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October 27, 2016

Ms. Martha A. Morrison, Chair, Topsfield Planning Board
c/o Ms. Donna Rich, Topsfield Planning Board Coordinator
Town of Topsfield
Town Hall, 8 West Common Street
Topsfield, Massachusetts 01983

Via: Email to morrismh@bc.edu, drich@topsfield-ma.gov
and First Class Mail

Reference: Proposal for Independent Peer Review Services
Rolling Green Elderly Housing Development
470 Boston Street
Topsfield, Massachusetts
Project No. M7866.00

Dear Ms. Morrison and Members of the Board:

Beals and Thomas, Inc. (B+T) is pleased to submit the enclosed proposal to assist the Town of Topsfield with consultant services necessary to provide the Planning Board (the Board) with an independent peer review of the proposed Rolling Green Elderly Housing Development at 470 Boston Street.

We offer extensive experience with municipalities and municipal boards seeking consultant services. Our technical expertise, multi-disciplinary staff, and commitment to dedicating a senior Professional Engineer and Principal of the company to direct these services can provide the Town of Topsfield with optimal coordination and responsiveness.

We have previously provided services to the Topsfield Planning Board, Conservation Commission and Board of Health for peer review services in connection with the New Meadows Elderly Housing project, 51 Fox Run Road, the Syllogistic Conference Center, and 12, 17, 18 and 19 Hickory Lane.

We understand that the initial scope of services required is to review the proposed development relative to the requirements of an Elderly Housing Special Permit, which requires Site Plan Approval, and a Stormwater Management Permit. The Rolling Green development proposes an age-restricted community of 30 residences in 15 duplex style buildings with associated site improvements including a stormwater management system.

We have received the following documentation which will serve as the basis of our peer review:

- *Rolling Green – An Age Restricted Residential Community Located at 470 Boston Street, Topsfield, Massachusetts, Applications for: Special Permit, Site Plan Review, Stormwater & Erosion Control Permit*, dated October 20, 2016, prepared by Sakis Development Company (60 page PDF)
- *Elderly Housing Development – 470 Boston Street, Topsfield, Massachusetts, Drainage Report*, dated October 13, 2016, prepared by Allen & Major Associates, Inc. (552 page PDF)
- *Site Development Plans for Over 55 Residential Development, 470 Boston Street, Topsfield, MA*, dated October 13, 2016, prepared by Allen & Major Associates, Inc. (48 sheets)

1.0 SCOPE OF SERVICES

1.1 Regulatory Review

We will review the most recent version of the Topsfield Stormwater Management and Erosion Control By-Law, Zoning By-law, Elderly Housing District By-law and other applicable regulations and will evaluate the adherence to said by-laws and regulations relative to generally accepted planning and engineering design practices.

1.2 Site Visit

We will conduct a site visit to evaluate existing on-site conditions and gain familiarity with surrounding land use patterns, proposed site access, and evaluate the conditions relative to the Permit applications.

1.3 Review of Stormwater and Erosion Control Permit Application

We will review the consistency of the proposed development relative to the Topsfield Planning Board's Stormwater Management and Erosion Control By-Law, and the project's performance in meeting the requirements of the Town based on sound engineering design practices. This will include review of the Stormwater and Erosion Control By-Law, as referenced in Section 1.1 herein. This evaluation may lead to the issuance of a Stormwater Management Permit

1.4 Review of Elderly Housing/Site Plan Review Application

We will review the application documents, plans, calculations and supporting information. Our review will include, but not be limited to, a review of the design and layout, lighting, off-street parking, loading, pedestrian and vehicular circulation, waste disposal, utilities, landscape design as may be appropriate, site access, stormwater management system, erosion and sedimentation control, drainage, and road and intersection design.

1.5 Summary Letter

We will prepare a detailed letter/report describing the findings of our review with respect to the aforementioned objectives. The letter/report will include recommendations regarding the applicant's requested waivers, recommendations regarding possible conditions for the permits to be issued, as mentioned herein. The letter/report will be stamped by a Professional Engineer. The review letter provides an opportunity for the Applicant to respond to issues prior to the public hearing during which the project will be addressed. In our experience this process improves the efficiency of the review.

1.6 Meeting Attendance

We will attend one public hearing to present the conclusions and recommendations identified during our review.

1.7 Supplemental Review

We have included a separate allowance for a supplemental review if required. We anticipate that the Applicant 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 Applicant will be responsive to the comments to advance closure.

2.0 ADDITIONAL 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.

2.1 Additional meetings.

2.2 Additional Supplementary Reviews.

2.3 Review of the Notice of Intent for the Conservation Commission.

2.4 Review of the sewage disposal system for the Board of Health.

3.0 SCHEDULE OF SERVICES

We will commence services upon receipt of an executed copy of this proposal. We anticipate that the services outlined in Section 1.0 can be completed within the following schedule, provided that authorization to proceed is received by November 2, 2016.

Authorization to proceed and receipt of entire document package	November 2, 2016
Summary report to Planning Board	November 23, 2016
Tentative Planning Board Public Hearing	December 6, 2016

4.0 FEES FOR SERVICES

All fees will be billed on a not-to-exceed labor fee plus reimbursable expenses basis in accordance with the attached fee schedule.

4.1 The not-to-exceed labor fee for the services outlined in Section 1.0, Scope of Services, is as follows:

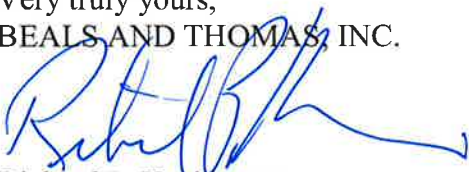
Sections 1.1 through 1.6	\$6,000
Section 1.7 (Allowance for Supplementary Review)	\$1,500

4.2 Reimbursable expenses of approximately \$500 should be anticipated.

4.3 Additional Services will be provided for additional mutually satisfactory compensation.

We thank you for the opportunity to submit this proposal and look forward to providing services to the Town of Topsfield for this project.

Very truly yours,
BEALS AND THOMAS, INC.



Richard P. Kosian, PE
Executive Vice President

Enclosure: Fee Schedule

AGREED AND ACCEPTED FOR
TOWN OF TOPSFIELD

SIGNATURE: _____

NAME/TITLE: _____

(print)

DATE: _____

MC/RPK/JEB/kvs/M786600PR001

FEE SCHEDULE

Effective January 1, 2016

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	\$185.00
Senior Professional Staff II	\$175.00
Senior Professional Staff III	\$150.00
Senior Professional Staff IV	\$135.00
Senior Professional Staff V	\$115.00
Professional Staff I	\$100.00
Professional Staff II	\$90.00
Professional Staff III	\$75.00
Administrative/Technical Staff I	\$60.00
Administrative/Technical Staff II	\$50.00

Expert testimony in support of litigation and court appearances will be billed at a rate of \$200.00 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 shall be billed at the cost plus an accounting service fee of 10 percent, unless arranged otherwise. 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.