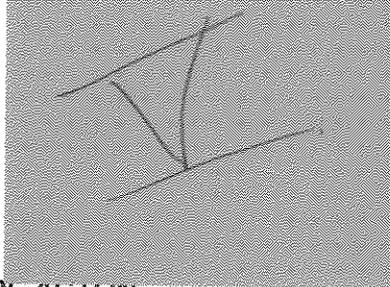


Planning Department



TOWN OF ACTON
472 Main Street
Acton, Massachusetts 01720
Telephone (978) 264-9636
Fax (978) 264-9630
planning@acton-ma.gov

MEMORANDUM

To: Planning Board **Date:** April 22, 2005
From: Roland Bartl, AICP, Town Planner *R. VS.*
Subject: QRCC – Environmental Audits

Attached please find the latest draft of the scope of services for the current construction monitoring services and the annual audits. The latter is intended as a substitute for the Audubon International Bronze level member services.

It is my understanding that QRCC is ready to sign ENSR and Mike Toohill on for annual audit job. He is already providing construction monitoring services to QRCC.

Task 200, as is or as may be modified by the Board, once accepted could be codified in a decision amendment to guide the auditing service for the coming years.

The item is scheduled for Tuesday's Planning Board meeting. Mike Toohill and a QRCC representative will be in attendance.

Roland Bartl

From: Toohill, Mike [MToohill@ensr.com]
Sent: Friday, April 22, 2005 3:35 PM
To: Roland Bartl
Subject: RE: QRCC - Environmental Audit



2005 monitoring
QRCC.doc (94 K...

Actually, Jenn left me a voicemail. It was this email that I was thinking of. Jenn said that she didn't see any problem with the contract as written.. I've attached a copy for your use. Based on their verbal OK I started work last week. I saw Ron onsite yesterday and he checked to make sure that what we were reporting was being taken care of. At this point, they just want to get it done, and from my perspective the sooner they get it fine graded, seeded, and stabilized, the better.

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

From: Jay Peabody [mailto:Jay@graham-harsip.com]
Sent: Thursday, April 21, 2005 3:49 PM
To: rbartl@acton-ma.gov; jenn@nwdevelopment.com
Cc: Toohill, Mike
Subject: RE: QRCC - Environmental Audit

Roland,

I have spoken with QRCC and they are in receipt of Mr. Toohill's proposal.

As stated in your recent e-mail correspondence, I mentioned to QRCC that providing Mr. Toohill with comments/concerns regarding said proposal should be a high priority. QRCC agreed and will respond accordingly.

Thanks,
Jay

Jay R. Peabody, Esq.
Graham & Harsip, P.C.
Strawberry Hill Building
289 Great Road, Suite 101
Acton, MA 01720

TEL: 978.264.0480, ext. 35
FAX: 978.264.4990

EMAIL: jpeabody@graham-harsip.com

>>> "Roland Bartl" <rbartl@acton-ma.gov> 04/21/05 04:12PM >>>
Jenn, Jay:

Can you please put this on high priority immediately and get back to Mike with any suggested changes. He may take them in or kick them up to the Planning Board with his recommendation, but we should have your input. My deadline for Planning Board packages is tomorrow at noon.

The deadline to set up the long term environmental audit system is fast approaching - May 20 and, frankly, I would like to move on.

Thanks -

Roland Bartl, AICP
Town Planner, Town of Acton
472 Main Street
Acton, MA 01720
978-264-9636

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

From: Toohill, Mike [mailto:MToohill@ensr.com]
Sent: Thursday, April 21, 2005 2:45 PM
To: Roland Bartl
Cc: Jenn Shea
Subject: RE: QRCC - Environmental Audit

Hi Roland,

Yes, I revised the scope and hand delivered it last week (4/12). We started the monitoring on 4/12 with Tom, and visited the site again on 4/14 and today (4/21). I think we should be able to finalize the "AI" monitoring discussion with the board on 4/26. Jenn, has Ron had an opportunity to review the contract? Mike

From: Roland Bartl [mailto:rbartl@acton-ma.gov]
Sent: Thursday, April 21, 2005 10:45 AM
To: Toohill, Mike
Cc: Jenn Shea; Jay Peabody
Subject: QRCC - Environmental Audit

Hi:

During the last week I have not been able to pay any attention to this. Did you finish the revised scope and sent it to QRCC for comment? I did not receive anything. Did I miss something? Can we please try to wrap this up at the 4/26 Planning Board meeting next Tuesday. I have scheduled this as an agenda item for 8:15 PM.

Roland Bartl, AICP
Town Planner, Town of Acton
472 Main Street
Acton, MA 01720
978-264-9636

April 12, 2005

Ron Peabody
Manager
Quail Ridge Country Club LLC
178 Great Road
Acton, MA 01720

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

Dear Mr. Peabody:

At the request of the Town of Acton Planning Board and Conservation Commission, ENSR is pleased 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, March 1, March 22, and April 6, 2005. We have also reviewed the Order of Conditions, Planning Board Special Permit, and DEP Administrative Consent Order for the project. We have been asked by the Town to contract directly with Quail Ridge for these services, and to report our findings both to the Town and Quail Ridge.

Since March of 2002, ENSR provided document peer review services to the Town on your project on a Time and Materials basis. I have attached a table showing the rates for key staff that were included in that contract and added a rate for mid-level staff. We propose to use these rates for the remainder of FY2005 (through June 30, 2005) and will discuss rate adjustments with you before implementing them in subsequent fiscal years.

We have separated our proposed services into two tasks: the Environmental Monitor task for the Conservation Commission, and the IPM/TM peer review task for the Planning Board.

Task 100 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 late June (12 weeks). We have therefore assumed a budget of 120 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 and an allocation of 24 hours for a soil scientist (mid-level staff). 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 100

\$24,000.00

Task 200 IPM/TM Peer Review

Since the outset of this project the Acton Planning Board had 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.

The review will incorporate the following tasks:

1. Look at the ongoing operational IPM/TM practices.
 - a. Scouting reports
 - b. Local environmental conditions
 - c. Pathogen diagnosis
 - d. Soil analysis
 - e. Tissue analysis
2. Conduct visual inspections of the equipment maintenance area.
 - a. Oil/solvent disposal
 - b. Parts wash station

- c. Fuel tanks
- d. Overall appearance of equipment maintenance area
- 3. Inspect equipment washdown areas.
 - a. Runoff of clippings and wash water contained/recycled
 - b. Assure that washdown system is functional
- 4. Review pesticide/fertilizer storage, mixing, and recordkeeping procedures.
- 5. Review irrigation system leak detection and maintenance plan.
- 6. Review water conservation practices.
 - a. Pumphouse flow meters
 - b. Monthly withdrawal records
 - c. Irrigation system computer
- 7. Conduct on-course inspections of areas in close proximity to environmentally sensitive receptors.
 - a. Turfgrass/native grass buffer zones are working properly
 - b. Runoff should be detained before wetland areas

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 200 (Year 1)	\$10,400.00
--	-------------

Schedule

ENSR can commence field investigations upon execution of this Letter Agreement. We propose to hold a kick-off meeting with your site superintendent this week.

Compensation/Terms and Conditions

Rate Table for 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
Mid-Level Staff	(flat rate for all categories)	\$85.00
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

ENSR will perform the above tasks on a Time and Materials basis in accordance with the attached Commercial Terms, General Conditions, and Service Constraints. ENSR will not exceed the estimates given without your prior consent. ENSR will only charge for services performed.

Thank you for considering ENSR to provide these services. If this proposal is acceptable, you can authorize us to proceed on this project by signing below in the space provided. Please retain one original for your files and return one copy to us for our records. We will forward an executed copy of the contract to the Planning Board and Conservation Commission. Please call me if you have any questions.

Sincerely,

Michael J. Toohill
Project Manager

Attach: Commercial Terms
 General Conditions

Roland Bartl, AICP, Town Planner
Acton Planning Department
472 Main Street
Acton, MA 01720

Thomas Tidman, Conservation Commission Administrator
Acton Conservation Commission
472 Main Street
Acton, MA 01720