



**April 26, 2022**

**Medway Planning & Economic Development Board  
Meeting**

**Plan Review Fee Estimate**  
**288 Village Street Multi-Family Special**  
**Permit, Major Site Plan and Land**  
**Disturbance Permit**

- 4-25-22 Plan review fee estimate from Tetra Tech (\$6,351)



April 25, 2022

Ms. Susan E. Affleck-Childs  
Medway Planning and Economic Development Coordinator  
155 Village Street  
Medway, MA 02053

**Re: Peer Review Proposal  
Multi-Family Special Permit  
288 Village Street  
Medway, Massachusetts**

Dear Ms. Affleck-Childs:

We are pleased to submit this Proposal to the Town of Medway Planning and Economic Development Board (the Client) for professional engineering services associated with the above-referenced Project (the Project). The objective of our services is to provide technical review and general assistance to the Board during its review of the above-referenced Project for compliance with the following Regulations and Standards:

- Town of Medway Planning & Economic Development Board Rules and Regulations, Chapter 200 – Site Plans, Rules & Regulations for Submission, Review and Approval of Site Plans (last Amended October 8, 2019)
- Town of Medway General Bylaws – Article XXVI, Stormwater Management and Land Disturbance
- Massachusetts Department of Environmental Protection (MA DEP) Stormwater Management Standards (Standards) and associated Stormwater Management Handbook (Handbook).

The Plans and supporting documentation will also be reviewed for general site planning design and sound engineering practice. We have excluded from our scope, the review of the application package as it relates to Town of Medway Zoning Bylaws.

## **SCOPE OF SERVICES**

The following specifically describes the Scope of Services to be completed:

### **Task 1 Site Visit**

A. Perform one (1) site visit to review the site and its surroundings.

- Budget Assumption: 1 Visit  
3 hours @ \$167/hr = \$501  
Total = \$501

### **Task 2 Design Review**

A. Review the permit Application, and supporting documentation, and incorporate comments into review letter in Item 2.D below.

- Budget Assumption: 1 hour @ \$167/hr = \$167  
1 hour @ \$120/hr = \$120  
Total = \$287

B. Review one (1) set of proposed Plans against the above-mentioned Regulations and Bylaws and sound engineering practice and incorporate comments into review letter in Item 2.D below.

- Budget Assumption: 2 hours @ \$167/hr = \$334  
6 hours @ \$120/hr = \$720  
Total = \$1,054

- C. Review one (1) set of Proposed Plans and Stormwater Report for compliance with applicable town stormwater related standards, MA DEP Stormwater Standards and good engineering practice and incorporate comments into review letter in Item 2.D below.
- Budget Assumption: 4 hours @ \$167/hr = \$668  
4 hours @ \$120/hr = \$480  
Total = \$1,148
- D. Prepare one (1) letter summarizing findings for presentation to the Town of Medway PEDB.
- Budget Assumption: 4 hours @ \$167/hr = \$668  
2 hours @ \$120/hr = \$240  
Total = \$908
- E. Coordinate with Applicant to address items in initial review letter and issue one (1) revised letter upon receipt of modifications. This task is limited to minor changes in the site plans which directly address comments from our initial review letter. Major changes to the Plans and/or Stormwater Report will require additional funds.
- Budget Assumption: 4 hours @ \$167/hr = \$668  
4 hours @ \$120/hr = \$480  
Total = \$1,148

### Task 3 Meetings

- A. Participate in three (3) hearings/meetings with the Town of Medway PEDB by video conference, including time for preparation for each meeting.
- Budget Assumption: 6 hours @ \$167/hr = \$1,002  
Total = \$1,002

## BUDGET

The fee for the work outlined in this proposal will be billed on a Time and Expenses basis according to Tetra Tech's and Medway's then current contract rates. Reimbursable expenses budget for execution of the tasks included in this scope of work are limited to mileage, field equipment, internal-use printing costs and hard-copy production of deliverables for submission and are billed at a fixed fee of five (5) percent of labor costs. We suggest that you establish a budget as summarized below, which will not be exceeded without your approval.

Please be advised that this estimate is for initial review of submitted materials, is based on our current understanding of the Project needs and is for budget purposes only. The total actual cost of our services will largely depend on the number and complexity of revisions and resubmittals, quality and completeness of the information submitted by the applicant and the depth to which specific issues are explored. Cost for each task is based on a comparison with other similarly sized projects we have reviewed. Please be advised, additional funding will be required if additional or revised materials are submitted, if additional subject areas require review or additional coordination is required beyond what is specifically described above.

The breakdown of this fee by task is as follows:

Task	Task Description	Budget
Task 1	Site Visit	\$501
Task 2	Design Review	\$4,545
Task 3	Meetings	\$1,002
	<b>Labor Subtotal</b>	<b>\$6,048</b>
	Expenses (5%)	\$303
	<b>Total</b>	<b>\$6,351</b>

## SCHEDULE AND CONDITIONS

We recognize that timely performance of these services is an important element of this proposal and will put forth our best effort, consistent with accepted professional practices to complete the work described within the Client's schedule. We are not responsible for delays in performance caused by circumstances beyond our control or that could not have been anticipated or prevented.

To signify your acceptance of this Agreement, please sign and return one copy and the retainer to us along with the attachments. When signed by representatives of both parties, this Proposal will become an agreement between Tetra Tech, Inc. (ENGINEER) and Town of Medway (CLIENT). The Agreement is subject to the existing contract Terms and Conditions between the Engineer and Client. The price is valid for 60 days from the date of this letter.

We appreciate the opportunity to provide these services, and we look forward to working with you. Please contact us if you have any questions or require additional information.

Very truly yours,



Steven M. Bouley, P.E.  
Project Manager



Sean P. Reardon, P.E.  
Vice President

Certified by:

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Authorized Representative  
Town of Medway

\_\_\_\_\_  
Date

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