

Town of Milford
1 Union Square
Milford, NH 03055

Request for Proposals (RFP)

For: Phase 1 - Preliminary Engineering – Brox Property Community Lands and Phase 2 - Permitting

Submission deadline: 4:30 pm, September 8th

ALL QUESTIONS PERTAINING TO THIS RFP MUST BE SUBMITTED BY September 2, 2014

No interpretation of the meaning of the Bid Documents (drawings, specifications, et. al.) will be made to any bidder. Questions may be submitted, in written form, to: Fred Elkind PE, 1 Union Square, Milford, NH, 02055, or emailed to felkind@milford.nh.gov .

Questions will be answered by the appropriate individuals and answered within 2 business days via email with a return reply acknowledging receipt of the email requested. Questions and answers will be shared with all bidders.

Introduction

The Town of Milford invites proposals for **Preliminary Engineering and Permitting– Brox Property Community Lands**. Based on previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal to produce the exhibition experiences described herein. The bid is to be broken into two parts. The first is to include all professional services related to preliminary engineering as detailed in the attached “Brox Community Lands Planning and Engineering” document. The second part is to include all costs related to professional services for the application for permits as outlined in the attached “Brox Community Lands Planning and Engineering” document. The contract(s) will be let in two parts with the preliminary engineering contract being first. The permitting contract may follow the engineering contract provided voter authorization is obtained.

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) -NO EXCEPTIONS.

Exhibitions included in this RFP:

Brox Community Lands Phase Engineering and Permitting

2014 Update and Recommendations for Brox Property Community Land Master Plan (Draft)

Background

The Town of Milford owns the former Brox Sand/Gravel removal site identified on the attached plan (see 2014 Update and Recommendations for Brox Property Community Land Master Plan (Draft)). The property has been divided into two conceptual portions. The southerly portion, known as the “Community Lands”, is the subject of this RFP. The northerly portion is known as the industrial lands and is not included in this RFP. The Town is requesting preliminary engineering for the uses identified in the “Brox Community Master Plan” draft dated 2014. It is the desire of the Town to obtain plans at sufficient detail to identify final grades, including cuts and fills. The Town also desires an estimate of the quantity and value of remaining earth material resources that can be removed from the site without compromising the proposed uses. A second phase effort includes permitting as required for the removal and marketing of excess earth materials.

Project Documents Available to Contractor:

- 1) Brox Community Lands Engineering and Permitting (attached hereto)
- 2) 2014 Update and Recommendations for Brox Property Community Land Master Plan (attached hereto)
- 3) 2013 Wetlands Delineation by Fieldstone Land Consultants (available for review)
- 4) 2' Topography (2013) based GIS Aerial Photography (available for review)
- 5) 2005 Clough Harbor Report Estimate of Sand/Gravel Reserves (available for review)

Submission Procedure

Proposals conforming to the requirements set out below must be received by Fred Elkind, PE at the Town of Milford, 1 Union Square, Milford, NH 03055 by US mail or courier no later than the deadline given above. All submittals must be received in digital form (thumb drive or equivalent) along with 3 hard copies. Digital portions of the submittals are acceptable in Adobe Acrobat® form by the deadline. Proposals must state that they are valid for a period of at least ninety (90) days from the closing deadline. Physical proposals must be submitted in sealed opaque containers and marked, Proposal for Preliminary Engineering and for Permitting – Brox Property Community Lands.

The Town of Milford (Owner) reserves the right to waive irregularities and to reject any or all bids. The Owner also reserves the right to negotiate with the selected bidder in the event that the price exceeds available funds.

The Town of Milford may consider informal any bid not prepared and/or not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof.

Modification of Bids

Modifications to bids already submitted will be allowed if submitted in writing prior to the time fixed in the Request for Proposals. Modifications shall be submitted as such and shall not reveal the total amount of either the original or revised bids.

Opening, Evaluation and Contracting

Proposals may be opened by the Town of Milford at any time after the submission deadline. All proposals satisfying the requirements of this Request for Proposals will be evaluated to establish which of the proposers best fulfills the needs of the Town of Milford and this project. The Town of Milford anticipates entering into a contract with this/these proposers to execute the proposed work. This Request for Proposals, however, does not commit the Town of Milford to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. The Town of Milford reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified proposers or to cancel this Request for Proposals, if it is in the best interests of The Town of Milford to do so. The decision of the Town of Milford shall be final.

After the selection of a Contractor the schedule should include a period of collaboration between the Town of Milford and the Contractor to better define, elaborate upon and fix the Contractor's exact and final scope of Work (the "Final Scope. While the Contractor should assume work begins immediately upon notification that they have been selected, the Final Scope will be defined by editing, redlining or adding superseding documents or drawings to the Proposed Scope of Work as attached hereto. Once contracted, with respect to the Exhibit Documentation, Contractor warrants to Owner that the Scope of Work reflected therein can be completed by Contractor, in a form substantially similar to the preliminary scope, for the amount of the compensation set forth in the proposal.

Form of Contract

The Town of Milford expects to enter into contract(s) with the successful bidder on the basis of contract typically used by the Town.

Project Completion

The first phase of the Project is anticipated to be completed on or before December 1, 2014 unless otherwise extended by agreement of the parties.

Proposal Contents

Proposals, together with letters of transmittal, should include the bidder's description of the work that would be performed and the following information:

For each exhibit describe the level work of work to be performed.

- The team of people who would execute the work, with descriptions of the experiences and skills of each and his/her role in the bidder's firm and in the team.
- Names, addresses and descriptions of key subcontractors which your firm would employ and a description of their relevant experience and past performance.

- Any subcontractors must be identified in the bid. The Town of Milford must know if work is being done outside of the firm. Please see the contract on details of subcontractors. Please remember that after contract signing the Town of Milford reserves the right to approve all subcontractors that were not approved during the RFP process. Denial of a subcontractor by the Town of Milford will NOT absolve the bidder from getting the work done for the contracted price.
- The name of the person in your firm who would be the official contact person for any contractual relationship.
- At least two comparable previous projects in which the bidder has engaged, with names and telephone numbers of contacts with whom the bidder's previous performance can be discussed.
- Examples from past projects that reflect the deliverables and scope that are listed in the scope of work.
- A management plan for the work.
- A schedule for the work, including the range of start dates to which your firm is prepared to commit and anticipated completion dates. This schedule should work within the timeframes outlined by the Town of Milford. Any conflict in the two should be described. The schedule should include a list of all anticipated meetings with the Town of Milford and their locations.
- Proof of insurance and bonding.
- Total calculated prices shall be given in both words and figures.

PROPOSED SCOPE OF WORK:

Deliverables Covered by this Request for Proposals

This Request for Proposals covers defined elements for each exhibition. These elements are described in the Scopes of Work section of the Drawings / Descriptions provided for each of the exhibits. These include the Scopes of Work listed under the header.

As stated in the "Opening, Evaluation and Contracting" section above, the final scope and thus final fee will be determined in meetings immediately following the award of the work. The actual elements and a list of implementation responsibilities are found for each exhibit in the Scope of Work section of the Exhibit Descriptions and the Exhibit Drawings. For each of these elements, the Contractor must perform "The Work" as listed in this document.

The Town of Milford will be operating as Project Manager and Coordinator for the work.

Details on the required deliverables included in this Request for Proposals:

Phase 1 - Engineering

(1) The first is the Exhibition Overview documents for Exhibitions, which provide a short summary of the exhibitions. This can be in the form of a project Executive Summary.

(2) The second is a description of natural resources, including sand and gravel, which should be retained on site to support the Town's future needs based on both the build-out of the community facilities and the needs of the Milford Department of Public Works.

(3) The third is a description and summary plan of locations of sand/gravel that may be available for mining and sale along with an estimate of value at each location.

(4) The fourth is a plan set depicting locations, dimensions, grading, and preliminary construction details of the elements included in the 2014 Update and Recommendations for the Brox Property Community Land Master Plan (draft). This is not intended to be a completed site plan and is not intended to include final construction details. Locations of potential onsite waste treatment facilities, including site requirements, are to be included. Detailed onsite wastewater treatment designs are not required. Roadways are to be depicted along with such sections as needed to present (1) above. A stormwater management plan is not required nor is detailed drainage analysis.

Additionally, meetings shall be required with the client to review progress and present final documents.

Three hard copies of the final set of exhibits are to be delivered along with an electronic set (thumb drive, CD)

Phase 2 – Permitting

Deliverables shall include all plans, reports, exhibitions, meetings and communications needed to make full and complete application for required earth removal permitting as determined through the Phase 1 effort. It is anticipated that Alteration of Terrain, RSA 155:E, and wetlands permits will be required.

Contract

The Town of Milford intends to enter into a contract, which will include the scope of work outlined in the successful proposal.

THE WORK:

All proposals must account for the following scope of work for the deliverable described in the Scope of Work section of the Exhibit Descriptions and Drawings listed under the headers, **“Details on the required deliverables included in this Request for Proposals .”** If the proposer recommends additional scope, substitutions and/or value engineering alternatives, it should be clearly described in full with the reasons for the alternative and a separate pricing for its inclusion.

1. Work Parameters

The introduction and deliverable descriptions describe in as much detail as possible at this time the design intent, pertinent content and any resources available for each of these exhibits. For each deliverable, bidders must describe in specific terms, the deliverable they will provide as compared to the description provided in the “Details on the required deliverables included in this Request for Proposals” section, above.

Design

The Contractor will be required to produce drawings of the deliverables as requested in in this RFP. The Contractor is to collaborate with the Town of Milford team to complete the required deliverables.

Drawings

The Contractor shall include in their proposal all elements required for a complete exhibition, even if not shown on the attached drawings or design development drawings when complete.

All exhibits must have drawings that are approved by the Town of Milford. Final approval will be from the appropriate official of The Town of Milford.

If required, the Contractor shall provide drawings and calculations, stamped by a NH registered professional engineer.

Engineering/Permitting

The Contractor is responsible for all necessary engineering drawings, including determining if stamped drawings and calculations are necessary for both Phases 1 and 2.

Other Work

If a bidder has identified a scope of work not listed in either the section called “The Work,” nor in “Proposed Scope of Work” that the bidder feels is required to complete the project, then the bidder should assume that scope falls within the bidder’s responsibilities. Any work identified as such must be listed and described separately in the Request for Proposals response and detailed estimates of costs provided.

Ownership

Any and all drawings, specifications, studies, permits, electronic data, estimates, inventions, discoveries, improvements, concepts, enhancements, and ideas or any portion thereof that the Contractor may conceive, make, invent or suggest, either solely or jointly with the Town of Milford or any other person or persons, at any time during the provision of the Services, whether at the request or upon the suggestion of the Town of Milford or otherwise, and whether or not patentable or copyrightable (any such drawings, specifications, studies, electronic data, estimates, invention, discovery, improvement, concept, enhancement, idea, program or portion thereof and any and all derivative works created or prepared from the foregoing being hereinafter referred to as "Work Product") shall fully, freely and immediately be communicated by Contractor to The Town of Milford and shall belong to and be the Town of Milford's sole and exclusive property. Contractor shall not at any time, whether during or after the termination or expiration of this Agreement, apply for any letters of patent, design, copyright, trademark, mask work right or other form of protection whatsoever in the United States of America or elsewhere for the Work Product.

Without limiting any other provision of this Agreement, any Work Product qualifying for protection under the copyright laws of the United States shall be considered "works made for hire" under such copyright laws, and shall be the sole and exclusive property of the Town of Milford.

Contractor hereby irrevocably assigns to The Town of Milford any right, title, or interest Contractor now has or may hereafter acquire in, to, and under all Work Product, and to any patent, copyright, trademark, mask work right, or other proprietary or intellectual property rights or interests in, to, and under such Work Product. The Town of Milford and its assigns shall be the sole and exclusive owner of all patents, copyrights, trade secrets, mask work rights, and other proprietary or intellectual property right or interest in connection with such Work Product.

Insurance

The contractor must maintain all insurances typical for the profession to include: errors and omissions, liability, and worker's comp, at a minimum.

Invoicing

The contractor shall submit invoices monthly, and upon completion.

Attachments:

Attachment 1

Brox Community Lands Engineering and Permitting

Introduction:

In order to update the 2005 Brox Community Master Plan, the Planning Board established an ad hoc committee during 2013. The committee reviewed the existing master plan as well as a wealth of additional data that had been accumulated since the writing of the 2005 plan. Population growth and future needs were assessed. Needs incorporated responses to growth including: increased requirements for fire and other safety needs, recreation facilities, schools, public works, cemeteries, and earth materials. The planning effort recognized the additional need for important environmental resource protection and it helped define potential resource protection areas. This planning effort ultimately resulted in the development of the 2014 Update and Recommendations for the Brox Property Community Land Master Plan (presently in public review). Among the recommendations of the updated plan are to proceed with planning, design, and construction of recreational facilities, and to move forward with planning and permitting efforts associated with earth material removal.

To realize the objectives of the plan, preliminary planning, engineering, and permitting is required. The purpose is to “flesh-out” the recommendations of the updated Brox Property Community Master Plan by incorporating additional detail. This is to be accomplished in a two phase effort. The first phase is to include additional engineering that would move the plan from “conceptual” to “preliminary”. In essence, a site plan would be initially developed which would detail the spatial and geomorphic requirements of the proposed uses. A byproduct of this effort would be identification of excess and otherwise available earth materials.

Following the first phase, a second phase is anticipated. The second phase would advance the plans developed during Phase 1 to the level required for application for necessary permits for the initial site development, including removal of excess sand and gravel. Anticipated permits include: Alteration of the Terrain (NHDES), permits required under RSA 155:e, and others as may be dictated by the engineered plans.

Site Plan Development – Phase 1 Activity

As a result of data collection, such as wetland delineations within the Brox community property and topographic data available from the GIS aerial photography, it is possible to develop a preliminarily engineered site plan. The plan would depict the following types of information:

- 1) Defined locations of future uses based upon specific requirements such as: area, grading, water supply, sewage and waste management, parking, and general access and safety.
- 2) Roadway spatial and grading requirements to access the uses detailed in 1 above.
- 3) Onsite materials required for the defined uses. Included are earth material requirements for construction, grading, and for development of sewage disposal options. This task should review each proposed use and determine how much material should remain at each location given the proposed use. In some cases, material may have to be relocated because existing grades are so close to the water table. This is the case for some areas proposed for recreational uses.
- 4) Sensitive natural resources

Determination of Earth Materials Availability –Phase 1 Activity

Following site plan development, the needs for earth materials for the proposed site development will be known. For example, the amount of sand needed for development of recreational fields, roadways, and onsite wastewater disposal will have been established. All lands within the holdings should be evaluated, including those depicted as “open space” on the Brox Master Plan. Future sand needs of DPW will also be identified.

As a result of this effort, earth materials that are excess to Town needs will be identified. These resources may be marketed and removed in anticipation of the development or coincidentally with the development. The quantities thus available will be based upon sufficiently detailed and engineered plans to provide a high level of confidence that the needs of the Town will continue to be met. This information can be considered by the residents of Milford during their deliberations at the 2014 Town Meeting relative to excavation of the site and the sale of earth materials.

If, based upon existing known soil data, the bidder believes additional borings are necessary, that should be stated and costs noted.

Permitting Activities –Phase 2 Activity

As the redevelopment of the Brox Community Lands will include site disturbances not covered by the “grandfathered” excavation activities, the project will require, at a minimum, an Alteration of Terrain (AoT) Permit from DES and a Wetlands Permit for re-establishment of the access to Perry Rd. The plan and required drainage study prepared for this activity can serve as a basis for the development of applications for these and/or other required permits. If it is determined that there are excess earth materials to be removed from the site from areas outside of the “grandfathered” excavation area, an Earth Removal Plan and Permit shall be required in accordance with the Town of Milford Gravel and Earth Removal Requirements as well as NHRSA 155-E. With the consent of the residents, the required sand and gravel mining permits will be obtained in anticipation of the sale of the excess earth materials. As part of the review process, the budget should include meetings with town officials, Board of Selectmen and one meeting with the Planning Board.

Summary:

A Brox Community Land Master Plan update was conducted during 2013/2014 by an ad hoc committee established by the Planning Board. Recommendations of the committee are being reviewed. In order to efficiently move forward with the recommendations, an engineered Site Plan will be required. While this plan may be preliminary to more detailed engineering that could be required for some of the possible site uses, it will rely upon data presently available for the site and proposed uses to define these in more detail and establish additional future needs. Resulting from this effort will be an identification of the possible development-phase requirement for onsite resources as well as identification of excess earth materials that could be available for removal from the site.

The above approach represents an efficient pathway which will detail cost-effective methods for site development and will incorporate high-value resource protection.

Attachment 2

BROX Property Community Land Master Plan: 2014 Update and Recommendations

Report to the Milford Planning Board by the BROX Community Land Master Plan Committee

February 4, 2014

I. INTRODUCTION, PURPOSE and CHARGE

In 2013 the Milford Planning Board undertook the stated goal in the Milford Master Plan to ‘reevaluate the 2005 BROX Community Lands Master Plan to reflect projected changes in community facility needs’ (Chapter 3, Community Facilities, 2007). The 2005 Plan, prepared by Clough, Harbour & Associates LLP, laid out areas within the “community lands” portion (Tax Map 38/Lots 17 and 58) of the Town-owned BROX Property to accommodate potential future suitable locations for Town and School facilities in order to proactively guide long-range development. Although no development has occurred on the properties since that time there will continue to be Town needs for future facility locations. Over the past two years, inquiries into the near-term use of the property, specifically from recreation and conservation interests, has further necessitated an effort to review the 2005 plan relative to current Town circumstances and anticipated future needs.

The Planning Board appointed a seven-member ad-hoc committee to review the 2005 Study in the Fall of 2013. The Committee was given the following charge:

Using the 2005 BROX Property Community Land Master Plan Study as a foundation, provide updated recommendations to the Planning Board on the best use of the BROX “community lands” (Tax Map 38/Lots 17 and 58) to meet the anticipated needs for municipal, school and recreation facilities and incorporating priority conservation actions through the year 2035. The recommendations shall be provided to the Planning Board no later than January 31, 2014.

II. BACKGROUND ON THE BROX “COMMUNITY LANDS”

BROX Industries approached the Board of Selectmen in 1994 to see if there was interest in Town acquisition of approximately 320 acres of undeveloped property the company owned in west Milford. The site consisted of several parcels located adjacent to both sides of the NH Route 101 Bypass, east of Whitten Road, and north of Great Brook to the south. After several years of review and analysis on its value to the Town by a voter-established BROX Commission, and input from boards, commissions, and the public, the Town authorized purchase of 270 acres in March 2000 for \$1.4 million. 50 acres had previously been purchased by the Milford School District in 1999 for the site of Heron Pond Elementary School.

At the time of purchase approximately 123 acres of the property were zoned Industrial (subsequently rezoned Integrated Commercial-Industrial 2, “ICI-2”, in 2007). Two parcels (Map 38/Lots 17 and 58) make up the “community lands” and consist of 146.87 acres. These parcels are zoned Residence “R” and lie within the Commerce and Community overlay district. The Industrial/ICI-2 parcels have since been designated to be sold for

property tax generating development, while the “community lands” have since been set aside for municipal, recreational, educational, and conservation uses.

The Planning Board adopted a report prepared by the Planning Department in October 2000 which provided an assessment of land area projections for future community uses, inclusive of schools, recreation, emergency services, cemeteries, and conservation. An ad-hoc committee representing the above stakeholder groups further refined land area needs for the community lands, and upon further direction from the Board of Selectmen the committee sought Town authorization for the 2005 Study. This Study included an approximate delineation of wetlands from available topography and mapping, a conceptual master plan, an analysis of gravel resources and estimated value, and a preliminary estimate of construction costs for a road connection and utilities. The 2005 Study was distributed for review by the Planning Board and Community Facilities Committee and additional public input. In October 2005 this Study was accepted as the conceptual master plan for development by the Board of Selectmen.

The BROX community lands are currently undeveloped and consist of significant wetlands, extensive wooded areas, and large open unreclaimed area created from BROX Industries earth removal activity during the 1970s through 1990s. Based on the 2005 Study there are approximately 88 buildable acres located in the BROX community lands. Buildable area was calculated as:

$$\text{BUILDABLE AREA} = (\text{TOTAL AREA}) - (\text{AREA OF WETLANDS} + \text{AREA IN SETBACKS} + \text{SIDE SLOPES})$$

III. 2014 UPDATE OF 2005 PLAN

The seven member ad-hoc committee appointed by the Planning Board to update the 2005 Plan consisted of the following representatives: Planning Board: Tom Sloan; Conservation Commission: Audrey Fraizer; Recreation Commission: Tim Finan; MCAA Fields Committee: Dan Ayotte and Justin Wisbey; Department of Public Works: Rick Riendeau; and citizen-at-large: Jerry Guthrie. Town staff support was provided by Bill Parker, Community Development Director and Jodie Levandowski, Town Planner/GIS Coordinator.

The Committee utilized the 2005 BROX Community Land Master Plan Study, its associated conceptual plan, and prior studies and reports as baseline information. Population growth projections were provided by the Community Development Office and the Committee utilized for planning purposes a ‘moderate’ growth rate for the Town, with a projected 2035 population of approximately 17,700 (2013 population estimated at 15,129). The Committee solicited input from the following Town departments on what each department anticipated for land needs at the BROX Property for the future planning period of 2015-2035: Fire Department, Ambulance Service, Public Works Department, Recreation Department, MCAA Fields Committee, the Cemetery Trustees, the Milford School Board, and the Conservation Commission. The base mapping utilized by the Committee consisted of the 2005 conceptual master plan, 2013 Town of Milford aerial orthoimagery; GIS topography; and a current (July 2013) certified wetland delineation conducted by Fieldstone Land Consultants, which was mapped on the 2005 conceptual master plan.

Facility land requirements and recommendations as submitted by potential users of the community land for the 2014 update are as follows:

Emergency Services:	2 acres located on the southerly side of existing Heron Pond Road, near the intersection with Whitten Road. Site would allow for a future west end substation for the Fire Department, consisting of a 2-3 bay fire station with a full training facility. Site would allow for colocation of an ambulance if determined necessary. The facility is listed in the 2014-2019 Capital Improvements Plan for the year 2022.
Public Works:	4 acres located adjacent to the existing Heron Pond Road and adjacent to future west end substation. The facility is anticipated to be needed in the year 2021/2022.
Recreation Fields/Facilities:	25 acres located southerly of the proposed extension of Heron Pond Road for recreation playing fields for soccer, field hockey, lacrosse, baseball, and softball; with associated parking and structures for maintenance, concessions, storage, and restrooms. Recreation fields are an immediate need based upon findings documented in the 2013 MCAA Needs Analysis, MCAA BROX Property Project.
Cemeteries:	16-17 acres located in eastern portion of community land identified on the 2005 Plan. Current cemetery capacity in Town should be sufficient for the next twenty-year timeframe. Additional cemetery space may be needed in 2035.
Schools:	40 acres located southerly of proposed Heron Pond Road extension. Depending upon future school construction needs and based on State of New Hampshire Department of Education minimum school site requirements, an elementary school with a capacity of 600 students requires 11 acres; a middle school with a 1000 student capacity requires 20 acres; and a high school with a 1400 student capacity requires 29 acres.
Conservation:	The Conservation Commission requested the minimum calculation for open space be designated upon initial development, including planned recreation uses (2015). Priority conservation areas include what is necessary for protection of the significant wetlands, inclusive of the 'fen' area, vernal pools, and buffers primarily located on the northerly side of the community lands. Additionally, existing trails should be incorporated in future development areas where feasible and trail connections and pedestrian linkages should be created both internal to the properties and outside property boundaries.
Earth Materials and Natural Resources:	As identified in the 2005 Study, there are significant earth material and natural resources (timber) contained with the BROX community lands that can provide the Town revenue. Additional engineering should be undertaken to develop a feasible earth material removal plan that anticipates reclamation consistent with future uses. Timber management plans should also be undertaken to insure good forestry best management practices.

BROX Community Land Needs: 2014 Update

<u>Facility/Use</u>	<u>Buildable Area Needed</u>	<u>Year Needed</u>	<u>Location Considerations</u>
Emergency Services/ Fire Substation/Training Facility	2-3 acres	2022	For best access, south side of existing Heron Pond Road, close to intersection with Whitten Road
Public Works Facility	3 acres	2021-2022	Preferred location is co-located with Emergency Services
Recreation Field Complex Phase I - temporary	4-5 acres	2015	South side of existing Heron Pond Road, to be utilized until such time as Emergency Services and/or Public Works facility is needed
Phase II and ongoing	25 acres	2018	Southerly side of Heron Pond Road extended alignment; planned phased development easterly along Heron Pond Road; potential joint use with possible future school facilities
Cemeteries	16 acres	2035	Location that minimizes traffic impacts; additional land needs not foreseen for 20 years based on current cemetery capacity
Schools	40 acres	2035	Good multi-directional access; large developable area to accommodate potential facility/facilities and minimum site requirements
Conservation/Open Space	Undetermined	Ongoing	Where necessary to minimize development impacts and protect environmental priorities; trail connections and open space corridors are high priority
Earth Material Operations	Undetermined	2015	Based on further geotechnical and engineering review; reclamation plans must be designed with future facility location/development and Heron Road alignment

IV. CONCLUSIONS AND RECOMMENDATIONS FOR 2014 UPDATE

After a review of all available materials, knowledge and discussion generated within the Committee, and input from the community use groups the BROX Community Land Master Plan Update Committee has reconfirmed or determined:

- The BROX “Community Lands” contain suitable buildable and available land to meet the needs for emergency service, public works, recreation, cemetery, school, and conservation needs for the next 20 – 25 years.
- Facility land area needs have not significantly changed over the past ten years on which the 2005 Plan was formulated.
- There continues to be a demonstrated shortage of recreation field space in Town. Of all community needs appropriate for development within the BROX community lands, addressing this shortage is most immediate and should begin in 2015.

- A new location for a Public Works facility was identified for the 2014 Plan that was not included in the 2005 Plan.
- There are significant wetland areas and vernal pools that should continue to be protected from the impacts of future development and should be deeded as conservation land/permanent open space immediately (2015).
- The 2013 wetlands delineation indicates that Tax Map 38/Lot 17 is unbuildable due to the apparent extent of wetlands and should be deeded as conservation land/permanent open space immediately (2015).
- The 2005 Study remains a solid foundation to utilize for future detailed engineering and site design for development.
- The 2005 Study includes a Geotechnical Engineering Report/Soil Mining Feasibility Study for the property that remains a solid foundation for Town initiatives to harvest and sell a significant amount of earth materials.
- There is potential for joint use of school and recreation facilities.
- Given that the planning horizon for this area is 20 plus years, conditions, priorities, and locations for community facilities may change over time.

Recommendations for the development of the BROX Community Lands are:

Site development should follow a phased approach that follows these steps:

A. Phasing of recreation fields

1. Phase 1A – 2014/2015
 - a. Using Town of Milford resources with cooperation from invested stakeholders, build recreation field space along the southerly side of the existing stretch of Heron Pond Road within the next two years to help alleviate documented shortage of recreational field space in Town.
 - b. Acknowledgement that these fields may be temporary in nature as this location is designated for a future emergency services/fire department substation.
2. Phase 1 – 2014/2018
 - a. Coordinate with the Board of Selectmen and Town departments to develop an earth material removal and associated reclamation plan to incorporate design and engineering for the first phases of recreational field development and extension of Heron Pond Road easterly according to the 2014 conceptual plan. This should be completed by end of 2015 to allow for next phase of field development scheduled for the year 2018 in the 2014-2019 Capital Improvements Plan.
 - b. Initiate the effort in 2014 to obtain NHDES Alteration of Terrain permit approval for earth material removal based on the 2005 Geotechnical Engineering Report/Soil Mining Feasibility Study.

- c. Form a partnership between the Town and the MCAA/MCAA Fields Needs Committee to obtain funding for a design, engineering, and construction costs to implement the Phase 1 of recreational field development in the area as shown on the 2014 conceptual plan.
- 3. Future Phases – 2018 to 2035
 - a. Develop a phasing and implementation plan for ongoing development of recreational fields incorporating estimated costs and timeframe for construction.
 - b. Locate future field development south of the Heron Pond Road extension for likelihood of joint use with any potential school facility.
 - c. Identify and incorporate those capital projects associated with recreation field development that have a cost of \$75,000 or more into the annual Capital Improvements Plan process.
- B. Conservation and Open Space Planning
 - 1. Open space for permanent protection should be identified and designated in the northerly area of the community lands adjacent to the significant Heron Pond wetland complex at the time any development or alteration of terrain begins. Develop under the direction of the Conservation Commission and in accordance with NHRSA 36-A and Section 6.04.0 of the Zoning Ordinance (Open Space and Conservation District). Additional open space, trail connections, and bicycle and pedestrian connections can be integrated into future facility site development.
- C. Extension of Heron Pond Road
 - 1. Design the extension of Heron Pond Road to Town of Milford road standards and specifications to provide a street connection to developable parcels to the north, as well as allowing for a practical street connection to developable parcels to the east.
 - 2. Adjust the proposed alignment of Heron Pond Road northerly and maintain the area north of the roadway as open space to create a sizable buffer zone between the wetlands and facility development south of the roadway.
 - 3. Incorporate within the Heron Pond Road engineering design the extension of a six-foot detached sidewalk/bike path as currently exists on the built portion of Heron Pond Road.
- D. Considerations of Future Development of Land to the North and East of the BROX Community Land
 - 1. If future private development interests on abutting parcels approach the Town for use of BROX community land for uses other than those designated in the 2014 Update,

consider these interests only if there is a reasonable and comparable area/plan to replace designated municipal or school land areas.

2. Future development of the BROX Community Lands and abutting parcels is subject to applicable Commerce and Community District overlay zoning requirements.
3. Undertake a review of the 2014 Update Study every five years to evaluate its timeliness and consistency with changing Town conditions.

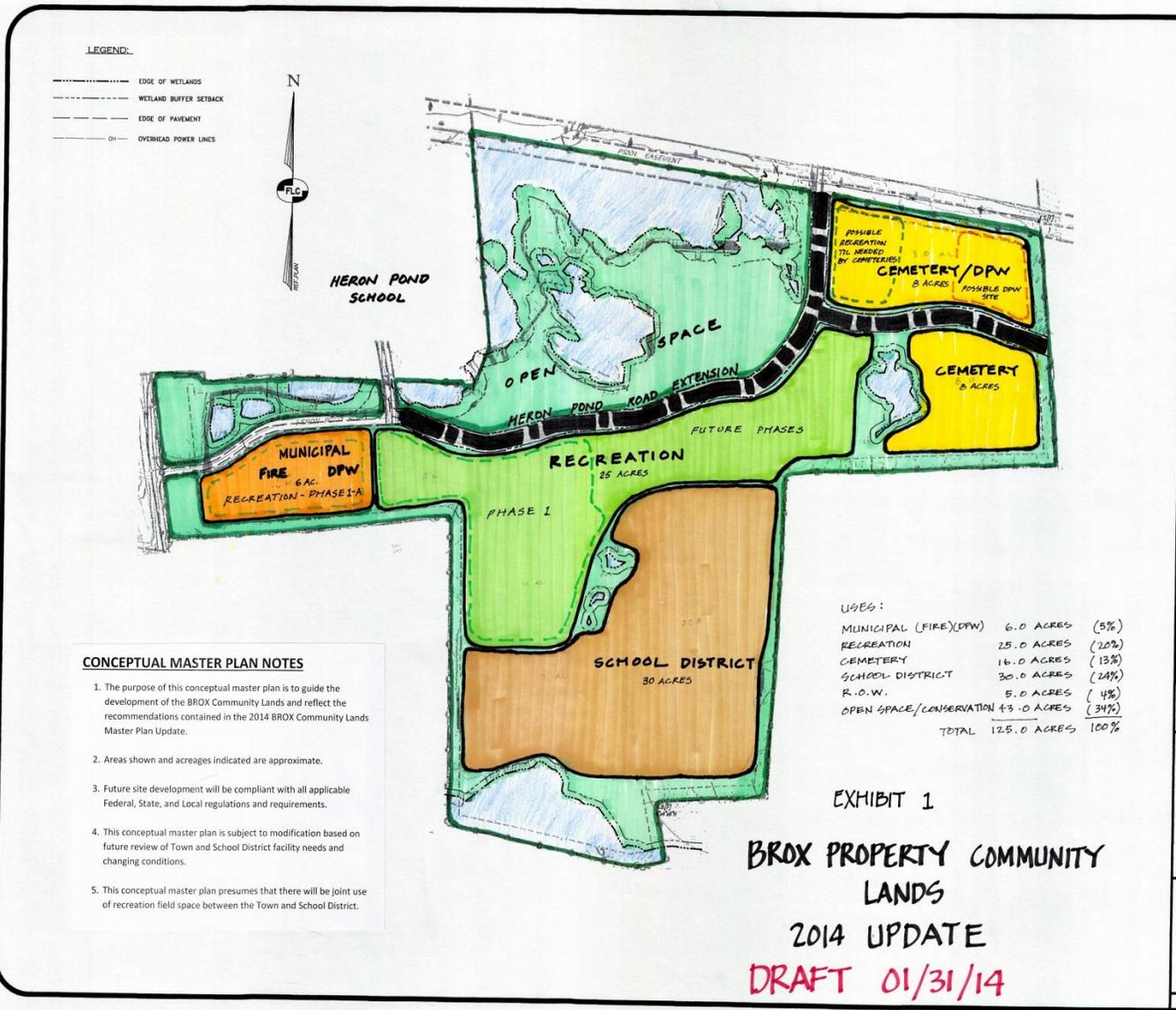
V. EXHIBITS

- A. 2014 BROX Community Land Conceptual Master Plan
- B. Schematic Future Development Plan

VI. LIST OF SUPPORTING DOCUMENTS

1. *Report and Recommendations on Providing and Preserving Land for Future Community Needs*; Town of Milford Planning Board and Department of Planning and Community Development; October 17, 2000
2. *BROX Property Community Land Master Plan Study, Milford, New Hampshire*; prepared by Clough, Harbour & Associates LLP; February 17, 2005
3. *Geotechnical Engineering Report; Soil Mining Feasibility Study for Milford, New Hampshire*; prepared by Clough, Harbour & Associates LLP; October 8, 2004
4. *Needs Analysis, MCAA BROX Property Project*; Milford Community Athletic Association; 2013
5. *Milford Master Plan, Chapter 3 – Community Facilities*; 2007
6. *Wetland Classification Report, BROX Community Lands, Map 38, Lots 17 & 58, Heron Pond Road, Milford, NH 03055*; prepared by Fieldstone Land Consultants, PLLC; June 9, 2013
7. *Information and Materials About Wetland Complex, Habitat and Wildlife, at the BROX Property for Use in Planning for Conservation*; BROX Environmental Citizens; December 2, 2013
8. Various BROX property-related file documents from the Office of Community Development, Milford, NH

EXHIBIT A
2014 BROX Community Land Conceptual Master Plan

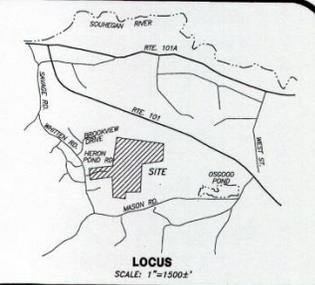


- CONCEPTUAL MASTER PLAN NOTES**
1. The purpose of this conceptual master plan is to guide the development of the BROX Community Lands and reflect the recommendations contained in the 2014 BROX Community Lands Master Plan Update.
 2. Areas shown and acreages indicated are approximate.
 3. Future site development will be compliant with all applicable Federal, State, and Local regulations and requirements.
 4. This conceptual master plan is subject to modification based on future review of Town and School District facility needs and changing conditions.
 5. This conceptual master plan presumes that there will be joint use of recreation field space between the Town and School District.

USES:

MUNICIPAL (FIRE) DPW	6.0 ACRES	(5%)
RECREATION	25.0 ACRES	(20%)
CEMETERY	16.0 ACRES	(13%)
SCHOOL DISTRICT	30.0 ACRES	(24%)
R.O.W.	5.0 ACRES	(4%)
OPEN SPACE/CONSERVATION	43.0 ACRES	(34%)
TOTAL	125.0 ACRES	100%

EXHIBIT 1
BROX PROPERTY COMMUNITY
LANDS
2014 UPDATE
DRAFT 01/31/14



REFERENCE PLAN:
"BROX PROPERTY COMMUNITY LANDS - MASTER PLAN STUDY", SCALE: 1"= 200', DATED: NOVEMBER 1, 2004 BY CLOVER HANCOCK & ASSOCIATES, LLC.

- NOTES:**
1. THE PURPOSE OF THIS PLAN IS TO DEPICT THE JURISDICTIONAL WETLANDS ON THE SUBJECT PARCELS.
 2. THE WETLANDS WERE FIELD LOCATED BY THIS OFFICE WITH A GLOBAL POSITIONING SYSTEM (GPS).
 3. THE WETLAND AREAS HAVE BEEN OVERLAIN ONTO THE REFERENCE PLAN, AS SHOWN. THIS HAS BEEN ACCOMPLISHED THROUGH THE LOCATION OF LINE FEATURES AND SHOULD THEREFORE BE CONSIDERED APPROXIMATE.
 4. PRIOR TO ANY FUTURE DEVELOPMENT OF THE MAP 38 LOTS 17 AND 25 ADJACENT TO JURISDICTIONAL WETLANDS AS DEPICTED ON THIS PLAN, A PRELIMINARY WETLAND LOCATION RELATIVE TO PROPERTY BOUNDARIES SHOULD BE CONDUCTED CONCURRENTLY WITH ANY NECESSARY BOUNDARY AND TOPOGRAPHIC SURVEYING.
 5. JURISDICTIONAL WETLANDS HAVE BEEN CLASSIFIED IN ACCORDANCE WITH US FISH AND WILDLIFE CLASSIFICATION OF WETLANDS AND DEEPWATER HABITATS IN THE UNITED STATES (COMANOR ET AL. 1979).

CERTIFICATION:
WETLANDS WERE DELINEATED IN ACCORDANCE WITH THE US ARMY CORPS OF ENGINEERS' WETLAND DETERMINATION MANUAL (4-4) AND REGIONAL SUPPLEMENTS FOR NORTHEAST AND NORTH-CENTRAL REGIONS AND FIELD INDICATORS FOR HYDRIC SOILS IN NEW ENGLAND BY CHRISTOPHER A. GUIDA, C.I.S. IN APRIL OF 2013.

DATE: 1/1/14

GRAPHIC SCALES

REV.	DATE	DESCRIPTION	C/O	DR	CK
C	8/10/13	WETLAND CLASSIFICATION AREAS	C/O	CAG	CEB
B	12/7/13	ADD NOTES AND BUFFER LINES	C/O	CAG	CEB
A	4/29/13	VERIFY LOCATION AND ADD DESCRIPTION	C/O	CAG	CEB

WETLANDS LOCATION PLAN
PREPARED FOR:
TOWN OF MILFORD
BROX COMMUNITY LANDS
TAX MAP 38 LOTS 17 & 25
MILFORD, NEW HAMPSHIRE

SCALE: 1" = 200' APRIL 23, 2013

Surveying • Engineering • Land Planning • Permitting • Septic Designs

FIELDSTONE
LAND CONSULTANTS, PLLC

778 Elm Street Suite C, Milford, NH 03055
Phone: (603) 672-5456 Fax: (603) 412-5456
www.fieldstonelandconsultants.com

FILE: 519W100C.dwg PROJ. NO.: 519.00 SHEET NO.: 1 OF 1

BROX PROPERTY COMMUNITY LANDS
UPDATE COMMITTEE / OFFICE OF COMMUNITY DEVELOPMENT

EXHIBIT B

Schematic Future Development Plan



SYMBOL	ITEM
	Edge of Wetlands
	Wetland Buffer Setback
	Property Line
	Proposed Spot Elevation
	Proposed Building
	Proposed Parking
	Proposed Tennis Court
	Proposed Basketball Court
	Proposed Bleachers
	Shrubs / Trees / Woods

EXHIBIT 2
SCHEMATIC DEVELOPMENT PLAN



Scale: 1" = 200'	CONCEPTUAL MASTER PLAN / LAND DEVELOPMENT PLAN		L - 1
Date: 1/12/2014	BROX COMMUNITY PROPERTY		
File: 2022	PREPARED BY :		Drwg # 1
Drawn by: J G	BROX COMMITTEE		
Rev.	MILFORD, NEW HAMPSHIRE		
	Bill Parker Community Development Director 1 Union Square, Milford, NH 03055		