

Waterfront
Engineering
Consultants

 **Vine**
ASSOCIATES, INC.

October 18, 2007

Mr. James Foley
Feoffees of the Grammar School
Little Neck
Ipswich, MA 01938

*Re: Permitting and Engineering Services
Shoreline Stabilization
Feoffees of the Grammar School
Ipswich, MA*

Dear Mr. Foley:

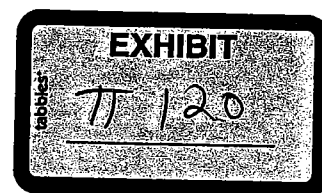
Vine Associates, Inc. (VAI) is pleased to present this proposal for permitting and engineering services for the above-referenced project. It is our understanding that you wish to rehabilitate eroded shoreline embankment and seawall structures that was damaged by the April 15 through 18, 2007 storm. It is estimated that pending construction scope, construction costs are in the order of \$600,000.

VAI initial efforts to date have included site inspections and evaluation of the permit requirements associated with alternate stabilization solutions. We have advanced the design to a level where we have met with the Feoffess community to present these findings. We have coordinated this work with the survey provided by H.L. Graham Associates (HLG).

The following provides further description of the work performed to date and the anticipated work tasks to implement the proposed construction work:

1. INVESTIGATIONS

- A. We have provided site inspection and general evaluation of conditions. We have reviewed the potential permit requirements including the ability to provide emergency approvals
- B. We have developed conceptual drawings and made preliminary estimates for alternate stabilization. We have presented these findings at a community meeting of the Feoffees.



2. PRELIMINARY DESIGN

- A. Based on provided topographic survey, we will develop an existing site plan, sections, and proposed drawings to reconstruct/rehabilitate the failed shoreline structures to a level of detail necessary for regulatory filings.
- B. We will update the cost estimate.

3. PERMITTING

- A. Attend a pre-application meeting with Massachusetts Environmental Protections Agency (MEPA), Coastal Zone Management (CZM), and other appropriate agencies to review the project prior to submitting filings.
- B. Prepare and submit an Environmental Notification Form (ENF) to be distributed to multi-agencies for Secretary Certificate Letter. It is assumed that Letter findings will require no Environmental Impact Report (EIR).
- C. Prepare and submit a Notice of Intent Application to obtain an Orders of Conditions from the Ipswich Conservation Commission. Attend up to two Conservation Commission Public Hearing and one site visit on project. It is assumed that no Water Quality Certificate will be required for the project.
- D. Undertake research at the state Department of Environmental Protection (DEP) Waterways Program to determine if any prior licenses are available. For the revetment and if the seawall structure is not licensed VAI will prepare and submit an application for Waterways Chapter 91 filing for the project.
- E. We will prepare a filing with Coastal Zone Management (CZM) for Consistency.
- F. Consult and develop formatted drawings with the US Army Corps of Engineers for portions of the project that are within their jurisdiction.
- G. Prepare for and attend up to a total of three regulator or public meetings (beyond those indicated for the Notice of Intent) to present the project.

4. FINAL DESIGN

- A. Provide design and analyses for proposed work.

- B. Prepare final contract drawings with sufficient details for construction. Prepare final contract specifications; including Notice to Contractors, special provisions, technical specifications, and other bid documents as necessary.

5. BID PHASE

- A. Provide bid services including bidding of work utilizing Massachusetts Chapter 33 horizontal construction requirements (with Central register advertising) or by invited bidders. Provide legal advertisements and Central Register bid announcements for work, as appropriate.
- B. Distribute and manage bid document distribution. Attend pre-bid site visit for Contractors. Address bidder questions regarding work. Provide and distribute addendum if necessary.
- C. Review bids and bidder qualifications. Provide letter recommendation for award based on review of bids.

6. CONSTRUCTION PHASE

- A. Provide review of contractor submittals and coordinate regulatory process requirements.
- B. In coordination with HLG, VAI will provide 16 site visits over the duration of construction for review of Contractor work.
- C. Provide final closeout of project including submitting final as-built drawing, provided by HLG. Prepare submittal for Conservation Commission and DEP Waterways for Certificates of Compliance for work.

Based on our prior experience on projects of this kind, we anticipate VAI labor efforts for tasks are as indicated by Attachment A. Compensation for the above tasks will be based on the actual time spent in accordance with the Rate Schedule attached to this letter. Table 1 amounts will serve as upset limits for the tasks as described. Associated expenses including travel, reproduction and special mailings would be in addition to the above indicated amounts, which would be billed to you directly, or with a markup in accordance with the attached Rate Schedule. We would recommend that you maintain a budget of \$1,200 for such expenses.

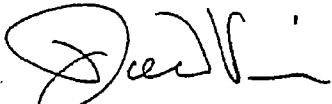
Additional efforts outside the above work scope tasks would be based on the attached Rate Schedule. Additional efforts outside the scope (beyond the above labor limits) would not be initiated without your approval.

Mr. James Foley
October 18, 2007
Page - 4

We have enclosed two originals of our proposal for your approval and signature. Please indicate your acceptance of this proposal by signing in the space provided on each. Keep one original for your files and return one to us.

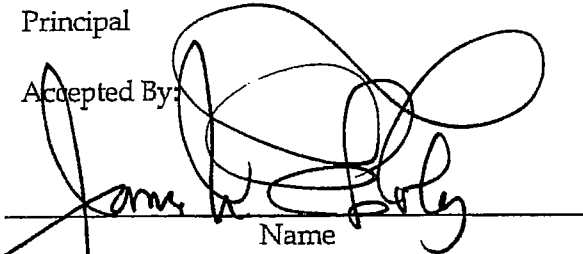
Please call me if you have any questions or require any additional information. We look forward to working with you on this project.

Very truly yours,
VINE ASSOCIATES, INC.

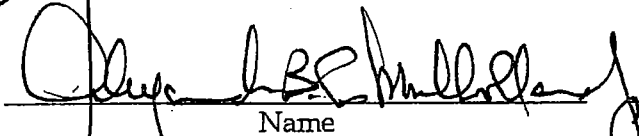


David Vine, P.E.
Principal

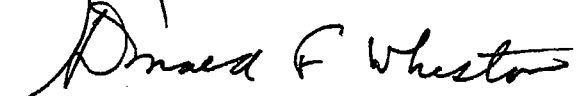
Accepted By:


Name

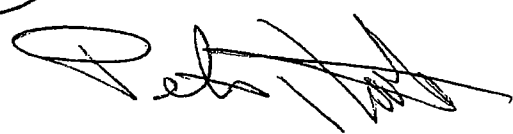
10/30/07
Date


Name

10/30/07
Date


Name

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Name

10-30-07

STANDARD COST AGREEMENT

RATE SCHEDULE

Labor

Principals	\$ 125.00/hour
Project Manager/Senior Engineer/Permitter	\$100.00/hour
Engineer	\$ 75.00/hour
Draftsperson	\$ 45.00 to \$ 70.00/hour
Technical Support	\$ 45.00/hour

Reimbursable/Equipment Expenses

Mileage	\$ 0.50/mile
Reproduction	Cost + 10%
Test Borings/Laboratory Testing	Cost + 10%
Subconsultants	Cost + 10%
Legal Advertisements/Special Mailings	Cost + 10%

ATTACHMENT A
Vine Associates, Inc. Compensation Summary

Fees of the Grammer School
Shoreline Stabilization
Ipswich, MA

TABLE 1 - LABOR COST							
WORK TASKS	HOURS					Total Hours	COST
	Principal	Project Manager/Permitter	Engineer	CAD Operator	Technical Support		
2. Preliminary Design							
a. Advance Drawings	4	8	8	16	2	38	\$ 3,110
b. Cost Estimate	4	8	2	0	0	14	\$ 1,450
						Subtotal Investigations	\$ 4,560
3. Permitting							
a. Pre-application Meeting	4	8	0	8	4	24	\$ 2,040
b. MEPA Filing	2	24	4	16	4	50	\$ 4,250
c. Notice of Intent	2	8		4	4	18	\$ 1,510
d. Coastal Zone management	4	8	8	4	4	28	\$ 2,360
e. USACE	2	4	2	8	2	18	\$ 1,450
f. Meetings and Hearings	2	16	0	2	4	24	\$ 2,170
						Subtotal Permitting	\$ 13,780
4. Final Design							
a. Design Analyses	4	16	16	0	0	36	\$ 3,300
b. Contract Documents	4	24	8	24	4	64	\$ 5,360
						Subtotal Permitting	\$ 8,660
5. Bid Phase							
a-c. Bid Phase Services	8	8	8	0	8	32	\$ 2,760
6. Construction Phase							
a. Review Submittals	8	24	8	4	8	52	\$ 4,640
b. Site Visits	8	32	16	0	4	60	\$ 5,580
c. Project Closeout	2	8		8	4	22	\$ 1,790
						Subtotal Construction	\$ 12,010
TOTAL	24	84	24	58	24	214	
Hourly Rate	\$ 125	\$ 100	\$ 75	\$ 70	\$ 45	SUBTOTAL LABOR	39,010.00

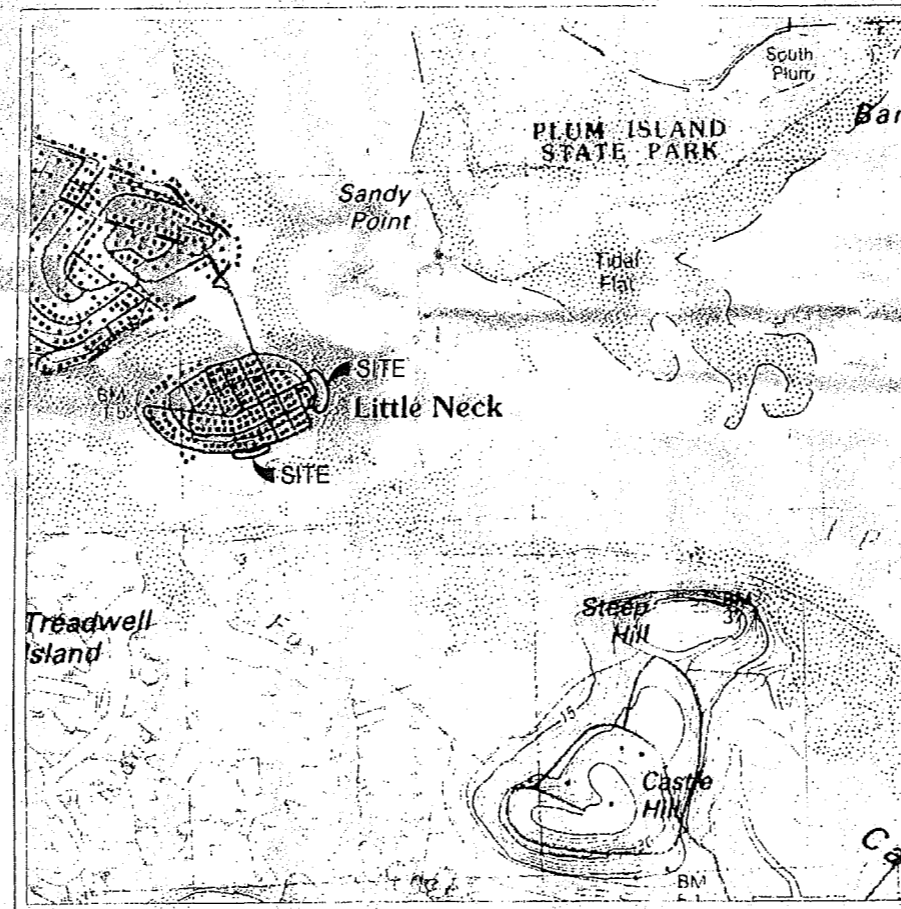
TABLE 2 - EXPENSES	
Item	Amount
1. Legal Advertisements	\$ 500
2. Reproduction	\$ 500
3. Mileage/Misc. Expenses	\$ 500
SUBTOTAL EXPENSES	\$ 1,500

TABLE 3 - SUMMARY OF COSTS	
Subtotal Labor	\$ 39,010
Subtotal Expenses	\$ 1,500
TOTAL AMOUNT	\$ 40,510

**PEOPLES OF THE GRAMMAR SCHOOL
IPSWICH, MASSACHUSETTS**

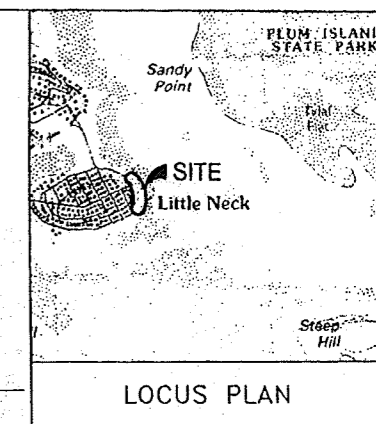
**EMBANKMENT STABILIZATION PROJECT
CLIFF AND RIVER ROADS**

AUGUST 2008

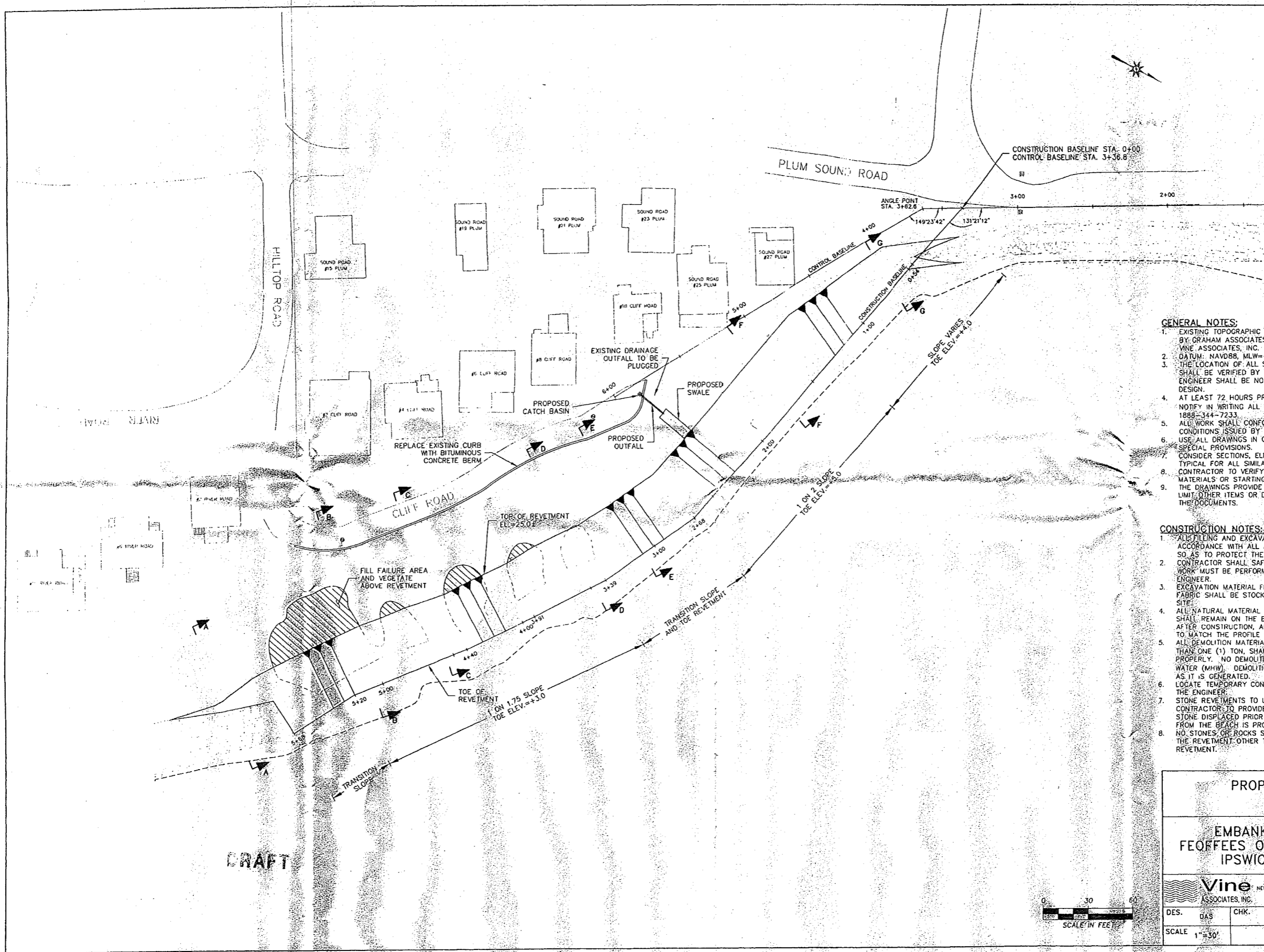


SHEET	TITLE
SHEET C	COVER SHEET
SHEET 1	PROPOSED WORK PLAN, CLIFF ROAD
SHEET 2	TYPICAL SECTIONS, CLIFF ROAD
SHEET 3	PROPOSED WORK PLAN, RIVER ROAD
SHEET 4	TYPICAL SECTIONS, RIVER ROAD

VINE ASSOCIATES, INC. - HINGHAM, MASSACHUSETTS



LOCUS PLAN



GENERAL NOTES:

- EXISTING TOPOGRAPHIC INFORMATION BASED ON FIELD SURVEY PERFORMED BY GRAHAM ASSOCIATES, INC. IN MAY 2007 AND FIELD OBSERVATIONS BY VINE ASSOCIATES, INC.
- Datum: NAVD83, MLLW=-4.2, MHW=4.2, HTL=7.0.
- THE LOCATION OF ALL STRUCTURES AND UTILITIES ARE APPROXIMATE AND SHALL BE VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. THE ENGINEER SHALL BE NOTIFIED OF ANY DISCREPANCIES WHICH AFFECT SITE DESIGN.
- AT LEAST 72 HOURS PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL NOTIFY IN WRITING ALL UTILITIES SERVING THE SITE AND CALL 'DIG SAFE'. 1888-344-7233.
- ALL WORK SHALL CONFORM TO THE REQUIREMENTS OF THE ORDER OF CONDITIONS ISSUED BY THE IPSWICH CONSERVATION COMMISSION.
- USE ALL DRAWINGS IN CONJUNCTION WITH TECHNICAL SPECIFICATIONS AND SPECIAL PROVISIONS.
- CONSIDER SECTIONS, ELEVATIONS AND DETAILS SHOWN ON ANY DRAWING AS TYPICAL FOR ALL SIMILAR LOCATIONS AND CONDITIONS.
- CONTRACTOR TO VERIFY DIMENSIONS IN THE FIELD BEFORE ORDERING MATERIALS OR STARTING WORK.
- THE DRAWINGS PROVIDE STRUCTURAL INFORMATION ONLY. THEY DO NOT LIMIT OTHER ITEMS OR DETAILS THAT MAY BE CALLED FOR ELSEWHERE IN THE DOCUMENTS.

CONSTRUCTION NOTES:

- ALL FILLING AND EXCAVATIONS SHALL BE PERFORMED IN A SAFE MANNER, IN ACCORDANCE WITH ALL APPLICABLE FEDERAL AND STATE REGULATIONS AND SO AS TO PROTECT THE PUBLIC.
- CONTRACTOR SHALL SAFEGUARD AND PROTECT ALL WORK AREAS. ALL WORK MUST BE PERFORMED IN THE DRY, UNLESS APPROVED BY THE ENGINEER.
- EXCAVATION MATERIAL FROM THE INSTALLATION OF STONE AND FILTER FABRIC SHALL BE STOCKPILED ON SITE FOR REUSE IN THE GRADING OF THE SITE.
- ALL NATURAL MATERIAL EXCAVATED FROM THE BEACH DURING CONSTRUCTION SHALL REMAIN ON THE BEACH IN LOCATIONS AS DIRECTED BY THE ENGINEER. AFTER CONSTRUCTION, ALL SURPLUS NATURAL MATERIAL SHALL BE GRADED TO MATCH THE PROFILE OF THE BEACH.
- ALL DEMOLITION MATERIAL, INCLUDING CONCRETE AND STONES WEIGHING LESS THAN ONE (1) TON, SHALL BE REMOVED FROM THE SITE AND DISPOSED OF PROPERLY. NO DEMOLITION MATERIAL SHALL BE PLACED BELOW MEAN HIGH WATER (MHW). DEMOLITION MATERIAL SHALL BE REMOVED FROM THE BEACH AS IT IS GENERATED.
- LOCATE TEMPORARY CONSTRUCTION FENCES AND BARRIERS, AS DIRECTED BY THE ENGINEER.
- STONE REVETMENTS TO UTILIZE EXISTING AND SUPPLEMENTAL STONE. CONTRACTOR TO PROVIDE SUPPLEMENTAL STONE AS REQUIRED TO REPLACE STONE DISPLACED PRIOR TO CONSTRUCTION. SALVAGING OF EXISTING STONE FROM THE BEACH IS PROHIBITED.
- NO STONES OR ROCKS SHALL BE REMOVED FROM THE BEACH FOR USE IN THE REVETMENT OTHER THAN THOSE THAT HAD BEEN PART OF THE EXISTING REVETMENT.

**PROPOSED WORK PLAN
CLIFF ROAD**

**EMBANKMENT STABILIZATION
OFFICES OF THE GRAMMAR SCHOOL
IPSWICH, MASSACHUSETTS**

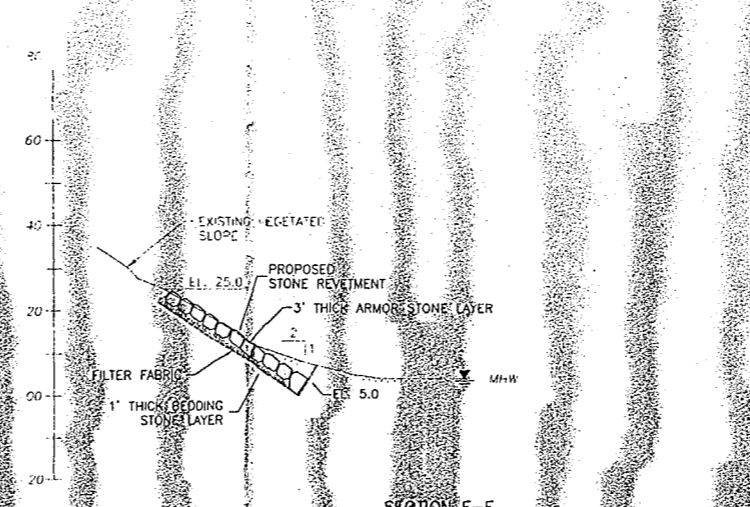
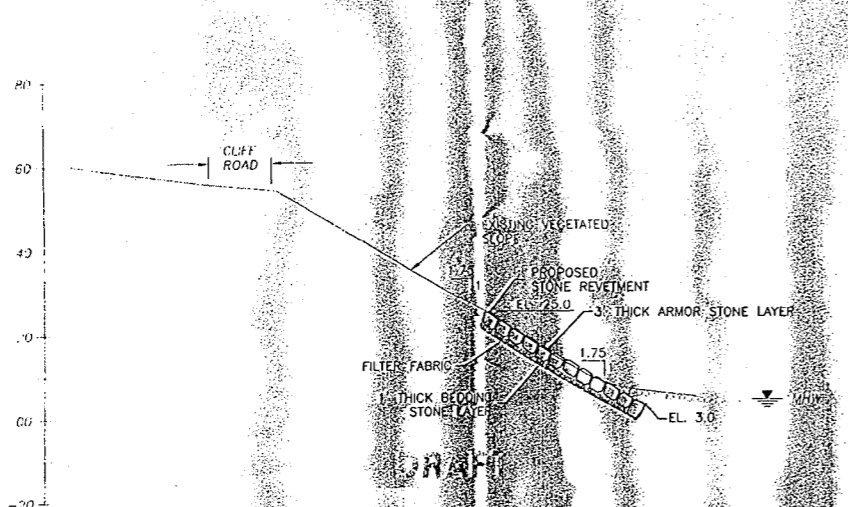
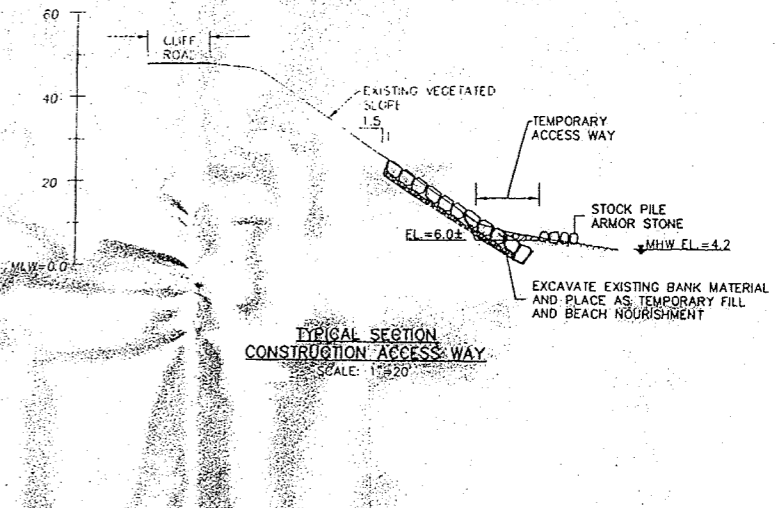
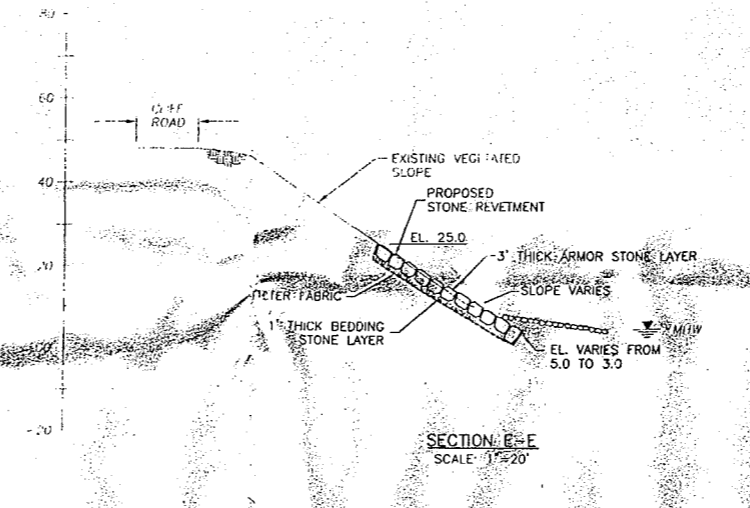
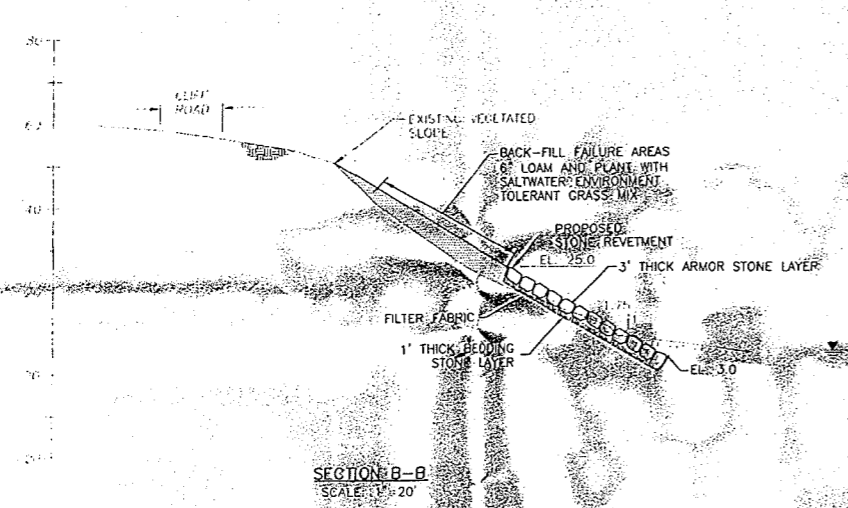
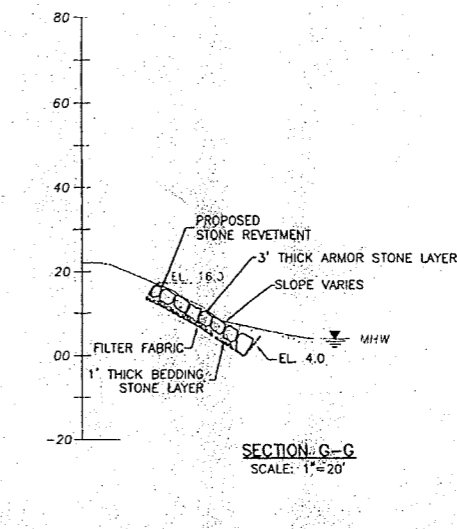
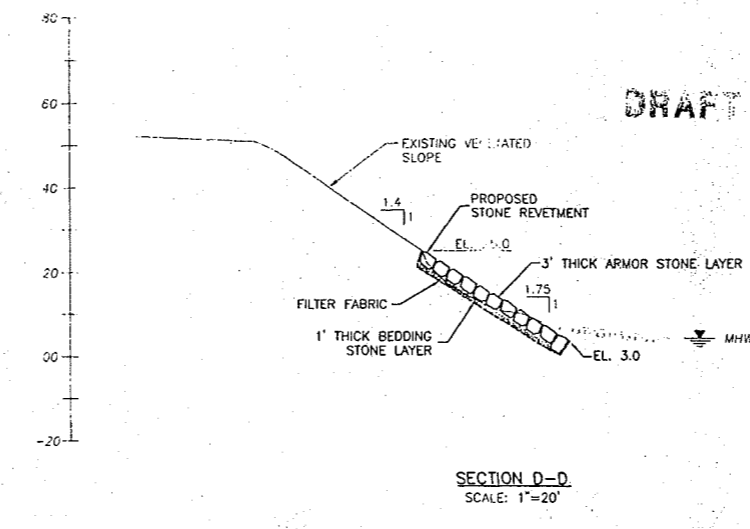
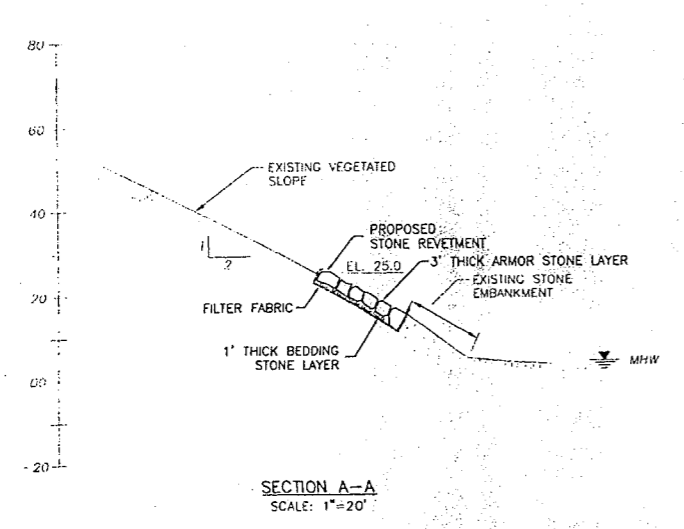
Vine ASSOCIATES, INC. 372 MERRIMAC STREET NEWBURYPOR, MA 01950 Tel: (978) 465-1428 Fax: (978) 465-2640 190 OLD DERBY STREET HINGHAM, MA 02043 Tel: (781) 749-2530 Fax: (781) 749-2751 18 BEACH STREET MONUMENT BEACH, MA 02553 Tel: (508) 745-0350 Fax: (508) 745-0391

DES.	DAS	CHK.	PJW	DR.	DMG	VAI PROJECT NO.	1358
SCALE	1"=50'	DATE		JUNE 2008		SHEET 1 OF 4	



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DATE PLOTTED: 10/14/08 10:54:32 AM



NOTES:
SEE SHEET 1 OF 4 FOR GENERAL AND CONSTRUCTION NOTES.

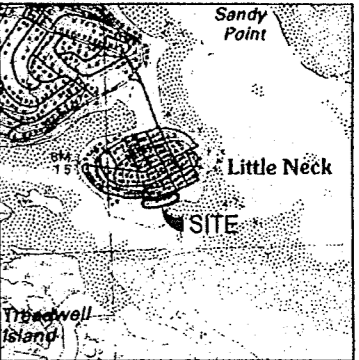
**TYPICAL SECTIONS
CLIFF ROAD**

**EMBANKMENT STABILIZATION
OFFICES OF THE GRAMMAR SCHOOL
IPSWICH, MASSACHUSETTS**

Vine ASSOCIATES, INC.
323 MERRIMAC STREET NEWBURYPORT, MA 01850
150 OLD LEBY STREET IPSWICH, MA 01937
18 BEACH STREET NEWBURYPORT, MA 01850
Tel: (978)465-1178 Fax: (978)465-1179
Tel: (508)743-0390 Fax: (508)743-0391

DES:	DAS	CHK:	PJW	DR:	DNG	VAI:	PROJECT NO. 1358
SCALE:	1"=30'		DATE:	JULY 2008		SHEET 2 OF 4	

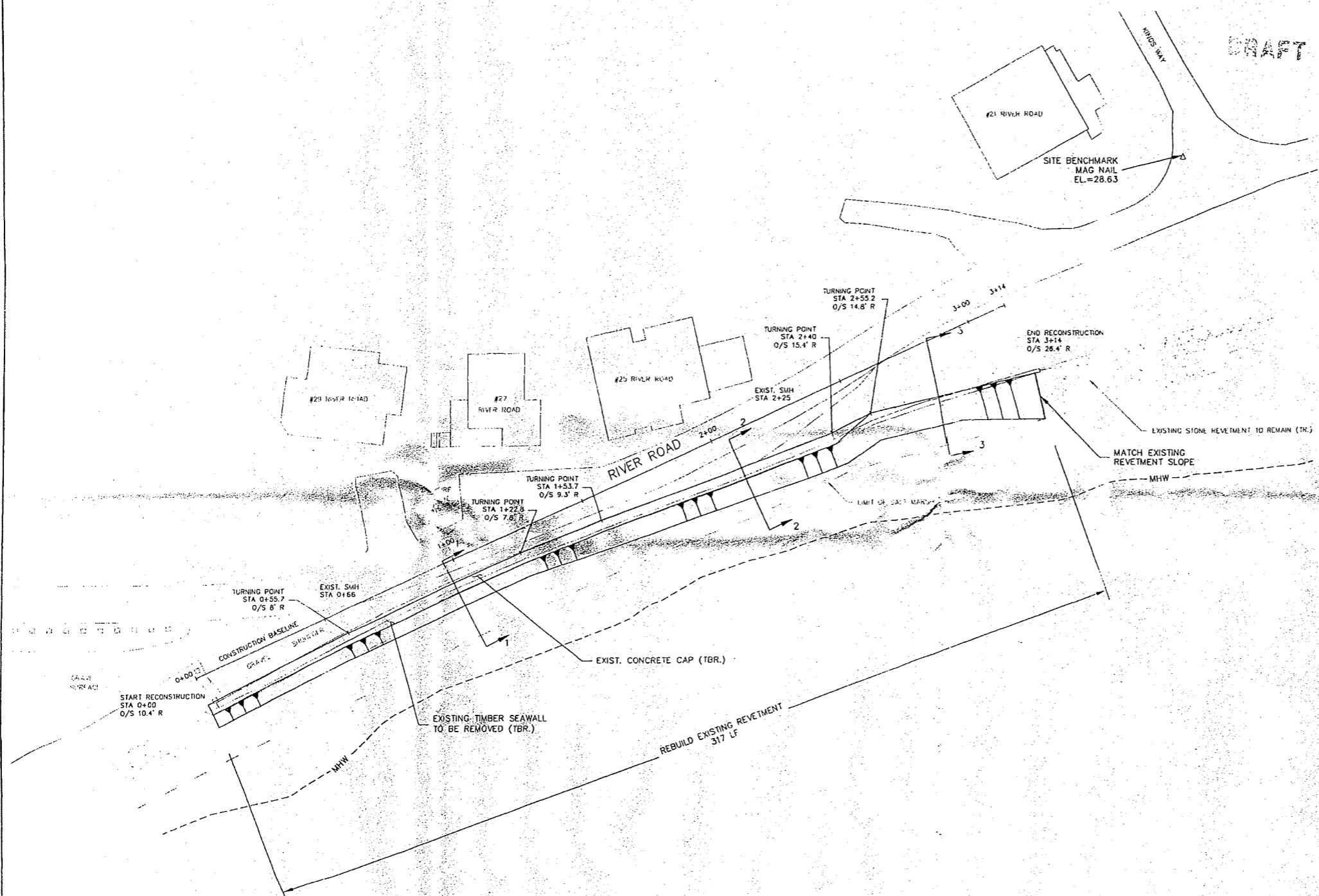
PROJECT NO. 1358 EMBANKMENT STABILIZATION OFFICES OF THE GRAMMAR SCHOOL, IPSWICH, MASSACHUSETTS



LOCUS PLAN

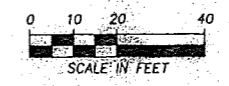
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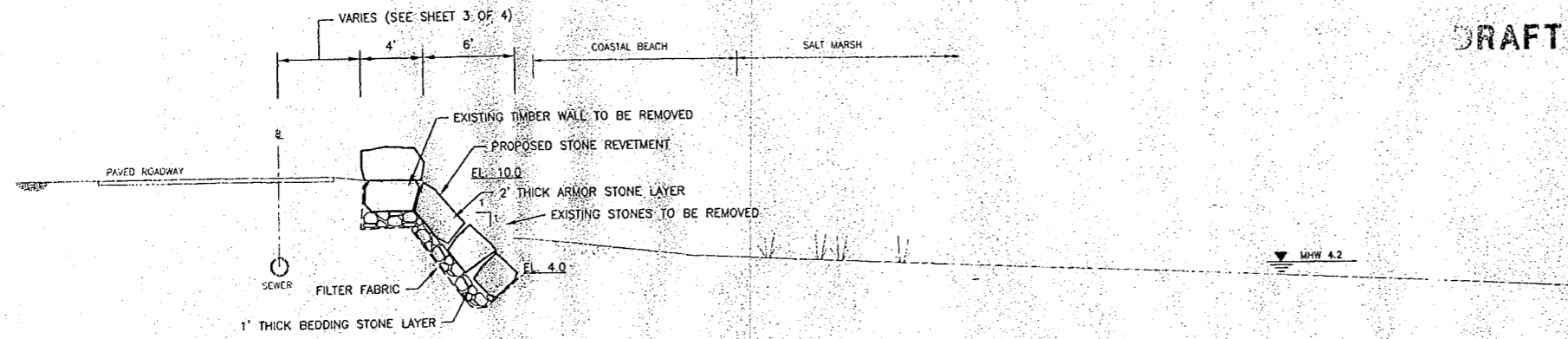
NOTES:
SEE SHEET 1 OF 4 FOR GENERAL AND CONSTRUCTION NOTES.

PROPOSED WORK PLAN RIVER ROAD					
EMBANKMENT STABILIZATION FEOFFEES OF THE GRAMMAR SCHOOL IPSWICH, MASSACHUSETTS					
372 MERRIMAC STREET NEWBURYPORT, MA 01950 Tel: (978)465-1428 Fax: (978)465-2640		190 OLD DERBY STREET HINGHAM, MA 02043 Tel: (781)749-2550 Fax: (781)749-2751		18 BEACH STREET MONUMENT BEACH, MA 02553 Tel: (508)743-0300 Fax: (508)743-0391	
DES.	DAS	CHK.	PJW	DR.	DWG
				DATE	JULY 2008
SCALE: 1"=20'				VAI PROJECT NO.	1358
				SHEET 3 OF 4	

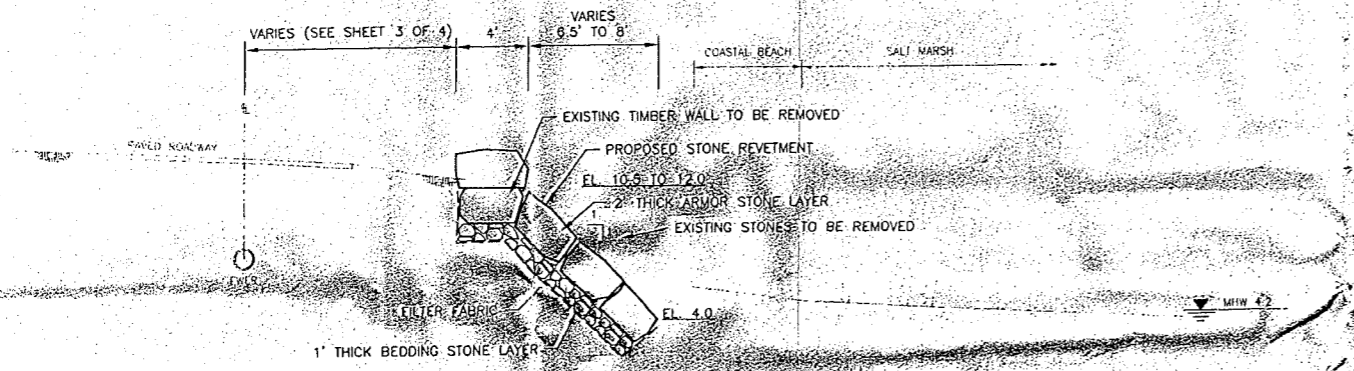


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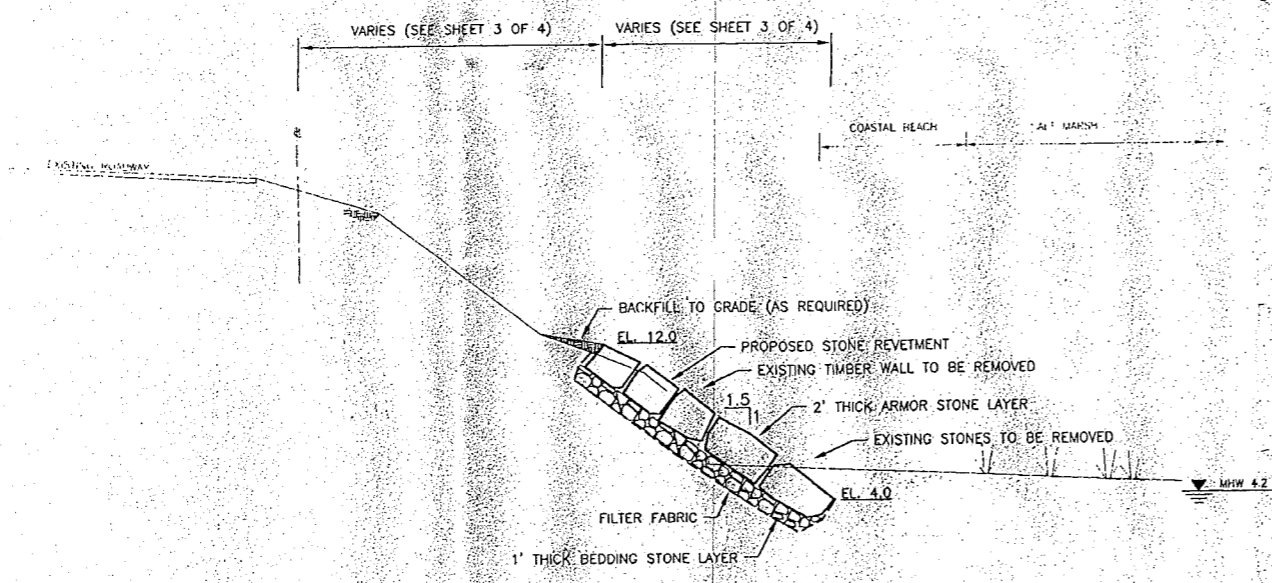
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PROPOSED SECTION 1 (STA 0+00 TO 1+50)
 SCALE: 1" = 6'



PROPOSED SECTION 2 (STA 1+50 TO 2+50)
 SCALE: 1" = 6'



PROPOSED SECTION 3 (STA 2+50 TO 3+14)
 SCALE: 1" = 5'



NOTES:
 SEE SHEET 1 OF 4 FOR GENERAL AND CONSTRUCTION NOTES.

TYPICAL SECTIONS RIVER ROAD					
EMBANKMENT STABILIZATION FEORRES OF THE GRAMMAR SCHOOL IPSWICH, MASSACHUSETTS					
Vine ASSOCIATES, INC. 372 MERRIMAC STREET NEWBURYPORT, MA 01950 Tel: (978)465-1420 Fax: (978)465-2840 190 OLD DEBBY STREET HINGHAM, MA 02043 Tel: (781)749-2550 Fax: (781)749-2751 18 BEACH STREET HINGHAM BEACH, MA 02553 Tel: (508)743-0190 Fax: (508)743-0391					
DES.	DMG	CHK.	PJW	DR.	RSR
SCALE	AS SHOWN			DATE	SEPT 2008
				VAI PROJECT NO.	1358
					SHEET 4 OF 4

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