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Refer to File No. PROPOSAL 2019

VIA EMAIL: Peter Barba peter.barba@capitalone.com
Thomas Hambleton thambleton2002@yahoo.com

August 29, 2019

Mr. Peter Barba, Chairman
Nahant Coast Guard Design Development Advisory Council
Nahant Town Hall
334 Nahant Road
Nahant, MA 01908

RE: Proposal for Professional Services
Subdivision of Land – Goddard Drive and Castle Road

Dear Mr. Barba and Members of the Council:

Thank you for considering Hayes Engineering, Inc. (HEI) for civil engineering and land surveying services for the proposed subdivision of the former Fort Ruckman Barracks (the Project). Below is a proposed scope of work and estimated price proposal for services in support of the work as requested via electronic mail on August 19, 2019. All services rendered will be billed monthly on a time and materials basis.

Hayes Engineering, Inc. will provide the services outlined below in support of the Advisory Council and the ultimate subdivision of the property. Based on our discussions it is assumed the Town will be able to obtain the existing CAD files and authorization to use same from the Council's previous consultant.

HEI plans the following scope of work in support of the project with estimated time for completion (indicated as time from notice to proceed) as identified in your request for proposal:

- 1. Perform necessary background research to reconcile existing drawing(s) provided with independent research and determine boundary and utilities for the Coast Guard housing site identifying town retained land described.**

HEI will perform research at the Northern Essex Registry of Deeds (NERD) for plan and deed information and corroborate the existing boundary survey prepared by the Council's previous consultant.

Completion within one (1) week of notice to proceed (NTP).

- 2. Conduct preliminary survey to tie into existing drawings and elevations provided by previous consultant. Perimeter survey with markers on property locating Heritage Trail, encroachments, town retained land and Goddard road at the 40' width proposed. Revise plan drawing to show site with the five (5) areas retained by town with survey points both found and set sufficient for committee to walk/view existing conditions.**

HEI will use Global Positioning System (GPS) survey correlated to the Massachusetts Continuously Operating Reference Station Network (MaCORS) to establish survey control for the field survey necessary to tie into the survey prepared by the Council's previous consultant. Encroachments, town retained land and the limits of the expanded Goddard Road layout will be staked in the field at an accuracy sufficient for a site walk.

Completion within three (3) weeks of NTP.

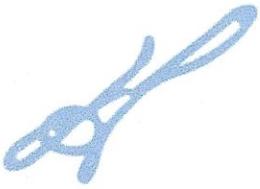
- 3. Deliver/send new "Perimeter of Land" existing conditions drawing to committee showing retained land with property initially staked so committee can visualize current conditions.**

HEI will prepare a plan depicting property boundary and the coordinate numbers of those stakes placed in the field identified in Task 2, above.

Completion within four (4) weeks of NTP.

- 4. Work with CGDDAC to develop 3-5 new development options (which include two 2 current candidates, 1- to divide the parcel into 12 lots and sell "as is" and 2- to tear down the houses, revise the topography identifying "12 lots" for sale) these options could include changes to Goddard road to 33' wide and have the number of lots ranging from 10-15 or some yet to be identified solution. This work may require schematic design options (drawing revisions) on the number and location of proposed lots and Goddard road configuration these changes will be discussed with you at working meeting (3 evening meetings at town hall, ~1 1/2 hour each and a site walk). Shortly after these meeting sending the representative drawing(s) with changes so the CGDDAC can review and deliberate the proposed alternatives.**

HEI will prepare the previously proposed development options on a plan and collaborate with the CGDDAC to provide up to three (3) additional options. It is suggested that the CGDDAC provide suggestions prior to the first collaborative



meeting and a concept be prepared in advance. HEI will attend up to three (3) working meetings with the ability to project the concepts and actively revise the drawings during the working meeting. HEI will refine the concepts, as required, to provide final conceptual plans to the CGDDAC for deliberation.

For the purposes of time estimation for this task it is assumed the CGDDAC will meet once per week. Completion is anticipated within eight (8) weeks of NTP.

5. In parallel with the above committee support effort, conduct soil testing/drainage studies to determine compliance with Massachusetts Stormwater/Nahant- Stormwater Standards/Regulations.

HEI suggests these tasks be deferred until the final concept is identified so soil testing can be performed in the area(s) of the final stormwater management system. The Town shall provide a backhoe or similar equipment for testing.

It is anticipated that this task can be done concurrently with other task(s) and will not delay time for completion.

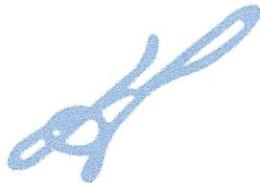
6. When the CGDDAC has reduced the development options with one primary option create renderings for presentation for public hearing. Prepare topographical site plan showing proposed site regrading using existing topographical plan by former consultant. This rendering is anticipated to show potential number and size of buildings to scale in the current or topographically modified site. A second drawing may show larger house FAR and or a second view of the property.

HEI will prepare a color rendering of the site and definitive topographic sheet for CGDDACE to present at public hearings. Up to one additional design option for increased building area(s) is anticipated in this task.

Completion is anticipated within 10 weeks of NTP.

7. Support committee's presentation of design development at public hearing (4 hours) and meeting with Planning Board or other Boards(4 hours)

HEI will attend and present the design plan to the Planning Board and/or other relevant boards to support CGDDAC in advancing the plan toward Town Meeting Approval.

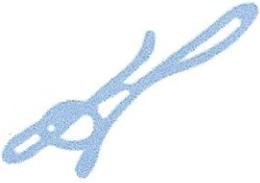


8. Assemble final plan based on Town Vote and stake new lot locations associated with the selected option; and
9. Prepare Definitive Subdivision Plan for lots on Castle, Gardner and Goddard roads
 - a. Subdivision Plan
 - b. Site Development Plan
 - c. Utility Plan
 - d. Other plans required by Planning board regulations
 - e. Drainage report

HEI will prepare a definitive subdivision plan and necessary reports suitable for Planning Board approval and recording at the NERD.

Completion is dependent upon Town Meeting date and approval. Assumed to be either November 2019 or April 2020.

Task ID	Description	Estimated Cost
1	Perform Research at the Essex South Registry of Deeds and at Town Hall for record boundary and utility information and verify previous consultant's plan.	\$750.00
2	Land Survey services with a 2-man survey crew to tie into existing control and elevations provided by previous consultant and stake lands to be retained by Town	\$8,750.00
3	Existing Conditions Plan	\$2,250.00
4	Schematic Design for 3-5 new development options (with up to 8 hours of meeting/site walk time)	\$5,500.00
5	Soil Testing	\$750.00
6	Refine one (1) option to Design Development and Create Renderings for Presentation	\$2,250.00
7	Presentation of Design Development (up to 8 hours)	\$1,500.00
8	Definitive Plan Preparation	\$4,000.00
9	Drainage Study for Compliance with Massachusetts Stormwater Standards	\$2,750.00
Total Estimated Cost		\$28,500



Nahant Coast Guard Design Development Advisory Council
PROPOSAL – Subdivision of Fort Ruckman Barracks
Goddard Drive and Castle Road
August 29, 2019

The estimated budget for these services does not include direct expenses. We will inform you as soon as possible if it should become necessary to exceed the budget to complete the scope of services described above or should you request additional services beyond the work summary provided above.

HEI proposes to begin work immediately upon notice to proceed. Should you have any questions, comments or concerns please feel free to contact me using the information provided in the letterhead. Please keep Hayes Engineering, Inc. in mind should you require any additional land survey, civil engineering or land planning services associated with this or any of your projects.

Sincerely,

Anthony M. Capachietti
Project Manager