



March 1, 2013

**SENT VIA ELECTRONIC MAIL**

Brett Stearns  
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**RE: MENEMSHA HARBOR, CHILMARK, MA**

Dear Mr. Stearns,

Woods Hole Group (WHG) is pleased to submit this proposal for support services related to the proposed dredging of Menemsha Harbor in the town of Chilmark, MA. The technical services proposed herein are intended to aid the client in evaluating the storm damage and shoaling of Menemsha Harbor. Specifically, the WHG would assess the United States Army Corps of Engineers (USACE) proposed storm response dredging project of the inlet and thalweg to Menemsha Pond, including determining potential benefits and impacts related to the proposed dredging and potential design modifications that may be recommended to the USACE. The proposal includes specific tasks to perform a bathymetric data analysis and conduct three (3) meetings between Woods Hole Group personal, the client, and stakeholders.

**SITE DESCRIPTION**

Menemsha Harbor is located on Menemsha Pond in the town of Chilmark, Massachusetts. The harbor is a working water front for both commercial and recreational boaters. The harbor entrance faces northwest to Vineyard Sound and is vulnerable to winter storms (e.g. nor'easters). It is our understanding that recent storms have damaged the jetties at the harbor entrance and caused shoaling within the harbor, both of which are detrimental to navigation. The USACE intends to perform emergency repairs to the jetties and dredging of the harbor entrance way to remove shoaled sediment and maintain navigation. The Woods Hole Group proposes the following two (2) tasks to assess the potential shoaling of the Harbor.

- Task 1 – Bathymetric data analysis
- Task 2 – Stakeholder meetings

## SCOPE OF WORK

### Task 1: Bathymetric Data Analysis

Upon contract award, the Woods Hole Group will review the bathymetric data previously collected for this location in 2001 for the Menemsha Harbor flushing study (WHG, 2002). This data set will be analyzed against the recent bathymetric data collected by USACE on February 26, 2012 to provide a comparison and evaluate the shoaling volumes and spatial locations. The Woods Hole Group will provide a brief technical memo that will include the data analysis results with graphics. The graphics will include, but not be limited to, a difference map of the bathymetry changes that are color coded to show areas of accretion (shoaling), erosion, and no change. It is expected that large, poster-sized graphics will be produced for presentation at the stakeholder meetings.

### Task 2: Stakeholder Meetings

After the bathymetric data analysis is complete, the Woods Hole Group will organize a series of meetings with the client and other stakeholders to present the findings and provide technical support. The Woods Hole Group team will include John Brawley (Senior Marine Systems Ecologist), Leslie Field (Coastal Geologist), and Mitchell Buck (Coastal Engineer). Each team member will require preparation time to review the proposal, client needs, and stakeholder concerns based upon their expertise. At the initial meeting, the Woods Hole Group team will present the data analysis results, formulate project objectives, and identify outstanding issues. This task includes two (2) follow-up meetings involving only two (2) of the Woods Hole Group team members. At these supplemental meetings, the Woods Hole Group would present any additional or refined results and provide client support.

## SCHEDULE

The schedule will be developed following the contract award; however, we anticipate completion of the bathymetric data analysis within 20 days after project award. The kickoff meeting will be organized within 60 days of project award and supplemental meetings will be organized as necessary.

## BUDGET

This proposal was assembled under the assumptions of a fixed price contract. The total charges for Woods Hole Group services are presented below. The budget for Task 2 is based on three (3) client meetings. The total cost for services is **\$8,951** and a summary of the cost breakdown for each task is as follows:

Task	Cost
1. Bathymetric data analysis, graphics and technical memo	<b>\$1,550</b>
2. Stakeholder meetings (3 total)	<b>\$7,401</b>
<b>Total Cost for Tasks 1 and 2</b>	<b>\$8,951</b>

Invoice for services will be submitted monthly or at the completion of each Task or Subtask. Payment is required within 30 days from the invoice date. Work requested outside the scope of work defined above will not be completed without prior written approval from the client, including definition of the scope, schedule, and budget for additional tasks as/if required. Woods Hole Group reserves the opportunity to withhold work products or stop work in response to delayed payments.

We appreciate the opportunity to work with Mr. Stearns in support of the proposed Menemsha Harbor dredging. Should you have questions or requirements for additional information, please don't hesitate to contact us.

Sincerely,



Mitchell Buck, M.C.E  
Coastal Engineer

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Attachment