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TOWN CLERK BOURNE

April 30, 2021

Town of Bourne
Zoning Board of Appeals
Town Hall 24 Perry Ave.
Buzzards Bay, Ma 02532

Re: Peer Review of Comprehensive Permit no. 2021-C06
Cape View Way

Quote

Members of the Board:

Professional Services Corporation, PC (PSC) is pleased to submit this quote for Peer Review of Comprehensive Permit no. 2021-C06, Cape View Way, on behalf of the Bourne Zoning Board of Appeals (ZBA).

BACKGROUND

PSC is a professional **Site/Civil/Stormwater Engineering firm** with extensive experience in peer review of Comprehensive Permit Projects as well as site plans and subdivision plans. Established in 2004, PSC has provided peer review services to over 40 Massachusetts municipal boards and commissions including zoning boards of appeal, planning boards, and conservation commissions. **For the Bourne Zoning Board of Appeals PSC reviewed the Comprehensive Permit Plan for Chase Estates off Sandwich Road.**

- **PSC has completed Site/Civil/Stormwater peer reviews of over 80 Comprehensive Permit Projects on behalf of Zoning Boards of Appeal in Massachusetts.**
- **PSC has completed Site/Civil/Stormwater peer reviews of over 600 site plans** including numerous residential projects.

SUBMITTAL

- A. Comprehensive Permit Application dated 03/05/2021 (98 pages).
- B. Schematic Design received 03/05/2021 (13 pages).
- C. Existing Conditions dated 09/2020 (1 page).

Ten Lincoln Road
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- D. Permitting Plans, dated 12/2020 (21 pages).
- E. Stormwater Analysis and Drainage Report dated 03/05/2021 (322 pages).
- F. Review of comments from Regulatory Staff and Local Boards.

SCOPE OF SERVICES

FIRST REVIEW, REPORT, AND MEETINGS

1. Review the First Submittal, paragraphs A through F above, for compliance with federal and state requirements and standard engineering practice.
2. Prepare and submit a written peer review report of findings, discrepancies, and outstanding issues.
3. Either determine that the Submittal can be approved as submitted or contact the Applicant electronically with notification to the Bourne Zoning Board of Appeals, with a list of correction requirements.
4. Attend one meeting with the Applicant and Town staff.
5. Attend one session of the ZBA public hearing.

FIRST RECHECK

6. Perform the first recheck of revised and additional information.
7. Based on the first recheck, either determine that the First Submittal as updated with revised and additional information can be approved or if the documents are still not complete contact the Applicant electronically with notification to the Bourne Zoning Board of Appeals, with a list of additional corrections.

SECOND RECHECK

8. If required, perform a second recheck of additional revised and additional information.
9. Based on the second recheck, either determine that the First Submittal as updated by the first and second submittals of revised and additional information can be approved or if the documents are still not complete contact the Applicant electronically with notification to the Bourne Zoning Board of Appeals, with a list of additional corrections.



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ADDITIONAL SESSIONS OF ZBA HEARING

10. Although not anticipated, attend additional sessions of the ZBA continued public hearing for a fixed fee per meeting.

FEE

For provision of the engineering services set forth in paragraphs 1 through 9 of the Scope of Services our **FEE will not exceed Eighteen Thousand Dollars (\$18,000)** without prior authorization. Our FEE will be based on PSC's current rates for Professional Engineers (PE) of \$165 per hour and Professional Staff of \$130 per hour. For attendance at additional sessions of the ZBA public hearing our FEE will be Seven Hundred Fifty Dollars per meeting.

FIRST REVIEW, REPORT, AND MEETINGS (1-5 above)	\$12,000
FIRST RECHECK (6-7 above)	\$4,000
SECOND RECHECK (8-9 above)	\$2,000
TOTAL	\$18,000
ADDITIONAL SESSIONS OF ZBA HEARING (10 above)	\$750

Invoices will be submitted monthly based upon time expended by professional staff times current rates. Invoices are due and payable upon receipt.

CONDITIONS

This proposal is subject to the following conditions. PSC will provide the engineering services included in this Proposal in a manner consistent with locally accepted standards for professional skill and care. Deliverables are copyrighted works of PSC. In the instance that the Applicant terminates or withdraws this project, PSC is to be paid for services completed prior to said termination or withdrawal plus reasonable project closeout costs.



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CONCLUSION

We thank you for the opportunity of submitting this quote and we look forward to serving the Bourne Zoning Board of Appeals. Please contact me should you have questions concerning this submission or if I can be of assistance in any way.

Very Truly Yours,
Professional Services Corporation, PC

Thomas C. Houston, AICP, PE
President



**Qualifications to Provide
Peer Review Services for
Comprehensive Permit (40B) Projects**

40B PROJECT PEER REVIEW CAPABILITIES

Peer Review of Comprehensive Permit 40B Projects

Peer Review of Stormwater Management

Peer Review of Wetland Impacts

Peer Review of Traffic Impact Assessments

Peer Review of Wastewater

Peer Review of Water Systems

Peer Review of Site Construction Details

PSC has successfully completed peer reviews of over Eighty (80) Comprehensive Permit 40B Projects during the past 17 years evaluating compliance with applicable DHCD requirements and standard engineering practice. Our peer review of these 40B projects encompassed provision of services to twenty (20) zoning boards of appeal.

PSC has reviewed site layout and access for compliance with standard engineering practice for each of the Comprehensive Permit Projects that we have reviewed. For each project, we have also evaluated the adequacy of intersection sight distance and stopping sight distance at the project entrances.

PSC has evaluated stormwater for compliance with municipal regulations including municipal wetland protection and stormwater bylaws/ordinances, for compliance with the MADEP Stormwater Standards and the Massachusetts Stormwater Handbook, and for compliance with NPDES Current MA MS4 General Permit (January 6, 2021) requirements.

PSC has completed peer reviews of Traffic Impact Assessments (TIAs) for compliance with municipal regulations, MassDOT Transportation Impact Assessment (TIA) Guidelines, and standard engineering practice. In particular we focus on avoiding and minimizing traffic impacts and we evaluate commitments to traffic impact mitigation. To date, PSC has completed peer reviews of over 150 traffic impact assessments including over thirty (30) Comprehensive Permit 40B Projects.

PSC has reviewed wastewater generation, collection, treatment, and disposal as part of our peer review of each 40B Project. PSC also serves as



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Environmental Engineer and Health Agent for the Towns of Norfolk, Wrentham, and Franklin where we have responsibility for all wastewater approvals town wide.

Peer review of water systems for domestic service and fire protection including on-site water supply wells and site water distribution systems.

PSC has completed review of site construction details for all site improvements on each 40B Project that we have reviewed.



**Qualifications to Provide
Peer Review Services for
Comprehensive Permit (40B) Projects**

PARTIAL LIST OF COMPREHENSIVE PERMIT (40B) PROJECTS COMPETED BY PSC

PSC has completed Civil Engineering Peer Reviews of over seventy (70) Comprehensive Permit 40B projects for municipal Boards of Appeal, municipal agencies, law firms, and private clients. A partial list of Civil Engineering Peer Reviews of Comprehensive Permit Projects completed by PSC is as follows

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|---|---------------------------------------|
| ◆ Preparation of Housing Appeals Committee testimony for 133 West Union Street Comprehensive Permit Project for 136 multifamily units on 3.3 acres. | Ashland Zoning Board of Appeals |
| ◆ Joanna Hills Estates Comprehensive Permit Project for 80 single family units on a 29.4-acre site. | Avon Zoning Board of Appeals |
| ◆ Lakeview Estates Comprehensive Permit (40B) Project for 100 single-family residential lots on 63 acres. | Bellingham Zoning Board of Appeals |
| ◆ Burton Woods Comprehensive Permit (40B) Project for 28 single-family residential lots on 9.6 acres. | Bellingham Zoning Board of Appeals |
| ◆ Chase Estates Comprehensive Permit (40B) Project, Bourne, MA for 16 residential units on 4 acres. | Bourne Board of Appeal, Bourne, MA |
| ◆ The Highlands at Canton Meadows Comprehensive Permit (40B) Project for 196 residential units on 79 acres. | Canton Board of Appeal, Canton, MA |
| ◆ Windsor Village at Canton Comprehensive Permit (40B) Project. | Canton Board of Appeal, Canton, MA |
| ◆ Island Creek Village Comprehensive Permit (40B) Project expansion from 106 residential units to 344 residential units. | Duxbury Board of Appeals, Duxbury, MA |



**Qualifications to Provide
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| ◆ Ridgefield Village Comprehensive Permit (40B) Project for 90 residential units on 19 acres. | Grafton Board of Appeal, Grafton, MA |
| ◆ Groveland Commons Comprehensive Permit (40B) Project for 52 residential units. | Groveland Board of Appeal, Groveland, MA |
| ◆ Ridgecrest Comprehensive Permit (40B) Project for 438 residential units. | Haverhill Board of Appeal, Haverhill, MA |
| ◆ Cedar Ridge Comprehensive Permit (40B) Project for 200 residential units. | Holliston Board of Appeal, Holliston, MA |
| ◆ Winter Woods Comprehensive Permit (40B) Project Comprehensive Permit (40B) Project for 120 residential units. | Holliston Board of Appeal, Holliston, MA |
| ◆ Hollis Hills Comprehensive Permit (40B) Project for 146 residential units on 34 acres. | Lunenburg Board of Appeal, Lunenburg, MA |
| ◆ Lunenburg Village Comprehensive Permit (40B) Project for 60 single and duplex units on 41 acres. | Lunenburg Board of Appeal, Lunenburg, MA |
| ◆ Lynnfield Crossing (470 Salem Street) Comprehensive Permit (40B) Project for 36 residential units on 6 acres. | Lynnfield Board of Appeal, Lynnfield, MA |
| ◆ Lynnfield Village (2 Broadway) Comprehensive Permit (40B) Project for 64 residential units on 5 acres. | Lynnfield Board of Appeal, Lynnfield, MA |
| ◆ Ramsdell Way (Grandview Estates) Comprehensive Permit (40B) Project for 40 residential units on 11 acres. | Lynnfield Board of Appeal, Lynnfield, MA |
| ◆ Marion Village Estates Comprehensive Permit (40B) Project for 168 residential units. | Marion Board of Appeal, Marion, MA |



**Qualifications to Provide
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Comprehensive Permit (40B) Projects**

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| ◆ River View Landing Comprehensive Permit (40B) Project for 28 residential units on 9 acres. | Marion Board of Appeal, Marion, MA |
| ◆ Littleneck Landing Comprehensive Permit (40B) Project for 48 age-restricted residential units. | Marion Board of Appeal, Marion, MA |
| ◆ Autumn Woods Comprehensive Permit (40B) Project for 24 residential units. | Norwell Board of Appeal, Norwell, MA |
| ◆ Simon Hill Village Comprehensive Permit (40B) Project for 120 residential units. | Norwell Board of Appeal, Norwell, MA |
| ◆ Tiffany Hill Comprehensive Permit (40B) Project for 66 residential units. | Norwell Board of Appeal, Norwell, MA |
| ◆ Norfolk Landing Comprehensive Permit (40B) Project for 10 single family residential units. | Norfolk Board of Appeal, Norfolk, MA |
| ◆ Norfolk Town Center Condominium Comprehensive Permit (40B) Project for 44 townhouses on 17.2 acres. | Norfolk Board of Appeal, Norfolk, MA |
| ◆ Sherborn Village Comprehensive Permit (40B) Project for 12 single family dwellings on 6.3 acres. | Sherborn Zoning Board of Appeals |
| ◆ The Pines Residences Comprehensive Permit (40B) Project for 60 multifamily units in two mid-rise buildings. | Sherborn Zoning Board of Appeals |
| ◆ Apple Hill Estates Comprehensive Permit (40B) Project for 28 single family residences. | Sherborn Zoning Board of Appeals |
| ◆ The Village at Weiss Farm Comprehensive Permit (40B) Project | Town of Stoneham |
| ◆ Lodge at Stoughton Comprehensive Permit (40B) Project. | Stoughton Board of Appeal, Stoughton, MA |



**Qualifications to Provide
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| ◆ Page Place Apartments Comprehensive Permit (40B) Project for 48 residential units. | Stoughton Board of Appeal, Stoughton, MA |
| ◆ Residences at Stagecoach Village Comprehensive Permit (40B) Project | Stoughton Board of Appeal, Stoughton, MA |
| ◆ Village at Stonegate Comprehensive Permit (40B) Project. | Stoughton Board of Appeal, Stoughton, MA |
| ◆ Woodbridge Crossing Comprehensive Permit (40B) Project | Stoughton Board of Appeal, Stoughton, MA |
| ◆ Village at Sudbury Station Comprehensive Permit (40B) Project for 250 units on a 14 acre portion of a larger site. | Town of Sudbury |
| ◆ Powhattan Estates Comprehensive Permit (40B) Project for 475 residential units. | Taunton Board of Appeal, Taunton, MA |
| ◆ Pine Ridge Comprehensive Permit (40B) Project for 72 residential units. | Taunton Board of Appeal, Taunton, MA |
| ◆ The Settlement Comprehensive Permit (40B) Project for 90 residential units. | Taunton Board of Appeal, Taunton, MA |
| ◆ Brickmill Place Comprehensive Permit (40B) Project involving adaptive reuse of an industrial building for 36 residential units. | Taunton Board of Appeal, Taunton, MA |
| ◆ Deerhaven Estates Comprehensive Permit (40B) Project for 288 residential units. | Tewksbury Board of Appeal, Tewksbury, MA |
| ◆ Massapoag Estates Comprehensive Permit (40B) Project for 24 single-family residential units on 34 acres. | Tyngsboro Board of Appeal, Tyngsboro, MA |
| ◆ Mapleridge Comprehensive Permit (40B) Project for 200 residential units | Tyngsboro Board of Appeal, Tyngsboro, MA |



**Qualifications to Provide
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- ◆ Merrimack Landing Comprehensive Permit (40B) Project for 116 residential units on 12.46 acres. Tyngsboro Board of Appeal, Tyngsboro, MA
- ◆ Whispering Pines Estates Comprehensive Permit (40B) Project for 14 residential units. Tyngsboro Board of Appeal, Tyngsboro, MA
- ◆ Wynbrook at Tyngsboro Comprehensive Permit (40B) Project for 144 residential units on 17 acres off Westford Road. Tyngsboro Board of Appeal, Tyngsboro, MA



Qualifications to Provide Peer Review Services for Comprehensive Permit (40B) Projects

PSC's Massachusetts municipal clients

PSC's Massachusetts municipal clients include the following:

Planning Boards

- ◆ Ashland Planning Board
- ◆ Bellingham Planning Board
- ◆ Blackstone Planning Board
- ◆ Canton Planning Board
- ◆ Hingham Planning Board
- ◆ Manchester-by-the-Sea Planning Board
- ◆ Marion Planning Board
- ◆ Norfolk Planning Board
- ◆ Sharon Planning Board
- ◆ Wrentham Planning Board
- ◆ Westwood Planning Board

Conservation Commissions

- ◆ Ashland Conservation Commission
- ◆ Attleboro Conservation Commission
- ◆ Canton Conservation Commission
- ◆ Lynnfield Conservation Commission
- ◆ Manchester-by-the-Sea Conservation Commission
- ◆ Medfield Conservation Commission
- ◆ Sharon Conservation Commission
- ◆ Stoneham Conservation Commission
- ◆ Stoughton Conservation Commission
- ◆ Weston Conservation Commission
- ◆ Wrentham Conservation Commission

Boards of Appeals

- ◆ Ashland Board of Appeals
- ◆ Avon Board of Appeals
- ◆ Bellingham Board of Appeals
- ◆ Bourne Board of Appeals
- ◆ Canton Board of Appeals
- ◆ Cohasset Board of Appeal
- ◆ Duxbury Board of Appeals
- ◆ Grafton Board of Appeals
- ◆ Groveland Board of Appeals
- ◆ Holliston Board of Appeals
- ◆ Lunenburg Board of Appeals
- ◆ Lynnfield Board of Appeals
- ◆ Marion Board of Appeals
- ◆ Medfield Board of Appeals
- ◆ Norfolk Board of Appeals
- ◆ Norwell Board of Appeals
- ◆ Sharon Board of Appeals
- ◆ Sherborn Board of Appeal
- ◆ Stoneham Board of Appeals
- ◆ Stoughton Board of Appeals
- ◆ Tyngsboro Board of Appeals



**Qualifications to Provide
Peer Review Services for
Comprehensive Permit (40B) Projects**

PSC's Massachusetts Municipal Clients (continued):

Municipal Departments and Administrations

- ◆ Ashland Planning Department
- ◆ Attleboro Planning Department
- ◆ Bellingham Town Administrator
- ◆ Canton Board of Selectmen
- ◆ Haverhill Community Development Department
- ◆ Holliston Town Administrator
- ◆ Lunenburg Town Administrator
- ◆ Melrose City Administrator
- ◆ Norfolk Town Administrator
- ◆ Norwell Town Administrator
- ◆ Sharon Board of Selectmen
- ◆ Sharon Public Library
- ◆ Sharon Town Administrator
- ◆ Stoughton Town Administrator
- ◆ Weston Town Administrator

Boards of Health

- ◆ Franklin Health Department
- ◆ Norfolk Board of Health
- ◆ Wrentham Board of Health

Committees/Trusts

- ◆ Norfolk Affordable Housing Trust
- ◆ Norfolk Community Preservation Committee
- ◆ Sharon Economic Development Committee

Departments of Public Works

- ◆ Bellingham Department of Public Works
- ◆ Medway Department of Public Works
- ◆ Norfolk Department of Public Works
- ◆ Sharon Department of Public Works