

September 28, 2022

Job No. 2022-0123

Town of Chilmark
Chilmark Town Hall
401 Middle Road
PO Box 119
Chilmark, MA 02535

RE: Proposal for Engineering Services Related to Dune Restoration on Menemsha Public Beach

Dear Ms. Shemeth,

Woods Hole Group is pleased to present this Scope of Work and Budget for consulting services related to the engineering design, permitting and construction oversight for a dune restoration project using beneficial reuse of dredge material from Menemsha Harbor on Menemsha Public Beach in Chilmark (Figure 1). We understand the Town received a MA Coastal Zone Management Grant to address erosion of the frontal dune along the southern end of the beach to reduce the risk of flooding and damage to the adjacent parking lot and other infrastructure (Figure 2). The loss of frontal dune has created a conduit for flood waters and sand to overwash into the Menemsha Harbor parking lot during storms and needs to be addressed before critical infrastructure is threatened.



Figure 1. May 2022 photo looking north at the eroded coastal dune at Menemsha Public Beach.

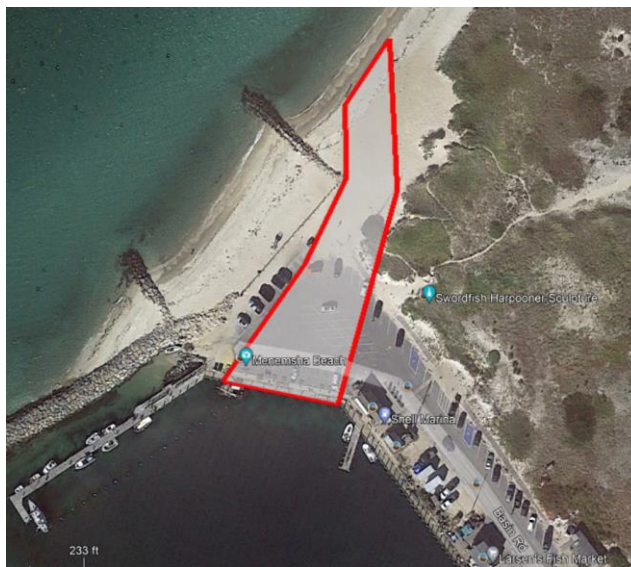


Figure 2. Google Earth image showing a conduit for flood waters and sand to overwash into the Menemsha Harbor parking lot during storms.

Project Description –The project includes beneficial reuse of dredge material from an existing, permitted navigation site and barged sand for dune restoration on Menemsha Public Beach. It is estimated that approximately 2,500 cubic yards of sand will be necessary to restore the eroded area of the coastal dune along approximately two hundred (200) feet of shoreline. The project will greatly enhance resiliency along the parking and will afford improved storm damage protection and flood control for more landward areas and most importantly the infrastructure along Menemsha Harbor.

Scope of Work:

Funding provided by the CZM Grant will facilitate the engineering design, permitting, contractor coordination and construction costs for the dredging and dune restoration project. The Woods Hole Group scope of work includes the following five (6) tasks intended to advance the project through construction:

Task 1. Site Survey and Engineering Design – An existing conditions survey and wetland delineation of the proposed project location will be required to map the coastal resource areas (coastal beach, coastal dune, etc.) that are within the project limits and could be impacted by the proposed project. An existing conditions plan showing the resource areas will be required to support the permitting filing and will include a new topographic survey of the site. A Professional Land Surveyor at Woods Hole Group will perform the survey and draft the existing conditions plan.

An engineering design will be developed for the project and will include the dune restoration details. The engineering design will be developed by a Professional Engineer (P.E.) with Woods Hole Group based on the existing conditions plan for inclusion on the proposed project design plans. Cross-sections will also be prepared showing the elevations, slope, footprint, and other pertinent details of the proposed project. The design plans will be developed in a format suitable for submission with the permitting documents to be filed with the Chilmark Conservation Commission.



Task 2. Environmental Permitting – Any work on the coastal beach or coastal dune will require a permit from the Chilmark Conservation Commission. A Notice of Intent (NOI) application will be filed with the Commission, followed by a site inspection with the Conservation Agent and a public hearing(s) where the Conservation Commission hears and votes on the project. Once the public hearing is closed, the Commission will issue an Order of Conditions for the project if it is approved during the public hearing process. The scope of work includes 1.) Prepare and file NOI application with the Chilmark Conservation Commission, 2.) Attend one (1) Site Visit with Conservation Agent, 3.) Attend one (1) Conservation Commission hearings (assumed to be through Zoom) and 4.) Record the Order of Conditions at the Dukes County Registry of Deeds.

Task 3. Contractor Solicitation – Contractor bid documents will be developed for the permitted project. Included in the bid documents will be final engineering plans and all required technical specifications for the permitted work. All other aspects of construction will go through the public bid and procurement process. Whereas this is a Municipal project, prevailing wage is assumed. When the final design for this project is completed, the following tasks will be performed 1.) Preparation of Bid Documents, 2.) Site Visits with Contractors and 3.) Construction Coordination with Project Stakeholders and Contractor.

Task 4. Construction Oversight - Construction oversight will be required to provide support during construction to ensure the contractor constructs the project in compliance with the engineering specifications and permits. The regulatory agencies also require the project engineer to monitor construction to ensure proper protection of the resource areas. The Woods Hole Group will oversee the construction of the project and will work closely with the chosen contractor throughout the duration of the project. Construction oversight tasks will include 1.) Pre-construction Staking, 2.) Coordination with Contractor and Dredge Crew, 3.) Site Visits and Memos and 4.0) Reporting to Project Stakeholders

Task 5. As-Built Survey – This task includes the coordination and implementation of a post-construction as-built survey and plan.

Task 6. Project Management, Meetings and Public Outreach - This task includes time to correspond with entities involved in the project (e.g., Chilmark Conservation Commission, Town of Chilmark, Coastal Zone Management, construction contractor(s), etc.), and for coordination of project resources to keep the work on-schedule and on-budget.

Timeline – The estimated timeline for Tasks 1-5 is as follows:

Task 1. Site Survey and Engineering Design -October 1, 2022 – November 30, 2022

Task 2. Environmental Permitting – November 15, 2022 – January 31, 2023

Task 3. Project Management, Coordination and Public Outreach – October 1, 2022 – June 15, 2023

Task 4. Contractor Solicitation - October 1, 2022 – January 31, 2023

Task 5. Construction Oversight - January 31, 2022 – March 31, 2023



Budget: A summary of the budget is provided in the table below.

Task	Cost
Task 1. Site Survey, Engineering Design and Plans	\$17,255
Task 2. Environmental Permitting	\$21,270
Task 3. Contractor Solicitation	\$6,350
Task 4: Construction Oversight	\$8,305
Task 5. As-Built Survey	\$4,902
Task 6. Project Management	\$10,355
TOTAL	\$68,437

This proposal was assembled under the guidelines for a Time & Materials “Not to Exceed” contract. Based on the preceding scope of work, the total charge for Woods Hole Group services will not exceed \$68,437 without written authorization from you. Our services will be invoiced based on the amount of time it takes to complete all contracted tasks. Materials and other direct costs will be invoiced at cost plus our standard markup. Unless otherwise agreed to in writing, payment is due within 30 days following the date of our invoice. In the event of payments that are significantly or routinely late, Woods Hole Group retains the right to stop work until payment issues are redressed. In case of refusal to address payment issues, Woods Hole Group retains the right to use all appropriate legal measures to obtain rightful payment.

Your signature below will serve as authorization for us to proceed with the full scope of services. Woods Hole Group appreciates the opportunity to support you in this project. Please call me at 508-397-9689 or send an email to tmarden@woodsholegroup.com if there are any questions or requirements for additional information.

Sincerely,

Tara Marden, M.S.
Senior Coastal Geologist/Project Manager

“I authorize Woods Hole Group, Inc. to proceed with the scope of work and budget outlined above”

Client Representative

Date

Woods Hole Group Representative

Date