



MANCHESTER-BY-THE-SEA

TOWN PLANNER • TOWN HALL
10 Central Street
Manchester-by-the-Sea, Massachusetts 01944
Telephone (978) 525-6436 browns@manchester.ma.us

Sue Brown
Town Planner

On behalf of the Zoning Board of Appeals of the Town of Manchester-by-the-Sea, MA (ZBA), we are seeking peer-review consulting services related to the proposed " Sanctuary at Manchester by the Sea" 40B housing project (0 School Street), for the following areas:

- Civil Engineering
- Landscape Architecture/Site Design
- Geotechnical

For the item listed above, please provide an estimate and scope of services for the following services, to cover peer-review through the 40B permitting process:

1. review submitted plans, studies, and supplementary materials associated with civil engineering, site design and geotechnical activities including utilities and stormwater, within materials submitted to date ([Link](#)) and the Project Eligibility Letter ([Link](#)) and associated staff, board and committee and public comments, as well as those materials anticipated by the ZBA or requested as part of the peer review process;
2. conduct independent site visit to assess site and neighborhood conditions;
3. review requested bylaw waivers and advise ZBA of (a) necessity of relief, (b) alternate methods of compliance, and (c) adverse impact of approval;
4. provide initial memorandum with evaluation of Applicant's request for Zoning Bylaw waivers, and recommendations for additional information requests, if any.
5. attend and present at up to three meetings of the ZBA;
6. coordinate with other consultants, town officials, and peer-reviewers as necessary, including attendance at one or more working sessions with development team;
7. assist the ZBA and its consultants in responding to questions and concerns raised at the hearings;
8. prepare draft and final recommendations for modifications, approval conditions, and/or best management practices.

Please provide your quote as a budget estimate, including hourly rates and resumes for all staff to be assigned to the project. Please identify the Project Manager and primary point of contact and outline anticipated time for initial review (1-4 above). Please also send a copy of a similar peer review report you have completed.

Send written quotes for services via email (reply all) by no later than Monday, January 17th, 2022 with hard-copy follow up to:

Town Hall
Attn: Sue Brown, Town Planner
10 Central Street
Manchester by the Sea, MA 01944