

SASSAMON TRACE
GOLF COURSE PROJECT

Contract Amount: \$63,000.00 as follows:
1. Planning/Permitting \$25,000.00
2. Construction Documents \$20,000.00
3. Construction Administration \$18,000.00

Contract Date: No Architect/Owner Agreement
CS & M Inc. proposal dated 2/11/97 was signed by Fred Conley, Town Administrator.

Contract Amended: Letter from Fred Conley dated 11/25/98 approving \$7,500.00 for extra services.
1. Develop Revised Concepts 3, 4, 5 & 6th Holes
2. Added Detail Plans
3. Public Hearings (5)
4. Revise Construction Document

Final Contract Amount: \$70,500.00

Based upon a review of paid invoices, Cornish, Silva & Mungeam Inc. were paid \$74,500.00.

No record of additional services for \$4,500.00 was available.

It appears only one proposal for services was solicited to provide the Design Services. No record of a Board of Selectmen vote to award this contract is available.

3. Tata & Howard
1900 West Park Drive
Westborough, MA 01581

Although Tata & Howard clearly provided engineering services related to the design and construction of the course, no records of any solicitations, proposals or contract agreements were available or on file with the Town. No record of a Board of Selectmen vote to award these contracts is available.

John Ciccariello, a member of the Review Committee, did contact Don Tata of Tata & Howard and requested Tata & Howard review their project files and provide any documents they might have available. Paul Sirois of Tata & Howard contacted Mr. Ciccariello on 10/10/03 and will send unsigned copies of these agreements for the Town's record.

Based upon a review of paid invoices, Tata & Howard Inc. were paid the following:

1.	Letter of Agreement (No Record)	\$463,939.32
2.	Observation Final Golf Course Design	<u>\$ 36,000.00</u>
	TOTAL	\$499,939.32

3. Weaver Associates Inc.
489 Common St.
Belmont, MA 02478

The Town of Natick Acting through the Town Administrator and Board of Selectman retained the services of WAI to provide architectural and engineering services for the design construction of a maintenance building and clubhouse.

On May 7, 2001 Paul Cohen, acting Town Administrator, requested approval from the Board to issue a Request for Design Service Proposals.

After deliberations, the Board voted to approve, conditional upon the creation of a five person review committee to assist the Oversight Committee.

The Town of Natick received six proposals, which were then reviewed by the Town Administrator.

Interviews were conducted by the Oversight Committee and Town Administrator, as well as review committee members.

On June 11, 2001, Mr. Cohen & Edward Salamoff presented a recommendation to the Board of Selectmen to approve the selected rankings of which Weaver & Associates was first ranked.

The BOS voted to approve the rankings and authorized the administration to negotiate a contract.

On November 5, 2001, Mr. Cohen appeared before the BOS requesting approval of Weaver & Assoc. contract in the amount of \$99,000.00. The Board voted to award based upon Mr. Cohen's indication that not all the fees would be expended unless the final clubhouse documents were done.

Weaver Associates Contract
Contract Amount \$99,900.00 as follows:

Clubhouse	\$59,940.00
Maintenance	<u>\$39,960.00</u>
	\$99,900.00

To date, Weaver & Associates has been paid \$53,183.93.

NOTE: A memorandum document dated September 10, 2001 issued by the Finance Director to Mr. Frederick C. Conley Town Administrator - Subject: Golf Course - Club House Construction states "Clubhouse Construction: An update of the financial (revenue/expense) projections for the golf course indicate that the construction and

corresponding debt for the clubhouse should not be authorized at the present time. The course is self supporting at the end of the three (3) years, including the accelerated debt repayment schedule. A review/update of projected revenues and expenses should be completed at that time. The construction of the clubhouse is feasible during operating years four or five with course revenues fully funding the construction”.

Between May 7, 2001 and November 5, 2001 the Board of Selectmen and Acting Town Administrator Paul Cohen were soliciting design services for the Clubhouse and Maintenance Building.

Both the Board and Mr. Cohen should have been made aware of this memorandum as it may have impacted the award of this contract.

4. Other Consultants

A review of invoices paid by the Town of Natick reflects that numerous other engineering and professional consultants were retained by the Town of Natick.

The Town of Natick expended \$774,842.90 on such services.

Of this total, only one contract, that of Weaver & Associates (\$99,900.00) for Design Services related to the Maintenance Building & Clubhouse was solicited through an RFP Process in which six proposals were received.

Golf Course Operation Cart Leasing Agreement

Leasing Vendor: Citi Capital Commercial Corp.

Bid Date: Unknown

Bids Received:	Club Car	\$123.00/cart per month
	E-Z Go	\$115.00/cart per month
	Yamaha	\$121.50/cart per month

Lease Awarded: Natick Board of Selectmen 6/18/01

Lease awarded to Club Car for 30 carts. Club Car was the only bidder to meet specification requirements according to presentation made by Ed Salamoff Chairman of Golf Advisory Comm.

Lease Duration: August – October 2001
May – October 2002 – 2005