

March 22, 2017

Mr. Bob McGhee, Director
Department of Public Works
Town of Norfolk
33 Medway Branch
Norfolk, MA 02056

RE: Proposal for Engineering Services
Subdivision Review – The Village at Norfolk

Dear Bob:

We would like to thank you for giving Environmental Partners Group, Inc. the opportunity to provide you with this scope of work for engineering services. Based on your request, we have prepared this proposed Scope of Services and Budget. Upon your approval, the existing General Services Contract between Environmental Partners Group, Inc. and the Town of Norfolk, Department of Public Works (Client) will be utilized to complete the Scope of Services outlined below:

Project Understanding

The Village at Norfolk subdivision located in central Norfolk proposes to connect to the Town's water distribution system for potable water service. Review of the subdivision plans relative to the water distribution system is required to ensure that adequate service can be provided and the proposed work meets the Town's standards.

Scope of Services

Environmental Partners will review the subdivision plans relative to the water distribution system and make recommendations as required. This scope of services for the review includes the following tasks.

1. Water Demand Estimate – Demand from the subdivision will be estimated using historic per capita usages in the Town of Norfolk.
2. Hydraulic Analysis – The subdivision information will be input in to the existing hydraulic model including pipe sizes, elevations, demands and pipe configuration. The hydraulic model will be utilized to simulate static pressures and available fire flows throughout the subdivision. Hydraulic results will be determined under average day demand, maximum day demand and peak hour demand scenarios.
3. General Plan Review – The proposed subdivision plans will be reviewed with respect to the Town's water system standards including but not limited to hydrant spacing, valve configuration, pipe sizes and pipe materials. Recommendations for improvements to the

proposed design will also be considered to improve water quality and system flow patterns.

4. Technical Memorandum – A brief technical memorandum will be prepared describing the results of Tasks 1 through 3 above. Hydraulic results will be compared to AWWA requirements/recommendations and typical ISO fire flow requirements. This analysis does not include calculation of required fire flow for the subdivision.

Fee and Payment

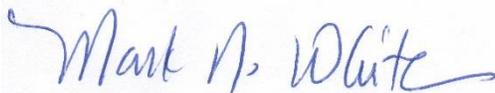
Environmental Partners proposes to perform the indicated Scope of Services discussed above for the Subdivision Review of the Village at Norfolk for a lump sum fee of One Thousand Five Hundred Dollars (\$1,500).

Acceptance

We trust that this proposal has been responsive to your needs and we appreciate the opportunity to be able to assist you with this project. Please feel free to contact me at 617-657-0281 or by e-mail at rja@envpartners.com, if you have any questions or require additional information.

If this Proposal meets with your approval, please sign, date and return a copy to our office and this document will serve as a Contract Agreement between Environmental Partners and the Town of Norfolk (Client) to complete the Scope of Services described herein:

Very Truly Yours,
Environmental Partners Group, Inc.



Mark White
Principal



Ryan J. Allgrove, P.E.
Project Manager

ACCEPTANCE

Bob McGhee, Department of Public Works

Date