

November 14, 2023

David Morgan, Environmental Planner + Conservation Agent
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476

Dear David :

Subject: Proposal for Habitat Review of the Thorndike Place

The attached Offer for Consultancy Services outlines the scope, approach to be used to complete the project, the deliverables and our commercial offer.

The overall cost is estimated to be \$6,800 on a lump sum basis. Hatch will perform the work outlined in this Offer for Consultancy Services in accordance with the attached Schedule of Rates and Professional Services Terms and Conditions. This letter, the Statement of Work, Hatch Standard Terms and Conditions and Hatch Schedule of Rates form the whole agreement between Town of Arlington and Hatch.

If this offer is acceptable to Town of Arlington, please sign the attached Acceptance and we can mobilize the team to start to undertake this work for you. If you would like to meet with me to clarify and further discuss any aspect of this offer, please call me at 617-721-3292.

Yours faithfully,



Duke Bitsko

DB:DB
Ref.: Document1
Attachment(s)

cc: Andrew Keel

David Morgan, Environmental
Planner + Conservation Agent
Town of Arlington MA
10/31/2023

OFFER FOR CONSULTANCY SERVICES for Proposal for Habitat Review of the Thorndike Place

11/14/2023

| | |
|-----------------------------------|--|
| Client Name: | Town of Arlington |
| Project Name: | Proposal for Habitat Review of the Thorndike Place |
| Client Contact: | David Morgan, Environmental Planner + Conservation Agent |
| Hatch Contact: | Duke Bitsko, PLA |
| Estimated Start Date: | November 20, 2023 |
| Estimated Completion Date: | December 22, 2023 |
| Cost Basis: | Reimbursable Costs Basis |
| Project Estimate: | \$6,800 |

Introduction

This proposal is response to a request for consulting services for a proposed planting and habitat review of the Thorndike Place emailed to Duke Bitsko on November 8, 2023.

Scope of Work

Hatch proposes to complete a peer review of the proposed Thorndike Place development in accordance with the Massachusetts Wetland Protection Act, and specifically compliance with the performance standards for restoration work in Bordering Land Subject to Flooding (BLSF) and for work in the Buffer Zone to Bordering Vegetated Wetlands (BVW). Our review will include Sheets C-100, C-102, C-104, L-100 and C-200 of the Thorndike Place NOI submission dated September 6, 2023. The review and deliverables will include:

- All relevant background documents and taped conservation commission meetings and minutes, including NOI submission;
 - One (1) site visit with Commission and/or applicants;
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- A draft memorandum letter to the Commission containing conclusions and recommendations;
- Review and send response letter to the Commission based on applicant's response;
- Attendance at two (2) conservation commission hearings (virtual); and
- A final report to the Commission.

Assumptions/Exclusions:

- Wetland delineations, classifications, and characterizations are excluded from this proposal.
 - Hatch has budgeted for one staff member to attend a site visit for up to 2-hours plus travel time.
 - Town of Arlington will facilitate communication with the applicant and provide additional information as needed.
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Execution Plan

Duke Bitsko, PLA, will perform the majority of the tasks based on his experience as a conservation commissioner and over 20 years of planting and restoration design and vegetation management within the Mystic River Watershed. The proposed scope of work will be undertaken within a three-week period following receiving the authorization to proceed and being provided access to all of the data required for the task.

Hatch Project Team

The following is the proposed project team. Complete resumes can be made available upon request.



DUKE BITSKO, PLA

Principal In Charge

Duke Bitsko has more than 25 years of experience in program and project management, master planning, permitting, and design with an emphasis on context sensitive, sustainable design. His relevant experience includes ecological restoration, bioengineering, Green Infrastructure, and climate resiliency at the site scale. His recent work in Arlington includes Wellington Park, Spy Pond Shoreline Restoration, Egerton Road bioretention basins, and Cooke's Hollow. He has developed long-term Vegetation Management Plans for the Alewife Reservation, Fresh Pond Reservation, Wellington Park, and Spy Pond Park, working with managers over time to apply Adaptive Management principles. Working with the Fresh Pond Advisory Board, he has recently updated the native plant list for the Fresh Pond Master Plan (2001) based on native plant communities within the Boston Basin ecoregion. He has been a conservation commissioner in Lexington for 23 years.

Commercial Offer

Overview

Hatch is pleased to provide the following commercial offer to the Town of Arlington for the professional services (the "Services") detailed herein.

Pricing

Hatch proposes to perform the Services for a price of USD \$6,800 on a lump sum price basis, exclusive of adjustments for variations. Approved variations will be performed on a lump sum basis in accordance with mutually agreed change procedures. An overview of this offer is provided in the Table 3.

Table 3: Estimated Breakdown of the Cost Estimate

| Task | Level of Effort (hrs) | Total (\$) |
|-----------------------------|-----------------------|------------|
| Document and Drawing Review | 4 | \$1,200 |
| Attend Site Visit | 3 | \$900 |

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| Task | Level of Effort (hrs) | Total (\$) |
|---|-----------------------|----------------|
| Attend two (2) Virtual Hearings | 4 | \$1,200 |
| Prepare Applicant Response Letter | 2 | \$600 |
| Prepare Draft and Final Report/Memorandum | 10 | \$2,900 |
| TOTAL ESTIMATED COST: | 23 | \$6,800 |

Basis of Compensation

As full compensation for the services, Hatch will be paid the sum of all lump sum billings incurred in the execution of the services.

Invoicing & Payment

Hatch proposes the following milestones for payment of the Lump Sum price following completion of the scope of work. Payment terms are net 30 days from date of issuance of invoice.

Hatch reserves the right to modify the payment milestones based on changes to the schedule or as mutually agreed to between Hatch and Town of Arlington.

Additional Services

If additional scope is needed, then Hatch will prepare a Project Change Authorization (PCA) which will provide an estimate of cost of the change and once agreed to and signed, Hatch will commence the work on this scope addition.

Contract Terms and Conditions

Hatch will perform the Services detailed in this offer in accordance with the Professional Services Terms and Conditions included in Attachment A, on which this proposal has been expressly based.

Validity

This offer remains valid for a period of 90 days from the date of this letter and is subject to a contract being signed and effective prior to the start.

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Town of Arlington MA
10/31/2023

Acceptance of Offer

Town of Arlington accepts this proposal and requests Hatch to undertake the assignment as detailed above.

Signed on behalf of Hatch by:

Signed on behalf of Town of Arlington by:

Duke Bitsko

Name: Duke Bitsko, PLA
Title: Director of Interdisciplinary Design
Date:

Name:
Title:
Date:

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Attachment A – Terms and Conditions

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Attachment B – Schedule of Rates