



Ref. NEX-2021112.00

April 5, 2021 [Revised 4/27/21](#)

Ms. Elizabeth Hughes, Town Planner  
Town of Concord  
141 Keyes Road  
Concord, MA 014742

SUBJECT: 146B & 1442 Main Street – 110 & 11B Highland Street – Center & Main  
Zoning Board of Appeals Special Permit – Earth Removal Review

Dear Ms. Hughes:

**Greenman-Pedersen, Inc. (GPI)** is pleased to submit this proposed Scope of Work and associated fee for peer review of the Special Permit Application related to Section 7.5 of the Concord Zoning Bylaw for the proposed Definitive Subdivision Plan for 146B & 1442 Main Street and 110 & 11B Highland Street.

GPI understands that the Zoning Board of Appeals (ZBA) has received a special permit application for the removal of over 66,000 cubic yards of earth from a 9-acre lot in West Concord at 146B-1442 Main Street. In accordance with Section 7.5 of the Zoning Bylaw, the ZBA must make the following findings:

*7.5.3.1 The volume proposed for removal does not exceed the minimum practical removal required to accomplish the construction, development, or improvement in accordance with the plans therefore;*

*7.5.3.2 The plans submitted in connection with the removal are designed to minimize changes in existing contours to enhance attractive land utilization, effective drainage, suitable road gradients, access or other design considerations; and*

*7.5.3.3 Effecting the removal will not be detrimental or injurious to abutters or the neighborhood, either by the alteration of existing topography or by a substantial change in the use of the streets in the neighborhood.*

GPI proposes to perform peer review services to assist the ZBA in making these determinations. Based on information provided to GPI, it is anticipated that the work will be comprised of the following:

**Task 1 – Review of Application, Plans, and Supporting Documents**

GPI and its Geotechnical Subconsultant, Nobis Group, will conduct a peer review of the application materials, including the following documents submitted to the ZBA by the Applicant:

- Center and Main - Application Materials*
- Center and Main - Attachment A - Site Photos*
- Center and Main - Attachment B - Record Deed-Plan*
- Center and Main - Attachment C - GIS Property Cards*
- Center and Main - Attachment D - Design Plans - Williams Sparages, LLC*
- Center and Main - Attachment E - Landscape Slope area Plan*
- Center and Main - Earth Removal Letter 2-11-21*
- Center and Main - Exhibit 1 1450 Main St RTC 10.03.18*
- Center and Main - Exhibit 2 1440 Main St PRD Traffic Consultant Second Review 10-19-18*
- Center and Main - Exhibit 3 June 2018 ATR*
- Center and Main - Exhibit 4 Concord Line of site Trucking Plan*

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*Center and Main - Exhibit 5 Patriot Trucking Plan*

*Center and Main - Exhibit 6 Center and Main earth removal process 11-12-2020*

*Center and Main - Exhibit 7 MASS DOT Trucking Regs*

*Center and Main - Exhibit 8 Concord Trucking Plan to 2352 Main St*

The peer review of these materials will include consideration of the following:

- The minimum practical earth removal required to accomplish the proposed construction based upon review of the design plans;
- The intent of the proposed plans to minimize changes in existing grading and accomplish the design objectives;
- The impact of the earth removal on adjacent structures, properties, and the neighborhood;
- The geotechnical and hydrogeological considerations regarding the proposed earth removal, to include the existing subsurface conditions, performed subsurface explorations, proposed excavation activities, consideration regarding the global stability of the proposed slopes and retaining walls, and impacts to the hydrogeology and groundwater levels due to the proposed permanent excavations.
- The construction sequencing and proposed operations including dust, stormwater, and erosion control, ~~trucking routes~~, potential infrastructure impacts, and possible groundwater implications of the proposed earthwork activities.

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## Task 2 – Comment Memo

GPI and its Subconsultant will provide an initial technical peer review comment memo for review by the ZBA. The memo will provide comments organized using a numbering scheme so that each can be easily referenced and addressed by the Applicant. The comments will include concerns, suggestions, and/or recommendations, where appropriate, for revisions to the Applicant's proposition as represented by the plans and application materials.

Upon receipt of a response from the Town and the Applicant to the initial peer review letter, GPI will conduct a second review and prepare a second peer review letter. The intent of the second review will be to confirm that the initial peer review comments have been addressed and to identify any outstanding concerns. As appropriate, GPI will include recommended special permit conditions in this second peer review letter. GPI will be available to the Applicant to answer any questions regarding the review comments, plans and/or documents for the project.

## Task 3 – Meetings

GPI and its Geotechnical Subconsultant will participate in one virtual ZBA hearing/meeting, if requested, to discuss the comments provided.

## FEE

An initial man-hour estimate and fee summary is attached. The Town will pay full compensation on a Time and Materials Basis at GPI's and Nobis Group's Standard Billing Rates as attached. ***The following initial, not to exceed fees, totaling \$7,290 have been established for the described Scope of Work. This fee shall not be exceeded without written approval from the Town.***

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- **Tasks 1 & 2 not to exceed fee of \$6,540**
- **Task 3 not to exceed \$700, if required**
- **Expenses will not exceed \$50, if require**

Fees for services as described herein will be paid to GPI by the TOWN as the work progresses, based upon the presentation of a monthly statement of services by GPI.

Nothing contained herein shall obligate GPI to undertake additional work on matters not included herein, except in consideration of additional compensation mutually agreed upon.

Should you have any questions, or require additional information, please contact me directly at (978) 570-2999. Otherwise, please sign and return one original to our office to serve as a Notice to Proceed.

Very truly yours,

**GREENMAN-PEDERSEN, INC.**

**TOWN OF CONCORD, MA**



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Timothy Letton, P.E.  
Executive Vice President

[04.02.2021](#) [Rev. 4/27/21](#)

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Date

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Date