



## Green International Affiliates, Inc.

100 Ames Pond Drive, Suite 200 Tewksbury, MA 01876

T: (978) 923-0400 | [www.greenintl.com](http://www.greenintl.com)

July 18, 2024

Ms. Maren Toohill, AICP  
Town Planner  
Town of Littleton Planning Department  
37 Shattuck Street, Room 303  
Littleton, MA 01460

**Subject: Proposal for Construction Observation  
Services for Strawberry Farm Subdivision  
Littleton Planning Department**

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Dear Ms. Toohill:

Pursuant to your request, Green International Affiliates, Inc. (Green) is pleased to provide this proposal to provide construction observation services to the Planning Department for the Strawberry Farm Subdivision project. Based on our understanding of the project and the construction schedule provided by the Developer, we have developed the following Scope of Services.

### Scope of Services

We will perform periodic construction observations based on the *2012 Subdivision Regulations Section § 249-89.H.1 Inspections* and the anticipated construction schedule. Construction observations are limited to observations of the roadway construction and stormwater system to check for general conformance with the Town of Littleton Subdivision Regulations dated 2012, the endorsed *Definitive Subdivision – Open Space Development “Strawberry Farms”* plans dated and revised June 25, 2024, Stormwater Management Permit, and Planning Board conditions. Green anticipates that site visits will be required to observe roadway and sidewalk work at each milestone listed in *Section § 249-89.H.1* and during paving operations. It is anticipated that the Contractor and/or the Town of Littleton will notify Green when construction activities that require a site visit per the regulations are occurring and provide at least two business days' notice. The review of as-builts provided by the Developer is included in this Scope of Services. Additionally, it is anticipated a review of construction costs will be performed for the purpose of determining the appropriate bond amount. This is also included in this Scope of Services.

Green will perform construction observations and prepare a construction observation memorandum after each site visit (unless otherwise noted) that will provide a general description of the construction progress, issues to be resolved and the status of prior issues. We anticipate a total of nine (9) site visits to complete this work.

1. One (1) site visit and one (1) memo to observe the installation of erosion control.
2. One (1) site visit and one (1) memo to observe the existing subgrade material and subgrade grading.
3. One (1) site visit and one (1) memo to observe the grading at drainage basins and drainage pipe installation.

4. One (1) site visit and one (1) memo to observe the installation and compaction of the roadway subbase.
5. One (1) site visit and one (1) memo to observe the installation of hot mix asphalt (HMA) intermediate course.
6. One (1) site visit and one (1) memo to observe the installation of (HMA) surface course.
7. One (1) site visit and one (1) memo to observe the stormwater infiltration or in the event it is requested by the Planning Board for another purpose.
8. One (1) site visit to perform a site walk and generate punch list.
9. One (1) site visit to confirm satisfactory completion of punch list items.

### **Exclusions and Assumptions**

Green will not perform construction observations for items not related to the new roadway such as construction of house lots, the private septic systems, water mains and electrical/telecom conduits. This Scope of Services does not include construction layout, verification of construction layout, detailed construction inspections, worksite safety or conformance with worksite safety requirements, materials testing, compaction testing, and other activities not specifically stated in this scope. These services can be provided as an additional service if requested by the Town. The Engineer of Record is responsible for all submittal and material reviews and approvals and will provide copies of all approved submittals for our use and record. We will communicate any noted substandard work to the Town, and we will not be responsible for stopping ongoing construction work should substandard conditions exist.

Due to the limited frequency and nature of the site visits, it is understood that observations performed will only be for general conformance with the Endorsed Plans. We cannot be responsible for identifying non-conforming work that is not reasonably evident and visible during our site visit. Verification of quantities completed by the Developer's contractor and review of the payment requisitions are not included in this Scope of Services.

### **Fee**

We propose to perform this work on a Time and Materials Basis using a Project Manager at the hourly rate of \$205/hour, a Project Engineer at the hourly rate of \$175/hour, and a Staff Engineer at the hourly rate of \$145/hour. This Scope of Services is for the work anticipated in 2024. Expenses for mileage will be billed at the current GSA rate of \$0.67 cents per mile.

Based on the Scope of Services above, we propose a total budget of \$11,555. Should the need arise, this budget amount can be increased upon mutual agreement, and we will not exceed this amount without receiving prior written authorization. We have provided our work-hour estimate for your review. Please advise if this proposal is acceptable and if the Town would like to proceed.

Thank you for the opportunity to submit this proposal, and we look forward to working with you once again.

Sincerely,  
*Green International Affiliates, Inc.*



Ko Ishikura, P.E.  
President

## 95 Taylor Street Construction Observations

TASK No.	TASK DESCRIPTION	PROJECT MANAGER	PROJECT ENGINEER	STAFF ENGINEER	TOTAL HOURS	FEE SUBTOTAL	TRAVEL	COPIES	MISC	TOTAL EXPENSES
		\$ 205.00	\$ 175.00	\$ 145.00						
<b>Task 1</b>										
1.1	Erosion Control Site Visit and Memo	0	1	4	5	\$ 755.00	\$ 30.00	\$ -	\$ -	\$ 30.00
1.2	Roadway Subgrade Site Visit and Memo	0	1	4	5	\$ 755.00	\$ 30.00	\$ -	\$ -	\$ 30.00
1.3	Drainage Basin and Pipe Installation Site Visit and Memo	0	1	4	5	\$ 755.00	\$ 30.00	\$ -	\$ -	\$ 30.00
1.4	Roadway Subbase Site Visit and Memo	1	1	4	6	\$ 960.00	\$ 30.00	\$ -	\$ -	\$ 30.00
1.5	Roadway Intermediate Course Paving Site Visit and Memo	0	1	4	5	\$ 755.00	\$ 30.00	\$ -	\$ -	\$ 30.00
1.6	Roadway Surface Course Paving Site Visit and Memo	1	1	4	6	\$ 960.00	\$ 30.00	\$ -	\$ -	\$ 30.00
1.7	Observation of Stormwater Infiltration or Additional Site Visit and Memo	0	1	4	5	\$ 755.00	\$ 30.00	\$ -	\$ -	\$ 30.00
1.8	Site Visit to Observe Conditions and Generate Punch List	0	1	4	5	\$ 755.00	\$ 30.00	\$ -	\$ -	\$ 30.00
1.9	Site Visit to Confirm Completion of Punch List Items (1 visit)	0	1	4	5	\$ 755.00	\$ 30.00	\$ -	\$ -	\$ 30.00
1.10	Review Construction Costs	2	8	0	10	\$ 1,810.00	\$ -	\$ -	\$ -	\$ -
1.11	Review As-builts	2	4	8	14	\$ 2,270.00	\$ -	\$ -	\$ -	\$ -
		Subtotal (hours)	6	21	44	71				
		Totals	\$ 1,230.00	\$ 3,675.00	\$ 6,380.00	\$ 11,285.00	\$ 270.00	\$ -	\$ -	\$ 270.00
		Total	<u>\$ 11,555.00</u>							



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