

Acton Community Housing Corporation
Nancy Tavernier, Chairman
TOWN OF ACTON
P.O. Box 681
Acton, Massachusetts, 01720
Telephone (978) 263-4776
Fax (978) 266-1408

October 1, 2004

Goldsmith, Prest and Ringwall
39 Main St., Ayer MA
Phone 978-772-1590
Fax 978-772-1591

To Whom It May Concern:

Attached is a Scope of Services for site analysis work to be done on a town-owned piece of land at 28 Willow St. and 214 Central St. which the ACHC hopes to develop for an affordable housing project. We are seeking a quote from you for the tasks that are listed in the Scope.

We are planning to have this site analysis work done as soon as possible so that we can move forward on the housing proposal with the Town. We would like to have the work completed by the end of November, 2004. Please specify your anticipated schedule for the requested work.

Please submit your quote for work electronically, if possible, to: Town Planner Roland Bartl at: rbartl@acton-ma.gov. Roland is the staff contact for this project. Also submit a copy to the ACHC at: achc@acton-ma.gov. If you would prefer to submit your quote in hard copy, please deliver it to Roland Bartl at the Planning Department in Town Hall and also to Betty McManus, Executive Director of the Acton Housing Authority at 68 Windsor Ave., Acton.

The deadline to receive your quote for this work is: 10/15/04

Thank you for your interest.

Sincerely,

Ryan Bettez, Vice Chairman
(617) 828-4197
ACHC

Town of Acton
Acton Community Housing Corporation
Request for Quotes
10/1/04
214 Central Street and 28 Willow Street
Septic System Design

Acton Community Housing Corporation, ACHC has been awarded funds from the Priority Development Fund to hire an engineering firm to do preliminary design work for a septic system and site analysis to determine potential build out of the entire parcel. The current goal is to build two duplex style houses for a total of four units that would have a combined total of 8 to 12 bedrooms. One duplex would be on Central Street and one duplex would be on Willow Street. The sewage disposal system should be designed to be constructed along one side of the property or in the middle of the combined parcel.

ACHC is a quasi-public body under the control of the Board of Selectmen charged with developing affordable housing strategies and implementing affordable housing programs in the Town of Acton. The two Town-owned contiguous parcels of land at 214 Central Street and 28 Willow Street with a combined total of approximately 15,799 square feet formerly housed a septic system installation and repair company. The parcels were taken by the town on May 4, 1998 for unpaid taxes. The Town has done significant environmental remediation work (in accordance with the requirements of Chapter 21 E of Massachusetts General Laws) and the site is now clean and prepared for residential re-use.

RFQ Release: 10/1/04

Quotes Due: 10/15/04, 4 PM, Town Planner's Office, Town Hall, 472 Main Street, Acton MA 01720 and also to Betty McManus, Executive Director of the Acton Housing Authority at 68 Windsor Ave., Acton or emailed to rbartl@acton-ma.gov and achc@acton-ma.gov.

Scope of Services

1. Review previous engineering and remediation documentation in order to understand the current conditions and history of the site.
2. Conduct soil evaluations and percolation tests for a new onsite sewage disposal system to determine the maximum number of bedrooms that could be constructed on site.
3. Prepare a survey plan of the parcels noted. The respondent must provide five hard copies and two electronic copies in AutoCAD drawing file format.
4. Conduct a topographic survey of the parcels and produce a topographic plan with one-foot contour intervals. The respondent must provide five hard copies and two electronic copies in AutoCAD drawing file format.
5. Explore advanced treatment sewage disposal systems such as BioClear or any other alternative technologies approved for General Use by the Department of Environmental Protection, in order to determine the size requirements of the sewage disposal system that could maximize the wastewater flow. Include a brief report on options for alternative treatment systems including cost estimates.
6. Prepare a sewage disposal overlay plan on the survey plan and prepare an Application for Disposal Works Construction Permit for submittal to the Board of Health. The respondent must provide five hard copies and two electronic copies in AutoCAD drawing file format.
7. Prepare cost estimates for the construction of the proposed sewage disposal system.
8. Prepare a maximum building footprint for the parcel that includes parking the required set-backs from the sewage disposal system, wetlands, and current dimensional set-backs required by the zoning for this site as detailed in Town of Acton Zoning Bylaw.

Willow / Central Street Property

- I. Number of Units and Bedrooms
- II. Number of Affordable Units
- III. Style of the Units
- IV. Homeownership or Rental
- V. Cost Estimate
- VI. Funding Sources
- VII. How are we going to develop it
 - a. RFP
 - b. ACHC

**Willow / Central
Acton Mass
23-Oct-03**

Development Income

Number of Units	4	3
Number of Bedrooms	12	9
Number of Market Rate Units		
Number of Affordable Units		
Market Rate Units		
Affordable Rate Units (70% AMI)		
CPA Funds		
State Funds or Grants		

Total Income from Development	\$ -
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Development Costs

House Construction Costs/Unit

Land Purchase	\$ 210,000	\$ 210,000	\$ 210,000
Site Hard Costs			
Site Preparation	\$ 30,000	\$ 30,000	\$ 30,000
Demolition	\$ 15,000	\$ 15,000	\$ 15,000
Landscaping	\$ 15,000	\$ 15,000	\$ 15,000
Residential Construction	\$ 560,000	\$ 420,000	
Garages	\$ 96,000	\$ 72,000	
Septic System	\$ 65,000	\$ 55,000	
Hard Cost Contingency	6% \$ 46,860	\$ 36,420	
Total Hard Costs	\$ 827,860	\$ 643,420	\$ 60,000

Site Soft Costs

Permits/Approvals/Connection Fees	
Architectural Plans	\$ 10,000
Engineering Survey	\$ 18,000
Legal	
Insurance	
Development Fee/Consultant	
Property Tax	
Construction Interest	
Financing Fees	
Appraisal	
Accounting	
Marketing Costs	
Conditions Imposed by ZBA	
Soft Cost Contingency	5.0% \$ 1,400
Total Soft Cost	\$ 28,000

Total Development Costs \$ 1,065,860

Net Profit \$(1,065,860)

\$100 per sq foot 1400 sq ft homes
\$50 per sq ft for garages 20ft X 24ft \$24,000

STAMSKI AND MCNARY, INC.

80 Harris Street
Acton, Massachusetts 01720
(978) 263-8585
FAX (978) 263-9883

WILLIAM F. MCNARY, P.L.S.
JOSEPH MARCH, P.E., P.L.S.

October 13, 2004

Nancy Tavernier, Chairman
Acton Community Housing Corporation
Town of Acton
PO Box 681
Acton, MA 01720

Re: 28 Willow St. and 214 Central St.
Acton, MA

Dear Ms. Tavernier,

In response to your request, we are pleased to furnish the following proposal for engineering and survey services on the referenced property. The proposal is for permitting associated with a proposed sewage disposal system to serve housing at the referenced address. Specifically we propose the following:

1.0 Scope of Services

- 1.1 Research and Site Review;
(We will review previous engineering and remediation documentation in order to understand the current conditions and history of the site.)
- 1.2 Soil Evaluations and Percolation Tests;
(We will conduct soil evaluations and percolation tests for a new onsite sewage disposal system to determine the maximum number of bedrooms that could be constructed on site. We will coordinate an appointment with the Health Department, backhoe and digsafe.)
- 1.3 Perimeter and topographic survey;
(We will conduct a perimeter and topographic survey of the property, perform calculations, and prepare a topographic base plan with a one foot contour interval. We will locate all buildings, pavement and visible utilities. We will provide five hard copies and two electronic copies in Autocad drawing file format. We will not reconcile any discrepancies between field and record monumentation but will alert client of any inconsistencies.)
- 1.4 Analysis of Advanced Sewage Treatment Alternatives;
(We will explore advanced treatment sewage disposal systems such as BioClear or any other alternative technologies approved for General Use by the Department of Environmental Protection, in order to determine the size requirements of the sewage disposal system that could maximize the wastewater flow. We will include a brief report on options for alternative treatment systems including cost estimates.)

1.0 Scope of Services (cont.)

- 1.5 Sewage Disposal Plan;
(We will prepare a Sewage Disposal Plan in accordance with Title 5 and Acton Board of Health Regulations and prepare an Application for Disposal Works Construction Permit for submittal to the Board of Health. The sewage disposal system will be shown in a final design format but the buildings, parking and driveways will be shown in a conceptual format. We will provide five hard copies and two electronic copies in Autocad drawing file format.)
- 1.6 Construction cost estimate;
(We will prepare a cost estimate for the construction of the sewage disposal system. The estimate will be based upon Means Site Construction Cost Data book, 2004 edition.)
- 1.7 Conceptual Site Plan;
(We will prepare a Conceptual Site Plan which shows the maximum building footprint that can be sited on the parcels after the provision of parking, and dimensional setbacks that are required by the Acton Zoning Bylaw, Title 5 and the Wetland Bylaw. The ACHC should request a site inspection from the Conservation Administrator to confirm our belief that there are no wetlands within 100 feet of the site.)

2.0 Additional Services

- 2.1 Construction stake-out and as-built services;
- 2.2 Final Site Plan;

3.0 Fees for Services

- 3.1 The cost for those services outlined in Section 1.0-Scope of Services to be as follows:

Article 1.1-1.7	\$6,000.00
-----------------	------------
- 3.2 A statement will be rendered after completion of the work.
- 3.3 The cost of the backhoe and Town fees are not included in our proposal.
- 3.4 A separate proposal shall be furnished prior to conducting any Additional Services or services not specifically included in this proposal.

5.0 Schedule of Services

- 5.1 We are prepared to commence work immediately and should be able to complete Article 1.1 - 1.7 by November 30, 2004 so long as the Health Department schedules the soil evaluations before October 30, 2004.

For our records, please execute and return one (1) copy of this Proposal Letter. Thank you for considering our firm and for permitting us the opportunity to provide our services.

Very truly yours,
Stamski and McNary, Inc.

Joseph March, P.E., P.L.S.
Vice President

encl.

AGREED AND ACCEPTED

Authorized Signature

Title

Date

FORESITE Engineering Associates, Inc.

16 Gleasondale Road, Suite 1-1

Stow, Massachusetts 01775

Phone: (978) 461-2350

Fax: (978) 461-2352

Web: www.foresite1.com

October 14, 2004

Mr. Ryan Bettez, Vice Chairman
Acton Community Housing Corporation
P.O. Box 681
Acton, Massachusetts 01720

RE: Proposal for Engineering Services at 28 Willow Street and 214 Central Street in Acton

Dear Mr. Bettez:

Thank you for the opportunity to present this proposal for site analysis services on property owned by the Town of Acton at 28 Willow Street and 214 Central Street. We understand from the scope of services provided to our office on October 1, 2004 that the ACHC wishes to construct two residential duplexes on these sites and requires a survey and evaluation of the site to determine if, and how much, sewage disposal the site may support for the desired development proposal. The Scope of Services provided follows in italics. Each item is followed by a not-to-exceed estimate for that item on the Scope.

1. *Review previous engineering and remediation documentation in order to understand the current conditions and history of the site.*

(Documentation to be provided to FORESITE by ACHC)

Item 1 not to exceed: \$500

2. *Conduct soil evaluations and percolation tests for a new on-site sewage disposal system to determine the maximum number of bedrooms that could be constructed on site.*

(Estimate includes \$100 lot testing fee to Town of Acton Board of Health; preparation of report from field data; and estimate of the number of bedrooms that the site may possibly support. Backhoe and operator for up to one full day for test hole excavation shall be provided by ACHC)

Item 2 not to exceed: \$1,250 - / 0 0

3. *Prepare a survey plan of the parcels noted. The respondent must provide five hard copies and two electronic copies in AutoCAD drawing file format.*

(Survey plan shall show property boundaries and areas from record deed and plan information available. No certification as to the accuracy of the compiled boundary information will be made or implied (without a full perimeter survey).)

Item 3 not to exceed: \$500

4. *Conduct a topographic survey of the parcels and produce a topographic plan with one-foot contour intervals. The respondent must provide five hard copies and two electronic copies in AutoCAD drawing file format.*

Item 4 not to exceed: \$1,500

5. *Explore advanced treatment sewage disposal systems such as Bioclere or any other alternative technologies approved for General Use by the Department of Environmental Protection, in order to determine the size requirements of the sewage disposal system that could maximize the wastewater flow. Include a brief report on options for alternative treatment systems including cost estimates.*

Item 5 not to exceed: \$1,000

6. *Prepare a sewage disposal system overlay plan on the survey plan and prepare an Application for Disposal Works Construction Permit for submittal to the Board of Health. The respondent must provide five hard copies and two electronic copies in AutoCAD drawing file format.*

(Estimate includes Application fee to Town of Acton Board of Health \$250 and Groundwater Protection District Permit Application fee of \$25. Estimate assumes that a shared system will be utilized to serve the two 2-family dwellings proposed. System shall be designed in compliance with Acton Board of Health Regulations and the State Environmental Code Title 5.)

Item 6 not to exceed: \$1,500 - 250

7. *Prepare cost estimates for the construction of the proposed sewage disposal system.*

Item 7 not to exceed: \$500

8. *Prepare maximum building footprint for the parcel that includes parking, the required setbacks from the sewage disposal system, wetlands, and current dimensional setbacks required by the zoning for this site as detailed in Town of Acton Zoning Bylaw.*

Item 8 not to exceed: \$750

TOTAL ESTIMATED COST OF SERVICES (ITEMS 1-8) NOT TO EXCEED: \$7,500

- 350

ACHC – 28 Willow St. & 214 Central St.

October 11, 2004

Page 3 of 5

If you have any questions regarding this proposal please contact our office. If you would like to proceed with this project please sign both copies of the following Agreement for Services, keep one for your records and return the other to our office. Thank you again for considering FORESITE Engineering Associates, Inc. for this project.

Sincerely,

FORESITE Engineering Associates, Inc.
BY: Scott P. Hayes, P.E., President

cc: Roland Bartl, Acton Planning Department
Betty McManus, Executive Director, Acton Housing Authority

AGREEMENT FOR SERVICES

A NON-REFUNDABLE DEPOSIT IN THE AMOUNT OF **\$0.00** is required prior to the initiation of the above described services. This amount will be credited to the Client in the billing for the aforementioned services. The fee will be in accordance with the current company fee schedule. A copy of this document will be furnished by FORESITE upon Client's request.

In the event that FORESITE is obstructed or delayed in the completion of said services by any act of the Client or the Client's agents or by any act beyond the control of FORESITE including, but not limited to, inclement weather, illness, failure of equipment, unanticipated degree of difficulty encountered in performing said services, or delay created within or by approving agencies, then the time herein fixed for the completion of the services shall be extended for a period of time equivalent of the time lost by reason of any or all the aforementioned causes.

OWNERSHIP OF DOCUMENTS: All documents, including original drawings, estimates, specifications, field notes and data are and shall remain the sole and exclusive property of FORESITE as instruments of service. The Client may, at his expense, obtain record prints of drawings, in consideration of which the Client will use them solely in connection with the above described project and not for the purpose of making subsequent extensions or enlargements thereto.

AMENDMENT OF AGREEMENT: This Agreement may be amended only in writing signed by the Client and FORESITE.

APPLICABLE LAW: Unless otherwise specified, this Agreement shall be governed by the laws of the Commonwealth of Massachusetts.

PAYMENT: Except as otherwise stated in this proposal, the Client shall compensate FORESITE for all services, labor, materials, and equipment at its standard rates, reimburse its expenses and pay any sales or similar tax thereon. FORESITE shall submit invoices periodically, and payment shall be due within 30 days from the invoice date. If the Client disputes any portion of an invoice, the Client shall notify FORESITE in writing with specificity within ten (10) days and pay the undisputed portion within 30 days from the invoice date. Overdue payments shall bear interest at one and one half percent (1.5%) per month, not to exceed eighteen percent (18%) per year. FORESITE may terminate these services upon ten (10) days' written notice anytime CLIENT payment is overdue on this project or any other project, and CLIENT shall pay for all work through termination, plus termination costs.

COLLECTION: The CLIENT shall reimburse FORESITE all costs of collecting overdue invoices, including reasonable attorneys' fees.

ACCEPTANCE: This proposal and AGREEMENT FOR SERVICES are hereby accepted and executed by a duly authorized signatory, who by execution hereof, warrants that he/she has full authority to act for, in the name, and on behalf of the Client.

This Proposal and AGREEMENT FOR SERVICES is null and void unless executed by the Client and returned to FORESITE within (30) days.

CLIENT:

BY: _____
(sign)

Title: _____

(print name)

Date: _____

FOR: Acton Community Housing Corporation

FORESITE Engineering Associates, Inc.

By: _____
Scott P. Hayes, P.E., President

FORESITE Engineering Associates, Inc.

16 Gleasondale Road, Suite 1-1

Stow, Massachusetts 01775

Phone: (978) 461-2350

Fax: (978) 461-2352

Web: www.foresite1.com

October 25, 2004

Mr. Ryan Bettez, Vice Chairman
Acton Community Housing Corporation
P.O. Box 681
Acton, Massachusetts 01720

RE: Proposal for Engineering Services at 28 Willow Street and 214 Central Street in Acton (Revised 10/25/04)

Dear Mr. Bettez:

Thank you for the opportunity to present this proposal for site analysis services on property owned by the Town of Acton at 28 Willow Street and 214 Central Street. We understand from the scope of services provided to our office on October 1, 2004 that the ACHC wishes to construct two residential duplexes on these sites and requires a survey and evaluation of the site to determine if, and how much, sewage disposal the site may support for the desired development proposal. The Scope of Services provided follows in italics. Each item is followed by a not-to-exceed estimate for that item on the Scope.

1. *Review previous engineering and remediation documentation in order to understand the current conditions and history of the site.*

(Documentation to be provided to FORESITE by ACHC)

Item 1 not to exceed: \$500

2. *Conduct soil evaluations and percolation tests for a new on-site sewage disposal system to determine the maximum number of bedrooms that could be constructed on site.*

(Estimate includes \$100 lot testing fee to Town of Acton Board of Health; preparation of report from field data; and estimate of the number of bedrooms that the site may possibly support. Backhoe and operator for up to one full day for test hole excavation shall be provided by ACHC)

Item 2 not to exceed: \$1,250

3. *Prepare a survey plan of the parcels noted. The respondent must provide five hard copies and two electronic copies in AutoCAD drawing file format.*

(Survey plan shall show property boundaries and areas from record deed and plan information available. No certification as to the accuracy of the compiled boundary information will be made or implied (without a full perimeter survey).)

Item 3 not to exceed: \$500

4. *Conduct a topographic survey of the parcels and produce a topographic plan with one-foot contour intervals. The respondent must provide five hard copies and two electronic copies in AutoCAD drawing file format.*

Item 4 not to exceed: \$1,500

5. *Explore advanced treatment sewage disposal systems such as Bioclere or any other alternative technologies approved for General Use by the Department of Environmental Protection, in order to determine the size requirements of the sewage disposal system that could maximize the wastewater flow. Include a brief report on options for alternative treatment systems including cost estimates.*

Item 5 not to exceed: \$1,000

6. *Prepare a sewage disposal system overlay plan on the survey plan and prepare an Application for Disposal Works Construction Permit for submittal to the Board of Health. The respondent must provide five hard copies and two electronic copies in AutoCAD drawing file format.*

(Estimate includes Application fee to Town of Acton Board of Health \$250 and Groundwater Protection District Permit Application fee of \$25. Estimate assumes that a shared system will be utilized to serve the two 2-family dwellings proposed. System shall be designed in compliance with Acton Board of Health Regulations and the State Environmental Code Title 5.)

Item 6 not to exceed: \$1,500

7. *Prepare cost estimates for the construction of the proposed sewage disposal system.*

Item 7 not to exceed: \$500

8. *Show the maximum building envelope for the parcel that identifies all minimum required zoning and other setbacks from lot lines, the sewage disposal system, and wetlands. Indicate suitable areas for buildings, septic disposal areas, driveway curb cuts, driveways and parking lots, and green spaces. However this should not be a conceptual site plan, rather, a tool to show the potential and limitations of the property under the applicable rules governing the development of land. In addition, provide three or more options of movable cut-outs for things such as building footprints (various sizes, with and without garage), several parking lot plans and driveway layout designs that would work on the site, and layouts for different septic system design options.*

Item 8 not to exceed: \$2,250

TOTAL ESTIMATED COST OF SERVICES (ITEMS 1-8) NOT TO EXCEED: \$9,000

ACHC – 28 Willow St. & 214 Central St.

October 25, 2004

Page 3 of 5

If you have any questions regarding this proposal please contact our office. If you would like to proceed with this project please sign both copies of the following Agreement for Services, keep one for your records and return the other to our office. Thank you again for considering FORESITE Engineering Associates, Inc. for this project.

Sincerely,

FORESITE Engineering Associates, Inc.
BY: Scott P. Hayes, P.E., President

cc: Roland Bartl, Acton Planning Department
Betty McManus, Executive Director, Acton Housing Authority

AGREEMENT FOR SERVICES

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In the event that FORESITE is obstructed or delayed in the completion of said services by any act of the Client or the Client's agents or by any act beyond the control of FORESITE including, but not limited to, inclement weather, illness, failure of equipment, unanticipated degree of difficulty encountered in performing said services, or delay created within or by approving agencies, then the time herein fixed for the completion of the services shall be extended for a period of time equivalent of the time lost by reason of any or all the aforementioned causes.

OWNERSHIP OF DOCUMENTS: All documents, including original drawings, estimates, specifications, field notes and data are and shall remain the sole and exclusive property of FORESITE as instruments of service. The Client may, at his expense, obtain record prints of drawings, in consideration of which the Client will use them solely in connection with the above described project and not for the purpose of making subsequent extensions or enlargements thereto.

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This Proposal and AGREEMENT FOR SERVICES is null and void unless executed by the Client and returned to FORESITE within (30) days.

CLIENT:

BY: _____
(sign)

Title: _____

(print name)

Date: _____

FOR: Acton Community Housing Corporation

FORESITE Engineering Associates, Inc.

By: _____
Scott P. Hayes, P.E., President

STAMSKI AND MCNARY, INC.

80 Harris Street
Acton, Massachusetts 01720
(978) 263-8585
FAX (978) 263-9883

WILLIAM F. MCNARY, P.L.S.
JOSEPH MARCH, P.E., P.L.S.

October 26, 2004

Nancy Tavernier, Chairman
Acton Community Housing Corporation
Town of Acton
PO Box 681
Acton, MA 01720

Re: 28 Willow St. and 214 Central St.
Acton, MA

Dear Ms. Tavernier,

In response to your request, we are pleased to furnish the following proposal for engineering and survey services on the referenced property. The proposal is for permitting associated with a proposed sewage disposal system to serve housing at the referenced address. Specifically we propose the following:

1.0 Scope of Services

- 1.1 Research and Site Review;
(We will review previous engineering and remediation documentation in order to understand the current conditions and history of the site.)
- 1.2 Soil Evaluations and Percolation Tests;
(We will conduct soil evaluations and percolation tests for a new onsite sewage disposal system to determine the maximum number of bedrooms that could be constructed on site. We will coordinate an appointment with the Health Department, backhoe and digsafe.)
- 1.3 Perimeter and topographic survey;
(We will conduct a perimeter and topographic survey of the property, perform calculations, and prepare a topographic base plan with a one foot contour interval. We will locate all buildings, pavement and visible utilities. We will provide five hard copies and two electronic copies in Autocad drawing file format. We will not reconcile any discrepancies between field and record monumentation but will alert client of any inconsistencies.)
- 1.4 Analysis of Advanced Sewage Treatment Alternatives;
(We will explore advanced treatment sewage disposal systems such as BioClear or any other alternative technologies approved for General Use by the Department of Environmental Protection, in order to determine the size requirements of the sewage disposal system that could maximize the wastewater flow. We will include a brief report on options for alternative treatment systems including cost estimates.)

1.0 Scope of Services (cont.)

- 1.5 Sewage Disposal Plan;
(We will prepare a Sewage Disposal Plan in accordance with Title 5 and Acton Board of Health Regulations and prepare an Application for Disposal Works Construction Permit for submittal to the Board of Health. The sewage disposal system will be shown in a final design format but the buildings, parking and driveways will be shown in a conceptual format. We will provide five hard copies and two electronic copies in Autocad drawing file format.)
- 1.6 Construction cost estimate;
(We will prepare a cost estimate for the construction of the sewage disposal system. The estimate will be based upon Means Site Construction Cost Data book, 2004 edition.)
- 1.7 Development Potential Plans;
(We will prepare three development potential options with cutouts which show the maximum building footprint that can be sited on the parcels after the provision of parking, and dimensional setbacks that are required by the Acton Zoning Bylaw, Title 5 and the Wetland Bylaw. The ACHC should request a site inspection from the Conservation Administrator to confirm our belief that there are no wetlands within 100 feet of the site.)

2.0 Additional Services

- 2.1 Construction stake-out and as-built services;
- 2.2 Final Site Plan;

3.0 Fees for Services

- 3.1 The cost for those services outlined in Section 1.0-Scope of Services to be as follows:

Article 1.1-1.7	\$8,000.00
-----------------	------------
- 3.2 A statement will be rendered after completion of the work.
- 3.3 The cost of the backhoe and Town fees are not included in our proposal.
- 3.4 A separate proposal shall be furnished prior to conducting any Additional Services or services not specifically included in this proposal.

5.0 Schedule of Services

- 5.1 We are prepared to commence work immediately and should be able to complete Article 1.1 - 1.7 by November 30, 2004 so long as the Health Department schedules the soil evaluations before early November.

For our records, please execute and return one (1) copy of this Proposal Letter. Thank you for considering our firm and for permitting us the opportunity to provide our services.

Very truly yours,
Stamski and McNary, Inc.

Joseph March, P.E., P.L.S.
Vice President

encl.

AGREED AND ACCEPTED

Authorized Signature

Title

Date



Engineering Solutions
for Land & Structures

Civil & Structural Engineering · Land Planning · Land Surveying

October 27, 2004

Roland Bartl
Town of Acton
PO Box 681
Acton, MA 01720

**Subject: 28 Willow & 214 Central Streets
Preliminary engineering, survey & cost estimate**

Dear Mr. Bartl:

In accordance with our discussions, Goldsmith, Prest & Ringwall, Inc. (GPR) is pleased to submit our proposal for Professional Civil Engineering and Survey Services for the subject project. Attached are the Professional Services Agreement (PSA), Scope of Services, Conditions of PSA, and Hourly Rate Schedule.

The Scope of Services includes a Task Summary and Task Descriptions of services to be provided by GPR to meet your near term needs as currently understood. The Conditions of PSA covers details of the agreement including fee estimates, payment terms, construction services, and other important items.

Site reconnaissance indicates that a stream, apparently intermittent, is within 250 feet of the site and that wetlands are more than 100 feet from the site. This proposal does not anticipate delineation of these resource areas or any work subject to 310 CMR 10.00, the Wetland Protection Act.

GPR is in a position to begin work immediately. When you're ready to proceed, please return one signed original PSA (with attachments), along with the initial deposit.

Roland, thanks very much for the opportunity to submit our proposal. Should you have any questions, please don't hesitate to call. We very much look forward to working with you.

Respectfully,

Bucky Conner, PE

Copy to file: pc2028

Goldsmith, Prest & Ringwall, Inc.

39 Main Street, Suite 301, Ayer, MA 01432 · (978) 772-1590 · Fax (978) 772-1591
info@apr-inc.com · www.apr-inc.com

Letter of Transmittal

Goldsmith, Prest & Ringwall, Inc.

Civil & Structural Engineering * Land Surveying * Land Planning



39 Main Street, Suite 301, Ayer, MA 01432-1378

info@gpr-inc.com

T 978.772.1590

www.gpr-inc.com

F 978.772.1591

To: Town of Acton
PO Box 681
Acton, MA 01720

Date: 10/27/04
Job No: pc2028

Attention: Roland Bartl

Subject: 28 Willow & 214 Central Streets
Preliminary engineering, survey & cost estimate

We Are Sending You:

Attached

Via

hand

next day mail

Under separate cover

email

AM

PM

The Following Items:

<u>COPIES</u>	<u>DATE</u>	<u>NO.</u>	<u>DESCRIPTION</u>	<u>SCALE</u>
1	10/27/2004		Professional Services Agreement, PDF format	

Disposition:

For approval

For bids due

For your use

Approved as noted

For review and comment

Returned after loan to us

Please contact me if questions

For your signature

I will contact you

As discussed

Remarks: Mr. Bartl,

Please find enclosed GPR's proposal for preliminary engineering, survey and cost estimate for your project.

We anticipate project completion by November 30, 2004, depending on Acton Board of Health schedule for soil testing.

We look forward to assisting the Town in their efforts to redevelop this land.

Signed:

Bucky Conner, PE

Copy To: file

PROFESSIONAL SERVICES AGREEMENT

Job No.
pc2028

PARTIES

This Agreement is between:
Acton Community Housing Corporation
Town of Acton
PO Box 681
Acton, MA 01720

and

Goldsmith, Prest & Ringwall, Inc.
39 Main Street, Suite 301
Ayer, MA 01432-1378

hereinafter "CLIENT"

hereinafter "COMPANY"

PROJECT LOCATION AND OBJECTIVE

CLIENT engages COMPANY to provide Professional Services in connection with property located at:
28 Willow & 214 Central Streets
for the purpose of:
Preliminary engineering, survey & cost estimate

SCOPE OF SERVICES

COMPANY agrees to provide Professional Services as outlined on Attachment A.

FEE

CLIENT agrees to compensate COMPANY for the Professional Services specified under the above SCOPE as follows:

Estimated Fee: \$4,800.00

Note: Payment will be made by CLIENT after the work is complete and a final bill is submitted to the Town.

Prior to commencement of services, CLIENT shall pay COMPANY a deposit in the amount indicated below.
This deposit will be applied to CLIENT'S final invoice for Professional Services rendered.

Deposit Required: Not Applicable

COMPANY may withdraw this proposal if not authorized by CLIENT within 30 calendar days of the date shown below.

ENDORSEMENT

CLIENT has read, understands and agrees to all of the above, and has read, understands and agrees to the Scope of Services, the Conditions of Professional Services Agreement, and the Fee Schedule, all of which are attached, incorporated herein and made a part of this Agreement.

CLIENT: _____
authorized endorser

COMPANY: _____
authorized endorser

Name (print): _____

By: Brian N. Conner, PE _____

Date: _____

October 27, 2004 _____

Contact Name: Roland Bartl, Town Planner _____

Contact Name: Bucky Conner _____

Voice: _____

Voice: 978.772.1590 _____

Fax: _____

Fax: 978.772.1591 _____

ATTACHMENT A - SCOPE OF SERVICES
to accompany Professional Services Agreement

Client: Town of Acton

SUMMARY

Task 1	Documentation Review	\$100.00	✓
Task 2	Official Soil Testing	\$600.00	
Task 3	Topographic Survey	\$1,200.00	
Task 4	Theoretical Site Plan	\$1,400.00	
Task 5	Sewage Disposal System Design	\$1,500.00	
		<hr/>	
ESTIMATED FEE		\$4,800.00	

TASK DESCRIPTIONS

Task 1 - Documentation Review

1. Review previous engineering and remediation documentation provided by Client.

Task 2 - Official Soil Testing

1. Coordinate with municipal health department and excavating contractor; schedule soil tests.
2. Conduct official deep soil observation and percolation testing; report of findings. Note: Six (6) hours allotted for this item.

Note: GPR assumes that the Town will provide a backhoe for testing.

Task 3 - Topographic Survey

1. Research at municipal offices and Registry of Deeds; review research products.
2. Field survey to obtain topography, surface features, soil test locations, and available boundary monumentation.
3. Reconciliation of deeds and plans with field survey data; office calculation of approximate boundary, topographic reduction, and working plot with one-foot contours. ✓
4. Provide 5 hard copies & 2 electronic copies in AutoCAD format.

Task 4 - Theoretical Site Plan

1. Prepare theoretical site plan showing: maximum building envelope; minimum zoning and other setbacks from lot lines; sewage disposal system; known wetlands; suitable building areas, curb cuts, driveways, parking, and green space.
2. Provide at least 3 site layout options showing building footprints, parking lot layouts, drive designs, and septic configuration.
3. Provide 5 hard copies & 2 electronic copies in AutoCAD format.

ATTACHMENT A - SCOPE OF SERVICES
to accompany Professional Services Agreement

Client: Town of Acton

Task 5 - Sewage Disposal System Design

1. Coordinate with Client regarding system design options. Evaluate I/A treatment options; prepare report of I/A benefits, including cost estimate for I/A.
- 2. Prepare construction drawings for conventional sewage disposal system.
3. Prepare Disposal System Construction Permit Application.
4. Initial transmittal of application and plans to approving authority.
5. Prepare SDS construction cost estimate.
- 6. Provide 5 hard copies & 2 electronic copies in AutoCAD format.

Additional Services not included in Scope:

Boundary plan for recording; surveyors certified plot plans; MDEP Title 5 variance/64C application; design of an Innovative/Alternative system (secondary waste treatment); high retaining wall design; wetland delineation, Notice of Intent, or Request for Determination of Applicability; site plan for Planning Board submittal; building foundation drainage design; revision of documents filed with regulatory agencies; soil testing services beyond the allotted hours; or construction phase services.

CONDITIONS OF PROFESSIONAL SERVICES AGREEMENT

1. Fee Estimates. Professional services Fee Estimates represent the opinion of COMPANY, and are based on our professional experience, judgement and information gathered from CLIENT and others. Fee Estimates do not represent a Quote, Lump Sum, or a Cost-Not-To-Exceed. Where estimated fees are used as the basis for compensation, the Fee charged will be based on actual labor expended plus Reimbursable Expenses necessary to complete the Scope of Services. As such, the Fee charged may be lower or higher than the Fee Estimate. Labor charges will be based on the attached Hourly Rate Schedule.

2. Additional Services. Professional and/or subcontracted services not expressly included in the Scope of Services are not covered by this Agreement and are not included in the Fee. An estimate of fees for additional professional and/or subcontracted services will be furnished to CLIENT once a need for such services is identified.

3. Payment. Accounts are customarily invoiced on a monthly basis. Payment is due upon presentation of invoice and is past due thirty (30) days from invoice date. CLIENT agrees to pay a finance charge of 1.5% per month on past due amounts. COMPANY may withhold work products should CLIENT not pay the amount invoiced. COMPANY may, after written notice to CLIENT, suspend services indefinitely, should CLIENT not pay the amount invoiced within forty-five (45) days of the date of the invoice. In the event legal services are employed by COMPANY to collect past due amounts, any related costs or expenses, including reasonable attorney's fees, shall be paid by CLIENT. Any objection to an invoice must be made by CLIENT, in writing, within 30 days of the mailing date of the invoice, or CLIENT hereby agrees said objection will be waived. Payments to COMPANY shall not be contingent upon financing arrangements or receipt of payment from any third party. Notwithstanding any of the above, payment of all outstanding invoices shall be required prior to release of any plans or other work products by COMPANY.

4. Inclement Weather. Where field work such as land surveying, disposal system inspection, or soil testing is required, every reasonable effort will be made to avoid delays due to inclement weather conditions. However, COMPANY will not be responsible for protracted services and/or down time on site due to inclement weather. Such services/down time will be charged to CLIENT at our standard rates.

5. Information Furnished By CLIENT. CLIENT agrees to disclose to COMPANY project / site information relating to issues such as, but not necessarily limited to, buried waste, hazardous conditions, real property occupation, or unrecorded easements / property agreements. COMPANY shall have the right to rely on the accuracy of such information furnished by CLIENT. CLIENT agrees to indemnify COMPANY and its employees against all claims or liability arising as a result of incomplete or inaccurate information furnished to COMPANY by CLIENT.

6. Standard of Care. COMPANY shall perform its work in a manner consistent with the presently prevailing standard of care and skill ordinarily exercised by members of the profession practicing under similar conditions within this geographic vicinity. No warranty, representation or guarantee, express or implied, is made or intended by this Agreement.

7. Risk Allocation / Limitation of Liability. CLIENT agrees to limit COMPANY liability due to professional negligence, errors or omissions arising out of or relating to services rendered under this Agreement, to the amount of COMPANY'S Fee for services rendered hereunder. This limit applies to all services rendered on this project, whether rendered under this Agreement, addenda thereto, or subsequent agreements.

8. Right of Entry. CLIENT will provide right of entry onto property or properties involved in the project for COMPANY staff, subcontractors and all necessary equipment in order to complete the work.

9. Real Property and Utilities. During prosecution of the work, COMPANY shall take all reasonable precautions to avoid damage to real property or subsurface utilities / structures / systems, and to avoid inconveniencing users of the property. Where excavation is necessary, COMPANY will backfill and rough grade, however, COMPANY shall not be responsible for repairing or replacing any surface/subsurface utilities / structures / systems, trees, shrubs, plants, or sod. It is understood by CLIENT that, in the normal course of work, some damage or inconvenience may occur. CLIENT agrees to indemnify COMPANY and its employees against any such damage or inconvenience that may occur.

10. Recovery of and Closure of Boundary Monumentation. All estimates and/or fee quotes given for survey work assume that COMPANY will be able to recover existing boundary monumentation in the field as shown on record plans, and that such monumentation will be accurately placed and provide acceptable mathematical closure.

11. Ownership of Documents. All plans, specifications, notes, sketches, tracings, calculations, surveys, reports, and other documents, whether on paper, plastic, digital or other media, are instruments of professional service. COMPANY shall retain ownership of, and all common law, statutory, and other reserved rights (including copyright) in, such plans and documents. Such instruments are prepared and intended only for use as an integrated set on the particular project and for the limited purposes specified. Modification or use on other projects of such instruments of service, or copies thereof, shall be at CLIENT'S sole risk. CLIENT shall indemnify COMPANY and its employees against any claim or liability arising out of any such modification or use.

12. Regulatory Agency Fees, Approvals and Permits. CLIENT shall be responsible for payment of all filing, review, testing, inspection, and other fees as may be required by Utility District, Municipal, State, Federal, or other regulatory agencies. These fees are in addition to estimated professional services fees. Submittal of plans and supporting documents to such agencies for their review shall not be construed as a guarantee of approval of such.

13. Construction Services. COMPANY is not responsible for the means, methods, or sequences of construction, nor for the safety of workers or others at the construction site. Construction observation services, when rendered, are neither exhaustive nor continuous, and consist of periodic visits to the project site intended only to determine whether construction is in general conformance with construction contract documents. COMPANY is not responsible for the performance or non-performance of the contractor, or its subcontractors.

14. Services of Legal Counsel. CLIENT shall furnish, at CLIENT'S expense, any legal opinions or services of legal counsel as may become necessary to assist COMPANY in gaining project approvals, and COMPANY shall be entitled to rely upon the accuracy and completeness thereof.

15. Oil and Hazardous Materials. Services provided by COMPANY will not include any testing for oil or hazardous materials on the site of the work, nor any evaluation of site under Massachusetts General Laws, c. 21E. COMPANY will be under no obligation to test for, evaluate, analyze, or disclose the presence on the site of oil or hazardous materials.

16. Governing Law; Severability. This Agreement shall be interpreted and enforced in and according to the laws of the Commonwealth of Massachusetts. In the event that any term, condition, or other provision of this Agreement is held to be unenforceable, the remaining provisions or portions shall remain in place, valid and binding on the parties.

17. Assignment. Neither CLIENT nor COMPANY shall assign its interest in this Agreement without the written consent of the other.

18. Termination. In the event of substantial failure by either party to perform in accordance with the terms hereof, this Agreement may be terminated by the other party upon seven (7) days written notice. In the event of termination by either party, CLIENT will pay COMPANY for services performed up to the termination notice date.

19. Entire Agreement. This Agreement, including attachments incorporated herein by reference, represents the entire agreement and understanding between the parties. Any modifications to this Agreement shall be in writing and signed by authorized representatives of the parties.

HOURLY RATE SCHEDULE

Labor

<u>Category</u>	<u>Rate (\$ per hour)</u>
Senior Principal	125.00
Principal / Senior Project Manager	110.00
Project Manager	95.00
Senior Project Engineer	80.00
Approved Soil Evaluator	75.00
Project Engineer	75.00
Staff Engineer	65.00
Designer	50.00
Computer Draftsman	45.00
Survey Crew (3-person)	135.00
Survey Crew w/ PLS	125.00
Survey Crew (2-person)	105.00
Survey Manager	95.00
Senior Project Surveyor	80.00
Project Surveyor	65.00
Staff Surveyor	52.50
Administrative Support	40.00

Fees for professional services are based on hourly rates with time kept to the nearest quarter hour. The hourly rates shown represent an average for the category. Overtime, as specifically requested by Client, is charged at 1.5 times the hourly rate.

NOTE: When COMPANY represents CLIENT at evening / weekend meetings or site walks, rate charged will be 1.3 times the rate stated above. When COMPANY testifies in a court of law or adjudicatory hearing, expert testimony will be charged at a rate of \$175.00 per hour.

Reimbursable Expenses

Reimbursable expenses such as subcontracted consultants / contractors, research products, courier services, photographic, and reprographics are charged at cost plus 15 percent. Mileage charged will be at the current rate set by the IRS.

Town of Acton
Acton Community Housing Corporation

Request for Proposals
12/7/05
214 Central Street and 28 Willow Street
Acton, MA

Engineering and Survey Work for Comprehensive Permit Application

The Acton Community Housing Corporation (ACHC) is seeking proposals for the engineering and survey work necessary to meet the Rules and Regulations for Comprehensive Permits required by the Acton Zoning Board of Appeals. The ACHC has proposed a multi-family development to be located on Town-owned land. The ACHC has been working on this proposal since July 2004 and is ready to begin the final steps in the process. This is the third step of a three phase process to develop this site for affordable housing.

ACHC is a quasi-public body under the control of the Board of Selectmen, charged with developing affordable housing strategies and implementing affordable housing programs in the Town of Acton. The two Town-owned contiguous parcels of land at 214 Central Street and 28 Willow Street, with a combined total of approximately 15,799 square feet, formerly housed a septic system installation and repair company. The parcels were taken by the town on May 4, 1998 for unpaid taxes. The Town has done significant environmental remediation work (in accordance with the requirements of Chapter 21 E of Massachusetts General Laws) and the site is now clean and prepared for residential re-use. ACHC has submitted a LIP Application to the DHCD and will be receiving a Site Eligibility letter from DHCD in December of 2005. This will allow the ACHC to apply for a Comprehensive Permit.

In its effort to redevelop the town-owned land at Central and Willow Street as a site for multi-family mixed-income housing, the ACHC, received a grant from the Department of Housing and Community Development's Priority Development Fund to prepare preliminary designs and to hire an engineering and surveying firm to do the work required to file a Comprehensive Permit Application with the Acton Zoning Board of Appeals.

ACHC is seeking proposals from engineering and survey firms to complete the engineering tasks required for the Comprehensive Permit Application and to assist the ACHC in the preparation of the Application including the Development Impact Report. (See Appendix pages 4-9 in the attached Rules and Regulations) The ACHC proposes to build a duplex farmhouse style building on the Central Street side of the parcel and a single family bungalow style building on the Willow Street side. The fact that the proposed dwelling units are in two separate structures on a single parcel, not allowed

under zoning, creates the need to file for the Comprehensive Permit. ACHC has an approved Acton Board of Health septic disposal plan prepared during the preliminary design phase. ACHC also has building footprints, building designs, drive ways sizes and locations drawn on a site map. The site map needs to be revised to include the layout for a sidewalk and a landscape plan.

Purpose of Services

To do the required engineering and surveying requirements to meet Acton's rules and regulation for filing a comprehensive permit application. To assist the ACHC in preparing the Application and making the presentation to the Zoning Board of Appeals.

Scope of Services

1. Review the preliminary engineering and survey services completed in 2005.
2. Review Architectural and site plans for the duplex and bungalow designs.
3. Prepare Topographic/Property line survey plan stamped by a Registered Land Surveyor with a copy in digital format for the 28 Willow/214 Central Street parcel.
4. Complete the minimum required work for the following sections of the Rules and Regulations for Comprehensive Permits required by the Acton Zoning Board of Appeals (Attached)
 - 3.6 Existing Site Conditions
 - 3.9 Drainage Calculations
 - 3.10 Earth Removal Calculation
 - 3.11 Water Balance Calculation
 - 3.14 Site Plan
 - 3.14.1 A Title Sheet
 - 3.14.2 A Master Plan Sheet drawn to a 1" = 100' scale
 - 3.14.3 A Recordable Plan Sheet
 - 3.14.4 A Natural Feature and Existing Conditions Plan Sheet
 - 3.14.5 A Site Development Plan Sheet
 - 3.14.7 A Construction Details Plan Sheet
 - 3.14.9 An Erosion and Sedimentation Control Plan Sheet
5. Prepare Comprehensive Permit Application in conjunction with the ACHC.
6. Prepare the Development Impact Report.
7. Provide five hard copies and one electronic copy in AutoCAD drawing file format of all work completed as part of this RFP.
8. Two meetings with members of the Acton Community Housing Corporation.

9. Attendance at one Zoning Board of Appeals hearing.
10. Reimbursable expenses must be included in your bid.

Minimum Threshold Criteria

1. Minimum of 5 years of experience.
2. Massachusetts Registered Land Surveyor on staff.
3. Massachusetts Registered Licensed Civil Engineer on staff.

Competitive Evaluation Criteria

1. Experience with Acton's Zoning By laws and Comprehensive Permit Application.
2. Years of experience
3. Response to scope of services
4. Timetable for completion of Project. A 4 week turn-around is preferred.
5. Interview if necessary

Submission Requirements

All proposals must include the following materials:

1. Letter of interest signed by the principal(s) of the firm
2. Description of proposed work
3. Response to scope of services with a break down of the cost per task
4. Proposed schedule for completion
5. A detailed project budget with hourly rates, estimated additional charges or fees.
6. The Town of Acton standard purchase order terms and conditions shall apply.

Selection Process

All proposals submitted by the deadline will be opened and logged in publicly. Responders may submit proposals electronically to planning@acton-ma.gov. All information contained in the proposals will be made public. The Acton Community Housing Corporation and the Town of Acton will review and evaluate all proposals that have been received by the submission deadline. Evaluation of the proposals will be based on the information provided in the submission in accordance with the submission

requirements of this RFP and any interviews, references, and additional information requested by the Town of Acton. The Acton Community Housing Corporation will notify all responders in writing of its decision.

RFP Release: 12/7/05

Proposals Due: 2:00 PM 12/16/05

Acton Town Hall
Room 126
472 Main St.
Acton, MA 01720

Please send an electronic and one hard copy of your proposal to:

Roland Bartl
Town Planner
Town Hall, 472 Main Street
Acton, MA 01720
Email: planning@acton-ma.gov

Please also send an electronic copy of your proposal to

ACHC contact person: Ryan Bettez
Ryan Bettez <bettezfamily@yahoo.com>
617-828-4197

STAMSKI AND MCNARY, INC.

80 Harris Street
Acton, Massachusetts 01720
(978) 263-8585
FAX (978) 263-9883

WILLIAM F. MCNARY, P.L.S.
JOSEPH MARCH, P.E., P.L.S.

December 15, 2005

Nancy Tavernier, Chairman
Acton Community Housing Corporation
Town of Acton
PO Box 681
Acton, MA 01720

Re: 28 Willow St. and 214 Central St.
Acton, MA

Dear Ms. Tavernier,

In response to your request, we are pleased to furnish the following proposal for engineering and survey services on the referenced property. The proposal is for services associated with obtaining a Comprehensive Permit from the Acton Zoning Board of Appeals for a two building, three unit housing development at the referenced address. Specifically we propose the following:

1.0 Scope of Services

- 1.1 Review the preliminary engineering and survey services completed in 2005. Review Architectural and site plans for the duplex and bungalow designs.
- 1.2 Conduct a topographic and property line survey and prepare a Topographic/Property line survey plan stamped by a Registered Land Surveyor with a copy in digital format for the 28 Willow Street/ 214 Central Street parcel.
- 1.3 Complete the minimum required work for the following documents required by the Rules and Regulations for Comprehensive Permits required by the Acton Zoning Board of Appeals:
 - Existing Site Conditions report
 - Drainage Calculations
 - Earth Removal Calculations
 - Water Balance Calculations
 - Site Development/Erosion and Sedimentation Control Plan
 - Title Sheet
 - Master Plan (Drawn to a 1"=100' scale)
 - Recordable Plan
 - Natural Features and Existing Conditions Plan
 - Construction Details Plan
- 1.4 Prepare Comprehensive Permit Application in conjunction with ACHC.
- 1.5 Prepare the Development Impact Report.

1.0 Scope of Services (cont.)

- 1.6 Provide five hard copies and one electronic copy in Autocad drawing file format of all completed work. Include all reimbursable expenses.
- 1.7 Prepare for and attend two meetings with members of the Acton Community Housing Corporation.
- 1.8 Prepare for and attend one Zoning Board of Appeals hearing.
- 1.9 Town of Acton Staff required revisions to plans.

2.0 Additional Services (not included)

- 2.1 Construction stake-out and as-built services;
- 2.2 Sewage Disposal Plan;

3.0 Fees for Services

- 3.1 The cost for those services outlined in Section 1.0-Scope of Services to be as follows:

Article 1.1	\$500.00
Article 1.2	\$2,500.00
Article 1.3	\$8,000.00
Article 1.4	\$500.00
Article 1.5	\$500.00
Article 1.6	\$500.00
Article 1.7	\$700.00
Article 1.8	\$350.00
Article 1.9	\$1,000.00

- 3.2 Invoices will be rendered monthly..
- 3.3 A separate proposal shall be furnished prior to conducting any Additional Services or services not specifically included in this proposal.

5.0 Schedule of Services

- 5.1 We are prepared to commence work immediately and should be able to complete Article 1.1 - 1.5 within six weeks of authorization to proceed.

For our records, please execute and return one (1) copy of this Proposal Letter. Thank you for considering our firm and for permitting us the opportunity to provide our services.

Very truly yours,
Stamski and McNary, Inc.

Joseph March, P.E., P.L.S.
Vice President

encl.

AGREED AND ACCEPTED

Authorized Signature

Title

Date

Stamski and McNary, Inc.

80 Harris Street, Acton, MA 01720

978-263-8585

Fax 978-263-9883

Massachusetts Comprehensive Permit
Similar Projects List

Acton, Massachusetts

Franklin Place Condominium

520 Main Street

This 12 unit affordable housing project consists of 6 duplex buildings. A sewage disposal system construction permit was obtained from the Board of Health and an Order of Conditions was obtained from the Conservation Commission for construction in the Buffer Zone.

Crossroads Condominium

244 Main Street

This 12 unit affordable housing project consists of one 8 unit building and one 4 unit building. An Order of Conditions was obtained from the Conservation Commission for construction in the Buffer Zone.

River Street Condominium

66 River Street

This 8 unit affordable housing project consists of 4 duplex buildings. An Order of Conditions was obtained from the Conservation Commission for construction in the Buffer Zone and Riverfront Area.

Boxborough, Massachusetts

Boxborough Meadows

Massachusetts Avenue

This 48 unit affordable housing project consists of single family and duplex buildings. A sewage treatment permit was obtained from the Department of Environmental Protection and an Order of Conditions was obtained from the Conservation Commission for construction in the Buffer Zone. Individual well permits were also obtained from the Board of Health.

Summerfields Condominium
Summer Street

This 24 unit affordable housing project consists of 6 duplex buildings and four triplex buildings and is age restricted. Sewage disposal system construction permits and onsite well permits were obtained from the Board of Health and an Order of Conditions was obtained from the Conservation Commission for construction in the Buffer Zone.

Carlisle, Massachusetts

Laurell Hollow Condominium
Lowell Street

This 8 unit affordable housing project consists of 4 duplex buildings. Sewage disposal system construction permits and onsite well permits were obtained from the Board of Health and an Order of Conditions was obtained from the Conservation Commission for construction in the Buffer Zone.

Coventry Woods
Concord Street

This 56 unit affordable housing project consists of 13 quadraplex buildings and two duplex building and is currently in the approval process. Sewage disposal system construction permits will be obtained from the Board of Health and an Order of Conditions will be obtained from the Conservation Commission for construction in the Buffer Zone. A public water supply well permit will be obtained from the Department of Environmental Protection.

Stow, Massachusetts

Villages at Stow
Great Road

This 96 unit affordable housing project consists of 60 single family homes and 36 triplex buildings. A sewage treatment permit and public water supply permit were obtained from the Department of Environmental Protection. An Order of Conditions was obtained from the Conservation Commission for construction in the Buffer Zone.

Concord, Massachusetts

1586 Main Street

This 2 unit affordable housing project consisted of one duplex building.

Project Team

Engineering Principal in charge

Joseph March
Massachusetts Professional Engineer No. 40472
Massachusetts Professional Land Surveyor No. 36384

Mr. March has over 25 years of experience in residential housing development. Mr. March oversees and reviews all engineering designs and documents prepared by staff.

Surveying Principal in charge

William F. McNary
Massachusetts Professional Land Surveyor No. 30753

Mr. McNary has over 40 years of experience in all aspects of land surveying. Mr. McNary oversees and reviews all surveys and documents prepared by staff.

Project Manager

George Dimakarakos
Massachusetts Professional Engineer No. 41281

Mr. Dimakarakos has over 12 years experience in residential housing development. Mr. Dimakarakos has designed, presented the plans to local authorities and successfully procured Comprehensive Permits for five developments.

Project Surveyor

Christopher W. McNary
Massachusetts SIT

Mr. McNary has over 20 years of experience in all aspects of field surveying, research, computations and plan preparation.

Stamski and McNary, Inc.

80 Harris Street, Acton, MA 01720

978-263-8585

Fax 978-263-9883

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PLACES Site Consultants, Inc.

PLANNING, LANDSCAPE ARCHITECTURE, CIVIL ENGINEERING & SURVEYING

December 16, 2005

Ms. Nancy Tavernier, Chairman
Acton Community Housing Corporation
C/o Mr. Roland Bartl
Town Planner
Acton Town Hall, Room 126
472 Main Street
Acton, MA 01720

via facsimile & email
(978) 264-9630
bettezfamly@yahoo.com

Re: Request for Proposals
Engineering & Surveying for Comprehensive Permit
214 Central Street & 28 Willow Street
Acton, Massachusetts

Dear Ms. Tavernier;

PLACES Site Consultants, Inc. is pleased to present you with a proposal for professional engineering and land surveying services associated with the preparation of a comprehensive permit application for the development of one single family home and one two-family home on the Town owned property located at 214 Central Street and 28 Willow Street.

PLACES Site Consultants, Inc. is a multi-disciplinary firm offering professional Planning, Landscape Architecture, Civil Engineering, Surveying and permitting support services. Our staff has considerable experience in the design, permitting and construction oversight of land development projects of various sizes in and around the Town of Acton. For example, we are also currently working with the Acton Zoning Board of Appeals on the Woodlands at Laurel Hill, a project which we know you are familiar. As such, we believe that we are well qualified to meet the Competitive Evaluation Criteria.

We know that our experience with these types of projects will prove to be beneficial to the Acton Community Housing Corporation in the final design and permitting phases of this project.

The enclosed materials are intended to comprise of a formal proposal to address the request for proposal dated December 7, 2005. Included with this cover letter is the following materials:

1. Description of Scope of Work
2. Scope of Work Summary with Cost Breakdown
3. Proposed Project Schedule
4. Hourly Rates for staff
5. Resumes of key project personnel
6. Conditions of Service Agreement

694 Main Street, Suite 3, Holden, MA 01520
(508) 829-0333 FAX (508) 829-0904 E-Mail: places@verizon.net

We thank you for the opportunity to provide you with a proposal for professional services. Please do not hesitate to contact this office if you have any questions regarding this proposal or require any additional information.

Respectfully Submitted,
PLACES Site Consultants, Inc.
By:

William E. Murray, R.L.A.
President

Enclosures as noted

PLACES Site Consultants, Inc.

694 Main Street, Unit 3, Holden, MA 01520
(508) 829-0333 FAX (508) 829-0904 E-Mail: places@verizon.net

Description of Scope of Work

Preliminary Survey & Engineering Review

This office will review the surveying and engineering plans and documents completed for this project during the previous phases of the project. Upon completion of our review, we will prepare a summary of any deficiencies in the preliminary survey and engineering plans/documents that will need to be addressed as part of the Site Plan Development task.

Architectural & Site Plan Design Review

This office will review the architectural and site plans and documents completed for this project during the previous phases of the project. Upon completion of our review, we will prepare a summary of any deficiencies in the architectural and site plans/documents that will need to be addressed as part of the Site Plan Development task.

Topographic & Property Line Survey

Based upon or initial review of this project, a base plan of the site has already been prepared as part of the development of the septic system plan. This task includes the additional field and office survey work required to prepare a property line plan, tie to the field topography that has already been completed and collect any additional field data on or immediately adjacent to the site identified as deficient in the Preliminary Survey and Engineering Review task. Upon completion of this task, this office will provide you with a reproducible mylar existing conditions/property line plan endorsed by a Massachusetts Professional Land Surveyor.

Please note that this estimate assumes that mathematical ties between record property line data and field collected data can be accomplished. If discrepancies between record and field data cannot be reconciled, we will provide you with a summary of our findings and an estimate of the work required to rectify the property line discrepancy.

Site Plan Development for Comprehensive Permit

This office will develop a preliminary site design that accommodates and incorporates the sewage disposal system (by others), the building plans, the perimeter survey and the requirements of the ACHC to form a complete site plan. We will present this plan to the ACHC and other authorities required/requested by that agency to ensure that preliminary comments are received and accommodated to the extent practical.

Once approval of the preliminary plan/concept has been issued, we will prepare site plans that meet the requirements of the Acton Zoning Board of Appeals Rules and Regulations for Comprehensive Permits, subject to standard and reasonable waiver requests from those regulations. The plans generated under this section will include all of the plans identified in your Request for Proposal, items 3.6, 3.14 to 3.14.9. This office will also prepare supplemental support documents required for the submission of a comprehensive permit application. Support documents include drainage calculations, water balance calculations, narrative text, diagrams and tables as are appropriate to convey the necessary information and intent to permitting and reviewing authorities.

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The plans developed will meet the requirements of the various regulatory authorities in the Town of Acton and applicable State and Federal laws. Should there be special or specific regulations such as HUD or other subsidizing agency plan or regulatory requirements, we will rely on your agency to advise us of those regulations at the time of initial plan development.

During plan development, we will initiate the application process and Development Impact Report process.

The final site plans will be provided to you in 5 bound sets endorsed by a Massachusetts Professional Engineer and/or Professional Land Surveyor. One compact disc of the plans and supporting materials will be provided as required. This disk will include text, plans and other supporting narratives.

Permitting:

Once the plans have been developed, we will assist the ACHC in making the Comprehensive Permit application. This office will combine the plans and application documents and calculations to produce a unified application package. Our scope includes making the formal submission to the town, if requested. We are including attendance and representation to the Acton Zoning Board of Appeals at one meeting, along with any follow-on correspondence to that Board if required. Minor plan changes are also included in this scope of services, if required by the Zoning Board.

This office will develop a preliminary site design that accommodates and incorporates the sewage disposal system (by others), the building plans, the perimeter survey and the requirements of the ACHC to form a complete site plan. We will present this plan to the ACHC and other authorities required/requested by that agency to ensure that preliminary comments are received and accommodated to the extent practical.

Professional Services Fee:

The proposed Fees for the professional services described above are provided on the attached document described, "Scope of Work Summary, dated December 16, 2005., Page 1 & 2. That document provides some additional detail to the scope of services. The total estimated budgetary cost is: \$ 13,333.70.

Staff Qualifications:

Attached to this document are the resumes of the key staff who will participate in this project. They are all Massachusetts registered professionals in their respective fields.:

William E. Murray, President	Registered Landscape Architect
Denis J. McLaughlin, III, Vice-President	Registered Professional Engineer
Alfred Berry, Jr.	Registered Professional Land Surveyor

Letter of Interest:

Our cover letter is intended to constitute a formal letter of interest in response to the Acton Community Housing Corporation's request for proposal. It is being signed by the President of the corporation.

PLACES Site Consultants, Inc.

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Conditions of Service Agreement:

Issued to: Acton Community Housing Corporation

Re: Proposal for Engineering, Land Surveying & Comprehensive Permit Application
214 Central Street & 28 Willow Street, Acton, MA
PLACES Proposal No. 05-321

The terms and conditions listed below are intended to be part of the principal agreement issued for the above referenced matter in a proposal from PLACES Site Consultants, Inc. to Acton Community Housing Corporation (hereinafter referred to as "CLIENT"), dated December 16, 2005, pages 1 through 4.

- 1. Right of Entry:** The signing of the agreement gives authorization for PLACES Site Consultants, Inc. personnel to enter upon the property to conduct site examinations, surveys, soil tests, and other services as described in the Scope of Services. It is understood by the CLIENT that these surveys and tests may require the cutting of trees and brush. If the CLIENT is not the record owner of the property at the time of the agreement, obtaining the right of entry from the owner of record shall be the CLIENT's responsibility.
- 2. Change in Scope of Services:** If, subsequent to the agreement, there is a change in the Scope of Services, either as ordered by the CLIENT or as necessitated by circumstances or authorities, a written Additional Services/Change Order form will be required before any services outside of the original Scope of Services shall proceed. In the event of such a change in the Scope of Services, this office will supply an Additional Services Notification to the CLIENT. Services outside of the original Scope of Services and within the revised scope as described on the Additional Services form will commence upon receipt of the signed form by this office. If the Scope of Services is changed, the amount of compensation shall be equitably adjusted. If no fee is identified for the change in services, once authorized they shall be provided on a time and materials incurred basis.
- 3. Reimbursable Expenses, Payment of Fees, Rental Equipment:** Reimbursable expenses are those costs incurred by PLACES Site Consultants, Inc., i.e. all supplies, materials, and services needed to meet the requirements of the services of this proposal. Such reimbursable expenses are not included in the estimated cost of services, and routinely include, but are not limited to: photocopies, postage, mileage, stakes, printing and collating services, photographic and presentation materials. This proposal does not include the provisions for the payment by this office of filing, application, or related fees for the submission of documents, plans or required applications to approving authorities. Also excluded from the provisions of this proposal are the payment of fees or costs associated with rental of equipment or personnel involved in on-site construction or sub-surface explorations (observation holes), these are agreed to be the responsibility of the CLIENT. Time for travel to and from the site and/or project meetings are charged from portal to portal, mileage associated with such travel is charged as a reimbursable expense.
- 4. CLIENT's Responsibility to Notify of Hazards:** It is the CLIENT's responsibility to advise this office of any known hazards or hazardous substances or any known conditions on or near the site that may present a potential danger to human health or to the environment. Failure to notify this office of any known hazards shall relieve PLACES Site Consultants, Inc., its agents and its employees from all damages arising from said hazard(s).
- 5. Termination Provision:** This agreement may be terminated by either party upon five (5) days written notice. PLACES Site Consultants, Inc. shall be paid for services completed up to the time of termination. within ten (10) days of issuance. Invoices more than thirty (30) days overdue shall accrue interest at a rate of 1 ½ % per month (18% per year). We reserve the right to discontinue professional service of all accounts more than sixty (60) days overdue. Should any accounts become more than ninety (90) days overdue, we reserve the right to require payment in full for all

PLACES Site Consultants, Inc.

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services provided to date prior to the release of information, plans or other project-related data. Should payments not be received within ninety (90) days of the date of invoice, we reserve the right to refer the CLIENT to our collection services. CLIENT agrees to pay for all collection, attorneys and court costs and fees resulting from efforts expended to collect outstanding invoices.

If specific billing formats or other criteria are required to be submitted by PLACES SITE CONSULTANTS, INC., the CLIENT shall make such requirements known to PLACES SITE CONSULTANTS, INC. as part of the authorization to proceed. Failure to do so shall relieve PLACES SITE CONSULTANTS, INC. from mandatory compliance to such formats or criteria.

6. **Responsible Party:** The CLIENT, as the responsible party, agrees to compensate PLACES SITE CONSULTANTS, INC. at the standard or agreed rate for providing the professional services, as described in the Scope of Services. No payments shall be contingent upon financing or receipt of payment from any third party.
7. **Ownership of Documents:** PLACES SITE CONSULTANTS, INC. shall retain ownership of engineering drawings, plans, estimates, reports, original field notes, field data, soil boring logs, calculations and other documents prepared by this office as instruments of service until such time as all services are paid for in full by the CLIENT. PLACES SITE CONSULTANTS, INC. agrees that such documents shall not be made available to any individual or organization without the written approval of the CLIENT. The CLIENT may obtain copies of any such documents upon payment of the cost of reprinting, providing that the CLIENT agrees not to make any further copies, extensions, amendments, enlargements or modifications of any documents or copies provided by this office.
8. **Delays:** PLACES SITE CONSULTANTS, INC. will not be responsible for delays in the performance of the agreement due to inclement weather, illness, failure of equipment, unanticipated degree of difficulty encountered in performing said services, or delay created within or by approving agencies. Neither will PLACES SITE CONSULTANTS, INC. be responsible for delays due to changes in conditions on the site or on property adjacent to the site that would adversely impact work conditions requiring delays or additional services.
9. **Testimony:** CLIENT agrees to pay reasonable fees for the participation in court by PLACES SITE CONSULTANTS, INC. personnel, including time spent preparing affidavits and other documents, research and meetings with the CLIENT and with the CLIENT's attorney(s). Issuance of a summons shall not relieve the CLIENT's financial obligation.
10. **Warranty & Limits of Liability:** All professional services provided by PLACES SITE CONSULTANTS, INC. will be performed in accordance with generally accepted engineering, surveying and related professional services principles and practices. No acceptance or approval by municipal, state or federal agencies is guaranteed. This document limits the liability of PLACES SITE CONSULTANTS, INC. to the cost of the services performed for all liability associated with the provision of professional services including, but not limited to errors and omissions, typographic errors, or other causes whatsoever.
11. **Time Limitation:** This agreement is null and void unless executed by the CLIENT and returned to this office within thirty (30) days of issuance. The services described in the Scope of Services shall be completed within twelve (12) months of the date of issuance of this proposal unless specifically noted within the proposal. If the services are not completed within twelve (12) months, the services are subject to the issuance of a revised proposal to accommodate increased costs of the services over time.
12. **Massachusetts Contract:** This proposal, once endorsed by both parties, shall be construed to be a Massachusetts Contract, subject to the laws, regulations and interpretations of the Commonwealth of Massachusetts.

PLACES Site Consultants, Inc.

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Hourly Fees:

The following is a summary of our hourly billing rates. Delays in project initiation may result in increased costs due to a change in our billing rate. We will make every effort to keep you informed of any future billing rate changes.

	<u>Rate</u>	<u>Overtime/Night Meetings</u>
Administrative	\$ 58	\$ 70
Draftsman	\$ 60	\$ 80
Technical Writer	\$ 70	\$ 90
Engineering Tech	\$ 75	\$ 100
Survey Tech	\$ 75	\$100
Project Manager	\$ 80	\$100
Land Surveyor	\$ 85	\$105
Engineer	\$ 90	\$120
Landscape Architect	\$ 90	\$120
Wetland Scientist	\$ 90	\$120
Survey Field Crew (2 Man)	\$120	\$160
Principal (court, testimony)	\$150	\$ 200

Billable rates effective as of: January 1, 2006. Rates are subject to change.

(November 28, 2005)

PLACES Site Consultants, Inc.

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Scope of Work Summary

Task	Sub-Task	Estimated Time Required	Billing Rate	Sub-Task Cost	Task Cost
1.	Preliminary Survey & Engineering Review	5	\$90	\$450.00	\$450.00
2.	Architectural & Siteplan Design Review	5	\$90	\$450.00	\$450.00
3.	Prepare Topographic/Property Line Survey Plan				
	Field Survey	8	\$120	\$960.00	
	Office Calculations	4	\$75	\$300.00	
	Final Survey Plan	4	\$85	\$340.00	
	1 MYLAR Plan	1	\$6.00	\$6.00	
	Plan Copies	5	\$3.00	\$15.00	
	Mileage	80	\$0.49	\$39.20	
	Copy of Plan in Digital Format	1	\$20.00	\$20.00	
					\$1,680.20
4.	Site Plan Development for Comprehensive Permit				
	3.6 Existing Site Conditions Plan	4	\$90	\$360.00	
	3.9 Drainage Calculations	6	\$90	\$540.00	
	3.10 Earth Removal Calculations	2	\$90	\$180.00	
	3.11 Water Balance Calculations	4	\$90	\$360.00	
	3.14 Site Plan	24	\$90	\$2,160.00	
	3.14.1 Title Sheet	2	\$90	\$180.00	
	3.14.2 Master Plan Sheet @ 1"=100'	1	\$90	\$90.00	
	3.14.3 Recordable Plan Sheet	4	\$90	\$360.00	
	3.14.4 Natural Feature & Existing Conditions Plan SI	4	\$90	\$360.00	
	3.14.5 Site Development Plan Sheet	8	\$90	\$720.00	
	3.14.7 Construction Detail Sheets	8	\$60	\$480.00	
	3.14.9 Erosion & Sedimentation Control Plan	1	\$60	\$60.00	
					\$5,850.00
5.	Prepare Comprehensive Permit Application				
	Application Preparation	6	\$90	\$540.00	
	Administrative Work	6	\$90	\$540.00	
	Abutter Notification Forms/Mailing	4	\$58	\$232.00	
	Certified Mail (50 Abutters Assumed)	50	\$6.00	\$300.00	
	Misc. Copying Costs			\$50.00	
					\$1,662.00
6.	Prepare Development Impact Report				
	Development Impact Report	8	\$90	\$720.00	
	Administrative Work	2	\$90	\$180.00	
					\$900.00
7.	Plan Copies				
	Plan Sets (10 Sheets per set estimated)	5	\$50	\$250.00	
	Autocadd drawing file on disk	1	\$20.00	\$20.00	
					\$270.00
8.	Meetings w/ACHC				
	1 Plan Rendering for Meeting	4	\$60	\$240.00	
	Meeting Preparation	2	\$90	\$180.00	
	Meeting w/ACHC (each)	2	\$300	\$600.00	
					\$1,020.00

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Acton Community Housing Corporation
214 Central St. 28 Willow St.
December 16, 2005

9. Zoning Board of Appeals				
1 Plan Rendering for ZBA Presentation	4	\$60	\$240.00	
Meeting Preparation	1	\$90	\$90.00	
ZBA Meeting (each)	1	\$400	\$400.00	
				\$730.00
10. Misc. Reimbursable Expenses				
Mileage	350	\$0.49	\$171.50	
Photo Copies			\$50.00	
Misc. Postage			\$100.00	
				\$321.50
Total Project In Scope Budget				\$13,333.70

PLACES Site Consultants, Inc

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Project Schedule

Task Description	Week 1	Week 2	Week 3	Week 4	Week 5
Project Initiation & Setup					
Preliminary Engineering & Surveying Review					
Preliminary Architectural & Site Plan Review					
Meeting 1 w/ACHC					
Topographic & Property Line Survey					
Site Plan Development for Comprehensive Permit					
Meeting 2 w/ACHC					
Prepare Comprehensive Permit Application					
Prepare Development Impact Report					
Delivery of Completed Comprehensive Permit Materials for ZBA to w/ACHC					

Notes:

1. The project schedule is an estimate only. This project will be initiated (Week 1) after receipt of a signed authorization to proceed from the Client.
 2. Time frames will be adjusted based upon the availability of the Client to meet with this office and authorize this office to proceed on subsequent tasks for the project.
 3. The ZBA meeting will be scheduled based upon the availability of the Acton Zoning Board of Appeals and regulatory timeframes for application review and abutter notification timeframes.
- Scope of Work Summary and Description of Work Summary for details related to each task.

PLACES Site Consultants, Inc.

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PLACES Site Consultants, Inc.

PLANNING, LANDSCAPE ARCHITECTURE, CIVIL ENGINEERING & SURVEYING

February 9, 2006

Ms. Nancy Tavernier, Chairman
Acton Community Housing Corporation
C/o Mr. Roland Bartl
Town Planner
Acton Town Hall, Room 126
472 Main Street
Acton, MA 01720

via facsimile & email
(978) 264-9630
bettezfamilly@yahoo.com
planning@acton-ma.gov

Re: Request for Proposals
Engineering & Surveying for Comprehensive Permit
214 Central Street & 28 Willow Street
Acton, Massachusetts
Proposal No. 05-321

Dear Ms. Tavernier,

PLACES Site Consultants, Inc. is pleased to present you with a proposal for professional engineering associated with the preparation of site plans for a comprehensive permit application for the development of one single family home and one two-family home on the Town owned property located at 214 Central Street and 28 Willow Street.

PLACES Site Consultants, Inc. is a multi-disciplinary firm offering professional Planning, Landscape Architecture, Civil Engineering, Surveying and permitting support services. Our staff has considerable experience in the design, permitting and construction oversight of land development projects of various sizes in and around the Town of Acton. For example, we are also currently working with the Acton Zoning Board of Appeals on the Woodlands at Laurel Hill, a project which we know you are familiar. As such, we believe that we are well qualified to meet the Competitive Evaluation Criteria.

We know that our experience with these types of projects will prove to be beneficial to the Acton Community Housing Corporation in the final design and permitting phases of this project.

The enclosed materials are intended to comprise of a formal proposal to address the request for the proposal dated December 7, 2005, First Amendment on February 3, 2006 for a reduced scope of serviced. Included with this cover letter are the following materials:

1. Description of Scope of Work
2. Scope of Work Summary with Cost Breakdown
3. Proposed Project Schedule
4. Hourly Rates for staff
5. Resumes of key project personnel

694 Main Street, Suite 3, Holden, MA 01520
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210	\$0.49	\$102.90
		\$50.00
		\$50.00

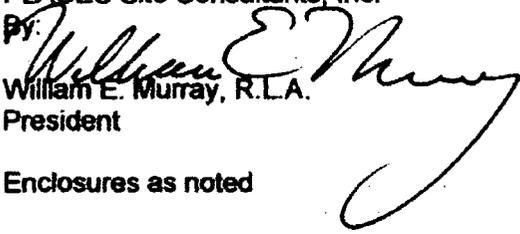
\$202.90

6. Conditions of Service Agreement

We thank you for the opportunity to provide you with a proposal for professional services. Please do not hesitate to contact this office if you have any questions regarding this proposal or require any additional information.

Respectfully Submitted,
PLACES Site Consultants, Inc.

By:


William E. Murray, R.L.A.
President

Enclosures as noted

PLACES Site Consultants, Inc.

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Description of Scope of Work

Preliminary Survey & Engineering Review

This office will review the surveying and engineering plans and documents completed for this project during the previous phases of the project. Upon completion of our review, we will prepare a summary of any deficiencies in the preliminary survey and engineering plans/documents that will need to be addressed as part of the Site Plan Development task.

Architectural & Site Plan Design Review

This office will review the architectural and site plans and documents completed for this project during the previous phases of the project. Upon completion of our review, we will prepare a summary of any deficiencies in the architectural and site plans/documents that will need to be addressed as part of the Site Plan Development task.

Approval Not Required Plan Review

This office will review the Approval Not Required (ANR) plan prepared for the Town of Acton by others. Upon completion of our review, we will prepare a summary of any deficiencies in the ANR plan that will need to be addressed as part of the Site Plan Development.

Site Plan Development for Comprehensive Permit

This office will develop a preliminary site design that accommodates and incorporates the sewage disposal system (by others), the building plans, the perimeter survey and the requirements of the ACHC to form a complete site plan. We will present this plan to the ACHC and other authorities required/requested by that agency to ensure that preliminary comments are received and accommodated to the extent practical.

Once approval of the preliminary plan/concept has been issued, we will prepare site plans that meet the requirements of the Acton Zoning Board of Appeals Rules and Regulations for Comprehensive Permits, subject to standard and reasonable waiver requests from those regulations. The plans generated under this section will include all of the plans identified in your Request for Proposal, items 3.6, 3.14 to 3.14.9. This office will also prepare supplemental support documents required for the submission of a comprehensive permit application. Support documents include drainage calculations, water balance calculations and earth removal calculations (items 3.9 through 3.11 in the Request for Proposal) as are appropriate to convey the necessary information and intent to permitting and reviewing authorities.

The plans developed will meet the requirements of the various regulatory authorities in the Town of Acton and applicable State and Federal laws. Should there be special or specific regulations such as HUD or other subsidizing agency plan or regulatory requirements, we will rely on your agency to advise us of those regulations at the time of initial plan development.

The final site plans will be provided to you in 1 bound set endorsed by a Massachusetts Professional Engineer. One compact disc of the plans and supporting materials will be provided as required. This disk will include text, plans and other supporting narratives.

PLACES Site Consultants, Inc.

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Optional Tasks:

This proposal also includes the provision of three optional tasks as requested in the RFP. The following is a summary of the optional tasks:

1. Two meetings with members of the Acton Community Housing Corporation and/or Town Staff. Under this task, the project manager from this office will prepare for and attend up to two meetings with you or Town officials as required. For your reference, the Scope of Work Summary shows the estimated cost per meeting if additional meetings are required.
2. Town of Acton required revisions to plans. This task includes the provision of one round of minor plan revisions to the final plans submitted to you under the above scope of services. We will revise the plans and provide you with one revised plan set at the completion of the revisions by this office.
3. Attendance at one Zoning Board of Appeals meeting. Under this task, the project manager will prepare for and attend one Zoning Board of Appeals meeting. This task also includes the preparation of a rendering plan of the site for presentation purposes to the Board.

Professional Services Fee:

The proposed Fees for the professional services described above are provided on the attached document described, "Scope of Work Summary, dated February 9, 2006, Page 1. That document provides some additional detail to the scope of services. The total estimated budgetary cost is: \$9,522.90.

Staff Qualifications:

Attached to this document are the resumes of the key staff who will participate in this project. They are all Massachusetts registered professionals in their respective fields.:

William E. Murray, President	Registered Landscape Architect
Denis J. McLaughlin, III, Vice-President	Registered Professional Engineer
Alfred Berry, Jr.	Registered Professional Land Surveyor

Letter of Interest:

Our cover letter is intended to constitute a formal letter of interest in response to the Acton Community Housing Corporation's request for proposal. It is being signed by the President of the corporation.

PLACES Site Consultants, Inc.

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Scope of Work Summary

Task	Sub-Task	Estimated Time Required	Billing Rate	Sub-Task Cost	Task Cost
1. Preliminary Survey & Engineering Review		5	\$90	\$450.00	\$450.00
2. Architectural & Siteplan Design Review		5	\$90	\$450.00	\$450.00
3. Approval Not Required Plan Review		4	\$85	\$340.00	\$340.00
4. Site Plan Development for Comprehensive Permit					
	3.8 Existing Site Conditions Plan	4	\$90	\$360.00	
	3.9 Drainage Calculations	6	\$90	\$540.00	
	3.10 Earth Removal Calculations	2	\$90	\$180.00	
	3.11 Water Balance Calculations	4	\$90	\$360.00	
	3.14 Site Plan	24	\$90	\$2,160.00	
	3.14.1 Title Sheet	2	\$90	\$180.00	
	3.14.2 Master Plan Sheet @ 1"=100'	1	\$90	\$90.00	
	3.14.3 Recordable Plan Sheet	4	\$90	\$360.00	
	3.14.4 Natural Feature & Ex. Conditions Plan Sheet	4	\$90	\$360.00	
	3.14.5 Site Development Plan Sheet	8	\$90	\$720.00	
	3.14.7 Construction Detail Sheets	8	\$60	\$480.00	
	3.14.9 Erosion & Sedimentation Control Plan	1	\$60	\$60.00	
					\$5,850.00
5. Plan Copies					
	Plan Sets (8 Sheets per set estimated)	2	\$40	\$80.00	
	Autocadd drawing file on disk	1	\$20.00	\$20.00	
					\$100.00
6. Misc. Reimbursable Expenses					
	Mileage	210	\$0.49	\$102.90	
	Photo Copies			\$50.00	
	Misc. Postage			\$50.00	
					\$202.90
Total Project In Scope Budget					\$7,392.90
Optional Tasks					
1. Meetings with ACHC and/or Town Staff					
	Meeting Preparation	2	\$90	\$180.00	
	Meeting w/ACHC (each)	2	\$300	\$600.00	
					\$780.00
2. Town of Acton Required Plan Revisions (minor plan revisions only)					
	Revised Plan Sets	6	\$90.00	\$540.00	
		2	\$40.00	\$80.00	
					\$620.00
3. Attendance at Zoning Board of Appeals hearing					
	1 Plan Rendering for ZBA Presentation	4	\$60	\$240.00	
	Meeting Preparation	1	\$90	\$90.00	
	ZBA Meeting (each)	1	\$400	\$400.00	
					\$730.00
Total Optional Tasks					\$2,130.00
Total In Scope & Optional Task					\$9,522.90

PLACES Site Consultants, Inc.

894 Main Street, Unit 3, Holden, MA 01520
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Project Schedule

Task Description	Week 1	Week 2	Week 3	Week 4	Week 5
Project Initiation & Setup					
Preliminary Engineering & Surveying Review					
Preliminary Architectural & Site Plan Review					
ANR Plan Review					
Site Plan Development for Comprehensive Permit					
Delivery of Completed Site Plans and Supplemental Material to ACHC					

Notes:

1. The project schedule is an estimate only. This project will be initiated (Week 1) after receipt of a signed authorization to proceed from the Client.
2. Time frames will be adjusted based upon the availability of the Client to meet with this office and authorize this office to proceed on subsequent tasks for the project.
3. See Scope of Work Summary and Description of Work Summary for details related to each task.

PLACES Site Consultants, Inc.

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Town of Acton
Acton Community Housing Corporation

Second Amendment
Revision in Scope of Services
5/3/06

For the Request for Proposals dated 12/7/05

214 Central Street and 28 Willow Street
Acton, MA

Engineering Work for
Comprehensive Permit Application

The Acton Community Housing Corporation (ACHC) is further revising the Scope of Services that was previously amended on 2/3/06 as part of the original Request for Proposals dated 12/7/05. The ACHC is proposing a three-unit affordable housing development on Town-owned land located at 214 Central Street and 28 Willow Street in a Exclusive Use Area form of ownership. The ACHC has been working on the design for this proposal since July 2004 and is ready to file a comprehensive permit.

ACHC is a quasi-public body under the control of the Board of Selectmen, charged with developing affordable housing strategies and implementing affordable housing programs in the Town of Acton. The two Town-owned contiguous parcels of land at 214 Central Street and 28 Willow Street, with a combined total of approximately 15,335 square feet, formerly housed a septic system installation and repair company. The parcels were taken by the town on May 4, 1998 for unpaid taxes. The Town has done significant environmental remediation work (in accordance with the requirements of Chapter 21 E of Massachusetts General Laws) and the site is now clean and prepared for residential re-use.

In its effort to redevelop the town-owned land at Central and Willow Street as a site for multi-family mixed-income housing, the ACHC, received a grant from the Department of Housing and Community Development's Priority Development Fund to prepare preliminary feasibility and designs for the parcels.

The ACHC proposes to build a farmhouse style duplex on the Central Street side of the parcel and a single family bungalow style building on the Willow Street side. Because the proposed dwelling units are in two separate structures on a single parcel, not allowed under Village Residential zoning, it creates the need to file for a Comprehensive Permit.

The ACHC proposes to put each unit into a separate Exclusive Use Area, each with its own septic system. In December of 2005 ACHC received a Site Eligibility Letter for this site from DHCD under the LIP program. The Site Eligibility Letter enables ACHC to apply for a Comprehensive Permit with Acton Zoning Board of Appeals. ACHC will have Acton Board of Health approval for 3 sewage disposal plans for the units for a total of 8 bedrooms. ACHC also has the following: an ANR Plan, an Easement Plan for property at 206 Central St., and a Land Plan showing the 3 EUA's, building footprints, building designs, sidewalk and driveway locations, and landscaping.

Purpose of Services

ACHC is seeking proposals from engineering firms to complete the work described in this Revised Scope of Services to provide the necessary engineering information for the filing of a Comprehensive Permit for a small scale project.

Budget for this Phase

The services provided as part of this phase must be less than \$10,000 and will be awarded to the lowest bidder.

Revised Scope of Services

1. Review the approved subsurface sewage disposal plans and soil test results available at the Board of Health in order to complete the required Tasks below. Review the Land Plan showing the 3 EUA's, building footprints, building designs, sidewalk and driveway locations, and landscaping prepared by the Town of Acton for the 28 Willow Street / 214 Central Street parcels. This review will provide the context for the engineering work required. The Town will make electronic copies of the approved plans in AutoCAD format.

2. Review the most recent preliminary architectural plans for the duplex and bungalow designs prepared by Terrence G. Heinlein AIA. These plans are simple conceptual designs including the floor plans, exterior designs, and elevations for each unit.

3. Complete the **minimum** required work for the following sections of the Rules and Regulations for Comprehensive Permits required by the Acton Zoning Board of Appeals. This is not a large scale development and does not require extensive engineering work. The environmental impact on the site is similar to that from 2 single family homes. It is assumed that items 3.6 and 3.14 through 3.14.9 will be layered on a Base Site Plan sheet.

- 3.6 Existing Site Conditions
- 3.9 Drainage Calculations and simple drainage design suitable and practical for the small scale residential development proposed.
- 3.10 Earth Removal Calculation
- 3.11 Water Balance Calculation
- 3.14 Site Plan

- 3.14.1 A Title Sheet
- 3.14.2 A Master Plan Sheet drawn to a 1" = 100' scale
- 3.14.3 A Recordable Plan Sheet
- 3.14.4 A Natural Feature and Existing Conditions Plan Sheet
- 3.14.5 A Site Development Plan Sheet
- 3.14.7 A Construction Details Plan Sheet
- 3.14.9 An Erosion and Sedimentation Control Plan Sheet

- 4. A preliminary utilities plan showing the proposed location and types of sewage, drainage, and water facilities, including hydrants.
- 5. A tabulation of proposed buildings by type, size (number of bedrooms, floor area) and ground coverage, and a summary showing the percentage of the tract to be occupied by buildings, by parking and other paved vehicular areas, and by open areas.
- 6. A completed Development Impact Report (*see attached Appendix. Acton Zoning Board of Appeals Rules and Regulations for Comprehensive Permits*)
- 7. Provide one hard copy and one electronic copy in AutoCAD drawing file format of all work completed as part of this RFP.
- 8. Reimbursable expenses must be included in your bid.

Optional tasks, listed in priority order, to be included in budget of less than \$10,000

- 1. Two meetings with members of the Acton Community Housing Corporation and/or Town Staff.
- 2. Attendance at one Zoning Board of Appeals hearing

Minimum Threshold Criteria

- 1. Minimum of 5 years of experience.
- 2. Massachusetts Registered Licensed Civil Engineer on staff.

Competitive Evaluation Criteria

- 1. Timetable for completion of Project. A 4 week turn-around is preferred.
- 2. Experience with Acton's Zoning By laws and Comprehensive Permit Application.
- 3. Years of experience
- 4. Response to scope of services
- 5. Interview if necessary

Submission Requirements

All proposals must include the following materials:

1. Letter of interest signed by the principal(s) of the firm
2. Description of proposed work
3. Response to scope of services with a break down of the cost per task
4. Proposed schedule for completion
5. A detailed project budget with hourly rates, estimated additional charges or fees.
6. The Town of Acton standard purchase order terms and conditions shall apply.

Selection Process

All proposals submitted by the deadline will be opened and logged in publicly. Responders may submit proposals electronically to planning@acton-ma.gov. All information contained in the proposals will be made public. The Acton Community Housing Corporation and the Town of Acton will review and evaluate all proposals that have been received by the submission deadline. Evaluation of the proposals will be based on the information provided in the submission in accordance with the submission requirements of this RFP and any interviews, references, and additional information requested by the Town of Acton. The Acton Community Housing Corporation will notify all responders in writing of its decision.

Revised Scope of Services Release: 5/3/06

Proposals Due: 4:30 PM 5/11/06

Acton Community Housing Corporation
Acton Town Hall
Room 126
472 Main St.
Acton, MA 01720

Please send an electronic and one hard copy of your proposal to:

Roland Bartl
Town Planner
Town Hall, 472 Main Street
Acton, MA 01720
Email: planning@acton-ma.gov

Please also send an electronic copy of your proposal to

ACHC contact person: Ryan Bettez

Email: bettezfamily@yahoo.com

Phone: 617-828-4197

STAMSKI AND MCNARY, INC.

80 Harris Street
Acton, Massachusetts 01720
(978) 263-8585
FAX (978) 263-9883

WILLIAM F. MCNARY, P.L.S.
JOSEPH MARCH, P.E., P.L.S.

May 8, 2006

Nancy Tavernier, Chairman
Acton Community Housing Corporation
Acton Town Hall, Room 126
472 Main Street
Acton, MA 01720

Re: 28 Willow St. and 214 Central St.
Acton, MA

Dear Ms. Tavernier,

In response to your request, we are pleased to furnish the following proposal for engineering and survey services on the referenced property. The proposal is for services associated with obtaining a Comprehensive Permit from the Acton Zoning Board of Appeals for a two building, three unit housing development at the referenced address. Specifically we propose the following:

1.0 Scope of Services

- 1.1 Review the approved subsurface sewage disposal plans and soil test results available at the Board of Health. Review the Land Plan showing the 3 EUA's, building footprints, building designs, sidewalk and driveway locations, and landscaping prepared by the Town of Acton for the 28 Willow Street / 214 Central Street parcels. The Town will make electronic copies of the approved plans available in AutoCAD format.
- 1.2 Review Architectural plans for the duplex and bungalow designs prepared by Terrence G. Heinlein AIA.
- 1.3 Complete the minimum required work for the following documents required by the Rules and Regulations for Comprehensive Permits required by the Acton Zoning Board of Appeals:
 - Existing Site Conditions report ✓
 - Drainage Calculations ✓
 - Earth Removal Calculations ✓
 - Water Balance Calculations ✓
 - Site Development/Erosion and Sedimentation Control Plan ✓
 - Title Sheet ✓
 - Master Plan (Drawn to a 1"=100' scale) ✓
 - Recordable Plan ✓
 - Natural Features and Existing Conditions Plan ✓
 - Construction Details Plan ✓
- 1.4 Prepare a preliminary utilities plan showing the proposed location and types of sewage, drainage, and water facilities, including hydrants.

1.0 Scope of Services (cont.)

- 1.5 Prepare a tabulation of proposed buildings by type, size (number of bedrooms, floor area) and ground coverage, and a summary showing the percentage of the tract to be occupied by buildings, by parking and other paved vehicular areas, and by open areas. ✓
- 1.6 Prepare a Development Impact Report from Appendix of Acton Zoning Board of Appeals Rules and Regulations for Comprehensive Permits. ✓
- 1.7 Provide one hard copy and one electronic copy in Autocad drawing file format of all completed work.
- 1.8 Prepare for and attend one meeting with members of the Acton Community Housing Corporation and/or Town Staff.
- 1.9 Prepare for and attend one Zoning Board of Appeals hearing.

2.0 Additional Services (not included)

- 2.1 Construction stake-out and as-built services;
- 2.2 Sewage Disposal Plan;
- 2.3 Topographic survey. The Town will provide a property line and topographic survey of the property. We will note said work was done by others on our plans and not be liable for said work.

3.0 Fees for Services

- 3.1 The cost for those services outlined in Section 1.0-Scope of Services to be as follows:

Article 1.1- 1.2	\$500.00
Article 1.3- 1.6	\$8,350.00
Article 1.7	\$440.00
Article 1.8	\$350.00
Article 1.9	<u>\$350.00</u>
Total	\$9990.00

- 3.2 Invoices will be rendered monthly.
- 3.3 A separate proposal shall be furnished prior to conducting any Additional Services or services not specifically included in this proposal. This Agreement includes all reimbursable expenses.

5.0 Schedule of Services

- 5.1 We are prepared to commence work immediately and should be able to complete Article 1.1 - 1.6 within six weeks of authorization to proceed.

For our records, please execute and return one (1) copy of this Proposal Letter. Thank you for considering our firm and for permitting us the opportunity to provide our services.

Very truly yours,
Stamski and McNary, Inc.



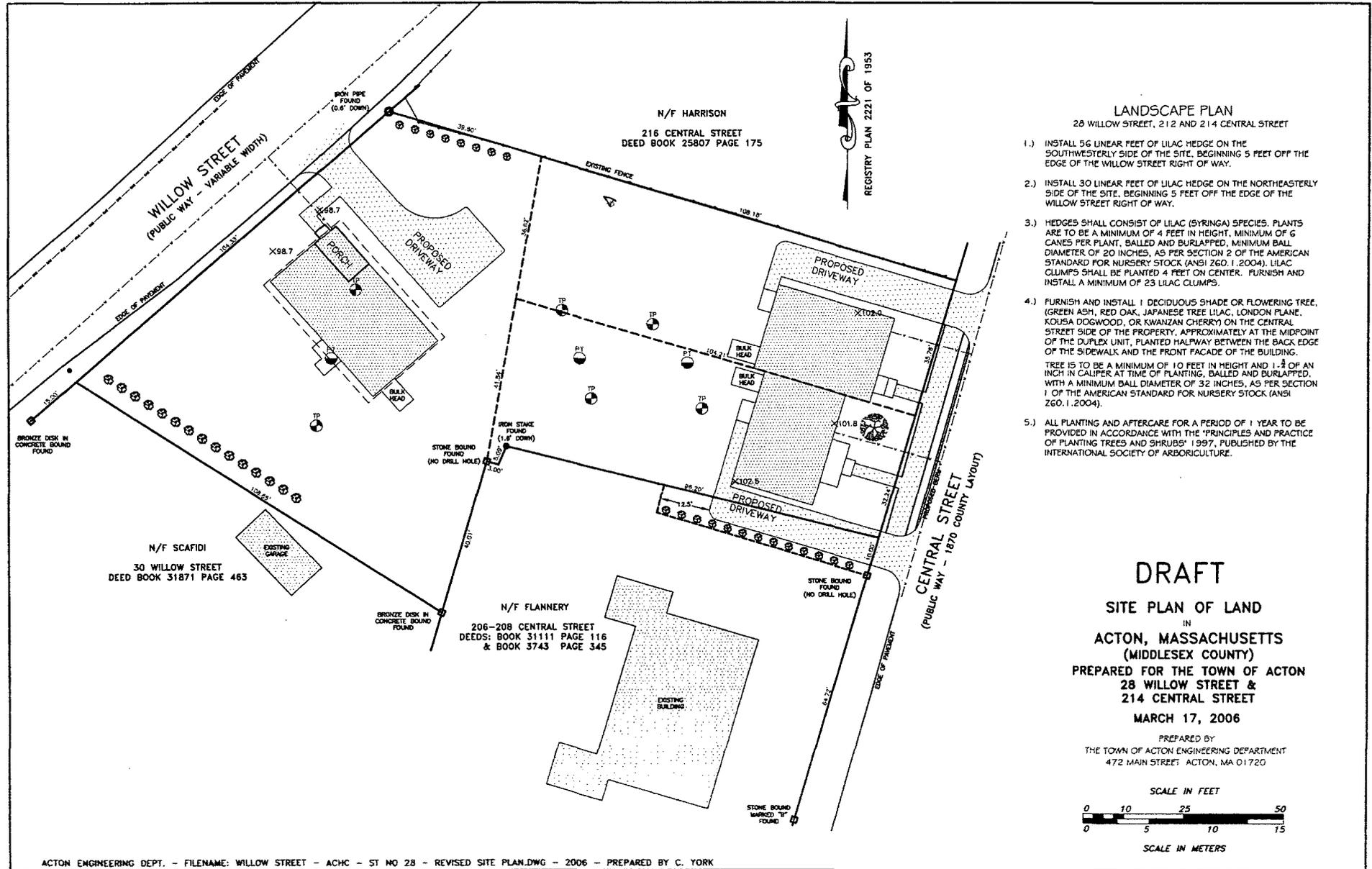
Joseph March, P.E., P.L.S.
Vice President

AGREED AND ACCEPTED

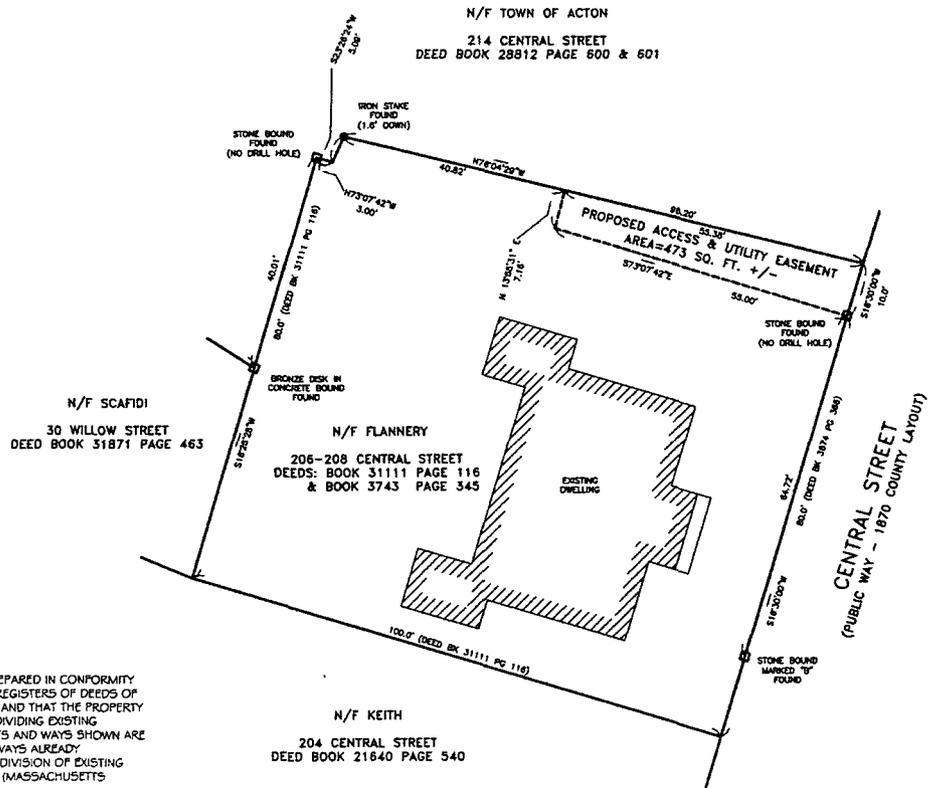
Authorized Signature

Title

Date



REGISTRY PLAN 2221 OF 1953



NOTES:

1. THE SUBJECT PROPERTY IS SHOWN AS PARCEL 76 ON SHEET F-2B OF THE ACTON TOWN ATLAS.
2. ZONING DISTRICT: VILLAGE RESIDENTIAL (V-R)
3. GROUNDWATER PROTECTION DISTRICT - ZONE 3
4. FLOOD AREA - ZONE X - OUTSIDE OF THE 500-YEAR FLOOD PLAIN.
5. THE EXISTING PROPERTY MONUMENTATION WAS LOCATED FROM A FIELD SURVEY CONDUCTED BY THE TOWN OF ACTON ENGINEERING DEPARTMENT FROM FEBRUARY 6 - 8, 2006.

SEE THE FOLLOWING DOCUMENTS RECORDED AT THE MIDDLESEX SOUTH DISTRICT REGISTRY OF DEEDS:

- DEEDS- BOOK 31111 PG 116 (TOWN ATLAS MAP F-2B PARCEL 76)
- BOOK 3743 PG 345 (TOWN ATLAS MAP F-2B PARCEL 76)
 - BOOK 3674 PG 366 (TOWN ATLAS MAP F-2B PARCEL 76)
 - BOOK 28812 PG 600 (TOWN ATLAS MAP F-2B PARCELS 65)
 - BOOK 28812 PG 601 (TOWN ATLAS MAP F-2B PARCELS 64)
 - BOOK 12870 PG 293 (TOWN ATLAS MAP F-2B PARCELS 64 & 65)
 - BOOK 31871 PG 463 (TOWN ATLAS MAP F-2B PARCEL 75)
 - BOOK 21640 PG 540 (TOWN ATLAS MAP F-2B PARCEL 77)

PLANS- BOOK _____ PG ____ (____ OF 2006)

- BOOK 8188 PG END (2221 OF 1953)
- BOOK 4730 PG END

SEE ALSO THE FOLLOWING PLANS IN THE TOWN OF ACTON ENGINEERING DEPARTMENT:

- 1870 COUNTY LAYOUT OF CENTRAL STREET ENTITLED "PLAN OF COUNTY ROAD LEADING FROM THE HARVARD TURNPIKE SO CALLED IN WEST ACTON TO THE CEMETERY, PREPARED BY W. D. TUTTLE, ENGINEER" (PLAN #H018)

DRAFT

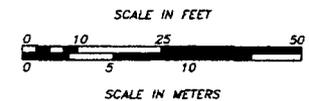
EASEMENT PLAN OF LAND

IN
ACTON, MASSACHUSETTS
(MIDDLESEX COUNTY)

OWNED BY CECELIA JOAN FLANNERY
206 CENTRAL STREET

SCALE: 1" = 10' MARCH 15, 2006

PREPARED BY
THE TOWN OF ACTON ENGINEERING DEPARTMENT
472 MAIN STREET ACTON, MA 01720



I CERTIFY THAT THIS PLAN HAS BEEN PREPARED IN CONFORMITY WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS, AND THAT THE PROPERTY LINES SHOWN ON THIS PLAN ARE THE LINES DIVIDING EXISTING OWNERSHIPS, AND THE LINES OF THE STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED, AND THAT NO NEW LINES FOR DIVISION OF EXISTING OWNERSHIP OR FOR NEW WAYS ARE SHOWN (MASSACHUSETTS GENERAL LAWS CHAPTER 41 SECTION 81X).

DAVID F. ABST, P.L.S. #29511

WILLOW STREET
(PUBLIC WAY - VARIABLE WIDTH)

N/F HARRISON
216 CENTRAL STREET
DEED BOOK 25807 PAGE 175

REGISTRY PLAN 2221 OF 1953

NOTES:

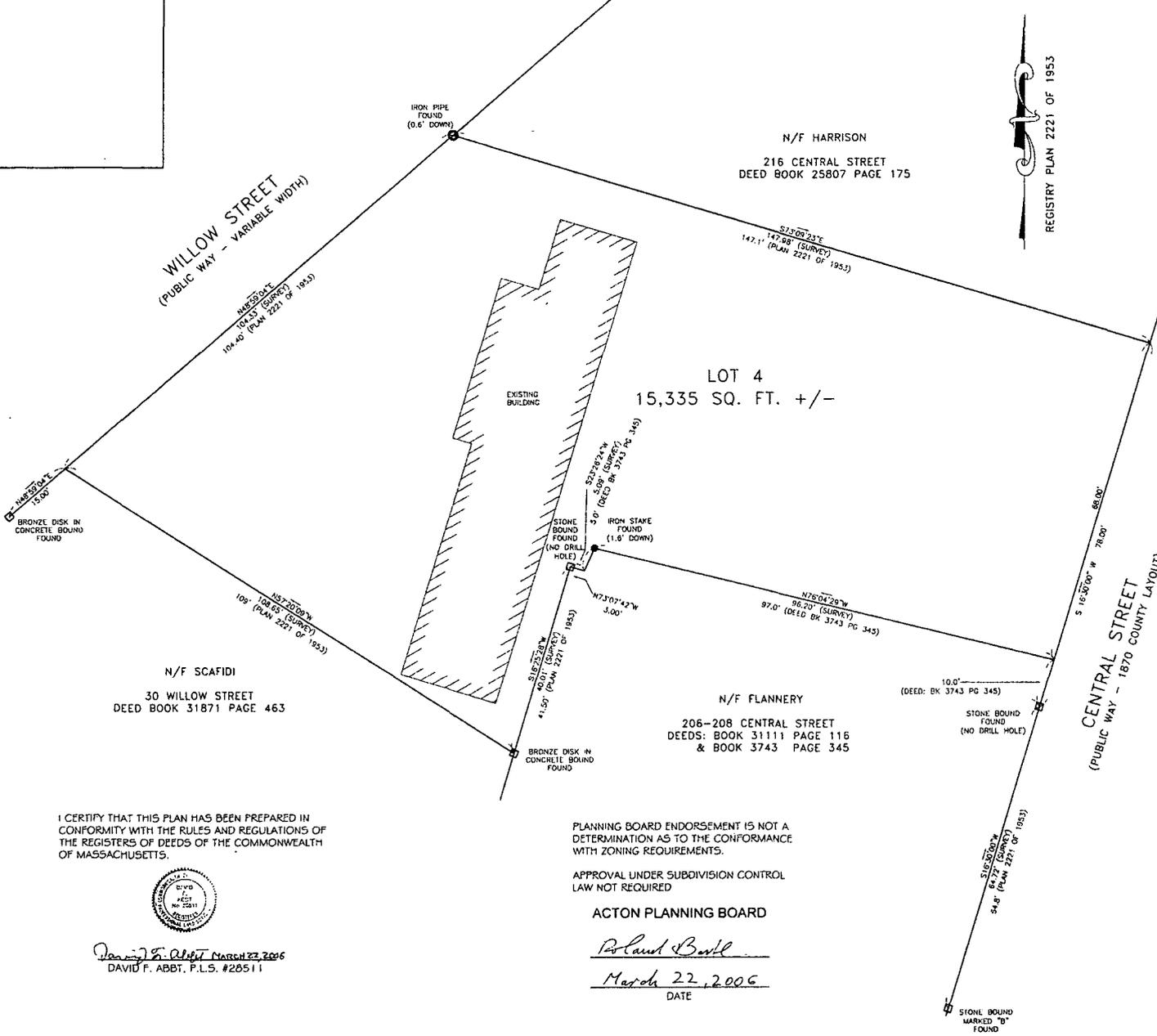
1. THE SUBJECT PROPERTIES TO BE COMBINED ARE PARCELS 64 & 65 ON SHEET F-2B OF THE ACTON TOWN ATLAS.
2. ZONING DISTRICT: VILLAGE RESIDENTIAL (V-R)
3. GROUNDWATER PROTECTION DISTRICT - ZONE 3
4. FLOOD AREA - ZONE X - OUTSIDE OF THE 500-YEAR FLOOD PLAIN.
5. THE EXISTING PROPERTY MONUMENTATION WAS LOCATED FROM A FIELD SURVEY CONDUCTED BY THE TOWN OF ACTON ENGINEERING DEPARTMENT FROM FEBRUARY 6 - 8, 2006.
6. THE PURPOSE OF THIS PLAN IS TO COMBINE LOT 2 AND LOT 3 FROM REGISTRY PLAN 2221 OF 1953 AND CREATE A NEW LOT 4 WITH A TOTAL LAND AREA OF 15,335 SQUARE FEET.

SEE THE FOLLOWING DOCUMENTS RECORDED AT THE MIDDLESEX SOUTH DISTRICT REGISTRY OF DEEDS:

- DEEDS- BOOK 28812 PG 600 (TOWN ATLAS MAP F-2B PARCELS 65)
 - BOOK 28812 PG 601 (TOWN ATLAS MAP F-2B PARCELS 64)
 - BOOK 12870 PG 293 (TOWN ATLAS MAP F-2B PARCELS 64 & 65)
 - BOOK 25807 PG 175 (TOWN ATLAS MAP F-2B PARCEL 59)
 - BOOK 31871 PG 463 (TOWN ATLAS MAP F-2B PARCEL 75)
 - BOOK 31111 PG 116 (TOWN ATLAS MAP F-2B PARCEL 76)
 - BOOK 3743 PG 345 (TOWN ATLAS MAP F-2B PARCEL 76)
- PLANS- BOOK 8188 PG END (2221 OF 1953)
 - BOOK 9040 PG 541 (1531 OF 1957)
 - BOOK 4730 PG END

SEE ALSO THE FOLLOWING PLANS IN THE TOWN OF ACTON ENGINEERING DEPARTMENT:

- 1870 COUNTY LAYOUT OF CENTRAL STREET ENTITLED "PLAN OF COUNTY ROAD LEADING FROM THE HARVARD TURNPIKE SO CALLED IN WEST ACTON TO THE CEMETERY, PREPARED BY W. D. TUTTLE, ENGINEER" (PLAN #H018)

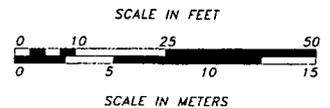


LOT 4
15,335 SQ. FT. +/-

PLAN OF LAND
IN
ACTON, MASSACHUSETTS
(MIDDLESEX COUNTY)
PREPARED FOR THE TOWN OF ACTON
28 WILLOW STREET &
214 CENTRAL STREET

SCALE: 1" = 10' MARCH 1, 2006

PREPARED BY
THE TOWN OF ACTON ENGINEERING DEPARTMENT
472 MAIN STREET ACTON, MA 01720



I CERTIFY THAT THIS PLAN HAS BEEN PREPARED IN CONFORMITY WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS.

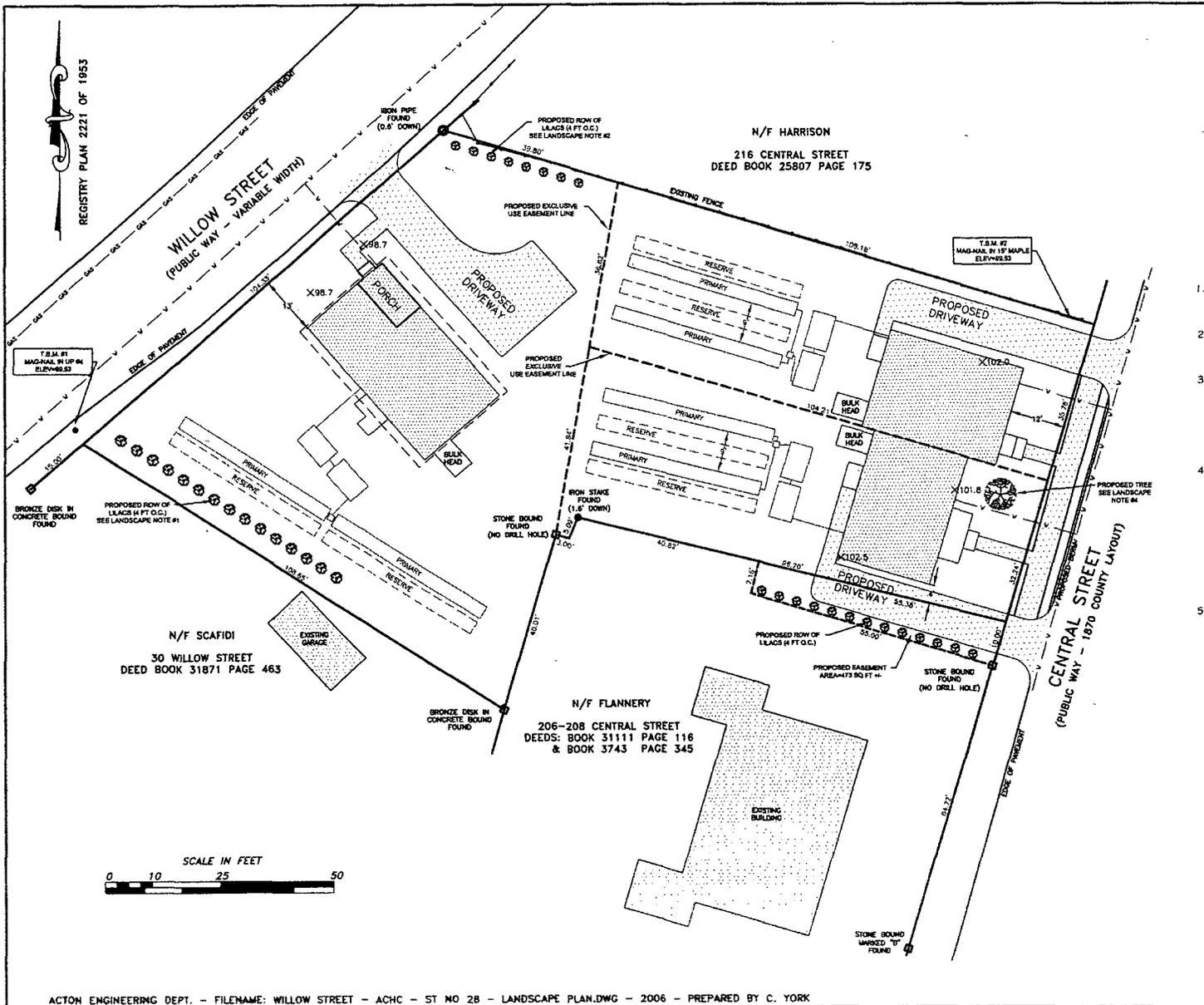


DAVID F. ABBT, P.L.S. #28511
MARCH 22, 2006

PLANNING BOARD ENDORSEMENT IS NOT A DETERMINATION AS TO THE CONFORMANCE WITH ZONING REQUIREMENTS.

APPROVAL UNDER SUBDIVISION CONTROL
LAW NOT REQUIRED

ACTON PLANNING BOARD
Richard Burt
March 22, 2006
DATE



GENERAL NOTES
 BOUNDARY LINE INFORMATION TAKEN FROM THE PLANS AND DEEDS ON FILE AT THE SOUTH DISTRICT REGISTRY OF DEEDS AND ALSO FROM A RECENT SURVEY PLAN TO BE RECORDED AT THE REGISTRY ENTITLED 'PLAN OF LAND IN ACTON, MASSACHUSETTS (MIDDLESEX COUNTY), PREPARED FOR THE TOWN OF ACTON, 28 WILLOW STREET & 214 CENTRAL STREET, SCALE 1"=10' DATED MARCH 1, 2006 AND PREPARED BY THE TOWN OF ACTON ENGINEERING DEPARTMENT.

CONTRACTOR SHALL NOTIFY DIG-SAFE (888) 344-7233 AT LEAST 72 HOURS PRIOR TO START OF ANY SITE WORK.

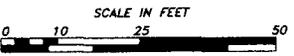
LANDSCAPE NOTES
 28 WILLOW STREET, 212 AND 214 CENTRAL STREET

- 1.) INSTALL 56 LINEAR FEET OF LILAC HEDGE ON THE SOUTHWESTERLY SIDE OF THE SITE, BEGINNING 5 FEET OFF THE EDGE OF THE WILLOW STREET RIGHT OF WAY.
- 2.) INSTALL 30 LINEAR FEET OF LILAC HEDGE ON THE NORTHEASTERLY SIDE OF THE SITE, BEGINNING 5 FEET OFF THE EDGE OF THE WILLOW STREET RIGHT OF WAY.
- 3.) HEDGES SHALL CONSIST OF LILAC (SYRINGA) SPECIES. PLANTS ARE TO BE A MINIMUM OF 4 FEET IN HEIGHT, MINIMUM OF 6 CANES PER PLANT, BALLED AND BURLAPPED, MINIMUM BALL DIAMETER OF 20 INCHES, AS PER SECTION 2 OF THE AMERICAN STANDARD FOR NURSERY STOCK (ANSI Z60.1, 2004). LILAC CLUMPS SHALL BE PLANTED 4 FEET ON CENTER. FURNISH AND INSTALL A MINIMUM OF 23 LILAC CLUMPS.
- 4.) FURNISH AND INSTALL 1 DECIDUOUS SHADE OR FLOWERING TREE, (GREEN ASH, RED OAK, JAPANESE TREE LILAC, LONDON PLANE, KULSA DOGWOOD, OR KWANZAN CHERRY) ON THE CENTRAL STREET SIDE OF THE PROPERTY, APPROXIMATELY AT THE MIDPOINT OF THE SIDEWALK UNIT, PLANTED HALFWAY BETWEEN THE BACK EDGE OF THE SIDEWALK AND THE FRONT FACADE OF THE BUILDING. TREE IS TO BE A MINIMUM OF 10 FEET IN HEIGHT AND 1-3/4 OF AN INCH IN CALIPER AT TIME OF PLANTING, BALLED AND BURLAPPED, WITH A MINIMUM BALL DIAMETER OF 32 INCHES, AS PER SECTION 1 OF THE AMERICAN STANDARD FOR NURSERY STOCK (ANSI Z60.1, 2004).
- 5.) ALL PLANTING AND AFTERCARE FOR A PERIOD OF 1 YEAR TO BE PROVIDED IN ACCORDANCE WITH THE 'PRINCIPLES AND PRACTICE OF PLANTING TREES AND SHRUBS' 1997, PUBLISHED BY THE INTERNATIONAL SOCIETY OF ARBORICULTURE.

LEGEND
 U.P. UTILITY POLE
 LILAC SHRUB
 STOCKADE FENCE

SURVEY: D. AMT	TOWN OF ACTON ENGINEERING DEPARTMENT	
C. YORK	PROPOSED SEWAGE DISPOSAL PLAN	
DESIGN: C. YORK	28 WILLOW STREET & 214 CENTRAL STREET	
DRAFTING: C. YORK	LANDSCAPE PLAN	
CHECKED: B. STANESKI	SCALE: AS NOTED	DATE: 3/17/2006

REGISTRY PLAN 2221 OF 1953



GENERAL NOTES

BOUNDARY LINE INFORMATION TAKEN FROM THE PLANS AND DEEDS ON FILE AT THE SOUTH DISTRICT REGISTRY OF DEEDS AND ALSO FROM A RECENT SURVEY PLAN TO BE RECORDED AT THE REGISTRY ENTITLED "PLAN OF LAND IN ACTON, MASSACHUSETTS (MIDDLESEX COUNTY), PREPARED FOR THE TOWN OF ACTON, 28 WILLOW STREET & 214 CENTRAL STREET, SCALE 1"=10' " DATED MARCH 1, 2006 AND PREPARED BY THE TOWN OF ACTON ENGINEERING DEPARTMENT.

CONTRACTOR SHALL NOTIFY DIG-SAFE (888) 344-7233 AT LEAST 72 HOURS PRIOR TO START OF ANY SITE WORK.

LANDSCAPE NOTES

28 WILLOW STREET, 212 AND 214 CENTRAL STREET

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TREE IS TO BE A MINIMUM OF 10 FEET IN HEIGHT AND 1- $\frac{3}{4}$ OF AN INCH IN CALIPER AT TIME OF PLANTING, BALLED AND BURLAPPED, WITH A MINIMUM BALL DIAMETER OF 32 INCHES, AS PER SECTION 1 OF THE AMERICAN STANDARD FOR NURSERY STOCK (ANSI Z60.1.2004).
- 5.) ALL PLANTING AND AFTERCARE FOR A PERIOD OF 1 YEAR TO BE PROVIDED IN ACCORDANCE WITH THE "PRINCIPLES AND PRACTICE OF PLANTING TREES AND SHRUBS" 1997, PUBLISHED BY THE INTERNATIONAL SOCIETY OF ARBORICULTURE.

To: Don
From: Nancy Tavernier <ntavern@comcast.net>
Subject: Selection of Willow/Central Engineering Firm
Cc: "Stephen D. Anderson" <SAnderson@AndersonKreiger.com>, ryan bettez <bettezfamily@yahoo.com>, jmurray@acton-ma.gov, "Roland Bartl" <rbartl@acton-ma.gov>
Bcc:
Attached: C:\Documents and Settings\Nancy Tavernier\My Documents\ACHC\Willow-Central revised scope Eng.RFP020306.doc; C:\Documents and Settings\Nancy Tavernier\Desktop\attachments\Stamski RFP NBac28Willow40B2.DOC; C:\Documents and Settings\Nancy Tavernier\Desktop\attachments\Willow-Central Places Reduced Scope Proposal.pdf;

Don,

It is time to make a decision on the awarding of the contract for the Engineering services needed for the Willow/Central site. I know the project is again in a pause mode while the survey problem is worked through. The engineering work cannot begin until the ANR plan is complete. It would be helpful to have an estimated timetable for that resolution. We do not think it is fair to leave the 2 firms hanging until that has been resolved so I am requesting your help in making the determination this week since you have to sign the purchase order along with John. The buck stops with you on this question, we can only make a recommendation. If it looks like the survey work is going to be prolonged for more than 2 weeks, we need to communicate to the firms about the delay in the decision but it would be helpful to know who you will pick.

I have attached the Amended Scope RFP for engineering services for Willow/Central that went to two engineering firms on Feb. 3 for a response by Feb. 9. Both firms, Places, Inc. and Stamski and McNary responded with the attached proposals. To summarize their proposals in terms of price: If all the tasks in the scope were performed, including the optional ones, Places' quote is \$9522.90 and Stamski's quote is \$9990.00. This is a \$468 difference with Places offering the lowest total price. If only the required tasks were performed, Places' quote is \$7392.90 and Stamski's is \$8940 (remove optional tasks 1.6 and 1.7 from their quote). This is a difference of \$1547 with Places offering the lowest price.

Taken on face value, Places is the lowest bid. However, ACHC recommends that the contract be awarded to Stamski for the following reason put forth by Ryan Bettez.

Well here are my reasons for why we should hire Stamski and McNary on this part of the Willow/ Central Streets development. I think the one thing that we can all agree on is that Stamski and McNary have far more knowledge of and experience with Acton's zoning rules and regulations. They have done hundreds of subdivisions, ZBA filings, and Comprehensive Permit Application hearings. I think Stamski's experience in town is worth the extra \$1500ish. They certainly have a better understanding of what the ZBA will be asking for and will be requiring of ACHC. I feel that the \$1547 difference between the bids could be lost if Places finds deficient information in the preliminary Survey & Engineering, Architectural or ANR for them to complete the project on time and on budget.

I would like to add to this rationale using the current survey problem as an example of why Stamski's local experience would be worth the \$1500 difference. As you know we originally expected the firms to do the survey, we can only imagine what would have happened if they had gone forward and had not discovered the discrepancy in the property lines. Which firm would have been in a better position to discover it and correct it? We think Stamski hands down. They know not to trust the work of much of the early surveying done by the Town in the 40's and 50's. Would Places have known, perhaps not. This is an example of the "mistake" that is feared by ACHC when using a non-local firm. Needless to say, we are very relieved to have the survey in the

Town's hands at this point. We were burned during the initial septic design phase by the engineering firm GPR, they made many mistakes that fortunately were caught by our very talented Health Department and corrected before they went much further in the preliminary design phase. We are just a little skittish on this issue. We think Stamski has a good working relationship with all of town staff and would not hesitate to bring concerns to them. This new discovery also validates our insistence on the importance of the survey itself. Our buildings are so close to all the set-backs that we did not want to have a surprise in the final stages that indicated we needed waivers from the ZBA that were not requested in time.

We awarded the initial contract to Stamski which was essentially the same bid as Places, off by ~\$200. George Dimakarakos met with Engineering Staff, Ryan and me in early January and was given all the plans for the project to date. He understands the level of work that is required for the job and agreed at that time with the minimized scope recommended by staff. He was prepared to start once the purchase order was signed. The rest is history.....

We do not pretend to be experts on the interpretation of 30B but we do believe there is some subjectivity that can be applied in the selection process. If you feel Places is the correct choice because of their bid, we will make it work. Our choice is Stamski. Our comfort level with their selection is much higher. We need to get this process started, we are now 2 months behind on this phase.

Thank you for taking the time to help us out.

Nancy