prepare a detailed, itemized Opinion of Probable Cost (OPC) for the Base Scope and Alternates to assist the City in prioritizing project elements based on available funding.
4. Meet with the City to present the concept plan(s) and OPC, facilitate discussion, and confirm the final scope of work for the project.

1.2 DESIGN AND PERMITTING SERVICES

Using the topographic survey and existing conditions plan prepared previously by IMEG in spring 2025, we will design and prepare construction plans and details, technical specifications, other bid and Contract Documents for the final scope of work determined by the City on completion of the programming phase, as defined below. The final scope of work may include Bid Alternate(s) depending on the estimated construction costs and the City's available funding.

1. Preparation of contract drawings showing the scope, nature, and extent of the work to be performed. Plans and details will be made at scales appropriate to show the proposed work.
2. Preparation of technical specifications.
3. Preparation for review and approval by the City, its legal counsel and other advisors, various bid and Contract Documents (e.g. the "boilerplate") including an invitation to bid, instructions to bidders, form of proposal, contract forms, general conditions, labor provisions, and special conditions.

The boilerplate shall be based on similar documents prepared for other City projects. IMEG understands that legal requirements and contract provisions have been determined to be appropriate by the City. IMEG will compile and edit these documents to make the provisions applicable to the technical details of the proposed work. The City shall provide review of the compiled and edited documents to ensure appropriateness of legal and contract provisions.

If applicable, the City will provide IMEG with copies of any particular contract provisions that must be incorporated in the Contract Documents because of a particular funding source (e.g. the Section 108 Loan, or any other state or federal funding source). It is anticipated that any



such provisions will be provided in a form ready for direct incorporation into the Contract Documents either as a separate document section or as an appendix.

4. If requested by the City, a progress submission to the City shall be made of the drawings and specifications when they are approximately 75 percent complete. IMEG will address and respond to comments received and make appropriate modifications to the drawings and specifications.
5. Permits – At this time, IMEG anticipates that the only permit required for the construction of this project will be a Land Disturbance Permit in accordance with Section 11.28.020 Storm Water Management and Land Disturbance of the City Ordinances, unless waived by the City Engineer acting in his capacity as the Stormwater Authority as designated in the Ordinance.

1.3 BIDDING AND CONTRACT AWARD ASSISTANCE

IMEG will assist the City in advertising for and receiving bids, tabulation and analysis of bid results, and award of contract, all as described below.

1. Placement of and payment of fees for legal ads in the Central Register and newspaper of local circulation as required for bidding.
 - a. The City shall be responsible for posting the contract opportunity on COMMBUYS, the Commonwealth of Massachusetts' internet-based procurement system. IMEG will coordinate with the City Controller's Office to arrange for the COMMBUYS posting and will provide copies of the Invitation to Bid and other information prepared by IMEG needed for the posting.
2. It is anticipated that copies of the Contract Documents for the City's records and for distribution to prospective bidders and other interested parties will be provided in a digital format (e.g. PDF). Printing of bound hard copy sets of the bid documents is not included, but could be provided as an additional service if requested by the City.
3. Prepare for and attend a pre-bid meeting.
4. Prepare and issue addenda as directed by the City to clarify, correct or change the bid documents.
5. Prepare for and attend the bid opening.
6. Prepare a tabulation and review the bids received. Prepare a letter of recommendation for award of contract to the lowest eligible and responsible bidder.



7. Assist in the compilation of the Contract Documents for the award of the contract.
8. Assist in the execution of the Contract Documents by the Contractor and the City.

1.4 CONSTRUCTION PHASE SERVICES

1.4.1 Construction Administration Support

The IMEG's construction administration role will be to provide professional support throughout construction to the City and IMEG's personnel provided for in Item 1.4.2 Construction Observation below. More specifically the professional services to be provided by IMEG shall include the following services.

- a. General coordination, consultation and advice to the City during construction in accordance with this agreement and the limitations and authority contained in the construction Contract Documents.
- b. General coordination with the project design team, the City, and the Contractor during construction.
- c. Schedule, prepare for, and conduct a preconstruction meeting with the Contractor, City representatives, and other stakeholders and interested parties.
- d. Review Contractor's shop drawings, material catalog cuts and samples, schedules and other submittals for general compliance with the Contract Documents.
- e. Management, oversight, and support of IMEG's field personnel assigned to perform periodic site visits to observe the work.
- f. General assistance, consultation, and advice to support the City throughout construction.
- g. Assistance in interpreting the Contract Documents and responding to questions and requests for information.
- h. Preparation of sketches as may be required to resolve actual field conditions encountered.
- i. Assist in the preparation and negotiation of extra work and change orders, including preparation of Opinions of Probable Cost for proposed extra work and changes to the work that may be required by the work or requested by the City. Our budget includes an allowance for coordination associated with changes to the work.



- j. Assist the City in the review and negotiation of proposed change orders requested or claims submitted by the Contractor.
- k. Making reports to the City regarding progress, problems, and delays as may be required.
- l. Review and make recommendations regarding the Contractor's periodic (e.g. monthly) and final payment requisitions.
- m. Participate with the City in the final inspection of the work and in the development of punch list(s) of the project prior to completion.
- n. Assist in the preparation and compilation of close-out documentation.

1.4.2 Construction Observation

IMEG shall perform periodic site visits at appropriate times throughout the duration of construction to observe the work in progress for general conformance with the Contract Documents (e.g. plans, details, technical specifications, and other contract requirements).

IMEG field personnel will not make changes to the design plans or details or waive any specifications or requirements of the contracts or undertake direct negotiations with the Contractor. Requests of this nature will be directed to the City with IMEG's recommendations. IMEG personnel will not direct or supervise the Contractor or employees of the Contractor and will only provide input and communications to the designated site supervisor of the Contractor. IMEG will not direct or issue written or verbal orders to subcontractors or suppliers.

The role of IMEG field personnel shall generally include the following.

- a. Participating in a preconstruction meeting with the Contractor, City representatives, and others.
- b. Performing periodic site visits to observe the work of the Contractor and subcontractors for general conformance with plans, details, technical specifications, and other project requirements contained in the Contract Documents.

This proposal provides for a total of 240 hours of on-site observation of the work by IMEG personnel (an average of approximately 12 hours/week for a 20-week construction duration). The number and duration of site visits shall generally be at IMEG's discretion and will vary on a weekly basis depending on the construction activity in progress.

- c. Preparing reports of the periodic site visits summarizing observations made during the visit.



- d. Scheduling and conducting periodic on-site construction meetings with the Contractor, City representatives and others for the purpose of reviewing and coordinating the status, progress and schedule of the work and any outstanding issues or matters of concern.
- e. Reviewing and making recommendations regarding the Contractor's requests for periodic (e.g. monthly) and final payments.
- f. Other miscellaneous on-site assistance, consultation, and advice as may be required during progress of the work.

2.0 ESTIMATED FEE

IMEG's total estimated fee for the described professional services, including reimbursable direct expenses, is as follows.

PHASE	AMOUNT	
Programming Services		25,000.00
Design and Permitting Services		65,000.00
Bidding and Contract Award Assistance		12,500.00
Construction Phase Services:		
Construction Administration Support (24 weeks)	55,000.00	
Construction Observation (20 Weeks)	45,000.00	
Subtotal – Construction Phase Services		100,000.00
Subcontracted Professional Services		
Sports Field Consultant (Allowance)		125,000.00
Subtotal – Professional Services		327,500.00
Reimbursable Expenses (Allowance)		5,000.00
Total Estimated Fee		\$ 332,500.00

Our estimated fee for Construction Phase Services includes tasks that are dependent on the contractual performance period and the Contractor's schedule and performance. Assumptions used in developing our estimated fee are based on information currently available and are considered reasonable at this time.

The Total Estimated Fee will not be exceeded without the City's prior approval. The estimated fees presented above for the various phases are not intended to be limiting fees by phase.

Invoices for services rendered shall be submitted monthly or at other mutually agreeable intervals and shall be due upon receipt. Invoices for services rendered will be based on actual hours expended in the performance of the work times the hourly rates of personnel engaged in the work in effect at the time



services are provided in accordance with IMEG's standard Rate Schedule. A copy of the IMEG's 2026 Standard Hourly Rates – Civil is attached.

The City shall also reimburse the Engineer for reimbursable expenses incurred in the performance of the services. Reimbursable expenses may include, but are not limited to, subcontracted professional services, travel, mileage, plotting, printing and reproduction, postage other than conventional US Mail such as overnight mail, courier service, legal advertisements, and special materials and supplies that may be requested by the City. Reimbursement for automobile travel mileage by the Engineer shall be at the annual established Internal Revenue Service-approved rate for mileage. Reimbursement for survey truck travel mileage by the Engineer shall be in accordance with the Engineer's standard Fee Schedule in effect at the time services are rendered.

Notes:

1. *The Scope of Services and Estimated Fee presented above include subcontracted services to be provided by Activitas, Inc. during the programming, design and permitting, bid, and construction phases related to the park improvements.*
2. *The site is a listed waste/reportable release site (MA DEP Release Tracking No(s): 3-0015433), and is subject to a Notice of Activity and Use Limitation (AUL) and corresponding AUL. Our proposal does not include any services related to the site's soil conditions. IMEG will work with the City and the City's environmental consultant, if applicable, to coordinate the inclusion of relevant provisions to be prepared by others, if necessary, in the Contract Documents.*
3. *The Scope of Services and Estimated Fee includes only those services specifically outlined above. Of particular note, they do not include extraordinary consultation, advice, and assistance in responding to Freedom of Information Act requests, communications from the public, or requests from other parties. IMEG agrees to assist the City in these matters, but based on prior experience with the proposed improvement to Roosevelt Park, it is not possible to estimate the level of effort that may be required or associated costs. If desirable to the City, we are agreeable to establishing a budget to draw from should services of this nature be required.*

3.0 TERMS AND CONDITIONS

IMEG's services will be provided in accordance with the terms and conditions of the City – Vendor Agreement between IMEG and the City for On-Call Civil Engineering Services.



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If this proposal is acceptable, please sign and date in the spaces provided below and return a signed copy and/or a Purchase Order referencing this proposal for our records. If you have any questions, require any additional information, or would like to discuss any aspect of this proposal, please do not hesitate to contact us.

Sincerely,

IMEG



Stephen J. O'Neill, P.E.
Civil Engineer of Distinction



John C. Vancor, P.E.
Client Executive

Enclosure: 2026 Standard Hourly Rates – Civil

ACCEPTANCE BY CITY OF MALDEN:

The undersigned, a duly authorized representative of the city of Malden, hereby accepts the above proposal. In consideration of IMEG performing the work outlined hereinabove, the city of Malden agrees to make payment to IMEG for services performed in accordance with this proposal.

By:



Name:



(Printed)

Title:



Date:





2026 STANDARD HOURLY RATES - CIVIL
(rates adjusted annually)

Senior Client Executive / Senior Market Director / VP	\$275	Senior (Crew Chief / Coordinator) 2	\$135
Client Executive / Market Director	\$260	Senior (Crew Chief / Coordinator) 1	\$135
Project Executive	\$250	(Crew Chief / Senior Technician / Project Coordinator) 2	\$135
Senior Project Manager 2	\$240	(Crew Chief / Senior Technician / Project Coordinator) 1	\$135
Senior Project Manager 1	\$210	Technician 4 / Graduate Surveyor 2	\$120
Engineer of Distinction	\$250	Technician 3 / Graduate Surveyor 1	\$120
Senior Engineer 3	\$215	Technician 2	\$120
Senior Engineer 2	\$205	Technician 1	\$120
Senior Engineer 1	\$180	Designer of Distinction	\$220
Project Engineer 2	\$160	Senior Designer 3	\$200
Project Engineer 1	\$145	Senior Designer 2	\$175
Landscape Architect of Distinction	\$235	Senior Designer 1	\$150
Senior Landscape Architect 3	\$225	Project Designer 2	\$145
Senior Landscape Architect 2	\$205	Project Designer 1	\$140
Senior Landscape Architect 1	\$190	Designer 2	\$135
Project Landscape Architect 2	\$180	Designer 1	\$120
Project Landscape Architect 1	\$170	Design Technician 2	\$110
Planner of Distinction	\$235	Design Technician 1 / Intern	\$100
Senior Planner 3	\$225	Senior Construction Administrator	\$165
Senior Planner 2	\$205	Construction Administrator	\$145
Senior Planner 1	\$190	Senior Environmental Specialist 3	\$225
Project Planner 2	\$180	Senior Environmental Specialist 2	\$215
Project Planner 1	\$170	Senior Environmental Specialist 1	\$205
Planner 2	\$135	Senior Engagement Specialist 1	\$200
Planner 1	\$120	Environmental Specialist 1	\$180
Planner Technician 2	\$110	Environmental Technician 1	\$135
Planner Technician 1	\$100	GIS System Architect	\$145
Graduate (Designer / Planner) 2	\$150	GIS Analyst	\$135
Graduate (Designer / Planner) 1	\$110	Graduate (GIS Analyst) 2	\$130
Surveyor of Distinction	\$235	Graduate (GIS Analyst) 1	\$120
Senior Land Surveyor 3	\$200	Senior Administrative Assistant	\$85
Senior Land Surveyor 2	\$180	Administrative Assistant	\$75
Senior Land Surveyor 1	\$165		
Project Surveyor 2	\$155		
Project Surveyor 1	\$150		
Senior Crew Chief 3	\$135		

*These rates are for staff located in the office providing the rates. Staff based in one of IMEG's other offices may have different billing rates. These rates can be provided upon request.