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*Registered Professional Engineers,  
Project Managers & Environmental Consultants*

October 2, 2024  
Rev: October 8, 2024

Jennifer Oram  
Senior Planner, Town of Hingham

Hingham Town Hall  
210 Central St  
Hingham, Ma 02043

**RE: Proposal for Professional Engineering & Land Surveying Services  
Percolation testing and permitting in phases  
211 & 213 Hobart St., Hingham, MA**

Ms. Oram,

This proposal is for Due Diligence associated with the potential development of 211 & 213 Hobart St., Hingham, MA. My understanding of the project is based upon our discussion and my past experiences working on similar projects.

Based upon our discussion and my understanding of the project, I have developed the following scope of services:

### **SCOPE OF SERVICES**

#### **PHASE 1:**

1. Delineation of vegetated wetlands by a professional wetland scientist. Scope includes hanging plastic ribbons at the limit of vegetated wetland for purposes of identifying wetland resource areas and their buffer zones.
2. Perform DEP soils analysis and percolation testing. Scope includes 8 hours of on-site soils analysis by a DEP licensed soils evaluator and 1 hour for coordinating testing with the Hingham Board of Health, contacting Digsafe, obtaining a trench permit and preparing DEP Form 11 and 12 Test Pit Logs for the Board of Health. **Scope includes 8 hours for a backhoe to excavate test pits. The Town of Hingham will be responsible for payment of the town witness fees.**
3. Public Record Review and Field Survey: Scope includes performing a field survey and prepare existing conditions base information. Scope includes public record review at the Hingham Town Hall and Plymouth County Registry of Deeds to obtain property line information and performing detailed field survey to obtain existing conditions information limited to: wetland flags, recovery of existing property line monumentation and verification of property lines.

#### **PHASE 2: To be continued if lot percs for a 3 Bedroom septic**

4. Preparation of Site and Septic System Design Plan. Preparation of plan will include the design and layout of the proposed septic system and proposed site improvements. The design will be prepared in accordance with Title V (310 CMR 15.00) and the Town of Hingham Board of Health Rules & Regulations to the extent practicable. The design will include proposed single family, building envelope, grading and the sizing and siting of all necessary components

including septic tanks, pump chambers, force mains and soil absorption systems, as necessary. Scope includes time to coordinate and discuss design options and considerations with client. Plan will be certified by a registered professional engineer. Proposed New Home footprint to be provided by client.

5. Preparation of a Cut and Fill Analysis by a professional engineer.
6. Preparation of a Stormwater Permit Calculations and Report with the Hingham Planning Board. The stormwater system will be designed in accordance with the Hingham Site Plan Review Regulations with the objective of controlling the peak rates and volumes of runoff for all storm events, providing treatment and providing groundwater recharge.
7. Preparation of Notice of Intent including preparing DEP Forms, obtaining certified list of abutters and submittal of all information to the Hingham Conservation Commission and Massachusetts Department of Environmental Protection. Scope includes preparing certified mailings to abutters within 100-ft. of project site and attendance at one (1) Conservation Commission public meeting
8. Preparation of a Site Plan Review Application to accompany the Stormwater Report. The application will include site improvements and narratives. The Application will be issued by a Professional Engineer. The Site Plan Review Application will include one public hearing with Hingham Planning Board.

#### **WORK NOT INCLUDED IN THE SCOPE OF SERVICES**

- Any work not specifically included in the scope of services.
- Addressing comments and making revisions pursuant to independent consultant review of plans, reports, specifications, etc., required by any approving agency.
- Construction phase services including stakeout of proposed site improvements and preparation of "As-Built" plans.
- Stormwater calcs or applications
- Staking out of Property Lines
- Design plan for permitting
- Landscape Plans

#### **ASSUMPTIONS**

- Potential liability of Morse Engineering Company, Inc. is limited to the total contract fee.
- There is Adequate documentation to calculate property lines.
- Town witness fees are the responsible of the town of Hingham.
- Additional Meetings, reviews and answering comments will be billed hourly

#### **COMPENSATION**

Company will bill out its services for the aforementioned scope of work against the following **Lump Sum** cost of services:

1. Wetland Delineation	\$ 400
2. Soils Analysis & Percolation Testing, <u>includes Backhoe</u>	\$ 1,600
3. Public Record Review and Field Survey	\$ 2,500
4. Site and Septic Plan	\$ 3,000
5. Preparation of a Cut and Fill Plan	\$ 1,000
6. Stormwater Calculations & Report	\$ 2,800
7. Preparation of NOI for Conservation	\$ 1,800
8. Site plan review Application and Hearing	\$ 1,800

TOTAL CONTRACT FEE: \$

This agreement may be terminated by either party upon seven (7) days written notice for any reason. If the Client terminates this agreement, the Company will be paid for services performed up to date of termination.

Should the conditions in this proposal meet with your approval, please sign proposal and return to us for our files. **A retainer of \$4,000 is required prior to commencement of services.**

Invoices shall be processed monthly and must be paid current (net 30). Payment for Balance of Tasks 1-8 due upon issuance of Certified Location Plan or Stake Out. Outstanding invoices beyond 30 days are subject to a 1.5%-month interest fee (18% annual).

If you have any questions, please do not hesitate to call.

Very truly yours,

**MORSE ENGINEERING COMPANY, INC.**



Gregory J. Morse, P.E.  
President

This Proposal is hereby accepted by the Client as evidenced by the execution hereof and such a person so executing the same on behalf of the Client does hereby warrant full authority to act for, in the name of, and on behalf of the Client and that he/she has carefully reviewed this document with a representative from the Company.

Such acceptance provides full authorization for the Company to proceed with providing the Scope of Services under the terms and conditions stated herein.

**THE COMPANY**

**THE CLIENT**

By:   
Gregory J. Morse, P.E.

By: \_\_\_\_\_

Date: October 8, 2024

Date: \_\_\_\_\_