

Proposal to Provide Peer Review of Traffic Impact & Analysis Study 15 Great Road LLC



Submitted to
Town of Littleton
November 10, 2011
Nitsch Proposal #8964P

November 10, 2011

Mr. Keith A. Bergman, Town Administrator
Town Administrator's Office, Room No. 309
37 Shattuck Street
Littleton, MA 01460

RE: Nitsch Project #8964P
Peer Review of TIAS
15 Great Road LLC
Littleton, MA

Dear Mr. Bergman:

Helping municipalities shape their future is something Nitsch Engineering is enthusiastic about – we have been doing this for 22 years and are excited about this opportunity to work with the Town of Littleton on this peer review of a traffic impact & access study for 15 Great Road. **Because of our experience, project approach, and passion for this type of work, we believe Nitsch Engineering is the perfect fit to make this project succeed.**

Nitsch Engineering has been providing professional engineering services to communities around Massachusetts since 1989. We are a 70-person firm that specializes in providing transportation and traffic engineering, civil engineering, land surveying, sustainable site consulting, planning, and Geographic Information Systems (GIS) services. The size of our firm offers Littleton the comfort of knowing that we are large enough to handle your project in a timely manner, yet small enough to offer you personalized service. Nitsch Engineering has provided municipal consulting services to over 80 communities in Massachusetts, which has allowed us to develop a systematic and effective way of performing reviews.

To address your requirements for this review project, Nitsch Engineering proposes assigning our Transportation Department Manager, Fayssal Husseini, PE, PTOE, LEED Green Associate, to be the primary point of contact and Project Manager. As one of only 56 Professional Traffic Operations Engineers in Massachusetts, Fayssal has demonstrated an in-depth understanding of industry standards for traffic design.

Should any questions arise as you review our submittal, please call Fayssal Husseini or me at (617) 338-0063 and we will respond promptly. We look forward to hearing back from you!

Very truly yours,

Nitsch Engineering, Inc.



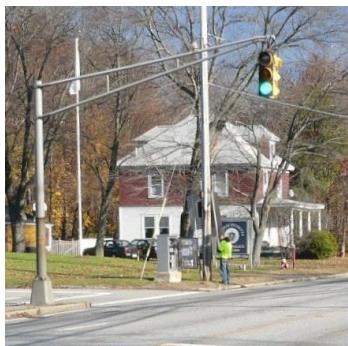
Lisa A. Brothers, PE, LEED AP BD+C
President & CEO

FJH/anl

Enclosures

P:\8964 Traffic Review Great Rd\Contract\Marketing Qualifications\RFP\Cover Letter.doc

Introduction



Nitsch Engineering specializes in providing transportation and traffic engineering, civil engineering, land surveying, sustainable site consulting, planning, and GIS services. Since the founding of the company in 1989, we have worked with municipalities, public agencies, owners, and design professionals on private development and public infrastructure projects in 17 states and five countries. Nitsch Engineering has earned a reputation among clients and professional colleagues for excellence in design; attention to details and addressing all project phases; a collaborative consulting process that fosters workable and creative design solutions appropriate to each site and its context; a full command of technical issues; strong presentation and community relations skills; and experienced design staff who are committed to the client.

Our areas of transportation expertise include providing Municipal Design and Peer Review services; providing Roadway Design and Permitting services; performing Traffic Impact, Site Access Feasibility, and Traffic Calming Studies; and preparing Transportation Master Plans. We are prequalified by the Massachusetts Department of Transportation Highway Division (MassDOT) in basic and intermediate roadway design, transportation planning, wetlands-delineation assessment, public participation, and hydraulics/hydrology.

Nitsch Engineering offers the Town of Littleton years of experience as an engineering review consultant. ***We have provided review services for more than 80 different Massachusetts communities over the years, including Littleton.*** Nitsch Engineering fully supports the intentions of Zoning Boards, Planning Boards, Boards of Health, Conservation Commissions, Public Works Departments, and Boards of Selectman in conducting development reviews and providing design services as expeditiously and comprehensively as possible, minimizing the number of public hearing sessions required for each project. We understand how time-sensitive projects can be, and are experienced public speakers who can use our knowledge to tactfully maneuver within the review process.

The Nitsch Team

Nitsch Engineering's team of professionals meets the criteria you have outlined in your RFP. The Nitsch Team will be led by Fayssal J. Husseini, PE, PTOE, LEED Green Associate, Transportation Department Manager. In this role, Fayssal will oversee the review process, including providing QA/QC for deliverables. He will attend meetings, hearings, and presentations with the Town when possible, or make sure that a knowledgeable engineer is available. Fayssal will have primary responsibility for making certain that appropriate materials and products are delivered in a timely manner.

Fayssal's experience encompasses over 26 years of providing state agencies, planning authorities, municipalities, and private parties with professional transportation and traffic engineering services. He has extensive knowledge in the State permitting process and possesses excellent public presentation skills. Fayssal earned his M.S. in Transportation Engineering and B.S. in Civil Engineering from Northeastern University; is a certified Professional Engineer; is a ***certified Professional Traffic Operations Engineer***; and is accredited as a LEED Green Associate.

Working closely with Fayssal will be Jeffrey T. Bandini, PE, LEED Green Associate, Transportation/Traffic Engineer. In this role, Jeff will work closely with Fayssal to perform the scope of services outlined in this proposal. Jeff has six years of experience, which has included performing peer reviews; performing traffic impact studies; designing roadways; and creating full engineering plan sets. He earned a B.S. in Civil and Environmental Engineering from University of Massachusetts Dartmouth; is a certified Professional Engineer; and is accredited as a LEED Green Associate.

Resumes for Fayssal and Jeff are included on the following pages.

Fayssal Husseini, PE, PTOE, LEED Green Associate Transportation Department Manager

Years of Experience	26 in Industry 3 at Nitsch Engineering
Registration	Massachusetts: Professional Engineer (Civil) #36900, 1992 Certified Professional Traffic Operations Engineer (PTOE), 2011 LEED Green Associate, 2011
Education	M.S., Transportation Engineering, Northeastern University, 1992 B.S., Civil Engineering, Northeastern University, 1984
Availability	Fayssal has the availability to oversee the review of the Town of Littleton's project within the next month.
Expertise	Fayssal has 26 years of experience in providing transportation and traffic engineering services. A registered Professional Engineer, he has gained expertise in everything from negotiating contracts to preparing design documents and conducting public hearings, making him an excellent leader for any project team. Fayssal's project experience includes highway and roadway design, traffic signal design, parking lot design, airport terminal roadway design, and site planning/design projects in Massachusetts, New Hampshire, Rhode Island, and Maine. Supplementing his project experience, Fayssal is an experienced user of computer applications used for transportation engineering (planning and design), including Adobe and Microsoft Office software, AutoCAD, Trafficware Synchro, and TSIS/CORSIM. Fayssal shares his knowledge and skills as an adjunct professor and member of the Advisory Board for the Civil Engineering Department at the University of Massachusetts Lowell. He is very active in the New England Section of the Institute of Transportation Engineers (ITE), and has served as the President and Secretary of the Massachusetts Chapter.
Key Projects	<p>Aspen Apartments 40B Review: Project Manager for a professional traffic engineering peer review of a 40B 642-unit apartment complex and a 40B subdivision. Analyzed the traffic and transportation issues associated with the project to ensure impacts were mitigated appropriately. Presented information to the Zoning Board and gave recommendations, as needed, to resolve concerns expressed by the board. Billerica, MA. Owner: Town of Billerica</p> <p>Bow Road Traffic Assessment: Project Manager working with the residents of Bow Road to review the DEIR for the Town Center Project and determine its impacts on the neighborhoods. Prepared an alternative layout to eliminate cut-through traffic, attended board of selectmen meetings, and prepared a memorandum assessing the impacts and recommendations. Wayland, MA. Owner: Town of Wayland</p> <p>Lancaster Mills: Project Manager conducting a peer review of a traffic study completed by other consultants for the expansion on Lancaster Mills. The scope included parking management, traffic generation and impacts, and recommendations for realigning Green Street. Prepared a memorandum of findings and recommendations. Clinton, MA. Owner: Town of Lancaster Planning Board</p> <p>90 Libby Industrial Parkway: Project Manager reviewing a parking evaluation study for the expansion of a medical facility building. Completed a parking occupancy and turnover study to quantify the number of parking spaces based on demand and local zoning regulations. Provided traffic trip generation and distribution, prepared a traffic report, and attended meetings with the local zoning board. Weymouth, MA. Owner: Town of Weymouth</p>

Fayssal Husseini, PE, PTOE, LEED Green Associate Transportation Department Manager

City of Boston On-Call Contract: Project Manager for on-call contract with the Boston Public Works Department to provide on-call engineering services from 2007 – 2009. Led 16 task assignments under the contract, including intersection improvements, bicycle lanes, stone wall repairs, and studies. Evaluated project scopes, schedules, and cost; reviewed other consultants' scope, fee, and schedules; reviewed and approved design standards and guidelines to which consultants must adhere; reviewed monthly status reports to assure that work is being done in a timely manner; provided engineering services, plans, and studies of various City-owned problems; and provided planning and engineering services for various projects related to street improvements. Boston, MA

Owner: City of Boston

Cleary Square Improvements: Project Manager responsible for design of improvements to intersection. Scope of services included collecting traffic data, analyzing capacity, reconfiguring the roadway to accommodate automobile and bicycle traffic, providing traffic signal design, designing pedestrian paths and ramps, addressing utility constraints, designing lighting, preparing a functional design report, preparing the PIC plan to secure approval, and coordinating with the MBTA to install a bus shelter. Developed plans, specifications, and quantity and cost estimates for the reconstruction project, and produced bid documents ready for advertisement and construction. Hyde Park, MA.

Owner: City of Boston

Fenway Intersections: Project Manager for traffic engineering services for improvements at Fenway area intersections. Inventoried existing signal equipment and street signs, collected traffic data (vehicular, pedestrian and bicycle), analyzed crash data, performed a traffic queue study, provided intersection signal warrant analysis, performed sight distance analysis, and analyzed intersection capacity. Prepared a functional design report. Designed signal system, designed new pavement markings and signage, and prepared contract documents, special provisions, and construction cost estimates to the 25%, 75%, and 100% submission levels. Boston, MA.

Owner: City of Boston Public Works Department

Beverly High School: Project Traffic Engineer responsible for preparing a traffic impact and feasibility study for the expansion and construction of athletic fields. Provided data collection and analysis, traffic circulation evaluation, access/egress analysis and traffic projection. Prepared a report that documented the data and presented our findings and recommendations. Attended coordination meetings and public hearings. Beverly, MA.

Owner: City of Beverly

Haverhill High School: Traffic Engineer responsible for the preparation of a traffic impact analysis in connection with the reconstruction and expansion of the existing High School. Provided data collection, capacity analysis, parking layout design, access and egress analysis and design, and internal circulation analysis and design. Coordinated with and presented information to the school committee, coordinated with fire and police departments, and prepared design documents. Haverhill, MA.

Owner: City of Haverhill

Runkle Elementary School: Project Manager for preparation of traffic impact and feasibility analysis. The project scope included traffic data collection, analysis, and recommendations for operational and safety improvements. Attended coordination meetings with the Town Departments, and the School Committee. Brookline, MA.

Owner: Town of Brookline

Jeffrey T. Bandini, PE, LEED Green Associate

Transportation/Traffic Engineer

Years of Experience	6 in Industry 1 at Nitsch Engineering
Registration	Massachusetts: Professional Engineer (Civil), #49187, 2011 LEED Green Associate, 2011
Education	B.S., Civil and Environmental Engineering, University of Massachusetts Dartmouth, 2005
Availability	Jeff has the availability to review of the Town of Littleton's project within the next month.
Expertise	Jeff has six years of experience as a transportation designer and traffic analyst. During this time, his experience has included performing all aspects of traffic impact studies for site development; designing roadway segments, intersections, and roundabouts; and creating full engineering plan sets of roadway and intersection projects, including construction, signing/striping, signal, and traffic management plans. Jeff has conducted traffic analysis and timing determination of signalized intersections, including coordination; and he has performed highway design and engineering, including geometry, specifying signage, and quantity take-off estimates. He has used his strong communication skills as a representative at municipal local meetings.
Key Projects	<p>Peer Reviews: Performed peer reviews of traffic reports developed by other consultants, checking for compliance with standard engineering practices, local regulations and policies, and State regulations. Various locations, MA.</p> <p>Owner: Various municipalities</p> <p>MassDOT Project Controls: Traffic Engineer on the team providing statewide professional engineering design and review to MassDOT on a task-order basis for various highway and bridge projects. Various locations, MA.</p> <p>Owner: MassDOT</p> <p>Municipal Design: Performed various tasks for municipal clients. Hanover, Hingham, Hull, Needham, Norfolk, Norwell, and Pembroke, MA. <i>Project experience with prior firm.</i></p> <p>Owner: Various municipalities</p> <p>Leverett Circle: Traffic designer responsible for pedestrian overpass feasibility study. Wrote report and performed various field tasks including analyzing bicycle, pedestrian, and vehicular travel patterns. Boston, MA.</p> <p>Owner: Massachusetts Department of Transportation</p> <p>Franklin High School: Traffic designer responsible for writing report, assessing existing conditions and making recommendations based on planned renovations. Franklin, MA.</p> <p>Owner: Town of Franklin</p> <p>ARRA Solar Pilot Project: Transportation designer responsible for conducting field survey and plan construction of existing traffic signal equipment for upgrade to solar power at</p>

Jeffrey T. Bandini, PE, LEED Green Associate Transportation/Traffic Engineer

intersections. Boston, MA.

Owner: Boston Public Works Department

Fenway/Westland Avenue Intersection: Transportation designer responsible for developing 25% plans for traffic signal, signage, and lane marking upgrades. Boston, MA.

Owner: City of Boston

NSTAR: Transportation designer responsible for creating traffic management plans for various utility line replacements. Various municipalities, MA.

Owner: NSTAR

Springfield Street/South Street/Fairview Avenue Intersection: Traffic designer responsible for designing geometric improvements and updating existing traffic signal equipment. Prepared full plan set. Chicopee, MA. *Project experience with prior firm.*

Owner: City of Springfield

Route 14 Reconstruction: Transportation designer responsible for performing highway design and quantity take-off estimates for reconstruction of 3-miles of roadway. Pembroke, MA.

Project experience with prior firm.

Owner: Town of Pembroke

South Coast Rail: Traffic analyst responsible for performing HCS analyses for freeway segments in southeastern Massachusetts. Re-designed park-and-ride lots as part of project no-build report. Boston, MA

Owner: MBTA

Accelerated Bridge Program: Estimator responsible for construction and transportation quantity take-off estimates. Various municipalities, MA.

Owner: Commonwealth of Massachusetts

Wolomolopoag Street/South Main Street Intersection: Traffic designer responsible for intersection improvements. Signalized stop-controlled intersection into a fully-actuated traffic signal system. Prepared full plan set. Sharon, MA. *Project experience with prior firm.*

Owner: Town of Sharon

High Street and Free Street Intersection: Traffic designer responsible for signalizing two-way stop-controlled intersection into a fully-actuated traffic signal system. Prepared full plan set.

Hingham, MA. *Project experience with prior firm.*

Owner: Town of Hingham

Brockton VA Hospital: Traffic designer responsible for writing report, assessing existing conditions and making recommendations based on the construction of a new building on site. Brockton, MA.

Owner: VA Boston Healthcare System

Beach Street Parking Garage: Transportation designer for concept plan design and report for proposed two-way traffic flow on existing one-way street. Boston, MA. *Project experience with prior firm.*

Owner: Beach Street Parking Garage Associates, Inc.

Hadley Corner: Traffic designer responsible for writing traffic monitoring report and conducting signal coordination along Route 9 corridor. Hadley, MA. *Project experience with prior firm.*

Owner: Home Depot USA Inc.

Relevant Experience

Aspen Apartments 40B Review, Billerica, MA (Fayssal worked on this project)

Nitsch Engineering performed a professional peer review of a 40B 642-unit apartment complex and a 40B subdivision. As part of this project, we analyzed drainage reports and verified that the site plans met the appropriate State requirements. We also analyzed the **traffic and transportation issues** associated with the project to ensure impacts were mitigated appropriately. Nitsch Engineering presented information to the **Zoning Board** and gave recommendations, as needed, to resolve concerns expressed by the board.

Reference

Doris Pearson, Chairman of the Zoning Board of Appeals
365 Boston Road, Office# 105, Billerica, Ma 01821
(978) 671-0964

Eastondale Cottages, Easton, MA (Fayssal oversaw traffic engineering services on this project)

Nitsch Engineering performed a professional peer review of 28 detached cottage-style residential units on 3.74 acres of land. As part of this project, we analyzed drainage reports and verified that the site plans met the appropriate State requirements. We also analyzed the **traffic and transportation issues** associated with the project to ensure impacts were mitigated appropriately. Nitsch Engineering presented information to the **Zoning Board** and gave recommendations, as needed, to resolve concerns expressed by the board.

Reference

Ellen Weene, Board of Appeals Secretary
136 Elm Street, Easton, MA 02356
(508) 230-0591

Municipal Consulting Engineering Services, Raynham, MA

Since 1998, Nitsch Engineering has been providing on-call peer review services for the Town of Raynham. In this role, we have reviewed site plans for residential and non-residential developments; Notices of Intent; and **roadway**, utility, Title 5 compliance, and stormwater management systems for compliance with standard engineering practices, constructability, and conformity to town, state, and federal regulations. We have also reviewed **traffic and transportation issues** to ensure mitigation, and reviewed as-built plans, performed construction site visits, and recommended whether streets were built correctly for acceptance as a public way. Nitsch Engineering has provided technical support at public hearings/meetings and site walks.

Reference

Roger Stolte, Highway Superintendent
Highway Department, 1555 King Philip Street, Raynham, MA 02767
(508) 824-2718

Municipal Consulting Engineering Services, Weston, MA

Since 1995, Nitsch Engineering has been providing the professional peer review services for the Town of Weston. In this role, we have performed review of site plans for various types of developments; Notices of Intent; and **roadway**, utility, and stormwater management systems for compliance with standard engineering practices, constructability, and conformity to town, state, and federal regulations. Nitsch Engineering has reviewed **traffic and transportation issues** to ensure that any negative project impacts are mitigated, and conducted **traffic signal inspections** to determine system faults. We have provided technical support at public hearings/meetings and site walks. Nitsch Engineering also assisted the Planning Board in developing **sustainable roadway regulations** and provided them with general engineering and technical assistance.

Reference

Joseph Laydon, Town Planner
Planning Board, Weston Town Hall, 11 Townhouse Road, Weston, MA 02493
(781) 893-7320 x321

Review Approach & Scope of Work

As the result of our years of experience, Nitsch Engineering has an in-depth knowledge of traffic engineering. We will review the project traffic study for conformance with standard engineering practices, the Institute of Transportation Engineers (ITE) recommendations and guides, Littleton Zoning Ordinances, Subdivision Rules and Regulations, other Town regulations and policies, and State regulations.

Nitsch Engineering's traffic engineering department has the experience necessary to handle the Town of Littleton's peer review needs. After more than 22 years of experience, we have developed a standard process for performing peer reviews. This section describes our Typical Review Process and Typical Letter Reports, then goes on to describe the scope of services for your project.

Typical Review Process

Nitsch Engineering begins each full technical review project by receiving a set of plans and calculations from the Board requesting the review. Immediately upon receipt, we will evaluate the application to determine whether the basic required documentation has been submitted. Nitsch Engineering will notify the Town if documentations are missing, and will proceed with the review only after all the required documentation has been received. This reduces unnecessary review costs and allows the first review to be more comprehensive. Once we complete the review, we will submit to the Town for review and submittal to the developer and the engineer of record. At the Town's request, we will attend coordination meetings with the developer's engineer and will review our comments on the traffic study and the responses by the engineer. After all comments are reviewed and addressed, the Zoning Board of Appeals will then set a date for a public hearing to discuss the Preliminary Plans, Definitive Plan, Site Plan, Request for Determination, or Special Permit filing. Nitsch Engineering performs a site visit during the initial phases of the review process. Our comments will be in the form of a letter report detailing our findings, which we will submit it to the Town.

Given state-mandated time frames for decisions, it is essential that Nitsch Engineering be able to respond to the Town by providing the review resources necessary to perform a comprehensive review of site traffic report. Nitsch Engineering routinely provides many different communities with timely and comprehensive reviews of subdivision and site plan submittals. In many cases, Nitsch Engineering has responded with a letter report in less than a week of receiving a submission for review.

Nitsch Engineering typically attends the first public meeting to report our initial findings to the Town, the Applicant, and the Public. Our attendance at subsequent meetings is at the discretion of the Zoning Board of Appeals, or the overseeing agency of approval process within the Town and depending on the Town's assessment of the degree of outstanding technical issues. Generally, complex projects require Nitsch Engineering to attend subsequent meetings. When requested by the Zoning Board of Appeals, our traffic engineer will attend and present the findings of their independent traffic reviews. A project's traffic impact can be a major factor and cause of concern within the community.

During the first public meeting on a submission, Nitsch Engineering takes detailed notes, identifying residents' and the Town's concerns regarding the proposed development. These notes become a vital part of our subsequent effort. Nitsch Engineering either scrutinizes the design with regard to the outstanding concerns or can relay the concerns directly to the Applicant's engineer if authorized by the Zoning Board of Appeals. Subsequent reports focus on these issues, in addition to outstanding issues from our initial review.

Nitsch Engineering has found over the years that municipalities value complete control of communications during the peer review process, and should always know when dialogue is happening between Nitsch Engineering and the Applicant. We will deal directly with an Applicant or the Applicant's engineer only if specifically permitted to do so by the Town, and will request that an Applicant get permission from the Town before calling us. When we do speak directly with an Applicant, we will submit a written report of the conversation to the Town. In our experience, the direct dialogue with the Applicant or the Applicant's engineer has centered on clarifying technical points raised during the review process.

As the review of a project progresses, Nitsch Engineering attempts to resolve outstanding technical issues by providing clear and concise commentary on the elements of the submittal. As issues are resolved, our review letters become shorter and shorter until they only include requests for variances or waivers. Several of our existing client communities have relied upon Nitsch Engineering's technical analysis and advice on granting variances or waivers for certain issues.

After the Town issues its Conditional Approval for a project, Nitsch Engineering is involved in several post-approval processes. These include checking for conformance with the Town's Conditions of Approval, performing construction observations, preparing construction bond estimates, and reviewing as-built plan/street acceptance plans. The same staff that originally reviewed the project will also perform these post-submission activities.

Typical Letter Reports

Our letter reports clearly list all documents received and reviewed, including the title and date of all plans and supporting documentation. Since there are often a number of regulation versions, our letter will also note the date of the zoning and subdivision regulations under which the application is being reviewed. This is an important piece of the report, especially if a Town decision is appealed.

Our letters will have our comments itemized for easy reference. With the Town's permission, we will meet with the applicant's engineer to help resolve the issues. The initial comments will stay on subsequent letters in bold text with the new status listed underneath the original issue. The comment is not removed until an issue has been resolved to both Nitsch Engineering's and the Town's satisfaction. We find that this is more effective for the members than carrying the prior letters back and forth to the public hearings — all the prior information is carried forward.

Typical Traffic Analysis Review

Nitsch Engineering's traffic staff is knowledgeable in the traffic/transportation review process. Over the years they have performed hundreds of peer reviews for communities, agencies, and advocacy groups. Oftentimes, the traffic elements of a project drive the mitigation for the entire site and surrounding roadway network. On-site traffic, pedestrian, and bicycle activity are reviewed, as well as existing and future off-site conditions.

With the traffic peer review, our engineers conduct an in-depth field reconnaissance, evaluate the safety characteristics of the area, prepare an independent assessment, and develop our own recommendations. Specific areas we review include, but are not limited to, traffic volumes, accident history, stopping sight distance, roadway network and layout, site trip generation characteristics, operational characteristics, levels of service and traffic impacts, traffic signal design, site plan access/egress and on-site circulation, presence of pedestrian and bicycle amenities, safety, and overall mitigation. Our conclusions are summarized in a memo/report for the client and findings are presented in a public forum.

Nitsch Engineering will conduct the traffic analysis using the nationally accepted standards, methods, and criteria of the Institute of Transportation Engineers (ITE) and the American Association of State Highway and Transportation Officials (AASHTO). The scope would include:

1. Review on-site roads and off-site roads in the vicinity to identify concerns regarding the capacity of roads and intersections used by or providing access for traffic from the development. Review traffic volume generated by the development.
2. Review safety issues, such as accident history of nearby roads and intersections, design speeds within or providing access to the development, and geometry of the roadway and intersection layout. Review emergency access. Check sight distance and review area land uses.
3. Review Traffic Study area, compare traffic counts, and check seasonal adjustments.
4. Review vehicle trip generation/trip distribution assumptions. Compare with data from *ITE Trip Generation*, AASHTO, or local sources, and compare with other area developments.
5. Review No-Build Network assumptions, background growth assumptions, and background developments.
6. Review level of service analysis. Check input data for intersections under Existing, No-Build, and Build conditions.

7. Review bicycle and pedestrian access and safety issues, including bike paths, sidewalks, crosswalks, school bus routes, ADA compliance, and access ramps.
8. Assess adequacy of mitigation measures, provide recommendations, review pedestrian activity, and assess potential traffic calming measures.
9. Evaluate and provide recommendations on lighting, parking layout, turning movements, retaining walls, and slope stability.
10. Confer by telephone with Town officials and agents on matters within the "Scope of Services" set forth herein.

Schedule

Nitsch Engineering will start the work immediately after a notice to proceed from the Town. We anticipate that the initial review and issuance of a review memorandum, will take 10 working days, not Calendar. Future tasks will be coordinated with the Town to fit with schedules and board meetings, and as directed.

We will have the resources available to address the Town's requests in a timely and effective manner.

Hourly Rates and Fee

Nitsch Engineering will perform this peer review on an hourly basis, as outlined in our fee pricing structure included below.

a. Principal	\$275.00/hour
b. Expert Witness	300.00/hour
c. Senior Transportation Engineer	180.00/hour
d. Civil Senior Project Manager/Planning Director	175.00/hour
e. Civil Project Manager	140.00/hour
f. Survey Project Manager	140.00/hour
g. Senior Project/Traffic Engineer	130.00/hour
h. Project Engineer	120.00/hour
i. Senior Project Designer/Traffic Analyst	105.00/hour
j. Project Designer/Traffic Analyst	95.00/hour
k. Survey Technician	93.00/hour
l. Senior CAD Operator	90.00/hour
m. GIS Manager	115.00/hour
n. CAD Operator	75.00/hour
o. Two-Person Field Crew	166.00/hour
p. Crew Chief	93.00/hour
q. Instrument Operator	73.00/hour
r. Traffic Counter	60.00/hour
s. Word Processor	50.00/hour
t. Outside Consultant Services	Cost plus 10%
u. Mileage	Charged at the IRS approved rate

These rates are valid through September 29, 2012, and are then subject to adjustment.

Based on the scope of traffic services outlined in the Town's Request for Proposal, Nitsch Engineering's fee for this review will be \$7,800, including labor and expenses. Costs will not be accrued beyond this estimate without verbal approval from the Client.

CERTIFICATE OF COMPLIANCE WITH TAX LAWS

Pursuant to Commonwealth of Massachusetts General Laws, Chapter 62C, Section 49A, I certify

under the pains and penalties of perjury that, Nitsch Engineering, Inc.

(Contractor)

has filed all Commonwealth of Massachusetts state tax returns, has complied with all Commonwealth of Massachusetts laws relating to taxes, and has paid all Commonwealth of Massachusetts State Taxes required under law.

Nitsch Engineering, Inc.

(Contractor)

By: Lisa A. Brothers

Contractor's Federal Tax I.D. No. 04-3063185

END OF DOCUMENT

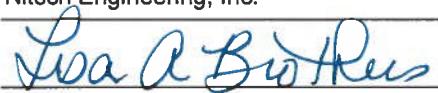
CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the pains and penalties of perjury that this contract has been obtained in good faith and without collusion or fraud with any other person. As used in this certification, the word 'person' shall mean any natural person, business, partnerships, corporation, union, committee, club, or other organization, entity, or group of individuals.

Name of Business:

Nitsch Engineering, Inc.

Signature:



Name of Person signing Bid:

Lisa A. Brothers, PE, LEED AP BD+C

President & CEO

END OF DOCUMENT



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/14/2010

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Michele Callahan	
Ames and Gough 859 Willard Street Suite 320 Quincy MA 02169	PHONE (A/C, No. Ext): (617) 328-6555	FAX (A/C, No): (617) 328-6888
	E-MAIL ADDRESS: mcallahan@amesgough.com	
	PRODUCER CUSTOMER ID #: 00000022	
	INSURER(S) AFFORDING COVERAGE	
INSURED	INSURER A: Travelers Indemnity Company of	
Nitsch Engineering, Inc. 186 Lincoln Street, Suite 200 Boston MA 02110-2403	INSURER B: St. Paul Fire and Marine	
	INSURER C: Continental Casualty Company 20443	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERS

CERTIFICATE NUMBER: CL10121410074

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS			
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			680-2775P498	1/1/2011	1/1/2012	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC						MED EXP (Any one person)	\$ 10,000	PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000
							VALUABLE PAPERS	\$ 500,000		
A	AUTOMOBILE LIABILITY ANY AUTO X ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			BA2778P777	1/1/2011	1/1/2012	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$
							Uninsured motorist BI split limit	\$ 100,000	Underinsured motorist	\$ 100,000
	X UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE	\$ 5,000,000	AGGREGATE	\$ 5,000,000
B	DEDUCTIBLE X RETENTION \$ 10,000			QK06503142	1/1/2011	1/1/2012				
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	UB3412T965-10	1/1/2011	1/1/2012	X WC STATUTORY LIMITS	OTHER	E.L. EACH ACCIDENT	\$ 1,000,000
C	Professional Liability			AEH 00-609-55-52	1/1/2011	1/1/2012			E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
									E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

FOR PROPOSAL ONLY

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Joan Delorey/BOSTON