

TOWN OF BERLIN
Parks and Recreation Commission
230 Kensington Road • Berlin, CT 06037

Thursday, September 18, 2025
6:00 p.m.
238 Kensington Road, Berlin, CT 06037
MEETING

Join Zoom meeting

<https://berlinct-gov.zoom.us/j/81303182448?pwd=SwNqFlXaw4ERTcFdM6EHNfY4wfzMYl.1&DeviceId=2a73b4be-9010-4426-9f4e-c421ec792095&SessionId=175751711121&DeviceId=2a73b4be-9010-4426-9f4e-c421ec792095&SessionId=175751711121>

Meeting ID 813 0318 2448

Meeting Passcode: 116131

By Phone (tolls may apply): +1 929 205 6099 US (New York)

Meeting Agenda

1. Audience of Citizens
 - a. Lisa Deseno
2. Approval of Minutes
 - a. July 10, 2025
3. Consent Agenda
 - a. Request by Lisa Deseno for approval of donation of \$500 towards a 6 foot Parks and Grounds bench and a plaque valued at \$360 to be installed on the bench in honor of Dan Cleland. The bench will be placed at Pistol Creek.
 - b. Request by Berlin High School Boosters Association to hang presented banners at named locations for the 2025 – 2026 school year.
 - c. Request acceptance of the donation of the below signs to replace the existing signs at the press box at Scalise Field by an Anonymous Donor. Total value of all signs is \$2,000.
 - i. 2 metal Welcome signs, one faces the field, one faces the parking lot, size is 60” X 36”
 - ii. Women’s Soccer State Champions Sign, size is 40” X 26”
 - iii. Football State Champions Sign, size is 40” X 26”
 - d. Request acceptance of donation of yard signs (2’ X 3’) to be placed at the following locations on the mornings of Berlin High School Football varsity football games and to be removed the morning after from Mark Holmes; Sage Park, Berlin High School, McGee Middle School, Hubbard Elementary School, Griswold Elementary School, Citgo Park and Hefferman Park. The signs are valued at \$3.50 each.
 - e. Request by Ron Bosco of Berlin Lions Charities to be able to sell luminaries at Berlin High School home football games on October 30, 2025 and November 7, 2025. Funds raised will go towards local Veterans in need.
 - f. Request acceptance of a donation by Matson Farm of a maximum of 10 straw/hay bales, valued at approximately \$100 to be used for our Scarecrow Contest for the 2025 Scarecrow Festival.
 - g. Request by CCC (Central CT Conference) to charge a fee of \$10 for adults, \$5 for students/seniors for a tournament to take place at Scalise Field, Sage Park on October 25, 2025 (10AM – 5:30PM) and October 28, 2025 (3:30PM – 9PM).

- h. Request by CCC (Central CT Conference) to have field usage fees and light fees, not to exceed an amount of \$1370 waived for the CCC Tournament taking place at Scalise Field, Sage Park on October 25, 2025 and October 28, 2025.
- 4. Parks and Recreation
 - a. Monthly Report
 - b. Summer Wrap Up
- 5. Parks & Grounds
 - a. Monthly Report
 - b. Demore, Dinda, Bittner Jr. Memorial Pool Complex Update
- 6. Adjournment

TOWN OF BERLIN
Parks and Recreation Commission
230 Kensington Road • Berlin, CT 06037

Thursday, July 10, 2025
6:00 p.m.
238 Kensington Road, Berlin, CT 06037
MEETING

ATTENDANCE:

Commissioners Present: Lucas VanZandt- Chairman, Donna Bovee, Greg Starr, Jason Pelletier, Tony Butrimas, Christine Vale da Serra

Staff Present:

Jen Ochoa, Director of Community, Recreation and Park Services
Debbie Dennis, Superintendent of Recreation
Steve Wood, Superintendent of Parks & Grounds

Chairman Lucas VanZandt called the meeting to order at 6:00 p.m.

Meeting Agenda

1. Audience of Citizens
Greg Starr, Grassroots Berlin, it is a civic organization trying to connect the community. They are hosting a "walk and talk" at Pistol Creek wherein the goal is to get community members connected and talking so they are planning a food drive. There is no money involved.
2. Approval of Minutes June 12, 2025
Commissioner Starr moved to approved minutes for June 12, 2025 with the removal of Debbie Dennis from attendance.
Seconded by Commissioner Pelletier.
Those voting in favor: Chairman Lucas VanZandt, Commissioner Greg Starr, Commissioner Christine Vale da Serra, Commissioner Jason Pelletier
Those Abstained: Commissioner Donna Bovee, Commissioner Tony Butrimas
Vote Being: 4-0-2 (MOTION CARRIED)
3. Consent Agenda
No Consent Agenda.
4. Parks and Recreation
 - a. Monthly Report, Debbie Dennis, Superintendent of Recreation, it has been a hot summer so the attendance is lower due to this extreme heat and rainy days. There was discussion on closing of pool time and it has always been 6 pm. The Swim Team uses the pool for the time of 6 - 7 pm. There are alot of new swimmers which is positive.
 - b. Senior Center Update, Jen Ochoa, Director of Community, Recreation and Park Services, the only update is that the Y is working with the town to do the ground testing. It is handled directly by the Town Council; so they were able to hire someone to do these tests with the town engineers.

5. Parks & Grounds

- a. Monthly Report, Steve Wood, Superintendent of Parks & Grounds, completed the path at Centurelli Field and purchased a flag pole and light to complete the area. The Pistol Creek basketball hoop has been replaced and repaired. The campers will be able to enjoy and utilize this. The Kensington Garden Club has finished the plants and they are looking great. They are helping the CFPA to rebuild parts of Ragged Mountain for trail crossings and they will be helping install poles and stone. July 30th there will be another Field Day at Sage Park.
- b. Disc Golf Update, the Planning and Zoning Commission has been researching different potential areas to host the Disc Golf Course compared to where it's currently proposed. Then it will go to the Conservation Commission to accept the design, then a town forum for questions and finally the Park and Recreation Commission can vote on it.
- c. Hubbard Field Lights Update, the power has been turned back on and good to go. The light fixture has been fixed as well.
- d. Little Peoples' Playground Update, there have been reports of the playground being closed but it is due to children hanging on the gate and bending it.
- e. Vandalism at Basketball Courts, the basketball courts were damaged in March and have been repaired and resurfaced.
- f. Percival Soccer Field, Jen Ochoa, Director of Community, Recreation and Park Services, will be scheduling a meeting with the design company but have no response from US Pitch Care at this time. They would like to preserve this field as much as possible in the off-season until Fall.
- g. Demore, Dinda, Bittner Jr. Memorial Pool Complex Update, according to the Town Council they are planning a time frame to demolish the pool for December and potentially construction around early-Spring.

6. Adjournment

Commissioner Starr motion to adjourn at 6:35 pm

Seconded by Commissioner Butrimas.

Those voting in favor: Chairman Lucas VanZandt, Commissioner Donna Bovee, Commissioner Greg Starr, Commissioner Jason Pelletier, Commissioner Tony Butrimas, Commissioner Christine Vale da Serra

Vote Being: 6-0 (MOTION CARRIED)

SUBMITTED BY,

Tiffany Trowbridge-Bernard

RECEIVED FOR RECORD
BERLIN TOWN CLERK



7/16/2025, 11:12:14 AM

Bench and Plaque for Dan Cleland

In Loving Memory of Dan Cleland

Dan the Man

5/2/72 - 9/2/23

This memorial bench was made possible by the support of Dan 's loving family, friends, the ALS United CT and from the support of our community. It serves as a tribute to Dan Cleland's fight against ALS. May his memory be kept alive and his soul be at rest.



BERLIN HIGH SCHOOL ATHLETIC BOOSTER ASSOCIATION, INC.
P. O. Box 7273, Berlin, CT 06037

9/11/25

Jen Ochoa, Director
Parks and Recreation Commission
230 Kensington Road
Berlin, CT 06037

Dear Jen:

As required by the Parks and Recreation Commission's Banner and Sign Policy, this letter is to request permission, on behalf of the BHS Athletic Booster Association, Inc. for the following teams to hang banners on the fences at Scalise Field, Sage Park.

Football

Men's and Women's Soccer

Men's and Women's Lacrosse

Cheerleading

Softball

Berlin Marching Band

1. Hang four (4), 40" tall x 30' long windscreen banners on the visitor's side of Scalise Field, two on each end, beginning at the 30 yard line going to the goal line. See exhibit 1 & 2
2. Hang one (1) banner, approximately 40" x 30", vinyl banner on the outfield fence at the Sage Softball Field (Spring 2025 only). See exhibit 3
3. Hang two (2) banners, approximately 40" tall x 8' long, vinyl banners on the fence, entrance to Scalise Field fence, facing the field: Sponsor Banners. See exhibit 4

4. Hang two banners approximately 20" x 20 " on the corner on the fence near the picnic tables. (Memorial Zuk & Cop) See exhibit 5
5. Hang one (1) banner, approximately 40" x 30", vinyl banner behind the bleachers to the right of the media box behind where the marching band traditionally sits. (Berlin Marching Band) See exhibit 6
6. Hang one banner approximately 40" x 30" at the edge of the fence by the end zone near the concession stand. (Football Sponsorships) See exhibit 7
7. Hang one (1) banner, approximately 20 "x 15" on the fence at the end zone opposite the picnic tables. (Memorial Motta) See exhibit 8

All banners will be secured to the fence with either plastic zip ties or tennis clips.

Banners will be hung up at the beginning of the Fall Sports Season, no later than August 31, 2025 and removed at the end of the Fall Sports Season, but no later than December 15, 2025. The five (5) windscreen team banners will be reinstalled for the start of the Spring Sports Season, but no later than March 15, 2026, and removed at the end of the Spring Sports Season, but no later than June 20, 2026.

The seven team representatives and marching band representatives have spoken along with BHS Athletic Director, Dave Francalangia, discussed and agreed to the banners and the placement of the banners. See attached letter of approval form Dave Francalangia.

Contact person for any issues that may arise with the banners is the Athletic Booster Association President, Michelle Borselle, (860) 538-4754, berlinboosters@gmail.com

Sincerely,

Michelle Borselle
President
BHS Booster Association, Inc.









2017 Berlin Redcoats Girls Socce

would like to Thank Our Sponsors

PMG Insurance & Financial Services • Schaller Acura

Ciammella Construction • The Avenue Restaurant

Focus Physical Therapy & Sports Medicine • The Zup Family

Reno Properties Group, LLC • The Garafalo Family • The Sisti Family

The Muscatello Family • The Michalek Family

Foundation Soccer Club • Stop & Shop • Suzio Insurance Center, Inc.



Exhibit 3

Berlin Redcoat Football THANKS our 2019 Sponsors!

KEVIN BUNEY • DEMKO FAMILY • KEEP ME HOME • ROSENBERG CONSULTANTS •

KEVIN BUDNEY • DEMKO FAMILY • KEEP ME HOME • ROSENBERG ORTHODONTICS • LONGFIELD FAMILY

Alvora At Large
Addressing Family
Anger, Preparing To
Reopen The At-
torney's Office
After A Protracted
Bullying Process
Before Planning
Return To Sports

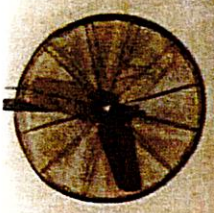
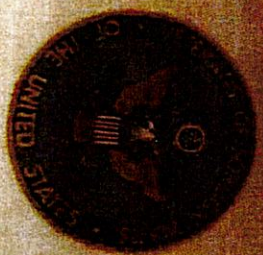
Berlin Volunteer Department
Berlin Youth Football And Cheer
Squad

Central Connecticut State University
Competition With
Connecticut And
Connecticut Valley, Boulder
CIVIL

D'Amore Family

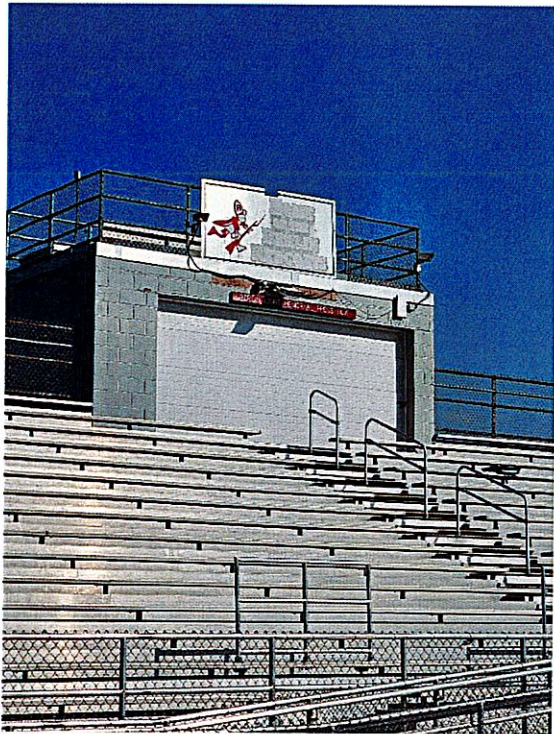
De'Vanceco Family
Dr. Dennis Gannett DDS
Edco Engineering
Empsource
Ferguson Family
HDI
Hudrick Family
Image Ink
Jon Leary Associates
Nemington Auto Service
Kensington Market
Kerwood Auto
Krupp Family
Lynch Family
M&M Discount Liquors
Mennert Brothers

Marchetti Landscaping
Markus Quality Paving & Collect Refining
Marini's Pizza and Catering
Mazzarella Builders
McKee Farms
Midstate Air Compressor
Mongolia Family
Nadeau Brothers Foundations
New Britain Transportation
Nick Zok Memorial Foundation
Northeast Safety Shoe
Papa's Chrysler Dodge Jeep RAM
Pavino Downcross LLC
Petrusco Family
Powerhouse Gym
Rocco Construction

[illegible]



Current Signage





2 Metal Signs, for each side of Press box Dimensions Approximatley 60 x 36



State Championship Signs, Dimensions Approximately 40 x 26 (to go on left side of Welcome sign, facing field on press box)



Dimensions Approximately 40 x 26 (to go on right side of Welcome sign, facing field on press box)

Estimated Cost; \$2000. Anonymous Donation



TO NIGHT

SAGE PARK



TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: CCC Conference	Date: 8/25/25
Contact Name: David Francalanga	
Phone Number:	
Event: CCC Soccer Championships	Date of Event: 10/25 and 10/28
Location of the Event: Sage Park Scalise	
What fee do you want waived: Rental fee -- all schools in the CCC do not pay for a facility fee when hosting Conference games	
Identify the hardship incurred: Rental fee -- all schools in the CCC do not pay for a facility fee when hosting Conference games	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: Berl9n is apart of conference -- Our Boys team won the Whole tournamnet last year first ever ---great night great evening -- many youth teams went to game great experiecne to grow the sport	

Town Manager review:

Does it meet the standards set forth in the "Policy on Fees and Charges?"

Yes ☐ No ☐

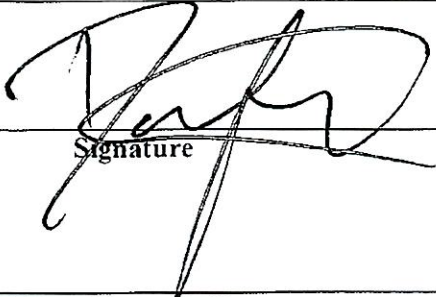
If so, which criteria:

- ☐ Raises funds to supplement Town budgeted services.
- ☐ Raises funds for programs normally funded by the Town.
- ☐ Raises funds for Non-Profit groups, which have contributed substantially to the community.
- ☐ Nationally or State affiliated program which provide programs for local youth.
- ☐ Raises funds for scholarships of Berlin students.
- ☐ Raises funds for elderly citizens.

TOWN OF BERLIN Request for Fee Waiver

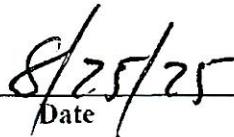
Name of Non-Profit or Political Organization: _____

Comments:



Signature

Town Manager Signature



Date

Date

Organizations requesting a waiver of fees **must** complete the Request for Fee Waiver **prior** to the event. The request should be filled out in accordance with Section J, Policy on Fees & Charges, restated below.

1. Fee Waiver Policy

1. Fee waivers will be granted on an ad-hoc basis giving due consideration to the financial needs of the Town and the fiscal impact of the waiver upon the Town.
2. Preference for fee waivers will be given to those private, non-profit organizations that serve Berlin that are proposing events which will raise funds that are intended to supplement Town funds for budgeted items or programs, raise funds for programs that would normally be funded by the Town, raise funds for programs by non-profit groups that have contributed substantially to the community, raise funds for programs for local senior or youth groups with a state or national affiliation or raise funds for scholarships for Berlin students.
3. The Town of Berlin will grant fee waivers sparingly with due consideration given to the costs and benefits derived from the fee waiver.
4. Golf Course charity fees will be set at the 18 hole resident rate.
5. The Town Council will consider waiving fees only when the Town Manager receives in writing a request stating that an undue hardship exists and the overall benefit the community will receive as a result of the program. Such waivers must be submitted at least one month in advance of the event for which the waiver is sought.
6. Any and all fee waivers are at the sole discretion of the Town Council.

**BERLIN PARKS AND RECREATION DEPARTMENT
EVENT/CONCESSION REQUEST INFORMATION
(PLEASE PRINT LEGIBLY)**

NAME OF BUSINESS/ORGANIZATION _____ Berlin Athletics / CCC Conference _____

CONTACT PERSON: _____ David Francalanga _____

PHONE: _____ 860-841-1659 _____ **EMAIL:** _____ dfrancalanga@berlinschools.org _____

2ND CONTACT PERSON: _____

PHONE: _____ **EMAIL:** _____

EVENT NAME: _____ CCC Boys and Girls Soccer Championship _____

EVENT DATE: _____ 10/25 and 10/28 _possible rain date 10/26 or 10/27 _____

EVENT TIME: _____ 10/25 (10:00 am - 5:30pm) _____ 10/28 (3:30 - 9:00pm) _____

NUMBER OF PEOPLE: _____ 100- 150 _____ **ADULTS:** _____ 80 _____ **CHILDREN:** _____ 20 _____

EVENT DESCRIPTION: What do you plan to do at the event? _____ Play soccer _____

PARK/FACILITY/FIELD REQUESTED _____ Scalise at Sage Park _____

CONCESSION(S)/OTHER BUILDING(S) TO BE USED: _____ Locker rooms / concession (need to speak with Lynn Addamo regarding concession – if we use concession all appropriate paperwork will be completed _____

SELLING FOOD - Renter requests permission to sell food. Yes ☒ X _____ No _____

If yes, please list: _____ Will talk to Lynn regarding this _____

SELLING ARTICLES - Renter requests permission to sell articles such as hats, t-shirts, sweatshirts, trinkets, banners, etc.? YES _____ NO ☒ X _____

Describe articles to be sold _____

Permission to sell food and articles requires Berlin Park and Recreation Commission and Berlin Town Council approval. This process can take up to 6 weeks.

A Solicitors License application is filed with the Police Department after you have received notification of your approval to sell. (See Procedures for Obtaining a Solicitors License Certification)

A copy of the permit certificate will need to be provided to the Berlin Parks and Recreation Department two weeks prior to the event.

Vendor/Solicitors License fees may apply unless waived by Town Council. See Fee Waiver Policies. (Request for Fee Waiver Form available online.)

Applicant is required to contact Central Connecticut Health Department 860-785-8380 ext.#206 at least a month in advance. A review and approval of Central Connecticut Health Department application must be granted before food can be distributed.

RENTER REQUESTS PERMISSION TO BRING EQUIPMENT INTO FACILITY.

YES _____ NO X _____

Please List:

Any items by renter brought, left, or stored on property that are damaged, lost or stolen, are at the renter's risk and responsibility. The Town of Berlin is not responsible.

RENTER REQUESTS PERMISSION TO CHARGE FEES FOR PARTICIPANTS/ENTRANTS?

Yes X _____ No _____

If yes, what fees are you requesting to charge? _____ CCC league fees (as they do for all tournaments – to pay for the tournament – officials, trophies among other tournament expenses

Fee amount being charged: _____ Students \$5 and adults \$10 _____

How are fees being applied? GoFan _____

SIGNATURE: David Francalanga **DATE:** 8/25/25



Town of Berlin
Parks and Recreation Department
230 Kensington Road • Berlin, CT 06037
Office (860) 828-7056 • **Fax** (860) 828-1627
E-mail ddennis@berlinct.gov

Debra S. Dennis, CPRP
Superintendent of Recreation

Parks and Recreation monthly report for August/September

1. Percival Pool closed on Saturday, August 9. Overall, it was a great season. The staff did an excellent job during the summer that started out rainy but ultimately had three different heat waves!
2. We offered four sessions of swim lessons. Each session was one week and the classes were 40 minutes long. We filled 118 out of 182 spots.
3. The Summer Fun program went well. The staff did an excellent job during a hot summer. They were able to keep the kids busy but safe for all 7 weeks.
4. Skyhawks had ok numbers, tennis numbers were low. Our dance instructor ran several camps and all were well attended. Our painting instructor ran several painting classes and three of my part time staff ran a program at the beginning of the summer, "Sense" sational summer kickoff and Let's Discover Artists, at the end. Attached is the breakdown of all summer programs/activities.
5. As far as programming for the fall, we will offer yoga again, and have already put out information for painting classes for kids, and a variety of dance and movement classes. Line dancing, several virtual classes from Personal Euphoria and dog obedience classes have already started.
6. We will again be holding the Scarecrow contest on the front grass area of the Arthur B. Powers Municipal complex and hope we get additional entries this year. The Trunk or Treat event will be held in the parking lot of the Community Center on Saturday, October 25.

We are working again with the Theatre Guild of Berlin as they prepare for Annie Jr., to be performed at Berlin High School in December. They will be using space at the Community Center for rehearsals and have over 80 kids involved in the performance.

6. I have submitted paperwork to the Board of Education for winter school usage.
7. Winter basketball information will be out and registration will begin, the end of September.

We will advertise for referees once I reach out to last year's staff to see who is and who is not returning. I anticipate having to fill a lot of spots due to staff graduating.

Berlin Parks and Recreation Department

Summer 2025 program registration information

Program name				
	Total registered (2024)	ave. registered per week	Jr. Counselors registered	before/after care
Summer Program				
The Creek	536 (557)	76.5 (79.5)	16 (22)	86 (91)
	Total revenue - \$55,971 (\$53,555)			
	Total is general fund revenue			
Pool passes	Total			
Primary Household	180 (190)			
Individual	4 (5)			
			Total revenue for passes - \$15,930 (\$16,820)	
Senior - 60+	20 (15)			
Caregiver/babysitter pass	0 (0)			
Pool attendance	P - 4,554 (4,367)		Total Daily fees \$3,679.75 (\$3,410)	
Swimming lessons	4-1 week sessions			
Percival Pool	71 (93)	had 3 instructors, one new		
Berlin Dolphin Swim Team	Juniors - 58 (29)	Seniors - 12 (11)	Total revenue - \$9,120 (\$5,000)	

Berlin Parks and Recreation Department

Summer 2025 program registration information

All other programs - these are run out of the special revenue acct and are self-sustaining	number of classes/sessions	total registered		
Painting w/Peggy	7 classes	40		
"Sense"sational Summer Kickoff	1 day	5		
Let's Discover Artists	1 day	3		
Dog classes	1	7		
Skyhawks Camps	5 camps were offered, 3 were held	57		
Tennis Lessons	2-4 week sessions	21 (28)		
Personal Euphoria classes *classes held virtually	2	2		
Line Dancing	2 sessions	14, 8		
The following camps were run by Elizabeth Cook-Asal, our dance instructor				
Arts Discovery Camp	5	10		
Royals & Wicked	5	12		
Adventure Camp	5	15		
Character Camp	5	5		
Summer Dance	5 individual sessions	12 total		



Town of Berlin

Parks and Grounds

15 Town Farm Lane - Berlin CT

Office 860-828-7025

Fax 860-828-7124

E-mail swood@berlinct.gov

Steven T. Wood

Superintendent Parks and Grounds

Parks and Grounds July report

News:

- Second annual field day Sage Park 30 different towns
- Assisted Rocky Hill and Meriden with laying out a few new fields
- Dugout and stoned area back of town hall
- Prepped lower parking lot to be paved
- Repainted and added additional handicap stencils Percival Pool

Daily

- Mow
- Groom and line ballfields
- Water and deadhead flowers

Weekly

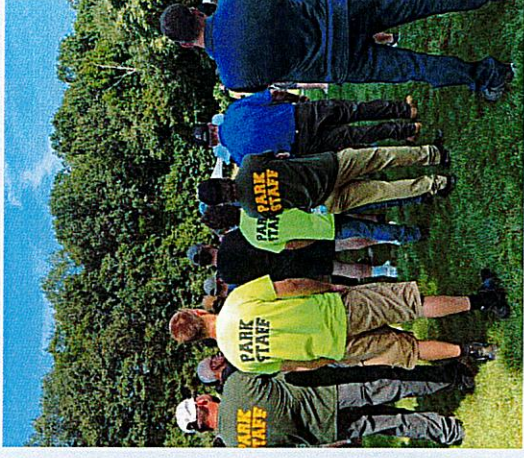
- Services and repair irrigation around Town of Berlin
- Garbage & litter
- Wash and clean trucks
- Service mowers and equipment
- Paint athletic lines

Miscellaneous

- Add safety surfacing to playgrounds
- New Dolphin Pool vacuum
- Aerovate Sage Aux & Soccer West
- Dugout and stoned area back of town hall
- Installed and dugout pad for new sign Veterans Park

July 2025
With The Parks &
Grounds Department

Second Annual field day at Sage Park – 30 different Towns



Dugout and stoned area back of Town Hall



Before & After



Repainted and added additional handicap stencils at Percival Pool

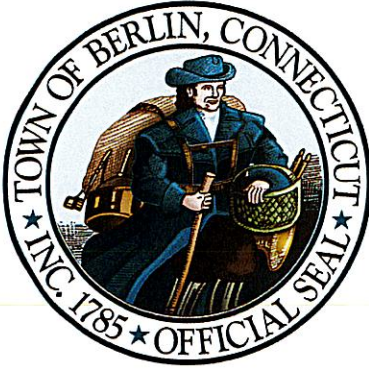


New Dolphin Pool Vacuum



Installed and dugout pad for new sign Veterans Park





Town of Berlin

Parks and Grounds

15 Town Farm Lane - Berlin CT

Office 860-828-7025

Fax 860-828-7124

E-mail swood@berlinct.gov

Steven T. Wood
Superintendent Parks and Grounds

Parks and Grounds August report

News:

- Willard Playground
- Willard Courtyard
- Willard Parking lot
- Painted Crosswalk Hubbard School

Daily

- Mow
- Groom and line ballfields
- Water and deadhead flowers

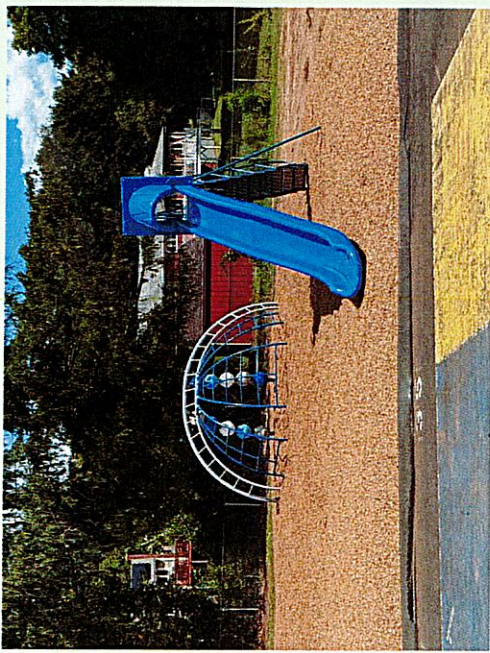
Weekly

- Services and repair irrigation around Town of Berlin
- Garbage & litter
- Wash and clean trucks
- Service mowers and equipment
- Paint athletic lines

Miscellaneous

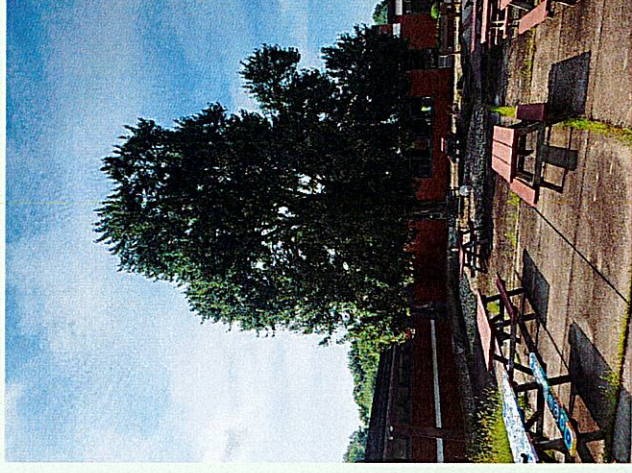
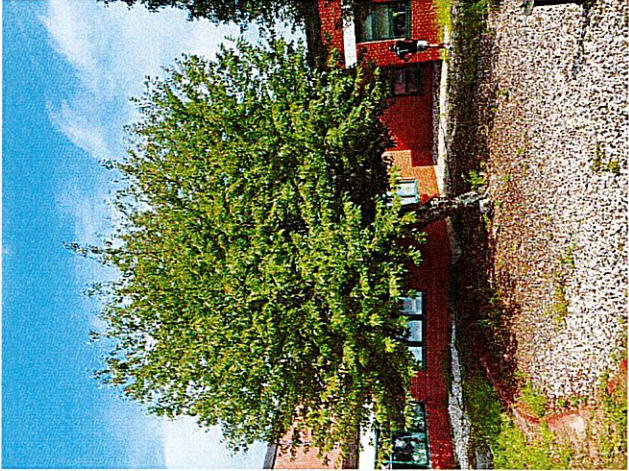
- Mulch and weeded all schools
- Aerated and overseed athletic fields
- Centurelli batting cage net
- Food from Stop & Shop to the food pantry
- Breakdown YMCA summer camp
- Nutmeg Games

**August 2025
With The Parks &
Grounds Department**



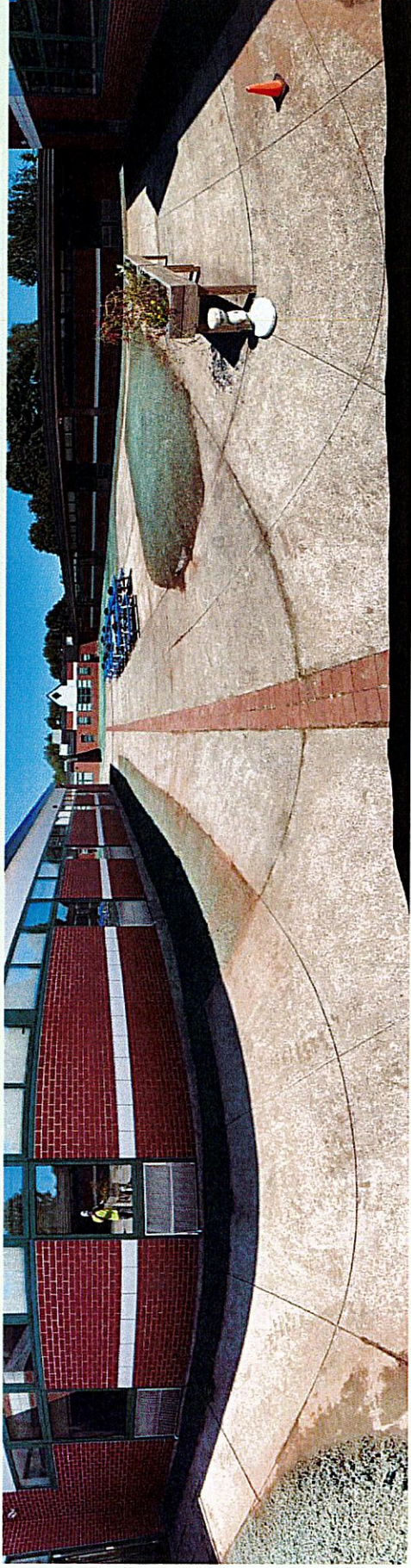
Willard Playground





Willard Courtyard

Before
&
After



Willard Parking Lot



Painted Crosswalk Hubbard School



ATTACHMENT A – PROPOSAL FORM
ARCHITECTURAL/ENGINEERING ASSESSMENT, DESIGN AND
CONSTRUCTION ADMINISTRATION SERVICES FOR
TRACK RENOVATION/REPLACEMENT
Bid #2026-03

PROPOSER'S FULL LEGAL NAME: AI Engineers, Inc.

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

Phase I – Assessment and Design

Existing Conditions Site Survey	\$ <u>21,150</u>
Site Existing Conditions Assessment	\$ <u>21,150</u>
Geotechnical Evaluation	\$ <u>21,150</u>
Schematic Design	\$ <u>105,750</u>
Design Development	\$ <u>148,050</u>
Construction Documents/Permitting	\$ <u>21,150</u>
 Total Phase I Proposed Cost:	 \$ <u>338,400</u>

Subject to the approval of a Project by the Town of Berlin and further subject to adequate funding authorization, the contract between the Owner and the firm may be amended to include continued designer services through Phase II.

Phase II – Bidding and Construction Administration

Bidding:	\$ <u>21,150</u>
Construction Administration & Close-out:	\$ <u>63,450</u>
 Total Phase II Proposed Cost:	 \$ <u>84,600</u>

ATTACHMENT A – PROPOSAL FORM

page 2

NOTE: This document, in order to be considered a valid proposal, must be signed by a principal officer or owner of the business entity that is submitting the proposal. Such signature constitutes the proposer's representations that it has read, understood and fully accepted each and every provision of each document comprising the RFP, unless an exception is described above.

Rohit Pradhan, PE | Senior Vice President

Name and Title of Authorized Representative



Signature of Representative, Duly Authorized

9/10/2025

Date

RPradhan@aiengineers.com

Representative Email

(860) 635-7740

Representative Phone

ATTACHMENT A – PROPOSAL FORM
ARCHITECTURAL/ENGINEERING ASSESSMENT, DESIGN AND
CONSTRUCTION ADMINISTRATION SERVICES FOR
TRACK RENOVATION/REPLACEMENT
Bid #2026-03

PROPOSER'S FULL LEGAL NAME: Barton & Loguidice, LLC

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

Phase I – Assessment and Design

Existing Conditions Site Survey	\$ 8,000
Site Existing Conditions Assessment	\$ 10,400
Geotechnical Evaluation	\$ 7,250
Schematic Design	\$ 9,550
Design Development	\$ 20,000
Construction Documents/Permitting	\$ 17,250
Total Phase I Proposed Cost:	\$ 72,450

Subject to the approval of a Project by the Town of Berlin and further subject to adequate funding authorization, the contract between the Owner and the firm may be amended to include continued designer services through Phase II.

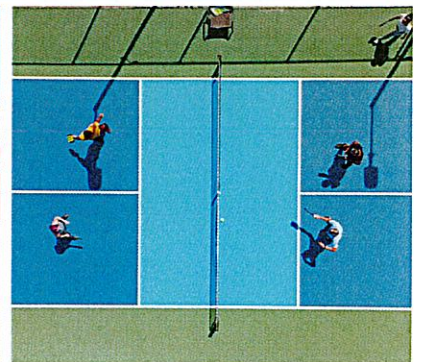
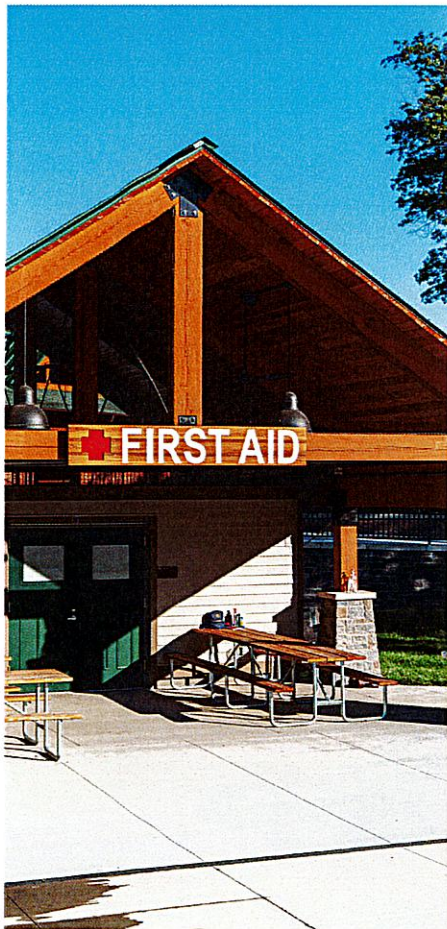
Phase II – Bidding and Construction Administration

Bidding:	\$ 4,800
Construction Administration & Close-out:	\$ 35,000
Total Phase II Proposed Cost:	\$ 39,800

TOWN OF BERLIN

Demore, Dinda, Bittner Jr. Memorial Park Renovations

SEPTEMBER 10, 2025



Submitted by:

Clough, Harbour & Associates, LLP
400 Capital Boulevard
Suite 301
Rocky Hill, CT 06067

Contact:

David Savage, PE, CPO
Project Manager
518.453.4720
dsavage@chasolutions.com



ATTACHMENT A – PROPOSAL FORM
Architectural & Engineering Assessment, Design and Construction Administration Services
for Renovations to Demore, Dinda, Bittner Jr. Memorial Park
Bid #2026-03

PROPOSER'S FULL LEGAL NAME:

Clough, Harbour & Associates, LLP

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

Phase I – Assessment and Design

Existing Conditions Site Survey	\$ 9,000
Site Existing Conditions Assessment	\$ 14,600
Geotechnical Evaluation	\$ 12,000
Schematic Design	\$ 98,000
Design Development	\$ 99,400
Construction Documents/Permitting	\$ 125,000
Total Phase I Proposed Cost:	\$ 358,000

Subject to the approval of a Project by the Town of Berlin and further subject to adequate funding authorization, the contract between the Owner and the firm may be amended to include continued designer services through Phase II.

Phase II – Bidding and Construction Administration

Bidding:	\$ 10,500
Construction Administration & Close-out:	\$ 210,000
Total Phase II Proposed Cost:	\$ 220,500

ATTACHMENT A – PROPOSAL FORM

page 2

NOTE: This document, in order to be considered a valid proposal, must be signed by a principal officer or owner of the business entity that is submitting the proposal. Such signature constitutes the proposer's representations that it has read, understood and fully accepted each and every provision of each document comprising the RFP, unless an exception is described above.

Anthony P. Stellato

Name and Title of Authorized Representative

Anthony P. Stellato Digitally signed by Anthony P. Stellato
Date: 2025.08.27 15:53:15 -04'00'

Signature of Representative, Duly Authorized

September 8, 2025

Date

tstellato@chasolutions.com

Representative Email

518.453.3927

Representative Phone

FOR MORE INFORMATION CONTACT:

David Savage, PE, CPO

Project Manager

518.453.4720

dsavage@chasolutions.com

400 Capital Boulevard

Suite 301

Rocky Hill, CT 06067



ATTACHMENT A – PROPOSAL FORM
Architectural & Engineering Assessment, Design and Construction Administration Services
for Renovations to Demore, Dinda, Bittner Jr. Memorial Park
Bid #2026-03

PROPOSER'S FULL LEGAL NAME:

SLR INTERNATIONAL CORPORATION

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

Phase I – Assessment and Design

Existing Conditions Site Survey	\$ 17,700.00
Site Existing Conditions Assessment	\$ 19,200.00
Geotechnical Evaluation	\$ 18,800.00
Schematic Design	\$ 55,300.00
Design Development	\$ 72,700.00
Construction Documents/Permitting	\$ 128,000.00
Total Phase I Proposed Cost:	\$ 311,700.00

Subject to the approval of a Project by the Town of Berlin and further subject to adequate funding authorization, the contract between the Owner and the firm may be amended to include continued designer services through Phase II.

Phase II – Bidding and Construction Administration

Bidding:	\$ 15,500.00
Construction Administration & Close-out:	\$ 115,800.00
Total Phase II Proposed Cost:	\$ 131,300.00

ATTACHMENT A – PROPOSAL FORM

page 2

NOTE: This document, in order to be considered a valid proposal, must be signed by a principal officer or owner of the business entity that is submitting the proposal. Such signature constitutes the proposer's representations that it has read, understood and fully accepted each and every provision of each document comprising the RFP, unless an exception is described above.

Peter C. Schwarz, Corporate Secretary

Name and Title of Authorized Representative

Peter Schwarz

Signature of Representative, Duly Authorized

9/09/2025

Date

pschwarz@slrconsulting.com

Representative Email

203-271-1773

Representative Phone

ATTACHMENT A – PROPOSAL FORM
Architectural & Engineering Assessment, Design and Construction Administration Services
for Renovations to Demore, Dinda, Bittner Jr. Memorial Park
Bid #2026-03

PROPOSER'S FULL LEGAL NAME:

TLB Architecture, LLC

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

Phase I – Assessment and Design

Existing Conditions Site Survey	\$ 25,100
Site Existing Conditions Assessment	\$ 14,140
Geotechnical Evaluation	\$ 11,075
Schematic Design	\$ 105,626
Design Development	\$ 169,207
Construction Documents/Permitting	\$ 161,397
Total Phase I Proposed Cost:	\$ 486,545

Subject to the approval of a Project by the Town of Berlin and further subject to adequate funding authorization, the contract between the Owner and the firm may be amended to include continued designer services through Phase II.

Phase II – Bidding and Construction Administration

Bidding:	\$ 15,140
Construction Administration & Close-out:	\$ 137,850
Total Phase II Proposed Cost:	\$ 152,990

Additional Fees, if Necessary:

Invasive Species Management:	\$ 7,600
Backhoe Service for Test Pits for SW Mgt:	\$ 5,000
Hazardous Materials Remediation Design:	TBD based on findings of Assessment.

ATTACHMENT A – PROPOSAL FORM

page 2

NOTE: This document, in order to be considered a valid proposal, must be signed by a principal officer or owner of the business entity that is submitting the proposal. Such signature constitutes the proposer's representations that it has read, understood and fully accepted each and every provision of each document comprising the RFP, unless an exception is described above.

Michael P. Fortuna, AIA | Principal

Name and Title of Authorized Representative



Signature of Representative, Duly Authorized

September 08, 2025

Date

mfortuna@tlbarchitecture.com

Representative Email

860.526.9448

Representative Phone

Demore, Dinda, Bittner Jr Memorial Park, Berlin
PROJECT FEE ALLOCATION

	TLBA Architecture and PM	IES MEP/FP/ Data	DTE Geotech	Carrier Structure	MCA Survey- Project Area	MCA Survey- Subsurface Utility Finding	MCA Wetlands Delineation	MCA Civil	MCA Stormwater Permit, Prep. File and Inspections	RCI Landscape Architecture	CCS Cost Estimating	F an O Hazmat	TOTAL
Basic Services:													
Existing Conditions Site Survey	0	0	0	0	14,600	5,000	5,500	0	0	0	0		25,100
Site Existing Conditions Assessment	2,500	0	0	0	0	0	0	0	0	4,560		7,080	14,140
Geotechnical Evaluation	500	0	10,575	0	0	0	0	0	0	0			11,075
Schematic Design	37,500	3,500	0	2,500	0	0	0	29,166	0	13,960	19,000		105,626
Design Development	27,500	7,500	0	5,000	0	0	0	77,967	15,200	16,040	20,000		169,207
Construction Documents	62,750	21,000	0	9,400	0	0	0	27,167	0	22,080	19,000		161,397
TOTAL BASIC FEE - PHASE 1	130,750	32,000	10,575	16,900	14,600	5,000	5,500	134,300	15,200	56,640	58,000	7,080	486,545
Bid													
	2,500	1,000		1,560				8,100	0	1,980			15,140
Construction Administration	32,000	6,000		5,750				27,600	50,000	16,500			137,850
TOTAL BASIC FEE - Phase 2	34,500	7,000	0	7,310	0	0	0	35,700	50,000	18,480	0	0	152,990

TOTAL BASIC FEE	165,250	39,000	10,575	24,210	14,600	5,000	5,500	170,000	65,200	75,120	58,000	7,080	639,535
-----------------	---------	--------	--------	--------	--------	-------	-------	---------	--------	--------	--------	-------	---------

Other Services if Required													
Invasive Species Management	0	0	0	0	0	0	0	0	0	7,600	0	0	0
Backhoe Service for Test Pits	0	0	0	0	0	0	0	5,000	0	0	0	0	0
TOTAL ALLOWANCES	0	0	0	0	0	0	0	5,000	0	7,600	0	0	0
Reimbursable Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL FEE	34,500	7,000	0	7,310	0	0	0	40,700	50,000	26,080	0	0	394,000

ATTACHMENT A – PROPOSAL FORM
Architectural & Engineering Assessment, Design and Construction Administration Services
for Renovations to Demore, Dinda, Bittner Jr. Memorial Park
Bid #2026-03

PROPOSER'S FULL LEGAL NAME:

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

Phase I – Assessment and Design

Existing Conditions Site Survey	\$ <u>11,000.00</u>
Site Existing Conditions Assessment	\$ <u>16,300.00</u>
Geotechnical Evaluation	\$ <u>11,200.00</u>
Schematic Design	\$ <u>52,200.00</u>
Design Development	\$ <u>78,700.00</u>
Construction Documents/Permitting	\$ <u>115,900.00</u>
Total Phase I Proposed Cost:	\$ <u>285,300.00</u>

Subject to the approval of a Project by the Town of Berlin and further subject to adequate funding authorization, the contract between the Owner and the firm may be amended to include continued designer services through Phase II.

Phase II – Bidding and Construction Administration

Bidding:	\$ <u>5,000.00</u>
Construction Administration & Close-out:	\$ <u>75,100.00</u>
Total Phase II Proposed Cost:	\$ <u>80,100.00</u>

ATTACHMENT A – PROPOSAL FORM

page 2

NOTE: This document, in order to be considered a valid proposal, must be signed by a principal officer or owner of the business entity that is submitting the proposal. Such signature constitutes the proposer's representations that it has read, understood and fully accepted each and every provision of each document comprising the RFP, unless an exception is described above.

Cheri Ruane, FASLA, Vice President | Discipline Leader

Name and Title of Authorized Representative

Cheri Ruane

Signature of Representative, Duly Authorized

September 10, 2025

Date

ruanec@wseinc.com

Representative Email

857-415-3891

Representative Phone