



July 9, 2025

Mr. Jeremy Marsette, Town Administrator  
Sherborn Town Hall  
19 Washington Street  
Sherborn, MA 01770

**Re: Comprehensive Permit (40B) Peer Review Proposal  
"Washington Street Sherborn Homes"  
Lot 3 – Washington Street  
Sherborn, Massachusetts**

Dear Mr. Marsette:

We are pleased to submit this Proposal for professional engineering review services to the Town of Sherborn (Client) and its Zoning Board of Appeals (ZBA) for civil engineering peer review of the above-referenced Project. The objective of our services is to assist the ZBA in its review responsibility by providing thorough and informed technical review of the proposed design and potential project impacts.

Each Task identified below targets various areas where the ZBA may require technical assistance and provides an estimated budget to complete technical review of materials submitted by the Applicant. The work of each task is distinct from other tasks and the ZBA can choose which subject areas require our involvement. Hourly rates are consistent with our reduced market rate structure we utilize for on-call municipal peer review work.

We are extremely well-suited to assist the ZBA in its efforts given our past experience serving a similar role for the ZBA and other municipalities throughout the Commonwealth. Our local (Marlborough Office) staff includes the wide range of engineers, designers, scientists, and planners required to cover the various design/planning disciplines where technical support may be needed throughout the review process. All review work will be performed under the direct guidance of senior Tetra Tech staff with the experience needed to differentiate between substantive and minor issues quickly and we will focus our initial review effort on identifying and resolving those critical issues that may require changes impacting other design elements.

## **SCOPE OF SERVICES**

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

### **TASK 1 CIVIL/SITE PLAN AND DOCUMENT REVIEW**

Under this task we will review general site design including critical subject areas such parking and roadway layout, emergency access, general safety, handicap accessibility, construction phasing and erosion control.

A. Perform a civil engineering site visit to review the site and its surroundings.

• Budget Assumption:	4 hours @ \$204/hr =	\$816
	Total =	\$816

B. Review one (1) set of proposed plans for the Project prepared by the Applicant's engineer for conformance with good site engineering practice.

• Budget Assumption:	8 hours @ \$204/hr =	\$1,632
	Total =	\$1,632

- C. Review the proposed stormwater design for compliance with good engineering practice. Review will include evaluation of proposed methods for groundwater recharge, peak discharge mitigation and review of supporting data and analysis.

- Budget Assumption:  $\frac{4 \text{ hours @ } \$204/\text{hr} = \$816}{\text{Total} = \$816}$

- D. Incorporate comments into a review letter for presentation to the Client.

- Budget Assumption:  $\frac{4 \text{ hours @ } \$204/\text{hr} = \$816}{\text{Total} = \$816}$

## TASK 2 MEETING ATTENDANCE

- A. Attend technical meeting(s) with the Applicant and their Engineer to discuss technical topics during the course of review. We assume participation in one (1) meeting to discuss various technical aspects of the Project.

- Budget Assumption:  $\frac{4 \text{ hours @ } \$204/\text{hr} = \$816}{\text{Total} = \$816}$

- B. Assume participation in four (4) remote hearings/meetings with the Client through video conference. We anticipate this task item may require additional budget if multiple personnel are required at each meeting.

- Budget Assumption:  $\frac{16 \text{ hours @ } \$204/\text{hr} = \$3,264}{\text{Total} = \$3,264}$

## BUDGET

The fee for the work outlined in this proposal will be billed on a Time and Expenses basis according to Tetra Tech's then current Schedule of Hourly Rates for municipalities (reduced market rate structure for municipal clients). 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 estimated at 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 for other municipalities. Please be advised, additional funding may be required if additional or revised materials are submitted or if additional subject areas require review or additional coordination (Waiver List, Decision etc.) beyond what is specifically described above.

The breakdown of this fee by task is as follows:

Task	Task Description	Fee
Task 1	Civil/Site Plan & Document Review	\$4,080
Task 2	Meeting Attendance	\$3,264
<b>Labor Subtotal</b>		<b>\$7,344</b>
Expenses (5%)		\$368
<b>Total</b>		<b>\$7,712</b>

## SCHEDULE AND CONDITIONS

We are prepared to begin work immediately upon receipt of this executed Proposal. 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 practice, to comply with the project's needs. We request four (4) weeks from receipt of a complete applicant's submittal and direction to proceed with our review in which to complete our initial review



and issue a comment letter. Subsequent reviews can likely be accomplished in a two-week period. We are not responsible for delays in performance caused by circumstances beyond our control or which could not have reasonably 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 Sherborn (CLIENT). The Agreement is subject to the attached Engineering, Environmental, and Transportation Statement of Terms and Conditions. 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 Sherborn

7/10/2025  
Date

Enclosed:

1. Tetra Tech Engineering, Environmental, and Transportation Statement of Terms and Conditions

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