



July 19, 2024

Mr. Christopher Neeven, Chairman
Town of Sandwich – Zoning Board of Appeals
100 Route 6A
Sandwich, MA 02563

**Re: Comprehensive Permit (40B) Peer Review Proposal
Village Green
76 Route 130
Sandwich, Massachusetts**

Dear Mr. Chairman:

We are pleased to submit this Proposal to the Town of Sandwich Zoning Board of Appeals (ZBA) for professional engineering services associated with the above-referenced Project. The objective of our services is to assist the ZBA in its review responsibility by providing thorough and informed review of the proposed design and potential project impacts.

Each Task identified below targets various areas where the ZBA may require technical assistance and provides an estimated budget to complete technical review of materials expected to be submitted by the Applicant. The work of each task is distinct from other tasks and the ZBA can choose which subject areas require our involvement.

We are extremely well-suited to assist the ZBA in its efforts given our extensive experience performing similar roles and the range of services available in our local (Marlborough/Mansfield) offices. All review work will be performed under the direct guidance of senior Tetra Tech staff with the experience needed to differentiate between substantive and minor issues quickly. We will focus our initial review effort on identifying and resolving those critical issues that may require changes impacting other design elements.

I will be responsible for presentation of our review findings at public meetings. My experience in public meetings and technical command of the full range of issues, including design/permitting of dozens of ground-mounted solar energy facilities, provides the ZBA a resource capable of comfortably handling what can be a very challenging public forum. Additionally, I've had the pleasure of working with the ZBA's legal counsel (Amy Kwesell) and its 40B consultant (Judi Barrett) on several projects and am confident in our ability to work together respectfully and seamlessly. Amy and Judi are likely your best insight into our approach and the value we typically bring to the ZBA and the community it serves but we are happy to provide resumes or other material demonstrating our qualifications upon request.

Scope of Services

The following specifically describes the Scope of Services to be completed and recommended budgets based on our recent experience. Please note, hourly rates provided below are for setting general expectations and estimating cost. Actual rates will be determined based on specific individuals performing the review and should be expected to differ from those described below although not substantially.

Task 1 Civil/Site/Utility Plan and Document Review

Under this task we will review general site and utility design including critical subject areas such parking and roadway layout, emergency access, general safety, handicap access, utility layout, construction phasing and erosion control.

A. Perform a civil engineering site visit to review the site and its surroundings.

- Budget Assumption:

6 hours @ \$285/hr =	\$1,710
6 hours @ \$100/hr =	\$ 600
Total =	\$2,310

Infrastructure Northeast
100 Nickerson Road, Marlborough, MA 01752
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- B. Review one set of proposed plans for the Project prepared by the Applicant's engineer for conformance with good site engineering practice related to site development and utility design including proposed construction phasing and erosion/sedimentation control plans.

- Budget Assumption:

10 hours @ \$285/hr =	\$2,850
4 hours @ \$150/hr =	\$ 600
<u>4 hours @ \$100/hr =</u>	<u>\$ 400</u>
Total =	\$3,850

- C. Review a project Stormwater Management Report for compliance with the latest Massachusetts Department of Environmental Protection Stormwater Management Standards and Stormwater Handbook, compliance with EPA MS4 General Permit requirements, applicable local regulations and good engineering practice. Review will include evaluation of proposed methods for groundwater recharge and review of supporting data and analysis.

- Budget Assumption:

6 hours @ \$285/hr =	\$1,710
8 hours @ \$150/hr =	\$1,200
<u>Total =</u>	<u>\$2,910</u>

- D. Prepare a letter summarizing findings from Task 1A-C for presentation to the **Medford Zoning Board of Appeals**.

- Budget Assumption:

5 hours @ \$285/hr =	\$1,425
2 hours @ \$150/hr =	\$ 300
<u>Total =</u>	<u>\$1,725</u>

Task 2 Water Supply Review

Under this task we will review information submitted by the applicant related to anticipated project water needs and proposed conservation measures and strategy for meeting projected demand without creating negative impacts on existing service.

- A. Review water demand estimates and identify potential issues with supply.

- Budget Assumption:

2 hours @ \$285/hr =	\$ 570
<u>2 hours @ \$175/hr =</u>	<u>\$ 350</u>
Total =	\$ 920

- B. Incorporate findings from Task 2A into letter and presentation provided under Task 1.

- Budget Assumption:

1 hours @ \$285/hr =	\$ 285
<u>1 hours @ \$175/hr =</u>	<u>\$ 175</u>
Total =	\$ 460

Task 3 Wastewater Review

Under this task we will review information submitted by the applicant related to proposed wastewater generated from the Project and the ability of the local sewer system to safely accommodate the proposed flows. Please note, this is a general review only since the Sandwich Board of Health maintains review authority under state Title 5 regulations and MassDEP under the Massachusetts Groundwater Discharge Permit program.

- A. Review wastewater generation projections and proposed disposal measures for compliance with the latest Massachusetts Department of Environmental Protection and local design guidance, applicable permit requirements and good engineering practice. Review will include specific focus on materials related to groundwater discharge such as determination of design flow rates, estimated seasonal high groundwater, subsurface infiltration rates and groundwater mounding calculations.

- Budget Assumption:

4 hours @ \$285/hr =	\$1,140
<u>4 hours @ \$175/hr =</u>	<u>\$ 700</u>
Total =	\$1,840

- B. Incorporate findings from Task 3A into letter and presentation provided under Task 1.

- Budget Assumption:

2 hours @ \$285/hr =	\$ 570
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1 hours @ \$175/hr = \$	175
Total =	\$ 725

Task 4 Traffic Review

Under this task we will review information submitted by the applicant estimating project related traffic generation and expected impacts on surrounding roads and intersections for compliance with State and Federal guidance, local traffic and transportation regulations and neighborhood context. This work will include review of potential traffic/pedestrian/bicycle safety issues as well.

A. Review Traffic Impact Statement and supporting documentation provided by the Applicant.

- Budget Assumption:

4 hours @ \$285/hr =	\$1,140
8 hours @ \$200/hr =	\$1,600
<u>10 hours @ \$150/hr =</u>	<u>\$1,500</u>
Total =	\$4,240

B. Incorporate findings from Task 4A into letter and presentation provided under Task 1.

- Budget Assumption:

1 hours @ \$285/hr =	\$ 285
2 hours @ \$200/hr =	\$ 400
<u>4 hours @ \$150/hr =</u>	<u>\$ 600</u>
Total =	\$1,285

Task 5 Environmental Conditions Review

Under this task we will conduct a general review of information submitted by the applicant related to potential impacts to wetland or other environmental resources or areas of concern. This will be a general review to confirm status of any regulated resource areas and inform the ZBA only since the Sandwich Conservation Commission would maintain project review jurisdiction under the Massachusetts Wetlands Protection Act.

A. Review potential for project impacts to wetland resources proximate to the proposed development. The review will include general confirmation of existing resource area delineation methodology, identification of potential vernal pools, evaluation of proposed construction controls and identification of potential long-term risks to wetland systems.

- Budget Assumption:

2 hours @ \$285/hr =	\$ 570
<u>4 hours @ \$150/hr =</u>	<u>\$ 600</u>
Total =	\$1,170

B. Incorporate findings from Task 5A into letter and presentation provided under Task 1.

- Budget Assumption:

1 hours @ \$285/hr =	\$ 285
<u>2 hours @ \$150/hr =</u>	<u>\$ 300</u>
Total =	\$ 585

Task 6 Meeting Attendance

A. Prepare for and participate in four (4) in-person hearings/meetings with the Sandwich Zoning Board of Appeals or as requested by the ZBA or its designated representatives.

- Budget Assumption:

4 Meetings (assume 6 person hours per in-person meeting)	
<u>4 @ \$1,710/mtg =</u>	<u>\$6,840</u>
Total =	\$6,840

Cost

Our cost for the above Scope of Services will be on a time and expenses basis in accordance with Tetra Tech's then current Schedule of Hourly Rates (copy attached). We suggest you establish a budget as described above and summarized below, which will not be exceeded without your approval. Please be advised that this estimate is based on our current understanding of the Project needs and is for budget purposes only. The total actual cost of our services will largely depend on the quality and completeness of the information submitted by the applicant and the depth to which specific issues are explored. Cost for each task is based on

a comparison with other similarly sized projects we have reviewed for other municipalities. Please be advised, additional funding may be required to review revised materials or additional subject areas.

Task	Description	Budget
Task 1	Civil/Site/Utility Plan and Doc Review	\$10,795
Task 2	Water Supply Review	\$ 1,380
Task 3	Wastewater Review	\$ 2,585
Task 4	Traffic Review	\$ 5,525
Task 5	Environmental Conditions Review	\$ 1,755
Task 6	Meeting Attendance	\$ 6,840
	Labor Subtotal	\$28,880
	Expenses (estimated @ 3%)	\$ 900
Total Budget		\$ 29,780

Schedule

We are prepared to begin work immediately upon receipt of this executed Proposal. We recognize that timely performance of these services is an important element of this Proposal and will put forth our best effort, consistent with accepted professional practice, to comply with the project's needs. We request four (4) weeks from receipt of a **complete applicant's submittal** and direction to proceed with our review in which to complete our initial review and issue a comment letter. Subsequent reviews can likely be accomplished in a two-week period but will depend on the quality of submittals and the extent of changes. We are not responsible for delays in performance caused by circumstances beyond our control or which could not have reasonably been anticipated or prevented.

General Terms and Conditions

This Proposal is subject to the attached Terms and Conditions. Should this proposal meet with your approval, please sign and return a copy to us for our files. Your signature provides full authorization for us to proceed. We look forward to working with you on this Project. Please contact us with any questions, or if you require additional information.

Very truly yours,



Sean P. Reardon, P.E.,
Vice President

Accepted by:



 Authorized Agent, Town of Sandwich

July 24, 2024
Date

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