



## GREEN INTERNATIONAL AFFILIATES, INC.

100 AMES POND DRIVE, SUITE 200 TEWKSBURY, MA 01876

T: (978) 923-0400 | F: (978) 399-0033 | WWW.GREENINTL.COM

July 28, 2022

Malcolm Ragan  
Assistant Planner/GIS Administrator  
Town of Stow  
380 Great Road  
Stow, MA 01775

**Subject: Proposal for Traffic Engineering  
Peer Review  
141-Unit Active Adult Neighborhood  
Athens Street  
Stow, Massachusetts**

Dear Mr. Ragan:

Pursuant to your request, Green International Affiliates, Inc. (Green) is pleased to provide this proposal to provide traffic engineering peer review services to the Town of Stow. We will perform a peer review of the project documents including the traffic study prepared by Vannasse & Associates. It is our understanding that the project proposes to construct 141 units with access of off Athens Street near the Hudson Road intersection.

We will review the traffic assessment and the project site plans for conformance with local bylaws and requirements, standard industry practices as well as the latest guidelines from the Massachusetts Department of Transportation (MassDOT) and the Institute of Transportation Engineers.

Green has performed similar reviews for many municipalities. Our team will be led by **Corinne Tobias, P.E., PTOE as Project Manager**. Corinne has 14 years of experience and has completed such peer reviews for the Town of Wilmington, Town of Lancaster, City of Newton, and the City of Somerville.

Green has a long history working with the Town of Stow, including the Track Road rail trail and Lower Village project. In addition, we have recently been issued the contract to complete the Great Road/Hudson Road intersection improvements, which has been identified as a critical intersection for this development. This will provide us with additional insight into any recommended improvements and analysis provided and will help streamline the coordination between the two projects. In our previous experience working with the Town, we have developed positive working relationships with Town staff, and as an important client, Green has always had the best interests of the Town in mind. We look forward to continuing working with the Town on this Peer Review project.

**Mr. Malcolm Ragan**

**July 28, 2022**

The scope of our review will include the following:

### **TASK 1 – SITE VISIT**

This Task will include a site visit to verify available sight distance and operations during peak traffic hours, and to evaluate the existing conditions for study intersections.

### **TASK 2 – DOCUMENTATION REVIEW**

We will review and analyze the project documents including the Traffic Study prepared by Vannasse & Associates. Our review will evaluate the said documents for conformance with Stow's local Zoning Bylaws, Section 4.15 of the Town of Stow's Rules and Regulations for Special Permits, guidelines published by the Institute of Transportation Engineers (ITE) and MassDOT, and typical industry practices.

### **TASK 3 – PROVIDE COMMENTS & RECOMMENDATIONS TO THE PLANNING BOARD**

We will provide a memorandum to the Planning Board that summarizes our findings and recommendations resulting from the peer review. At a minimum, we will provide comments on the following:

- Adequacy of study area;
- Operation and safety characteristics of study area intersections;
- Existing traffic volume data collected;
- Accuracy of collision history analysis and crash data;
- Future growth factor adjustments, and assumptions;
- Trip generation and trip distribution analysis;
- Conclusions and recommendations reached by the Applicant's traffic engineer;
- Adequacy of proposed improvements to mitigate the project-related traffic impacts;
- Provide an opinion as to any additional geometric or other traffic related improvements to study area intersections/roadways necessary to facilitate the new development and offset project-related impacts;
- Provide an opinion on the safety and operational functionality of the site access driveway, including a review of the available sight distances at the access driveway.

### **TASK 4 – PUBLIC HEARING**

We will attend one (1) public hearing to present our findings and recommendations.

### **TASK 5A – PROVIDE FOLLOW-UP COMMENTS & RECOMMENDATIONS TO PLANNING BOARD**

We anticipate that an additional review will be required to evaluate new information submitted by the Applicant in response to our initial peer review memorandum. We will coordinate and consult with the Applicant and/or Town officials during the course of the technical review of the supplemental/revised documents and will prepare a final memorandum of findings summarizing our comments and, if appropriate, recommendations to address issues.

Mr. Malcolm Ragan

July 28, 2022

### TASK 5B –ADDITIONAL PUBLIC HEARING

If desired by the Town, Green will attend a second public hearing to present the findings and recommendations of our additional review.

### COMPENSATION

Task	Task Description	Fee
1	Site Visit	\$660
2	Documentation Review	\$1,710
3	Provide Comments & Recommendations to Planning Board	\$2,760
4	Public Hearing	\$1,110
5A	Provide Follow-up Comments & Recommendations	\$1,050
5B	Additional Public Hearing	\$1,110
	<b>Project Total</b>	<b>\$8,370</b>

Our fee for this peer review is a lump sum cost of **\$8,370** including expenses, as indicated in the above table.

### EXCLUSIONS

This Scope of Services does *not* include the following:

- Review of any previously approved plans, reports or applications for compliance with Local, State or Federal codes, ordinances or laws;
- Site plan review;
- Review of architectural plans;
- Review of landscape planting and site lighting photometrics;
- Confirmation of delineated resource areas;
- Review of the project during construction;
- Structural review of retaining walls, wing walls, culvert design;
- Additional reviews of revised/supplemental plans and/or calculations beyond those described in this proposal;
- Review of the plans for conformance with the Wetlands Protection Act. It is assumed that the plans will be reviewed by the Conservation Commission, if required;
- Review of the septic system design or Title V requirements.

Mr. Malcolm Ragan

July 28, 2022

## ADDITIONAL SERVICES

Additional services beyond those outlined in the above scope can be provided as an additional service when needed and as required. The above scope includes one initial review of the submitted materials and one review of supplemental/revised materials. If additional reviews are needed in response to the Applicant submitting new information following our supplemental review memorandum, this review would be completed as an additional service. Additional services would be provided upon request and would be performed at your discretion and authorization only.

In the event that additional services are needed, we will prepare a Scope of Services, fee, and schedule required to complete the additional services for approval. The billing rates below will be used for additional services.

### 2022 Hourly Billing Rates

Program Manager*	\$220/hour
Project Manager	\$195/hour
Senior Engineer/Project Engineer	\$165/hour
Staff Engineer	\$135/hour
Technician	\$110/hour

\* Includes Group Leaders and Principal

Out-of-Pocket Expenses: Actual cost (no markup)

## SCHEDULE

Tasks 1-3 will be completed by September 1, 2022, with a draft memorandum for Town staff review submitted by August 26, 2022. Following the initial review, we will coordinate with the Town and/or the Applicant in an attempt to resolve outstanding issues as expeditiously as possible.

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

Sincerely,

**Green International Affiliates, Inc.**



Ko Ishikura, PE  
President

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