

Scope of Services for Peer Review of Civil Engineering  
Eaton Lakeview 40B  
August ~~17, 2018~~ – **Revised by Applicant August 27, 2018**

Formatte

Formatte

#### **TASK A – REVIEW OF SITE PLANS & DOCUMENTATION**

Task A will include a peer review of the documents and plans prepared by Williams and Sparages LLC and submitted to the ZBA with the Comprehensive Permit Application and to the Conservation Commission with the Notice of Intent (when submitted). ~~Although Chapter 40B does not require compliance with local regulations, we believe that the review of this project should include an understanding of how the proposal deviates from Town regulations.~~ The Consultant will review the applicant's list of requested waivers (when submitted), and identify any technical issues or concerns associated with each request. This task will include a review of the site plan, stormwater management, water/wastewater, utilities, ~~wetlands~~, vehicle and pedestrian circulation and parking layout.

The stormwater review will include design assumptions, study limits, the hydrologic model, and assessment points, evaluation of the stormwater management system capacity and ability to convey peak flow, hydraulic calculations, sizing of drainage systems (e.g., pipes, catch basins, channels, and detention/infiltration areas), selection of and site suitability for proposed stormwater practices ~~(particularly any infiltration practices)~~, and the proposed erosion and sediment control plan. The review of the proposed design shall take into account BMP standards and regulatory requirements. ~~Assessment of environmental conditions within the project and its construction shall be reviewed due to the project's proximity to delineated wetlands. Low impact development (LID) features should be explored and any outlined in DEP's Stormwater Management Handbook and~~ recommendations to mitigate impacts shall be submitted. ~~As the basis for the abovementioned review, the consultant will utilize the 2008 Massachusetts Stormwater Handbook and general application of accepted industry standards.~~

~~As the basis for the abovementioned review, the consultant will utilize Town bylaws, the MassDEP Wetlands Protection Regulations (310 CMR 10.00), the 2008 Massachusetts Stormwater Handbook, Title V and/or the Massachusetts Groundwater Discharge Permit Regulations (314 CMR 5.00), and general application of accepted industry standards. Recommendations for testing and analysis shall be provided, if any.~~

~~The consultant will also confer with Town planning and conservation staff and Town department heads, as well as other peer review consultants engaged by the Town to determine compliance with applicable Town bylaws and State regulations. The review will assess the level of completeness of the submitted information based on Town and State requirements and will determine whether proposed methods are correct and consistent with standard engineering practices.~~

To summarize, the review shall include:

- An assessment of the submitted information and a determination of whether proposed methods are consistent with standard engineering practices.
- A determination of compliance with ~~Town bylaws and~~ State regulations.
- A review of the requested waivers and evaluation of impacts.
- ~~An assessment of environmental conditions and the project's impact on wetlands.~~
- A review of the site plan, water/wastewater system, utilities, wetlands, vehicle and pedestrian circulation, parking layout, etc.

- An evaluation of the stormwater management system to determine if the design will adequately capture runoff from the site and adjacent areas, and how it meets regulatory requirements and BMP standards.
- ~~An assessment of the feasibility of incorporating Low Impact Design (LID) features into the site plan with recommendations on how to incorporate these features and/or other methods to mitigate the impacts of the project.~~
- ~~Recommendations for testing and analysis, if needed.~~
- Other recommendations, if needed.

~~In addition, Task A shall include a review of and response to concerns received by staff or the ZBA as well as those outlined in the letter referenced as the Neighborhood Response to Eaton-Lakeview Apartments Chapter 40B Comprehensive Permit Application, dated February 28, 2018.~~

- ~~The consultant will confer with Town staff to gain an understanding of any specific concerns that the Town may have. The consultant will draft an initial memorandum of findings summarizing the comments and, if needed, recommendations to address issues.~~

**TASK B – REVIEW OF SUPPLEMENTAL/REVISED DOCUMENTS FOR TASK A**

The initial memo developed under Task A will be provided to Town staff, the Applicant, and the Zoning Board of Appeals (ZBA) for initial comment and discussion. Subsequent to this, an additional review will be required to evaluate new information submitted by the Applicant in response to the initial peer review memorandum. The consultant will coordinate with the Applicant and/or Town officials during the course of the technical review of the supplemental/revise documents and will prepare a final memorandum of findings, a summary of consultant comments and, if appropriate, recommendations to address issues.

**TASK C – MEETINGS**

The consultant will attend a minimum of ~~two (2)~~ one (1) ZBA public hearings ~~and one (1) Conservation Commission public hearing~~ to present findings and recommendations. Services for meetings include coordination, preparation, travel, attendance and participation.

**COMPENSATION**

Task	Task Description	Fee
A	Review of Site Plans and Documentation	
B	Review of Supplemental/Revised Documents for Task A	
C	Meetings	
	Reimbursable Expenses (e.g., travel, printing etc.)	Included in fee price above

The total lump sum fee for this peer review is included in the table above including all reimbursable expenses (e.g., travel, printing, and other misc. expenses).

This Scope of Services excludes any other technical review that is not related to civil engineering.

**ADDITIONAL SERVICES**

Services beyond those outlined in this Scope of Services can be provided as an additional service when needed and as required. In Summary, this Scope of Services includes (A) an *initial review* of the submitted materials; (B) a *supplemental review* of revised materials; and (C) *attendance at* ~~two (2)~~ one (1)

ZBA public hearings ~~and one (1) Conservation Commission public hearing~~ for this project. If additional reviews are needed in response to the Applicant submitting new information following the *supplemental review* then it shall be provided as an additional service. If attendance at *more than three (3) meetings* ~~one (1) meeting~~ is needed to present findings, then it shall be provided as an additional service. The ZBA may request that the consultant be available to participate in a working meeting with the Applicant and Town staff to review comments and recommendations. Additional services shall be furnished on request of the Town of Reading and require Town authorization.

2018 Hourly Billing Rates	Hourly Rate
Program Manager (incl. Department Head and Principal)	
Project Manager	
Senior Engineer/Project Engineer	
Staff Engineer	
Technician	

**SCHEDULE**

Initial Review/Coordination with Town of Reading: **a draft of the written initial review shall be completed and provided electronically to the Town of Reading within two weeks of the Notice to Proceed.** A conference call shall be scheduled with Town staff within three days of submittal of the initial review to discuss the review and answer any questions or address any comments from Town staff. Any revisions needed as a result of the conference call shall be completed and the initial review shall be finalized within three weeks of the Notice to Proceed. Subsequent and supplemental reviews shall be completed in a timely manner suitable to the ZBA meeting schedule.