

TASK ORDER No. GC017-XX - DRAFT
GENERAL CIVIL ENGINEERING SERVICES

Client: Town of Allenstown, NH

Task Description: **Ferry Street Boat Ramp – Engineering Services**

Total Fee: **\$ 30,990.00** (Actual Cost, Not-to-Exceed)

Date: June 22, 2017

SCOPE OF SERVICES:

The Town of Allenstown, New Hampshire (CLIENT) is interested in making improvements to the existing boat ramp and parking area on the banks of the Merrimack River at the end of Ferry Street. In general, improvements would include the addition of a parking area similar to the improvements shown on a plan titled "Boat Ramp/Parking – Concept Plan B", dated 12/01/2006, prepared by Fay, Spofford & Thorndike. Our Scope of Services under this Task Order includes survey, conceptual design, final design and permitting. Pursuant to the request from the Town, the improvements would include repair of the existing boat ramp in lieu of replacing the boat ramp, however, in view of the condition of the existing boat ramp it may be more feasible to replace the existing boat ramp. This Scope of Services assumes that a Shoreland Permit by Notification (PBN) will be acceptable to the NHDES in lieu of a full Shoreland Permit.

Hoyle, Tanner & Associates, Inc. (CONSULTANT) will complete survey, conceptual design, final design and permitting for improvements to the existing boat ramp at the end of Ferry Street as part of this Task Order. A detailed *Scope of Services* is attached and included as part of this Task Order.

Attachments: *Scope of Services*

Reference: Hoyle Tanner Project No. [0137XX]

This Task Order is made pursuant to the *Agreement for Professional Engineering Services, General Civil Engineering Services*; effective June 03, 2013, between the Town of Allenstown, acting through its Board of Selectmen, (CLIENT) and Hoyle, Tanner & Associates, Inc. (CONSULTANT) for General Civil Engineering Services. A copy of the Agreement is attached to and hereby made part of this Task Order.

IN WITNESS WHERE OF, the OWNER and the CONSULTANT have made and executed this AGREEMENT.

CLIENT:

CONSULTANT:

TOWN OF ALLENSTOWN, NH

HOYLE, TANNER & ASSOCIATES, INC.

Shaun Mulholland
Town Administrator

Michael A. Trainque, P.E.
Vice President

(Date)

(Date)

SCOPE OF SERVICES - DRAFT

PROJECT: **ALLENSTOWN FERRY STREET BOAT LANDING**
Town of Allenstown, NH

Date: **JUNE 22, 2017**

II. SCOPE OF SERVICES

TASK 1 – EXISTING CONDITIONS DATA COLLECTION

- Conduct a review of all available information including any plans or reports provided by the Town of Allenstown.
- Provide topographic existing conditions field survey for the site to update from 2006 plans.
- Delineate wetlands by certified wetland scientist and establish the reference line.
- Provide survey and identification of individual trees within 150 feet of the reference line.
- Conduct a site visit to verify existing condition information shown on the survey.
- Prepare an existing conditions plan to be included in the construction documents plan set.

Our proposed fee for completion of services under **Task 1** is:

\$ 6,380

TASK 2 – PRELIMINARY DESIGN – 30% DESIGN DOCUMENTS

- Prepare a preliminary site plan and construction details showing the boat ramp layout (for either repair or replacement), design and layout of the parking area to accommodate vehicles and boat trailers and preparation of construction details.
- Plans will show roadway and parking lot subbase improvements, open drainage, erosion control measures and best management practices in the Shoreland Protection Zone.
- The parking/access layout will avoid or minimize removal of existing trees as much as possible within 150 feet of the reference line.
- Submit Preliminary Design plans to the Town for review and comment.
- Attend one meeting with Town staff to review the Preliminary Design Documents.

Our proposed fee for completion of services under **Task 2** is:

\$ 5,460

TASK 3 – 95% & FINAL DESIGN DOCUMENTS

- Make any necessary changes based on comments received during the Preliminary Design submission review
- Advance the design and submit 95% design drawings.
- Make any necessary changes based on comments received during the 95% submission review
- Advance the design and submit final design documents.
- The final plan set is anticipated to include the following drawings:
 - Cover Sheet
 - General Notes, Legend & Abbreviations
 - Existing Conditions Plan
 - Proposed Site Plan
 - Proposed Grading & Drainage Plan
 - Typical Section
 - Erosion & Sediment Control Plan
 - Construction Details

Our proposed fee for completion of services under **Task 3** is:

\$ 10,500

TASK 4 – PERMITTING

- Prepare and compile the required documentation (plans, photos, narratives, forms, etc.) required to be submitted with a Shoreland Permit by Notification (PBN).
- Trees and vegetation will be mapped and identified as part of the survey under Task 1 above as required to determine clear areas where improvements can be made without removing existing vegetation in order to justify a Shoreland Permit by Notification (PBN).
- Prepare and submit the Shoreland Permit by Notification to the NHDES.
- Prepare and compile the required documentation (plans, photos, narratives, forms, etc.) to be attached to the Wetlands Permit application.
- Prepare and submit the Wetlands Permit application to the NHDES.
- Provide additional information to NHDES if/as needed pursuant to their review of the Wetlands Permit application.
- Obtain the Shoreland Permit and the Wetlands Permit from the NHDES on behalf of the Town of Allenstown.

Our proposed fee for completion of services under **Task 4** is:

\$ 8,650

TOTAL FEES for Tasks 1 through 4:

\$ 30,990

VI. ASSUMPTIONS

Key assumptions used in developing this scope include, but are not limited to:

- The approximate limits of the proposed site and anticipated improvements are as shown on the Fay, Spofford & Thorndike plan titled “Boat Ramp/Parking Concept Plan B”, dated 12/2006.
- No easement plans are anticipated or included in this proposal.
- The area of disturbance will be less than 100,000 square feet and an Alteration of Terrain (AoT) permit will not be required.
- It is assumed that the layout/design of the parking area can be done so as to qualify for a Shoreland Permit by Notification (PBN) and that a full Shoreland Permit and application will not be required. It is noted that, based on initial information submitted to the NHDES, the NHDES is of the opinion that a full Shoreland Permit and application will be required. The effort included in this Scope of Services includes only the preparation of a Shoreland Permit by Notification (PBN). If NHDES determines that the full Shoreland Permit is required, our level of effort, Scope of Services and fee will have to be modified accordingly.
- A minimum impact Wetlands Permit will be required.
- Based on input from the NHDES, it is our understanding that the Town will be exempt from permit fees for the Shoreland Permit by Notification and for the Wetland permit application. Further, if permit application fees were to be assessed by the NHDES, the amount of those fees cannot be determined at this time since the amount of impact is not known. Therefore, we have not included any permit fees as part of our proposed fees.
- Bid and construction phase services are not included at this time. Upon request, Hoyle, Tanner can provide an amendment to this Task Order if such services are requested.
- Proposed project is located entirely on Town owned property and a boundary plan is not required.

- A Site Plan Review application or presentation to the Town is not required.
- Preparation of an opinion of construction cost has not been included.
- While not anticipated, this proposal does not include borings, test pits, geotechnical or structural engineering.