



September 12, 2012

Town of Chilmark
Attn: Beach Committee
PO Box 119
Chilmark, MA 02535

Re: Erosion Control Study at Lucy Vincent Beach

Dear Chilmark Beach Committee,

The Woods Hole Group (WHG) is pleased to present the following cost proposal for addressing the coastal erosion issue at Lucy Vincent Beach and Upper Upper Pond in Chilmark. We understand that dune restoration/stabilization at the easternmost end of Lucy Vincent Beach is the main priority of the Beach Committee and the Pond Association at this time, and that will be the main focus of the proposed alternatives analysis. WHG recommends a Phased approach to addressing the erosion concerns, so that the Town has the information it needs concerning feasibility and costs before advancing to the next Phase. The proposed scope of work for Phases II and I are below, although we understand you will only proceed with Phase I at this time.

Phase 1 - Alternatives Analysis and Regulatory Feasibility

- Alternatives Analysis to look at possible alternatives based on discussion with the Beach and Pond Committees regarding primary concerns.
- Conceptual design showing type and footprint of proposed alternatives on a recent image that can be used for discussion purposes.
- Regulatory correspondence to discuss ideas with the Chilmark Conservation Commission, the Department of Environmental Protection (DEP) and the Natural Heritage Endangered Species Program (NHESP) and receive feedback on the proposed alternatives.
- Preliminary cost estimates for each of the proposed alternatives for planning purposes.

The estimated cost for Phase I is \$3,000 and will provide Woods Hole Group with the info needed to determine the range of alternatives that would be acceptable to the environmental regulators. This info would provide the Town with a decision point as to whether or not proceed with Phase 2 based on feasibility and costs of the preferred alternative. If the Town chooses to move forward with the project, the assumed scope for work for Phase II is below.

Phase 2 - Draft Engineering Design

- Topographic survey of the proposed project location.
- Draft engineering design showing cross sections and footprint of the selected alternative (quantities for beach nourishment if applicable).
- Preliminary construction cost for preferred alternative.
- Evaluation of required permits and associated costs for preferred alternative.

Costs for Phase 2 will need to be determined upon preparation of a formal proposal, upon the completion of Phase I. For planning purposes only, an estimated cost for Phase 2 would be \$7,000 - \$10,000. Phase 3, if applicable, would include a final engineering design and environmental permitting for the chosen alternative.

This proposal was assembled under the guidelines for a Time & Materials "Not to Exceed" contract. Based on the preceding scope of work the total charge for our services will not exceed \$3,000 without written authorization from the Client. Our services will be invoiced based on the amount of time it takes to complete all contracted tasks. Materials and other direct costs will be invoiced at cost plus our standard markup. Prior to work being started, a retainer of \$750 (25% of the total service estimate) is required to be received by WHG. The retainer will be held at WHG and be applied to the final invoice. Invoices for services rendered will be submitted monthly. Unless otherwise agreed to in writing, payment is due within 30 days following the date of our invoice. In the event of payments that are significantly or routinely late, WHG retains the right to stop work until payment issues are redressed. In case of refusal to address payment issues, WHG retains the right to use all appropriate legal measures to obtain rightful payment.

The Woods Hole Group is prepared to initiate work on this project after upon receipt of a notice to proceed. Your signature below will serve as authorization for us to proceed. We appreciate the opportunity to submit this proposal, and we look forward to working with the Beach and Pond Committees on this unique and challenging project. Please do not hesitate to call me with questions or if you need additional information. I can be reached at 508-495-6232.

Sincerely,



Tara Marden, M.S.
Coastal Geologist/Project Manager

Client Representative

Date

Representative of Woods Hole Group, Inc.