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TOWN OF ACTON
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Planning Department

MEMORANDUM

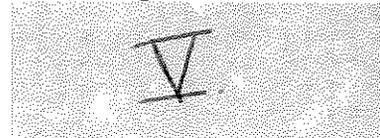
To: Planning Board

Date: March 4, 2005

From: Roland Bartl, AICP, Town Planner *RB*

Subject: QRCC – Environmental Monitoring/Auditing Update

Attached please find Mr. Toohill's draft scope of services for the Environmental monitoring and Auditing tasks. Mr. Toohill met with QRCC representatives and Town staff before preparing this draft. Please review it and let me know what changes and additions you would like to see. Your input will be considered with that of QRCC, ConCom, and Health in the preparation of a final draft, which Mr. Toohill is prepared to explain at the 3/22 meeting of the Board.

**Roland Bartl**

To: Toohill, Mike; Jenn Shea
Cc: johnb0707@aol.com; Tom Tidman
Subject: RE: Peer Review Services Proposed Scope

Mike:

Thank you for the work on this so far. It reflects what we discussed at our meeting this past Tuesday. I will distribute it to the Planning Board as part of my status update to them next Tuesday. You have already copied Tom, I will copy Brent at the Health Department.

I checked with Counsel. It turns out we do not need to re-bid this work. Rather, we can simply continue under our current contract.

Tom:

Can you please circulate this to the ConCom and have their comments back to me, Mike, and Jenn before the Planning Board's 3/22 meeting?

Jenn:

Mike has already begun work in connection with Task 310 (as Mike has labeled it in the scope). We still have \$1443 in in the account from your last \$4,000 check to fund Mike's work. At this point, could you please replenish this account to a \$2,800 balance to cover Task 310, provided this amount is acceptable as proposed in the scope of services that Mike outlined. We can deal with the rest, once everybody on board.

Thank you

*Roland Bartl AICP
Town of Acron
475 Main Street
Acron, OH 44308
878-2nd 8830*

-----Original Message-----

From: Toohill, Mike [mailto:MTtoohill@ensr.com]
Sent: Wednesday, March 02, 2005 5:52 PM
To: Jenn Shea; Roland Bartl; johnb0707@aol.com; Tom Tidman
Subject: Peer Review Services Proposed Scope

Attached for your review are the proposed scope for the Environmental Monitor and IPM/TM peer reviews. I've also attached a spreadsheet showing the distribution of costs.

3/3/2005

March 2, 2005

Roland Bartl, AICP, Town Planner
Thomas Tidman, Conservation Commission Administrator
Acton Planning Department
472 Main Street
Acton, MA 01720

**Re: Scope and Fee Estimate
Environmental Review Services Related to Quail Ridge Country Club
Acton, Massachusetts**

Dear Messrs. Bartl and Tidman:

Thank you for asking ENSR to provide additional peer review services related to the eighteen-hole Quail Ridge Country Club golf course currently under construction. We have prepared this proposed scope and fee estimate based upon the results of our meetings with Town officials and representatives from Quail Ridge Country Club which were held on February 22 and March 1, 2005. We have also reviewed the Order of Conditions, Planning Board Special Permit, and DEP Administrative Consent Order for the project. We are prepared to continue services on this project subject to the same Terms and Conditions agreed upon in March 2002. Under that agreement, the Town of Acton Purchase Order Number for peer review services was 145561, and ENSR's project number was 10184-001. I have attached a table showing the rates for key staff that were included in that contract. We propose to use these rates for the remainder of FY2005 (through June 30, 2005) and will discuss rate adjustments with you and Quail Ridge before implementing them in subsequent fiscal years.

We have separated our proposed services into three tasks: the current meetings and review task, the Environmental Monitor task for the Conservation Commission, and the IPM/TM peer review task for the Planning Board. The original review was tracked in the "Task 100" series and last year's review in the "Task 200" series. To keep the costs on the project separated we propose to track the current effort under the "Task 300" series.

Task 310 Meetings and Document Review

At your request we have attended two meetings and held several teleconferences regarding the project. In addition, we have reviewed and prepared documents for the Planning Board's and Conservation Commission's use. We anticipate attending one meeting each of the two boards to discuss the upcoming construction and operational monitoring of the course.

Estimated Cost of Task 310	\$2,800.00
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Task 320 Environmental Monitor

Special Condition 57 of the Order of Conditions issued by the Acton Conservation Commission for the project establishes the need for an Environmental Monitor for the project. This condition states that the Environmental Monitor should be available for an average of 8 to 12 hours per week of service during the construction period. We understand that the construction period for the golf course and driving range will re-commence this month and will last until mid-June (14 weeks). We have therefore assumed a budget of 140 hours of Junior Staff time (for either an environmental scientist or a civil engineer) plus expenses for the construction monitoring phase. We have added two days (16 hours) of Mike Toohill's time for project initiation and supervision.

Following construction the Environmental Monitor is to be available "for a reasonable amount of time as necessary for the review of course operations and submittals from the Applicant". Other Special Conditions (including, but not limited to numbers 45, 47, 78, 88, 89, 90, and 93) detail the types of operational phase reports, inspections, and schedules that relate to Environmental Monitor services. For budgeting purposes we have assumed that 40 hours of service per year for two operational years following construction (roughly July 2005 through July 2007). A variety of Senior Staff will be used for this phase of services; therefore we have assumed an average billing rate of \$125 per hour (plus expenses) for this phase of service.

Estimated Cost of Task 320	\$24,000.00
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Task 330 IPM/TM Peer Review

Since the outset of this project the Acton Planning Board has looked towards the Audubon International (AI) Signature Program as the peer reviewer of the ongoing Integrated Pest Management/Turf Management program at the course. It was also assumed that AI would provide environmental audit services of the operations at the course. Conditions 2.8 and 3.2.4 of the Planning Board Special Permit and Special Condition 53 of the Order of Conditions issued by the Acton Conservation Commission establishes the need for enrollment in the AI Signature Program "Bronze" level.

We understand that AI will not be providing these services and that the Planning Board is seeking an alternative peer reviewer for these issues. ENSR is prepared and qualified to offer these services using the team assembled for the initial peer review. To accomplish this, ENSR proposes to conduct on-site reviews twice a year (May and October). The reviews would be accomplished by a team which includes the Quail Ridge Golf Course Superintendent, a golf course superintendent from another local facility using IPM/TM practices and/or an IPM expert, and an environmental audit professional from ENSR. The on-site reviews would be conducted with advance notice to the Quail Ridge Superintendent. We would look at the ongoing operational IPM/TM practices; conduct visual inspections of the equipment maintenance and washdown areas; review pesticide/fertilizer storage, mixing, and application areas and procedures; review irrigation system leak detection and maintenance practices; review water

conservation practices; review record keeping procedures for the IPM/TM program and water use; and conduct on-course inspections of areas in close proximity to environmentally sensitive receptors. ENSR will prepare a summary report of each site visit for submission to the Planning Board, the Conservation Commission, the Board of Health, and the Quail Ridge Country Club Superintendent. This report will identify any deficiencies noted during the site visit and the steps recommended to correct each deficiency.

In addition to the on-site reviews, ENSR will review the water quality and quantity information being submitted to the Town for compliance with the Special Permit and Order of Conditions (Special Conditions 78 and 96). The ENSR team will also review the annual IPM/TM reports which the Quail Ridge Superintendent will be submitting annually to the Town (Special Condition 88). ENSR will prepare a letter report of its review findings for submission to the Planning Board, the Conservation Commission, the Board of Health, and the Quail Ridge Country Club Superintendent. This report will identify any recommended changes to the upcoming year's IPM/TM plan.

Because this effort has been scoped as an ongoing condition of operation, ENSR has prepared an annual cost estimate. The cost estimate will be adjusted annually based on a mutually-agreed-upon inflation index (such as the Consumer Price Index).

Annual Estimated Cost of Task 330 (Year 1)	\$10,400.00
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Thank you for asking ENSR to provide these services. Please feel free to call me at extension 3226 should you have any questions.

Sincerely,

Michael J. Toohill
Project Manager

Rate Table for Town of Acton Planning Board Peer Review Services

Name	Title/Function	Rate
ENSR		
Michael Toohill	Project Manager and Water Quality/Quantity Specialist	\$135.00
Dennis Lowry	Principal Wetland Scientist	\$135.00
David Nyman, PE	Hydrogeologist/ Environmental Engineer	\$120.00
Don Schall	Senior Wildlife Biologist	\$110.00
Jr. Staff	(flat rate for all categories)	\$75.00
Administrative Staff	(flat rate for all categories)	\$50.00
William Torello, PhD	IPM/TM Specialist	\$150.00
Peter Ohlson, CGCS	Construction and Operations	\$100.00

