



Response to Request for Proposals for:
**Independent Peer Review for
Emerson Homes Affordable Housing Project (Fee Proposal)**

Town of Topsfield, MA



Prepared by:

Beals and Thomas, Inc.
144 Turnpike Road
Southborough, MA 01772

Presented to:

Lynne Bermudez
Town of Topsfield Town Hall
8 West Common Street
Topsfield, MA 01983

December 2022

December 13, 2022

Ms. Lynne Bermudez
Town of Topsfield
Town Hall
8 West Common Street
Topsfield, Massachusetts 01983

Via: Email to lbermudez@topsfield-ma.gov

Reference: Response to Request for Proposals – Fee Proposal
Independent Peer Review for
Emerson Homes Affordable Housing Project
10 High Street
Topsfield, Massachusetts
B+T Project No. M9073.00

Dear Ms. Bermudez and Members of the Zoning Board of Appeals:

Beals and Thomas, Inc. (B+T) is pleased to present this fee proposal to accompany our response to the Request for Proposals (RFP) to provide peer review consulting services related to the Chapter 40B Comprehensive Permit Application for Emerson Homes (the Project) located at 10 High Street, Topsfield (the Site).

Scope of Services

We will provide the Board with an independent professional review of the submitted materials, as detailed in the scope items below:

1.0 SCOPE OF SERVICES

1.1 Site Visit

We will conduct a reconnaissance site visit to evaluate the existing conditions and surrounding context relative to the Project.

1.2 Review Letter

We will review the plans and supporting information and prepare a letter to the Town of Topsfield Zoning Board of Appeals describing the findings of our review. Our review will consider the following:

1.2.1 Civil Engineering

- a. Review plans for site grading and roadway design
- b. Evaluate stormwater management
- c. Review requested waivers

1.2.2 Traffic

- a. Review or assess the following:
 - i. Traffic study of Project impacts on local roads serving the Project site including traffic volumes, impact of new vehicle entrance/exit at High Street, crash rates, and the post project safety level at area intersections, especially High Street/Main Street
 - ii. Appropriate traffic mitigation in compliance with all applicable state and local requirements
 - iii. Traffic study inside of the Project, which should address proposed on-site circulation, parking, and emergency vehicle access to ensure compliance with public safety standards and good design practice relative to drive-aisle widths, turning radii, and sight distances along the Site drive and the parking areas through which it passes
 - iv. Provisions for safe pedestrian access and pedestrian/vehicular separation within and adjacent to the site; connectivity to existing sidewalks and the need for new sidewalks to provide safe passage for pedestrians, bicycles, and wheelchairs across High Street to the library and the town center; the appropriateness of a new crosswalk on High Street with a pedestrian activated flashing yellow light; and sufficiency of resident and guest parking
 - v. Adequacy and appropriate siting of snow storage locations

1.2.3 Public Safety Emergency Access

- a. Assess design to ensure the maximum level of emergency access and fire protection
- b. Evaluate length of the site drive and implications for lack of secondary emergency access

1.2.4 Landscape Plan

- a. Review detailed planting plan as well as paving, lighting, and signage details
- b. Review location of outdoor dumpsters or other waste receptacles

1.2.5 Water Use

- a. Review proposed water use and potential impacts on existing capacity and evaluate appropriate mitigation measures.

1.2.6 Septic

- a. Review for compliance with local R:1-2 Supplemental Regulations to 310 CMR 15.00 and waiver request from local septic regulations. We understand that portions of the land are very wet indicating an area of concern and that groundwater levels are important to evaluate.

1.2.7 Wetland / Natural Resources Concerns

- a. Review Resource Area impacts, protection, compliance, mitigation strategies and waivers requested under the Topsfield General Wetlands Bylaw and Regulations,
- b. Proximity to wetland resources and the grading resulting in erosion and flooding impact,
- c. Adjacent resource areas that impact the property should be reviewed for accuracy,
- d. Stormwater collection and treatment system to prevent erosion and contamination of local groundwater resources
- e. Wastewater collection and treatment, hazardous waste safety, and impacts on the public water supply,
- f. Groundwater recharge patterns as a result of the impact of a significant amount of new impervious surfaces, and
- g. Review of proposed snow storage locations.

- 1.2.8 Our review will also consider the necessity of waivers requested by the Proponent, and we will comment on our understanding as to the need for the requested relief, the potential impact of granting said relief, and potential alternatives as applicable. Our letter will be stamped by a Registered Professional Engineer and Landscape Architect as appropriate.

1.3 Hearings

We will attend two in-person public hearings to present the results of our review and to be available to respond to questions.

1.4 Supplemental Review

We have included an allowance for a supplemental review. We anticipate the Proponent will provide a response to our comments and comments issued by municipal agencies. Our initial comments are intended to be comprehensive, and we anticipate that the Proponent will be responsive to the comments to advance closure.

2.0 EXCLUDED SERVICES

The following are some of the services that are not included in this proposal. We would be pleased to provide these and other additional services that may become necessary as the project proceeds.

- Review of delineated wetland resource areas
- Additional supplemental review beyond the allowance herein
- Prepare recommended conditions of approval

3.0 FEES FOR SERVICES

All fees will be billed on a time and materials basis in accordance with the attached fee schedule.

Scope Item 1.1 Site Visit	\$ 600
Scope Item 1.2 Review Letter	
Scope Item 1.2.1 – Civil Engineering	\$ 4,400
Scope Item 1.2.2 – Traffic	\$ 7,500
Scope Item 1.2.3 – Public Safety	\$ 400
Scope Item 1.2.4 – Landscape Plan	\$ 1,000
Scope Item 1.2.5 – Water Use	\$ 250
Scope Item 1.2.6 – Septic	\$ 600
Scope Item 1.2.7 – Wetland/Natural Resources	\$ 2,400
Scope Item 1.2.8 – Waiver Review	\$ 350
Scope Item 1.3 Hearings	\$ 1,500
Scope Item 1.4 Supplemental Review	\$ 4,000
Total Estimated Labor and Expense Budget	\$23,000

- 3.1 External reimbursable expenses such as permit application fees, soil and water testing special consultants or subcontractors, if incurred, will be in addition to the estimate of reimbursable expenses described above.
- 3.2 Excluded Services can be provided for additional mutually satisfactory compensation.

Please refer to the enclosed Fee Schedules, and do not hesitate to contact us should you have any questions.

Ms. Lynne Bermudez
Town of Topsfield
December 13, 2022
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We thank you for the opportunity to submit this proposal and look forward to providing services to the Town of Topsfield.

Sincerely,

BEALS AND THOMAS, INC.



David J. LaPointe, RLA, LEED AP, CPSI
Principal



Matthew Cote, PE, SITES AP, ENV SP
Senior Civil Engineer

Enclosures: Fee Schedules

MC/djl/ggp/aak/M907300PR002



FEE SCHEDULE

Effective January 1, 2023

Fees for Beals and Thomas, Inc. are based on the following time charges plus expense schedule. Invoices are due upon receipt. Beals and Thomas, Inc. retains all right, title and ownership interest in any and all plans, maps, charts, diagrams, models, specifications, studies, consultations, technical drawings, electronic files, and any other work products prepared on behalf of its clients ("Instruments of Service"). Beals and Thomas, Inc. grants to its clients a nontransferable and non-exclusive royalty-free license to use the Instruments of Service provided that payment for services rendered and expenses incurred is received in a timely manner. For all accounts remaining unpaid by the first of the month following the invoice date, Beals and Thomas, Inc. reserves the right to add a late charge of 1.50 percent per month or 18 percent per annum to each overdue invoice. This fee schedule may be revised periodically.

Time Charges

<u>Rate Category</u>	<u>Hourly Rate</u>
Senior Professional Staff I <i>George G. Preble, PE</i>	\$260.00
Senior Professional Staff II <i>David J. Lapointe, RLA, LEED AP, CPSI</i>	\$235.00
Senior Professional Staff III <i>Stacy H. Minihane, PWS</i>	\$205.00
Senior Professional Staff IV	\$195.00
Senior Professional Staff V <i>Matthew Cote, PE</i>	\$175.00
Senior Professional Staff VI <i>Andrew Gorman, CESSWI</i>	\$160.00
Professional Staff I <i>Nicholas P. Santangelo, EIT</i>	\$145.00
Professional Staff II	\$130.00
Professional Staff III	\$115.00
Administrative Staff I	\$80.00
Administrative Staff II	\$50.00

Expert testimony in support of litigation and court appearances will be billed at a rate of \$265.00 per hour.

Projects requiring OSHA trained personnel will be billed with a supplemental rate of \$25.00 per hour in addition to the standard rate category.

Reimbursable expenses include transportation, delivery, printing costs, presentation materials, computer and field equipment, permit application fees, soil and water testing, police detail, special consultants, or subcontractors and similar costs directly applicable to the individual project. Reimbursable expenses shall be billed at the cost plus an accounting service fee of 10 percent, unless arranged otherwise. Permit application fees that are paid in advance by Beals and Thomas, Inc. will be billed at cost plus an accounting fee of 20%.

M9073.00-FeeSched-January 2023

Civil Engineering ▪ Land Surveying ▪ Landscape Architecture ▪ Land Use Permitting ▪ Environmental Planning ▪ Wetland Science

Corporate Office
144 Turnpike Road
Southborough, MA 01772

T 508.366.0560 | www.bealsandthomas.com | F 508.366.4391

Regional Office
32 Court Street
Plymouth, MA 02360

Chappell Engineering Associates, LLC

Hourly Rates – 2022

Principal/Chief Engineer.....	\$190.00
Project Manager.....	\$160.00
Project Engineer/Designer.....	\$130.00
Engineer.....	\$100.00
Administrative.....	\$70.00
Expert Testimony.....	\$250.00