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Engineers | Scientists | Planners | Designers

101 Walnut Street  
 PO Box 9151  
 Watertown, MA 02472-4026

## Client Authorization

**New Contract:** Date: March 23, 2018

**Amendment No.:** Project No.: 99901

**Project Name:** 40B General Land Minimum Calculation  
 Maynard, MA

		Cost Estimate	
		Amendment	Contract Total
<b>To:</b>	Andrew Scribner-MacLean		
	Assistant Town Administrator		
	195 Main St.,	Labor:	\$21,400
	Maynard, MA 01754	Expenses:	<u>\$1,000</u>
	<b>TOTAL:</b>		<b>\$22,400</b>
<b>E-mail:</b>	ascribner@townofmaynard.net	<input type="checkbox"/> Lump Sum	<input checked="" type="checkbox"/> Time & Expenses
		<input type="checkbox"/> Lump Sum + Expenses	
		<input type="checkbox"/> Cost + Fixed Fee	<input type="checkbox"/> Labor Multiplier
<b>Phone No:</b>	978-897-1375	<b>Estimated Date of Completion:</b>	

### Scope of Services

VHB will undertake the following tasks to review, calculate and understand whether the Town of Maynard meets the 40B safe harbor threshold of having 1.5% of its land dedicated to affordable housing as defined by the statute.

#### **Task 1 – Review Background Materials \$3,200**

VHB will review the latest DHCD calculation requirements and materials provided by the Client to understand issues.

#### **Task 2 – Calculate Denominator \$4,750**

VHB will calculate the Town's Total Land Area (the denominator) using DHCD guidelines, and publicly available data through MassGIS. Task includes:

- GIS data collection;
- GIS calculation and analysis of the Total Land Area and Excluded Areas to be removed from Total Land Area
- GIS mapping to support the calculation, and
- Documentation of the calculation process.

#### **Task 3 – Calculate Numerator \$6,150**

VHB will calculate the SHI Eligible Area (the numerator) using the DHCD guidelines, and publicly available data. Task includes:

- Review SHI Detail List from DHCD and identify parcels associated with SHI sites;
- Calculate SHI Eligible Area by excluding areas not directly associated with SHI site parcels. This includes necessary field visits to SHI sites to GPS-locate such areas;
- Calculate prorated SHI Eligible Area;
- GIS mapping to support the calculation, and



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- Documentation of the calculation process.

**Task 4 – Prepare Summary Memorandum** **\$2,000**

VHB will prepare a memorandum report describing our methodology, process, and calculation results of the General Land Area Minimum percentage using the denominator and numerator calculated in Task 2 and Task 3.

**Task 5 – Prepare for Court Hearing** **\$2,400**

VHB will prepare court documents for attending the Housing Appeals Committee court hearing as necessary. Assume attendance by two people from VHB at an hourly rate. Please note the hourly rates for Court Testimony in the attached Schedule of Hourly Billy Rates.

**Task 6 – Meetings & Support** **\$2,900**

VHB will expect two one-hour conference calls per task, totaling six calls total for client coordination, updates and questions.

**ASSUMPTIONS:**

1. The proposed fee is an upset limit based on VHB’s preliminary understanding of the work to be completed. If additional work is requested by the Client that will result in an exceedance of the upset limit, VHB will provide the Client with an estimate for the additional work.
2. This proposal does not include reviewing of Registry of Deed information for specific projects in the SHI.
3. No group homes will be included in the analysis.
4. Given the nature of the legal testimony and process, VHB will bill the Client for document preparation, discovery, and or for time and expenses needed to appear in any depositions or legal proceedings where such requests do not arise out of VHB’s negligent acts, errors, or omissions. In these cases, VHB will work with the Client and their attorneys to prepare the necessary documents and to make technical staff available in a timely manner. The Client shall compensate VHB for all costs incurred by VHB for these requests, including any reasonable in-house (VHB) attorney’s fees.
5. No exhibits for Court are included in the above proposal
6. This effort does not include any time for Court testimony. Labor Rates for Court Testimony are included in our labor rate table.

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

Department Approval: \_\_\_\_\_

Please execute this Client Authorization for VHB to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to VHB.

Subject to attached terms & conditions.

Subject to terms & conditions in our original agreement dated \_\_\_\_\_

**Authorization**

**Client Authorization (Please sign original and return)**

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

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

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_



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

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